

ORDINARY MEETING

OF

ENVIRONMENT COMMITTEE

AGENDA

Time: 09:15 am
Date: Thursday, 26 November 2015
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Wade-Brown

Councillor Ahipene-Mercer
Councillor Coughlan
Councillor Eagle
Councillor Foster
Councillor Free
Councillor Lee
Councillor Lester

Councillor Marsh
Councillor Pannett (Chair)
Councillor Peck
Councillor Ritchie
Councillor Sparrow
Councillor Woolf
Councillor Young

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing public.participation@wcc.govt.nz or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.

AREA OF FOCUS

The Committee will focus on climate change initiatives, enhancing the city's open spaces, protecting biodiversity in plant, bird and animal life, and ensuring there are high quality outdoor areas for residents and visitors to enjoy. The committee is also responsible for waste minimisation, energy efficiency and the three waters (drinking water, stormwater and wastewater).

Quorum: 8 members

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1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

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.

1.3 Confirmation of Minutes

The minutes of the meeting held on 15 October 2015 will be put to the Environment Committee for confirmation. In addition the minutes of the Proposed Happy Valley Subcommittee meetings held on 4 November and 12 November 2015 will be put to the Environment Committee for confirmation as per the subcommittee's Terms of Reference.

1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Environment Committee.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor Matters relating to the General Business of the Environment Committee.

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Environment Committee for further discussion.

2. Policy

WELLINGTON CONSOLIDATED BYLAW, PART 2: ANIMALS REVIEW 2015/16 - SCOPING REPORT

Purpose

1. To agree the scope for the review of the Wellington Consolidated Bylaw 2008, Part 2: Animals.

Summary

2. The purpose of the Wellington Consolidated Bylaw 2008, Part 2: Animals (the Bylaw) is to assist the management of animals in Wellington, including maintaining and promoting public health and safety, protecting the public from nuisance, and protecting the welfare of animals.
3. The Local Government Act 2002 requires bylaws to be reviewed at least once every 10 years. This review of the Bylaw must be completed by August 2016. Officers expect a high level of public interest in this review, particularly regarding cats and dogs.
4. The Dog Policy must be reviewed when the Animals Bylaw is reviewed as required by the Dog Control Act 1996 (DCA). Given the degree of public interest in both the Dog Policy and Animals Bylaw, the Dog Policy will be reviewed concurrently but reported separately (see *Dog Policy Review 2015/16: Scoping Report, Environment Committee on 26 November 2015*). Officers also recommend restructuring the Bylaw so that all matters relating to dogs are covered within a separate section of the Bylaw.
5. Public debate surrounding cat ownership has increased since the Bylaw was last reviewed. A key issue is the need to control cats to stop them from killing native animals¹. Preliminary results of a survey by Victoria University of Wellington (VUW) indicate broad support for the introduction of some measures to promote responsible cat ownership in New Zealand² (eg. 90 percent support for mandatory de-sexing and 70 percent support for microchipping).
6. Officers acknowledge that cats are an important part of some households and have been working with VUW to better understand cat behaviour in order to reduce the risk to native animals.
7. Property owners, particularly in the Central Business District (CBD), are likely to advocate for pigeon control to reduce property damage. Following public concern in 2008 the Council decided not to undertake a pigeon cull. Humane methods to control the pigeon population are generally supported by the public.
8. Poultry are increasingly being kept in urban areas. The Council receives complaints most months regarding noise from roosters. The current Bylaw does not place any explicit restrictions on keeping poultry or roosters.
9. Officers will talk to key stakeholders and conduct a survey to better understand public opinion on key issues prior to formal public consultation. Findings will be presented to

¹ Gaby, Mya J. 2014. [What do owned free-ranging domestic cats get up to?](#) Victoria University of Wellington & Wellington City Council.

² Kikillus, H. 2015. Cattracker: Interim progress report for WWF-NZ: Victoria University of Wellington.

the Committee in March 2016. The report to initiate the special consultative procedure will be submitted in April 2016 following stakeholder engagement.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Note that this review is being completed concurrently with the review of the Dog Policy.
3. Agree that the review of the Wellington Consolidated Bylaw 2008, Part 2: Animals (the Bylaw) will include:
 - a. Any changes needed to enforce the revised Dog Policy
 - b. Reporting back to the Committee on options for managing cats to protect native animals, while balancing the rights of cats and their owners
 - c. Reporting back to the Committee on options for managing other animals, including roosters and pigeons
 - d. Restructuring the Bylaw to provide a separate section for dogs
 - e. Increasing the clarity and readability of the Bylaw
 - f. Revisions to ensure the bylaw complies with the Local Government Act 2002 and other applicable legislation.

Background

10. The purpose of the Wellington Consolidated Bylaw 2008, Part 2: Animals (the Bylaw) is to assist the management of animals in Wellington, including maintaining and promoting public health and safety, protecting the public from nuisance, and protecting the welfare of animals.
11. The Local Government Act 2002 requires bylaws to be reviewed at least once every 10 years. This review of the Bylaw must be completed by August 2016. Officers expect a high level of public interest in this review, particularly regarding cats and dogs.

Discussion

Dogs

12. Dog ownership is regulated by the Bylaw and the Dog Policy, as required under the Dog Control Act 1996 (DCA). Proposed changes to the Bylaw relating to dogs will be discussed as part of the Dog Policy review (*Dog Policy Review 2015/16: Scoping Report, Environment Committee on 26 November 2015*).
13. Officers have assessed that by restructuring the Bylaw and having sections specifically dealing with cats and dogs it will be easier for the public to find relevant information. This would also enable separate and more productive discussions on dog management, which has specific statutory requirements for the Dog Policy and Bylaw under the Dog Control Act 1996.

Cats

14. Native wildlife numbers within the city are growing as a result of numerous programmes to build and increase Wellington's indigenous biodiversity. This is important to the City's position as an eco-city. Wildlife and cats are increasingly

coming into conflict. A balance needs to be found that retains the rights of cat owners, while protecting native wildlife.

15. Public debate surrounding cat ownership has increased since the Bylaw was last reviewed in 2009. There are no official records of the number of cats in Wellington but approximately 52 percent of New Zealand households own a cat (there are 71,000 households in Wellington, and some will have more than one cat). The Bylaw does not place any explicit restrictions on cat ownership.
16. As part of this review officers will provide advice to the Committee on the practicalities of any regulatory and non-regulatory options for managing cats. Options might include working with vets and the SPCA to promote de-sexing and microchipping (to reduce the number of cats and make owned cats easy to identify), and measures to protect native animals (e.g. educating owners to keep cats inside at dawn and dusk).
17. A regulatory option the Council could consider is limiting the number of cats per household, for example Buller District Council, Invercargill City Council, Masterton District Council, Palmerston North City Council, and Rangitikei District Council have a limit of three cats. The Council would need to understand how options such as restricting the number of cats would work in practice.

Pigeons

18. Business and property owners are dissatisfied with pigeon faeces and nests on their buildings.
19. High numbers of pigeons in cities are caused by people feeding them. Pigeons in Wellington tend to live in commercial areas, close to public places, and areas with a higher human density.³
20. Pigeon contraception via food pellets has been proven to reduce pigeon populations internationally. However, pigeon contraception is not licenced in New Zealand, and the method is time consuming and relatively costly.
21. As with cats, officers would need to provide advice on the practicalities of any regulatory and non-regulatory options for managing pigeons. For example, the bylaw currently allows animals to be fed anywhere in the city unless signposted otherwise, and this could be reversed.

1. Other Animals

22. Officers will provide advice to the Committee on how the current provisions of the Bylaw are working for the management of other animals. For example in 2008 it was identified that noisy roosters were an issue, and clause 3.1.1 was added as a general clause to address nuisance. However, poultry are still a leading source of complaints from the public, and more specific controls on poultry might be needed.
23. Officers are looking into the management of stock (including goats) in urban areas. The committee will be advised if any issues are identified.
24. Feeding animals can cause issues, for example the increasing population of pigeons, and feeding ducks too much bread is unhealthy both for the ducks and the waterways. Non-regulatory methods have been successful, such as providing the public with grain to feed the ducks at the Botanic Gardens. Officers will review the feeding of animals to assess if this needs to be addressed by the Bylaw.

³ Ryan, Alice C. 2011. [*The distribution, density, and movements of feral pigeons *Columba livia* and their relationship with people*](#), Victoria University of Wellington.

25. Wellington is a bee friendly city. Officers are investigating the management of bees in urban areas and whether additional measures are needed.

Next Actions

February 2016	Officers work with key stakeholders and conduct a survey to assess issues and ideas
17 March 2016	Memo/oral update to Environment Committee Engagement with mana whenua iwi partners
28 April 2016	Statement of Proposal final drafts to Environment Committee
16 May 2016 to 15 June 2016	Consultation period
24 June 2016	Oral submissions heard
04 August 2016	Environment Committee considers final report
31 August 2016	The Council decides whether to adopt the proposed changes
The amended Bylaw will come into force	

Attachments

Nil

Authors	Jessica Clarke, Graduate Advisor, Policy and Reporting Nigel Taptiklis, Senior Policy Advisor
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Consultation and Engagement

A consultation plan will be developed for any changes that are agreed to be made to the Bylaw.

Treaty of Waitangi considerations

Treaty of Waitangi considerations have been taken into account.

Financial implications

Not applicable at this point.

Policy and legislative implications

The Bylaw review will take into account the decisions made in this paper.

Risks / legal

The Bylaw amendments are required to fulfil Council's obligations under the Local Government Act 2002, Dog Control Act 1996, Health Act 1956, and the Animal Welfare Act 1999.

Climate change impact and considerations

No considerations at this point.

Communications Plan

A communication plan will be developed as part of the consultation process for the reviewed Bylaw.

DOG POLICY REVIEW 2015/16: SCOPING REPORT

Purpose

1. To agree the scope of the Dog Policy Review.

Summary

1. The Dog Control Act 1996 (DCA) requires the Council to develop a Dog Policy and supporting bylaw. The Wellington Consolidated Bylaw 2008, Part 2: Animals (the Animals Bylaw) is under review and the Council must also review the Dog Policy as required by the DCA. The Dog Policy was last reviewed in 2009. The Dog Policy and the Animals Bylaw will be reviewed concurrently but reported separately (see *Wellington Consolidated Bylaw, Part 2: Animal Review 2015/16 – Scoping Report, Environment Committee, 26 November 2015*).
2. The Dog Policy sets out the obligations for keeping dogs. The Dog Policy aims to recognise the community and health benefits of dog ownership while balancing public safety concerns and the relevant legal requirements.
3. The DCA sets out what is required of Councils, including: registration, microchipping, and reporting on dog policy and practices. While the DCA is very prescriptive, officers are looking at ways to improve operations under the current Policy, which are regarded as being generally effective.
4. Issues identified in the 2009 review and 2012 pre-engagement work were: dog faeces left in public places, registration fees being high compared to other areas, and the provision and adequacy of dog exercise areas. Officers are currently reviewing dog exercise areas, and will advise the Environment Committee of their findings.
5. The majority of dog owners in Wellington are responsible and interactions between dogs and people are primarily positive. The number of infringement notices issued has decreased over time, from 290 in 2011/2012 to 169 in 2014/2015.
6. The DCA and local government dog policies are strongly shaped by public safety concerns arising from dog attacks on people. Such incidents attract considerable media attention and public debate. However, data collection and reporting in New Zealand is poor due to inconsistent approaches and systems across councils.
7. International research suggests that the best way to reduce dog attacks is through education targeting children and dog owners¹. Officers undertake education programmes targeted at schools and with community groups to encourage safe behaviour around dogs.
8. Officers will talk to key stakeholders and conduct a survey to better understand public opinion on key issues prior to formal public consultation. Findings will be presented to the Environment Committee in March 2016. The report to initiate the special consultative procedure will be submitted in April 2016 following stakeholder engagement.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Note that this review of the Dog Policy is being completed concurrently with the review

of the Wellington Consolidated Bylaw 2008, Part 2: Animals.

2. Agree that the Policy review will:
- Proactively review contentious issues before consultation.
 - Evaluate and review dog exercise areas.
 - Report back to the Environment Committee on options to balance the rights of dog owners while protecting wildlife.
 - Report back to the Environment Committee on options for resolving any operational issues, such as dogs stopping within the central city area.
 - Report back to the Environment Committee on the collection and reporting of dog incidents and attack statistics in Wellington.

Background

- The Dog Policy must be reviewed when the Animals Bylaw is reviewed as required by DCA. The Local Government Act 2002 requires bylaws to be reviewed at least once every 10 years.
- The Dog Policy is a statutory requirement. Section 10 of the DCA requires Councils to adopt a policy on dogs, and what the policy must cover. The DCA regulates dog ownership by imposing a range of obligations on dog owners, administered by local government. Dog registration fees cover 75 percent of the cost of dog management under the DCA in Wellington.

Discussion

- Dog ownership in Wellington is increasing. Dog ownership remains relatively low, with a ratio of 5 registered dogs per 100 people. Comparatively, Lower Hutt has 9 dogs per 100 people, and nationally there are 11 dogs per 100 people. Popular breeds are Labrador/cross, Border Collie/cross, Cavalier King Charles Spaniel/cross, and Bichon Frise.

Figure 1: Populations of dogs in Wellington City

Financial year	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015
Dog population	8570	8770	8970	9635	9890	10132	10408	10716
Change (percent) from previous year	-	2.28	2.23	6.90	2.58	2.39	2.65	2.87
Ratio of Dogs to people	0.045	0.046	0.046	0.049	0.050	0.051	0.052	0.053

Source: Statistics NZ, and WCC Public Health

- Interviews conducted with the public by the Council in 2012 reinforced the key findings of the 2009 Policy review:
 - The vast majority of people are comfortable with dogs in public places, provided they are under control and on a lead, and owners pick up their dog's faeces.

- Dog owners are dissatisfied with operational aspects of dog exercise areas, such as the lack of bins, issues with fencing, lighting, and seating.
 - Registration fees are contentious. Dog owners are dissatisfied as they perceive that their fees are high and are unable to see what they are being used for.
13. As part of this review officers will proactively review these issues before we go to consultation, and provide advice to the Committee.

Operations

14. Operations are spilt between Animal Services in Lower Hutt and the Public Health team at Wellington City Council. Animal Services manages the dog pound and dog control services for Lower Hutt and Wellington City. These services have been outsourced to Hutt City Council since late 2012. Public Health manages the administrative side, such as dog registrations.
15. Operations are generally regarded as being effective, but there are some aspects where a review is indicated. Officer's will review the following aspects of the dog policy:
- Dog exercise areas
 - Interactions with wildlife
 - Fees
 - Offences and infringements
 - Attacks and data reporting
 - Other issues

Dog exercise areas

16. Dog exercise areas are popular with dog owners, and are a positive environment for dogs to socialise. Dog owners are moderately dissatisfied with some of the operational aspects of dog exercise areas, including the lack of bins, owner behaviour, issues with lighting and seating. There are currently 71 off-leash dog exercise areas⁴. Officers are currently undertaking a detailed review of the exercise areas, and will provide their findings and advice to the Committee.
17. Exercise areas do not need to be fenced at present, and many share boundaries with children's play areas, roads, sport fields and reserves. Officer's note that seasonal and 'specified times' rules (eg. for beach restrictions during summer and some exercise areas) can be confusing for the public.
18. Dog exercise areas are funded partially by the Council's Parks, Sport and Recreation, and Public Health teams. A destination dog exercise park was previously consulted on in 2009, finding that 62 percent of people would be likely to use a destination dog park. No developments towards the building of a destination dog park have been made due to funding constraints.

Wildlife

19. Wildlife and dogs are increasingly coming into conflict, particularly as wildlife numbers grow in reserve areas. A balance needs to be found for the rights of owners' and dogs, while protecting wildlife.

⁴ Wellington City Council, [Wellington City Dog Exercise Areas](#), 2015

20. In Wellington there have been confirmed cases of dogs killing kaka⁵ and little blue penguin. Officers suspect that more cases go unreported.
21. The abundance and distribution of Wellington's seal population has changed since the Policy was last reviewed in 2009. Dogs are currently prohibited at Sinclair Head and seal 'haul-out' areas on the South Coast between 1 May and 31 August. Seals now appear to be along the South Coast all year round, and are increasingly using Wellington Harbour. Having off-leash dogs and seals in the same area is a safety issue for both dogs and seals.
22. As part of the review, officers will provide advice to the Committee on the practicalities of any regulatory and non-regulatory options for managing the impact of dogs on wildlife.

Fees

23. Dog registration fee levels are contentious. Fees and late penalties are set by territorial authorities, and must take into account relative costs of the registration and other relevant factors.
24. Revenue from registration fees, control fees, and enforcement is set to cover 75 percent of the total cost associated with dog control, as per section 6.2.2 of the Policy. Rates revenue is used to meet the remaining 25 percent of dog related costs. The cost recovery rate from registration fees for the 2014/2015 financial year was 73 percent.

Offences, infringements and impounding dogs

25. Dog owners in Wellington are generally responsible, with a relatively low number of infringement notices issued, and only one prosecution under the DCA in the past three years.
26. The number of infringement notices issued has decreased over time, from 290 in 2011/2012 to 169 in 2014/2015. The greatest proportion of infringements is for failure to register a dog, and this has decreased from 64 percent to 55 percent over that period.
27. Unregistered dogs are estimated to be 5-10 percent of the total dog population in the area covered by Animal Services. The number of known unregistered dogs fluctuates regularly, as Officers work with owners to register their dogs. At 30 June 2015 there were 134 known unregistered dogs in Wellington City.
28. On average, failure to keep a dog confined accounts for 20 percent of infringements, bylaw breaches 15 percent (eg. exercise area on/off leash and seasonal restrictions), and failure to keep dog under control 10 percent.
29. When deciding to impound a dog, officers evaluate several factors:
 - Is the dog registered?
 - Is the dog right outside its house and or is the owner immediately contactable?
 - Is the dog threatening public safety?
 - Is the dog endangering its own safety?
 - Is the dog lawfully allowed to be where it is?
30. Any animal impounded may be re-homed or euthanised if officers are unable to contact the owners after 7 days. This is consistent with the requirements outlined under the DCA. Officers note that dogs are normally held for longer (10 days) to reduce the risk

⁵ Wellington City Council, [Dog kills kākā in Huntleigh Park](#), 2015

of a dog being rehomed or euthanised before the owner can collect it. The majority of dogs are collected on the same or next day.

31. In 2014/2015 50 dogs (8.6 percent) of the 580 dogs impounded by Animal Services for Wellington City were euthanised, with very few of these suitable to be rehomed. Before deciding to euthanise a dog, officers assess the dog's health, breed and temperament. Animal Services works alongside SPCA, HUHA, Aviation Security, NZ Police, Dept. of Corrections and breed rescue clubs to rehome suitable dogs.

Dog related complaints – data collection and reporting

32. Section 10A of the DCA requires territorial authorities to report annually on dog related complaints and the nature of those complaints. The DCA doesn't provide detailed guidance on data collection or reporting, which is inconsistent across councils.
33. The Council is reviewing its data collection and recording of dog related complaints and dog attacks. The Courts provide some guidance on what constitutes an attack. There must be physical contact between the dog and any person or animal, and more than mere aggressive behaviour on the dog's part (eg. 'rushing').
34. The DCA does not define 'dog attack' and the consequences for the dog are high. If the Court finds there has been an attack, it must make an order for the destruction of the dog unless the circumstances were exceptional.
35. Reporting of dog attacks often attracts media and political interest, and greater restrictions to increase public safety are frequently called for. A study recently cited by the media is *The Burden of Dog Bite Injuries in NZ 2004-2014*. The full report is not yet publicly available; however officers have requested a copy.
36. The Australian Veterinary Association reports⁶ that external factors (owner behaviour etc.) have more influence on a dog's behaviour than breed. Key findings include:
- The majority of dog bites occur on private property (70 to 80%)
 - In 80 percent of bite incidents the dog is known to the victim or is the family dog
 - 60 – 75 percent of incidents stem from interactions between young children and dogs, particularly if the child is unsupervised
 - Contact tends to be initiated by the children, with children under 10, and particularly toddlers most at risk
37. Dog attacks are often serious and traumatic when they occur, especially between a large dog and child, or when multiple dogs are involved. Restrictions on dog ownership should be informed by sound evidence and better data collection by the Council will assist in this.
38. A school education programme is run by Animal Services to encourage safe behaviour around dogs. An adult at risk programme is also run to help people who interact with dogs during their occupations (meter readers, probation officers, community nursing groups etc.). In 2014/2015 Animal Services gave 37 educational talks. Education programmes are a statutory obligation under the DCA.

Other issues

39. Other issues include that the Responsible Dog Owner (RDO) framework outlined in the current Policy does not explicitly state what happens when an RDO moves property. Officers will provide advice to the Committee on a range of options to resolve this.

⁶ The Australian Veterinary Association Ltd, [Dangerous dogs – a sensible solution](#), 2012

40. RDO status offers a reduced dog registration fee to recognise and encourage good dog ownership, including attendance of dog obedience courses. Currently 2,243 of 8,979 owners (25 percent) have RDO status. Other Territorial Authorities have similar schemes that are well regarded.
41. Dogs are not allowed to stop within the central city restricted area. This area is not marked, and is different from Central Area in the District Plan. Officers will provide advice to the Committee on the feasibility of removing the restriction and possible ways to clarify the area.

Next Actions

February 2016	Officers work with key stakeholders and conduct a survey to assess issues and ideas
17 March 2016	Memo or oral update to Environment Committee Engagement with mana whenua iwi partners
28 April 2016	Statement of Proposal final drafts to Environment Committee
16 May 2016 to 15 June 2016	Consultation period
24 June 2016	Oral submissions heard
04 August 2016	Environment Committee considers report on all written and oral submissions received
31 August 2016	The Council decides whether to adopt the proposed changes
The amended Policy will come into force	

Attachments

Nil

Authors	Jessica Clarke, Graduate Advisor, Policy and Reporting Nigel Taptiklis, Senior Policy Advisor
Authoriser	John McGrath, Acting Director Strategy and External Relations

SUPPORTING INFORMATION

Consultation and Engagement

Officers will develop an engagement and consultation plan in the next phase of work following this scoping report.

Treaty of Waitangi considerations

Treaty of Waitangi considerations have been taken into account.

Financial implications

Not applicable at this point.

Policy and legislative implications

The Policy review will take into account the decisions made in this paper.

Risks / legal

The Policy amendments are required to fulfil Council's obligations under the Local Government Act 2002, Dog Control Act 1996, Health Act 1956, and the Animal Welfare Act 1999.

Climate Change impact and considerations

No considerations at this point.

Communications Plan

A communication plan will be developed as part of the consultation process for the reviewed Policy.

TRADE WASTE BYLAW 2004 - REVIEW 2015

Purpose

1. The Committee is asked to agree to public consultation on a statement of proposal presenting a review of the Trade Waste Bylaw 2004 (the Trade Waste Bylaw or Bylaw). The Committee is also asked to agree to the proposed amendments to the Bylaw that are discussed in the statement of proposal.

Summary

2. The Local Government Act 2002 (LGA) requires local authorities to review all bylaws at least every 10 years. Any bylaw not reviewed is automatically repealed. The Trade Waste Bylaw must be reviewed by 30 June 2016.
3. The LGA empowers the Trade Waste Bylaw and sets out the processes for the development and review of all bylaws. Officers have reviewed the Trade Waste Bylaw and found that, subject to proposed amendments addressed in the statement of proposal, it remains an appropriate method and the most appropriate form of bylaw to address the issues associated with managing the impact of trade waste discharges:
 - Managing the impacts of trade waste discharges on the Council's wastewater and stormwater systems
 - Protecting people working on the wastewater system, and
 - Protecting the environment.
4. As part of the review, officers have identified several areas in the operation of the Trade Waste Bylaw that could be improved. These include:
 - Better reflecting industry best practice (the Model Bylaw)
 - Promoting greater consistency across councils in the Wellington metropolitan area
 - Taking a risk management approach to assessing trade waste discharges
 - Providing flexibility for industries to comply with the Bylaw
 - Fostering continuous improvement of trade waste dischargers to reduce contaminant loading; and
 - Better reflecting the requirements of the wastewater and stormwater systems.
5. In order to address these issues, officers propose amendments to the Trade Waste Bylaw to:
 - Expand the purpose and scope to promote cleaner production and protection of the stormwater system
 - Amend the grades of trade waste from controlled, conditional and prohibited to permitted, controlled, conditional and prohibited (this will provide for a grade of trade waste discharge that does not require consent)
 - Enable a trade waste discharger to apply to the Council to waive the requirement for a trade waste discharge consent
 - Extend the matters that Council may consider when assessing applications for trade waste consents, when imposing conditions and when determining whether to reclassify a discharge

- Provide for trade waste agreements as an alternative to a trade waste discharge consent; and
- Bring the Bylaw in line with the Model Bylaw 2004 (which is still considered to reflect industry best practice), in particular those provisions relating to:
 - mass limits
 - discharge physical and chemical characteristics, and
 - document service.

Recommendations

That the Environment Committee:

1. Receive the information.
2. **Agree** that the proposed amendments to the Trade Waste Bylaw 2004 (the proposed Trade Waste Bylaw) is the most appropriate way of addressing the management of trade waste discharges to the Council's wastewater system.
3. **Agree** that the proposed Trade Waste Bylaw is the most appropriate form of bylaw under the Local Government Act 2002 (LGA).
4. **Agree** that the proposed Trade Waste Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
5. **Agree** that the proposed Trade Waste Bylaw as described in the statement of proposal (Attachment 1 of this report) and reflected in Appendix B of that statement undergo public consultation in accordance with sections 86 and 148 of the LGA.
6. **Agree** that the proposed Trade Waste Bylaw described in the statement of proposal and reflected in Appendix B of that statement, is likely to have a significant impact on the public due to its regulatory nature and therefore, under section 156 of the LGA should be consulted on using the special consultative procedure under the LGA.
7. **Agree** to adopt the statement of proposal (Attachment 1 of this report), and initiate the special consultative procedure under section 83 of the Local Government Act 2002.
8. **Agree** to delegate to the Chair of the Environment Committee and the Chief Executive the authority to amend the statement of proposal to include any amendments agreed by the Committee, and any associated minor consequential edits.

Background

6. The statement of proposal (Attachment 1) relates to a review of the Trade Waste Bylaw 2004 (the Trade Waste Bylaw or Bylaw).
7. The Local Government Act 2002 Amendment Act 2006 introduced requirements into the LGA for local authorities to review bylaws at least every 10 years. Any bylaw not reviewed is automatically repealed. The Trade Waste Bylaw must be reviewed by 30 June 2016 in order to remain in force.
8. The Trade Waste Bylaw is empowered under Section 146 of the LGA, primarily to control the discharge of trade waste into the Council's wastewater system in order to protect the wastewater system, ensure resource consent requirements are met, and to protect those working on the wastewater system and the environment.
9. The LGA specifies the Bylaw review and development process.

Discussion

10. The current 2004 Trade Waste Bylaw provides the Council with powers to control discharges of trade waste to the Council's wastewater system. The main components of the Bylaw are that:
 - It provides for long-term, intermittent, or temporary discharge of trade waste to the wastewater system
 - It establishes three grades of trade waste and a regime to enable the Council to evaluate trade waste discharges against established criteria
 - It provides for sampling and monitoring of trade waste to ensure compliance with the Bylaw, and
 - It provides for a compliance, enforcement and administrative regime.
11. The current Bylaw was adopted before Standards NZ developed a model trade waste bylaw in 2004 (the Model Bylaw) and, as a result, is out of date in places with best practice. A key driver for the Model Bylaw was to ensure councils meet consenting requirements for wastewater discharges and to foster consistency between territorial authorities with respect to trade waste requirements. The Model Bylaw contains significant technical information and detail and is still considered to reflect current best practice.
12. Wellington Water took over the trade waste function of the Council in October 2014. This includes enforcing the Bylaw and reviewing it. Wellington Water is a regional entity and seeks to add value through standardising three waters policies and bylaws where appropriate. Wellington Water has identified trade waste management as an area that would benefit from regionally consistent bylaws and a regional approach to enforcement.
13. A review requirement is to consider if the Trade Waste Bylaw is still an appropriate and relevant bylaw for Wellington. Officers consider that without the Trade Waste Bylaw, the Council would not be able to control the discharge of trade waste to the Council's wastewater system and protect the functioning of the wastewater system, protect people working on the wastewater system and protect the environment. This has an impact on the Council's ability to comply with the Resource Management Act 1991 (RMA) and consent conditions.
14. In this context officers recommend the Trade Waste Bylaw be retained and that it remains the most appropriate form of regulation to address these problems (the protection of the wastewater system, people and the environment), and the most appropriate form of the Bylaw under the LGA.
15. As part of the review, officers have identified several areas in the operation of the Trade Waste Bylaw that could be improved. These include:
 - Better reflecting industry best practice (the Model Bylaw)
 - Promoting greater consistency across councils in the Wellington metropolitan area
 - Taking a risk management approach to assessing trade waste discharges
 - Providing flexibility for industries to comply with the Trade Waste Bylaw
 - Fostering continuous improvement of trade waste dischargers to reduce contaminant loading, and
 - Better reflecting the requirements of the wastewater and stormwater systems.

16. In order to address these problems, officers propose amendments to the Trade Waste Bylaw to:
- Expand the purpose and scope
 - Amend the grades of trade waste from controlled, conditional and prohibited to permitted, controlled, conditional and prohibited
 - Extend the matters that Council may consider when assessing applications, imposing conditions and when determining whether to reclassify a discharge
 - Enable trade waste dischargers to apply to the Council to waive the requirement for a trade waste discharge consent
 - Provide for trade waste agreements as an alternative to trade waste discharge consents
 - Bring the Bylaw in line with the Model Bylaw 2004.
17. The proposed Trade Waste Bylaw has been assessed against the New Zealand Bill of Rights Act 1990 (NZBORA). Council officers consider that the proposed bylaw is not inconsistent with NZBORA and does not give rise to any implications under the NZBORA.
- Purpose and Scope***
18. Under the current Trade Waste Bylaw the purpose is limited to protection of; the wastewater system, workers operating in or with the wastewater system and the environment. This is done by ensuring the necessary resource consents are met.
19. The purpose of the proposed bylaw has been expanded to:
- Promote cleaner production⁷
 - Ensure the quality of stormwater discharges is met, and
 - Be explicit that the Bylaw provides for a monitoring and charging regime.
20. By minimising the risk of trade wastes related blockages in the wastewater system and the resultant overflows of wastewater there is a reduction in contamination risk to the stormwater system and an overall benefit to its quality.
21. A definition of cleaner production¹ has been added.
22. Officers recommend that the scope of the Bylaw be amended to:
- Ensure appropriate storage controls for potentially harmful materials are in effect to protect against accidental discharges of those materials to the wastewater system (in fulfilling this requirement the controls will also protect the stormwater system), and
 - Refer to the ability to enter into trade waste agreements as an alternative to a trade waste discharge consent.
23. In addition officers propose including a clause noting that the Bylaw does not remove the need to comply with other legislation.

⁷ "Cleaner production" means effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes.

Definitions

24. There are a number of amendments to definitions as a consequence of the proposed changes to the current Bylaw being:
- Inserting new definitions for “cleaner production”, “foul water”, “permitted trade waste”, “sewer”, “stormwater system” and “trade waste discharge consent”
 - Changing the definitions of “controlled trade waste”, “conditional trade waste”, “trade premises” and “trade waste”
 - Deleting the definitions of “access point”, “BS 5728”, “ISO 5667”, “ISO TR 9824”, “Local government act”, “New Zealand waste strategy”, “NZS 4304”, “NZS 10012”, “Standard methods for the examination of water and wastewater” and “Zones”
 - Referring to “Office of Radiation Safety Guidelines” as opposed to National Radiation guidelines; and
 - Inserting a new section covering abbreviations.

Control of Discharges and Trade Waste Consents

25. The current Bylaw does not allow trade waste discharges unless they are provided for in terms of a consent issued under the Bylaw. There is no provision for trade waste discharges without a consent. This does not reflect pragmatic practice particularly for small low risk discharges, does not reflect best practice as provided for in the Model Bylaw, and does not take a risk-based approach.
26. In practice trade waste officers waive the need for a consent where the type or volume of trade waste or pre-treatment of trade waste would not benefit from being controlled via a consent. This does not provide certainty for trade waste dischargers or the Council.
27. Council officers recommend amending the Bylaw to make it explicit that trade waste can only be discharged in terms of the Bylaw which may or may not require a consent and includes the ability to enter into trade waste agreements.
28. In order to provide certainty to dischargers, adopt a risk based approach and better reflect practice Council officers recommend a consenting regime providing for four grades of trade waste discharges:
- **Permitted:** no consent required subject to meeting the physical and chemical characteristics set out in Schedule 1 and not exceeding a maximum permitted volume of trade waste of 100L/day.
 - **Controlled:** consent required for a discharge that complies with all the physical and chemical characteristics set out in Schedule 1, and has a maximum volume of trade waste of more than 100L/day (the permitted maximum) but less than 5000L/day.
 - **Conditional:** consent required for a discharge that does not comply with one or more of the physical and chemical characteristics set out in Schedule 1, but which does not have any characteristics of a prohibited trade waste defined in Schedule 2.
 - **Prohibited:** discharge cannot be undertaken and no consent can be sought being a trade waste having physical and chemical characteristics as defined in Schedule 2 of this Bylaw.

29. Council officers propose a new provision to enable trade waste dischargers to apply to the Council to waive the requirement for a trade waste discharge consent where the need for a consent would impact on the operation of a business without any corresponding reduction in impact on the wastewater system.

Amendments to Reflect Model Bylaw

30. Council officers propose including provisions and amending the current Bylaw to reflect the Model Bylaw. The current Bylaw was prepared and approved prior to the development of the Model Trade Waste Bylaw in 2004. The Model Bylaw is still considered to reflect industry best practice.

31. These proposed provisions relate to:

- Capturing the full range of potential discharges
- Requiring that where trade premises produce trade waste from more than one area, a separate description of that trade waste to be included in any application for a trade waste discharge consent
- Enabling the Council to obtain independent advice
- Enabling Council to request further information, the submission of a management plan and to have the trade waste discharge investigated and analysed
- Requiring that the applicant must be the intended consent holder who shall be limited to the person discharging the trade waste
- Specifying a timeline of 20 working days within which Council is to make a decision
- Extending the range of consideration matters
- Placing all consent condition requirements in one place in the Bylaw and extending the range of conditions
- Mass limits
- Sampling, testing and monitoring; and
- Bylaw administration.

Trade Waste Agreements

32. At present the only method to get the approval of the Council to discharge trade wastes to the Council's wastewater system is through the consenting process.
33. Council officers recommend providing the Council with the discretion to enter into trade waste agreements (TWA) with any trade waste discharger in place of a trade waste discharge consent.
34. In some cases the control over trade waste discharges can be achieved more effectively and efficiently through the mechanism of a TWA. This provides flexibility for larger scale industries where there may be peculiarities to address that are not easily addressed through standard consent processes. This proposal allows for site and industry specific conditions and other parameters to be set through a formal TWA between the Council and a discharger.
35. While not of particular benefit to the Council at present with limited large-scale industries it provides flexibility to the Council should this situation change and acknowledges the move to a regional approach to trade waste management across Wellington Water's client councils of Wellington, Hutt, Upper Hutt and Porirua City Councils.

36. Trade waste discharges subject to a formal TWA will be excluded from the other requirements of the Bylaw; that is they will not require a trade waste discharge consent.
37. There are no existing TWAs in force.

Discharge and Chemical Characteristics and Toxic Pollutants

38. The current Bylaw does not reflect industry best practice in accordance with the Model Bylaw. The Council proposes to replace Schedule 2 with a new Schedule 1 to reflect the Model Bylaw provisions for permitted discharge characteristics with minor modifications to address the specific characteristics of the treatment plant processes; namely; suspended solids, temperature, oil and grease, and solvents and other organic liquids.
39. The concentrations for the following general chemical characteristics are proposed to bring the Trade Waste Bylaw in line with the Model Bylaw.
 - Kjeldahl nitrogen – from 500 to 150g/m³
 - Dissolved aluminium – from 300 to 100g/m³
 - Dissolved iron – from 300 to 100g/m³
40. Council officers also propose amending the toxic pollutants (inorganic and organic compounds and pesticides) provisions to align these with the Model Bylaw; including increasing the maximum concentration for mercury from 0.005g/m³ to 0.05g/m³.
41. The current Bylaw does not reflect industry best practice for the characteristics for prohibited trade waste (existing Schedule 3). Council officers propose replacing Schedule 3 with a new Schedule 2 to reflect the Model Bylaw provisions – the key differences being:
 - Deleting the definitions of biodegradable oils and greases, emulsion, latex emulsion and treatable
 - Amending the references to genetic wastes and health care waste
 - Updating the reference to the Office of Radiation Safety Guidelines
 - Amending inhibitory⁸ substances; and
 - Deleting organic strength and replacing with reference to chemical oxygen demand and biochemical oxygen demand.

Drainage Zones and Northern Suburbs

42. The current Bylaw includes a map of the drainage zones (Schedule 5), including the northern zones in which the Porirua Trade Waste Bylaw currently applies.
43. Council officers propose deleting Schedule 5 and Schedule 6 that includes the provisions of the Porirua Trade Waste Bylaw (albeit the old bylaw dated 1990) and that the northern zones that discharge into the Porirua wastewater treatment plant (PWWTP) are governed by the Wellington Trade Waste Bylaw.
44. Any peculiarities of the trade waste discharges to the PWWTP can be dealt with via the trade waste discharge consent process.**Options**

⁸ a discharge with characteristics that inhibit the performance of the wastewater treatment process

- 45. If the Council does not complete a review of the Trade Waste Bylaw by 30 June 2016 the Bylaw will be void from that date, and trade waste discharges could not be controlled and enforced. Not reviewing the Trade Waste Bylaw is not a viable option.
- 46. The Council could choose to not progress any amendments. In this case the problems identified would not be resolved meaning that the Bylaw would not reflect best practice, would not address the requirements of the stormwater and wastewater systems and be inconsistent with trade waste bylaws in the wider Wellington metropolitan area and nationally.

Next Actions

47. The timeline for the Trade Waste Bylaw review process is:

Dates	Activity
26 November 2015	Environment Committee considers this statement of proposal and decides whether to send this proposal out for external consultation.
30 Nov 2015 - 26 Feb 2016	Consultation period.
07 Dec 2015	Submit proposal to Minister of Health and key stakeholders
17 March 2016	Environment Committee hears all oral submissions.
28 April 2016	Environment Committee considers the report on all written and oral submissions and decides whether to adopt the proposed bylaw (with or without modification).
May/June 2016	Council considers whether to adopt the proposed bylaw.
29 June 2016	If Council adopts the proposed Bylaw, the Bylaw comes into force.

48. Officers will prepare an implementation plan to ensure that work is planned to; revise trade waste consent application forms and to develop public communications for when the Bylaw comes into force.

Attachments

Attachment 1. Draft Statement of Proposal

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Authors	Nicci Wood, Senior Advisor Geoff Lawson, Principal Advisor
Authoriser	Anthony Wilson, Chief Asset Officer

SUPPORTING INFORMATION

Consultation and Engagement

The special consultative procedure statutorily required under the Local Government Act 2002 will be complied with in conducting the public consultation including oral hearings.

Treaty of Waitangi considerations

There are currently no Treaty of Waitangi considerations.

Financial implications

There are no financial implications

Policy and legislative implications

The proposed amended bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.

Risks / legal

The statement of proposal and draft amendments has been reviewed by DLA Piper.

Climate Change impact and considerations

There is currently no impacts to Climate Change to consider.

Communications Plan

An Engagement and Consultation plan has been developed to assist the consultation phase of the bylaw review. During the consultation stage, in addition to standard measures to promote the consultation period, the Council will write to current trade waste dischargers to ensure they are made aware of the consultation opportunity.

There will also be direct engagement with the Minister of Health as per the terms of section 148 of the LGA.

Statement of proposal: Trade Waste Bylaw 2004 – review 2015

Summary of information

This statement of proposal relates to a review of the Trade Waste Bylaw 2004 (the Trade Waste Bylaw or Bylaw).

Bylaws must have a first review after 5 years and every 10 years thereafter under the terms of the Local Government Act 2002 (LGA). The Trade Waste Bylaw must have its 10 yearly review completed by 1 July 2016 (as it became eligible for review on 1 July 2014). The LGA sets out the process and considerations necessary for reviewing bylaws.

The purpose of the current Bylaw is to control trade waste discharges into the wastewater system in order to:

- Protect the wastewater and stormwater systems,
- Protect workers operating in or with the wastewater system and the public
- Protect the environment, and
- Provide a basis for monitoring discharges and charging trade waste users of the wastewater network.

The Trade Waste Bylaw is empowered under sections 145 and 146 of the LGA which enables territorial authorities to make bylaws for the purpose of regulating trade wastes. Specifically, the trade wastes covered by the proposed Bylaw are:

Discharges from trade premises within the Wellington City Council district where trade wastes are discharged or are sought or likely to be discharged to the Council's wastewater system. The Bylaw shall also apply to tankered wastes collected for the purpose of discharge to the Council's wastewater systems.

The main components of the current Trade Waste Bylaw are:

- It provides for long-term, intermittent, or temporary discharge of trade waste to the wastewater system
- It establishes three grades of trade waste and a regime to enable the Council to evaluate trade waste discharges against established criteria (all require consent from the Council)
- It provides for sampling and monitoring of trade waste to ensure compliance with the Bylaw
- It provides for a compliance, enforcement and administrative regime

Under section 196 of the LGA the occupier of trade premises may discharge trade waste from the premises into the Council's wastewater system either with the consent of the Council; or without consent if the discharge is permitted by trade wastes bylaws.

Officers have reviewed the current Trade Waste Bylaw and are of the view that without a Trade Waste Bylaw there is no guidance as to how the Council manages a consenting process. A bylaw therefore remains necessary to manage trade waste discharges to the Council's wastewater system in order to protect people and the environment and the Council's wastewater and stormwater systems.

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The Council holds wastewater discharge consents for its wastewater treatment plants. These consents have conditions that control the levels of suspended solids, heavy metals and biochemical oxygen demand. The Trade Waste Bylaw assists in ensuring the Council's ability to comply with these consents and their conditions.

As part of the Bylaw review, officers have identified several areas in the current Trade Waste Bylaw that could be improved to reflect best practice, provide increased certainty to those using the Bylaw and take a more pragmatic risk-based approach. These are:

- A shift to applying a risk management approach (and accordingly, there will be a group of trade wastes which no longer require Council consent)
- An increase in consistency between the Trade Waste Bylaw and the Model Bylaw (which reflects industry best practice and promotes greater consistency across councils);
- An increase in the flexibility for industries to meet the Bylaw through the formal introduction of trade waste agreements as an alternative to a trade waste discharge consent;
- Fostering continuous improvement; and
- Better reflecting the requirements of the wastewater and stormwater systems.

In order to achieve these improvements, officers propose amendments to the current Trade Waste Bylaw to:

- Expand the purpose and scope to capture promotion of cleaner production¹ and protection of the stormwater system
- Amend the grades of trade waste from controlled, conditional and prohibited to permitted, controlled, conditional and prohibited (this will provide for a grade of trade waste discharge that does not require consent)
- Enable a trade waste discharger to apply to the Council to waive the requirement for a trade waste discharge consent
- Extend the matters that Council may consider when assessing applications, imposing conditions and when determining whether to reclassify a discharge
- Provide for trade waste agreements
- Bring the Bylaw in line with the Model Bylaw 2004 (which is still considered to reflect industry best practice), in particular those provisions relating to:
 - mass limits;
 - discharge physical and chemical characteristics; and
 - document service.

The proposed form of the Bylaw is considered to be the most appropriate form of bylaw. It is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA) and does not give rise to any implications under the NZBORA.

The review findings are summarised in this statement of proposal document and a proposed amended Trade Waste Bylaw is attached (Appendix B).

¹ "Cleaner production" means effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes.

Have your say

The Council is keen to know what residents, ratepayers and stakeholders think about the proposed amended Trade Waste Bylaw so it can consider those matters.

Please make a submission online at wellington.govt.nz, email your submission to policy.submission@wellington.govt.nz or complete the attached submission form and send it to Trade Waste Bylaw Review, Freepost, Wellington City Council, PO Box 2199, Wellington.

You can inspect more copies of the proposed Bylaw free of charge online at wellington.govt.nz, the Service Centre at 101 Wakefield Street, libraries, by emailing policy.submission@wellington.govt.nz or phoning 04 499 4444.

If you wish to make an oral submission to Councillors, please indicate this on the submission form and make sure you have included your contact details. We will contact you to arrange a time for you to speak. Submissions will be heard by the Environment Committee on 17 March 2016.

Written submissions open on 30 November 2015 and close at 5pm on 26 February 2016.

1. Introduction and reason for the proposal

This section provides an overview of trade waste, describes the current Trade Waste Bylaw and the review requirements under the LGA. A list of other legislation that applies to trade waste is also provided (Appendix A).

Overview of Trade Waste

Trade waste means "any liquid, with or without matter in suspension or solution therein, that is or may be discharged from trade premises in the course of any trade or industrial process or operation or in the course of any activity or operation of a like nature" (Wellington City Council Trade Waste Bylaw, 2004).

Trade waste is discharged to the Council's wastewater (sewer) network, is transported to the wastewater treatment plants, treated and discharged.

The potential characteristics of trade wastes are; additional materials or increased concentrations to those present in domestic wastewater that can produce undesirable outcomes within the sewer network and treatment plants if not appropriately managed. The undesirable outcomes can include increased oxygen demand resulting in odour issues and additional treatment costs, unacceptable levels of oils and fats can cause network blockages and resultant sewage overflows, unacceptably high levels of metals or pesticides can limit biosolids reuse or disposal options and there can be additional risks created for maintenance workers.

In Wellington City trade waste discharges comprise approximately 900 food premises discharges and 140 industrial business discharges. Wellington City has only one large discharger of trade waste – Taylor Preston's abattoir. In Wellington trade waste comprises approximately 10-12% of the total flow to Moa Point Wastewater Treatment Plant with approximately one-third being from the Taylor Preston abattoir. There is minimal trade waste flow to the Western Treatment Plant in Karori.

Bigger dischargers can and do have the ability to impact on the functioning of the Moa Point Wastewater Treatment Plant. While impacts from smaller businesses are primarily on the wastewater reticulation network.

Under trade waste discharge consents, monitoring is required of the more significant dischargers to ensure those consent holders are managing their discharges in accordance with the terms of their consents.

Trade Waste bylaw

The current Trade Waste Bylaw provides the Council with powers to control discharges of trade wastes to the Council's wastewater system. The main components of the current Trade Waste Bylaw are:

- The provision for long-term, intermittent, or temporary discharge of trade waste to the Council's wastewater system

- The establishment of three grades of trade waste and a regime to enable the Council to evaluate trade waste discharges against clear and established criteria
- The provision for sampling and monitoring of trade waste to ensure compliance with the Bylaw
- The provision of a compliance, enforcement and administrative regime

The current Trade Waste Bylaw was adopted by the Council in 2004. There was a minor amendment in 2007 in response to the review of Porirua City Council's Trade Waste Bylaw. The Trade Waste Bylaw is not part of the Wellington City Consolidated Bylaw 2008 (the consolidated bylaw) and so the general provisions of the Consolidated Bylaw do not apply.

The current Bylaw was adopted before Standards NZ developed a model trade waste bylaw in 2004 (the Model Bylaw) and is inconsistent in places with best practice as a result. A key driver for the Model Bylaw was to ensure councils meet resource consenting requirements for wastewater discharges under the Resource Management Act 1991 (RMA) and to foster consistency between territorial authorities with respect to trade waste requirements. The Model Bylaw contains significant technical information and detail and is still considered to reflect current best practice.

Wellington Water is owned by the Council along with the Hutt, Porirua and Upper Hutt City Councils and Greater Wellington Regional Council. Wellington Water took over responsibility for the management of the Council's water services, including advising the Council in respect of its trade waste function, in October 2014. This includes having input into the Bylaw's review. In addition, the trade waste consents required under this Bylaw are to be sought from and administered by Wellington Water on behalf of the Council.

Wellington Water is a regional entity and seeks to add value including through standardising the three waters policies and bylaws where appropriate throughout the Wellington region. Wellington Water has identified trade waste management as an area that would benefit from regionally consistent bylaws and a regional approach to enforcement. The Wellington City Council Trade Waste Bylaw 2004 is the first of these bylaws being reviewed, with the Hutt Valley Trade Waste Bylaw next to commence review in 2016 followed by the Porirua Trade Waste Bylaw in 2020.

LGA – empowering the Trade Waste bylaw

Section 145 of the LGA empowers the Council to make bylaws for the City; including to protect the public from nuisance and to protect, promote and maintain public health and safety. In addition, the Council is authorised under the LGA to specifically make bylaws for the purpose of regulating trade wastes (Section 146(a)(iii)).

LGA – review requirements

The LGA sets out procedural requirements for making or amending a bylaw. Provisions were added to the LGA in 2006 to require bylaws to be reviewed every 10 years. The government's intent in creating the new provisions was to ensure a regular cycle of review for bylaws.

The current Trade Waste Bylaw became eligible for review on 1 July 2014 and the review must be completed by 30 June 2016. Bylaws that are not reviewed within two years of a review becoming due are automatically revoked ([Sections 158–160A](#)).

The LGA procedural requirements for reviewing a bylaw are the same as those for creating a bylaw ([Section 155](#)). At review, the Council must consider whether a bylaw is the most appropriate way of addressing a perceived problem and whether the proposed form of the bylaw is the most appropriate form of bylaw. The Council must also consider whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

The Council must consult the community through the special consultative procedure when making, amending or reviewing a bylaw ([Section 156](#)) if the bylaw concerns a matter identified in the Council's Significance and Engagement Policy (developed under [Section 76AA](#)) or if the Council considers there is, or is likely to be, a significant impact on the public due to the proposed bylaw or changes.

In addition, section 148 of the LGA 2002 lists special requirements for bylaws relating to trade waste. The territorial authority must send a copy of the proposed bylaw or amendment to the Minister of Health for his or her comments and must at least 2 months before the making of the bylaw, give public notice of its intention, stating –

- a) the trade wastes to which the bylaws will relate; and*
- b) that copies of the draft bylaws may be inspected free of charge at the place specified in the notice and may be obtained on payment of the charge specified in the notice; and*
- c) that the territorial authority is prepared to receive and consider any representation about the bylaws made to it in writing by, or on behalf of owners or occupiers of trade premises within its district at the time specified in the notice, being not less than 2 months after publication of the notice.*

The Council will run the public consultation and consultation with the Minister of Health in tandem.

After deciding to adopt any amendments to the bylaw, the local authority must give public notice of when the bylaw or amendments come into operation.

2. The process and timeframe for review

The review proposals and bylaw amendments have been developed by Wellington Water officers in consultation with Council officers and the Hutt City Council Trade Waste Manager.

Council officers consider there is a potential significant impact on the public due to the fact that the Bylaw is a regulatory document that creates constraints on what people can do and with potential fines up to \$200,000 (section 239 of the LGA) if convicted of an offence. Therefore, it is appropriate to allow the public to be fully involved in the bylaw-making process through using the special consultative procedure under the LGA.

The timeline for the consultation and development process is:

Dates	Activity
26 November 2015	Environment Committee considers this statement of proposal and decides whether to send this proposal out for external consultation.
30 Nov 2015- 26 Feb 2016	Consultation period.
07 Dec 2015	Submit proposal to Minister of Health and key stakeholders
17 March 2016	Environment Committee hears all oral submissions.
28 April 2016	Environment Committee considers the report on all written and oral submissions and decides whether to adopt the proposed bylaw (with or without modification).
May/June 2016	Council considers whether to adopt the proposed bylaw.
1 July 2016	If Council adopts the proposed Bylaw, the Bylaw comes into force.

3. Review discussion and proposals

3.1 Is the trade waste bylaw still appropriate under the LGA?

The perceived problem the trade waste bylaw addresses

The LGA requires that a bylaw must be the most appropriate way to address a perceived problem. The perceived problem remains the need to control trade waste discharges to manage the impact on the wastewater system, those working on and in the wastewater system and on the environment. An additional benefit of managing trade waste discharges is to minimise the risk of blockages in the wastewater system that could cause overflows into the stormwater system and wider environment.

Currently most of the issues associated with trade wastes relate to the cumulative impacts of smaller businesses being discharges from food premises, and inadequate pre-treatment or inadequate maintenance of pre-treatment equipment.

Officers have also posed the question “what if there was no trade waste bylaw?” Without the Trade Waste Bylaw the Council would not be able to enforce trade waste discharge controls other than through agreements with individual businesses with no incentives for businesses to do so. It is not practical to enter into agreements with the approximately 1140 smaller dischargers in order to regulate trade waste discharges. The Trade Waste Bylaw is a unique instrument and does not create overlap with any of the other laws that apply to trade waste management (Appendix A).

Council officers therefore do not recommend repeal of the Trade Waste Bylaw, which largely remains an appropriate bylaw under the LGA to address the problems of protection of the Council's wastewater system, protecting those working in and on the wastewater system and ensuring compliance with the RMA and resource consents in order to protect the environment. As noted above, Council officers consider that the Bylaw will also have an additional benefit of minimising the risk of wastewater blockages and overflows to the stormwater system.

Is the proposed bylaw the most appropriate form of bylaw?

The LGA requires that a bylaw be the most appropriate form of bylaw. The current Trade Waste Bylaw is a stand-alone bylaw supported by the Trade Waste Charges Policy 2008. There is no justification for incorporating it into the Council's Consolidated Bylaw. Subject to the proposed amendments addressed below, the Council considers that the form of the bylaw as proposed is the most appropriate form of bylaw.

Does the Trade Waste bylaw require amendment (ie: are there additional problems that need addressing)?

While the current Bylaw remains an appropriate form of bylaw there are opportunities to improve it that should be addressed as part of this review. The current Bylaw is structured differently from the Model Bylaw, most of the other trade waste bylaws in the wider Wellington metropolitan area and most nationally. This causes confusion and means that the Bylaw is not being enforced as effectively as it could be.

In addition the current Bylaw does not reflect industry best practice, does not take a risk-based approach that reflects practice on the ground and does not recognise the requirements of the wastewater and stormwater systems. In order to address this, officers propose amendments to the Trade Waste Bylaw to:

- Expand the purpose and scope to capture the promotion of cleaner production² (and protection of the stormwater system)
- Amend the grades of trade waste from controlled, conditional and prohibited to permitted, controlled, conditional and prohibited
- Extend the matters that Council may consider when assessing applications, imposing conditions and when determining whether to reclassify a discharge
- Enable trade waste dischargers to apply to the Council to waive the requirement for a trade waste discharge consent
- Provide for trade waste agreements
- Bring the Bylaw in line with the Model Bylaw 2004 (which is still considered to reflect industry best practice), in particular those provisions relating to:
 - mass limits;
 - discharge physical and chemical characteristics; and
 - document service.

In addition the proposed Trade Waste Bylaw will be simpler than the existing Bylaw and therefore clearer to trade waste dischargers, which is conducive to improving compliance.

New Zealand Bill of Rights Act 1990 (NZBORA) implications

Under section 155(3) of the LGA, the Council is obliged to consider whether the proposed Bylaw creates any implications under the NZBORA. The LGA expressly requires that bylaws are consistent with the NZBORA.

² "Cleaner production" means effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes.

There are no rights or freedoms recognised under the NZBORA that the Council considers could potentially be impinged by the proposed Bylaw and therefore the Council considers that the proposed bylaw is not inconsistent with NZBORA and does not give rise to any implications under the NZBORA.

The Bylaw amendments do not go beyond what is required to achieve the objectives discussed in this paper and adheres to the LGA requirements of amending a bylaw.

3.2 Bylaw issues and proposed amendments

3.2.1 Purpose and Scope

Purpose

The purpose of the current Trade Waste Bylaw is limited to protection of; the wastewater system, workers operating in or with the wastewater system and the environment.

The Council proposes to expand the purpose to capture:

- The promotion of cleaner production,
- Benefits for the quality of stormwater discharges, and
- Explicitly that the Bylaw provides for a monitoring and charging regime.

Refer below to the discussion on cleaner production.

By minimising the risk of trade wastes related blockages in the wastewater system and the resultant overflows of wastewater there is a reduction in contamination risk to the stormwater system and an overall benefit to its quality.

Scope

The Council proposes to extend the scope of the current Bylaw to refer to the ability to enter into trade waste agreements, and ensure appropriate storage controls for potentially harmful materials are in effect to protect against accidental discharges of those materials to the wastewater system. In fulfilling this requirement the controls will also protect the stormwater system.

While stormwater contamination is covered by the Resource Management Act 1991 there are co-benefits for the stormwater system through ensuring proper storage of contaminants on trade waste discharge sites.

In addition the Council proposes to include a clause noting that the Bylaw does not remove the need to comply with other legislation.

3.2.2 Definitions

The following changes to the definitions are proposed to reflect and support the other changes made to the current Bylaw:

- Insert new definitions for “cleaner production”, “foul water”, “permitted trade waste”, “sewer”, “stormwater system” and “trade waste discharge consent”
- Amend the definitions of “conditional trade waste”, “controlled trade waste”, “trade premises” and “trade waste”

- Delete the definitions of “access point”, “BS 5728”, “ISO 5667”, “ISO TR 9824”, “Local government act”, “New Zealand waste strategy”, “NZS 4304”, “NZS 10012”, “Standard methods for the examination of water and wastewater” and “Zones”
- Refer to “Office of Radiation Safety Guidelines” as opposed to National Radiation guidelines.

A section on abbreviations has also been added.

3.2.3 Compliance with the Bylaw

Control of discharges

The current Bylaw does not allow trade waste discharges unless they are provided for in terms of a trade waste discharge consent issued under the Bylaw. There is no provision for trade waste discharges without a trade waste discharge consent. This does not reflect pragmatic practice and does not take a risk-based approach, especially for smaller, non-toxic discharges.

In practice, trade waste officers waive the need for a trade waste discharge consent where the type or volume of trade waste would not benefit from being controlled via a trade waste discharge consent. However this process is not established in the Bylaw itself.

The Council proposes to amend clause 2.1 to make it explicit that trade waste can only be discharged in terms of the Bylaw which may or may not require a trade waste discharge consent including the ability to enter into trade waste agreements. In addition a statement has been added noting that even if a trade waste discharge consent is issued or the discharge is permitted under the Bylaw then other approvals may still be required under other legislation.

Storage, Transport, Handling and Use of Harmful Materials

The Council proposes to amend clause 2.2 (a) to include a reference to the stormwater system in recognition of the potential for wastewater blockages causing overflows into the stormwater network.

3.2.4 Trade Waste Discharge Consents

Classification of trade waste discharges

At present the Bylaw provides for three types of discharges – controlled, conditional and prohibited. There are no types of trade waste discharges that do not require a consent.

In order to provide certainty to dischargers, adopt a risk based approach and better reflect practice, the Council proposes having four grades of trade waste discharges:

- **Permitted:** no trade waste discharge consent required subject to meeting the physical and chemical characteristics set out in Schedule 1 and not exceeding a maximum permitted volume of trade waste of 100L/day
- **Controlled:** trade waste discharge consent required being a discharge that complies with all the physical and chemical characteristics set out in Schedule 1, and has a maximum volume of trade waste of more than 100L/day (the permitted maximum) but less than 5000L/day
- **Conditional:** trade waste discharge consent required being a discharge that does not comply with one or more of the physical and chemical characteristics set out in Schedule 1

but which does not have any characteristics of a prohibited trade waste defined in Schedule 2

- **Prohibited:** discharge cannot be undertaken and no trade waste discharge consent can be sought being a trade waste having any of the physical and chemical characteristics as defined in Schedule 2

Application for Trade Waste Discharge Consent

The Council proposes to reflect the Model Bylaw provisions in relation to applying for a trade waste discharge consent, information requirements, timelines and criteria for the consideration of an application and the range of conditions that may be imposed. This will bring the Bylaw in line with best practice.

Key proposed changes are:

- Capturing the full range of potential discharges
- Requiring that where trade premises produce trade waste discharges from more than one area, a separate description of each trade waste discharge is to be included in any application for a trade waste discharge consent
- Requiring that the applicant must be the intended consent holder who shall be limited to the person discharging the trade waste
- Specifying a timeline of 20 working days within which Council is to make a decision
- Extending the range of consideration matters
- Placing all consent condition requirements in one place in the Bylaw and extending the range of conditions.

3.2.5 Consent for permitted trade waste

The current Bylaw does not allow any trade waste discharges without a consent. The proposed Bylaw includes a regime that provides for permitted trade waste discharges that do not require consent. In addition, proposed clause 3.3 will enable the Council to require a person to apply for a consent, if a discharge ceases to be permitted.

3.2.6 Waiver of need for trade waste discharge consent

The current Bylaw does not enable a trade waste discharger to seek a waiver for the requirement to hold a trade waste discharge consent. There may be circumstances for smaller businesses where the benefit of managing a trade waste discharge via a consent does not outweigh the impact that this has on the operation of the business.

The Council proposes inserting a new clause 3.7 to establish a process to apply for and consider a request to waive the requirement for a trade waste discharge consent.

3.2.7 Technical review and variation

At present the Council can only vary consent conditions and cannot reclassify a discharge. This means that the only option would be for the officers to cancel an existing consent and issue a fresh one.

The Council proposes deleting clause 3.6 and inserting a new clause 3.9 to:

- Require the Council to consult with the consent holder in addition to providing written notice
- Enable the Council to reclassify the discharge in addition to varying a condition
- Expand the matters Council may consider

Through cleaner production techniques some trade waste dischargers may improve the quality of their discharges and reduce their discharge classification from conditional to controlled.

3.2.8 Suspension or cancellation of a trade waste discharge consent

The current Bylaw is drafted narrowly to capture actions and future impacts and does not capture omissions and existing impacts.

The Council proposes to reflect the Model Bylaw to:

- Capture both acts and omissions including those that may impact on Council's resource consents for the wastewater system
- Capture both potential and current danger to persons, the wastewater system and the environment
- Enable the Council to suspend or cancel any trade waste discharge consent or right to discharge following 20 working days' notice (current notice provision is for 15 working days)
- Enable the Council to suspend or cancel a trade waste discharge consent immediately following written notice if the Council considers that the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent for the Council's wastewater network and/or requires identified additional treatment measures or costs to seek to avoid a breach of any such resource consent and/or to mitigate effects on the environment

3.2.9 Trade Waste agreements

At present the only method to get the approval of the Council to discharge trade wastes to the Council's wastewater system is through the consenting process.

Council officers consider that in some cases the control over trade waste discharges may be achieved more effectively and efficiently through the mechanism of a trade waste agreement (TWA). This provides flexibility for larger scale industries where there may be peculiarities to address that are not easily addressed through standard trade waste discharge consent processes. This proposal allows for site and industry specific conditions and other parameters to be set through a formal TWA between the Council and a company.

While not of particular benefit to the Council at present, with limited large-scale industries it provides flexibility to the Council should this situation change and acknowledges the move to a regional approach to trade waste management across Wellington Water's client councils of Wellington, Hutt, Upper Hutt and Porirua City Councils.

Trade waste discharges subject to a formal TWA will be excluded from the other requirements of the Bylaw; that is, they will not require a trade waste discharge consent.

Existing agreements in force before the commencement of the proposed Bylaw will be treated as if they were a trade waste agreement in terms of the proposed Bylaw. At present there are no such agreements in place.

3.2.10 Mass Limits

Under the current Bylaw any characteristic controlled by mass limit is to have its maximum concentration limited to the value specified in a schedule to the Bylaw.

The proposed amendments apply a risk based approach reflecting the Model Bylaw provisions with a view to having a common approach to trade waste management regionally.

3.2.11 Sampling, Testing and Monitoring

The Council proposes restructuring the following provisions relating to sampling, testing and monitoring to align with the Model Bylaw in terms of content and structure but without any material change:

- Flow metering
- Estimating discharge
- Sampling and analysis – the reference to specific industry standards has been removed and replaced with “in accordance with best industry standards and methods”
- Monitoring

3.2.12 Interpretation of Test Results and Flow Measurements

The Council proposes to remove these provisions and replace them with practice guides leaving scope for greater flexibility to measure flows and ensuring that businesses are not burdened with technical non-compliances of no meaningful impact.

3.2.13 Bylaw Administration

The Council proposes to amend the provisions relating to administration of the Bylaw to bring them in line with the Model Bylaw; namely those provisions relating to:

- The review of decisions,
- Accidents and non-compliance,
- Charges and payments,
- Transfer or termination of rights and responsibilities,
- Service of documents,
- Offences, and
- Transitional provisions.

There are no material changes proposed.

3.2.14 Discharge Characteristics for Trade Waste (proposed Schedule 1)

The current Bylaw does not reflect industry best practice in accordance with the Model Bylaw. The Council proposes to remove existing Schedule 2 and replace it with the Model Bylaw provisions with minor modifications to address the specific characteristics of the Wellington treatment plant processes.

The following are the key areas of difference between the current Bylaw and the Model Bylaw, with changes proposed to bring the Bylaw into accordance with the Model Bylaw:

(a) Suspended Solids

Currently the maximum suspended solids concentration for controlled trade wastes is 600g/m³. The proposal is to increase this to 1000g/m³ for permitted trade waste discharges. This brings the provision in line with the Model Bylaw. Any significant dischargers will be covered by conditional consents under which limits can be reduced if deemed necessary.

(b) Temperature

Currently the maximum temperature for controlled trade wastes is 50°C. The proposal is to decrease this to 40°C. This is in line with the Model Bylaw which reflects best practice.

(c) Oil and Grease

Currently the provisions relating to oils and grease (S2.2.4 and S3.4.3) are referred to differently in multiple places and are confusing with parameters that are not applied in practice – namely; diluted with sewage, pH range of sewage and temperature. In practice only one parameter applies being the maximum content (g/m³) of extracted oil, fat and grease.

The Council proposes a new clause S1.2.4 to bring the Bylaw in line with actual practice.

(d) Solvents and other organic liquids

The Council proposes removing reference to petroleum, benzene, naphtha and fuel to bring this provision in line with the Model Bylaw.

3.2.15 Table 1 - General Chemical Characteristics

Changes are proposed to align with the Model Bylaw by:

(a) Amending the following maximum total concentrations:

- Kjeldahl nitrogen – from 500 to 150g/m³
- Dissolved aluminium – from 300 to 100g/m³
- Dissolved iron – from 300 to 100g/m³

(b) Inserting term “with good mixing” after 1500g/m³ for sulphate concentrations

(c) Deleting two footnotes (pesticides and compounds).

3.2.16 Table 2 – Toxic Pollutants – Inorganic Compounds

Changes are proposed to align with the Model Bylaw by increasing the maximum total concentration of mercury from 0.005g/m³ to 0.05g/m³ and deleting the two footnotes (pesticides and compounds). The apparent increase to the mercury level has no real impact as good practice would see it managed via performance with either a mass limit, the relevant pre-treatment standard (ISO 11143) or both.

3.2.17 Table 3 – Toxic Pollutants – Organic Compounds and Pesticides

Changes are proposed to align with the Model Bylaw by inserting organophosphate pesticides with a maximum concentration of 0.1g/m³ and deleting the two footnotes.

3.2.18 Characteristics of Prohibited Trade Waste

The current Bylaw does not reflect industry best practice in accordance with the Model Bylaw. The Council proposes to replace Schedule 3 with a new Schedule 2 to reflect the Model Bylaw provisions – the key differences between the current and proposed Bylaw being:

- Deleting the definitions of biodegradable oils and greases, emulsion, latex emulsion and treatable.
- Amending the references to genetic wastes and health care waste.
- Updating the reference to the Office of Radiation Safety Guidelines.
- Amending inhibitory substances.
- Deleting organic strength and replacing with reference to chemical oxygen demand and biochemical oxygen demand.

3.2.19 Schedule 5: Drainage Zones within Wellington City

The Council proposes deleting this schedule as it is of no practical consequence.

3.2.20 Schedule 6: Porirua City Council Trade Waste Bylaw

The Council proposes deleting this schedule. Previously, the Northern Zones discharges were subject to the provisions of the Porirua City Bylaw as adopted in the Council's bylaw as Schedule 6.

The Council is now proposing to manage discharges under the standard provisions of its Bylaw with the ability to manage discharges that will be treated by the Porirua wastewater treatment plant through the consenting process – refer to proposed clause 3.6(f).

4 Conclusion

In terms of section 155 of the LGA the Council officers consider that a bylaw in the form proposed is the most appropriate method to address the issues identified above, that it is the most appropriate form of bylaw and that it does not give rise to any implications under the [New Zealand Bill of Rights Act 1990](#).

Description of proposed revised trade waste bylaw including minor changes

Proposed Bylaw Ref.	Proposed revised bylaw, clause names	Key differences between proposed revised bylaw and existing bylaw.
Part 1		
-	Introduction, Title, Commencement and Application	Carried over from existing bylaw with minor amendments.
1	Purpose	The purpose has been expanded to capture the promotion of cleaner production, benefits for the quality of stormwater discharges and to be explicit that the bylaw provides for a monitoring and charging regime.
2	Revocation	Amend reference to Wellington Trade Waste Bylaw 2004
3	Scope	Amend the scope to refer to four grades of trade waste (permitted, controlled, conditional and prohibited), to refer to protection of the stormwater system and the provision for trade waste agreements. Insert a clause referring to the fact that the bylaw does not remove the requirement to comply with legislative requirements.
4	Definitions	<p>(a) Delete definitions of:</p> <p>“access point” “BS 5728” “ISO 5667” “ISO TR 9824” “Local government act” “New Zealand waste strategy” “NZS 4304” “NZS 10012” “Private sewer” “Standard methods for the examination of water and wastewater” “Zones”</p> <p>(b) Insert definitions of:</p> <p>“Cleaner production” “Foul water” “Permitted trade waste” “Sewer” “Stormwater system” “Trade waste discharge consent”</p>

		<p>(c) Amend definitions of:</p> <p>“conditional trade waste”</p> <p>“controlled trade waste”</p> <p>“trade premises”</p> <p>“trade waste”</p> <p>(d) Refer to “Office of Radiation Safety Guidelines” in place of “National radiation guidelines”</p> <p>(e) Insert abbreviations</p>
Part 2: Compliance with the Bylaw		
5	Control of Discharges	Amend clause 2.1.1 to reflect the four categories of trade waste discharges proposed and the provision for trade waste agreements. Delete existing clause 2.1.2 and replace with a provision noting that dischargers of trade waste must also comply with other statutory requirements.
6	Storage, transport, handling and use of harmful substances	Amend clause 2.2 to insert reference to the stormwater system
Part 3: Trade Waste consents		
7	Classification	Amend clause 3.1 to provide for four categories of trade waste discharges – permitted, controlled, conditional and prohibited.
8	Application for trade waste consent	Amend to reflect the Model Bylaw provisions in relation to: <ul style="list-style-type: none"> • Capturing the full range of potential discharges • Requiring that where trade premises produce trade waste from more than one area, a separate description of that trade waste is to be included in any application for a trade waste discharge consent • Requiring that the applicant must be the intended consent holder who shall be limited to the person discharging the trade waste
9	Consent for a formerly permitted trade waste	Insert a new clause 3.3 enabling the Council to require a person to apply for a trade waste discharge consent when a discharge ceases to be permitted.

10	Information and analysis	Insert clauses 3.4.1 and 3.4.2 to enable the Council to require that an application be supported by an independent report, to provide additional information, submit a discharge management plan or have the trade waste investigated.
11	Consideration of application	Replace clauses 3.3.1 to 3.3.3 to reflect the Model Bylaw including setting a timeframe of 20 working days within which Council is to make a decision on an application and inserting additional matters that Council may consider when assessing an application.
12	Compliance Waiver	Insert a new clause 3.7 that enables a trade waste discharger to apply to Council to waive the requirement for a trade waste discharge consent
13	Conditions of a consent	Rationalise the consent conditions provisions (currently in Schedule 1 and clause 3.5) and bring them in line with the Model Bylaw including extending the range of potential conditions to capture: <ul style="list-style-type: none"> • the degree of acidity, or alkalinity of the discharge at the time of discharge; • the temperature of the trade waste at the time of discharge; • risk assessment of damage to the environment due to an accidental discharge of a material; • cleaner production techniques; • remote monitoring and/or control of discharges; • the amount, if any, of cooling water, condensing water or stormwater which cannot practically be separated from trade wastes, that may be included with the discharge; and • provisions for duration of permitted and conditional consents.
14	Duration of consent	Insert a new clause 3.9 to specify a maximum duration of five years for controlled and conditional trade waste discharge consents.
15	Technical review and variation	Amend these provisions to reflect the Model Bylaw by: <ul style="list-style-type: none"> • requiring the Council to consult with the consent holder in addition to providing written notice, • enabling the Council to reclassify the discharge in addition to varying a condition and

		<ul style="list-style-type: none"> expanding the matters Council may consider.
16	Suspension or cancellation of consent	<p>Amend these provisions to reflect the Model Bylaw by:</p> <ul style="list-style-type: none"> Capturing acts or omissions Capture both potential and current danger to persons, the wastewater system and the environment Enable the Council to suspend or cancel any consent or right to discharge following 20 working days' notice Enable the Council to suspend or cancel a consent immediately following written notice if the Council considers that the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent for the Council's wastewater network and/or requires identified additional treatment measures or costs to avoid a breach of any such resource consent
17	Trade Waste agreements	<p>Insert a new clause 3.12 that enables the Council to enter into a trade waste agreement with any trade waste discharger and protecting existing agreements in force before the commencement of the proposed Bylaw without the requirement for an additional trade waste discharge consent.</p>
Part 4: Wastewater Quality Measurement		
18	Pre-treatment	<p>Insert a new clause 4.1 enabling the Council to approve a trade waste discharge consent subject to appropriate pre-treatment being installed.</p>
19	Mass Limits	<p>Amend to apply a risk based approach and reflect the Model Bylaw provisions with some minor changes. Applying a mass limit will be a trigger for needing a conditional consent.</p>
Part 5: Sampling, Testing and Monitoring		
20	Flow Metering	<p>Restructure provisions to align with the Model Bylaw in terms of content and structure without any material change</p>
21	Estimating Discharge	<p>Restructure provisions to align with the Model Bylaw in terms of content and structure without any material change</p>
22	Sampling & Analysis	<p>Restructure provisions to align with the Model Bylaw in terms of content and structure without any material change</p>
23	Monitoring	<p>Restructure provisions to align with the Model Bylaw</p>

		in terms of content and structure without any material change
24	Interpretation of test results & flow measurements	Remove these provisions (existing clause 5.8) and replace them with practice guides leaving scope for greater flexibility and ensuring that businesses are not burdened with technical non-compliances

Part 6: Bylaw Administration		
25		Amend to bring in line with Model Bylaw with no material changes: <ul style="list-style-type: none"> • Review of decisions, • Accidents, • Charges & payments, • Transfer & terminations, • Service of documents, • Offences, • Transitional provisions
Schedule 2: Discharge Characteristics for Controlled Trade Waste		
26		Remove existing Schedule 2 and replace it with the Model Bylaw provisions relating to Schedule 1 Trade Waste with minor modifications to address the specific characteristics of the treatment plant processes. Key changes being: <ul style="list-style-type: none"> • Decrease maximum temperature from 50°C to 40°C • Suspended solids - increase maximum concentration from 600g/m³ to 1000g/m³. • Amend the provisions relating to fats, oils or greases to bring them in line with the Model Bylaw • Refer correctly to the Office of Radiation Safety Guidelines
Table 1 General Chemical Characteristics		
27		Amend Table 1 to bring it in line with Model bylaw: <ul style="list-style-type: none"> (a) Amend the following maximum total concentrations:

		<ul style="list-style-type: none"> • Kjeldahl nitrogen – from 500 to 150g/m³ • Dissolved aluminium – from 300 to 100g/m³ • Dissolved iron – from 300 to 100g/m³ <p>(b) Insert term “with good mixing” after 1500g/m³ for sulphate concentrations</p> <p>(c) Delete two footnotes (pesticides and compounds).</p>
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Table 2: Toxic Pollutants – Inorganic Compounds		
28		<p>Amend Table 2 to bring in line with Model bylaw:</p> <ul style="list-style-type: none"> • amend maximum total mercury concentration from 0.005g/m³ to 0.05g/m³ • Delete two footnotes (pesticides and compounds).
Table 3 – Toxic Pollutants – Organic Compounds and Pesticides		
29		<p>Amend to bring in line with Model Bylaw:</p> <ul style="list-style-type: none"> • Insert organophosphate pesticides with a maximum concentration of 0.1g/m³ • Delete the two footnotes.
Schedule 3: Characteristics of Prohibited Trade Waste		
30	Prohibited characteristics	<p>Amend to bring in line with the Model Bylaw, key changes are:</p> <ul style="list-style-type: none"> • Amend provisions for genetic wastes, health care waste and refer correctly to the Office of Radiation Safety Guidelines (clause S3.3.1). • Remove the definitions of biodegradable oils and greases, emulsion, latex emulsion and treatable.
Schedule 4: Sampling Procedure		
31		Delete schedule and incorporate in Part 5: Sampling, Testing and Monitoring
Schedule 5: Drainage Zones within Wellington City		
32		Remove this schedule as it has no practical purpose.
Schedule 6: Porirua		
33		Remove this schedule as it has no practical purpose.

Appendix A – Legislation that applies to trade waste management

Legislation	Purpose
Building Act 2004	Provides for the regulation of building work, the establishment of a licensing regime for building practitioners, and the setting of performance standards for buildings to ensure that people are safe and to promote sustainable development.
Food Act 2014	Requires those who trade in food to take responsibility for the safety and suitability of that food and to minimise and manage risks to public health.
Hazardous Substances and New Organisms Act 1996 and associated regulations	Provides for a regime to protect the environment and the health and safety of people and communities by preventing or managing the adverse effects of hazardous substances and new organisms.
Health Act 1956	Imposes a duty on local authorities to improve, promote and protect public health and empowers them to appoint environmental health officers, inspect premises and make bylaws.
Land Transport Rule Dangerous Goods 2005	Provides a regime for the transport of dangerous goods.
Local Government Act 2002	Section 145 of the LGA empowers the Council to make bylaws for the City; including to protect the public from nuisance and to protect, promote and maintain public health and safety. In addition the Council is authorised under the LGA to specifically make bylaws for the purpose of regulating trade waste (Section 146(a)(iii)). Under section 196 of the LGA the occupier of trade premises may discharge trade waste from the premises into the council's wastewater system either with the consent of the council; or without consent if the discharge is permitted by trade waste bylaws.
Resource Management Act 1991	Promotes the sustainable management of natural and physical resources. The Regional Plan also controls discharges of contaminants to the coastal marine area, freshwater and land.

Appendix B – Proposed Trade Waste Bylaw

THE WELLINGTON CITY COUNCIL TRADE WASTE BYLAW 2016

PART 1 INTRODUCTION

The Wellington City Council makes the following bylaw under the authority of and in accordance with the provisions of the Local Government Act 2002 and the Bylaws Act 1910.

1.1 TITLE

The Wellington City Council Trade Waste Bylaw 2016.

1.2 COMMENCEMENT AND APPLICATION

- (a) This Bylaw comes into force on 1 July 2016.
- (b) This Bylaw applies throughout the district of the Wellington City Council.

1.3 PURPOSE OF THE BYLAW

The purpose of this Bylaw is to:

- (a) Control trade waste discharges into the wastewater system to:
 - (i) Protect the wastewater system
 - (ii) Promote cleaner production
 - (iii) Protect the stormwater system
 - (iv) Protect workers operating in or with the wastewater system
 - (v) Protect the environment by ensuring compliance with the Resource Management Act 1991 - in particular, ensuring the necessary resource consent requirements for the wastewater system are met.
- (b) Provide a basis for:
 - (i) Consenting and monitoring discharges from industry and trade premises;
 - (ii) Charging trade waste users of the wastewater system to cover the cost of conveying, treating and disposing of or reusing their wastes; and
- (c) Ensure that the costs of treatment and disposal are shared fairly between trade waste and domestic wastewater dischargers.

1.4 REVOCATION

The Wellington City Council: Wellington Trade Waste Bylaw 2004 is revoked from Midnight on 30 June 2016.

1.5 SCOPE OF THE BYLAW

1.5.1 Scope

This Bylaw provides for:

- (a) The acceptance of long-term, intermittent, or temporary discharge of trade waste to the wastewater system
- (b) The establishment of four grades of trade waste discharge: permitted, controlled, conditional and prohibited
- (c) The evaluation of individual trade waste discharges against specified criteria
- (d) The correct storage of materials in order to protect the wastewater and stormwater systems from spillage

- (e) The installation of flow meters, samplers or other devices to measure flow and quality of the trade waste discharge
- (f) The pre-treatment of waste before it is accepted for discharge to the wastewater system
- (g) The sampling and monitoring of trade waste discharges to ensure compliance with the Bylaw
- (h) The Council to accept or refuse a trade waste discharge
- (i) Charges to be set to cover the cost of conveying, treating and disposing of or reusing trade waste and the associated costs of administration and monitoring
- (j) Administrative mechanisms for the operation of the Bylaw
- (k) The establishment of waste minimisation and management programmes for trade waste producers by way of trade waste discharge consent conditions
- (l) The power of the Council to enter into trade waste agreements with trade waste dischargers

1.5.2 Compliance with other Acts

Nothing in this Bylaw shall derogate from any of the provisions of the Health Act 1956, the Health and Safety in Employment Act 1992, the Health and Safety at Work Act 2015, the Resource Management Act 1991, the Building Act 2004, and the Hazardous Substances and New Organisms Act 1996 (including any Acts passed by way of amendment to or in substitution therefor) and any regulations made thereunder or any other relevant statutory or regulatory requirements. In the event of any inconsistency between legislation and this Bylaw the more stringent requirement applies.

1.6 DEFINITIONS

For the purposes of this Bylaw the following definitions shall apply:

NOTE: Words in *italics* in these definitions are also defined.

'Approval or approved' means approved in writing by an *authorised officer* of the *Council*.

'Authorised officer' means any person appointed by the *Council* for the purposes of acting as an *authorised officer* under this Bylaw.

'Characteristic' means any of the physical or chemical *characteristics* of a *trade waste* referred to in Schedules 2 and 3.

'Cleaner production' means the implementation on *trade premises*, of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes. "Cleaner Production" minimises and manages trade waste by:

- (a) Using energy and resources efficiently, avoiding or reducing the amount of wastes produced;
- (b) Producing environmentally sound products and services;
- (c) Achieving less waste, fewer costs and higher profits

'Condensing water or cooling water' means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

'Conditional trade waste' means a *trade waste* discharge that does not comply with one or more of the physical and chemical *characteristics* set out in Schedule 1 and/or has a maximum volume of trade waste of more than 5000L/day, but which does not have any *characteristics* of a *prohibited trade waste* defined in Schedule 2.

'Consent' means a consent in writing given by the *Council* authorising a *consent holder* to discharge *trade waste* to the *wastewater system*.

'Consent holder' means a person who has obtained a *trade waste discharge consent* from the Council under this Bylaw for the discharge of *trade waste* to the *wastewater system*.

'Controlled trade waste' means a *trade waste* discharge that complies with all the physical and chemical *characteristics* set out in Schedule 1 and has a maximum volume of *trade waste* of more than 100L/day but less than 5000L/day.

'Council' means the Wellington City Council.

'Discharge management plan' means a plan for the monitoring, programming and controlling of the production of *trade waste* by the *consent holder* that is acceptable to the Council.

'Disconnection' means the physical cutting and/or sealing of the section of a sewer between the *premises* and the *wastewater system*.

'Domestic wastewater' means either *wastewater* that is typical of that discharged from *premises* that are used solely for residential activities or *wastewater* of the same character discharged from other *premises*.

'Foul water' means the discharge from any sanitary fixture

'Independent analyst' means an *International Accreditation New Zealand* accredited test laboratory appointed for the purposes of sampling and testing *wastewater* in accordance with the requirements of this Bylaw.

'Mass limit' means the total mass of any *characteristic* that is allowed to be discharged to the *wastewater system* over any twenty-four hour period from any single *point of discharge* or collectively from several *points of discharge*.

'Maximum concentration' means the peak concentration of any *characteristic* that may not be exceeded.

'Office of Radiation Safety Guidelines' means the latest edition, complete with any amendments of NRL C1:1996 Code of safe practice for the use of unsealed radioactive materials, National Radiation Laboratory.

'Permitted trade waste' means a *trade waste* discharge that complies with all the physical and chemical *characteristics* set out in Schedule 1 and does not exceed the maximum permitted volume of *trade waste* of 100L/day.

'Person' includes a corporation sole and also a body of persons whether corporate or incorporate.

'Point of discharge' is the physical point where a *trade waste* discharge enters the *wastewater system*.

'Pre-treatment' means any processing of *trade waste* designed to reduce any *characteristic* in a waste, before discharge to the *wastewater system*.

'Premises' means either:

- (a) a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued, or
- (b) a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available, or
- (c) land held in public ownership (for example reserve) for a particular purpose, or
- (d) separately leased, individual units within buildings.

'Prohibited trade waste' means a *trade waste* having physical and chemical *characteristics* as defined in Schedule 2 of this Bylaw. A prohibited *trade waste* discharge cannot be undertaken and no consent can be sought for a prohibited *trade waste* discharge.

'Publicly notified' means published on at least one occasion in a newspaper circulating in the Council's district, or under emergency conditions by the most practical means available at that time.

'Receiving waters' means coastal waters or any natural waters which will receive treated wastes.

'Sewage sludge' means the material settled out from *wastewater* during the treatment process.

'Sewer' means the pipework drainage system that conveys *wastewater*.

'Stormwater' means all surface water run-off resulting from precipitation.

'Stormwater system' means infrastructure for the provision and management of *stormwater* collection, treatment and disposal.

'Tankered waste' is water or other liquid that has waste matter in solution or suspension and which is conveyed by vehicle for disposal.

'Temporary discharge' means any discharge of an intermittent or short duration. Such discharges include the short-term discharge of an unusual waste from premises subject to an existing trade waste discharge consent and the discharge of *tankered wastes*.

'Trade premises' includes:

- (a) Any *premises* used or intended to be used for any industrial or trade purpose; and
- (b) Any *premises* used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; and
- (c) Any other *premises* from which a contaminant is discharged in connection with any industrial or trade process; and
- (d) Any other *premises* discharging other than *domestic wastewater*, and includes any land or *premises* wholly or mainly used for agricultural or horticultural purposes, but does not include any part of the Council's wastewater system or treatment facilities.

'Trade waste' means any liquid, with or without matters in suspension or solution, that is or may be discharged from a *trade premises* to the *wastewater system* in the course of any trade, business or industry, or any industrial or commercial process or operation, or in the course of any activity or operation of a like nature; but does not include condensing water or surface water which is discharged directly into a surface-water drain; but may include condensing or cooling waters, tankered wastes, *stormwater* which cannot be practically separated, or *domestic wastewater*.

'Trade waste discharge consent' means a consent granted by Council under this Bylaw allowing the discharge of controlled or conditional trade waste to the wastewater system.

'Wastewater' means any water with matter in solution or suspension, *domestic wastewater*, or liquid *trade waste*.

'Waste minimisation' means the implementation on *trade premises*, of operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes.

'Wastewater system' means all sewers, pumping stations, storage tanks, wastewater treatment plants, sea outfalls and other related structures owned by the Council and used for the reception, treatment and disposal of *wastewater*.

1.7 Abbreviations

\$/kg	dollars per kilogram
\$/L/s	dollars per litre per second
\$/m ³	dollars per cubic metre
°C	degrees Celsius
B	Boron
BOD ₅	Biochemical Oxygen Demand
Br ₂	Bromine
Cl ₂	Chlorine
CN	Cyanide
COD	Chemical Oxygen Demand
F	Fluoride
FOGs	fats, oils and greases

g/m ³	grams per cubic metre
H ₂ S	Hydrogen Sulphide
hr	hour
kg/day	kilogram per day
L	litre
L/s	litre per second
LGA	Local Government Act 2002
m ³	cubic metre
mg/L	milligram per litre
mL/L	millilitre per litre
N	Nitrogen
P	Phosphorus
pH	measure of acidity/alkalinity
SO ₄	Sulphate
SS	suspended solids concentration
UVT	ultra violet transmission

PART 2 COMPLIANCE WITH THE BYLAW

2.1 CONTROL OF TRADE WASTE DISCHARGES

2.1.1 Restrictions on discharges of trade waste

No person shall:

- (a) Discharge, or allow to be discharged, any permitted trade waste to the wastewater system, except in accordance with the provisions of this Bylaw.
- (b) Discharge, or allow to be discharged, any controlled trade waste or conditional trade waste to the wastewater system except in accordance with a trade waste discharge consent or in accordance with the provisions of a Trade Waste Agreement.
- (c) Discharge, or allow to be discharged, a prohibited trade waste into the wastewater system.
- (d) Add or permit the addition of condensing or cooling water to any trade waste, unless specific approval is given in a trade waste discharge consent.
- (e) Add or permit the addition of stormwater to any trade waste unless specific approval is given in a trade waste discharge consent.

2.1.2 Other requirements may apply

Granting a trade waste discharge consent or permitting any trade waste discharge under this Bylaw does not relieve the person discharging or allowing the discharge, from any obligations to obtain any other consent or permission for the discharge under any other statutory requirement.

2.2 STORAGE, TRANSPORT, HANDLING AND USE OF HARMFUL MATERIALS

- (a) No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any of the materials listed in 2.2(c) in a manner that may cause the material to enter the wastewater system or stormwater system and cause harmful effects.
- (b) All persons in trade premises shall take all reasonable steps to prevent the accidental discharge of any of the materials listed in 2.2(c) of this Bylaw as a result of leakage, spillage or other mishap.
- (c) Materials referred to in 2.2 (a) and (b) are those:
 - (i) products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials, or

- (ii) likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream, or
- (iii) likely to be deleterious to the health and safety of the Council's staff and the public or be harmful to the wastewater system, stormwater system or environment.

PART 3 TRADE WASTE CONSENTS

3.1 CLASSIFICATION OF TRADE WASTE DISCHARGES

Trade waste discharges shall be classified as one of the following types:

- (a) Permitted trade waste - a trade waste discharge consent is not required provided that the discharge complies with all the physical and chemical *characteristics* set out in Schedule 1 and does not exceed a maximum volume of *trade waste* of 100L/day.
- (b) Controlled trade waste - trade waste that complies with all the physical and chemical *characteristics* set out in Schedule 1 and has a maximum volume of trade waste of more than 100L/day but less than 5000L/day.
- (c) Conditional trade waste - trade waste that does not comply with one or more of the physical and chemical *characteristics* set out in Schedule 1 and/or has a maximum volume of trade waste of more than 5000L/day, but which does not have any *characteristics* of a *prohibited trade waste* defined in Schedule 2. Conditional trade waste discharge consents shall include consents for temporary discharges.
- (d) Prohibited trade waste - trade waste that has, or is likely to have, any of the physical and chemical *characteristics* as set out in Schedule 2 of this Bylaw. A prohibited *trade waste* discharge cannot be undertaken and no consent can be sought for a prohibited *trade waste* discharge.

3.2 APPLICATION FOR A TRADE WASTE DISCHARGE CONSENT

3.2.1 Formal application

Every person who does, or proposes or is likely, to:

- (a) Discharge or allow to be discharged into the wastewater system any controlled or conditional trade waste (either continuously, intermittently or temporarily); or
- (b) Vary the characteristics of a discharge for which a trade waste discharge consent has previously been granted; or
- (c) Want to vary the conditions of a trade waste discharge consent that has previously been granted; or
- (d) Change the method or means of pre-treatment for discharge under an existing trade waste discharge consent

shall, complete an application for consent to the discharge of that trade waste if that trade waste is a controlled or conditional trade waste, or to the proposed variations, in a form prescribed by the Council and accompanied by all relevant information required by the Council to make its decision.

3.2.3 Several trade waste discharges

Where the trade premises produces trade waste from more than one area, a separate description of each area of trade waste shall be included in any application for a trade waste discharge consent. This applies whether or not the separate areas are part of a single or separate trade process. Should the premises discharge trade wastes to the wastewater system at more than one point of discharge then a separate application is required for each point of discharge.

3.2.4 Applicant to be intended consent holder

The applicant must be the intended consent holder who is the person responsible for discharging the trade waste.

3.2.5 Payment of trade waste discharge consent application fee

Every application under 3.2.1 above shall be accompanied by the trade waste discharge consent application fee prescribed by the Council.

3.3 CONSENT IF DISCHARGE ALTERS FROM A PERMITTED TRADE WASTE DISCHARGE

The Council may at any time require a person discharging trade waste as a permitted trade waste discharge to apply for a trade waste discharge consent in accordance with clause 3.2 if that discharge ceases to be a permitted trade waste discharge and is not a prohibited trade waste discharge.

3.4 INFORMATION AND ANALYSIS

3.4.1 Power to require independent advice

The Council may require an application to be supported by an independent report/statement completed by a suitably experienced and external auditor to verify any or all information supplied by the applicant, and this may include a discharge management plan.

3.4.2 Requirement for further information

On the receipt of any application referred to in 3.2.1(a)-(d) above, the Council may do any one or more of the following:

- (a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
- (b) Require the applicant to submit a discharge management plan to the satisfaction of the Council;
- (c) Have the trade waste discharge investigated and analysed as provided for in this Bylaw (at the consent holder's expense).

3.5 CONSIDERATION OF AN APPLICATION

Within 20 working days of receipt of an application complying with this Bylaw and/or all requirements under clauses 3.2 and 3.4, whichever is the later, the Council shall, after considering the matters in clause 3.6, do any one or more of the following:

- (a) Advise the applicant that the proposed discharge is a permitted trade waste discharge and therefore a trade waste discharge consent is not required; or
- (b) Grant the application as a controlled or conditional trade waste discharge consent and inform the applicant of the decision and the conditions imposed on the discharge; or
- (c) Decline the application and notify the applicant of the decision giving a statement of the reasons for refusal,
- (d) Reject the application on the basis that the discharge is a prohibited trade waste discharge, or
- (e) Reject the application on the basis that the discharge is a prohibited trade waste discharge.

3.6 CONSIDERATION CRITERIA

In considering any application under 3.2.1(a)-(d) above and in imposing any conditions on such a consent, the Council shall take into consideration the quality, volume, and rate of discharge of the trade waste from the trade premises or tanker and may take into consideration:

- (a) The health and safety of Council's staff, agents and the public;
- (b) The limits and/or maximum values for characteristics of trade waste as specified in Schedules 1 and 2 of this Bylaw;
- (c) The extent to which the trade waste may react with other trade waste or domestic wastewater discharges to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the wastewater system etc.;
- (d) The flows and velocities in the sewer, or sewers and the material or construction of the sewer or sewers;
- (e) The capacity of the wastewater system
- (f) The nature of any sewage treatment process, the degree to which the trade waste is capable of being treated in the relevant wastewater system and any impacts on the relevant wastewater system;
- (g) The timing and balancing of flows into the wastewater system;
- (h) Any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of sewage sludges, beneficial use of biosolids, and any discharge to air (including the necessity for compliance with any resource consent, discharge permit or water classification);
- (i) The effect of the trade waste discharge on the ultimate receiving environment;
- (j) The conditions on resource consents for the wastewater system and the residuals from it;
- (k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to humans, the wastewater system and the environment;
- (l) Consideration for other existing or future discharges;
- (m) Amenability of the trade waste to pre-treatment;
- (n) The provision of suitable pre-treatment facilities on the premises and the potential for its future use;
- (o) Cleaner production techniques and waste minimisation practices;
- (p) Requirements and limitations related to sewage sludge disposal and reuse;
- (q) Control of Stormwater;
- (r) The applicant's discharge management plan; and
- (s) Tankered waste being discharged at an approved location.

3.7 COMPLIANCE WAIVER

3.7.1 Application to waive need for trade waste discharge consent

An application to the Council can be made to waive compliance with the requirement to obtain a trade waste discharge consent under this Bylaw on the basis that due to the nature, volume or other circumstance/characteristic, it would needlessly affect the operation of any business or cause inconvenience to any person, without any corresponding reduction of impact on the operation of the wastewater system.

3.7.2 Decision of Council

On receipt of an application under clause 3.7.1, the Council may:

- (a) Waive the need to observe requirement for a trade waste discharge consent under this Bylaw, and
- (b) Impose such other terms or conditions consistent with the intention and purpose of the Bylaw as the Council may think fit.

3.8 CONDITIONS OF TRADE WASTE CONSENT

Any trade waste discharge consent may be granted subject to any conditions the Council considers appropriate. Conditions that the Council may impose include, but are not limited to:

- (a) The particular public sewer or sewers to which the discharge will be made;
- (b) The maximum daily volume of the discharge, the maximum rate of discharge, and the duration of maximum discharge;
- (c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with clause 4.3;
- (d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- (e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- (f) The temperature of the trade waste at the time of discharge;
- (g) The provision and maintenance by, or for the consent holder (at the consent holder's expense) of screens, grease traps, silt traps or other pre-treatment works to control trade waste discharge characteristics to the consented levels;
- (h) The provision and maintenance (at the consent holder's expense) of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
- (i) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements (at the consent holder's expense);
- (j) The method or methods to be used for the measuring of flow rates and/or volume and taking samples of the discharge for use in determining the amount of any trade waste charges applicable to that discharge;
- (k) The provision and maintenance (at the consent holder's expense) of such meters or devices as may be required to measure the volume or flow rate of any trade waste being discharged from the premises, and for the testing and certification of such meters;
- (l) The provision and maintenance (at the consent holder's expense) of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and similar devices;
- (m) The provision by the consent holder to the Council of all flow and/or volume records and results of analyses (including pre-treatment by-products e.g. sewage sludge disposal) at the times and in a manner and format approved by the Council;
- (n) The provision and implementation of a discharge management plan;
- (o) Risk assessment of damage to the environment due to an accidental discharge of a chemical or other contaminant;
- (p) Appropriate systems for waste minimisation and management;
- (q) Provision for cleaner production techniques;
- (r) Provision for third party treatment, carriage, discharge or disposal of by-products of pre-treatment of trade waste (including sewage sludge disposal);
- (s) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the trade waste discharge consent could result in damage to the wastewater system, its treatment plants, or could result in the Council being in breach of any statutory obligation;
- (t) Provision for remote monitoring of discharges; and
- (u) Provision for Council's monitoring costs to be recovered.

3.9 DURATION OF TRADE WASTE DISCHARGE CONSENTS

Subject to clauses 2.1.2, 3.9, 3.10 and 6.1, controlled and conditional trade waste discharge consents shall remain in force until they expire at the end of the term prescribed in the trade waste discharge consent, being a term of no more than two years. However, the trade waste discharge consent may be granted for a term not exceeding five years where a consent holder, at the time of the application, satisfies the Council that:

- (a) The nature of the trade activity, or the process design and/or management of the premises are such that the consent holder has a demonstrated ability to meet the conditions of the trade waste discharge consent during its term; and/or
- (b) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner production equipment or techniques is being made; and/or
- (c) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortization of this investment is considered reasonable.

3.10 TECHNICAL REVIEW AND VARIATION

3.10.1 Reclassification or variation

The Council may at any time during the term of a trade waste discharge consent, after consulting with the consent holder and by written notice to the consent holder, reclassify the discharge and/or vary any condition of the trade waste discharge consent having regard to issues such as:

- (a) Changes in the quantity, nature and characteristics of the discharge
- (b) Changes in the wastewater system
- (c) Changes in circumstances that result in condition(s) becoming inappropriate or unnecessary
- (d) Any apparent or actual breach of trade waste discharge consent conditions or any breach of this Bylaw
- (e) Changes in the Council's environmental policies or outcomes
- (f) Changes in resource consents for the wastewater system
- (g) Changes in the legal requirements imposed on the Council under any contract, statute or otherwise.
- (h) New information becomes available

3.10.2 Variation of conditions

The consent holder may seek to vary any condition of a trade waste discharge consent at any time during the term of a consent by written application to the Council, as provided for in 3.2.1 (c) of this Bylaw.

3.11 SUSPENSION OR CANCELLATION OF A TRADE WASTE DISCHARGE CONSENT OR RIGHT TO DISCHARGE

3.11.1 Suspension or cancellation on notice

The Council may suspend or cancel any trade waste discharge consent or right to discharge at any time following 20 working days' notice to the consent holder:

- (a) For the failure to comply with any condition of the trade waste discharge consent or trade waste agreement or with any provision of this Bylaw;
- (b) For the failure to maintain effective control over the discharge;
- (c) For the failure to limit the volume, nature, or composition of trade waste being discharged in accordance with the conditions of the trade waste discharge consent or this Bylaw;

- (d) For any acts or omissions which, in the opinion of the Council, threaten the safety of, or threaten to cause damage to any part of the wastewater system or threaten the health or safety of any person, or are likely to cause, or have caused, adverse effects on the environment;
- (e) For any acts or omissions which, in the opinion of the Council, may result, or have resulted, in the Council being in breach of a resource consent in relation to the wastewater system ;
- (f) For any failure to pay any charges under this Bylaw; or
- (g) If any other circumstances arise which, in the opinion of the Council, render it necessary to cancel or suspend the right to discharge, and

such suspension or cancellation shall take effect on the expiry of such period as the Council thinks fit (being not earlier than 20 working days' after service of the notice on the consent holder or person discharging the trade waste).

3.11.2 Summary cancellation

Notwithstanding the provisions of clause 3.10.1, the Council may cancel any trade waste discharge consent or right to discharge (either as a permitted trade waste discharge or in terms of a trade waste agreement) with immediate effect by giving written notice to the consent holder or person discharging if any of the following occur:

- (a) That person discharges or permits to be discharged any prohibited trade waste; or
- (b) The Council is lawfully directed to withdraw or otherwise to terminate the trade waste discharge consent; or
- (c) That person discharges any trade waste unlawfully; or
- (d) In the opinion of the Council, the continuance of discharge endangers, or is likely to endanger, the health or safety of any person, damages or is likely to cause damage to the wastewater system, causes, or is likely to cause, adverse effects on the environment; or
- (e) The continuance of discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council for the wastewater system; or
- (f) In the opinion of the Council, the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent for the wastewater system and/or requires identified additional treatment measures or costs to seek to avoid a breach of any such resource consent.

3.11.3 Physical prevention of discharge

In the event of failure to comply with clause 3.11.2 the Council may physically prevent discharge to the wastewater system, by whatever means it deems appropriate in the circumstances.

3.12 TRADE WASTE AGREEMENTS

3.12.1 Written agreement

The Council may, at any time and at its discretion, enter into a written agreement with any trade waste discharger for the discharge and reception of trade wastes into the wastewater system. Any such agreement will be in place of a trade waste discharge consent.

3.12.2 Agreement in force

Any agreement with the Council to discharge trade waste into the wastewater system which was in force immediately prior to the commencement of this Bylaw, is, for the purpose of this Bylaw, treated as if it were a trade waste agreement referred to in sub clause (1).

PART 4 WASTEWATER QUALITY MEASUREMENT

4.1 PRE-TREATMENT

4.1.1 Appropriate pre-treatment

The Council may approve a trade waste discharge consent subject to the provision of appropriate pre-treatment systems to enable the discharger to comply with the Bylaw. Such pre-treatment systems shall be provided, operated and maintained by the discharger at their expense.

4.1.2 Refuse or garbage grinders and macerators

Refuse or garbage grinders and macerators shall not be used to dispose of solid waste from trade premises to the wastewater system unless approved by the Council.

4.1.3 Additions to trade waste stream

The consent holder shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any trade waste stream in order to vary the level of any characteristic of the waste.

4.2 MEASUREMENT OF WASTE QUALITY

Wastewater quality shall be determined by either:

- (a) Measuring the concentration of its characteristics alone, refer to Schedules 1 and 2; or
- (b) Measuring both mass and concentration of its characteristics.

4.3 MASS LIMITS

4.3.1 Consents may specify Mass Limits

A controlled or conditional trade wastes discharge consent may specify a mass limit for any characteristic.

4.3.2 Criteria

When setting mass limit allocations for a particular characteristic the Council will consider:

- (a) The operational requirements of and risk to the wastewater system,
- (b) Potential risks to occupational health and safety, public health, and the ultimate receiving environment;
- (c) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge;
- (d) Conditions in the wastewater system near the trade waste point of discharge and elsewhere in the wastewater system;
- (e) Whether or not the applicant uses or proposes to use cleaner production techniques within a period satisfactory to the Council;
- (f) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
- (g) Any requirements of the Council's resource consents to reduce any contaminant discharge of the wastewater system;
- (h) How great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the wastewater system;
- (i) The total mass of the characteristic allowable in the wastewater system, and the proportion (if any) to be reserved for future allocations; and

- (j) Whether or not there is an interaction with other characteristics which increases or decreases the effect of either characteristic on the sewer reticulation, treatment process, or receiving water or land.

5 SAMPLING, TESTING AND MONITORING

5.1 FLOW METERING

5.1.1 Requirement for flow metering

Flow metering may be required by the Council in the following circumstances:

- (a) Where the Council determines that there is not a reasonable relationship between a metered water supply to the premises, and the discharge of trade waste; and/or
- (b) Where the Council does not approve a method of flow estimation provided by an applicant or the consent holder; and/or
- (c) When the discharge from particular premises represents a significant proportion of the total flow/load received by the wastewater system.

5.1.2 Consent holder is responsible for meters

The consent holder or permitted trade waste discharger shall be responsible for the supply, installation, reading and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of trade waste from its premises. These devices shall be as approved by the Council, but shall remain the property of the consent holder or discharger.

5.1.3 Flow metering records

Records of flow and/or volume shall be available for inspection at any time by the Council, and shall be submitted to the Council at prescribed intervals by the consent holder in a format and by a method approved by the Council.

5.1.4 Location of flow meters

Meters shall be located in a position approved by the Council to be readily accessible for reading and maintenance. The meters shall be installed according to the manufacturer's installation instructions to the satisfaction of an authorized officer.

5.1.5 Calibration of flow meters

The consent holder or permitted trade waste discharger must arrange for in situ calibration of the flow metering equipment in accordance with best practice upon installation and at least once a year thereafter to ensure its performance. The meter accuracy must be $\pm 10\%$ but with no greater a deviation from the previous meter calibration of $\pm 5\%$. A copy of independent certification of each calibration result must be submitted to the Council following installation of the flow metering equipment and then within one month of each annual inspection or otherwise in accordance with any trade waste discharge consent conditions.

5.1.6 Adjustments

Should any meter installed for the specific purpose of measuring a trade waste discharge, be found, after being calibrated, to have an error greater than that specified in clause 5.1.5 as a repeatable measurement, the Council may:

- (a) Make an adjustment to the fee calculation in accordance with previous readings and the consent holder must pay or be credited according to such adjustment; or

- (b) Where the consent holder can explain the reason for the error and establish a reasonable basis for an adjustment, make a reasonable adjustment to the fee calculation.

5.2 ESTIMATING DISCHARGE

5.2.1 No meter warranted

Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises, or other such basis as seems reasonable, be used for estimating the rate or quantity of flow.

5.2.2 Meter out of repair

Should any meter be out of repair, or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, based on:

- (a) The average of the previous four measurement periods, or
(b) Any other factors for the purpose of arriving at a reasonable estimate when there is reasonable evidence that the average of the previous four measurement periods would be an unreasonable estimate of the discharge.

5.2.3 Tampering with meter

Where, in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

5.3 SAMPLING AND ANALYSIS

5.3.1 Sampling, testing and monitoring

The Council may sample, test and monitor trade waste discharges, and/or may require that the discharge be sampled, tested and monitored by the trade waste discharge consent holder to determine:

- (a) If a discharge complies with the provisions of this Bylaw; or any conditions of a trade waste discharge consent;
(b) If a discharge should be classified as permitted, controlled, conditional, or prohibited (refer to clause 3.1);
(c) If a trade waste discharge complies with the provisions of Schedule 1 for a permitted discharge or any trade waste discharge consent; and/or
(d) What trade waste charges are applicable to that trade waste discharge.

5.3.2 Best Industry Standards

The sampling, taking, preservation, transportation and analysis of the sample shall be undertaken in accordance with best industry standards and methods, and otherwise as approved by the Council. The consent holder shall be responsible for all reasonable costs.

5.3.3 Provision of certificate by analyst

Every independent analyst shall provide the Council with a certificate signed by the analyst at the time any sample or finding is provided to the Council, and that certificate shall:

- (a) Describe the source of any sample, the time and date it was taken, and the method used to take it;
(b) Certify that the sample has been taken in accordance with the provisions of this Bylaw or the relevant trade waste discharge consent;

- (c) Describe the findings of any analysis, their source and methods used to determine them; and
- (d) Certify that the analysis has been made in accordance with the provisions of this Bylaw or the relevant trade waste discharge consent.

5.3.4 Right of Council to appoint analyst

When an independent analyst appointed by the consent holder or person with a right to discharge trade waste fails for whatever reason, to carry out their functions, then the Council may appoint an independent analyst to carry out those functions.

5.3.5 Dispute Resolution

Where any dispute arises as to the validity of the methods or procedures used for sampling or analysis, with the approval of the Council, the dispute may be submitted to a mutually agreed independent arbitrator for resolution.

5.3.6 Entry into premises

All authorised officers of the Council, or any analyst (accompanied by an authorised officer) may enter any premises believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- (a) Taking samples, readings and measurements; and/or
- (b) Carrying out an inspection; and/or
- (c) Taking samples for testing, of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

5.4 MONITORING

5.4.1 Monitoring for compliance

The Council may require the holder of a trade waste discharge consent or anyone who has a right to discharge a trade waste (including under a trade waste agreement) to monitor the discharge of trade wastes under the terms of its trade waste discharge consent, this Bylaw or trade waste agreement. The details of the monitoring required to be undertaken shall be determined by the Council, and may include, without limitation, all or any of the following:

- (a) Samples will be taken by the Council or by an independent analyst approved by the Council (whether or not appointed by the Council or the consent holder), and will be analysed in a laboratory approved by the Council;
- (b) The independent analyst will take samples and make measurements at times and in a manner determined by the Council;
- (c) Where a trade waste discharge is monitored by the consent holder, the Council may audit the samples and review the analysis carried out for that consent holder, and such analysis must be performed by a laboratory approved by the Council, and inter-laboratory checks may also apply.

5.4.2 Costs of Monitoring

At the discretion of the Council all costs of monitoring will be met by the consent holder either through direct payment to the laboratory or to the Council in accordance with the Council's charging policy.

5.4.3 Splitting of samples

Where required, a grab or composite sample can be split equally into three as follows:

- (a) One portion of the sample goes to the trade waste occupier for appropriate analysis and/or storage;
- (b) A second portion of the sample will be analysed at a laboratory approved by the Council;
- (c) A third portion of the sample is retained by the Council for 20 working days, for additional analysis if required.

5.4.4 Mitigation against changes

Due consideration will be applied to any changes that could occur in retained trade waste samples and provisions to mitigate against changes will be adopted where practicable.

5.4.5 Handling of samples

In all cases the samples will be handled in an appropriate manner such that the characteristics being tested for are, as far as reasonably possible, preserved properly.

5.4.6 Delivery to approved laboratory

All samples will be preserved, handled, transported and delivered to an approved laboratory according to approved standards.

5.4.7 Monitoring not specified

In situations where monitoring is not specifically required, it is the responsibility of the consent holder to ensure that any discharge from the trade waste premises complies with this Bylaw, and any other related Bylaw.

5.4.8 Right of Council to monitor

The Council may independently monitor any person with a right to discharge trade waste or consent holder's compliance with this Bylaw, a trade waste agreement or trade waste discharge consent.

PART 6 BYLAW ADMINISTRATION

6.1 REVIEW OF DECISIONS

If any person is dissatisfied with any decision by an authorised officer made under this Bylaw, that person may, by notice delivered to the Chief Executive of the Council not later than 20 working days after the decision by the authorised officer is served upon that person, request the Council to review any such decision and provide its determination as soon as reasonably practicable. The determination must set out the reasons why the review should be undertaken.

6.2 ACCIDENTS AND NON-COMPLIANCE

6.2.1 Notice to Council

The consent holder shall inform the Council immediately on discovery of any accident including spills or process mishaps which may cause a breach of this Bylaw or trade waste discharge consent under it.

6.2.2 Trade Waste Discharge Consents

In the event of any accident occurring when the person holds a trade waste discharge consent, then the Council may review the consent or may require the consent holder, within 20 working days of the date such requirement is notified to the consent holder in writing, to review the

contingency management procedures and re-submit for approval the discharge management plan with the Council.

6.2.3 Permitted Trade Waste Discharges

In the event of an accident occurring on the premises of a permitted trade waste discharge, the Council may require the person discharging to apply for a trade waste discharge consent.

6.3 CHARGES AND PAYMENTS

6.3.1 Setting of fees and charges

The Council may, by resolution, prescribe or vary fees and charges in respect of any matter provided for in this Bylaw. This includes, but is not limited to fees and charges for the application process, administration and monitoring of trade waste discharge consents and for the conveyance, treatment and disposal of trade waste.

6.3.2 Payment of fees and Charges

The trade waste discharge consent holder and any permitted trade waste discharger shall pay all fees and charges prescribed by the Council by the 30th of the month following receipt of an invoice issued under 6.3.3.

6.3.3 Invoicing

All charges referred to in clause 6.3.2 or otherwise recoverable under this Bylaw shall be invoiced in accordance with the Council's standard commercial practice. The invoice shall provide each consent holder with a copy of the information and calculations used to determine the extent of any charges and fees due, in regard to a discharge.

6.3.4 Cease to discharge

The trade waste discharge consent holder or permitted trade waste discharger shall be deemed to be continuing the discharge of trade waste and shall be liable for all charges relating to the discharge, until written notice of disconnection is given to the Council in accordance with clause 6.5.2.

6.3.5 Failure to pay

All fees and charges payable under this Bylaw shall be recoverable as a debt. If the person discharging fails to pay any fees and charges under this Bylaw the Council may suspend or cancel the right to discharge in accordance with clause 3.11.

6.4 AUTHORISED OFFICERS

All authorised officers shall possess and produce on request warrants of authority and evidence of identity.

6.5 TRANSFER OR TERMINATION OF RIGHTS AND RESPONSIBILITIES

6.5.1 Restrictions

The consent holder shall not, unless written approval is obtained from the Council:

- (a) Transfer to any other person the rights and responsibilities provided for under the trade waste discharge consent;
- (b) Allow a point of discharge to serve any other premises, whether directly or indirectly; or
- (c) Allow trade waste from any other person who is not the consent holder entitled to discharge under any trade waste discharge consent from the premises to be conveyed or discharged to the wastewater system at the point of discharge specified in the consent.

6.5.2 Disconnection

- (a) The consent holder shall give 48 hours prior notice in writing to the Council of their requirement for disconnection of the discharge connection and/or termination of the trade waste discharge consent, except where demolition or relaying of the discharge drain is required, in which case the notice shall be seven working days prior notice. The person discharging shall notify the Council of the new address details for final invoicing.
- (b) On permanent disconnection and/or termination the consent holder may at the Council's discretion be liable for trade waste charges to the end of the current charging period.

6.5.3 Cessation of occupation

When a consent holder ceases to occupy premises from which trade wastes are discharged into the wastewater system any trade waste discharge consent granted shall terminate on the date occupation ceases, unless the consent holder has transferred the trade waste discharge consent in accordance with clause 6.5.1(a) of this Bylaw to any new occupier. Any obligations existing at the date of termination of the trade waste discharge consent shall remain in place.

6.6 SERVICE OF DOCUMENTS

6.6.1 Method of service

Any notice or other document required to be given, served or delivered under this Bylaw may (in addition to any other method permitted by law) be given or served or delivered by being:

- (a) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the consent holder to their last known place of residence or business;
- (b) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the consent holder at any address for service specified in a trade waste discharge consent;
- (c) Where the consent holder is a body corporate, sent by pre-paid ordinary mail, courier, or facsimile, or email to, or left at its registered office; or
- (d) Personally served on the consent holder.

6.6.2 Deemed receipt

If any notice or other document is:

- (a) Sent by post it will be deemed received on the third day (excluding weekends and public holidays) after posting;
- (b) Sent by facsimile or email and the sender's facsimile or email machine produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the facsimile or email was received by the addressee in a legible form at the time indicated on that report; or

- (c) Sent by courier and the courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery on a courier run sheet will be prima facie evidence that the communication was received by the addressee at the time indicated on the receipt or courier run sheet, or left at a conspicuous place at the trade premises or is handed to a designated person(s) nominated by the consent holder then that will be deemed to be service on, or delivery to the consent holder at that time.

6.6.3 Authorised Officer Signature

Any notice or document to be given, served or delivered will be signed by an authorised officer if or by the consent holder (depending on who is providing the notice or document).

6.7 OFFENCES

6.7.1 Prosecution under the LGA

Every person who:

- (a) Fails to comply with or acts in contravention of any provision of this Bylaw; or
- (b) Breaches a condition of any trade waste discharge consent; or
- (c) Fails to comply with a notice served under this Bylaw, or
- (d) Fails to comply with any provision of a trade waste agreement entered into under clause 3.12 of the Bylaw.

commits an offence against this Bylaw and under section 239 of the Local Government Act 2002..

6.7.2 Recovery of costs

Nothing in this Bylaw affects the rights and remedies of the Council to recover costs associated with damage to the Council's wastewater system and/or breach of this Bylaw under other legislative provisions or otherwise.

6.8 TRANSITIONAL PROVISIONS

6.8.1 Application made before Bylaw

Any application for a trade waste discharge consent made under the Wellington City Council Trade Waste Bylaw 2004, before this Bylaw commences, but which Council has made no decision on by that date, shall be deemed to be an application made under 3.2 of this Bylaw and will be processed in accordance with this Bylaw.

6.8.2 Existing consents

Every existing trade waste discharge consent shall continue in force as if it were a consent under this Bylaw until it reaches its expiry date.

SCHEDULE 1 – TRADE WASTE DISCHARGE CHARACTERISTICS

S1.1 INTRODUCTION

S1.1.3 The nature and levels of the characteristics of any trade waste discharged to the wastewater system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

S1.1.4 The Council shall take into consideration the combined effects of trade waste discharges and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

S1.1.5 Mass limits for characteristics in tables 1, 2 and 3 may be applied by the Council as required, refer clause 4.3 of the Bylaw.

S1.1.6 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council, refer to clause 3.9 of this Bylaw.

S1.2 PHYSICAL CHARACTERISTICS

S1.2.1 Flow

- (a) The 24 hour flow volume shall be less than 5 m³.
- (b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

S1.2.2 Temperature

The temperature shall not exceed 40 °C.

S1.2.3 Solids

- (a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- (b) The suspended solids content of any trade waste shall have a maximum concentration which shall not exceed 1000 g/m³. For significant industry this may be reduced and if so the permitted concentration or mass limit will be specified in the conditional trade waste discharge consent.
- (c) The settleable solids content of any trade waste shall not exceed 50 mL/L.
- (d) The total dissolved solids concentration in any trade waste shall be subject to the approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- (e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of sewage in the drainage system or treatment plant shall not be present.

S1.2.4 Fats, oil and grease

- (a) There must be no free or floating layer.
- (b) There must be no discharge of fats, oils or greases containing substances that will become viscous between 0°C and 65°C.
- (c) A trade waste containing fats, oils or greases must not exceed 200g/m³.

S1.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

S1.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- (a) Such emulsions whether treatable or not may be discharged into the sewer subject to:
 - (i) The total suspended solids not exceeding 1000 g/m³ or the concentration agreed with the Council and
 - (ii) The organic strength of the wastewater must comply with the provisions of S1.3.2.
- (b) The Council may determine that the need exists for pre-treatment of such emulsions if they consider that trade waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission).
- (c) Such emulsions of both treatable and non-treatable types, shall be discharged to the sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public sewer.

S1.2.7 Radioactivity

Radioactivity levels shall not exceed the Office of Radiation Safety Guidelines.

S1.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated sewage discharge consent.

S1.2.9 Inhibitory Substances

Should any characteristic of a discharge be found to inhibit the performance of the wastewater treatment process, such that the Council is significantly at risk or prevented from achieving its environmental statutory requirements, then the Council reserves the right to amend the corresponding trade waste discharge consent summarily.

S1.3 CHEMICAL CHARACTERISTICS

S1.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

S1.3.2 Organic strength

The organic strength (measured as either Chemical Oxygen Demand (COD) or as Biochemical Oxygen Demand (BOD5)) of any waste may require to be restricted where the capacity for receiving and treating the organic strength is limited. A COD or BOD5 restriction may be related to mass loading and the lesser of the following mass limits shall apply:

Organic Strength – COD and BOD

COD	Mass limit	5000 mg/sec
BOD	Mass limit	2000 mg/sec

Where no means for the measurement of organic loading exists (e.g. presence of continuous flow metering with data logging) then the lesser of the following maximum concentrations shall be applied:

COD	2500 g/m ³
BOD	1000 g/m ³

Significant Industry dischargers may require additional limitations to the total daily mass of COD or BOD discharged and also to the timings of discharges in order to reduce the risk of adverse effects upon the Council's sewerage system. Where this is necessary, appropriate limits will be specified in the conditional trade waste discharge consent. In no case under a mass limit conditional trade waste discharge consent shall any discharge have a maximum COD concentration of greater than 30,000 g/m³ or BOD of greater than 12,000 g/m³.

NOTE – For biological process inhibiting compounds refer to the Guidelines for Sewerage Systems: Acceptance of trade wastes (industrial waste) 12.

TABLE 1 GENERAL CHEMICAL CHARACTERISTICS
 (Mass Limits may be imposed, refer to clause 4.3)

Characteristic	Measured as	Maximum concentration (g/m ³)
Anionic detergent	Methylene blue active substances	500
Ammonia • free ammonia • ammonium salts	N	50 200
Kjeldahl nitrogen	N	150
Total phosphorus	P	50
Sulphate	SO ₄ With good mixing	500 1500 (with good mixing)
Sulphite	SO ₂	15
Sulphide	H ₂ S on acidification	5
Chlorine • Free chlorine • hypochlorite	Cl ₂	3 30
Dissolved aluminium	Al	100
Dissolved iron	Fe	100
Boron	B	25
Bromine	Br ₂	5
Fluoride	F	30
Cyanide	CN weak acid dissociable	5

TABLE 2 Heavy Metals

(Mass limits may be imposed, refer to clause 4.3)

Inorganic compound of	Maximum total concentration* (g/m³)
Antimony	10
Arsenic	5
Barium	10
Beryllium	0.005
Cadmium	0.5
Chromium – Total i.e. includes all valent forms	5
Cobalt	10
Copper	10
Lead	10
Manganese	20
Mercury	0.05
Molybdenum	10
Nickel	10
Selenium	10
Silver	2
Thallium	10
Tin	20
Zinc	10

TABLE 3 ORGANIC COMPOUNDS AND PESTICIDES

Compound	Maximum concentration (g/m³)
Formaldehyde • measured as HCHO	50
Phenolic compounds • measured as phenols, excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds†	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002
Pesticides (general)* † • includes insecticides, herbicides, fungicides but excludes organophosphate, see below, and organochlorine, refer S3.3.1(e) of this Schedule	0.2 in total
Organophosphate pesticides	0.1

SCHEDULE 2 PROHIBITED CHARACTERISTICS

S2.1 INTRODUCTION

This schedule defines prohibited trade waste discharges.

S2.2 Prohibited Characteristics

A discharge has prohibited characteristics if it has any solid, liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- (a) Interfere with the free flow of wastewater in the wastewater system
- (b) Damage any part of the wastewater system
- (c) In any way, directly or indirectly, cause the quality of the treated sewage or residual biosolids and other solids from any sewage treatment plant in the catchment to which the waste was discharged to breach the conditions of a consent issued under the Resource Management Act 1991, or water right, permit or other governing legislation
- (d) Prejudice the occupational health and safety risks faced by workers in the wastewater system
- (e) After treatment be toxic to fish, animals or plant life in the receiving waters
- (f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance
- (g) Have a colour or colouring substance that causes the discharge of any wastewater treatment plant to receiving waters to be coloured.

S2.2 Further prohibited characteristics

A discharge has prohibited characteristics if it has any characteristic which exceeds the concentration or other limits specified in Schedule 1 unless specifically approved for that particular trade waste discharge consent.

S2.3 Specific Prohibitions

A discharge has a prohibited characteristic if it has any amount of:

- (a) Harmful solids, including dry solid wastes and materials that combine with water to form a cemented mass
- (b) Liquid, solid or gas which could be flammable or explosive in the wastes, for example including oil, fuel, solvents (except as allowed for in Schedule 1), fuels, calcium carbide and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with wastewater
- (c) Asbestos
- (d) Organo-metal compounds:
 - (i) tin (as tributyl and other organotin compounds)
 - (ii) chromium (as organic compounds)
- (e) Organochlorine pesticides
- (f) Genetic wastes being all wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act. The material concerned may be from premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed.
- (g) Any health care waste prohibited for discharge to the wastewater system or any pathological or histological wastes.
- (i) Radioactivity levels in excess of the Office of Radiation Safety Guidelines.

3. Monitoring

REPORTS FROM COUNCIL CONTROLLED ORGANISATIONS FOR THE QUARTER ENDING 30 SEPTEMBER 2015

Purpose

1. To provide reports from the Wellington Zoo Trust and the Karori Sanctuary Trust for the quarter ended 30 September 2015.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Note any issues for the Chair to raise with the entities covered by this report.

Background

2. It is a requirement of the Local Government Act 2002 (the Act) that where the Council is a shareholder in a Council Organisation it must regularly undertake performance monitoring of that organisation to evaluate its contribution to the achievement of:
 - the Council's objectives for the organisation;
 - the desired results, as set out in the organisation's Statement of Intent; and
 - the Council's overall aims and outcomes.
3. The Environment Committee is tasked with the assessment of the efficiency and effectiveness of the following entities:
 - The Wellington Zoo Trust (the Zoo)
 - The Karori Sanctuary Trust (ZEALANDIA)
4. The Committee also receives information from Wellington Water limited (WWL). The Council is one of five shareholders in the company. The others being the Hutt City Council, Porirua City Council, Upper Hutt City Council and the Wellington Regional Council. The shareholders jointly monitor the company via the Wellington Water Committee.
5. Officers have reviewed the Quarterly reports from the organisations noted above and consider that there are no material issues that are not covered in the reports.

Discussion

6. If the Committee needs to clarify the information presented or requires additional assistance with its monitoring role, it can ask officers or the Chair of the Committee to seek responses from the Board Chair.

The Wellington Zoo Trust

ACTIVITY SUMMARY	
<ul style="list-style-type: none"> • Work on Meet the Locals He Tuku Aroha continued to make good progress and is on track for the official opening in October 2015. • The restoration planting day on the town belt saw over 500 native species planted by volunteers. • The Zoo was inducted into the Wellington Region Business Hall of Fame (one of only eight organisations to receive this honour). • The Zoo was announced as a finalist in the Wellington Airport Community awards, and also in the Hutt Valley Chamber of Commerce Business Excellence awards. • The new Animal Science Team has been formed focusing on animal welfare, animal nutrition, animal behavior and animal curatorial requirements. • A full-time Health and Safety Manager joined the Zoo staff in September. • The Zoo hosted its fourth annual Golden Agouti Award evening to acknowledge the outstanding work and achievements of staff. 	

SUMMARY FINANCIALS							
* Variance (Actual minus Budget): ✓ Favourable variance to budget ✗ Unfavourable variance to budget							
FINANCIAL PERFORMANCE (\$,000)	Q1 Actual	Q1 Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget
Total Revenue	1,502	1,414	88 ✓	1,502	1,414	88 ✓	6,303
Total Expenses	1,474	1,573	99 ✓	1,474	1,573	99 ✓	6,303
Net Surplus	28	(159)	187 ✓	28	(159)	187 ✓	0
FINANCIAL POSITION							
Total Assets				4,094	2,715	1,379 ✓	2,170
Total Liabilities				2,124	1,911	(213) ✗	1,207
Equity				1,970	804	1,166 ✓	963
CASH FLOWS							
Total Net Cash Flows				(329)	550		21
Opening Cash				3,456	2,032		2,032
Closing Cash				3,127	2,582		2,053
<p>A review of the financial statements of the Zoo highlights the following points:</p> <ul style="list-style-type: none"> • Revenue of \$1.502m YTD is ahead of budget by \$88k (6%), and 4% ahead of last year's Q1 result. • Operating Revenue (revenue less capital grants and donations) of \$1.493m YTD is ahead of budget by \$79k (6%), and 6% ahead of last year's result. • YTD expenses of \$1.474m are 6% better than budget. • The YTD operating surplus normalised for capital donations is \$19k, well ahead of the budgeted deficit of -\$159k. 							

SUMMARY FINANCIALS

- The Trust's cash balance as at 30 September was \$3.127m, including \$1.624m in restricted funds.
- The Council's fully costed visitor subsidy calculation for the quarter was \$21.19.
- Zoo Crew revenue is tracking ahead of budget. 10% of the funds raised from Zoo Crew memberships is given to the Wellington Conservation fund to support conservation projects nationally and around the world.

KEY PERFORMANCE INDICATORS

MEASURE		Q1	YTD	3 Year	Comments
		30 Sep 15	31 Sep 15	Trend	
Visitors	Target	47,304	47,304	Improving	Q1 visitors were ahead of target by 1,713 (3.4%). Winter Wednesday visitation of 4,499 was in line with the previous year.
	Actual	49,017 ✓	49,017 ✓	↗	
Average income per visitor (excl. WCC grant)	Target	\$14.86	\$14.86	Steady	
	Actual	\$15.71 ✓	\$15.71 ✓	→	
Ratio of trust generated income as % WCC grant	Annual Target	124%	124%	Improving	This result is expected to improve as visitation increases in the high season and is expected to meet budget by year end.
	Actual	110%	110%	↗	
Average WCC subsidy per visitor	Annual target	\$11.99		Improving	Grant funding is seasonalised across the year and the Zoo is on track to meet the annual target.
	Actual YTD	\$14.35		↗	
Fully costed visitor subsidy	Annual target	\$21.19		Steady	This is a WCC generated figure and includes depreciation, shared service costs, insurance, and interest. The Zoo is on track to meet the annual target.
	Actual YTD	\$24.21		→	
Staff turnover	Annual target	<20%		Steady	
	Actual YTD	0%		→	
Number of vulnerable or endangered species	Annual Target	>26		NA	This is a new measure in 2015/16
	Actual YTD	24			
Volunteer hours	Annual target	9600 hrs		Steady	
	Actual YTD	3,727hrs		→	

KPI COMMENTARY

The Zoo's KPIs are tracking well, with the following items noted:

- Visitation is tracking well and likely to be even stronger by the half year report as a result of the opening of Meet the Locals He Tuku Aroha.
- LEOTC numbers of 2,557 are slightly lower (2%) than the same time last year partly as a result of the changed timing of school visits due to Zoofari schools. However, the holiday programme was well supported with numbers up 8% on the previous year.
- Contact Animal hours were lower than the same quarter last year as a result of the focus of Visitor Rangers

on finishing their preparatory work for Meet the Locals He Tuku Aroha. However, people participating in Animal Close Encounters are tracking ahead of the same period last year.

OUTLOOK

Key activities and issues anticipated in the next quarter include:

- Meet the Locals He Tuku Aroha was officially opened by the Mayor on 22 October 2015. There is a small delay in completing the total project as a result of the timing of receiving strengthened mesh for the Kea aviary, but this is expected to be completed by the end of November.
- Work continues on undertaking earthquake strength assessments of Zoo assets that have been identified as potentially earthquake prone.
- Wellington Zoo is to be a founding partner of the White Cheeked Gibbons (a critically endangered species from Vietnam) conservation project.
- Wellington Zoo has been identified as a potential case study for promoting carboNZero certification.

ZEALANDIA

QUARTER IN REVIEW

Visitors: This quarter, the Trust had 21,501 total visits, 3,194 ahead of target and 48% ahead of the same period in 2014/15 due to the presence of Sirocco (the celebrity kakapo). Preparations for Sirocco's stay (from 28 July through to 16 September) occupied much of Q1. Volunteers contributed over 1,102 hours in preparation for and during the delivery of the Sirocco tours. Visitors to Sirocco during the period totalled 3,250. All areas ended quarter one above target with the exception of custom tours and education. Custom tour targets for the first quarter are reasonably high for a typical quiet period.

Education: 1,572 students visited programmes during the quarter, 28% below target. The holiday programme and sleepovers provide an important source of revenue for the education programme. However, sleepovers were unable to be run whilst Sirocco was at ZEALANDIA and the marketing and booking around the July holiday programme was not effective. These two issues will be addressed in future quarters and this is reflected in the bookings for the October holiday programme and second quarter sleepovers.

Members: Members contributed to 5,274 (24.5%) of total visits to ZEALANDIA. Membership numbers have increased month on month throughout this first quarter and the trend indicates that the Trust will reach 10,200 members in the next quarter.

20th Anniversary Celebrations: Sunday 5 July 2015 marked 20 years since the Karori Sanctuary Trust was formed. The Trust celebrated with a weekend of special offerings for visitors and supporters. Certificates for all current Foundation Members were created and the Trust welcomed some lapsed Foundation Members back into its community.

Conservation & Research: The annual poison operation for mice was completed in July. Nestbox infrastructure and access routes were attended to where necessary in preparation for upcoming breeding seasons of kākā, hihi and kākārīki. Monitoring and future banding of these species is being undertaken to support ongoing research. The first kākā eggs of the new season were confirmed on August 17.

Aditi Sriram's study (Wildbase) into lead toxicity levels in kaka was confirmed to run for another season. Ellen Irwin's study into dispersal patterns of juvenile kakariki (co-hosted by WCC, Victoria University and ZEALANDIA) has been extended into a Masters thesis with 20 more transmitters to be deployed in the upcoming season. Dr Rachael Shaw's ongoing post-doctoral study (Marsden Grant) will investigate further the implications of cognition on reproductive success.

ZEALANDIA by Night (ZBN): A refresh of this product has been undertaken and new guides are being trained. ZBN targets are higher than previous years, supported by specific in-season promotion, new online booking, and optimum staffing. It is encouraging to note that ZBN revenue is 30% ahead of 2014-15.

Nature Connections: This programme continues to provide invaluable support to ZEALANDIA in many ways. The visitor experience team have been working with Nature Connections to provide further training for the Trust's Skippers, hosts and guides on techniques to tell ZEALANDIA's stories to visitors. Marketing is also working with Nature Connections on a Nature Connections-wide summer campaign for children.

People: Health and Safety continues to be a high priority especially with the incoming legislation. The Trust's Safety Officer attended and passed The NEBOSH International Certificate in Health and Safety and is working to ensure ZEALANDIA's policies and procedures are reviewed and ready to satisfy the incoming Health and Safety at Work Act (2015).

Paul Atkins joined the Trust as Chief Executive on 16 November and succeeds Hilary Beaton who resigned in July.

CarboNZero : The Trust completed the requirements for CarboNZero accreditation. The Trust's certificate was presented at an event in mid-October.

SUMMARY FINANCIALS							
* Variance (Actual minus Budget). ✓ Favourable variance to budget ✗ Unfavourable variance to budget							
FINANCIAL PERFORMANCE	Q1 Budget	Q1 Actual	Variance*	YTD Budget	YTD Actual	Variance*	FY Budget
(\$000)	30 Sep 15	30 Sep 15	30 Sep 15	30 Sep 15	30 Sep 15	30 Sep 15	30 Jun 16
Total Revenue	723	792	70 ✓				3,607
Op. Exp. before Depreciation	846	775	(71) ✓				3,433
Surplus (Loss) before Depn.	(123)	17	141 ✓				174
Surplus (Loss) after Depn.	(459)	(154)	305 ✓				(1,167)
FINANCIAL POSITION							
Total Assets	13,945	14,477	531				13,024
Total Liabilities	11,520	11,528	8				11,306
Equity	2,426	2,949	523				1,718
CASH FLOWS							
Total Net Cash Flows	(42)	115	157 ✓				12
Opening Cash	609	639	30				609
Closing Cash	567	754	187				621

- Revenue for the quarter exceeded budget by \$70k led by visitors exceeding target the flow on contribution to the Trust's revenue streams (admissions, café and retail, and night tours). Operating expenditure was contained below budget (\$71k below target) and depreciation was also below target by \$154k due to changes in the depreciation treatment for the Visitor Centre as a result of the Trustee's proposal for its sale to Council.
- The Trust's operating cash flows exceeded forecast by \$115k led by improved revenues and close containment of operating costs. The result is an improved closing cash balance leading into quarter two.

KPI DASHBOARD					
✓ Achieved ✗ Not Achieved. The 3 Year Trend = year on year actual/nominal performance → Steady ↗ Improving ↘ Declining The table contains a selection of KPIs and is not a complete list.					
MEASURE		Q1 30 Sep 15	YTD 30 Sep 15	3 Year Trend	Comments on trend
Visitors	Actual	21,501 ✓		↗	Q1 total visitation ended up 17% (3,194) against target and on a growth trend.
	Target	18,307			
Students & education visits	Actual	1,572 ✗		↗	Recently education visitors are below targets but this is against a growth trend in this segment. Expected to
	Target	2,197			

KPI DASHBOARD

			improve.
Full costs to Council*	Actual	\$365k ✓	n/a* This is a Council metric which the Trust does not control or influence.
	Target	\$378k	
Annual measures to 30 Jun 16 The Trust reports quarterly.			
Council subsidy (\$/visit)	Actual	\$10.17 ✗	↗ Below the annual target because of the typically lower visitation during Q1.
	Target	\$9.12	
Average revenue** (\$/visit)	Actual	\$26.68 ✓	→ Broadly steady despite reduced admissions prices.
	Target	\$25.90	
Non-Council funding	Actual	\$56,617	n/a* Annual measure.
	Target	\$250,000	
Individual members	Actual	9,888	n/a* Annual measure which the Trust expects to meet.
	Target	10,200	

* This is a new KPI for the Trust so trend data is not yet available. This measure is owned by Council and includes costs which the Trust does not control (e.g. interest cost on its Council loan) plus grant funding. ** Revenue per visit excludes interest, Council and government grants.

ISSUES & OUTLOOK

The Trust continues to work with Council on its proposal to sell the Visitor Centre and repay its \$10.34m loan, and on strengthening its relationship with the Council. The Trust's proposal will be reviewed by officers and recommendations brought to Council for its consideration in the near future.

Attachments

- Attachment 1. Wellington Zoo Quarter One Report 2015
Attachment 2. Zealandia Quarter One Report 2015

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SUPPORTING INFORMATION

Consultation and Engagement

The organisations in this report consult with the Council on a wide range of matters as part of our “no surprises” relationship.

Treaty of Waitangi considerations

This report raises no new treaty considerations. Where appropriate the entities do consult with the Council’s Treaty Relations unit as part of normal operations.

Financial implications

The CCOs work within the context of the Council’s overall Long Term Plan and Annual Plan framework.

Policy and legislative implications

This report complies with the legislative requirements of the Local Government Act (2002) and is consistent with existing Council policy.

Risks / legal

Not applicable.

Climate Change impact and considerations

The CCOs work with the Council and other organisations in considering the environmental sustainability of their operations, including with the Council’s Our Living City programme.

Communications Plan

Not applicable.

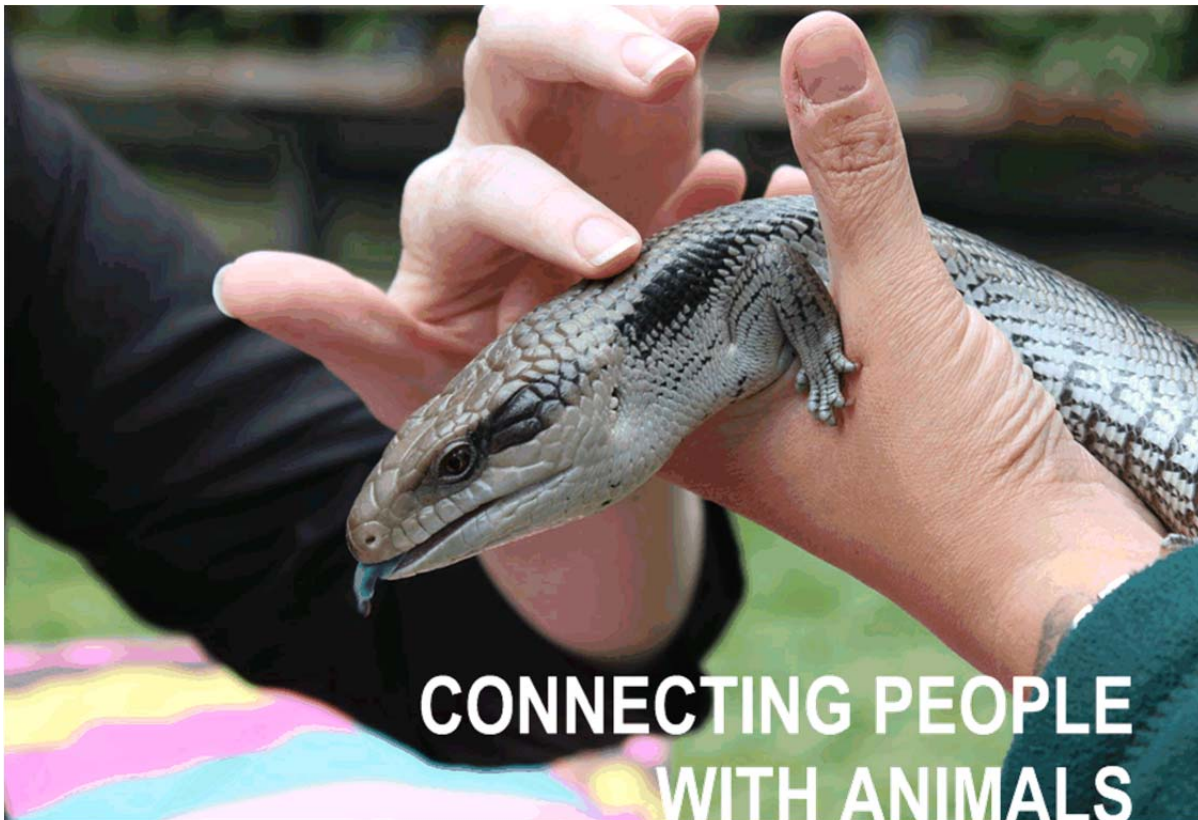


To: Wellington City Council Environment Committee
From: Wellington Zoo Trust
Date: 30 September 2015

First Quarter Report 2015/16 Financial Year

Highlights

- Meet the Locals He Tuku Aroha continued to develop in this quarter as we progressed closer to the official opening on 22 October 2015.
- In July an Olive Ridley Sea Turtle was admitted to The Nest Te Kōhanga in desperate need of care. Once she was medically fit she was moved to Kelly Tarlton's for rehabilitation and eventual release.
- We had a restoration planting day to transform the section of Town Belt neighbouring the Meet the Locals He Tuku Aroha site. Over 500 plants, donated by WCC, were planted with the focus on saving animals in the wild and enhancing natural spaces for our community.
- Awards and recognition for Wellington Zoo year to date include:
 - Induction into the Wellington Region Business Hall of Fame on 10 July. One of only eight organisations to have this honour.
 - Finalist in the Wellington Airport Community Awards.
 - Finalist in the 2015 Hutt Valley Chamber of Commerce Business Excellence Awards to be announced on 6 November.
 - Angelina Martelli is a finalist in the NZ Veterinary Nurse of the Year Awards. To be announced 9 October.
 - Karen Fifield is a finalist in the 2015 NZ Women of Influence Awards, Board and Management category. To be announced 4 November.
 - Daniel Warsaw, General Manager Business and Partnerships is one of three national finalists in the 2015 NZIM/Eagle Technology Young Executive of the Year Awards. To be announced 26 November.
- We have a newly formed Animal Science Team headed up by Simon Eyre, Animal Science Manager. The team includes a Nutrition Advisor, Stores Supervisor and Animal Welfare Advisor.
- A full time Health and Safety Manager joined us on 28 September 2015.
- The result for the three months to 30 September 2015 shows an operating surplus of \$19,483 against a budgeted operating deficit of \$158,340.
- Operating Revenue is above budget by \$79K and expenditure is below budget YTD September by \$99K due to timing of spend yet to happen.



Visitors and events

- Visitation for 2015-2016 as at end of September was 49,017. This is 1,713 ahead of target and 4,017 ahead of last year. The July school holidays and August's Winter Wednesday promotion contributed to a good start to the current financial year.

Visitor Attendance for the quarter ended 30 September 2015	
ACTUAL	49,017
TARGET	47,304
DIFFERENCE	+1,173

- Our Winter Wednesday visitation of 4,499 was on par with last year's 4,470 visitors. The final Winter Wednesday was extremely successful with 2,777 people visiting to make the most of what was a beautiful winter's day.
- Zoo Crew revenue was ahead of budget for the first two months of the financial year. We are confident that the marketing and sales plan that is in place for Zoo Crew will see the budget exceeded across the entire year as the momentum builds from our major marketing and sales focus on this area. All new Zoo Crew memberships will have 10% donated to the Wellington Conservation Fund to support conservation projects across the world.

LEOTC Numbers

	Target (learners)	September 14/15	YTD 14/15	September 15/16	YTD 15/16
School Visits (LEOTC)	9,000	1,634	2,779	1,446	2,120
Holiday Programme	1,300	0	405	0	437
Total	10,300	1,634	3,184	1,446	2,557

- There were still Zoofari schools visiting in September last year, leading to slightly lower learner numbers YTD as they visited at different times this year. Holiday programme was well attended.
- Ridgway School and Avalon School have completed their Bush Builders action phases for the year. 300 SWIS students will participate in Bush Builders in Term 4, utilising Meet the Locals He Tuku Aroha as a base for their learning.
- We have asked low-decile (1-3) schools from the Wellington Region and Tasman for applications for the 2016 Zoofari programme. Accepted schools will come in Terms 1 and 2.

Volunteer Hours

	Annual Target	September 14/15	YTD 14/15	September 15/16	YTD 15/16
Volunteer Hours	11520 (6 FTE)	1121.5	3217 (1.7 FTE)	992	3727.5 (1.9 FTE)
Corporate Groups	36	4	9	4	11

Contact Animal Hours

	Target	September 14/15	YTD 14/15	September 15/16	YTD 15/16
Visitor Ranger Hours	1,000	84 hrs 50 mins	243 hrs 10 mins	47 hrs 40 mins	179 hrs
Total Zoo	1,000	97 hrs 24 mins	275 hrs 35 mins	58 hrs 27 mins	220 hrs 37 mins

- Results are lower than last year, while Rangers continued to work on finishing off their Meet the Locals He Tuku Aroha preparatory work, including training on new contact animals. These figures will increase once Meet the Locals He Tuku Aroha is opened and new animals are introduced to the programme.
- Visitor Ranger, volunteer and contact animals took part in the Botanic Gardens Spring Festival celebration.

Animal Collection

Species	Gender	Status	Due
Chickens	6 females	Ex battery hens	Arrived during September 2015
Lambs	2 females	From private breeder	Arrived during September 2015
Longfin Eels	3 unsexed	From Levin Eel company	Arrived during September 2015
Bees	Swarm	From Lower Hutt, via the Wellington Bee Keepers Society	Due to arrive in October 2015
Flemish Giant Kits	1 male, 2 females	From private breeder in Christchurch	Due to arrive in October 2015
Bongo	1 female	From Singapore Zoo for Taronga Western Plains Zoo	Due to arrive in October 2015
Pygmy Marmoset	1 male	From Auckland Zoo	Due to arrive in November 2015
North Island Kaka	1 male	From Auckland Zoo	Due to arrive in November 2015
Red Panda	1 male	From Auckland Zoo	Due to arrive in November 2015
Golden Lion Tamarin	Male	Awaiting recommendation from the International Species Coordinator	Due to arrive in November 2015
Cotton-top Tamarins	Male and female	Awaiting recommendations from Species Coordinator, likely to be a new pair from Europe	As soon as possible
Giraffe	female	From Auckland Zoo	During early 2016
Nyala	Males and females as combined import	From South Africa	When available



Pearl and Sapphire settle in to their new home at Pohutukawa Farm, Meet the Locals He Tuku Aroha



- The 'Mark of Support' fundraising campaign has exceeded target. The engraved metal plaques have been purchased by individuals and families to show their support for Wellington Zoo and will be displayed along the pathway of Meet the Locals He Tuku Aroha.
- We have received \$5,000 from Brian Whiteacre Grants Trust for the Nest Te Kohanga and a donation from the TG Mauger Trust of \$2,500.
- We have increased our Facebook following from 24,241 to over 31,283. Our Twitter following increased from 6,140 to 6,967.
- Membership collateral for new joiners to Zoo Crew has been developed, featuring conservation cards to show Zoo Crew how their membership helps to save animals in the wild.
- **Trade Me** – Trade Me have renewed their Partnership agreement for another 12 months. We are incredibly happy with the agreement which includes a \$30,000 cash contribution, \$11,150 worth of services and a \$4,000 contribution towards the Zoo Brew project. We have discussed moving future agreements to a 2 or 3 year term which they are open to discussing.
- **Think Turf** – A three year commercial agreement has been signed outlining a generous discount of close to \$6,000 towards installing artificial turf in Conservation Corner and the Cheetah encounter area. This agreement also extends to a line discount of 25% on any future work.



in Olive Ridley Sea Turtle in care at The Nest Te Kōhanga

- The Zoo has adopted a joint position statement issued by the Australasian Responsible Palm Oil Network.
- We have identified a new conservation project for White Cheeked Gibbons (critically endangered) in Vietnam and have the chance to be a founding partner of this project along with other Zoos that hold Gibbons in Australasia.
- IUCN symposium on biodiversity offsets held at Wellington Zoo. Discussions held with Zoo liaison at IUCN in UK to make most of Zoo/IUCN relationships.
- Our Take the Lead campaign to protect Kororā continues to be rolled out to vet clinics and dog day care centres across Wellington with poster and leaflet support. Also, we have spotted our first chicks of the season in the Places for Penguins nest boxes we monitor.
- General Manager Community Engagement along with Marketing and Communications Manager met with Enviromark to talk about Wellington Zoo being used as a case study for promoting carboNZero certification.
- A meeting was held with Kea Conservation Trust board to discuss partnership, how we could support them and ways forward including potential One Plan workshop for Kea.
- We participated in a social media campaign with FSC – FSC Friday to promote our commitment to using sustainable products.

Native animals brought to The Nest Te Kōhanga in the last year

Veterinary Statistics

	July 2015	August 2015	Sept 2015	Calendar YTD 2015 Total
Collection Animal Cases	28	34	25	310
Native Wildlife Cases	33	26	25	359
Post Mortems	4	3	5	26

Native Animal Admission Statistics

	2012	2013	2014	2015
January	45	47	57	63
February	26	41	72 *	51
March	41	19	41	60
April	24	25	31	30
May	14	24	23	37
June	15	47	34	34
July	14	36	12	33
August	16	22	19	26
September	13	17	28	25
October	23	58	20	
November	27	30	43	
December	27	51	56	

* 42 patients + 30 Quarantine




- Our fourth annual Golden Agouti Award evening was a well-attended event which provided the opportunity to recognise, share and celebrate the achievements of our people. This year nomination categories were aligned with our new strategic elements. Award recipients were:
 - Leading the Way – Sarah van Herpt
 - Saving Animals in the Wild – Lisa Argilla
 - Connecting People with Animals – Phil Wisker
 - Fostering Love and Support for the Zoo – Kim Tabrum
 - Chief Executive's Award for Team Excellence – Business and Partnerships Team
 - Chief Executive's Award for Individual Excellence – Sarah van Herpt
 - People's Choice – Harmony Wallace
 - Salty Dip – Phil Wisker

The event also incorporated our Aoraki awards where we recognised the commitment and length of service of the following people:

- 5 Years – Nathan Spurdle
- 10 years – Harmony Wallace, Susan Macdonald
- Learning Manager and General Manager Community Engagement met with Nature Through the Arts Collective (funded through UNESCO) to look at opportunities for the Zoo to be involved in their launch day, and in an ongoing basis.
- General Manager Community Engagement has presented at Flick Electric Company (with GM Business and Partnerships) on innovation in an old industry and at Z Energy on sustainability at the Zoo.

- Learning Manager has been invited to sit on the International Zoo Educators Association (IZE) Board as the Australasian representative. She is the first New Zealander to hold this position. She has attended her first Board meeting (conference call) and will look to grow IZE membership and relevance across Australasian Zoos and Aquaria, as well as representing Australasia at the biennial IZE international conference in 2016. Visitor Experience Manager has been invited to be a guest lecturer, and help form the basis of study for a paper in the Tourism Management degree at Victoria University. The students will use the Zoo as a case study to learn about visitor management. General Manager Community Engagement completed the SBC Leadership for Sustainable Value course.
- Learning Manager attended Wellington Region Environmental Educators Forum (WREEF) hui on 16 June, to give input from a "providers" perspective
- We had our annual site visit from NZCER on behalf of the MOE to assess how we are delivering our LEOTC programmes. The report was very positive, and highlighted some future areas for growth.
- Staff had the opportunity to attend a learning session on Herding Small Cats: Behavioural Observation and Welfare Management presented by Bridget Brox from Victoria University.
- We had eight staff members attend the ZAA NZ conference from 21 – 24 July at Rainbow Springs in Rotorua. Our Visitor Experience Manager presented on collaboration.
- Full learning team session held with John Pastorelli (Nature Connections interpretive trainer) to help develop themes and build tool kit for dealing with different visitor interactions during talks.
- September was Bee Aware Month and with bees joining our animal collection at Meet the Locals He Tuku Aroha it was very timely to have John Burnet from the Wellington Beekeeping Society deliver a learning session on Bees 101. John is very knowledgeable and passionate about bees and the learning session was well attended. The session was fascinating, leaving our people in awe of the complex social structure and work of bees.
- Neavin Broughton our local iwi representative delivered a session to provide all staff with a basic understanding of our iwi stories for Meet the Locals He Tuku Aroha and what our atua (guardians) represent.



Ross Martin
Chairperson, Wellington Zoo Trust Board

Appendix 1 – Wellington Zoo Strategy Framework 2015-16

Measure	Target 2015-16	Tracking YTD September	Notes
CONNECT PEOPLE WITH ANIMALS			
Fundraising targets for ZCP reached or exceeded	25% of ZCP Capex Spend		Varies according to ZCP CAPEX spend. This measure is appropriate for 2015-16 only as the ZCP will then be complete.
Meet ZCP project timing and budget programme	Complete Meet the Locals He Tuku Aroha	On track for completion in November 2015	With this project the ZCP is complete. Project total completion delayed by one month due to issues with aviary mesh.
Measure visitor feedback and satisfaction	1 research project	NA	Trends from our weekly surveys will be tested in a larger visitor satisfaction project annually.
Participate in visitor research project re behaviour change	> 1	NA	The three year collaborative Zoo Action project looking at engaging visitors with behaviour change as a result of their visit to the Zoo is coming to a close this year.
Contact animals meeting visitors in Zoo	1000 hours	220 hrs 37 mins	
People participating in Animal Close Encounters	3,665	867 people have participated YTD September	The majority of people participate in Close Encounters during the Summer months. We are tracking ahead of the same period last year.
Number of students participating in LEOTC sessions	10,000	2,120	We are tracking behind year on year, mainly due to timing of Zoofari last year.
PEOPLE LOVE AND SUPPORT THE ZOO			
Increase total visitation by 2% each year on base year 2005/06 (170,116 visitors) as per the ZCP Business Case	234,714	49,017 YTD September above target by 1,713 and ahead of last year actuals by 4017	These increases are beyond the required 2% pa as agreed in the ZCP Business case. This is appropriate for 2015-16 only as the ZCP will then be complete.
Increase total visitation as per agreed %	NA	NA	New measure introduced in 15-16 as the ZCP will be complete.
Percentage of operating costs generated by the Trust	55%	53%	As these targets are set on the full year budget, these results tend to be behind target in the lower visitation and revenue months.
Ratio of Trust generated income as percentage of WCC grant	124%	110%	As these targets are set on the full year budget, these results tend to be behind target in the lower visitation and revenue months.
Average income per visitor from Trust generated revenue	\$14.86	\$15.71	Good result due to trust generated revenue being above budget for the first quarter.
Average WCC subsidy per visitor	\$11.99	\$14.35	This KPI measures only WCC Zoo OPEX Grant per visitor.
Full cost per visitor including WCC costs	\$21.19	NA	This KPI is generated by WCC. It includes depreciation, shared services costs, CCO team costs, insurance, CAPEX interest and the OPEX grant.
Volunteer hours	≥11,520 hours (6 FTE)	3727.5(1.9 FTE)	Tracking well.

Measure	Target 2015-16	Tracking YTD September	Notes
SAVE ANIMALS IN THE WILD			
Number of vulnerable, endangered or critically endangered species (IUCN list) in the Zoo's collection	≥26	24	New Measure
Percentage of native patient successful release to the wild after treatment in the Nest Te Kōhanga	≥55%		65.7% at 30 June 2015
Number of Field Conservation Projects supported for threatened (NZ) endangered or critically endangered (global) species	≥ 4	6	Kea Conservation Trust (NZ-TH), Madagascar Fauna and Flora Group (CR), Proyecto Titi (CR), Associação Mico-Leão-Dourado (EN), 21st Century Tiger (CR), Save the Tasmanian Devils Programme (EN).
% of OPEX directly contributed to field conservation	3%	NA	This measure uses the American Zoo Association Framework (now adopted by the Zoo Aquarium Association Australasia) to measure direct contribution to field conservation. We achieved 4.5% in 14-15
Participate in animal based scientific projects	≥ 4	4	Projects from The Nest Te Kohanga include; Kaka lead study (ongoing with Aditi and Wildbase), Kaka microchip investigation (ongoing with Kate McInnes) and Dingo genetics Study (with Otago University), Kea enrichment programme. Animal welfare projects will be developed via the Animal Science Team
LEAD THE WAY			
Maintain Zoo and Aquarium Association Animal Welfare Accreditation	Achieved	ZAA Accreditation assessment visit planned for October 27/28	New Measure
Maintain CarboNZero certification	Achieved	CarboNZero audit due in November	New Measure
H&S targets met	Achieved	H&S Manager currently reviewing this measure to be more specific and more easily measured	New Measure
Initiatives to embed professional development of our people	≥ 8	9	Golden Agouti Staff Recognition Awards; TetraMap Workshop, Zauled- Streamlining LS Workflows, P4P Full & Refresher Training Sessions, Putting a Face to our Values, Behaviour Observation & Welfare Management presented by Bridget Brox, Iwi Stories with Neavin, Bees 101, Leadership Presentation by Rachel Taulelei.
Staff turnover (permanent staff only)	≤ 20%	0%	The 2013 NZ Staff Turnover Survey was released mid-2014. The survey findings put the 2013 national average turnover at 17.2% and at 22.6% for the Not for Profit sector. If we compare the Zoo to similar sized organisations in the Public and Private sectors (31-64 staff) the figures are 25.70% and 19.31% respectively Tracking well with no resignation to date; Recruited Animal Welfare Advisor and Health and Safety Manager.

Appendix 2 – Financial Statements

CCO: Wellington Zoo Trust		\$NZ000's	
Quarter One 2015/16			
Actual	EARNINGS STATEMENT	Actual	Budget
30-Jun-15		30-Sep-15	30-Sep-15
	Revenue		
3008	Trading Income	658	604
2757	WCC Grants	723	703
82	Other Grants	21	21
188	Sponsorships and Donations-Operational	48	49
1252	Sponsorships and Donations-Capital	9	0
114	Investment Income	22	12
355	Other Income	21	25
7,756	Total Revenue	1,502	1,414
	Expenditure		
4,010	Employee Costs	998	1064
2,078	Other Operating Expenses	471	504
20	Depreciation	5	5
	Interest		
595	Vested Assets		
6,703	Total Expenditure	1,474	1,573
1,053	Net Surplus/(Deficit) before Taxation	28	(159)
0	Taxation Expense		
991	Operating Surplus (Deficit)	19	(159)
1,053	Net Surplus/(Deficit)	28	(159)
12.8%	Operating Margin	1.3%	-11.2%

Actual 30-Jun-15	STATEMENT OF FINANCIAL POSITION	Actual 30-Sep-15	Budget 30-Sep-15
	Shareholder/Trust Funds		
0	Share Capital/Settled Funds	0	0
0	Revaluation Reserves	0	0
1,624	Restricted Funds	1,624	583
318	Retained Earnings	346	221
1,942	Total Shareholder/Trust Funds	1,970	804
	Current Assets		
3,456	Cash and Bank	3,127	2,582
360	Accounts Receivable	44	30
84	Other Current Assets	86	60
3,900	Total Current Assets	3,257	2,672
	Investments		
0	Deposits on Call	0	0
0	Other Investments	0	0
0	Total Investments	0	0
	Non-Current Assets		
67	Fixed Assets	837	43
0	Other Non-current Assets	0	0
67	Total Non-current Assets	837	43
3,967	Total Assets	4,094	2,715
	Current Liabilities		
1,267	Accounts Payable and Accruals	514	800
	Provisions		0
746	Other Current Liabilities	1,598	1,099
2,013	Total Current Liabilities	2,112	1,899
	Non-Current Liabilities		
0	Loans - WCC	0	0
0	Loans - Other	0	0
12	Other Non-Current Liabilities	12	12
12	Total Non-Current Liabilities	12	12
1,942	Net Assets	1,970	804
1.9	Current Ratio	1.5	1.4
49.0%	Equity Ratio	48.1%	29.6%

Actual 30-Jun-15	STATEMENT OF CASH FLOWS	Actual Sep-15	Budget Sep-15
	<i>Cash provided from:</i>		
3008	Trading Receipts	658	604
2757	WCC Grants	723	1,407
82	Other Grants	21	21
1440	Sponsorships and Donations	57	49
114	Investment Income	22	12
409	Other Income	1,870	25
7810		3,351	2,118
	<i>Cash applied to:</i>		
4,010	Payments to Employees	956	1,064
1,668	Payments to Suppliers	2,724	504
	Net GST Cashflow		
595	Other Operating Costs (VESTING)		
	Interest Paid	0	0
6273		3,680	1,568
1537	Total Operating Cash Flow	(329)	550
	Investing Cash Flow		
	<i>Cash provided from:</i>		
(18)	Sale of Fixed Assets		
	Other		
(18)		0	0
	<i>Cash applied to:</i>		
	Purchase of Fixed Assets		
	Other -vesting Cash for Capital Projects	0	0
0		0	0
(18)	Total Investing Cash Flow	0	0

Actual 30-Jun-15	STATEMENT OF CASH FLOWS (CONT)	Actual 30-Sep-15	Budget 30-Sep-15
	Financing Cash Flow		
	<i>Cash provided from:</i>		
	Drawdown of Loans		
	Other		
0		0	0
	<i>Cash applied to:</i>		
	Repayment of Loans		
	Other		
0		0	0
0	Total Financing Cash Flow	0	0
1,519	Net Increase/(Decrease) in Cash Held	(329)	550
1,937	Opening Cash Equivalents	3,456	2,032
3,456	Closing Cash Equivalents	3,127	2,582

Actual 30-Jun-15	CASH FLOW RECONCILIATION	Actual 30-Sep-15	Budget 30-Sep-15
1,053	Operating Surplus/(Deficit) for the Year	28	(159)
	Add Non Cash Items		
20	Depreciation	5	5
	Other (Gifted Hospital Assets)		
1,073		33	(154)
	Movements in Working Capital		
101	(Increase)/Decrease in Receivables	316	0
(24)	(Increase)/Decrease in Other Current Assets	(2)	0
437	Increase/(Decrease) in Accounts Payable	(753)	(30)
(50)	Increase/(Decrease) in Other Current Liabilities	852	734
464		413	704
	Net Gain/(Loss) on Sale:		
0	Fixed Assets	(775)	0
	Investments	0	0
0		(775)	0
1,537	Net Cash Flow from Operations	(329)	550



Report to the Wellington City Council CCO Performance Committee 1st Quarter ended 30 September 2015

HIGHLIGHTS

- 20th anniversary celebration events held 4/5 July
- Q1 total visitation ended up 17% (3,194) against target
- Completed successful Sirocco campaign with 3250 visitors
- Volunteers contributed over 1102 hours in preparation for and during the delivery of the Sirocco tours
- Total members continue to trend upwards towards target of 10,200
- Recruitment of new Night Guides and Night Guide Assistants
- Education Sleepovers are booked at capacity for the remainder of the calendar year
- Volunteers and staff working together to improve that way our stories are told as well as refresh our Custom tours
- Annual poison programme for mice completed in July and bait station upgrade completed
- ZEALANDIA played a lead role in convening the first national meeting of the Seven Fenced Sanctuaries, opened by Minister of Conservation Maggie Barry
- Positive news stories across many news outlets during Sirocco's visit
- CE recruitment exercise commenced in August and completed early October



VISITATION

This quarter, we had 21,501 total visits, 17% ahead of target and 48% ahead of the same period in 2014/15. All of our areas have ended quarter one above target with the exception of custom tours and education. Custom tour targets for the first quarter are reasonably high for a typical quiet period.

The admissions team implemented a change to the recording of day admission visitor origins (Where are you from?), during Q1. This will better inform the organisation on a number of levels, but importantly give more detailed information locally, nationally and internationally. All previous categories have been further segmented to provide more accurate detail. As the change was implemented mid- quarter, some values were particularly low, however this still provides valuable information, which we can build upon moving forwards.

From the revised categories, admissions reported visitors from the following: (ranked highest- lowest/ regional category): *Note 'other' includes multiple regions or countries to condense overall list.*

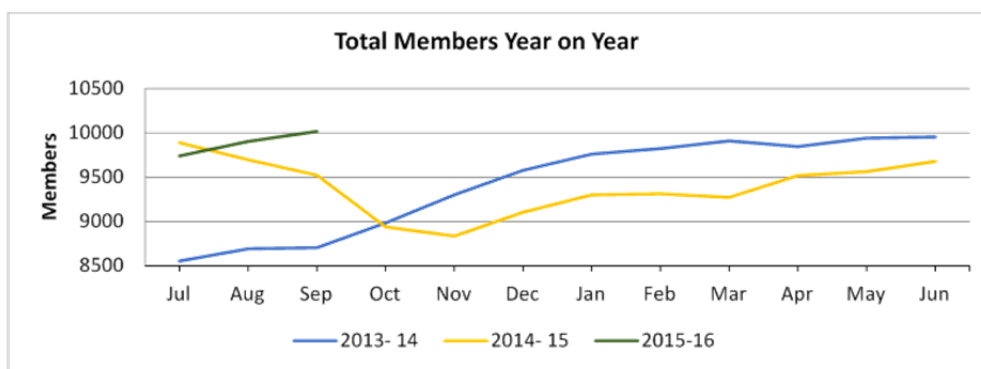
NZ North Island: Wellington; Auckland; Hamilton; Manawatu/ Wanganui; Taranaki; Palmerston North; Tauranga; Northland; Hawke's Bay; Rotorua
NZ South Island: Dunedin; Other South Island; Invercargill; Dunedin; Nelson; Blenheim
Europe/ Eurasia: France; UK & Ireland equal to Germany; Other Europe; Netherlands; Spain, Switzerland
Asia/ Pacific: Australia; Japan; Indonesia; Other Asia; India; Pacific Islands; China; Singapore
Americas: USA; Mexico; Canada; Caribbean; Chile; Other South America

For consistency and Q1 bench marking visitor data collection profile:

Where are you from?	Q1 2015-16	Q1 2014-15
Africa & Middle East	0%	1%
Asia Pacific (Inc Australia)	11%	10%
Europe	11%	12%
Wellington	48%	44%
Americas	6%	7%
South Island	7%	26%
North Island Other	16%	

Notably, Wellington Region remains the highest and reasonably consistent with previous quarters. The increase in Wellingtonians however may be attributed to a growing affinity of ZEALANDIA with the city, but also because of additional visitation with events such as the 20th Anniversary and Sirocco. We do expect to see seasonal variations through Q2 and Q3 with higher international visitation, and will track any trends as they develop.

Members: Members contributed to 5,274 (24.5%) of total visits and continue to be great supporters and advocates for ZEALANDIA. Membership numbers have increased month on month throughout this first quarter. It is below budget, but the trend suggests we will reach the 10,200 target members in the next quarter. Ongoing system and service improvements by the admissions team will support this growth. Membership upgrade (on the day admission conversion) has become a key avenue for new sales as the team build confidence with driving this proposition. Advances over the same period in 2014 are encouraging with growth in New (49%) and Membership upgrade (115%) areas respectively.



20th Anniversary Celebrations: Sunday 5 July 2015 marked 20 years since the Karori Sanctuary Trust was formed. We celebrated with a weekend of special offerings for visitors and supporters. Certificates for all current Foundation Members were created and we welcomed some lapsed Foundation Members back into our community. A group of volunteers worked closely with staff to create a slide show of before and after photos to show visually the progress and change, this was shown in the exhibition for July and can now be viewed on our website (<http://www.visitZEALANDIA.com/historic-photo-exhibition/>). We made use of our new changeable foyer exhibition space and showcased our education program on these panels. Our solar panel appeal was launched and in conjunction with Heritage Expeditions we gave away a trip to Sub-Antarctic Islands. The Board and Management celebrated this anniversary with many of our past and current supporters.

Sirocco: We had 3245 visitors who came to see Sirocco during the six weeks he was here. The team was aware of a possible Wellington based Sirocco 'burn-out' as this was his third visit, however Sirocco admissions revenue exceeded 2013-14 revenue by 10% (\$8,212) and total visitors by about 750. Maximum numbers were reduced from 28 to 24 to enhance the quality of visitor experiences. This did however impact revenue, which could equate to approximately \$2,500 over the remaining 4 weeks. The visits still exceeded the target by 295 despite the reduction in maximum number per tour.



Photo: Janice McKenna

ZEALANDIA by Night (ZBN): A refresh of this product has been undertaken with all ZBN guides involved. New guides are being trained (10 night guides (paid) and 8 night guide assistants (volunteers)). ZBN targets are higher than previous years, but with specific in-season promotion, new online booking, optimum staffing etc. we believe we will address the initial deficit. It is also encouraging to note that revenue is 30% ahead of 2014-15.

EDUCATION

The Education Team welcomed 1,572 students to its programmes during the quarter, 28% below target. The holiday programme and sleepovers provide an important source of revenue for the education programme. Sleepovers were unable to be run whilst Sirocco was at ZEALANDIA and the marketing and booking around the July holiday programme was not effective. These two issues will be addressed in future quarters and this is reflected in the bookings for the October holiday programme and second quarter sleepovers

Sleepovers: Six groups came for sleepovers during this quarter, four schools and two scout groups for a total of 172 visitors. With the promotion of sleepovers nationally and the increase in bookings for these events, we are currently updating our policies and protocols to reflect best practice and minimise disruption to ZBN and other events running at the sanctuary.



Photo: Woodleigh School

Tracking and Trapping resource: As part of our contract with WWF who have supported our Outreach programme to schools, we have developed a teacher resource on enhancing biodiversity through tracking and trapping. This is currently in draft form and has been distributed to some of the schools we have worked with for feedback. It is also on trial this term at Wainuiomata Intermediate School. Once feedback has been received and the final edit made, the resource will be presented at an Environmental Education conference in February 2016 and made available to schools nationwide.

Holiday programme: A decision was made to run the holiday programme in July for one week of the school holidays to gain maximum benefit for the effort involved. The programme was promoted through flyers distributed at local schools along with our website and Facebook page. We were fully booked for 4

of the 5 days and close to capacity on the fifth day, a better use of resources than an extended programme with fewer participants. A Pop-up Lab (Karin Mahlfeld et al) was held in the Visitor Centre foyer during the holiday programme and was so successful it will become a regular event for 1-2 days during upcoming holidays.

Ambassadors: Our youth ambassadors were used for the first time in a real front facing role. Trained as Night Guide assistants (NGAs) they helped the Education team fill gaps in night tours in a busy sleepover schedule. The ambassadors are growing in confidence and will be great representatives of ZEALANDIA to other students and the general public.

Visitor Experience: Two public evening seminars were held in this quarter. Archaeologist Mary O’Keeffe and retired water supply engineer John Morris both spoke about the history of the sanctuary from different angles in July and in September artist Paul Forrest discussed his use of native New Zealand birds in his art.

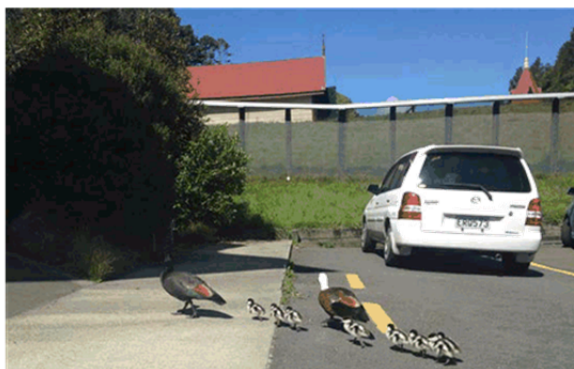
Nature Connections continues to provide invaluable support to the team in many ways. The visitor experience team have been working with Nature Connections to provide further training for our Skippers, hosts and guides on techniques to tell ZEALANDIA’s stories to our visitors. Marketing is also working with Nature Connections on a Nature Connections wide summer campaign for children.

COMMUNICATIONS AND MARKETING

The Dominion Post carried a generally positive article about ZEALANDIA’s 20th anniversary in early July. Sirocco’s visit in August/September helped to drive a large number of good news stories and generated good national and international media exposure. Our online and social media presence continues to increase particularly on Facebook, Instagram and our own website. A ZEALANDIA 2016 calendar went on sale in August, the whole calendar was photographed, composed and edited entirely by the volunteer Storytellers group.

Communications highlights

- High volume press/ media exposure included 12 Newspaper, 8 TV, 4 radio, 2 magazine, and multiple online mentions.
- Positive press from [Dominion Post](#) surrounding 20 Year Anniversary
- Extensive Sirocco coverage including:
 - TVNZ Breakfast
 - Dominion Post x 3
 - Newstalk ZB
 - Moe Show
 - Newsworthy
 - National Geographic (Joel Sartore photoshoot filmed to air on National Geographic channel USA)
- My Kitchen Rules/ Jetstar advert – 90 second ad to play 2/3 times during episodes of My Kitchen Rules NZ
- Presented 20 years of ZEALANDIA to 200 people at Wellington’s Pecha Kucha night



VOLUNTEERS

Our Volunteers continue to provide invaluable support to ZEALANDIA across many areas. From bird monitoring to planning and executing a recent volunteer wide survey to assess our volunteer’s motivations and satisfaction levels. We also have a very active group of volunteers who are helping refresh our Cruise Ship tours alongside staff.

Volunteers contributed over 1,102 hours in preparation for and during the delivery of the Sirocco tours. Our volunteers enjoy being part of Sirocco and have commented on how well it was run this year. Staff and volunteers worked together to develop the experience and we will use this model for working with

volunteers in the future. We had great feedback from visitors who commented how great the experience was, especially as it was run wholly or largely by volunteers.

SUSTAINABILITY AND COMMUNITY INVOLVEMENT

We submitted an entry for the Sustainable Business Network Awards and are a finalist in the 'Restorative Impact' category. The awards are held in November. The infographic we produced for this entry is included later in this report.

We have established a conservation hub with ZIP (Zero Invasive Predators) and CVNZ (Conservation Volunteers New Zealand) hosted on site. Staff are encouraged to contribute to the wider community by volunteering for a day in another organisation. The first staff to do this was our Sanctuary Care team who along with several of our regular volunteers helped the Hutt Valley Disabled Resources Trust to build a community garden.

ZEALANDIA played a lead role in convening the first national meeting of the Seven Fenced Sanctuaries, opened by Minister of Conservation Maggie Barry on 13 August. The group discussed how to create partnerships and how to share knowledge and collaborate. One action ZEALANDIA is leading is organising educators to visit other sites to share and create relationships. The group will meet again early in 2016.

The Trust completed the requirements for CarboNZero accreditation. The team have been working towards this accreditation over the last seven months after initially starting conversations in September 2014. BECA, one of our partners provided a lot of help as did one of our volunteers. Our certificate was presented at an event in mid-October.

Our Conservation staff have been involved outside of the fence with a "Meet the Curators" public talk hosted at the Botanic Gardens. This was a free talk and walk through the gardens guided by a ZEALANDIA conservation ranger. Conservation staff participated in the goal setting discussions of the Polhill Protectors Community Group and also in the Sanctuaries of NZ annual workshop.

PEOPLE AND PROCESSES

Health and Safety continues to be a high priority especially with the incoming legislation. Our Safety Officer attended and passed The NEBOSH International Certificate in Health and Safety and is working to ensure ZEALANDIA's policies and procedures are reviewed and ready to satisfy the incoming Health and Safety at Work act (2015).

In July final touches were completed to the refurbished staff accommodation at 31 Waiapu Road, and staff settled fully into their new warm and dry accommodation.

Chief Executive Hilary Beaton resigned in July, and recruitment of her successor commenced in August.

CONSERVATION AND RESEARCH

Biosecurity

- There were **no known mammalian biosecurity** breaches during this time period. The mouse index lines were opened in July and September and produced the expected low number of captures
- The annual poison operation for mice was completed as scheduled in July when all bait that remained un-eaten was retrieved from bait stations. **The tuatara research enclosure** was returned to its mouse-free status in mid-August, after a brief period when prints were tracked and mice removed with follow-up trapping. A valley-wide safety audit of all ropes employed on transect lines was completed in July.

WWF Grant for bait-station upgrade

- A milestone was reached in the bait-station upgrade with 1240 new stations now manufactured and deployed – this means that all plastic ice-cream containers have now been retired from the infrastructure. The next phase of the operation is well underway and involves a simple retro-fit to just over 500 of the new stations to increase resistance to potential kaka interference.

Species updates

- Nestbox infrastructure and access routes were attended to where necessary in preparation for upcoming breeding seasons of **kākā**, **hihi** and **kākāriki**. Monitoring and future banding of these species is being undertaken to support ongoing research. The **first kākā eggs** of the new season were confirmed on August 17.
- A new intake of 10 hihi monitors were taken through monitoring protocols on a training day in early September.
- Publicity surrounded the treatment and eventual euthanasia of **Flip-Flop, a Little Spotted Kiwi** well known to the night tour guides which had been transferred to Wellington Zoo when found on the ground unresponsive by a daytime visitor
- **Puffin**, the female of the elderly **Tahake** pair also spent a stint in the headlines while at the Wellington Zoo recovering from lameness which responded to pain relief – probably an age-related issue.

Sirocco

- Much of the focus during the winter period was upon preparations for Sirocco stay and support for him, his husbandry requirements, support for various associated media events, and support for his DOC handler. The bird was with us from 28 July through to 16 September.

Research

- **Aditi Sriram's** study (Wildbase) into lead toxicity levels in kaka was confirmed to run for another season. It will again involve the sampling of all nestlings at 20 and 40 days to help identify the presence of lead, the scope of the problem, and the possible pathways.
- **Ellen Irwin's** study into dispersal patterns of juvenile kakariki (co-hosted by WCC, Victoria University and ZEALANDIA) has been extended into a Masters thesis and 20 more transmitters will be deployed in the upcoming season.
- **Dr Rachael Shaw's** ongoing post-doctoral study (Marsden Grant) will investigate further the implications of cognition on reproductive success. Some of Rachael's first results were published in Animal Behaviour journal in July

RESEARCH

Research being undertaken in the valley currently includes:

Major Research	Angela Moles - University of New South Wales Annual sampling to detect effects of climate change on herbivory.
	John Ewen, Patricia Brekke - Institute of Zoology, London and ZEALANDIA staff Inbreeding, genetic drift and genetic management in Hihi.
	Rachel Shaw - Victoria University Fitness levels and heritability of cognitive abilities in robins – banding, monitoring breeding success and testing spatial memory.
PhD Research	Julia Loepelt - Victoria University Cognition and problem solving in kākā using food as a reward.
	Kirsty Yule - Victoria University Differences in Puriri moth parasitism and kākā predation rates between host species in a tri-trophic system.
	Stephanie Price - Victoria University Population viability of tuatara at three mainland sites.
	Victor Anton – Victoria University – Impact of pests on birds using birdsong recorders inside and outside the sanctuary
MSc/MA/MT Research	Katie Sheridan - CUNY Queens College USA Distribution and habitat use of pāteke (assisted by a grant from the Margaret & Jim Collins Research Fund).
	Aditi Sriram - Massey University Lead transmission and prevalence in kākā (assisted by a grant from the Margaret & Jim Collins Research Fund).
	Ellen Irwin - Victoria University, WCC & ZEALANDIA Dispersal of kākāriki after fledgling, using transmitters.
	Jagdees Pillai – Whitireia Development of an optimal wireless solution to connect end user devices in a bush environment.
	Erin Johnson – Victoria University Phenological patterns of plants that reintroduced birds are dependent on.
Other	Regan McKinlay - Victoria University Robin song complexity and relationship with reproductive success
	Susie Wood – Cawthron Institute Monthly sampling of dissolved oxygen, plankton and nutrients from Lower Lake for future analysis of changes over time
	Andrea Milligan - Victoria University Examination of connections people make between their experiences at ZEALANDIA and their engagement with environmental, social, cultural and political issues that face this world.

MEASUREMENT AGAINST TARGETS IN SOI

Non-Financial Performance Measures (Quarterly Targets)

Measure	2015/16 Quarter 1 (Jul-Sep)		2015/16 Annual	
	Actual	Target	Actual (YTD)	Target
Visitation	21,501	18,307	21,501	95,947
Education Visits (LEOTC, Tertiary, Early Childhood, School Holiday Programme)*	1,572	2,197	1,572	8,378

* Education visits are also included in total visitation numbers above.

Non-Financial Performance Measures (Annual Targets)

Measure	Actual YTD	Annual Target 2015/16
Individual Members	9,888	10,200
Quality of Visit	91%	92%
Volunteers	>400	>400
City Residents' Awareness*	-	87%

* A survey will be completed at the end of the final quarter to assess the level of awareness of city residents.

Conservation Programme (Annual Targets)

Conservation Measures	Actual YTD	Annual Target 2015-16
Restore missing species to the wild in accordance with the Restoration Strategy		
Number of new animal species transferred	0	1
No. animal species being actively managed (supplementary fed, nestbox management, banding etc.) assuming 1 new species transferred/annum	9	9
No. animal species being monitored (assuming 1 new species transferred/annum)	9	12
Percentage of transferred animal species (17) regarded as self-sustaining (assuming ongoing management)	76%	76%
Improve the population status of nationally threatened species present		
Number of threatened species present (excluding species held for advocacy or temporarily eg. takahe, kakapo)	4	4
Number of threatened species actively managed	3	3
Number of threatened species actively managed that increase or are regarded as self-sustaining	3	3
Manage species held for captive breeding purposes to ensure they remain healthy and breed successfully		
No. species of held for captive breeding	2	2
No. species breeding successfully	1	2
Monitor animal pest status, control mice & successfully respond to any incursions		
Mice maintained at levels below or similar to previous years (abundance per100 trap nights)	1.7	<10

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Conservation Measures	Actual YTD	Annual Target 2015-16
No. invasive mammalian species actively searched for (eg by audits)	0 ¹	7
No. biosecurity incursions	0	0
Percentage incursions successfully eradicated	N/A	100
Monitor plant pest status and reduce distribution of environmental weeds (currently 123) within and near the fence perimeter		
No. species actively controlled or surveyed	0 ²	44
No. species where control has achieved a decline to low levels of infestation	0 ²	52

¹ The animal audit is scheduled for quarters 3 and 4.

² Pest plant monitoring and management is scheduled for quarters 2 and 3.

Financial Performance Measures

Measure	Actual YTD	Annual Target 2015/6
Full cost per visitor (including WCC costs)	\$363,000	\$16.28
Average subsidy per visit (Total WCC operating grant/all visitors)	\$10.17	\$9.12
Average revenue per visitation (excludes Council & Government grants)	\$26.68	\$25.90
Non-Council Donations/Funding	\$56,617	\$250,000

Measures against Strategy Areas

MEASURE against Strategy Areas	TARGET 2015/16	TRACKING 2015/16
ZEALANDIA is an internationally recognised centre for ecological restoration, visible engagement with research and science, visitor experience and community involvement		
ZEALANDIA is recognised internationally as a centre for ecological restoration and conservation action	Formal Agreement with Victoria University of Wellington to establish a presence at ZEALANDIA	In progress
	Recruitment of key staff, jointly funded by Victoria University and ZEALANDIA	On Hold
	Development of a research programme by June 2016	Research is a key activity at ZEALANDIA. A science and research strategy will be progressed in early 2016
	Publication of key research outcomes	Stocktake underway of historical research data for completion in 2016. Individual researchers will be involved in reporting research progress to seminars and member meetings
	Strategic Scientific Steering Group established and functioning by 2016, which nominates resident thinker	To be progressed early 2016
ZEALANDIA's visitors are moved, touched and inspired to act on our call to action		
Define a clear identity for ZEALANDIA in the urban environment	Identity statement for ZEALANDIA in the urban environment and 'call for action' agreed by the Board by October 2015	"Second Generation strategy" scoping discussions held in August; strategy to be progressed by Board with incoming CE

MEASURE against Strategy Areas	TARGET 2015/16	TRACKING 2015/16
	Key messages used consistently throughout our programme	Currently being achieved – restoration, “bringing the birdsong back”
Improve visitor experience through the articulation and presentation of our story	Annual visitor experience programme developed/enhanced	In Progress
	Professional development programme for staff/volunteers in telling our story, developed and implemented throughout the year	Being achieved through Nature Connections and other development programmes being run in house and externally
	Complete signage projects that tell the story of the sanctuary	Wayfinding signage being progressed; other signage to be progressed following development of revised Management Plan in 2016
	Monthly Kids Trail and Children’s discovery area established part of programme	Kids Trail is promoted during school holidays and as part of the education programme
	Plan for matauranga Maori focus developed and implementation underway by June 2016	Engagement with Iwi has been difficult due to internal changes within iwi partners. Relationship to be progressed between the new CEs.
	Accessibility progressively improved and recognised	Accessibility improvements underway and accessibility forms a keystone in decision making. Some progress will be dependent on external funding.
	Animation of various exhibition spaces throughout the Visitor Centre to tell our story via exhibitions and annual programming events	New education exhibition (lower foyer) launched in July 2015 tells the story of schools involved in visit and outreach programmes
Increase presence/profile within our community	1,500 people reached via attendance at community events	On course to achieve this (Spring festival, Johnsonville Santa parade)
	ZEALANDIA is represented and visible at five or more city events	On course to achieve this (Wellington on a plate, Spring festival)
ZEALANDIA will extend its conservation, research and education programmes to the backyards of Wellington’s residents		
ZEALANDIA extends to residents’ backyards	Community groups sign up for ZEALANDIA Outreach programme	Schools are the primary focus for the outreach programme as a highly effective way to achieve community based predator control. Eight schools have already signed up. ZEALANDIA staff have been involved in the development of the halo project with WCC and other organisations.
	City residents report increasing numbers of native birds in their gardens	Achieved – Reports from Wellingtonians through NatureWatch, ZEALANDIA’s “Report a Bird” and the annual Landcare Garden Bird Survey indicate an increase in native birds throughout the city. This is also supported by systematic counts such as the WCC 5 minute bird counts
	Education materials on how to attract native fauna and keep them safe (eg. Lizard garden, traps etc) available on website	Achieved – there is also provision for this in the new website
	Increased number of households actively managing pests in their backyards	Achieved – Education outreach programme in collaboration with other organisations such as the Halo project

MEASURE against Strategy Areas	TARGET 2015/16	TRACKING 2015/16
ZEALANDIA's strategies and reputation are firmly aligned with those of Wellington City, and the people of Wellington love ZEALANDIA as an integral part of the City.		
Align ZEALANDIA's reputation with Wellington City	ZEALANDIA's 20 th Anniversary is celebrated by the community	20 th Anniversary weekend (4-5 July 2015), Volunteer celebration dinner (5 December 2015)
	Increased visibility through our Outreach programme	The number of schools that are a part of this is increasing along with awareness of the program
	Regular, proactive release of good news stories	Ongoing - especially in the social media forum
ZEALANDIA is a financially viable and sustainable business		
Diversity revenue streams	Commercial partnerships established with organisations that are aligned with ZEALANDIA's vision	Ongoing – ZIP (Zero Invasive Predators), CVNZ (Conservation Volunteers New Zealand), 7 Sanctuaries
	Donor conversion programme	On hold
	Corporate sponsorship programme	In progress
	An improved premium product offering	In progress
	A Corporate Team Building product developed	In progress
	An event programme for Rata café is established	Completed – a review of the number and type of events is underway
	Refurbishment of the top floor exhibition to create a multi-functional space that will provide greater venue hire options	Preparation work is being done to have this completed by the end of quarter three
Implement the Sanctuary Blueprint project	Phase 1 valley enhancements of the Sanctuary Blueprint project completed	Scoping project complete Planning for Bush classroom underway Options analysis for Lions project (shelter/ interpretation) underway Other steps will await Second Generation Strategy and revised Management Plan
Improve organisational capability	IT capability across the organisation is improved with the server software upgrade and rollout of upgraded computers and software to staff	Complete
	Automation of membership renewal process	Complete - As complete as possible with the current system processes continue to be improved on an ongoing basis.
	Website upgrade and improved online booking system	In progress – finalising requirements with contractor
	Point of sale system reviews and updated	Goal to have system replaced by July 1 2016
	Options for improved CRM database investigated	Linked to POS system replacement
	Full review of organisational policy and procedures completed	In progress

FINANCIAL PERFORMANCE

Detailed financials are attached.

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Balance Sheet

Karori Sanctuary Trust As at 30 September 2015

30 Sep 2015

Assets

Current Assets	
Accounts Receivable	28,887
Cash	753,788
Stock on Hand	51,811
Total Current Assets	834,486
Fixed Assets	
Fixed Assets	13,642,096
Total Fixed Assets	13,642,096
Total Assets	14,476,582

Liabilities

Current Liabilities	
Accounts Payable	83,729
Accrued Liability	(5,590)
Community Trust Loan - Current	83,333
Entertainment Books	258
GST	10,084
Payroll Taxes	126,159
Project / Capex Fund	52,639
Suspense	(86)
Unearned income	430,682
Total Current Liabilities	781,209
Non-Current Liabilities	
Community Trust Loan	400,000
WCC Loan	10,346,689
Total Non-Current Liabilities	10,746,689
Total Liabilities	11,527,897
Net Assets	2,948,684

Equity

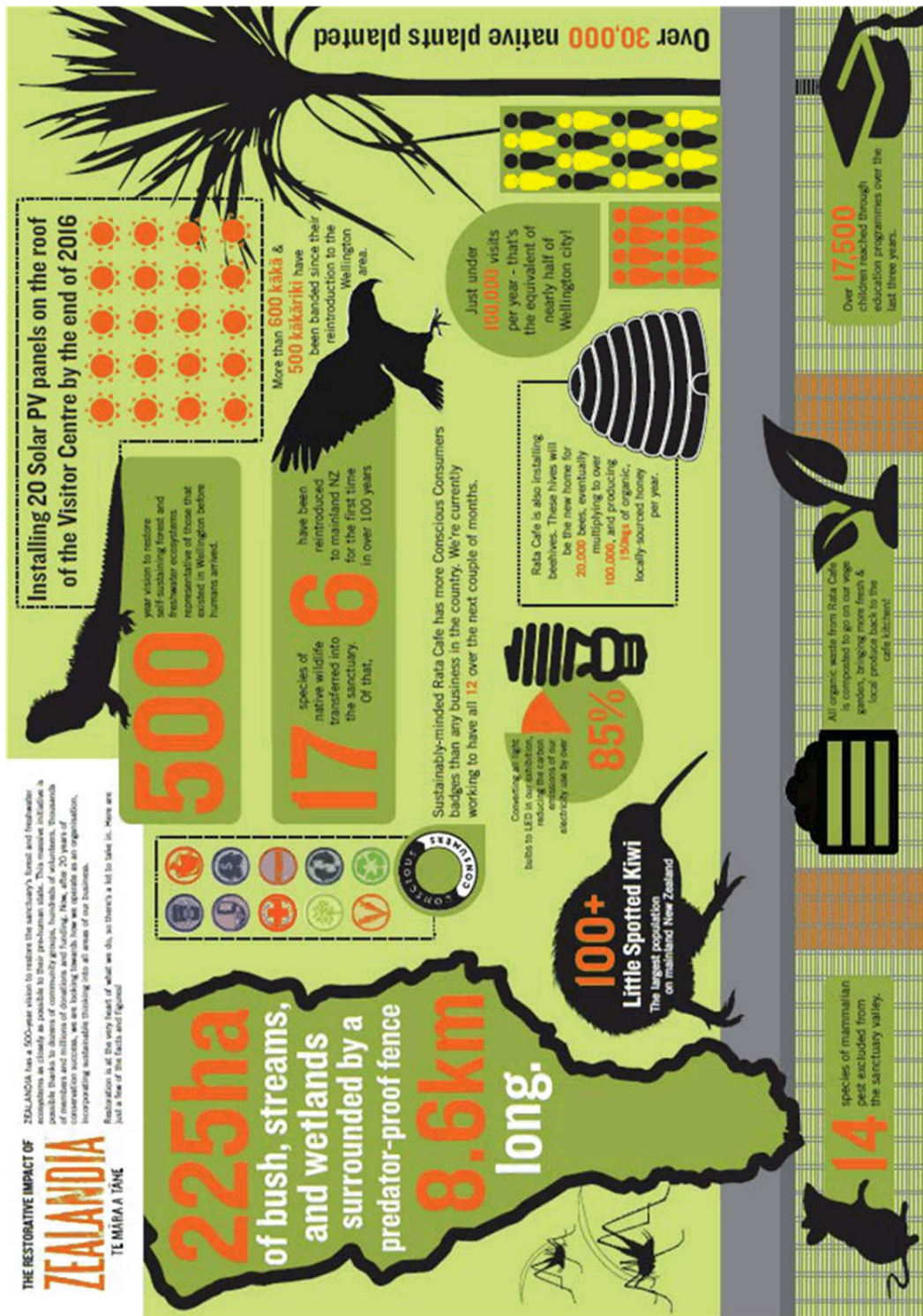
Current Year Earnings	(154,410)
Retained Earnings	3,103,095
Total Equity	2,948,684

Profit & Loss

Karori Sanctuary Trust For the 3 months ended 30 September 2015

	Sep-15	Jun-15	Mar-15	YTD
Income				
Admissions	196,023	142,795	318,521	196,023
Care & Preservation Income	5,486	-	-	5,486
Evening Talk (Koha)	352	-	-	352
Gain or Loss on Sale of Fixed Assets	-	1,375	1,200	-
Interest Income	3,748	9,166	4,804	3,748
Membership Subscriptions	63,285	58,841	73,961	63,285
Non-LEOTC Sleepovers & Night Tours	1,243	-	-	1,243
Other Grants & Donations	74,564	102,355	64,116	74,564
Other Operating Revenue	12,929	29,371	34,578	12,929
Sales of Goods	216,069	226,937	294,562	216,069
WCC Grant	218,750	218,750	218,750	218,750
Total Income	792,449	789,590	1,010,493	792,449
Gross Profit	792,449	789,590	1,010,493	792,449
Less Operating Expenses				
Administration & Management	138,212	183,305	114,142	138,212
Be Accessible & Carbon Zero	2,967	-	-	2,967
Colt Motor Vehicle Expenses	239	-	-	239
Cost of Goods Sold	98,635	93,639	124,629	98,635
Other Operating Expenses	41,130	51,736	72,504	41,130
Personnel	408,997	496,405	471,143	408,997
Salaries & Wages - Guides	4,973	7,209	6,414	4,973
Salaries & Wages - Tourism & Trade	18,170	16,772	8,309	18,170
Salaries & Wages - Visitor Experience	19,939	21,005	10,108	19,939
Sirocco Costs	7,969	-	-	7,969
Sirocco Expenses	13,514	-	-	13,514
Interest Paid				
Interest Expense	6,996	10,441	10,919	6,996
Total Interest Paid	6,996	10,441	10,919	6,996
Trustees Remuneration				
Board Expenses	20,609	19,720	19,723	20,609
Total Trustees Remuneration	20,609	19,720	19,723	20,609
Total Operating Expenses	782,350	900,232	837,891	782,350
Operating Profit	10,099	(110,642)	172,601	10,099
Non-operating Expenses				
Depreciation Expense	164,510	293,075	293,454	164,510
Total Non-operating Expenses	164,510	293,075	293,454	164,510
Net Profit	(154,410)	(403,717)	(120,853)	(154,410)

Appendix 1 – Infographic submitted as part of our Sustainable Business Network Awards entry



2016/17 LETTERS OF EXPECTATION TO COUNCIL CONTROLLED ORGANISATIONS

Purpose

1. To seek the Committee's consideration and input into the key messages for the 2016/17 Letters of Expectation to the following Council Controlled Organisations (CCOs):
 - Wellington Zoo Trust
 - Karori Sanctuary Trust

Summary

2. This report outlines the key messages and general issues that all CCOs will be asked to discuss as part of their 2016/17 Statement of Intent.
3. Officers will incorporate any feedback from the Committee into the formal Letters of Expectation. These will be signed by the Chair of the Environment Committee before 13 December 2015.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Confirm the general messages as outlined in this report to be included in the 2016/17 Letters of Expectation to the following organisations:
 - a) Wellington Zoo Trust
 - b) Karori Sanctuary Trust
3. Note that officers will prepare formal 2015/16 Letters of Expectation incorporating the directions of the Committee for signing by the Chair of the Committee.
4. Note that the Committee can expect to receive draft 2016/17 Statements of Intent, alongside officers' analyses, for its consideration at the March/April 2016 meetings.

Background

4. All Council Controlled Organisations are required by the Local Government Act 2002 to prepare a draft Statement of Intent (SOI) for the Council by 1 March of the preceding financial year. To provide an owner's perspective and input into this strategic document, the Council sets out its expectations in a Letter of Expectation (LoE). This process provides both the Council and CCOs with an opportunity to fine-tune respective expectations ahead of submitting a final SOI for Council's approval.

5. The draft timetable for approval of 2016/17 Statements of Intent is outlined in the table below:

Item	Date	Comment
Committee input into 2016/17 LoEs.	26 November 2015	Officers receive any Committee feedback and incorporate it into final letters.
LoE sent to CCO board Chairs and copied to Chief Executives.	By 13 December 2015	Letters to be signed by Committee Chair.
Draft SOIs received by officers	1 March 2016	Note: this is the statutory deadline.
Draft SOIs presented to this Committee	28 April 2016	Officers analyse SOIs and provide advice to the Committee.
Committee feedback on draft SOIs provided to CCOs	Before 8 May 2016	Letters to be signed by Chair of the Committee.
Final SOIs received by officers.	6 May 2016	
Final SOIs provided to Committee for approval.	23 June 2016	

Discussion

6. The 2016/17 Letters of Expectation will be split into three parts:
- An introductory section stressing the importance of the SOIs, the need for quality and noting any general issues largely affecting all the CCOs.
 - A short, focused section outlining the key issues for each CCO from an ownership perspective.
 - A more detailed appendix outlining what needs to be covered by the particular CCOs in their draft SOIs.

General Issues

7. Through the Letter of Expectation, each CCO will be asked to discuss the following general issues:
- Their continued alignment with the Council's relevant strategic priorities and policies as signalled in year two of the 2015-25 10-year plan, through the Economic Growth Agenda and the Urban Growth Plan, and any material changes.
 - Each CCO is to ensure that their annual report and audited financial statements for the year ended 2016/17 include, by way of comparison, the budget from the Statement of Intent for the same period. This expectation extends to the current financial year ended 2015/16.

Specific Issues

Wellington Zoo Trust

- Set a goal to achieve an accessibility gold standard in 2016/17.
- Continue to develop ways to achieve wider engagement across the visitor experience.

- With the Zoo's 10-year capital development plan coming to an end, prepare a briefing to review the overall project with respect to having achieved the plan's stated objectives.

Karori Sanctuary Trust

- The Trust will continue to develop and improve its accessibility standards.
- Continue to develop the educational offerings at the sanctuary.
- Maintain the focus on developing complimentary relationships in science and education.
- Continue to develop the Trust's understandings of its visitor demographics and other utilisation measures.

Attachments

Nil

Authors	Richard Hardie, Portfolio Manager Warwick Hayes, CCO Project Manager
Authoriser	Derek Fry, Director City Growth & Partnerships

SUPPORTING INFORMATION

Consultation and Engagement

Not applicable.

Treaty of Waitangi considerations

Not applicable.

Financial implications

The CCOs work within the confines of the Council's overall Long Term Plan and Annual Plan framework.

Policy and legislative implications

Not relevant.

Risks / legal

Not relevant.

Climate Change impact and considerations

The CCOs work with the Council and other organisations as part of considering environmental sustainability in their operations, including with the Council's Our Living City programme.

Communications Plan

Officers will incorporate feedback from the Committee into the formal Letters of Expectation that will be sent to the chair of the relevant CCO.

4. Operational

OUR LIVING CITY FUND- OCTOBER 2015

Purpose

1. Provides recommendations for the distribution of the Council's Our Living City Fund

Summary

2. The Council provides grants to assist community groups to undertake projects that meet community needs. Grants are also a mechanism for achieving the Council's objectives and strategic priorities, especially those priorities that rely on community organisations carrying out specific activities.
3. The 2013 review of the grant criteria proposed a move away from generic criteria in favour of specific criteria for each fund. While each pool may share a number of criteria, others would be tailored to suit the particular demands of that community of interest and relevant Council outcomes

Recommendations

That the Environment Committee:

1. Receive the information.
2. Agree to the recommendations in the table

	Organisation	Project	Total Project Cost	Amount requested	Recommended	Comments
1	WorkerBe Oasis	Irrigation infrastructure	\$28,299	\$6,700	\$718	Support for irrigation, excluding tanks, can explore further options for longer term self sufficiency.
2	Sustainable Coastlines Charitable Trust	Love Your Coast Wellington 2015	\$46,340	\$10,000	\$3,000	Contribution to coastal clean-up's engaging with children and young people during summer months. Also recc. support through Social and Recreation Fund.

Item 4.1

3	Makara Model School	Makara Model School Garden and Native Bush Project	\$8,500	\$8,500	\$500	Support for tools for initial start up, can apply for compost via Council.
4	The Research Trust of Victoria University of Wellington	Biophilic Map of Wellington Stage 2	\$3,254	\$3,254	\$3,254	Support for second stage of development of online interactive biophilic map of Wellington.
5	Conservation Volunteers New Zealand	Community Conservation	\$5,000	\$5,000	\$5,000	Support for volunteer community conservation projects
6	Helix Organics Ltd	Alternative weed management solutions - review	\$5,000	\$5,000	\$0	Research project, lower priority given pressure on available funding
7	New Zealand Bio-Recording Network Trust	NatureWatch NZ Wellington workshops	\$10,100	\$6,000	\$3,900	Support for co-ordination and delivery, Council hosting the events
8	Wellington Open Science Lab-umbrella via Ngaio Crofton Downs Residents Association	Outfit of pop-up Wellington Open Science Lab	\$8,250	\$8,200	\$4,150	Volunteer run popular science lab project working with community groups, children and young people, support for equipment costs for open sessions
9	EcoGecko Consultants	Geckos in the City	\$17,700	\$17,700	\$0	Project needs further development, with potential support from Council for summer of 2016/2017

\$132,44

3

\$70,354

\$20,522

Background

4. Grants and funding are included in the Annual Plan to provide an appropriate mechanism for the Council to respond to community groups that are undertaking projects that:
 - Meet a need identified by the community.
 - Align with council's strategic goals and community outcomes.
 - Rely to some extent on participation and engagement by community organisations
5. Organisations and projects are funded through both contracts and contestable grants pools. The contestable pools provide grants that are discretionary, short term and generally project based in nature. The Council also enters into multi-year contracts when it has an interest in ensuring particular activities occur that contribute to Council's strategies or policies. For example with the Sustainability Trust for a range of projects, some of which serve to deliver on outcomes relating to this fund through their activity at the Eco Centre on Forresters Lane and within the wider community, in particular around sustainability, community education and related to waste and urban agriculture.
6. The assessment process funding may include consultation with; the applicant, persons or organisations referred to in the application and Council officers, these would be across a range of activity areas, in the case of these applications across Parks, Sports and Recreation (Biodiversity and Environmental Partnerships) and Community Services (Urban Agriculture). Applicants are given two working days to respond to a request for more information.
7. To ensure funds are used appropriately, conditions may be suggested should funding be approved. This is usually in cases where applicants need to use funds for a specific aspect of their budget or where landowner approval or the approval of plans/designs.
8. The original information provided through online application has been made available to Councillors via the hub

Discussion

9. The Our Living City Fund supports community organisations for projects that meet the criteria for the fund. This is second of three funding rounds for 2015-16 which had a closing date of 29 October 2015. The next funding round has a closing date of 29 March 2016.
10. There are nine applications in this funding round with organisations requesting a total of \$70,354. Officers are recommending the Environment Committee support seven projects with grants totalling \$20,522.

Contact Officers

Mark Farrar, Senior Advisor- Funding and Relationships

Myfanwy Emeny, T/L Biodiversity and Urban Ecology, Parks, Sport and Recreation

Sarah Adams, Community Advisor- Urban Agriculture

Tim Park, Environmental Partnership Leader

Attachments

Attachment 1. Our Living Fund Criteria

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Author	Mark Farrar, Team Leader Funding and Relationships
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Consultation and Engagement

The assessment process funding includes consultation with; the applicant, persons or organisations referred to in the application and other Council officers, across a range of activity areas, in the case of these applications across Parks, Sports and Recreation and Community Services business units.

Treaty of Waitangi considerations

For the Our Living City Fund there are specific criteria and questions relating to Maori, for the Our Living City Fund applicants are asked to describe how their project serves to support kaitiaki of the environment.

Financial implications

The Long Term Plan makes provision for community grants in several places - 2.1.6 - Community environmental initiatives, 3.1.4 - Grants and creative workforce, 4.1.4 – (Arts and) Cultural grants, and 5.2.4 - Grants (Social and Recreation). The Our Living City Fund comes under project C652. The Social and Recreation and neighbours Day Funds under C678 and the Arts and Culture Fund under C661.

Policy and legislative implications

Council funds have been created to assist community initiatives in line with Council strategy. Council Officers engage and consult widely with a range of groups and organisations before funding applications are made and throughout the assessment process.

Risks / legal

There are no legal risks.

Climate Change impact and considerations

There are no impacts on climate change to consider.

Communications Plan

There is no communication plan required.

Criteria- Our Living City Fund

This fund aims to improve Wellington's quality of life by strengthening urban-nature connections and building economic opportunities from a healthy environment

About the fund

The fund will support projects and activities like community conservation projects, community gardens, green infrastructure (living walls and roofs), and resilience to natural events, reducing emissions, reductions from stationary energy, transport, water and waste

Fund objectives

- To support community initiatives and projects those grows Wellington's natural capital and reduce our environmental impact.
- To support initiatives which provide opportunities for community enjoyment and kaitiakitanga of Wellington's natural environment.
- To strengthen Wellington's connections with nature to safeguard and develop one of our greatest strengths – our quality of life.

Criteria

The project makes a positive contribution to achieving the Council's Strategic outcomes:

Towards 2040: Smart Capital strategy

- **People Centred City:** Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
- **Connected City:** Supports a city with easy physical and virtual access to regional, national and global networks.
- **Eco-City:** Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
- **Dynamic Central City:** Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.

Long Term Plan 2012-22 priorities:

- An inclusive place where talent wants to live
- A resilient city
- A well managed city
- Annual Plan priorities for the relevant year.

The project is Wellington-based and mainly benefits the people of Wellington. (Exceptions may be made for projects based elsewhere in the region, but which significantly benefit Wellington City residents).

The applicant is a legally constituted community group or organisation.

The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.

The applicant outlines how physical accessibility has been built into project development.

The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.

The project should show evidence of community support, collaboration, and building partnerships with other organisations (e.g. social media interest, letters of support from other organisations/leaders).

The applicant must show that the project discernibly improves community wellbeing and adds value to the range of similar types of services in the community.

The Council respects mana whenua values and aspirations for the environment. Demonstrate how your project reflects an understanding of Wellington's history, how to care for the land and resources and an understanding of wāhi tapu.

Focus Areas

- Green infrastructure and green urban networks
- Biodiversity and pest management, including beach, stream, and harbour cleanup
- Resilience to natural events
- Healthy communities, including community gardens.
- Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.
- Water; conservation, efficiency and quality

REPORT BACK ON SUBMISSIONS: ALLOWING CAMPING AS A MANAGED ACTIVITY ON PART OF HAPPY VALLEY PARK

Purpose

1. Following the 'Allowing Camping at Happy Valley Park Subcommittee' meeting, the purpose of this paper is to report back to Environment Committee on the outcome of consultation to amend the Suburban Reserves Management Plan to allow camping as a managed activity on part of Happy Valley Park, and to make a recommendation on the management plan amendment.

Summary

2. In August 2015, Officers reported to Environment Committee on progress with investigations to find a low cost motorhome and camping park in Wellington.
3. It was agreed by the Environment Committee to consult on a proposed amendment to the Suburban Reserve Management Plan to allowing camping at Happy Valley Park, and to seek public feedback on how the proposed camp ground should be managed.
4. The four week consultation period on the proposed amendment ran from 14 September to 12 October.
5. The Council received 128 written submissions and the subcommittee heard ten oral submissions on Wednesday 4 November 2015. Of the 128 submissions, 73% were from the southern ward, 59% oppose the amendment, 37% gave their support and 4% neither opposed nor supported it.
6. Major concerns expressed from submitters include; unsuitable site conditions, health and safety issues especially risk to school children behavioural and security issues, increase in traffic and parking problems, damage to the stream, noise and rubbish concerns, negative impact on existing users, no benefit to the local community and the campground is not viable.
7. The key reasons why submitters supported the amendment included; high demand, good location and site, local benefits, good for tourism and will help manage freedom camping.
8. In regards to how the camp ground should be managed 57 submitters answered this question with 23 selecting self-service management option, 31 selecting the onsite management option and 3 selecting other management options.
9. The management of the camp ground is a key issue in considering the cost benefit of the proposal.
10. Due to the pressure on current restricted Freedom Camping sites and general freedom camping pressure over last summer, Officers were endeavouring to provide an additional location for people to camp responsibly for the upcoming summer. One scenario was that if the management plan amendment was approved, freedom camping might be possible at the Happy Valley Park car park. Given the level of concern locals have expressed over camping in this locality, freedom camping is not recommended here. This means that for the coming summer, options for people to camp are still limited. However, it also means that there are no longer the same time constraints over the decision-making so long as the focus is to provide for camping for Summer 2016/17.

11. There are four options available to the subcommittee and these include
- Option 1. Approve amendment (subject to obtaining resource consent) based on self-service type management option
 - Option 2. Approve the amendment (subject to obtaining resource consent) based on onsite management option.
 - Option 3. Decline the amendment
 - Option 4. Delay decision on the amendment until early 2016, to explore other site options and undertake further market research over summer 2015/16.

Officers recommend Option 4, to delay the decision on the amendment to allow for a review of the model and options. What has been clear through this consultation process is that for a location such as Happy Valley Park, there is a high expectation of full time on-site management. The size of the proposed area is limited, and so cost-benefit is poor. There may be a better alternative for a fully managed larger campground elsewhere and Officers would like to continue to investigate this over this summer period.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Agree to delay the decision on the amendment to the Suburban Reserves Management Plan 2015 until the next Environment Committee meeting.
3. Note that Officers will explore other site options and undertake further market research over summer 2015/16.
4. Note that the site will not be available as a freedom camping location.

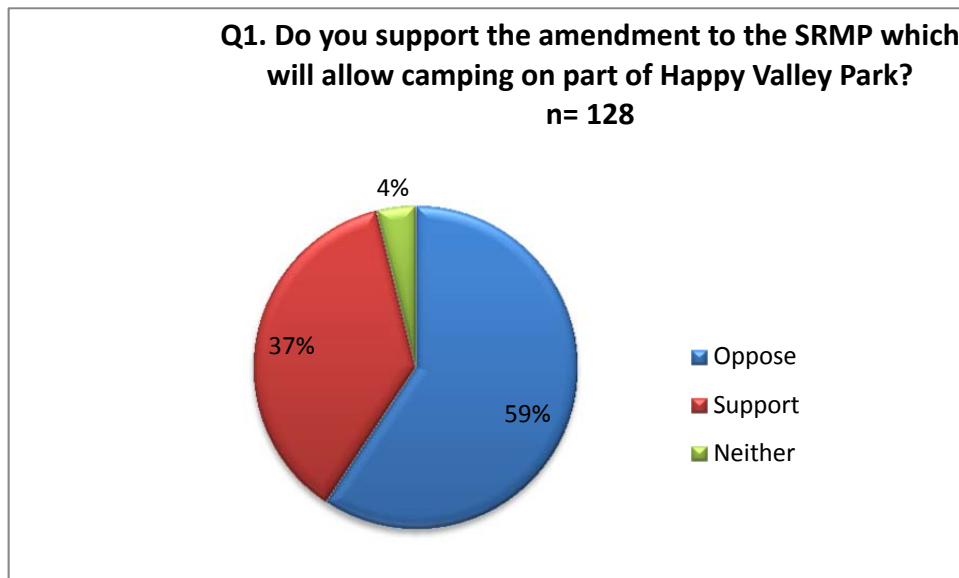
Background

12. Wellington is a popular destination for campervans and 'self-drive tourists'. Although Freedom Camping Bylaws have been reviewed and are permissive, current demand for appropriate areas for people to stay outweighs supply, particularly for non-self-contained camping. In August 2015, Officers reported to Environment Committee on progress with investigations to find a low cost motorhome and camping park in Wellington.
13. Of the sites potentially available within the popular central, southern and eastern suburbs of Wellington, the recommended site was the carpark area at Happy Valley Park. This site was recommended because it provided for the minimal displacement of existing users, is zoned Open Space A and managed as a sport and recreation area, relatively easy to find and on route to the popular south coast, has potential to enhance amenity values through landscape development and has good access to services (water, power, dump station).
14. To allow camping at Happy Valley Park, an amendment to the Suburban Reserves Management Plan is required, and the four week consultation period on this amendment ran from 14 September until 12 October 2015. Development of the campground would still be subject to resource consent and funding (for consideration through the 2016/17 Annual Plan).

Discussion

Results and analysis of the public consultation

15. The Council received 128 written submissions from a range of individuals and organisations. 73% of the submitters live in the southern ward.
16. 76 (59%) submitters oppose the proposed amendment while 47 (37%) gave their support and 5 (4%) submitters neither support nor opposed it.



17. Officers also analysed the number of submissions from residents who live on Happy Valley Road. Of these, 19 oppose the proposal (60%), 10 support it (31%) and 3 (9%) neither oppose nor support. There would be other submitters that live in the streets above that would be able to view the site as well. A comprehensive visual impact assessment would need to be completed and considered as part of the resource consent process.
18. Major concerns expressed by those that opposed the proposal are outlined in the following table along with officer's response. An analysis of submissions is attached in Appendix A.

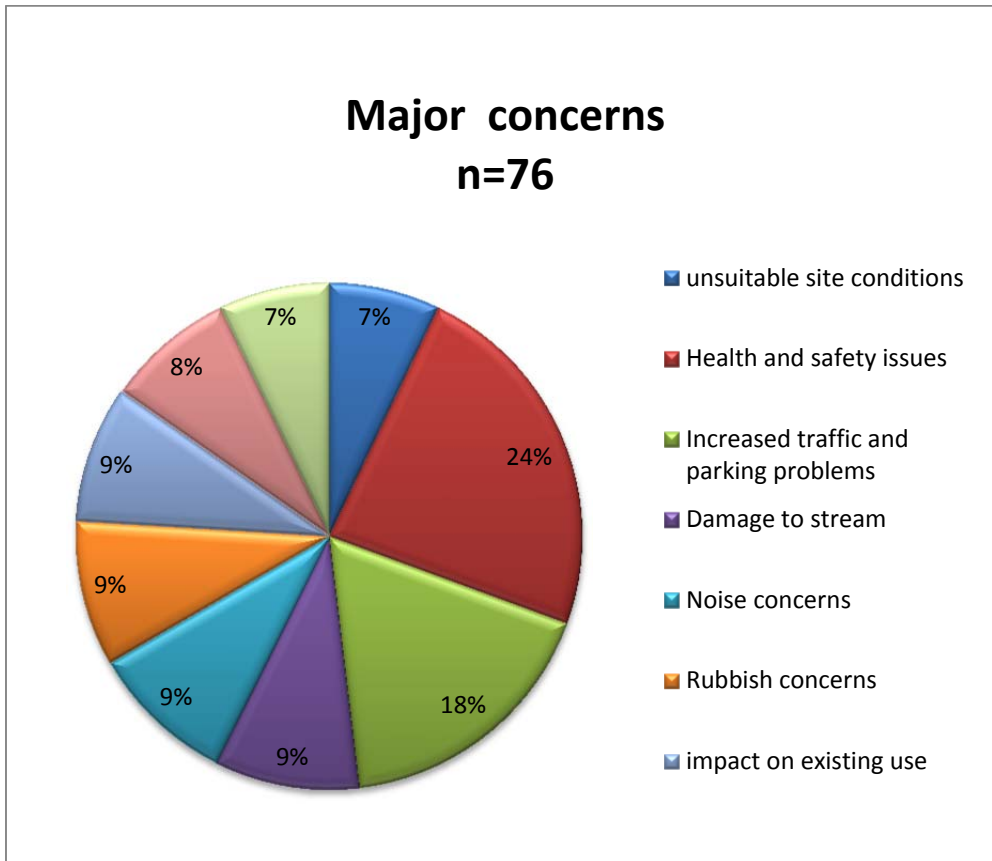


Table 1. Major concerns raised by submitters

#	Major concerns	Response
1.	Unsuitable site The site is unsuitable for a camp ground given its distance from the CBD, it's exposed and windswept, has limited sun, is unattractive with no views. It is also located next to the City's landfill.	The site would be developed and enhanced through good landscape design and planting. Additional planting and mounding would be considered in the detailed design stage to provide wind protection. Feedback from NZMCA states that members will stay in a campground at the site. The City's southern landfill is located off Happy Valley Road but would have no effects on the campground.
	Health and safety The campground is too close to Owhiro Bay School & Kindergarten. More strangers in the area could potentially put children at risk and in danger, especially those walking to school and playing on the sportsfield	The site is approximately 500m away from the School and Kindergarten. Feedback from the Holiday Accommodation Parks Association is that Holiday Parks provided 6.8 million guest nights last year and the core business is families. During the peak season (February) there were almost equal proportions of domestic and international visitors (51% to 49%) and gender split is relatively even. Middle aged visitors dominate the domestic market, in contrast a large proportion of international

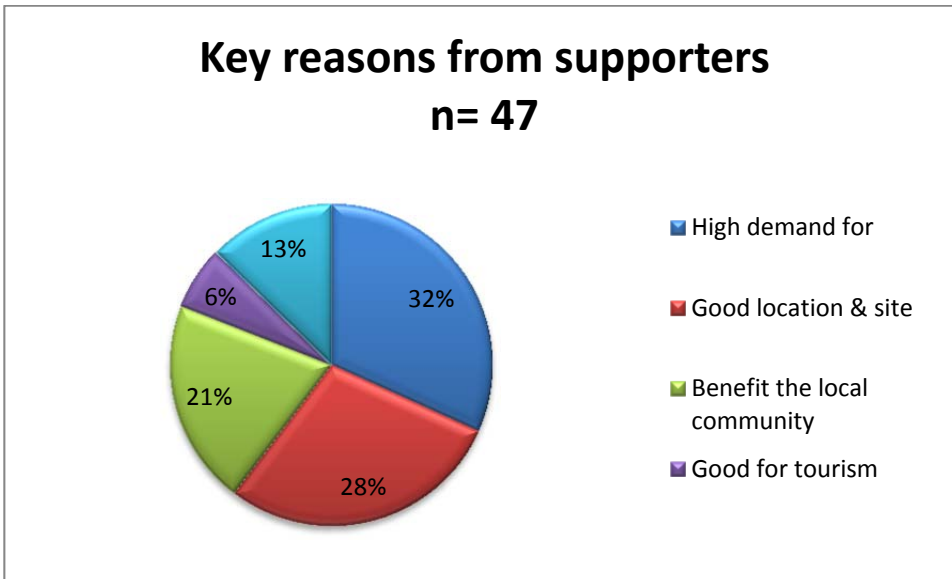
		<p>visitors are aged under 35 (53%). Visitors from 37 countries were represented, but most commonly international guests were from Australia, Germany or the UK. Problems experienced are typically around locals breaking into holiday parks to steal from guests or from the parks themselves.</p> <p>Dangerous behavior by visitors has not been experienced at the local camping areas (paid and free).</p>
3.	<p>Health and safety Inappropriate behaviour from campers such as drinking, partying, roaming around private property. (Including vandalising the school). Residents feeling unsafe and worried about security.</p>	<p>In addition to the above comments, any potential behavioural issues would be mitigated through management and security visits at night. Camp ground rules and responsibilities would be established.</p> <p>The school is private property. There is no evidence suggesting that campers will cause vandalism to private property.</p>
4.	<p>Traffic safety Increase in traffic on an already busy and dangerous road. No pedestrian crossing for school children</p>	<p>Based on the recent traffic counts along Happy Valley Road an extra 33 vehicle per day equates to an increase of 1.2 %.</p> <p>The Council is consulting on lowering the speed limit to 50km along this part of Happy Valley Road.</p> <p>Detailed traffic and parking assessment and effects would be considered through the Resource Management Act (RMA) consent process.</p>
5.	<p>Parking problems Concerned about sport field users parking along Happy Valley Road causing congestion.</p>	<p>Feedback from the sporting codes indicated that many sport field users already park along the road and that the car park area is not critical for them.</p> <p>Sports field utilization statistics show relatively low numbers of hours between January 2014 and Dec 2014. The park was not booked during Jan – Mar. The highest month was Nov (75 hours) the lowest Oct (4 Hours). The park was used for college and junior cricket and football.</p> <p>A detailed parking assessment and effects would be considered through the RMA consent process.</p>
6.	<p>Environmental Impact Concerned about damage to the stream from campers bathing, toileting and polluting the stream.</p>	<p>The Council recognises the ecological and amenity importance of the stream so its protection in association with any site development would be very important.</p> <p>Shower, toilet and rubbish facilities would be provided at the site.</p> <p>Through the detailed design stage a low barrier fence would be considered to define the boundaries of the camp ground and manage</p>

		<p>stream access.</p> <p>Given the community concerns, Freedom camping at the site this summer is not recommended.</p> <p>Illegal dumping is an existing problem at the site, having additional presence at the site is likely to reduce the illegal dumping issue.</p>
7.	Noise	<p>Noise assessment and effects would be considered through the RMA consent process. The Council cannot guarantee no noise issues would occur but would manage noise through; nightly security visits, existing noise compliant process, camp rules and responsibilities.</p>
8.	Rubbish	<p>Rubbish facilities would be provided onsite, suitable for windy conditions. Regular (daily or twice daily) collection would occur depending on occupation levels.</p>
9.	Impact on existing use	<p>Statistics from the Council's sport fields booking system the sports fields have low utilisation rates. Low hours between Jan 2014 – Dec 2014. The park was not booked during Jan –Mar. The highest used month was Nov with 75 hours.</p> <p>The proposed camp ground is going to be within the footprint of the existing car park area so other users would still be able to use the sports fields for informal recreational use.</p> <p>The existing toilets and changing sheds will remain for sport field users and a new ablution block would be developed for the campers.</p>
10.	No local benefit	<p>Given the objectives and requirements of a camp ground provision in Wellington, the benefits of providing a low cost camp ground in Happy Valley Park are more heightened at a city and community level than a local level. The key benefits include;</p> <ul style="list-style-type: none"> • Environmental benefits; protecting our more scenic and ecologically sensitive open space areas from inappropriate camping activity. Reducing overcrowding of campers in restricted camping sites. • Economic benefits; providing more accommodation options for visitors means they can stay and spend in our city, which may also provide opportunities for new businesses to establish. The peak season Holiday Park Visitors survey (April 2015) commissioned by the Holiday Parks Association of New Zealand found that excluding accommodation, holiday park guests spent \$119 on average day,

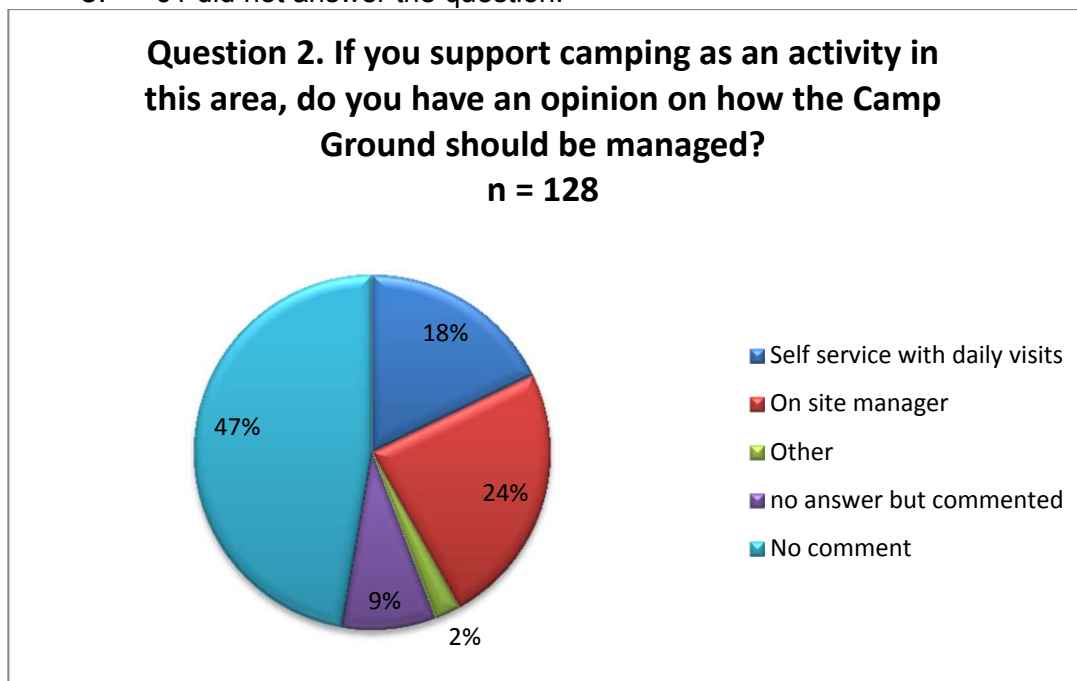
		<p>most commonly on activities, snacks/groceries and fuel. Generally expenditure on accommodation, fuel, snacks/groceries, and activities/attractions has increased since 2012/13.</p> <ul style="list-style-type: none"> • Recreation benefits; protect public access to high use and popular areas especially around the south coast. Reduces conflicts between existing users and campers by having a site where displacing of existing users are low. Provides an opportunity for visitors to experience and use our open space and park network. • Social and community benefits; Strengthen Wellington’s reputation as a positive and safe place to stay. Fulfils a growing need in the self-drive camping holiday market. Helps provide a solution in managing freedom camping by offering visitors an alternative place to stay. May strengthen community safety and surveillance by having more people in the area, more activity reduces antisocial behaviour.
11.	<p>Viability of the campground. The camp ground will get bad reviews, no one will use it. The space/size and potential revenue doesn’t warrant or support on site management. The development and maintenance cost will be high which means higher user pay costs for a substandard location. Costs outweigh the benefits. Ratepayers will subsidise it.</p>	<p>Based on our financial and management scenarios, the camp ground is likely to be cost neutral under the self-service type management. It would require additional Council operational funding under the on-site management option. The objective is to provide a low cost camping option in the city so keeping the accommodation costs low is a priority.</p>

19. The key reasons why submitters supported the proposal included;

- High demand and need for a camp ground
- Good location and site
- Benefit for the local community
- Good for tourism
- Help manage freedom camping



20. 57 submitters provided an answer to question 2. If you support camping as an activity in this area, do you have an opinion on how the camp ground should be managed? The results included;
- 23 selected self-service with daily visits
 - 31 selected an onsite manager
 - 3 selected other options
 - 11 provided comments but no answer
 - 61 did not answer the question.



21. Question 3 and 4 of the submission form asked if there were any changes you think should be included and any other comments. In summary;

22. The majority of comments related to changing the location with some submitters suggesting alternative sites such as Shelly Bay, Princess Bay and Red Rocks (Te Kopahou).
23. Some submitters commented on the Freedom camping problems and issues occurring at Te Kopahou and that these problems would be experienced at the proposed site.
24. A few submitters were concerned about the lack of information provided, the timing and process Council was following.
25. Some submitters gave suggestions relating to the design and management of the camp ground such as; improve public transport, install CCTV security cameras, have additional planting and appropriate rubbish bins.
26. Some submitters suggested alternative management options to help manage the freedom camping issues. Suggestions included; provision of facilities in the middle of town with a \$5 night charge, a central management system where campers book their number of nights stay, are provided with rules and responsibilities about camping in Wellington, pay, display and park in a variety of places; Council to look at a multiple sites for freedom camping; allow campervans to use carparks next to public toilets; Restricted number of campervans per car park with restricted hours.

Financial and Management Considerations

27. It was stated in the previous Committee report (6 August 2015) that if the amendment was approved then the Happy valley Park site could be accommodate the non-self-contained camper this summer (2015/16) as a freedom camping site with basic facilities provided in the existing sports pavilion. Given the level of opposition, behavioural and management concerns raised by the local community, it is recommended not to use the site as a freedom camping spot this summer.
28. Indicative capital costs of \$360,000-\$450,000 are required to develop the camp ground at Happy Valley Park car park. Development would include levelling, surfacing, access, camp site layout, signage, lighting, landscape design and planting, provision of ablutions and a basic kitchen.
29. Given the significant investment required, some initial surveys have been carried out with existing campers at the restricted freedom camping sites to better understand the likely market for a camp ground. To date 39 visitors have been surveyed. The small sample size means that we are unable to draw any strong conclusions. 80% of respondents are from overseas, 45% of which are from Germany which is by far the most common country of residence. 85% of the respondents were 18-30 years of age. When asked what was important in choosing a place to stay the top five factors were: free, close to city, good facilities, close to ferry/airport, natural surroundings. Two-thirds of the sample would be either 'quite' or 'extremely' likely to visit the new camp ground location based on the description given (which included it costing between \$10-15 per person per night). This proportion did not change based on whether or not freedom camping sites were available in Wellington. Other information of interest is that about one third of people were in self-contained campervans, and the majority were in non-self-contained vehicles. About 74% heard about the freedom camping location via an App. For comparison, other managed camp sites within Wellington, Porirua and Hutt City are listed in Appendix B.
30. The management of the campground is a key issue in considering the cost-benefit of the proposal. The likely revenue or income is dependent on charge rates and occupancy levels. Officers have completed a number of estimated scenarios and these are summarised in the following table. See Appendix C for further detail.

Table 2. Estimated revenue/ income

Occupancy levels (yearly average), based on two people per site	Charge rate options		
	\$10 per person (pp)	\$15pp	\$20pp
54%	\$102k	\$153k	\$204k
66%	\$126k	\$188k	\$251k
73%	\$138k	\$209k	\$277k
100%	\$189k	\$284k	\$378k

31. Four management scenarios and associated costs have been identified and are described below. Each includes staff time, cleaning, maintenance, rubbish, utility services, security, and administration costs.
32. Scenario 1. *Self-service management option with daily visits*. Based on 20 hours per week staff time. Estimated operating cost is \$159,000 per annum (including depreciation and interest). At \$15 per person and 54% occupancy across a year, this breaks-even.
33. Scenario 2. *On site management option*. Based on 12 hours per day/84 hours per week staff time. Estimated cost is \$223,000. At \$15 per person and 54% occupancy across a year, this would cost \$69,808 pa to run (break-even would be 79% occupancy).
34. Scenario 3. *Onsite management option with reduced winter hours*. Based on 12 hours per day, for six months (Oct – March), and 7 hours per day for the other six months (April – Sept). Estimated cost is \$205,000. At \$15 per person at 54% occupancy, this would cost \$52,204 pa (break-even would be 73% occupancy).
35. Scenario 4. *Live-in (24/7) manager*. Based on being staffed for 12 hours per day, with a security presence overnight (12 hours) year round. Estimated operating cost is \$303,238. At \$15 per person at 54% occupancy, this would cost \$154,308 pa to run (it does not break-even at \$15 per person and full occupancy).

Options

36. **Option 1.** Approve amendment to allow a camp ground on part of Happy Valley Park (subject to obtaining resource consent) and based on self-service type management option. Eighteen percent (18%) of submitters supported this option. The point of difference of this option is that it would be operationally cost neutral, (at \$15pp with a yearly average occupation level above 54%).
37. **Option 2.** Approve amendment to allow a camp ground on part of Happy Valley Park (subject to obtaining resource consent) and based an on-site management option. Thirty-one percent (31%) of submitters supported this option. The additional advantages of this option are that it provides a higher level of service and management which would help alleviate many of the concerns raised by submitters. However, this option would require additional annual operational funding to support its ongoing management and the cost-benefit is poor.
38. **Option 3.** Decline the amendment. Fifty nine percent (59%) of submitters oppose the proposal. As mentioned above many of their concerns relate to the management, level

of service and design of the camp ground. The effects of the camping activity would be considered through the Resource Consent process. This option is a consideration based on the business and financial risk to Council as well as the high level of local community opposition.

39. **Option 4.** Delay decision on the amendment until early 2016, to explore other site options and undertake further market research over summer 2015/16. Under this option the Council can further explore an alternative site(s) against a new model of an on-site camp manager, as well as continue to engage with tourism industry stakeholders. It also allows further market research to be undertaken during the up and coming summer to assess the demographics and preferences of current freedom campers. Delaying the decision until early 2016 would still allow development by summer 2016/17 if approved.
40. **Officer's recommend Option 4;** delay the decision on the amendment to explore other site options and undertake further market research. This is recommended because there may be alternative sites available that were not viable earlier in the year when the initial site analysis was carried out in the context of providing low cost accommodation in more of a self-serve manner. Community preference is for on-site management in this suburban location, which means that the cost/benefit of this site is poor and presents financial risk to the Council and an ongoing rates contribution.

Next Actions

41. If the Management Plan amendment was to be approved, the next stages include; seeking resource consent and camping ground regulation licence, and preparing a business case detailing capital and operational expenditure for consideration as part of the 16/17 Annual Plan. Key community stakeholders could be invited to be part of the detailed design process prior to resource consent being submitted and any management plan amendment could be subject to resource consent being approved.
42. However, Officers recommend that the next step is the exploration of alternative site options this summer. While a thorough assessment of potential sites was carried out earlier this year, this was under a context of a 'self-serve' management model, rather than a full time on-site camp manager. A review of potential sites which could potentially meet this criterion needs to be carried out.
43. Officers are currently surveying campervan visitors and gathering detailed information relating to; self-containment, visitor profile, length of stay, location of stay, location priorities and level of importance, and whether or not they would stay at the proposed Happy Valley Park camp ground at a cost of approximately \$10 -\$15 per person. This survey has just begun and could continue over the summer peak season and could be reviewed to provide a more general understanding of market demand. The information gathered from the survey will provide officers with a good understanding of the target audience, their priorities and expectations. Full results from this survey would be reported back to the Committee if the decision is delayed until the New Year.
44. Establishing, developing and managing a camp ground is a significant investment and business decision for the City. Decisions regarding its location should ensure all possible alternatives have been fully explored and cost/benefit /risks considered.
45. Officers will also continue to work with the NZ Tourism Industry Association and the NZ Holiday Parks Association of NZ to ensure that all possible sites have been investigated fully, including their economic viability.

46. Report back to the Environment Committee in early 2016 on the outcome of investigation of alternative site(s), market research and recommended next steps.

Attachments

Attachment 1.	Analysis of Submissions	Page 142
Attachment 2.	Motorhome Parks and Camp grounds in the Wellington area	Page 150
Attachment 3.	Financial Estimates	Page 151

Author	Amber Bill, Open Space and Spec Parks Manager
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Consultation and Engagement

Public feedback was invited on the proposed amendment to the Suburban Reserves Management Plan to allowing camping on part of Happy Valley Park. Consultation ran from 14 September to 12 October. The Council received 128 written submissions and the subcommittee heard ten oral submissions on Wednesday 4 November 2015. Of the 128 submissions, 73% were from the southern ward, 59% oppose the amendment, 37% gave their support and 4% neither opposed nor supported it.

Treaty of Waitangi considerations

No Treaty of Waitangi implications have been identified at this site, but subject to the Committee decision on this paper, feedback on the draft amendment to the Management Plan will be sought.

Financial implications

If the campground development proceeds there will be cost implications for the Annual Plan with additional and new funding required for both the capital development and operating costs.

Policy and legislative implications

The proposed amendment to the Suburban Reserves Management Plan and public consultation is being carried out in accordance with the Reserves Act.

Risks / legal

The key risk is ongoing opposition from the local community which may extend through the Resource Consent stages. In addition we must ensure we are providing a service which is as efficient and effective as possible.

Climate Change impact and considerations

Climate change particularly sea level rise has been considered during the site analysis phase.

Communications Plan

Not required.

Appendix A

Analysis of submissions

Key issue	Submitters	Response
Unsuitable site for camping. Including exposed weather conditions, windswept, limited sunlight, unattractive location, no views and close to the City's landfill.	4,6,7,9,30,34,66,71,81,85.	The site would be developed and enhanced through good landscape design and planting. Additional planting and mounding would be considered in the detailed design to provide protection from the wind. Feedback from the NZMCA states that members will stay in a campground at the site. The Southern landfill is located off Happy Valley Road but would have no effects on the camp ground.
Concerned about the camp ground being in close proximity to Owhiro Bay School and kindergarten .More strangers in the area could potential put school children at risk and in danger, especially those waking to school past the camp ground.	11,12,16,23,34,41,51,55,58,59, 64,65,66,69, 70,73,77,81,82,87,91,93,94,95, 99,102,104, 107,109,110,114,115,116,117, 121,126,128.	The site is approximately 500m away from the school and kindergarten. Feedback from the Holiday Accommodation Parks Association of New Zealand is that Holiday Parks provided 6.8 million guest nights last year and the core business is families. During the peak season (February) there were almost equal proportions of domestic and international visitors (51% to 49%) and gender split is relatively even. Middle aged visitors dominate the domestic market, in contrast a large proportion of international visitors are aged under 35 (53%). Visitors from 37 countries were represented, but most commonly international guests were from Australia, Germany or the UK. Problems experienced are typically around locals breaking into holiday parks to steal from guests or from the parks themselves. Dangerous behavior by visitors has not been experienced at

		the local camping areas (paid and free).
<p>Inappropriate behaviour from the campers. Such as drinking, end of peacefulness, strangers roaming around, and residents feeling unsafe and worried about security. Vandalism to private property including the school.</p> <p>Homeless people will come and stay.</p>	20,40,74,73,79,70,85,117,99	<p>In addition to the above comments, any potential behavioural issues would be mitigated through on site management and security visits at night. Camp ground rules & responsibilities would be established.</p> <p>The school is private property. There is no evidence suggesting that campers would cause vandalism to private property.</p> <p>The camp ground would have a limit on the number of nights stay to avoid permanent residents living on site.</p>
<p>Traffic safety issues especially an increase in traffic and heavy vehicles, already on a busy fast road. Currently a dangerous road with no pedestrian crossing for school children. How is Council going to manage campervans on the wrong side of the road?</p> <p>Dust o issues on the road and poor visibility around bend</p>	9,16,25,40,58,64,65,69,74,82,87,99,104,105,107,109,110,115,117,118,121,122,123	<p>Based on recent traffic counts along Happy Valley Road, an extra 33 vehicles per day equates to a 1.2 % increase. The Council is consulting on lowering the speed limit to 50 km along this part of Happy Valley Road. Detailed traffic and parking assessment would be considered through the resource consent process and any effects mitigated.</p>
<p>Concerned about sport field users having to park along the road, causing more congestion.</p>	30,31,52,58,59,61,62,65,63,74,105,118	<p>Feedback from the sporting codes indicates that sport fields users already park along the road and that the car parking area is not critical for them.</p>

<p>Parked cars blocking the footpath.</p>		<p>The sports fields have low utilisation rates. Low hours between Jan 2014 – Dec 2014. The park was not booked during Jan –Mar. The highest used month was Nov with 75 hours.</p> <p>A detailed parking assessment and the effects would be considered through the resource consent process.</p>
<p>Environment impacts especially on the stream. Including campers bathing, toileting and polluting the stream.</p>	<p>11,12,29,31,32,34,69,70,81,94,95,102,114,116,117,121,122</p>	<p>The Council recognises the ecological and amenity importance of the stream so its protection in association with any site development would be very important.</p> <p>Shower and toilet facilities would be provided in the developed camp ground. Along with rubbish bins.</p> <p>Given the community concerns, Freedom Camping at the site this summer is not recommended.</p> <p>Through the detailed design stage a low barrier fence would be considered to define the boundaries of the camp ground and manage stream access.</p> <p>Illegal dumping is an existing problem at the site, having a camp ground and additional presence would reduce the illegal dumping issue.</p>
<p>Increase noise levels from the camp ground, especially in a semi rural generally quiet community.</p>	<p>20,31,40,64,65,73,82,85,95,99,109,117,122,123.</p>	<p>The effects of noise would be considered through the resource consent process.</p> <p>The Council cannot guarantee no noise issues would occur but would manage noise through; nightly security visits, existing noise compliant process, camp rules and</p>

		responsibilities. The Wellington Waterfront Motorhome Park has not experienced noise issues from campers, despite apartments nearby.
Increase in rubbish and litter	12,20,25,29,34,40,41,51,81,82,88,94,99,109,116,117,122	Site appropriate rubbish facilities would be provided on site with regular daily or twice daily collection depending on occupation levels.
The site has no local amenities; shops, cafes, dairy, food outlets, within walking distance. It has an infrequent bus service, with no public transport during weekends, and no local attractions. Improve the bus service/provide a better bus connection especially during events	6,9,51,74,81,84	The nearest shops are about a 10 minute drive (30 minute walk), and it is about 14 minutes from the city centre (1 ½ hour walk). The ferry is about a 23 minute drive. Judging by the popularity of Te Kopahou Reserve entrance, Owhiro Bay, for Freedom Camping it is expected that this is not a major constraint for campers, but a survey of visitors is being carried out to test this. This may also create an opportunity for local businesses to establish such as food outlets and transport opportunities. The site is within 15 minutes walking distance to the beach, and is near to many walking and mountain bike tracks in the area.
Viability of a camp ground; it will get bad reviews, Low cost means low management The Space and potential revenue doesn't warrant or support on site management. Development & maintenance cost	4,9,33,34,71,74,78,82,,99,102,120,121,	Based on our financial and management scenarios, the camp ground is likely to be cost neutral under the self-service type management (with 20 hours per week staff time). It would require additional Council operational funding under the full time on-site management option. The objective is to provide a low cost camping option in the city so keeping the accommodation costs low would be a

<p>high, means user pay costs high for a substandard location, no one will use it Cost will far outweigh the benefits. Rate payers subsidizing campers</p>		<p>priority.</p>
<p>Impact on existing use and open space. The field is well used especially by others users (children). And is safe to use unsupervised. It's a designated green space. The current toilets and changing rooms are not designed for campers.</p>	<p>41,58,60,61,62,63,65,78,87,117,118,122,</p>	<p>Statistics from the Council's sport fields booking system the sports fields have low utilisation rates. Low hours between Jan 2014 – Dec 2014. The park was not booked during Jan – Mar. The highest used month was Nov with 75 hours.</p> <p>The proposed camp ground is going to be within the footprint of the existing car park area so other users would still be able to use the sportsfields' area for informal recreational use.</p> <p>The existing toilets and changing sheds will remain for sport field users and a new ablution block would be developed for the campers.</p>
<p>Visual impact, The camp ground will be an eyesore. Not situated amongst like type activities</p>	<p>12,51,79,81,122</p>	<p>The visual impact assessment will be considered as part of the resource consent process.</p>
<p>Process related issues, such as; Unplanned, Council not prepared to state how it will be managed. Proposal is unclear. No information on revenue, expenses or capital costs</p>	<p>79,80,98,120,121,122</p>	<p>Happy Valley Park is managed under the Suburban Reserves Management Plan (SRMP). The first stage of the proposal is to seek an amendment to the SRMP, to allow camping at Happy Valley Park, subject to public consultation.</p>

<p>Does not say what alternatives have been considered. Order and timing, Obtain RMA consent and funding first. Council rushing it through to allow freedom camping this summer. Consultation occurred during the school holidays</p>		<p>The Council has followed the process outlined in the Reserves Act for amendments to reserves management plans. If the amendment to allow the activity is approved the following stages include applying for resource consent, camping ground licence and funding in 2016/17 Annual plan process. The alternative sites which were considered are outlined in the Environment Committee report 6th August 2015. These included; part of Dorrie Leslie Park, Lyall Bay Road Reserve, and Cog Park and Evans Bay marina.</p> <p>It is recommended that if the amendment is approved then it is subject to obtaining Resource Consent.</p>
<p>The camp ground adds no local benefit,</p>	<p>29,30,34,56,70,91,95,99,102, 111,117, 118</p>	<p>Given the objectives and requirements of a camp ground provision in Wellington, the benefits of providing a low cost camp ground in Happy Valley Park are more heightened at a city and community level than a local level. The key benefits include;</p> <ul style="list-style-type: none"> • Environmental benefits; protecting our more scenic and ecologically sensitive open space areas from inappropriate camping activity. Reducing overcrowding of campers in restricted camping sites; • Economic benefits; providing more accommodation options for visitors means they can stay and spend in our city, which may also provide opportunities for new businesses to establish. The peak season Holiday Park Visitors survey (April 2015)

		<p>commissioned by the Holiday Parks Association of New Zealand found that excluding accommodation, holiday park guests spent \$119 on average day, most commonly on activities, snacks/groceries and fuel. Generally expenditure on accommodation, fuel, snacks/groceries, and activities/attractions has increased since 2012/13.</p> <ul style="list-style-type: none"> • Recreation benefits; protect public access to high use and popular areas especially around the south coast. Reduces conflicts between existing users and campers by having a site where displacing of existing users are low. Provides an opportunity for visitors to experience and use our open space and park network. • Social and community benefits; Strengthen Wellington’s reputation as a positive and safe place to stay. Fulfils a growing need in the self drive camping holiday market. Helps provide a solution in managing freedom camping by offering visitors an alternative place to stay. May strengthen community safety and surveillance by having more people in the area, more activity reduces antisocial behaviour.
<p>The camp ground will devalue our properties. Change the amenity/character of our</p>	<p>65,69,82,102,118</p>	<p>To the best of our knowledge there is no evidence to support this concern.</p>

neighbourhood. Negative Impact on school role		
Concerned about Freedom camping this summer and comparison with Te Kopahau. The freedom camping problems and issues being experienced at Te Kopahou will occur at this site. Suggested other options for managing freedom camping	12,34,69,70,71,73,78,79,80,81,88,91,95,119,121	Given the concerns raised by the local community it is not recommended to use this site for a freedom camping spot this coming summer.
This is a residential /urban area and a camp ground is not compatible. It's too close to our housing development.	29,30,34,40,58,66,82,111	Resource consent is required to establish a camp ground on open space zoned land. Happy Valley Park is zoned Open Space A.
Ability to expand the camp site onto Happy Valley Park sports fields.	64,69,80,117,121,122	The current proposal is to keep the camp ground within the existing footprint of the car park area. If the proposed camp ground is successful then expansion onto the sports field could occur at a later date if feasible. It's likely that Council would undertake further public consultation regarding expansion.
No limit on length of stay at the camp ground	110	Camp ground rules and responsibilities would be established if the necessary approvals and consents are obtained. Rules would include a limit on the length of stay.
Issue of free riders taking up residence outside the camp ground and parking in surrounding streets.	117	This could be managed by having a security code system on the camp ground facilities. Those that have paid would receive a code.

Appendix B Motor home and camping parks in Wellington area (excludes freedom camping sites)

Name	No. of sites	Description/details	Amenities available	Cost per night
Wellington Waterfront Motor home Park	30 powered sites, 9 non powered.	Central city location On site manager 12 hours per day during peak season Bookings online	Shower and toilet facilities	\$50 per vehicle
Cuba Street Motor Home Park	9 powered sites	Self contained only Self operated	No amenities	\$29- \$39 per night
Wellington Top 10 Holiday Park Hutt Park Road	100 + sites	Large motor homes welcome	Full range of amenities	\$50 per site for 2 people \$20 for extra people
Capital Gateway Motor Inn (Top of Ngauranga Gorge)	27 powered sites	Bookings online Bus stop at entrance	Full amenities	\$46 per night for two people, \$15 for extra people
Wellington Kiwi Holiday Park 45 Akatarawa Road Upper Hutt	36 powered sites 50 non powered tent sites	Bookings online 25 mins from Wellington	Full amenities including a dump station	\$40 per night for 2 adults for a powered site. \$16 per adult per night and \$10 per child per night for non powered site
Rowena's 55 Brougham St, Mt Victoria	2 small berths for camper vans and some space for tents	Primarily a backpackers hostel but has space for some tents and 2 small campervans		
Aotea Camp Ground 3 Whitford Brown Ave Porirua	Some powered and tents sites	Handy to Porirua City.	Shower. Toilets , dump station	\$26 for 2 adults per night, \$14 for extra adult. Child 2-15 years \$7.00
Camp Elsdon 18 Raiha St Porirua	10 powered sites 20 tents sites	1 km from Porirua city centre Book online	Full amenities	\$20 per adult per night \$10 for extra adult \$5 for child Tent sites is \$10 per adult

Wellington City Motor Home Camp Ground - Happy Valley				
	Capital Works: Note Estimates Only	Depreciation cost per annum		
		Estimated	Estimated	
		Total	Total	
		Depreciation Rate		
1	Levelling and earthworks	10,000	20%	2,000
2	Surfacing			
	a. Compacted basecourse 100deep	21,560	20%	4,312
	Timber posts markings	1,111	4%	44
	b. Heavy duty crossing	2,240	10%	224
3	Lighting see security cameras aswell	20,000	7%	1,333
4	Toilets-Kitchen			
	a. Relocate/reclad Portacoms incl. Service connection/consents/hot water	120,000	10%	12,000
	b. Full renovation of Sports pavilion for campers and for sport team use		5%	-
			5%	-
	Cost of Relocatable Office	8,000	10%	800
	Security cameras + LWD	5,000	33%	1,667
	Contingency for the camera poles if not on lamp post	8,000	10%	800
				-
5	Laying of new services/connections - consents road opening	-		
6	Rubbish disposal area	5,000	10%	500
7	Boundary fencing - wooden two rail	52,000	4%	2,080
8	Lsc and furniture picnic tables etc	20,000	10%	2,000
9	Pay n display machine	20,000	20%	4,000
10	New signage	7,000	10%	700
	Consents notified 16k, else part \$8k RMA-consulting community etc	16,000	10%	1,600
	Labour	10,000	10%	1,000
	Sub Total	325,911		35,060
	Contingency	32,591	10%	3,259
		358,502		38,320
	Average Depreciation Cost PA			36,726

Expense Scenarios				Expense 1	Expense 2	Expense 3	Expense 4
				20 Hours a Week	12 Hours a Day 84 Hours a Week	12 hours a day 6 mths and 7 hours a day 6 mths (Avg 9.5 Hours a Day)	24 Hours a Day 12 Hours Staff 12 Hours Security
Staff Costs							
Rate per Hour	18.55			19,345	81,249	64,322	81,249
ACC	0.01			193	812	643	812
Kiwisaver	0.03			580	2,437	1,930	2,437
Training				500	500	500	500
				20,619	84,999	67,395	84,999
Contracts							
Security contract - 12 hour presence estimate \$270 a shift							98,550
Security at Living Wage Rate plus 19%							18,725
Other							
Maintenance Buildings				5,000	5,000	5,000	5,000
Maintenance Grounds				2,000	2,000	2,000	2,000
FM Renewals							
Materials				1,000	1,000	1,000	1,000
Minor Capital Items							
Professional							
Legal/Debt Collection				500	500	500	500
General Expenses							
Electricity							
Gas							
Water				10,000	10,000	10,000	10,000
Security	\$70 per month First Call			840	840	840	840
Security	FM5000						
Cleaning				18,000	18,000	18,000	18,000
Rubbish Collection twice a day in summer once in winter (wheelie bins)				8,000	8,000	8,000	8,000
Rubbish Collection Around Camp Ground	\$42*6days*52weeks		13,104				
Rubbish Collection Around Camp Ground	\$42*7days*52weeks		15,288	15,288	15,288	15,288	15,288
Rates				2,000	2,000	2,000	2,000
Other							
IT Costs				2,000	2,000	2,000	2,000
EFTPOS				1,000	1,000	1,000	1,000
Insurance				2,500	2,500	2,500	2,500
Software							
Mobile Phone	One phone on a plan			1,200	1,200	1,200	1,200
Telephone land line	\$90 a month			1,080	1,080	1,080	1,080
Monthly radio connection fee for LWD				720	720	720	720
Datalines							
Travel/Parking				100	100	100	101
Promotion and Advertising				3,000	3,000	3,000	3,000
External Printing							
Photocopying				100	100	100	100
Leases Office Equipment				250	250	250	250
Stationery				50	50	50	50
Postage				50	50	50	50
706300 Plant and Hort Charges 4 hours twice a year		4	40	160	160	160	160
706300 Plant and Hort Charges plants spray etc				200	200	200	200
General Expenses before Depreciation				95,657	160,037	142,433	277,312
Depreciation	Average depreciation			-	-	-	-

Expense Scenarios				Expense 1	Expense 2	Expense 3	Expense 4
				20 Hours a Week	12 Hours a Day 84 Hours a Week	12 hours a day 6 mths and 7 hours a day 6 mths (Avg 9.5 Hours a Day)	24 Hours a Day 12 Hours Staff 12 Hours Security
Allocations							
Corporate Allocations includes call centre use bookings?				8,000	8,000	8,000	8,000
Interest 5%				17,925	17,925	17,925	17,925
Estimated Total Cost For Running the Camp Ground				121,582	185,962	168,358	303,238
Income Assumptions							
	Number of Spaces						
Campervan Parks	18						
Car Parks	8						
	26						
Original Estimate of Occuancy and Revenue Generated							
	Length of Season - Weeks	Length of Season - Days	Estimated Occupancy	Spaces	\$20 Per Vehicle	\$30 Per Vehicle	\$40 Per Vehicle
Summer	12	84	90%	26	39,312	58,968	78,624
Autumn	12	84	75%	26	32,760	49,140	65,520
Winter	16	112	25%	26	14,560	21,840	29,120
Spring	12	84	35%	26	15,288	22,932	30,576
	52	364	54%		101,920	152,880	203,840
Breakeven Analysis				Occupancy Level to Breakeven			
(Price per vehicle)				\$20	\$30	\$40	
				Per Night	Per Night	Per Night	
Expense Scenario 1 (20 hrs a week)				64%	43%	32%	
Expense Scenario 2 (12 hrs a day)				0%	65%	49%	
Expense Scenario 3 (12 hrs a day peak season/7 hr)				0%	59%	44%	
Expense Scenario 4 (24 hrs a day)				0%	0%	80%	

WASTE MINIMISATION GRANT

Purpose

1. The purpose of this report is to provide recommendations to the Environment Committee for the distribution of the Council's Waste Minimisation Seed Fund (the fund).

Summary

2. The Waste Minimisation Seed Fund was developed in May 2015. This is the first round of a new Council fund. The fund is designed to support the development of reducing waste solutions. The fund intends to support new initiatives that complement and enhance existing programmes, or address gaps or opportunities. Funding will be allocated in order of priority according to the waste hierarchy:

- Minimisation / avoidance / reduction of waste creation
- Reuse of waste materials
- Recycling of waste materials
- Recovery of waste resource (the selective extraction of disposed materials for a specific next use, such as recycling, composting or generating energy).

And priority waste streams and sectors:

- Organic waste
 - Commercial and industrial waste
 - Community action and behaviour change.
3. Ten applications were received from a variety of organisations following a six week application round. Officers are recommending that six of applications are awarded funding from the fund.

Recommendations

That the Environment Committee:

1. Receive the information.
2. Agree to fund the projects listed below:

Organisation	Project	Total Project Cost	Amount Requested	Recommended	Comments
Aro Creative Inc.	Aro Waste Reduction	\$4080	\$2880	\$0	WCC does not fund inorganic waste collection services. WCC already provides an E-waste drop off site, street cleaning, and are working on student

					behaviour change. Eco-mailbox stickers were available for a year for free. There are legality issues around installing signage. WCC has a recycling auditing team who door knock and provide problem areas with additional information and fines if they are continually dumping waste.
Aro Creative Inc.	Waste management at festivals and events	\$3570	\$2520	\$0	Officers can loan free of charge our new event recycling bins and hoods/flags.
Creative Capital Arts Trust (CCAT)	CupaDupa Waste Minimisation Project	\$16,000	\$9000	\$3,500	We are able to fund one off costs to establish a robust waste minimisation system for the CupaDupa Event. 1. Development of a long term zero waste policy - \$500.00 2. Contracting an experienced zero waste coordinator \$3000.00 (approximately 66 hours at \$45.00) to establish systems that will enable festival staff to understand how the process works and operationally manage it in the years to come. Free volunteer education and use of recycling bins offered.
Island Bay Enhancement Trust	Island Bay Festival waste management	\$7000	\$5000	\$2000	We support the establishment a robust waste minimisation system for the CupaDupa Event. 1. Development of a long term zero waste policy - \$500.00 2. Contracting an experienced zero waste coordinator \$3000.00 (approximately 66 hours at \$45.00) to establish systems that will enable festival staff to understand how the process works and operationally manage it in the years to come. Free volunteer education and use of recycling bins offered. We support festival initiatives that will establish an enduring zero waste approach. We would like to offer: 1. \$500.00 towards the development of a zero waste strategy (we can advise on industry experts to employ for this amount) 2. Contract a zero waste coordinator for 33hrs to assist and train event managers on the process involved to minimise waste at events - \$1500.00 Free volunteer education and use of recycling bins offered.

Newtown Community & Cultural Centre	Newtown Festival Waste Diversion Increase Strategy	\$9,948	\$9,948	\$3500	We support funding to assist in the continual improvement of waste minimisation at events We can fund: 1. An independent waste audit of all waste streams - \$1,500 2. Contracting a Stallholder Engagement Coordinator - \$2000.00 Free volunteer education and use of recycling bins offered.
Organic Wealth	Recycle The Cube	\$8,800	\$7800	\$0	WCC waste operations have already funded a significant amount towards the establishment of recycling at The Cube Massey University, as well as resources which will encourage positive student behaviour change. This project will continue for another six months.
Sustainability Trust	Cuba Street Commercial Waste Audits	\$10,000	\$10,000	\$10,000	Sustainability Trust will offer comprehensive pre & Post waste audit to 10 businesses along this street to work toward enduring waste minimization improvements. Creative Capital Arts Trust is working with businesses on Cuba St to ensure sustainability is a key theme of the festival. With a zero waste policy for the festival itself, they are keen to support Sustainability Trust to encourage businesses to take responsibility for their waste year round.
The Formary & NZ Post	NZ Post Corporate Uniform end-of-life Project	\$10,000	\$10,000	\$10,000	Design a scalable solution for NZ Post end-of-life uniforms that diverts uniforms from landfill and waste streams. Identify processing capability in the Wellington region to recover multiple fibre streams from wool, cotton, polyester etc... Design product solutions for recovered fibre tailored to meet community resilience requirements and as possible closed loop solutions for NZ Post (and other organisations). Engage with other Wellington organisations facing similar issues to provide larger volumes of textile fibre, creating efficiencies in processing and re-manufacturing.
Capital & Coast District Health Board (Wellington & Hutt Hospital)	Wellington Regional Hospital & Hutt Hospital waste reduction strategy and audits	\$20,000	\$20,000	\$20,000	Professional Waste audit Development of zero waste strategy Improved sharps disposal within the community Facilitation of waste reduction/ recycling education Reduction & Diversion of Food

					waste.
WorkerBeOasis		\$17,054	\$7,214	0	The diversion of 8000kg (8 tonnes) of food waste a year is very large scale undertaking and would require resource consent as there are regulatory issues around the set-up of commercial composting such as "discharge to land", as well as the acquisition of large volumes of green waste (approximately 24 Tonnes) In lieu of a robust feasibility study & business plan it is felt that at this stage the concept is too high risk to begin investment into equipment/plant.

Background

4. Development of a waste minimisation fund is one of the actions listed within the Wellington City Council's 2011-2017 Waste Management & Minimisation Plan. This fund was developed over the last six months. It makes provision for waste minimisation grant funding to be allocated to waste minimisation projects. We will also run a second grant for smaller projects. In total, up to \$70,000 will be made available every year, with two types of grant:
 - Funding for small projects - under \$2000
 - Funding for medium/large projects - over \$2000.
5. This round is for medium to large projects. The maximum amount that can be funded is \$25,000 per project for large projects. If funds are not fully allocated in 1 year funds will roll over into the following financial year.
6. The assessment process funding may include consultation with; the applicant, persons or organisations referred to in the application and Council officers, Applicants are given two working days to respond to a request for more information.
7. To ensure funds are used appropriately, conditions may be suggested should funding be approved. This is usually in cases where applicants need to use funds for a specific aspect of their budget.

Discussion

8. The Waste Minimisation Seed Fund supports projects that meet the criteria for the fund.
9. This is first of two funding rounds for 2015-16 and there are ten applications in this funding round with organisations requesting a total of \$84,362.
10. Officers are recommending the Environment Committee support for six projects with grants totalling \$50,000.

Options

11. We ask that the Environment Committee agree to the recommendations presented. Each project will be required to report back on the conclusion of their project to give feedback, in addition a six month check up will be made for all projects funded. Where it is relevant Officer support has also been offered.

Attachments

Nil

Author	Adrian Mitchell, Manager, City Operations
Authoriser	Anthony Wilson, Chief Asset Officer

SUPPORTING INFORMATION

Consultation and Engagement

We have consulted with a number of the project coordinators, and have contacted some of the applicants when more information was required. Internal consultation with the funding team has also assisted with the decision process.

Treaty of Waitangi considerations

Applications that could have implications for Maori would be referred to Council's Treaty Relations Office. Within the application process there is a specific questions relating to Maori, asking about guardianship & kaitiakitanga.

Financial implications

The Wellington City Council Waste Management & Minimisation Plan makes provision for waste minimisation grant funding. This is financed from the Waste Minimisation Levy. (When rubbish goes into a New Zealand landfill, a levy of \$10 per tonne is collected by the Ministry for the Environment (MfE). A portion of the money is allocated to Wellington City Council from the MfE waste levy, based on population. This money must be spent on promoting or achieving waste minimisation as set out in the Waste Management and Minimisation Plan.

Policy and legislative implications

This fund has been created to support the objectives we wish to achieve within our Waste Management & Minimisation Plan.

Risks / legal

There are no risks or legal implications.

Climate Change impact and considerations

Projects which can successfully divert organic waste to a composting facility are reducing the addition of organic waste to landfill, and therefore the production of methane.

Communications Plan

There is no requirement for a communication plan.