

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 27 MARCH 2018** commencing at **9.00am**.

Information and recommendations are included in the reports to assist the committee in the decision making process and may not constitute Council's decision or policy until considered by the committee.

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES**
Meeting held on Tuesday 27 February 2018 2
- 5. REPORTS**
 - 5.1 Service Delivery Report for March 8
 - 5.2 Complex Water Meter Installs for Ngaruawahia, Huntly and Raglan 23
 - 5.3 Twin Rivers Community Art Centre 28
 - 5.4 Havelock North Inquiry: Stage Two Discussion Paper 39
 - 5.5 Proposed Waste Management and Minimisation Plan for consultation 43
 - 5.6 Raglan Kopua Holiday Park, Chairperson's Six Monthly Report, 1 July – 31 January 2018 177
 - 5.7 Raglan Kopua Holiday Park Financial Statements ended 31 January 2018 183
 - 5.8 Raglan Kopua Holiday Park Charter and Procedures for the Selection and Appointment of Members 196
 - 5.9 Contract No. 14/079 Arboricultural Services – Extension and Increase in Approved Contract Sum 209
- 6. EXCLUSION OF THE PUBLIC** 222

GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Infrastructure Committee
From	Gavin Ion Chief Executive
Date	27 February 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Infrastructure Committee meeting held on Tuesday 27 February 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Infrastructure Committee held on Tuesday 27 February 2018 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

INF minutes 27 February 2018

MINUTES for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 27 FEBRUARY 2018** commencing at **9.04am**.

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson
Cr A Bech
Cr JA Church
Cr JM Gibb [from 9.35am]
Cr S Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McInally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr B MacLeod (Chairperson Raglan Community Board)
Mr S Jackson (Member Onewhero-Tuakau Community Board)
Mrs S O’Gorman (General Manager Customer Support)
Ms J Remihana (Acting General Manager Service Delivery)
Mr T Whittaker (General Manager Strategy & Support)
Mrs LM Wainwright (Committee Secretary)
Mrs A Hampton (Parks & Reserves Manager)
Mr K Pavlovich (Acting Waters Manager)
Ms D Rawlings (Projects Team Leader)
Mr P McPherson (Acting Programme Delivery Manager)
Ms M Jolly (Road Safety Co-ordinator)
Mr M Cooper (Sport Waikato)
Ms R Thorby (Sport Waikato)
Ms L Stewart (Sport Waikato)
Ms F Devonshire (Sport Waikato)
Members of staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Fulton/Sedgwick)

THAT an apology for lateness be received from Cr Gibb.

CARRIED on the voices

INF1802/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Lynch/Henderson)

THAT the agenda for a meeting of the Infrastructure Committee held on Tuesday 28 February 2018 be confirmed and all items therein be considered in open meeting;

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.5 [*Sport Waikato Plan Presentation*] being considered the last item of the meeting;

AND FURTHER THAT the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of this meeting.

CARRIED on the voices

INF1802/02

DISCLOSURES OF INTEREST

Cr Church advised members of the Committee that she would declare a non financial conflict of interest in item 5.5 [*Sport Waikato Plan Presentation*].

CONFIRMATION OF MINUTES

Resolved: (Crs Patterson/McInally)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 28 November 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

INF1802/03

Resolved: (Crs Patterson/Main)

AND THAT the public excluded minutes of the meeting of the Infrastructure Committee held on Tuesday 28 November 2018 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.

CARRIED on the voices

INF1802/04

REPORTS

Complex Water Meter Installs for Ngaruawahia, Huntly and Raglan
Agenda Item 5.1

Resolved: (Crs Smith/McGuire)

THAT the report of the Acting General Manager Service Delivery be received;

AND THAT this item be deferred to the March Infrastructure meeting pending further information on the costs for water meter installations for Ngaruawahia, Huntly and Raglan.

CARRIED on the voices

INF1802/05

Whatawhata Community Facility Engagement Plan
Agenda Item 5.2

Resolved: (Crs Patterson/Main)

THAT the report of the Acting General Manager Service Delivery be received;

AND THAT Council agree to the following proposed approach and timeframes for the Whatawhata Community Facility Engagement Plan:

Whatawhata Community Facility	Key dates
Report to INF for approval for consultation	28 February
Report to Council for approval for consultation	12 March
Early engagement opens	4 April
Open day	23 April (week of)
Early engagement closes	11 May
Report to S&F to approve consultation*	27 June
Consultation opens	16 July
Consultation closes	24 August
Report to S&F to recommend decision	26 September
Report to Council for decision	12 November

AND FURTHER THAT Council agree to the proposed catchment map for consultation, provided as appendix I in the agenda.

CARRIED on the voices

INF1802/06

2017/18 Inorganic Collection
Agenda Item 5.3

Resolved: (Crs Church/McGuire)

THAT the report of the Acting General Manager Service Delivery be received;

AND THAT Council support option 3, the same service as last year, as follows:

Option 3: District-Wide Kerbside Collection

Staff to engage with contractors to deliver a kerbside collection service using the method where the inorganics are placed outside the property during set and limited collection weeks.

CARRIED on the voices

INF1802/07

Road Safety Education
Agenda Item 5.4

Resolved: (Crs Church/Gibb)

THAT the report of the Acting General Manager Service Delivery be received.

CARRIED on the voices

INF1802/08

Cr Gibb entered the meeting at 9.35am during discussion on the above item and was present when voting took place.

Budget Correction for the Hitchen Road Bridge (Pokeno Structure Plan)
Agenda Item 5.6

Resolved: (Crs Smith/Sedgwick)

THAT the report of the Acting General Manager Service Delivery be received.

CARRIED on the voices

INF1802/09

Service Delivery Report for February 2018
Agenda Item 5.7

Resolved: (Crs Church/Patterson)

THAT the report of the Acting General Manager Service Delivery be received.

CARRIED on the voices

INF1802/10

Sport Waikato Plan Presentation
Agenda Item 5.5

Resolved: (Crs McGuire/Sedgwick)

THAT the report of the Acting General Manager Service Delivery be received;

AND THAT Council support the Sport Waikato Sports Plan in principle and continue to work with Sport Waikato to finalise the draft plan to be placed before the Waikato District Council's April meeting for adoption.

CARRIED on the voices

INF1802/11

There being no further business the meeting was declared closed at 11.08am.

Minutes approved and confirmed this day of 2018.

DW Fulton

CHAIRPERSON

Minutes2018/INF/180227 INF Minutes

Open Meeting

To	Infrastructure Committee
From	Jacki Remihana Acting General Manager Service Delivery
Date	12 March 2018
Prepared by	Karen Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
Reference/Doc Set #	INF2018
Report Title	Service Delivery Report for March 2018

1. EXECUTIVE SUMMARY

This report is to inform the Infrastructure Committee of significant operations/projects commenced, in progress, or completed since the date of the last report.

2. RECOMMENDATION

THAT the report from the **Acting General Manager Service Delivery** be received.

3. ATTACHMENTS

- Dash Board Reports

REPORT

Service Delivery

Parks & Facilities

Freedom Campers

There is increasing evidence to suggest that Freedom Campers are putting more and more pressure on Council infrastructure and services throughout the District and particularly in a couple of key areas – predominantly being the Onewhero Domain and the Te Kauwhata Domain. This is beginning to have a direct impact on already stretched budgets (particularly around rubbish collection) and further analysis is required in order to provide Council with an update on the consequences of these campers.

Tuakau Pool

There was an issue over the past month with the water in the Tuakau Pool which turned green due to a chemical reaction with the iron in the sand filter. While there was no health risk (as there was no algae), the pool was closed and emptied as this was the most efficient way to resolve the problem. Sand replacement is programmed every 3-years and was completed 12 months ago as part of the planned maintenance requirements for the facility. Broken pipes were found under the sand and it is assumed this caused the current issue (further investigation is ongoing). The pool reopened seven days later and is fully operational again.

The outdoor pool season finishes at the end of March.

Sport Waikato Resource in the North

Council recently supported Sport Waikato in the development of 0.5 FTE Co-Ordinator role in the North. Sport Waikato has been successful in recruiting a candidate for the position and he is due to start in the Tuakau office from the 20 March 2018. As agreed, Council will provide office space and use of a pool vehicle.

The start of this new role coincides with the commencement of a strategy study for the North which is being completed to assist Council in understanding the requirements for sports and recreation facilities and grounds. A procurement process has recently been completed and GMD Consultants has been appointed to complete the study. Consultation with the community will be underway this month.

Council Fleet

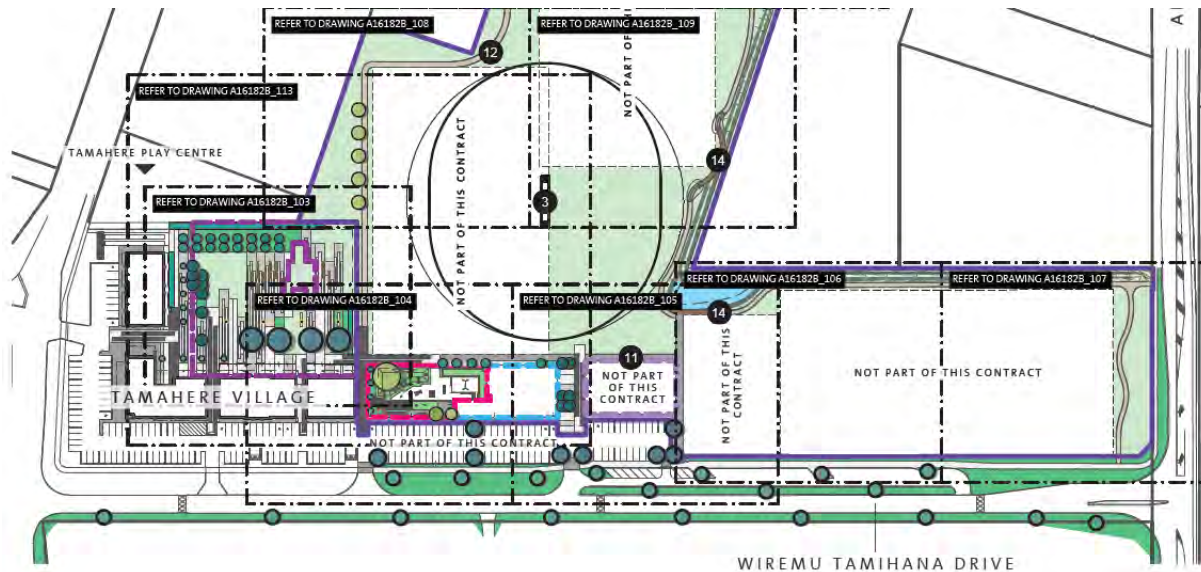
Fleet replacement is occurring in accordance with planned replacement schedules. Four new Toyota Rav 4s arrived last month and there are 9 Toyota Hi Lux Utes on order and 4 Toyota Corollas. There are a further 5 Toyota Hi Lux Utes to order which will complete the acquisition requirements for this financial year.

Programme Delivery

Tamahere Recreation Reserve

Contract 17/120 Tamahere Piazza and Recreation Reserve has been awarded to Fosters Construction for a value of \$3,677,292.33 for the development of the Recreation Reserve and includes playground, cyclepaths, landscaping, piazza, cricket pitch, skatepark, basketball courts, wastewater and water systems for future toilet facilities, and provision for carparks and associated bus shelter and furniture.

Work is expected to commence at the start of April and is to be completed by early August 2018.



Tourism Infrastructure

The Ministry of Tourism has approved funding of up to \$868,000 for car parking, toilets, and rubbish facilities in Raglan, in addition Council is contributing \$326,000.

Design is currently underway for the Joyce Petchell carpark at the Raglan Museum and the refurbishment of the Cliff St toilets in Raglan township, and refurbishment of the composting toilets at Ngarunui Beach.

Feasibility for public toilet sites in Whatawhata is currently underway. Two sites are being considered: either the Council reserve land used by Whatawhata Rugby Club, or Council road reserve land near the proposed Whatawhata Community Facility. Once the site is confirmed, a re-application to Tourism Infrastructure Fund will be made.

District Wide Toilets

Renewal work for Main Street, Tuakau is awaiting confirmation of pricing options for removal of automation features and a general refresh.

Work on the wastewater pipe is completed at The Point, Ngaruawahia. Scope at The Point has changed to include two pans within the same footprint. An architect will need to be engaged to provide design. This will increase cost therefore the scope of the Pokeno toilet on Great South Rd has been reduced.

The Pokeno toilet scope has been reduced to safety improvements through re-design of the existing structure. Design will need to resolve the number of pans that can be accommodated. Toilet will be connected to main wastewater system and the septic tank decommissioned. Will bundle design works with The Point, Pokeno and Cliff Street, Raglan.

The new toilet facility at Centennial Park, Ngaruawahia has been scoped, with an aim to tender and award of contract by year end. The Customer Support team will organise a competition to design the artwork to appear on the outside of the toilets through the Ngaruawahia library.

Boat Ramps

The Study prioritises work for 2017/18 at the Raglan Coastguard, the Mercer and Puriri boat ramps. The Raglan Coastguard and Puriri boat ramp issues have already been addressed.

The 2017/18 proposed work is re-establishing the existing boat ramp at Mercer, general revamp of the Narrows boat ramp, and repair of the Elbow Reserve ramp including installation of a pontoon.

Walkways

Lake Kainui Walkway

The 2.7km long walkway around Lake Kainui is complete, and opened to the public on Monday 5 March.

Tamahere Walkways

Contract 17/174 was awarded to Base Civil on 1 March, 2018 for a value of \$448,036.11. Construction will commence in March and is programmed for completion by 30 June. Additional works have been agreed with Roading to mitigate a safety issue highlighted by the community, to relocate a pedestrian crossing point from Newell Rd/Devine Rd intersection.

Te Kauwhata Walkways

Detailed design is ongoing. The scope has been broadened following funding approval of \$100,000 by NZ Transport Agency (NZTA) to include a 650m length of off-road shared path between the Te Kauwhata Rd roundabout, heading towards Rangiriri. From here the cycleway connects to an on-road facility (to be provided by Fletcher Construction). To utilise this NZTA funding the works are to be completed this financial year.

Further meetings with a sub-group of the Te Kauwhata Community Committee to discuss the Te Kauwhata walkway/cycleway are planned before any construction commences.

Waters

Waters Renewals

Contract 17/093 District Wide Water Reticulation Renewals was awarded to Allen's United Drainage and Earthworks Ltd on 1 March, 2018 for a value of \$1,141,736.00.

This Contract is a combined procurement with Waipa District Council. Works are expected to commence in March and be completed by 25 June 2018.

Reservoirs

This project comprises of constructing of four reservoirs, and associated works.

Central District Reservoir – Jackson St Cemetery, Ngaruawahia

Sealant remedial works has been completed and in its curing period. Awaiting KiwiRail permit to enter for WEL to install the power supply, programmed for 28 March.

Pokeno Reservoir – Hitchens Rd, Pokeno

Reservoir initially filled (without chlorination) to monitor for settlement of concrete slab and for leakage with no obvious issues identified. Power supply with Counties Power has been provided and connected. Reservoir is now empty and is programmed for end of March for filling, chlorination and testing, and for commissioning of the PRV (pressure reducing valve/altitude valve).

Huntly Reservoir –Water Treatment Plant, Jackson Road, Huntly

Reservoir has been commissioned and is operational and has been handed over to Treatment and Services operators. Final electrical quality checks are underway. Defect Liability Period ends 8 February 2019.

Hopuhopu Reservoir – Tainui Endowed College, Old Taupiri Road, Hopuhopu

Exterior perimeter roof panels that sustained storm damage and require replacement are being manufactured overseas and sea freighted, with expected arrival mid-April. The existing fastening system will be upgraded to a higher wind rating to avoid a repetition of the damage. These repairs are costs to the Contractor.

The reservoir is now full and chlorinated, and undergoing testing/monitoring, and is expected to be handed over for operational use by the end of March. The old reservoir tank is currently still in use, but will be decommissioned and demolished by end of April.

Pipelines

Ngaruawahia, Kent & George SW Upgrade

Works are progressing along Kent and George Streets are now approximately 95% complete. This contract is expected to be finished in mid-March.

There is an extension of this pipeline needed north along Kent Street, and will be carried out under the Contract 17/104 currently being tendered.

Hopuhopu to Huntly watermain connection

The contract with Te Aratiki Drilling Ltd is currently suspended while negotiations continue to resolve contractual disputes regarding variation works completed to date, and the forecast additional costs to complete the two remaining river crossings. The main Waikato River crossing at Huntly was held up due to finalisation of a land easement deal.

The Engineer to the Contract has agreed to a partial release of the Contractor Bond covering the portion of work completed to required standards. Discussions to progress the remaining works are continuing.

Wastewater Pump Station Emergency Storage Tanks

Daisy Street and Waipa Esplanade storage tanks are complete. Reinstatement of grassed berms and road pavements are continuing. All works are expected to be complete in March.

Stormwater

Raglan Stormwater Reticulation Extensions

Contract 17/104 Stormwater Reticulation Extensions is a two stage tender process with the Stage 1 Registration of Interest completed resulting in a shortlist of three parties to tender for the work. The Stage 2 Request for Quote closes on 26 March.

This work involves stormwater upgrades in Stewart Street and Wainui Road in Raglan, with a separable portion to extend the stormwater network in Kent St, Ngaruawahia.

Wastewater

Pokeno Wastewater Reticulation Scheme, Phase 2

This involved construction of a public main and reticulation to private properties in the Pokeno Village. The works were completed and commissioned in December 2017 and are now operational.

Wastewater Pumpstation Renewals (2016/17)

Contract 16/258 Wastewater Pumpstation Switchboard Replacement. Northern Electrical are near completion of their switchboard manufacturing which will complete this contract. Staff are now preparing a contract to go out to tender to engage contractors to install the switchboards. The contract document is being written with assistance from Ergo Consulting, an electrical engineering consultancy.

Wastewater Pump Station Renewals

Contract 17/101 District Wide Wastewater Pump Station Renewals 2017-18 is a two stage tender process with the Stage 1 ROI completed resulting in a shortlist of three parties to tender for the work. The Stage 2 RFQ closes on 21 March.

This project involves renewal of valve chambers, valves, pumps, and various electrical controls in Raglan, Horotiu, Ngaruawahia, Huntly, Te Kauwhata, and Meremere.

Wastewater Reticulation Renewals

Contract 17/102 is a two stage tender process with the Stage 1 ROI completed resulting in a shortlist of three parties to tender for the work. The Stage 2 RFQ closes on 16 March. This project focuses on critical gravity sewer pipes in Waikato Esplanade, Ngaruawahia.

Additional funding has been approved to focus on the Raglan Wastewater Risingmain Renewals. Design and contract documents are complete. The contract tender will be advertised in March.

BuildingsMeremere Hall and Library

Design options for the library have been taken to the Meremere Community Committee for review and are now out for wider consultation. Programmed to tender by the end of March.

Discussions are continuing within the Meremere Community Committee regarding location of doctors surgery, being the existing location or within the Community Hall.

Front of House / Call Centre, Ngaruawahia

Phase I, the front of house refurbishment is almost complete. Call Centre and Human Resources have relocated to their new spaces.

WatersBrown Water Huntly

Resident phoned after hours regarding brown water following programmed flushing. Serviceman attended site within 15 minutes and flushed network further and cleared lines. Resident has posted on Facebook which gained media attention. Media response issued stating the brown water was a result of iron/manganese deposits in the network. Currently investigating a method of flushing the West Huntly network.

Galvanised couplings Ngaruawahia

Resident posted on Facebook in regards to a water connection being carried out on his property claiming galvanised fittings are a cause of lead leaching into the network and that these fittings are illegal. Provided Queensland, Australia act and legislation as evidence which has no relevance in NZ. Resident contacted DHB who requested from Council Infrastructure Technical Specifications and information on fittings used. Information provided

satisfied DHB and they contacted the resident to say WDC are following allowable procedures and materials according to national guidelines.

Roading

Waikato District Alliance

February was a short month with Waitangi Weekend taken as a long weekend by most of the team. Despite this, a large quantum of planned work was completed as well as completion of reactive repairs as a result of service requests and the backlog of work on unsealed roads resulting from heavy rain in January .

Zero Harm and plant damage incidents reduced significantly with First Aid on a thumb being the highest potential injury. Stolen batteries from site machines was a major issue with over \$3000 worth of replacement batteries required. In one case machines were moved to access the battery.

LED installations continue with our team making good progress in Huntly.

Our maintenance crews have had very busy month completing reactive work and the following programmed work:

- The last of the pre-reseal repairs (completing a total of 45,080m² of pre-reseal stabilising for the season).
- Drainage work around the Te Akau, Waerenga and Port Waikato areas.
- 100 metres of culvert outside the old Meremere power station to remedy historical flooding.
- Replacement of a large 750mm broken culvert at Woodlands Road.
- Remetalling of unsealed roads in Raglan and around the Te Akau, Naike and Onewhero areas (1000cubic metres of aggregate spread, shaped, rolled and compacted).

Our capital team took advantage of the good weather and the completed enabling site work done last month and completed 2km of pavement construction this month.

Earthworks continue on our Highway 22 site where we hope to extend the life of the existing damaged retaining walls.

In summary, a productive month with our crews completing a large quantum of reactive work and planned drainage, stabilisation, rehab work and remetalling of unsealed roads. In addition all pre-seal repair work is completed in anticipation of sealing crews arriving in mid-March.

Rehabilitation

2017/18

Design Phase

Ward	Name/Location	RP Start	RP end	Lengths (km) to be constructed	Status
Ngaruawahia	Hakarimata Rd	2.600	3.414	0.814	Design concept complete and final design is being detailed currently to make sure it fits with funding allocated.
Onewhero - Te Akau	Mercer Ferry Rd	1.578	2.910	1.332	Hill ascent. Design being revisited to better match budget constraints.
Awaroa - Tuakau	Ray Wright Rd	0.385	1.265	0.880	Deferred This project has been deferred until the 2017/18 season. The straight section at the western end of this site was not able to be rehabilitated due to stormwater issues still to be resolved between Auckland City and Waikato Regional Council. Re-design underway following decision not to proceed with the land purchase required for initial design.
Awaroa - Tuakau	Munro Rd Urban Upgrade	0.400	0.740	0.340	Urban upgrade alongside Pokeno Heights subdivision, including Helenslee Rd intersection. Detailed design almost complete.

Construction Phase

Ward	Name/Location	RP Start	RP end	Lengths (km) to be constructed	Status
Awaroa - Tuakau	Whangarata Rd	1.356	1.586	0.230	Construction complete.
Eureka	Tauwhare Rd	5.924	6.940	1.016	Construction complete.
Awaroa - Tuakau	Bright Rd	0.003	1.840	1.837	Construction complete.
Whangamarino	Falls Rd I	0.010	1.333	1.323	Construction complete
Whangamarino	Falls Rd II	1.842	2.080	0.238	Construction complete
Whangamarino	Falls Rd III	2.638	3.429	0.791	Construction complete
Onewhero - Te Akau	Hetherington Rd	19.375	19.741	0.366	Slumped area west of 2016/17 project. Removed vegetation and carried out drainage improvement works. Road will be re-levelled and left unsealed to assess success of drainage improvements. If no further movement, will reshape pavement and seal.
Hukanui - Waerenga	Mangapiko Valley Rd	0.906	1.930	1.024	Construction complete.
Awaroa - Tuakau	Ridge Rd	1.999	2.512	0.513	Construction complete.
Hukanui - Waerenga	Tahuna Rd	17.299	17.586	0.287	Currently under construction
Huntly	Waingarō Rd	14.550	14.780	0.230	Construction complete
Onewhero - Te Akau	Waikaretu Valley Rd	1.190	1.900	0.710	Currently under construction
Awaroa - Tuakau	Whangarata Rd	2.892	3.663	0.771	From Ridge Rd (rail overbridge) past Ewing Rd then west.
Whangamarino	Kopuku Rd	6.080	6.965	0.885	Complete
Whangamarino	Kopuku Rd	7.940	8.140	0.200	Complete
Whangamarino	Kopuku Rd	8.440	9.374	0.934	Currently under construction
Hukanui - Waerenga	Orini Rd	8.627	10.150	1.523	Under Construction
Onewhero - Te Akau	Highway 22 (walls)	26.700	27.450	0.750	Construction well underway with completion late march/early April
Hukanui - Waerenga	Keith Rd	0.600	1.945	1.345	Complete

Zero Harm

There was no Medical Treatment Injuries (MTI) and three First Aid Injuries (FAI) reported in February. FAI's included bee sting, sunscreen irritation and thumb caught in tailgate. All injuries were minor in severity.

We had a 16 non-injury incidents which included minor plant damage, distracted or unsited driving and theft from plant. All actions have been closed.

Near misses reported during the period, included mostly members of the public speeding and abusing traffic management crew. These were discussed with staff at toolbox meetings and the relevant information was passed on to police.

Asset Management

The Asset Management team have made great progress on Forward work Programme inspections and have commenced work on our Scrim deficiency programme, establishing intervention criteria and prioritising work.

Capital Works

The month of February is the second short month for construction. Juggling construction of sites, stabilizing and sealing between long weekends and public holidays. Once again a great effort by the team to pull off over 2km of pavement construction and again reflects the effort of the enabling crews working ahead completing drainage and earthworks.

Planning for the next construction season is underway with the 3 year FWP almost complete. This will be balanced in the next 2 weeks to finalise year 1. Survey and design can then be completed ahead of programmed start on construction in August.

Earthworks on the Highway 22 site are progressing well with the majority of the undercut completed. This will significantly reduce the weight on the remaining retaining walls giving them an extended life.



Highway 22 Rehab

The resurfacing teams will be back on the network mid-March to complete the Waikato District Alliance programme. The time away has let the pavement repair crews get well ahead so there will be no tripping over each other. This also has given the pre-seal repairs time to bed down which will result in a much better final product. Three more asphalt sites are also planned for the end of March after some minor repairs.

Maintenance

During February we completed the last of the pre-reseal repairs, completing a total of 45,080m² of pre-reseal stabilising for the season.

18

The drainage crews have focused their efforts on issues around the Te Akau, Waerenga and Port Waikato areas. We undertook a two week long project to install a 100 metre length of culvert outside the old Meremere power station in order to prevent continual flooding in this area.

We also replaced a large culvert on Woodlands Road. The photo below shows the old failed culvert removed and preparation starting for the new installation.

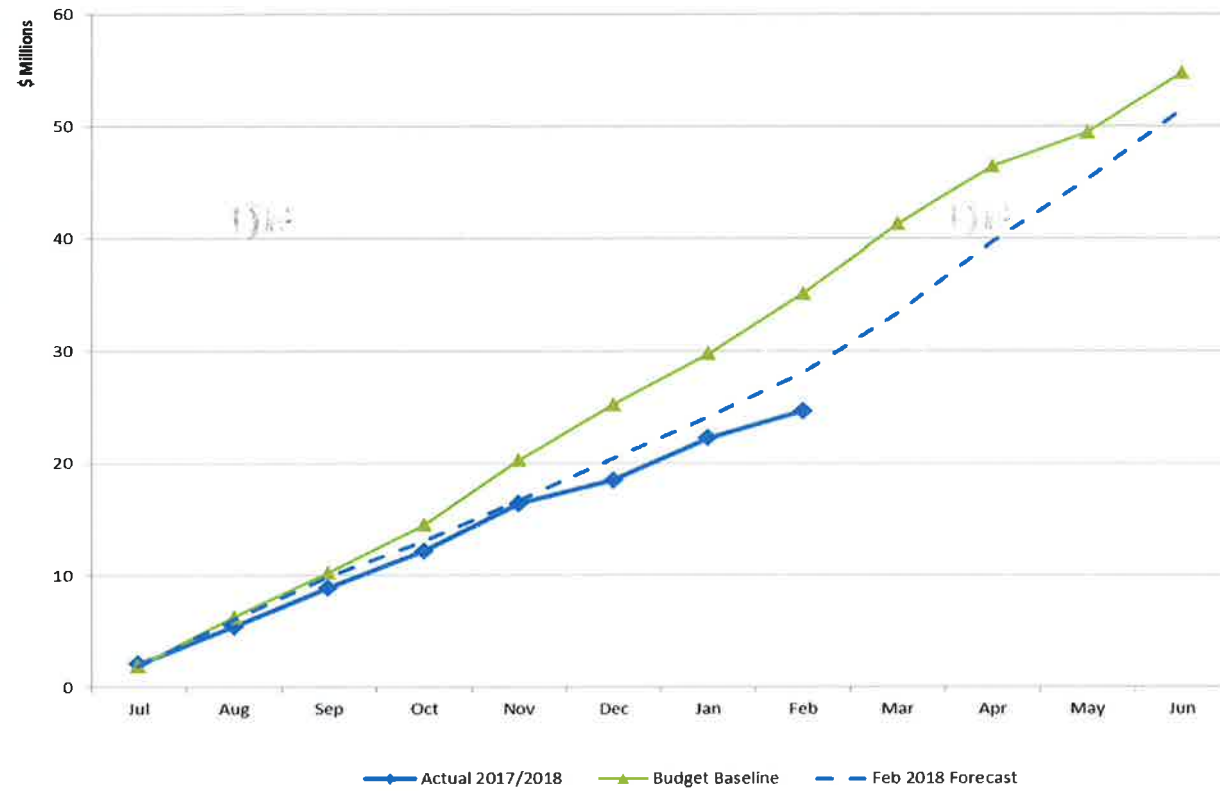


Woodlands Road

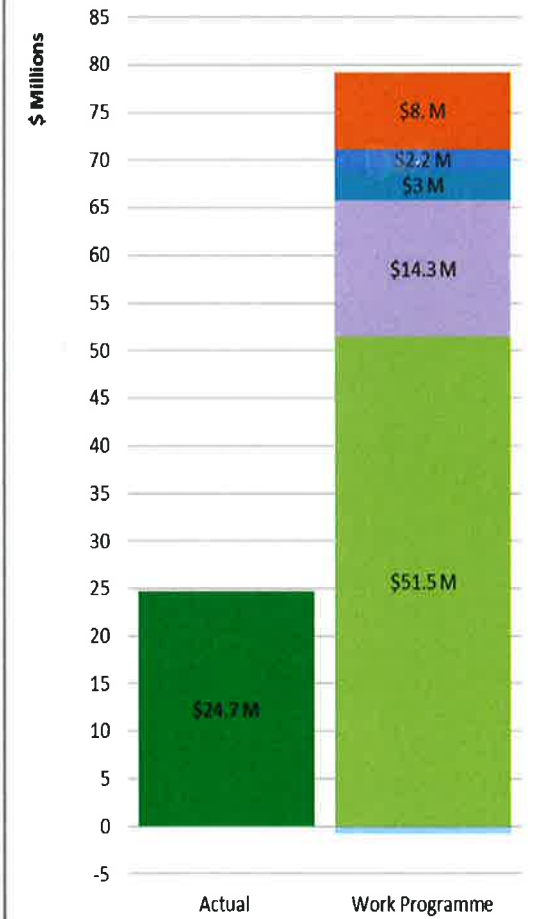
We undertook some targeted unsealed metaling on various roads during February with over 1000 tonnes of metal spread, shaped rolled and compacted south of Raglan and around the Te Akau, Naike and Onewhero areas. Our unsealed road have felt the effect of some of the logging operations in the area as well as wet weather.

SERVICE DELIVERY GM SUMMARY to FEBRUARY 2018

Capital & One-off Opex Project \$



Capital & One-off Opex Project Actual/FCast Totals



CAPITAL & ONE-OFF OPEX PROJECTS

Team	Full Year Budget	YTD Fcast	YTD Actual	Fcast vs Actual Variance	Variance %	Variance Status
Roading	24,418,905	17,180,618	13,837,054	3,343,564	19%	
Facilities	17,287,861	2,259,305	2,349,133	-89,829	-4%	
Waters	37,223,037	8,611,729	8,477,937	133,792	2%	
TOTAL	78,929,803	28,051,652	24,664,125	3,387,527	12%	

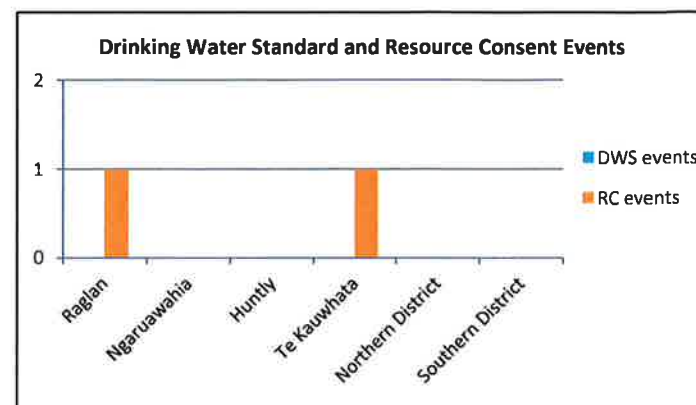
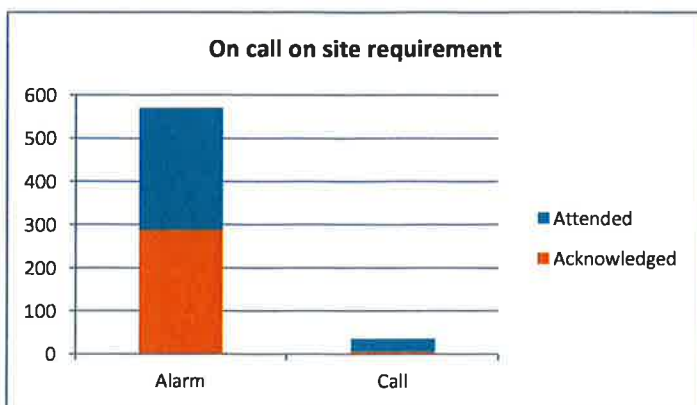
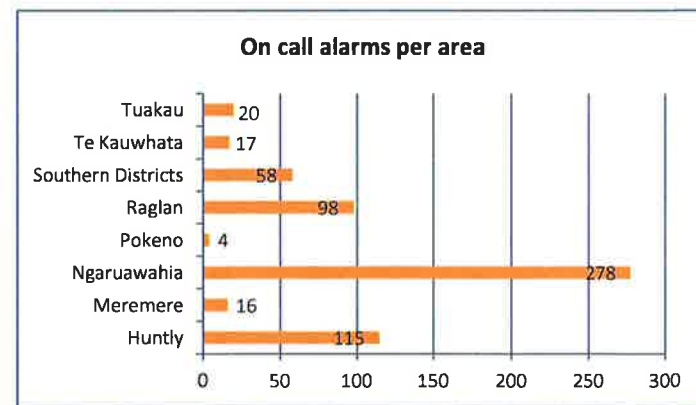
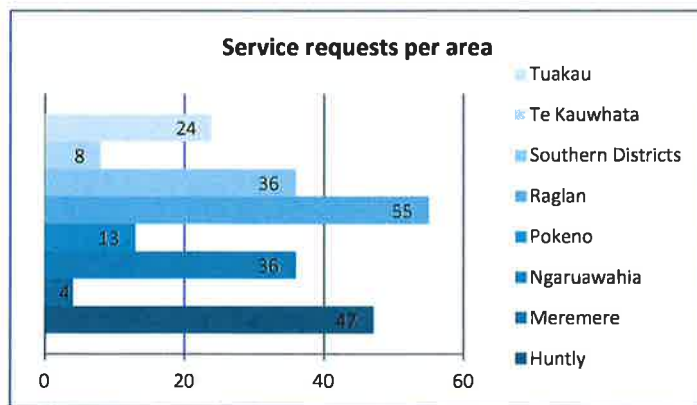
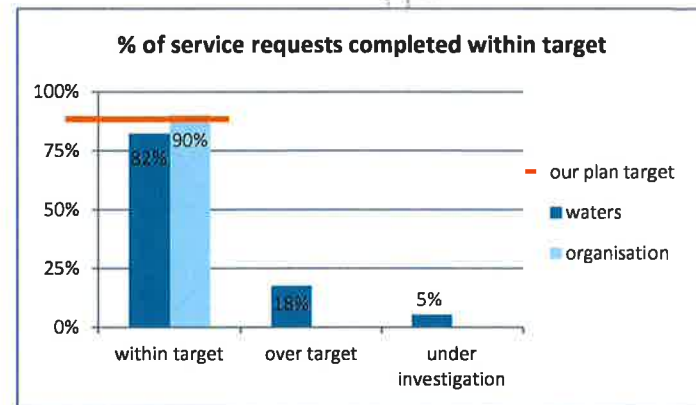
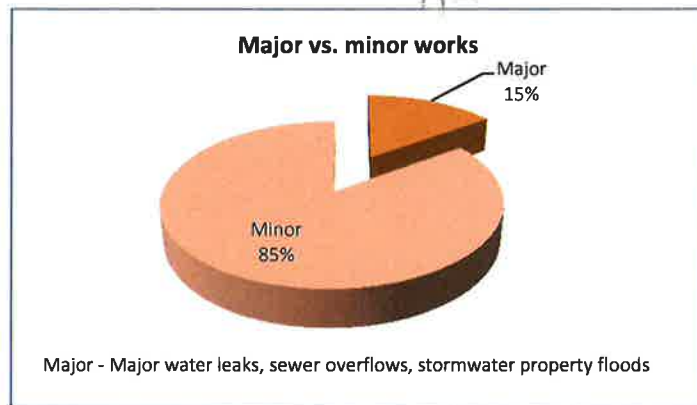
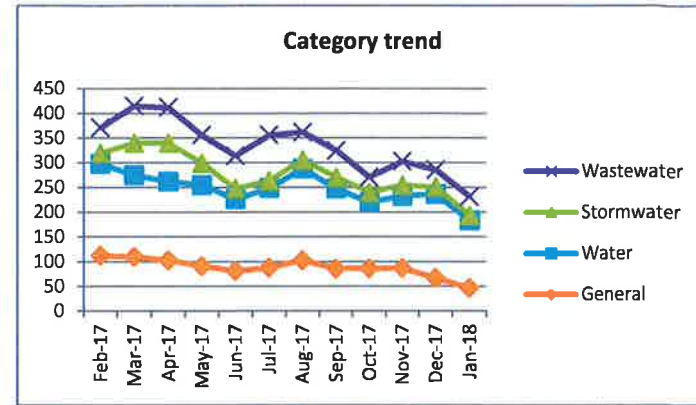
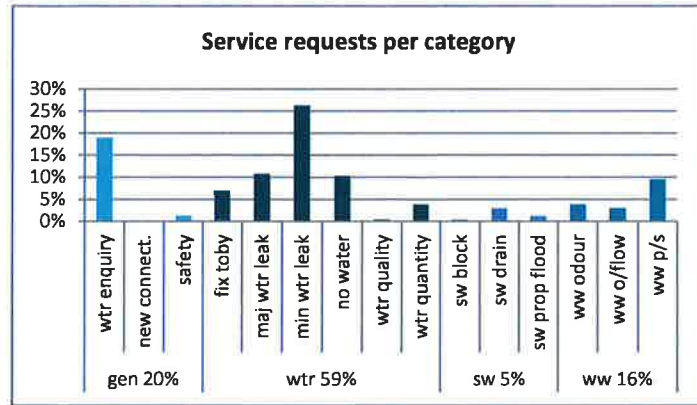
- Actual 17/18
- Forecast spend
- WNYA 2018/19
- Underway 2018/19
- Savings/Deficit
- Other
- Uncontrollables

Waters Performance Dashboard Report

Programme: Waters – District Wide
 Manager: Karl Pavlovich

Date: December 2017 – January 2018
 Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

	Measure	December (16 th -)	January	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	1.19 per 1000 connections (17 complaints)	1.53 per 1000 connections (22 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	35 minutes	38 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	73 minutes	78 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
Wastewater	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0.09 per 1000 connections (1 complaint)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.72 per 1000 connections (8 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	11 minutes	25 minutes
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	101 minutes	100 minutes
	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	Nil per 1000 connections (Nil complaints)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	N/A	NA

Number of Service Requests

	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	YTD
Wtr enquiry	82	84	78	72	59	70	80	60	65	60	49	44	803
New connect.	25	21	13	9	13	9	13	15	14	22	14	14	168
Safety	5	5	12	10	9	9	10	11	7	5	4	3	90
Toby repair	20	21	28	33	20	13	8	20	30	23	17	16	249
Major wtr leak	24	18	15	10	16	22	20	15	12	11	25	25	213
Minor wtr leak	76	83	80	83	63	55	61	58	51	64	68	61	803
No water	38	18	15	23	24	13	21	30	20	20	28	24	274
Wtr quality	19	14	12	12	13	37	20	15	12	18	17	1	227
Wtr quantity	9	11	9	3	9	21	25	17	9	10	15	9	147
SW block	5	13	18	7	5	2	3	2	3	2	1	1	62
SW drain	15	27	21	11	7	4	6	3	10	12	9	7	132
SW property flood	2	25	39	26	10	9	9	18	7	8	4	3	160
WW odour		10	14	11	2	5	4		1	8	12	9	76
WW overflow	10	26	25	10	14	14	14	11	11	10	12	7	164
WW p/station	41	39	33	36	50	73	38	43	19	30	11	22	435

Comments

- CCTV Jetting and Cleaning – 8521.89m completed in Tuakau, Meremere and Te Kauwhata. Huntly CCTV work commenced.
- Portable Generator (no 2) delivered to site for deployment in Te Kauwhata.
- A major storm event occurred on 5th January. Hopuhopu and Thomas Street, Ngaruawahia were out of power for approximately one hour. No overflows occurred.
- On 23 January, an overflow occurred in the Bailey Street, Huntly gully trap due to a blockage. The line was jetted and the blockage was cleared. The overflow was contained and it did not spill into the surrounding environment.
- The Water Treatment Plants (WTPs) are generally performing well and complying with the NZDWS, four transgressions are being investigated.
- A portable turbidity analyser has been installed at the Huntly KFC to identify if there is a correlation between the Water Treatment Plant backwashes and dirty water incidents. Results to-date are not consistent and further sampling is required before a decision is made to proceed with a new backwash system.
- A number of annual resource consent compliance reports from Waikato Regional Council have been received (16/17). Compliance is low with a number of plants receiving enforcement notices. WWTP Investigations and plant improvements are occurring in an effort to improve compliance levels.

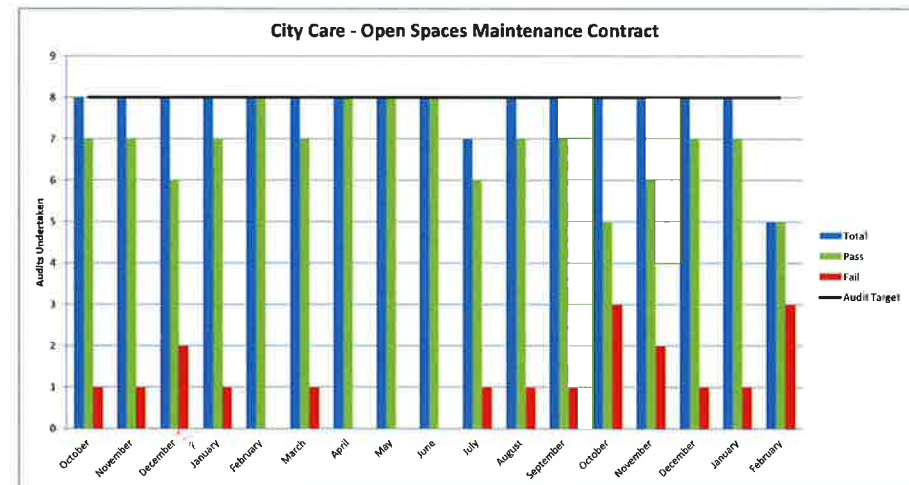
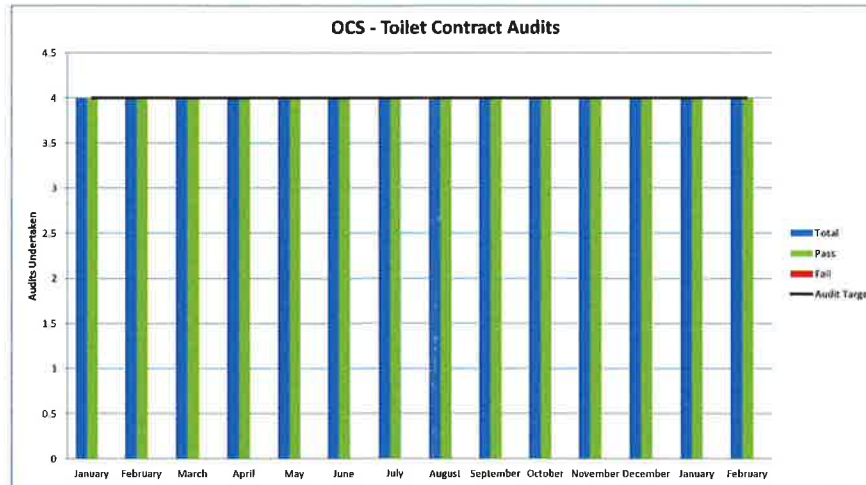
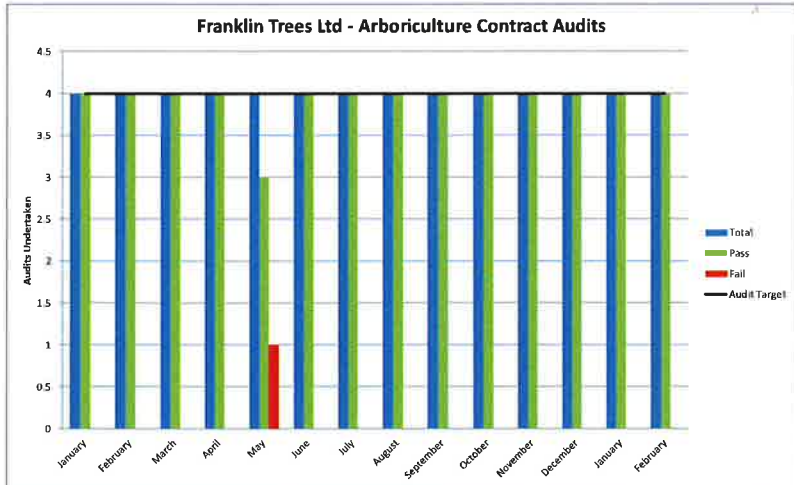
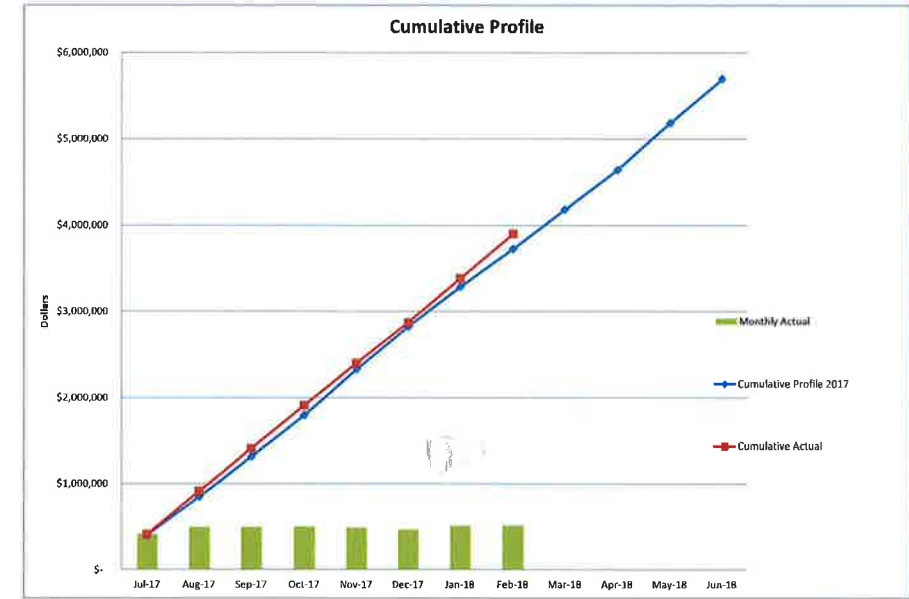
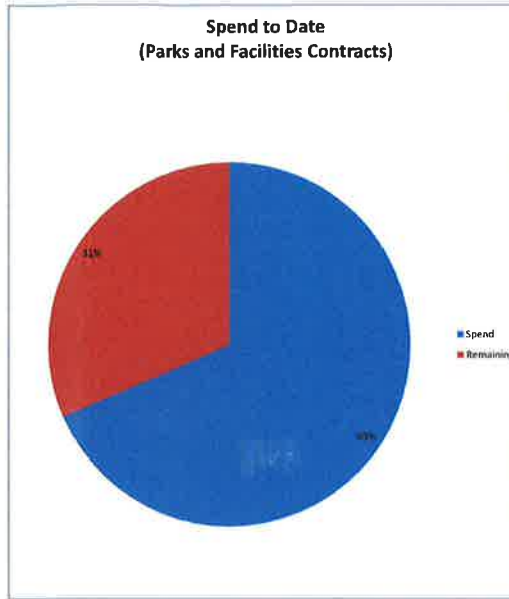
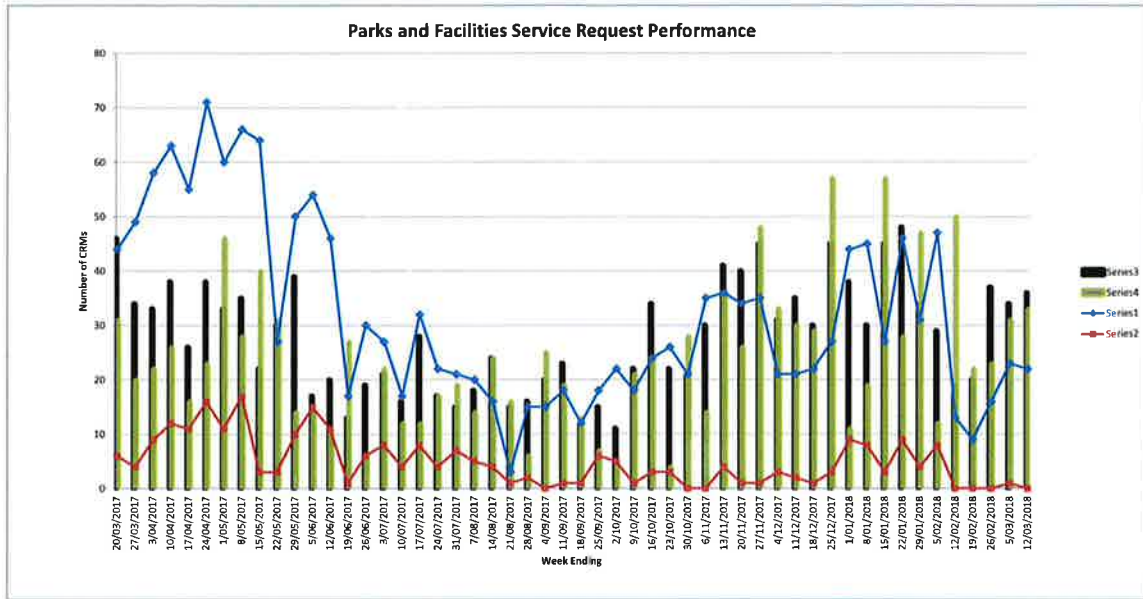
DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Activity Dashboard Report

Programme : Open Spaces Operations
 Manager: Amanda Hampton

Date: Feb-18
 Version: Final



Service Request Performance:

The number of service requests has reduced over February compared with previous months. Staff are working to action all CRMs in the allotted time frames.

Financial:

The operational spend for parks and facilities contracts over February is tracking just above 2017 accumulated actuals. This is to be expected with additional parks such as Tamahere recreation reserve and the Te Awa cycleway now being maintained under the open spaces operation contracts. Total contractual spend for parks and facilities is tracking at 69% in February with 33% of the financial year left. With the both the autumn sports field renovations and Garden renovations occurring from March until August. Spend is therefore expected to increase.

Audits: City Care (Open Spaces Maintenance Contract)

The contract specifies that 8 joint site audits are to be undertaken each month in conjunction with the contractor. Over February Council staff were unable to complete 8 joint audits as City Care staff were not available to meet to undertake the audits. Only 5 audits were undertaken in conjunction with City Care. Staff are working with City Care to address this issue for future months.

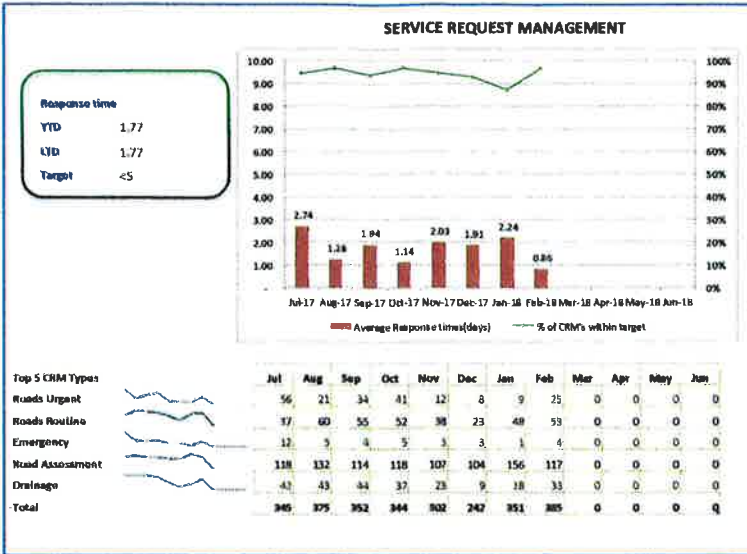
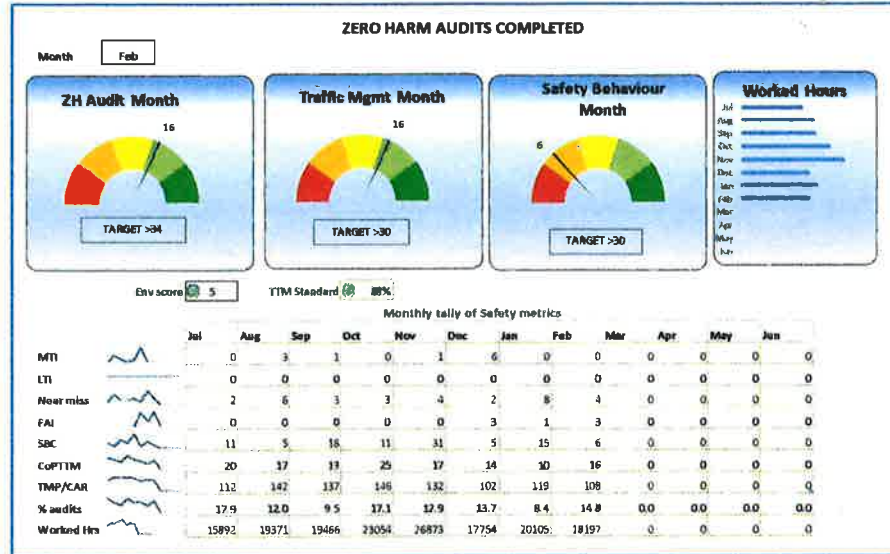
Audits: Franklin Trees (Arboriculture Maintenance Contract)

The contract specifies that 4 site audits be undertaken each month. The audit pass mark is 95% and above. Franklin Trees audits averaged 100% over the February period. All Audits scored 100% over February.

Audits: OCS (Public Facilities Cleaning Contract)

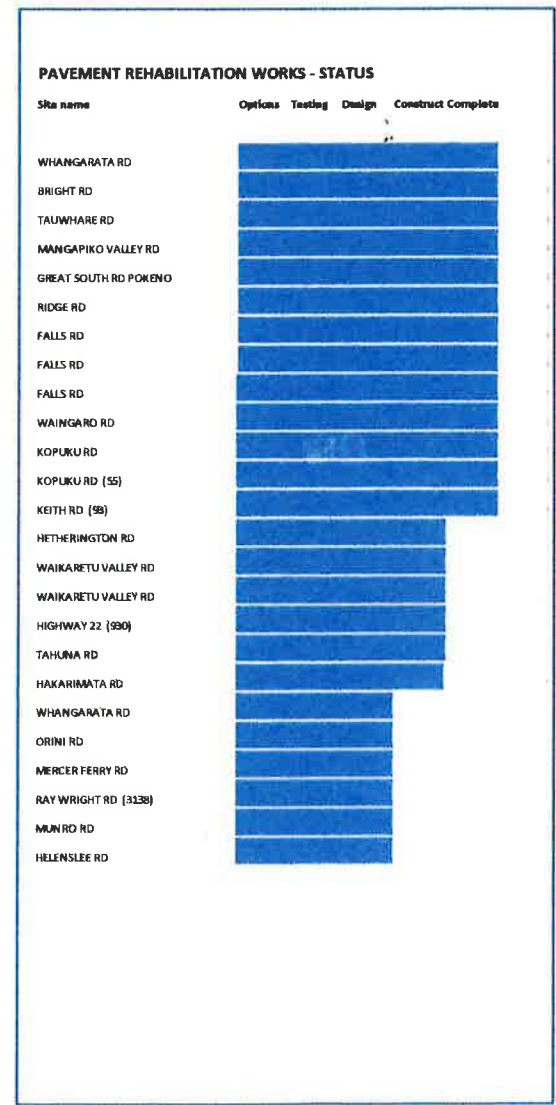
The contract specifies that 10% of the Public Cleaning Contract shall be audited each month. An audit pass mark is 90% and above. OCS audits averaged 97% over February. The highest audit scored 100% and the lowest scored 90%.

WAIKATO DISTRICT ALLIANCE DASHBOARD - February 2018



NETWORK INDICATORS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Utter collected (tn)	12	10	12	14	12	16	25	10	-	-	-	-	110
Edge marker post(ea)	22	9	14	37	63	1	6	38	-	-	-	-	190
Sign renewals (ea)	26	34	59	37	27	30	51	75	-	-	-	-	339
Potholes filled (ea)	552	602	139	803	565	296	172	248	-	-	-	-	3,377
Edgebreak repair (m2)	431	609	3	101	62	75	-	9	-	-	-	-	1,290
Unsealed grading (km)	127	159	98	144	119	69	62	137	-	-	-	-	915
Watertable clean (km)	2.0	24.6	1.1	5.2	2.9	1.6	2.0	3.1	-	-	-	-	42.6
Vegetation mowing (km's)	-	-	492	537	863	592	985	541	-	-	-	-	4,010
Sweeping (tn)	19	40	38	11	5	5	6	5	-	-	-	-	128



KEY PERFORMANCE INDICATORS

- Zero Harm Trends**
 - There was three First Aid Injuries (FAI) reported in February (One bruised thumb, bee sting and eye irritation).
- Customer**
 - The average response time to Customer Requests has improved slightly to 1.7 days YTD. Response time is lowest ever for contract.
- Financial**
 - Subsidised Maintenance inline with budget with the maintenance team working hard to complete requests within available funds.
 - Capital programme is slightly behind budget with Resurfacing and Managawara Bridge being the key drivers. Resurfacing will be back on track at end of March. The LED Programme continues on track.
- Team**
 - Nothing to report
- Risk**
 - No new operational risks identified this month.
- Quality**
 - Nothing to report
- Bright Ideas/Innovation**
 - Nothing to report

Key
 MTI - Medical Treatment Injury
 Near miss - Event that could have the potential to cause harm
 FAI - First Aid Injury
 SBC - Safety Behavioural Conversation

TMP/CAR - Number of TMP/Corridor Access Requests Received

Open Meeting

To	Infrastructure Committee
From	Jacki Remihana Acting General Manager Service Delivery
Date	16 March 2018
Prepared by	Karl Pavlovich Acting Waters Manager
Chief Executive Approved	Y
Reference #	INF2018
Report Title	Complex Water Meter Installs for Ngaruawahia, Huntly and Raglan Update

I. EXECUTIVE SUMMARY

Water meters were installed throughout Huntly, Ngaruawahia and Raglan to align to the rest of the district sustainable and manageable water use for the district.

Some of these meters were unable to be installed due to contractors being unable to locate services or services being shared across multiple dwellings (complex meters). Currently contractors are working through the remaining 570 complex meters, including 131 found to be sharing a single water meter connection across individually owned rating units.

In February, staff prepared a paper seeking Council approval to fund separation of complex metering arrangements in order to allow these properties to be individually metered and invoiced.

Following discussion at the 8 February 2018 Infrastructure Committee meeting, Council deferred a decision on funding of work to resolve complex metering situations until the March committee meeting.

2. RECOMMENDATION

THAT the report from the **Acting General Manager Service Delivery** be received;

AND THAT Council adopts option 4 as follows:

Option 4: Provide boundary connections as well as fully funding private plumbing costs.

3. BACKGROUND

In October 2017, Council wrote to 131 property owners with properties serviced by a shared water connection. The letter proposed that Council provide each property with a full urban water meter setup (at a cost of \$1,416.00 incl GST each), with the costs of connecting supply pipes from the dwelling to the new water meter are to be met by the owner/s.

The letter had a 33% response rate with customers expressing a range of views.

Current works on these properties have been placed on hold for Council to provide direction on the preferred decision for the contractor to start installation from February 2018.

Following discussion at the February 2018 Infrastructure Committee meeting, Council deferred a decision on funding of work to resolve complex metering situations until the March committee meeting. Council requested an estimation of total cost to resolve these complex metering situations.

Staff engaged Citycare to prepare a number of quotes from a representative sample of properties.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Council staff engaged Citycare to prepare quotes for the separation of 20 properties across, Ngaruawahia, Huntly and Raglan.

The average cost to connect these properties to their own individual roadside meters was, \$3,061.90. The range between the lowest and highest quote was found to be \$3,485.16. This value includes installation of the roadside meter.

Extrapolating the average cost across all 131 properties, the total cost of this work package is expected to be \$401,108.25.

Staff have identified two appropriate budgets to potentially fund this work; District Wide water supply connection upgrades (IWA14600.0118) and District Wide water supply connection renewals (IWA14500.0118). The total available budget in the 2017/18 financial year from these projects is, \$316,403, however the District Wide water supply connection renewals (IWA14500) budget is a year on year budget and could fund the shortfall into future financial years.

There are 3 possible options available to Council to move this matter forward to achieve all properties being metered.

4.2 OPTIONS

There are four options for Council to consider:

Option 1: Provide boundary connections only

As described in the letter to property owners, this option would see Council provide boundary connections but the owners involved would need to connect to the new meter at their cost.

This option provides a solution that would standardise the water connections of these properties to the infrastructure technical specifications (ITS). This option may

also be unacceptable to owners of properties facing significant plumbing costs to connect into these new boundary connections.

Option 2: Provide boundary connections as well as a subsidy towards private plumbing costs

Council provide a boundary connection for all properties and contribute to the cost of connecting these properties to the new meters. The cost of connecting a property to the meter will vary from property to property due to distance or terrain. Customers will be required to engage with a plumber directly.

An application process whereby the customer provides two quotes for the cost of plumbing to be considered for a subsidy is recommended. Through discussion, additional criteria for eligibility would be determined (for example where the quotes show the cost of connection to be above \$1,000) as well as what a reasonable subsidy would be.

This option also achieves standardisation of the water connections against the ITS and would be more acceptable to customers facing high costs to connect to the new meters.

Option 3: Council will provide a check meter to property owners

The final option presented is to provide properties with a manifold and water meter. Customers will be required to engage a plumber at their own cost to install the meters on their private network. Once installed the meters would allow the customers on the shared meter to equitably divide the invoice. It must be noted that under this scheme, the owner of the "Council water meter" would still be legally responsible for the entire invoice.

Option 4: Provide boundary connections as well as fully funding private plumbing costs

Council provide a boundary connection for all properties and cover the cost of connecting these properties to the new meters. The expected project cost across all 131 properties outstanding is \$401,108.25. Council will approach the market on behalf these property owners and will manage this work package.

This option also achieves standardisation of the water connections against the ITS and would be more acceptable to customers facing high costs to connect to the new meters.

This is the preferred option.

5. CONSIDERATION

5.1 FINANCIAL

Charging

From 1 July 2018, if supply pipes are not separated, the invoice and legal responsibility for water consumption would sit with a single property. This could be unacceptable to customers and may result in water connections being cut or charges not paid due to sharing water usage with neighbours.

Communications

Through communications with Customers on shared meters, it has become apparent that most customers are not aware of the implications of not having their connections separated. The follow up

February 2018 letter will further explain the situation to those who have not made contact or expressed concerns.

Budget

It is proposed that the project be funded out two existing budgets; District Wide water supply connection upgrades (IWA14600.0118) and District Wide water supply connection renewals (IWA14500.0118). The total available budget in the 2017/18 financial year from these projects is, \$316,403, however the District Wide water supply connection renewals (IWA14500) budget is a year on year budget and could fund the shortfall into future financial years.

The total budget required to deliver option 4 is expected to be \$401,108.25.

5.2 LEGAL

Council will seek release from long term liability resulting from works undertaken on private networks.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Options one, two and four align with RITS specification, option three does not.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Letter to residents notifying them of the adopted option.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
			Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
✓			Households
			Business
			Other Please Specify

6. CONCLUSION

To achieve all properties being metered, option 4 is recommended. This option strikes a balance between driving Council outcomes in terms of standardization water connections, minimising exposure to both legal and reputational risk as well as addressing affordability concerns of affected customers.

7. ATTACHMENTS

N/A

To	Infrastructure Committee
From	Jacki Remihana Acting General Manager Service Delivery
Date	19 March 2018
Chief Executive Approved	Y
Reference #	INF2018
Report Title	Twin Rivers Community Art Centre

I. EXECUTIVE SUMMARY

The Twin Rivers Community Art Centre has put forward a proposal to Council to utilise Council funds for a facility on 56 Great South Road (Old Farmers building site) and to pay a community lease for use of this facility.

2. RECOMMENDATION

THAT the report from the Acting General Manager Service Delivery be received;

AND THAT the proposal from Twin Rivers Art Centre (*attachment 1 to this report*) be referred to the Ngaruawahia Community Board for endorsement or be considered as part of the Long Term Plan 2018-28 process.

3. BACKGROUND

Twin Rivers Community Art Centre (TRCAC) representatives met with the Chief Executive in March 2018 to discuss their proposal (attachment 1) for an Arts Centre facility to be located on Council land at 56 Great South Road.

TRCAC was the previous tenant of the Council owned facility at this site. In 2011 the building was discovered to have major structural issues and was subsequently demolished. Since then there has been a project in the Long Term Plan for a new building, the project was enlarged in the 2015 Long Term Plan to include the Library and the creation of a community hub.

A community working group was set up to govern this project, which TRCAC had representatives on. The output of this group was a feasibility study on what the community hub would incorporate and preferred venue for this facility.

This report was taken and presented to the Ngaruawahia Community Board (NCB) in November 2017. The NCB resolved:

THAT the Ngaruawahia Community Board supports option 2 of the agenda report (*Utilise the Long Term Plan 2018/28, to set the direction for Ngaruawahia community facilities*) as the preferred option to be recommended to Council through the November Infrastructure Committee.

AND THAT the Ngaruawahia Community Board supports option 3 of the agenda report, split into two points:

1. **Undertake an upgrade of the Memorial Hall (eg kitchen and heating) to make the hall more attractive for hire and;**
2. **Future proof for potential Community priorities through the upgrade and extension of the Library, in conjunction with any construction changes (staged approach) as a priority for the Long Term Plan 2018/28.**

CARRIED on the voices

NCB1711/04

Further to the NCB resolution a report and the feasibility study was taken to the November Infrastructure meeting.

The Infrastructure Committee resolved:

THAT the Ngaruawahia Community Board resolution is supported by Council;

AND THAT staff work with the Ngaruawahia Community Board to scope and price the required upgrades for the War Memorial Hall to make it fit for purpose and report back to Council as soon as possible for approval to proceed with works out of the 2017/18 approved budget;

AND FURTHER THAT staff proceed and scope the Ngaruawahia Library future upgrade and land requirement needs and present back to Council as soon as possible for approval to proceed with works out of the 2017/18 approved budget.

CARRIED on the voices

WDC1712/32

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Staff have not yet had an opportunity to review the proposal in line with the resolutions made in November nor to ascertain what, if any, budget could be available.

In addition to the resolutions made and this proposal is the recent sale of the Waipa Hotel that needs to be considered in the wider picture of what this area may look and feel like in the future.

5. CONSIDERATION

5.1 FINANCIAL

There is a budget balance in the 2017/18 financial year of \$1,811,145 for the Ngaruawahia Community Facility project.

These funds would be 100% loan funded. The community funded targeted rate currently has a balance of \$376,964; however on top of funding operational costs, such as rates and insurance, the balance and ongoing targeted rates will be required to repay loan interest and principal on the Memorial Hall component of \$1,811,145.

It is proposed to utilise the funding allocated to the Community Facility project to undertake the upgrade works as per the NCB resolution.

5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The Significance and Engagement Policy requires Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal decision or matter, in terms of the likely impact on and consequence for:-

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- (c) The capacity of the local authority to perform its role and the financial and other cost of doing so.

Section 11A of the LGA2002 lists “community amenities” as a core service for local authorities.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	To progress this proposal, staff recommend that this is taken through the NCB in the first instance.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
			Internal
X			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

6. CONCLUSION

As staff have not yet had an opportunity to understand this proposal in line with the Hall and Library upgrades that are approved, staff suggest that consideration of this proposal is included as part of the considerations of the Long Term Plan process.

7. ATTACHMENTS

- Proposal to Waikato District Council for Te Whare Toi o Ngaruawahia – Twin Rivers Community Art Centre facility Feb 2018.

Proposal to Waikato District Council for Te Whare Toi o Ngaaruawaahia- Twin Rivers Community Art Centre facility. Feb 2018

1. Background

TwinRivers Community Art Centre has been operating in Ngaaruawaahia since 2001.

It was established in response to The Ngaaruawaahia New Era plan which established a clear need and desire to have a community arts facility for the community of Ngaaruawaahia and surrounding districts. The consultation and development work was undertaken as a collaborative project by a representative community working party and the Waikato District Council.

The establishment of the Arts Centre was a significant council/community project that has contributed considerably to the goals of the Council Arts policy and strategies.

"In developing the Arts Policy and Strategy The Council has recognised the key role of the arts in the Districts social, cultural and economic development and as a vehicle for urban development and district marketing"
(Waikato District Council Arts Policy, page 1)

The Arts Centre started life in the Old Farmers building owned by the RSA in 2002 on Great South Road. The Centre grew to be a thriving hub providing a wide range of services including a gallery and retail outlet, community projects, children's and adults creative classes, exhibitions, workshops and events. The building was subsequently purchased by the Waikato District Council and the Art Centre its sole tenant.

In 2010 –Waikato District Council made a commitment to renovate the building so that it was future proofed and made fit for purpose for the art centre and to include space for future multi-purpose activities. In July 2011 work began on the major renovations but in the process of the renovation structural problems were discovered and WDC decided it was better to demolish the existing building and rebuild the facility on the same site. Funds were put aside for this work.

2. Current situation & problem

It is now 6 years since the Art Centre building was demolished.

While waiting for the rebuild over those years the art centre has been operating on a reduced basis first at the Community House and currently in the old restaurant attached to the Ngaruawahia RSA. With no suitable, fit for purpose home and with most of its equipment in storage the centre has had to cut back on service provision over these years. In addition, organisations who used the centre have had to relocate including: Cutting Edge Textiles, Spinners and Weavers Association and Work Bridge. Local artists lost work space and the gallery and retail outlet that supported them. This also impacted on visitors to the town and travellers passing through who would regularly stop at the art centre.

The centre has done very well to keep going over this time and it speaks to the value placed on the Arts Centre by the community that this has been possible.

The current facility while bigger than the small studio we occupied at the community house, is not fit or adequate for our purposes. It has no proper kitchen or wet area, has only one open space which from which we have to operate all our activities. We have to limit the size, type and content of classes and activities because we don't have the facilities to accommodate them. From a safety perspective it is very hard to provide classes for children and young people in one open plan space that has to accommodate everything.

We are in fact bursting at the seams. We want to be able to exhibit local artwork and support our local artists more. But currently we can't offer working space to local artists, we don't have an appropriate exhibition space, and we can't provide any sort of retail outlet, tourist information or supplies service. We

have no room to provide a tool workshop, a meeting space separate from where classes are held or even a proper office and storage.

The lack of a fit for purpose facility for such a long time has also impacted on our sustainability. We are unable to co-locate with other groups and offer rentable space to help cover costs as we were previously able to do. We are currently having to pay commercial rental on our current location.

3. Proposed solution

a. That Waikato District Council use a proportion of the original budget set aside for the rebuild of the Art Centre facility to fund initial purchase and siting of a Cube Innovation's modular Moderno series transportable building for the art Centre on the Council owned site of the old Arts Centre Building at 56 Great South Road Ngaaruawahia (see attached site map and costings.) The cost being \$505400 for a building completely fitted out and providing 297 square metres of space.

That this building would provide spaces for the following:

- a. Gallery/exhibition space show casing local work
- b. Retail outlet selling local work
- c. Tourist Information service
- d. Multipurpose spaces which can cater for workshops and classroom spaces, functions meeting spaces, after school programmes, small events, craft market, studio space
- e. green room
- f. operations office
- g. storage

That this facility be leased to and managed by the TwinRivers Community Art Centre on a comparable basis to the Raglan Arts Centre.

That the facilities spaces will be available for hire to local creative groups/ individuals to run classes and workshops and that local creatives/artists will be encouraged, supported and prioritised to exhibit and market their work via the gallery and retail outlet.

That a Tourism Information centre be sited at the centre alongside the gallery and retail outlet.

The construction of the facility also allows for further development of a second story on the back half of the building providing potential for further development as a stage two project. This would be undertaken via collaboration with other funders.

The facility is also very versatile in its internal configurations which can be altered to suit purpose and it is able to be easily re-sited which allows for future proofing.

Nгаа mihi

Jane Stevens

Manager

Te Whare Toi o Ngaruawahia – Twin Rivers Community Art Centre



0800 4 A CUBE
0800 422 823

16. 2. 2018

Twin Rivers Community Art
Ngaruawahia.

Attn Jane Stevens

Re: DreamCube Modeno Art centre

Afternoon Jane,

Thankyou for your time this week

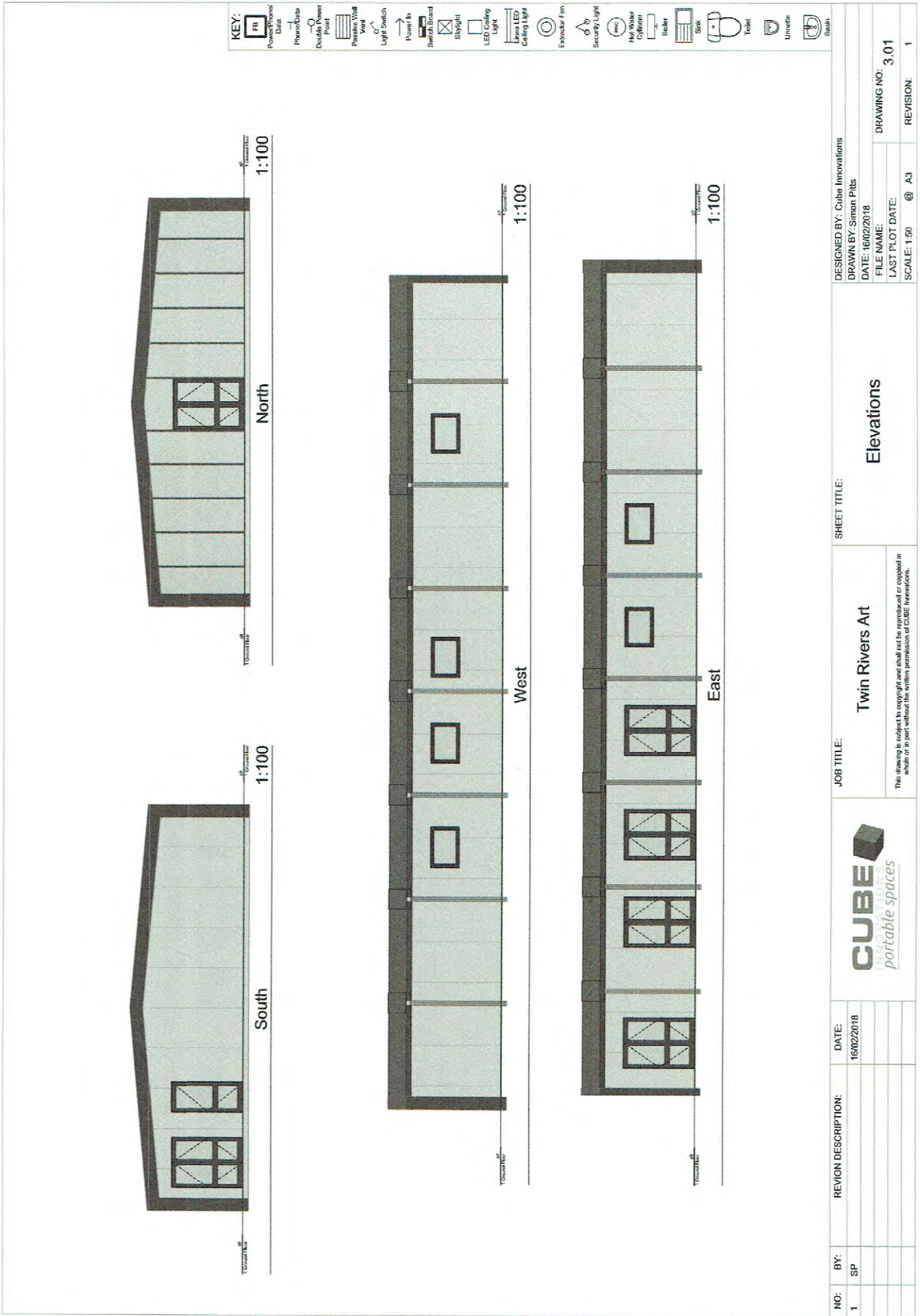
Pricing as follows...

12.000 x 24.800 DreamCube Modeno

Purchase of Cube buildings	\$505400.00
----------------------------------	-------------

Internal specification as follows ...

- 297m2 of premium commercial space
- Galv steel and Aluminium subfloor
- 19mm H3 ply flooring
- Commercial grade carpet tiles
- Commercial grade vinyl flooring
- Entry matting
- Acoustic ceiling
- 10 x Dbl data outlets
- 30 x Dbl power points
- Switch board
- LED lighting
- Windsor Grey profiled roofing
- Tinted Single glazed frontage, double aluminium hinged doors, single rear door
- Titania off white wall panels



NO:	BY:	REVISION DESCRIPTION:	DATE:
1	SP		16/02/2018

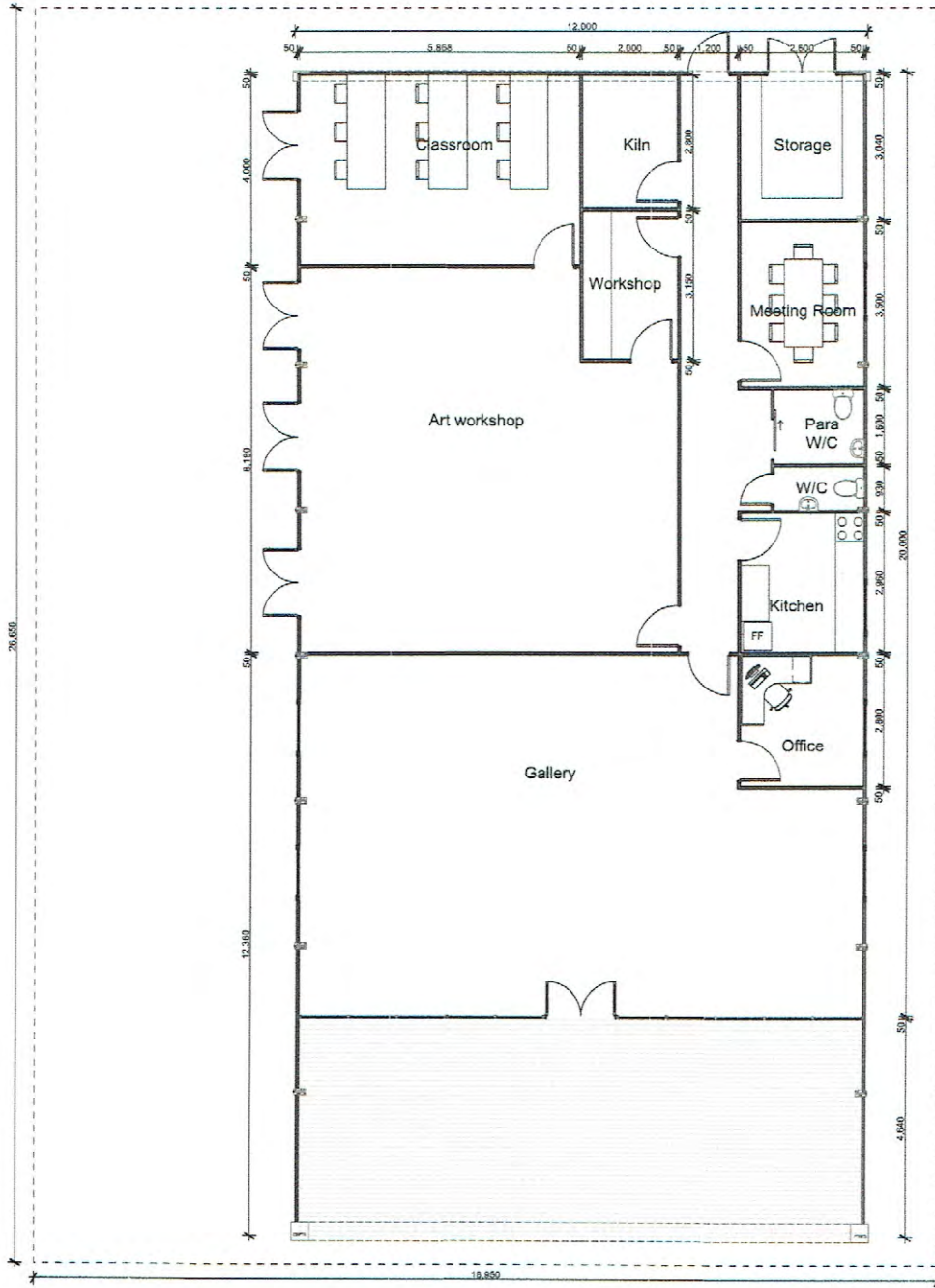
CUBE
portable spaces

JOB TITLE: **Twin Rivers Art**

SHEET TITLE: **Elevations**

DESIGNED BY: Cube Innovations
DRAWN BY: Simon Pitts
DATE: 16/02/2018
FILE NAME: LAST PLOT DATE: DRAWING NO: 3.01
SCALE: 1:50 @ A3 REVISION: 1

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DESIGNED BY: Cube Innovations
 DRAWN BY: Simon Pitts
 DATE: 16/02/2018
 FILE NAME:
 LAST PLOT DATE:
 SCALE: 1:100 @ A3

CUBE Plan

Twin Rivers Art

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NO:	BY:	REVISION DESCRIPTION:	DATE:
1	SP		16/02/2018

DRAWING NO: 1.01
 REVISION: 1



0800 4 A CUBE
0600 422 823

- Accessible toilet
- Standard toilet
- Kitchen sink bench and cabinet, flat bench and cabinet, hot water cylinder
- Shelving in store
- Internal partitioning

Provisional cost sums as follows ...

• Building consents	\$ 8,000.00
• Engineering design fees	\$ 5,000.00
• Foundations, transport, crange, place, join modules.....	\$60,000.00
• S/S drainage	\$ 4,000.00
• S/W drainage	\$ 4,000.00
• Electrical mains	\$ 4,000.00
• Data main	\$ 2,500.00
• Water main	\$ 1,000.00
• Steps/ramp	\$ 5,000.00
• Air conditioning	\$40,000.00
• Kitchen appliances	\$ 5,000.00
• Desks, chairs, tables, benches, reception counter	\$20,000.00
• Groundworks/landscaping	\$15000.00



0800 4 A CUBE
0800 422 823

Terms ...

- 20% deposit, 20% floors down, 40% closed in, 15% predelivery, balance on practical completion

Delivery ... approx 16 weeks from confirmation

Pricing excludes GST

Thanks and regards,

Dave Etchells

Cube Innovations

Open Meeting

To	Infrastructure Committee Audit & Risk Committee
From	Jacki Remihana Acting General Manager of Service Delivery
Date	12 March 2018
Prepared by	Karl Pavlovich Acting Waters Manager
Chief Executive Approved	Y
Reference #	INF2018; A&R2018
Report Title	Havelock North Inquiry; Stage Two Discussion Paper

I. EXECUTIVE SUMMARY

The Havelock North Inquiry Stage One, highlighted the individual failings that contributed to the August 2016 Campylobacter outbreak. Stage Two has focused on the lessons learned from the Havelock North outbreak and what improvements could be made to water supply in New Zealand. The areas of improvement considered were:

- Legal and regulatory changes or additions
- Operational practice
- Any other matters the Inquiry believes may promote the safety of drinking water

From this approach the Inquiry presented several recommendations. These recommendations were prioritised either needing urgent and early adoption or for further consideration for adoption by Government and the Waters industry.

Council is comfortable with its position relative to recommendations of Stage Two.

Council operates water supply networks that currently comply with Drinking Water Standards (DWSNZ), have multiple barriers against contamination and, apart from Onewhero, are chlorinated. Council anticipates that the most significant impact of recommendations made in Stage Two of the Inquiry will be felt in the operational space, not infrastructure.

Council remains in a good position to mitigate the impact of change, through ongoing the investigations into the development of a new Waters business model.

2. RECOMMENDATION

THAT the report from the Acting General Manager Service Delivery be received.

3. BACKGROUND

The Havelock North Inquiry Stage One, highlighted the individual failings that contributed to the August 2016 Campylobacter outbreak. Stage Two focused on what lessons were learned from the Havelock North outbreak and what improvements could be made to water supply in New Zealand.

This report is intended to touch on specific key recommendations presented in Stage Two of the Inquiry and provide discussion on the overall impact of these recommendations to Council's Three Waters business.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This discussion is broken down into three broad topics:

- Summary of Stage Two
- Council alignment with recommendations
- Impact on 2018-2028 LTP

Discussion of each topic is presented below.

4.1.1 SUMMARY OF STAGE TWO

Stage Two of the Inquiry has 23 recommendations. Of these, nine were recommended for early and urgent adoption.

From a Council perspective, the key recommendations were:

- Promulgation of the six fundamental principles of drinking water safety
- Encourage the establishment of Joint Working Groups
- Urgent amendments to the Health Act
- Establishment of a licensing and qualification system for drinking water supplies and operators
- Creation of dedicated and aggregated drinking water suppliers

4.1.2 COUNCIL ALIGNMENT AGAINST THE FUNDAMENTAL PRINCIPLES OF DRINKING WATER SAFETY

Council is generally well aligned to the fundamentals presented in Stage Two of the Inquiry. Council places significant emphasis on training and compliance with processes. Staff are engaged and empowered to raise concerns they may have around water supply with management to improve drinking water safety.

In addition, Council has initiated several improvements to business-as-usual in the waters space. Council has made moved to entrench Water Safety Plans (WSPs) as the primary reference documentation for all water supplies by linking these documents to Promapp and Waters Asset Management Plan (AMP). These changes were implemented to transform Council WSPs into living documents as both Promapp and Council AMPs are regularly

utilised in “business-as-usual”. Further, Council has taken on board advice from the Ministry of Health and have added the Critical Control Points (CCP) to each of our Water Safety Plans. A “source to tap” approach has been taken in identifying CCPs. Identified CCPs have been captured within a Promapp process, enabling quick location and maintenance of CCP documentation. Finally, Council will comply with Ministry of Health recommendation to publish current Water Safety Plans online.

While Council’s overall alignment is good, a number of improvement areas have been identified, most significant being the protection of source waters. Council has recently prepared new Catchment Risk Assessments (CRAs) for all drinking water supplies, however has failed to have these CRAs integrated with the draft District Plan in the form of catchment protection zones. To correct this, the Waters team will provide a submission through the Strategy and Planning team to advocate for integration of catchment protection zones in the District Plan. Submissions are due May 2018.

4.1.3 ESTABLISHMENT OF JOINT WORKING GROUPS AND RECOMMENDED AMENDMENTS TO THE HEALTH ACT

Council supports the formation of Joint Working Groups. As the Waikato River is a shared source water for all sub-regional territorial authorities, Council would advocate for a Joint Working Groups at a sub-regional level. Council staff already have well established relationships with Hamilton City and Waipa District Councils through Shared Services and all three are collectively regulated by Waikato Regional Council and the Waikato Drinking Water Unit of Public Health.

Council is also in support of the proposed amendments to sections 69P and 69R of the Health Act. However, Council also believes that the implementation of any amendment should take in to account consideration of the physical and financial ability of all Councils to comply with change on any timescale less than the current five yearly limits for DWSNZ review.

4.1.4 LICENCING AND AGGREGATED DRINKING WATER SUPPLIERS

The most significant impact of the recommendations on Council will be in the operational space. Council is currently addressing the potential impact of these recommendations through investigating changes to the Waters business model, namely the formation of a Waters Governance Board and a management contract with Watercare Services Limited.

4.1.5 IMPACT OF RECOMMENDATIONS ON 2018-2028 LTP

Given the compliance status of Council’s water supplies and that multiple barriers exist at all plants, no specific funding was set aside in the 2018-2028 LTP to address the impact of recommendations implemented.

4.2 OPTIONS

N/A

5. CONSIDERATION

5.1 FINANCIAL

N/A

5.2 LEGAL

There are no legal implications. The following pieces of legislation are involved within discussion in the report:

- Drinking-Water Standards for New Zealand 2005 (Revised 2008)
- Health Act 1956
- Resource Management Act 1991

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

- Waikato District Plan
- 2018-2028 Long Term Plan

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

N/A.

6. CONCLUSION

Council supports recommendations presented in Stage Two of the Havelock North Inquiry. However, many of the specific recommendations have little impact on current Council operations. Compliance with the recommendations of Stage Two of the Havelock North Inquiry does not present an obstacle for Council in terms of infrastructure investment. However, significant operational changes may be necessary to meet evolving requirements.

Council currently has a strong “water safe position” but openly acknowledge that further work is required to ensure all principles, as recommended through the findings Stage Two Havelock North, are met. As such, Council is realistic about the risks that exist within our networks and are in the process of putting in place effective training programmes, improving current systems and meeting evolving resources requirements.

Proposed changes in how Council delivers its three Waters business, primarily the formation of a Waters Governance Board and a management contract with Watercare Services Limited, will help Council bridge the gap between existing standards and future standards.

7. ATTACHMENTS

N/A

Open Meeting

To	Infrastructure Committee
From	Jacki Remihana Acting General Manager Service Delivery
Date	12 March 2018
Prepared by	Karl Pavlovich Acting Waters Manager
Chief Executive Approved	Y
Reference #	INF2018
Report Title	Proposed Waste Management and Minimisation Plan for consultation

I. EXECUTIVE SUMMARY

This report presents the proposed revised draft 2018-2024 WMMP (Draft WMMP v2), Waste Assessment, and a draft Statement of Proposal for public notification (See attachment's 1-3).

The draft WMMP (Draft WMMP v1) was initially workshopped with Council on 13 February 2018. The attached WMMP (Draft WMMP v2) includes the feedback provided at that workshop

Council is required by the Waste Minimisation Act 2008 (WMA 2008) to review and develop an updated Waste Management and Minimisation Plan (WMMP) by June 2018. The WMMP must articulate clearly the Waikato District Council's plan to achieve waste management and minimisation.

The WMA 2008 also specifies that Council must use the Special Consultative Procedure set out in section 83 of the Local Government Act 2002 and, in doing so, the most recent assessment undertaken by the territorial authority under section 51 must be notified with the statement of proposal.

The proposed WMMP includes the vision, goals and objectives, workshopped with Council on 13 February 2018 and have been adjusted accordingly following Council direction.

2. RECOMMENDATION

THAT the report from the Acting General Manager Service Delivery be received;

AND THAT Council adopts the recommended option 1 as follows:

“Council workshops the Draft WMMP v2 on 10/04/2018. Following the workshop, have a final draft WMMP return to an extraordinary Council meeting 17/04/2018 to be approved for consultation”.

3. BACKGROUND

The WMA 2008 required Council to adopt a WMMP by 1 July 2012. The 2012 WMMP presented to the community, Waikato District Council's plan to promote waste management and minimisation.

Council is required to review and develop a Waste Management and Minimisation Plan every six years. The WMA 2008 outlines the process and content that must be included in the WMMP.

Waikato District Council's current WMMP is valid until June 2018.

Waste levy funding is provided by central government to Councils who have a current WMMP. Council received \$255,184.01 in waste levy funding for the 2017/18 financial year.

The WMMP must outline the actions that Council will take to meet our obligations to "*promote effective and efficient waste management and minimisation*" (WMA 2008, Section 42). Waste levy funding received by Council from the Ministry for Environment must be spent on activities listed in the WMMP.

In developing and implementing the WMMP Council must have regard for the waste hierarchy – reduction, reuse, recycling, recovery, treatment, and disposal.

The consultation on the WMMP must follow the Special Consultative Procedure as outlined in Section 83 of the Local Government Act 2002.

Following consultation, the 2018 WMMP will be finalised and presented to Council for adoption.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Council is required by Section 50 of the WMA 2008 to complete a Waste Assessment (WA) prior to reviewing the current WMMP. Section 51 of the Waste Minimisation Act 2008 outlines what requirements the WA must meet.

The WA must be notified alongside the Statement of Proposal and the proposed WMMP.

The 2017 Waste Assessment found that Waikato District generates an estimated 52,182 tonnes of waste to landfill each year (excluding farm waste) - an average of 750kg per person every year. In addition, an estimated 112,662 tonnes of rural (on-farm) waste is generated in the District.

Based on data obtained from Council services and private waste operators, an estimated 71,000 tonnes of material were diverted from landfill (eg through reuse, recycling or composting) in the 2016-2017 year. This equates to around 1,020kg diversion per person per year.

The Waikato District Council 2018 WMMP intends to focus on the avoidance, reduction and minimisation of waste, and will make use of opportunities created from resource recovery.

This WMMP sets out goals, objectives and targets to guide Council towards waste avoidance, reduction and recovery.

Twenty-one activities are also detailed, and will be carried forward into the long term and annual plans to ensure the resourcing is available to deliver on the plan.

As well as continuing kerbside and other Council services (such as litter and illegal dumping collections), proposed activities include:

- A review of waste services and behaviour change programmes to bring them into alignment with the WMMP
- The development of new recycling centres
- The introduction of a Solid Waste Bylaw and a waste operator licensing system
- Improved mechanisms for the collection of waste information
- Greater co-operation with other Councils in the region; and with Mana Whenua, community groups and the private sector
- Advocating for greater central government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

Targets

The WMMP includes four proposed targets that Council will seek to achieve over the next six years. The targets are:

- By 2024, decrease the tonnes/capita/annum of refuse to land (ie total refuse disposed of via landfill and/or on-farm waste) from the Waikato District by 5% compared to 2016-17
- By 2024, increase the tonnes/capita/annum of diverted material from the Waikato District by 10% compared to 2016-17
- By 2024, reduce the per capita kerbside rubbish to landfill by 5% compared to 2016-17
- By 2024, increase per capita kerbside diverted material by 10% compared to 2016-17

The Ministry for the Environment guidance for developing WMMPs strongly suggests that Councils include targets in their next WMMPs.

Actions

The WMMP must include all actions that the Council will fund from the waste levy funding over the next six years. The WMMP includes 21 actions, some existing and others new. While the action plan forms part of the WMMP it is intended to be regularly updated to reflect current plans and progress.

Under the WMA the plans can be updated without triggering the need for a formal review of the WMMP, as long as the changes are not significant and do not alter the direction and intent of the WMMP.

Draft Statement of Proposal

The draft Statement of Proposal provides a summary of the key information from the Waste Assessment and from the WMMP. The draft Statement of Proposal is attached.

4.2 OPTIONS

All Territorial Authorities are required to have a current WA/WMMP.

There are two options for Council to consider:

Option 1: Council workshops the Draft WMMP v2 on 10/04/2018. Following the workshop, have a final draft WMMP return to an extraordinary Council meeting 17/04/2018 to be approved for consultation.

This is the preferred option.

Option 2: Approve the Draft WMMP v2 as the final Draft WMMP. Following approval, begin consultation on the final Draft WMMP 16/04/2018 and adopt the final WMMP 27/06/2018.

5. CONSIDERATION

5.1 FINANCIAL

Failure to adopt a WMMP by 30 June 2018 may impact Council's access to Waste Levy funding. In the 2017/18 financial year, Council received \$255,184.01 in Waste Levy funding.

Waste Levy funding is used to fund activities and initiatives detailed in the WMMP. Waste Levy funding is also utilised to part fund LTP activities and initiatives such as the development of a Huntly Resource Recovery Centre in 2020-2022.

5.2 LEGAL

Councils have a number of statutory obligations and powers in respect of the planning and provision of waste services. These include the following:

- Under the WMA each Council "must promote effective and efficient waste management and minimisation within its district" (s 42). The WMA requires TAs to develop and adopt a Waste Management and Minimisation Plan (WMMP).
- The WMA also requires TAs to have regard to the New Zealand Waste Strategy 2010. The Strategy has two high levels goals: 'Reducing the harmful effects of waste' and 'Improving the efficiency of resource use'. These goals must be taken into consideration in the development of the Councils' waste strategy.
- Under the Local Government Act 2002 (LGA) the Councils must consult the public about their plans for managing waste.
- Under the Resource Management Act 1991 (RMA), TA responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities and their controls are specified within district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.
- Under the Litter Act 1979 TAs have powers to make bylaws, issue infringement notices, and require the clean-up of litter from land.
- The Health Act 1956. Health Act provisions for the removal of refuse by local authorities have been repealed by local government legislation. The Public Health Bill is currently progressing through Parliament. It is a major legislative reform reviewing and updating the Health Act 1956, but it contains similar provisions for sanitary services to those currently contained in the Health Act 1956.
- The Hazardous Substances and New Organisms Act 1996 (the HSNO Act). The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.
- Under current legislation and the new Health and Safety at Work Act the Council has a duty to ensure that its contractors are operating in a safe manner.

The Waikato/BoP region Councils, in determining their role, need to ensure that their statutory obligations, including those noted above, are met.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

N/A

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Not applicable at this stage.

6. CONCLUSION

Council is required to review and develop a Waste Management and Minimisation Plan every six years. The WMA 2008 outlines the process and content that must be included in the WMMP.

The WMMP outlines the actions that Council will take to meet their obligations to “*promote effective and efficient waste management and minimisation*” (WMA 2008, Section 42). Waste levy funding received by Council from the Ministry for Environment must be spent on activities listed in the WMMP.

Council is also required to adopt the new WMMP by 30 June 2018, which articulates Waikato District Council’s plan to promote waste management and minimisation.

If Council does not have a valid WMMP, there is a risk that Council will lose access to waste levy funding received from Central Government each year.

The consultation on the WMMP must follow the Special Consultative Procedure as outlined in Section 83 of the Local Government Act 2002.

Following consultation on the proposed WMMP the finalised 2018 WMMP will be presented to Council and then recommended to Council for adoption.

7. ATTACHMENTS

1. Draft Waste Management and Minimisation Plan v2
2. Waste Assessment
3. Draft Statement of Proposal
4. Project timeline, including workshop
5. Project timeline, excluding workshop

2018-2024
Waikato District Council
Draft Waste Management & Minimisation
Plan

February 2018

Prepared by:

Approved by:
Waikato District Council

DRAFT

PREFACE

The information published in this Plan has been prepared in good faith and to the best efforts of the author, taking into account the timescale and resources allocated to it by agreement by the Client. Readers are responsible for assessing the relevance and accuracy of the content of this publication.

This Waste Management and Minimisation Plan presents as clear a picture as possible of what activities Waikato District Council intends to carry out in order to manage and minimise waste in the District.

A Waste Assessment was completed prior to the development of this Plan and has provided the basis for the Vision, Goals, Outcomes, Activities and Targets set out in this Plan.

Contents

Foreword	1
Acknowledgements	1
Executive Summary	2
Part A: Managing our waste	3
1.0 Introduction	3
1.1 Why do we need a waste plan?	3
1.2 What does a WMMP have to contain?	4
2.0 Vision, objectives and targets	4
2.1 What does ‘Zero Waste’ mean?.....	4
2.2 Our Vision.....	5
2.3 Goals.....	5
2.4 Objectives.....	5
2.5 Targets	6
3.0 What are we going to do?	6
3.1 Council’s intended role.....	6
3.2 Proposed activities	6
3.3 Considerations	6
3.4 Action Plan	7
Part B: The challenge: Our waste	9
3.5 How much waste is disposed of to landfill?	9
3.6 How much are we diverting from landfill?	9
3.7 What difficulties do we face?	10
3.8 Tangata whenua worldview of waste management.....	13
3.9 How do we know all this?	13
4.0 How well did we do in the last WMMP?	14
4.1 Future demand	14
5.0 Funding the plan	15
5.1 Funding local actions.....	15
5.2 Funding regional, sub-regional and national actions	16
5.3 Waste levy funding.....	16
6.0 Monitoring evaluating and reporting progress	17
Part C: Supporting information	18
A.1.0 Glossary of Terms	18
A.2.0 Waste Assessment	18

Foreword

Mayor to write

Acknowledgements

TBC

Executive Summary

Waikato District's current Waste Management and Minimisation Plan (WMMP) was adopted in 2012, and most of the activities from the 2012-2018 WMMP have been completed. However, the District has seen an increase in waste to landfill from all sources (council and private services combined). Factors contributing to this increase include:

- An improved understanding of waste flows within the district.
- Increased availability of solid waste data and changes in methodology around data collection.

Changes to data collection and methodology continue to improve as national industry standards (the Waste Data Framework) are developed and adopted, ensuring that waste data is collected consistently across the country. This will allow better analysis of local, regional and national trends.

Based on information provided by waste operators and facilities in the District, as well as desk-top analysis of national information, the Waikato District generates an estimated 235,844 tonnes of waste each year.

Of this estimation, 71,000 tonnes are diverted (to recycling or composting) and 112,662 tonnes is possible farm waste disposed of via burning, burial or stock-piling on-farm.

The remaining 52,182 tonnes of waste generated is sent to landfill. This equates to around 0.75 tonnes (750 kg) of waste to landfill per person per year. In comparison to the 2012 WMMP, refuse volumes appear to have increased by 47% since 2012 – although this is difficult to accurately gauge due to the changes in data collection methodology associated with the implementation of the Waste Data Framework.

Our improved understanding of waste allows us to create a new baseline of waste flows, based on information in this WMMP. We will use this to assess the effectiveness of future waste minimisation initiatives.

The Waikato District Council 2018 WMMP intends to focus on the avoidance, reduction and minimisation of waste, and we will make use of opportunities created from resource recovery.

This WMMP sets out Goals, Objectives and Targets to guide us towards waste avoidance, reduction and recovery. Twenty-one activities are also detailed, and will be carried forward into our long term and annual plans to ensure the resourcing is available to deliver on our plan.

As well as continuing kerbside and other council services (such as litter and illegal dumping collections), proposed activities include:

- a review of waste services and behaviour change programmes to bring them into alignment with the WMMP
- the development of new recycling centres
- the introduction of a Solid Waste Bylaw and a waste operator licensing system
- improved mechanisms for the collection of waste information
- greater co-operation with other councils in the region; and with Mana Whenua, community groups and the private sector
- advocating for greater central government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

Part A: Managing our waste

1.0 Introduction

This Waste Management and Minimisation Plan (WMMP) sets out how Waikato District Council intends to manage the community's waste. It has been prepared in accordance with the requirements of the Waste Minimisation Act 2008.

The 2012-2018 Waikato District Council Waste Management & Minimisation Plan (WMMP) was the first plan developed under the Waste Minimisation Act 2008 and a comparison between 2012 and 2017 suggests moderate progress has been made against the actions set out in the WMMP, but that volumes of waste to landfill have risen. Information in this WMMP will be taken as the new baseline which we will use to assess the effectiveness of future waste minimisation activities.

Indications are that per capita waste to landfill volumes have increased in the Waikato District by approximately 47% compared to 2012, while recyclable material recovered appears to have increased by approximately 67%. New information available in 2017 also suggests a high volume of rural waste is also being generated and disposed of on-farm.

The high rate of increase in waste per capita is due to:

- Changes in the way we collect information about waste. We now collect more information about more types of waste, from more sources than in 2012.
- Private collectors of waste are less focused on reducing waste to landfill than council collection. Therefore, while council has a focus on reducing waste to landfill, many waste operators do not. As a result, waste to landfill across the whole of the District has increased.

The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as kerbside recycling has expanded, markets have opened and private operators have moved to exploit these opportunities.

1.1 Why do we need a waste plan?

The Waste Minimisation Act 2008 (WMA) places an obligation on all Territorial Authorities (Councils) to promote effective and efficient waste management and minimisation within their city or district. This includes the adoption of a Waste Management and Minimisation Plan (WMMP) which must be reviewed at least every six years.

This WMMP sets the priorities and strategic framework for managing waste in the Waikato District. Once the plan is adopted, the actions will be carried forward into the long term and annual plan process to ensure the resourcing is available to deliver the plan's goals and objectives.

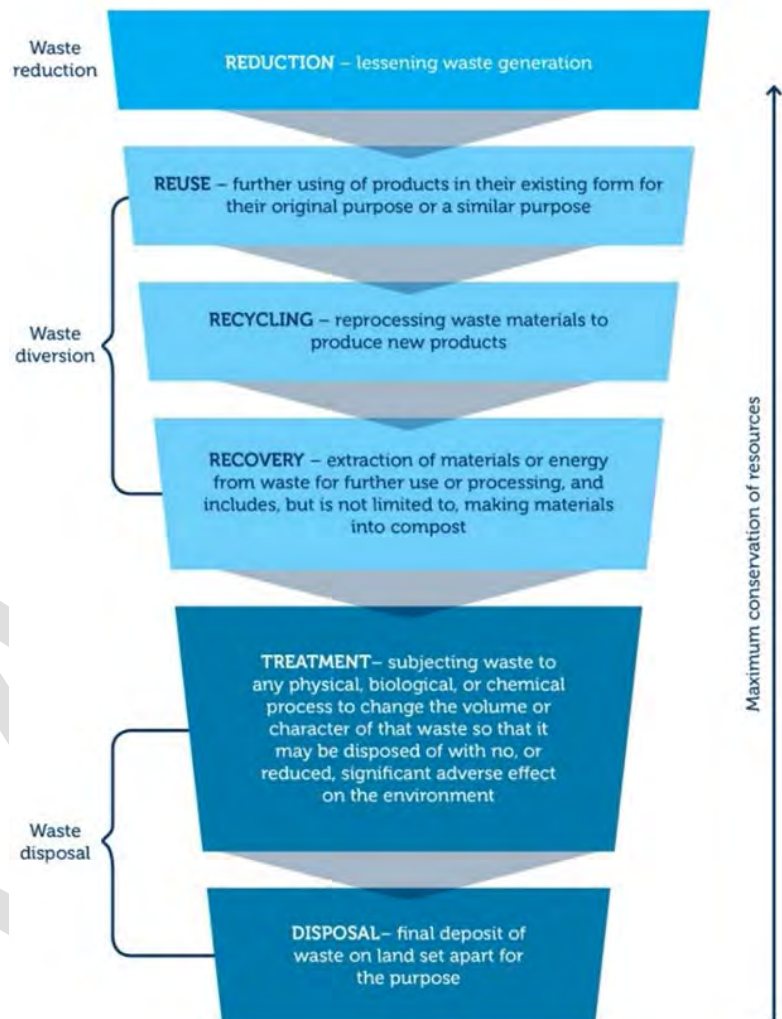
1.2 What does a WMMP have to contain?

The plan must meet requirements set out in the Waste Minimisation Act, including to:

- consider the 'Waste Hierarchy' (see Figure 1)
- ensure waste does not create a 'nuisance'
- 'have regard to' the New Zealand Waste Strategy and other key government policies
- consider the outcomes of the 'Waste Assessment' (see appendix A.3.0)
- follow the Special Consultative Procedure set out in the Local Government Act (2002).

This WMMP covers **all solid waste and diverted material in the District, whether managed by council or not**. Liquid and gaseous wastes are not included except where they interact with solid waste systems. This includes hazardous wastes like chemicals and the outputs from wastewater treatment plants. This does not necessarily mean that council will have direct involvement in the management of all waste – but there is a responsibility for council to at least consider all waste in the districts, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

The waste hierarchy



2.0 Vision, objectives and targets

2.1 What does 'Zero Waste' mean?

'Zero Waste' is a philosophy encouraging the redesign of products so they can be reused, repaired and recycled.

Zero waste encourages designing and managing products to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

The goal is for no waste to be sent to landfills or incinerators but this *is not a target*. It is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and

practices to copy cycles that can be seen in nature, where all discarded materials are designed to become resources for others to use¹.

2.2 Our Vision

***Zero waste and resource recovery are an integral part
of the Waikato community.***

2.3 Goals

1. Our waste minimisation and management are best practice, and manage social, cultural, spiritual, economic, health and environmental impacts of waste
2. A reduced quantity of material entering the waste stream, increased resource recovery
3. Our nationally recognised, innovative local resource recovery industry is growing
4. Our collaborative partnerships with key stakeholders are growing our “zero-waste communities”
5. Access to good information about waste in the District, in alignment with the National Waste Data Framework

2.4 Objectives

Our vision will be realised through the achievement of a set of supporting objectives set out in Table 4 below.

We will also work with the private and community sectors, central government and territorial and regional councils to achieve regional objectives.

Council Objectives	
1	Waste management practices manage social, cultural, spiritual, economic, health and environmental impacts of waste
2	Waste diversion is increasing and waste to landfill is decreasing
3	Our communities are actively engaging in waste avoidance and minimization; and becoming “zero-waste communities”
4	Partnerships with others to achieve efficient and sustainable waste minimisation and management, including joint working and co-operation with territorial and regional councils, and central government
5	Contributing to the national discussion advocating for effective product stewardship and a bottle deposit scheme

Table 1 Objectives for the 2018-2024 WMMP

¹ <http://zwia.org/standards/zw-definition/>

2.5 Targets

Targets
By 2024, decrease the tonnes/capita/annum of refuse to land (i.e. total refuse disposed of via landfill and/or on-farm waste) from the Waikato District by 5% compared to 2016-17
By 2024, increase the tonnes/capita/annum of diverted material from the Waikato District by 10% compared to 2016-17
By 2024, reduce the per capita kerbside rubbish to landfill by 5% compared to 2016-17
By 2024, increase per capita kerbside diverted material by 10% compared to 2016-17

Table 2 Targets for the 2018 – 2024 WMMP

3.0 What are we going to do?

3.1 Council's intended role

The Council intends to oversee, facilitate and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the District. The Council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities and programmes to provide waste management and minimisation services to the residents and ratepayers of the District.

In addition, the councils in the Waikato/BOP region will continue to work together to deliver the vision goals and objectives set out in this plan.

3.2 Proposed activities

Council proposes to address our waste issues through a combination of maintaining many of the existing services, improve some other services to better meet our waste minimisation objectives; and introduce some new initiatives (as funding allows). Further details on how these methods will be implemented are provided in the Action Plan below.

3.3 Considerations

This Action Plan outlines high level intentions for actions to meet our obligations under the WMA. Further work may be required to determine the costs and feasibility of some projects, which may impact how, when or if they are implemented. Detailed assessments of some actions will be carried out prior to their implementation.

In some instances, the delivery of the actions set out in this Action Plan will depend on the development or amendment of contractual arrangements with providers; or the availability of resources. The nature of these contractual arrangements cannot be pre-empted and may impact the nature, timing or cost of these projects.

Proposed joint working and joint procurement of waste services may lead to efficiencies, allowing us to do more within our budgets. It will be up to each of the councils to determine whether they want to enter into shared service/joint procurement arrangements with any of the other councils.

Therefore, exactly what services are delivered will ultimately depend on the outcomes of the procurement process.

3.4 Action Plan

The following Action Plan sets out how Waikato District Council intends to work towards the vision, goals, and objectives outlined in this WMMP. It aims to set out clear, practical initiatives that the Council will implement, either on our own or jointly. While the action plan forms part of the WMMP it is intended to be regularly updated to reflect current plans and progress. Under the WMA the plans can be updated without triggering the need for a formal review of the WMMP, as long as the changes are not significant and do not alter the direction and intent of the WMMP.

Theme	Ref	Activities	Timeframe						New or Existing	Potential funding mechanism	Objectives met	
			2018	2019	2020	2021	2022	2023				2024
Services	1	Review funding model for council services to align with waste minimisation activities	Plan	Implement						New	Rates	1,2,3
	2	Assess the viability of other areas for kerbside services	Plan	Implement						New	Rates	1,2,3
	3	Consider increasing the use of a social procurement approach to the procurement of waste services to achieve the objectives and targets of the WMMP				Ongoing				New	Rates	1,2,3,4
	4	Evaluate Raglan food waste service and assess suitability for expansion. Expand if suitable.		Assess	Plan	Implement				New	Levy & Rates (TBC)	1,2,3
	5	Continue litter and illegal dumping services, while improving data collection in alignment with the Waste Data Framework				Ongoing				Existing	Rates	1,2,3
	6	Monitor, evaluate and manage council provided services and contractors to ensure they meet contractual obligations.				Ongoing				Existing	Rates	1,2,3
	7	Procure council services and waste related contracts as required, ensuring new contracts are in alignment with this WMMP and utilising a social procurement approach			Plan	Implement				Existing	Rates	1,2,3
Facilities	8	Investigate the development of Resource Recovery facilities in the District, including in Huntly; and implement if feasible. This may be undertaken in partnership with other councils / community groups to provide synergy and efficiencies that align with the goals and objectives of this WMMP.		Plan	Implement				New	Levy & Rates (TBC)	1,2,3,4	
Data and Licensing	9	Introduce a Solid Waste Bylaw & licensing system for operators and facilities, aligning with the regional template developed by WRC	Plan	Implement						New	Levy & Rates (TBC)	1,2,3,4
	10	To support the introduction of a Waste Bylaw and licensing system; develop internal waste data collection and monitoring systems to enable waste data management in alignment with the Waste Data Framework. This may require internal changes to council roles and responsibilities to account for licensing management and enforcement as well as implementation of the activities in this WMMP.	Plan	Implement						New	Levy & Rates (TBC)	1,2,3,4
	11	Undertake Waste Compositional Audit every 3-6 years			Plan + Implement				Plan + Implement	New	Levy	1,2,3

Event Waste Management	12	Develop Event Waste Management Guidelines and promote to events in the district, including mandatory utilisation for events at Council facilities. This may be undertaken in partnership with other councils.		Planning	Implement	Existing	Levy	1,2,3,4
Behaviour Change	13	Council will provide quality behaviour change programs focused on waste minimisation, and that support the goals and objectives of this WMMP.	Ongoing			Existing	Levy	1,2,3,4
Partnerships	14	Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council would be responsible for own jurisdiction.	Ongoing			Existing	Levy	1,2,3,4,5
	15	Collaborate with Mana Whenua, community groups and private sector to investigate and implement opportunities to enhance economic development through resource recovery	Ongoing			Existing	Levy	1,2,3,4
	16	Work with business and industry organisations to identify key waste generators and assist businesses to reduce waste and increase recycling (potentially as a sub-regional project)		Plan	Implement	New	Levy	1,2,3,4
	17	Identify and support community and business champions in waste reduction and avoidance.	Ongoing			New	Levy	1,2,3,4
Grants	18	Investigate introducing a Grants scheme (funded through the Waste Levy) for waste minimisation projects - this may be in the form of low interest loans and/or targeted grants.		Plan	Implement	New	Levy	1,2,3,4
Advocacy	19	Advocate for effective product stewardship and regulation and support independent organisations advocating for similar outcomes	Ongoing			New	Levy	1,2,3,4,5
Council Management	20	Ensure that services provided by Council are in line with and promote current health and safety guidelines; and meet legislative obligations	Ongoing			Existing	Rates	1,2,3,4
	21	Undertake Waste Assessment and develop and adopt 2024 - 2030 WMMP (by June 2024)	Plan + Implement			Existing	Levy & Rates (TBC)	1,2,3,4

Table 3 Planned Activities 2018 - 2024

Part B: The challenge: Our waste

The Waikato District generates an estimated 235,844 tonnes of waste each year. Of this approximately 52,182 tonnes are sent to landfill, 71,000 tonnes are diverted (to recycling or composting) and approximately 112,662 tonnes is estimated farm waste disposed of via burning, burial or stock-piling on-farm. This equates to around 0.75 tonnes (750 kg) of waste to landfill per person per year.

Refuse volumes per capita appear to be increasing, with an estimated 47% increase since 2012, despite the implementation of activities set out in the 2012-2018 Waste Management and Minimisation Plan. However, much of this apparent increase will be related to differences in measuring data – as some waste streams were not included in 2012 figures. While 2017 data is still of low quality, it is significantly better than data available in 2012.

3.5 How much waste is disposed of to landfill?

An estimated total of 52,182 tonnes of solid waste was disposed of to landfill from Waikato District in the 2016-17 year. Waste disposed of to landfills comprised 22% of the total, and was equivalent to approximately 0.75 tonne per person. This excludes waste to non-levied landfills, (as this amount is unknown) and waste disposed of at the privately owned North Waikato landfill at Hampton Downs (as this accepts waste overwhelmingly from outside of the District – with less than 0.4% of waste accepted being sourced within the District).

The reliability of the estimates for different types of waste varies. Some waste to landfill data comes unverified from private waste operators, while other waste data and sludge tonnages have been provided by WDC staff or council contractors.

Waste disposed of to land	Tonnes	% of total waste collected	Tonnes/capita/annum
Levied waste to Class I landfills			
Council kerbside refuse	7,522	3.2%	0.11
General waste to landfill	20,000	8%	0.29
Special	60	0%	0.00
Wastewater screenings	24,600	10%	0.35
Total waste to landfill	52,182	22%	0.75

Table 4 Estimated waste disposed of to landfill from the Waikato District

Of the general waste to landfill, only 3.2% was related to council-controlled services. Kerbside refuse was 7,522 tonnes in 2016-17, an average of 110kg per capita per annum. As a proportion of total waste to landfill, kerbside refuse is only 14%.

The average per capita rubbish generation appears to have been steadily increasing since 2012, from 0.51 to 0.75 t/per capita/ per annum (47% increase).

3.6 How much are we diverting from landfill?

Material that is recovered from landfill and re-used, recycled or composted is called 'diverted material'. An estimated 57% of all waste collected (excluding farm waste) is estimated to be recycled or otherwise diverted - this drops to 30% of all waste if farm waste is included in the total waste generated.

Waste diverted from landfill	Tonnes	% of total diverted	Tonnes/capita/annum
Kerbside recycling	3,631	5%	0.05
Other recycling or diversion	65,669	93%	0.94
Composted	1,700	2%	0.02
Total	71,000	100%	1.02

Table 5 Waste diverted from landfill (estimated)

Of the waste diverted from landfill, 5% was from council kerbside services and 92% from private facilities and services. Only 2% was composted in either council or private facilities.

3.7 What difficulties do we face?

The Waste Assessment used as a basis for this WMMP looked across all aspects of waste management in the District and identified the main areas where we could improve our effectiveness and efficiency in managing and minimising waste.

3.7.1 Issues facing the Waikato District

Issues identified during the development of this Waste Assessment are:

- An increasing quantity of waste to landfill generated by the whole District
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management
- The potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- The potential for greater community partnership, engagement and understanding of waste issues
- Insufficient resource recovery infrastructure in the District to meet future demand and the aims and objectives of this WMMP
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.
- Variable commitment to waste minimisation from the private sector, with some private waste operator activities being contrary to waste minimisation objectives

3.7.2 Regional and sub-regional issues

Other significant issues have been identified where regional or sub-regional co-operation can improve outcomes, for example:

- **Data compatibility**
There is a need to improve access to, quality and management of data. Accessible, reliable, nationally & regionally consistent data enables better decision making.
- **Shared Services / Joint Working**
There is likely to be unrealised potential for greater joint working in Council service delivery to create efficiencies in service provision and / or infrastructure development. Key to improving regional and sub-regional collaboration is the development of compatible funding and management models across councils. Projects may include:

- Joint organic waste management measures
- Joint rural waste infrastructure
- Joint resource recovery infrastructure
- Joint litter & illegal dumping management measures or behaviour change programmes

Some waste streams have been identified as national or regional issues which the council has little control over, for example:

- **Cleanfills**
There is a lack of good information about the number of cleanfills and the tonnages and materials they accept. The ability to manage cleanfills better will require changes to legislation.
- **Producer responsibility**
Waste streams such as E-Waste, agricultural chemicals and their containers; and tyres require central government to activate product stewardship and other regulatory mechanisms in order to achieve better waste management outcomes.

Council will use its influence, and work collaboratively with regional and national organisation to address these issues.

3.7.3 Long term and global considerations

While they do not immediately affect the Districts waste flows, international activities can have a big impact on New Zealand's waste industry.

Much of the recycling collected in NZ is exported to Asia, particularly China. China has in recent years tightened measures around the acceptance of recycled materials, requiring a higher standard of recycled product in order to gain approval for import into China.

Restrictions on the acceptance of recyclable material may mean changes to collection and sorting methodologies in order to achieve export standards. This may impact the costs associated with recycling.

Also, of concern are the effects of climate change and rising unrest in many countries. International conflict has the potential to disrupt recycling supply chains. As New Zealand has few processing facilities for kerbside recyclables, we are vulnerable should export markets be disrupted.

3.7.4 National waste situation and activities

The 2010 New Zealand Waste Strategy: Reducing Harm, Improving Efficiency (NZWS) is the Government's core document concerning waste management and minimisation in New Zealand.

The two goals of the NZWS are:

1. Reducing the harmful effects of waste
2. Improving the efficiency of resource use

The NZWS provides high-level, flexible direction to guide the use of the legislation, regulation and conventions related to the management and minimisation of waste in New Zealand.

As per section 44 of the WMA we have given regard to the NZWS when preparing their WMMP.

Two national projects have also been taken into consideration. These are intended to assist Councils, business and the public to adopt waste management and minimisation principles in a consistent fashion.

a) National Waste Data Framework Project (NWDF)

The National Waste Data Framework (NWDF) project intends to develop national guidelines for the collection and use of waste data and information. The goals and activities in this WMMP aim to align our data collection and use with the NWDF.

b) National Standardisation of Colours for Bins

Until recently, councils and businesses in New Zealand had used a variety of colours to indicate what waste streams can be placed in what bins. This had the potential to create confusion among residents and increase the likelihood of contamination.

There is now a standardised set of colours for mobile recycling and rubbish bins, crates and internal office bins. The Waikato District will align to these standardised colours with council provided services, and we will encourage private collectors to do the same.

3.7.5 Regional/Sub-regional issues and opportunities:

Significant issues where national, regional or sub-regional co-operation is likely to improve outcomes for councils have been identified as:

a) Shared responsibility for waste / product stewardship

The Waste Minimisation Act 2008 places the greatest responsibility for minimising and managing waste on to local councils. However, councils only control a small part of the waste stream and in order to achieve significant waste minimisation other parties need to share the responsibility.

In particular:

- Manufacturers and distributors of products have the ability to control end-of-life waste at the design and manufacturing stages of the product life-cycle.
- Organisations responsible for product or service provision need to plan for the associated waste requirements at end-of-life e.g. agricultural chemical companies collecting old chemicals for appropriate disposal.
- Regional Council and Central Government have the ability to enforce regulations around appropriate storage and disposal of key materials e.g. tyres.
- Central Government has the ability to implement regulatory mechanisms to control key waste streams at a national level e.g. product stewardship schemes for waste tyres, agricultural chemicals, e-waste; or other regulation such as bottle deposit schemes.

Council will have greater influence achieving shared waste responsibility, regulation or product stewardship by presenting a unified voice and working with other responsible organisations including Central Government, Regional Councils, Local Authority Shared Service (LASS), Regional Special Interest Groups (SIG's), industry groups, DHB's and the community.

b) Consistent education & engagement

Providing consistent messaging across the region will support education and behaviour change outcomes. As communities often cross district and city boundaries, consistent education and engagement messages are more effective if implemented over a wider area.

Particular issues in this area include:

- A community lack of knowledge on how to minimise waste, what materials can be recycled, and what services are available for recycling.
- A lack of co-ordination between industry groups, regional council, local councils and waste service providers in the provision of waste messaging and infrastructure/service provision.
- A lack of markets for reclaimed materials. Although some waste materials can be recovered, there may not be a market for the end product. The barriers to market

development have not been identified, and therefore it is not clear where efforts could be focused to remove barriers, promote markets for recycled products to consumers and therefore increase the value of recoverable waste materials.

c) Infrastructure capacity

There are gaps in our knowledge of what waste infrastructure will be required regionally in the future, and whether there will be sufficient capacity for future demand. This is particularly relevant if additional services are likely to be developed (e.g. food waste, landfills or transfer stations).

Waste infrastructure planning may need to start ten or twenty years prior to requirements and is likely to have a high cost associated with development. Therefore, identifying future requirements is a key issue and it is important to identify what may be needed, who may be involved in supplying the infrastructure (public vs private) and the potential funding mechanisms for any facilities (e.g. landfills).

In order for facilities to be financially viable in the long term a minimum volume of material is often required. Smaller councils may not be able to guarantee such volumes, making local facilities financially unviable. Regional development of infrastructure may enable sufficient volume of material to achieve viability.

d) Inconsistent services and data hinder joint working and shared services

While councils in the Waikato and Bay of Plenty area generally recognise that collaboration and developing shared services may lead to improved outcomes and cost savings in service provision, variability in services and data capture can hinder joint working.

For example, a sub-regional and regional contract for a waste service could potentially return costs savings to all participating councils. However, across the region councils may have different methods of provision (council provided vs private services), containers (bags vs MGB's vs crates), collection frequencies (weekly vs fortnightly) and different funding mechanisms (user pays vs rates funded). Similarly identifying regional waste volumes can be challenging as different councils collect data and information on different waste streams, using variable methodologies.

Aligning services and data is not an activity that can occur quickly, due to the length of some waste contracts. However, a long-term aim to align services would assist in this process.

3.8 Tangata whenua worldview of waste management

Our tangata whenua seek to ensure that waste management is best practice and manages the social, cultural, spiritual, economic, and environmental effects of waste. This Waste Plan is in alignment with this view.

3.9 How do we know all this?

This Waste Management and Minimisation Plan is based on a Waste Assessment (WA) completed in February 2018. A WA is a snapshot of waste flows, volumes, services and facilities provided by both Council and private operators.

The development of a Waste Assessment is a legislative requirement under Section 50 of the Waste Minimisation Act 2008 (WMA). The Waste Assessment sets out the information necessary to identify the key issues and priority actions that will be included in the WMMP.

The 2018 Waste Assessment is attached in Appendix 3 and details:

- a description of the collection, recycling, recovery, treatment, and disposal services provided within the district
- a forecast of future demands
- a statement of options
- a statement of the councils intended role in meeting demands

- a statement of the council's proposals for meeting the forecast demands
- a statement about the extent to which the proposals will protect public health, and promote effective and efficient waste management and minimisation.

The Waste Assessment also sets out more detail on the plans, policies and legislation we have taken into account in the development of this WMMP.

4.0 How well did we do in the last WMMP?

The lack of accurate data from private waste operators makes it difficult to assess the exact quantities of waste – both during the development of the first WMMP and the development of the 2018 WMMP.

Indications are that per capita waste to landfill volumes have increased by approximately 47% compared to 2012. While kerbside refuse has decreased in some council areas, the overall trend for councils and private services combined is an increase.

Recyclable material recovered appears to have increased from 0.03 per capita to 0.05 – a 67% increase compared to 2012. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

For both waste to landfill and diverted materials, 2012 figures were estimates based on audits and regional reports, whereas 2017 figures are based on data obtained via voluntarily provision from operators. In addition, 2017, some waste streams were included in the assessment, which were not included in 2012.

The significant increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as kerbside recycling has expanded, markets have opened and private operators have moved to exploit these opportunities.

4.1 Future demand

The factors likely to impact future demand for waste minimisation and management are include:

- Overall population growth
- Economic activity
- Changes in lifestyle and consumption
- Changes in waste management approaches

In general, the factors that have the greatest influence on potential demand for waste and resource recovery services are population and household growth, construction and demolition activity, economic growth, and changes in the collection service or recovery of materials.

The population of Waikato District is projected to grow 27.5% by 2033, with 22.2% of the population aged over 65 years of age by that time (compared to 12.2% in 2013).

This population change, along with expected economic growth, are likely to drive moderate increases in the amount of waste generated, but no dramatic shifts are expected. The biggest changes in relation to waste demand is likely to come through changes within the waste industry, with economic and policy drivers leading to increased waste diversion and waste minimisation.

In order to achieve effective and efficient waste management and minimisation, an assessment of what could change and what services and facilities would be needed was undertaken as part of the 2017 Waste Assessment. The following potential issues for the Waikato District were identified:

- Insufficient systems in place for obtaining waste data from private operators in the District
- Increasing population affecting waste streams and waste reduction messaging
- Infrastructure to manage increased quantities and some waste streams may be insufficient to meet future demand
- Potential for improved services targeting the rural sector and C&D waste
- Opportunities for improved sub-regional, regional and national collaboration to achieve reduction and minimisation of waste
- Insufficient leadership from central government to address national waste issues

The Actions in this WMMP are anticipated to address these issues and meet future demand for waste services and facilities, to the extent possible within regional, national and international influences; and while ensuring effective and efficient use of council funds.

5.0 Funding the plan

The Waste Minimisation Act 2008 (s43) (WMA) requires that the Councils include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

5.1 Funding local actions

There are a range of options available to local councils to fund the activities set out in this plan. These include:

- Uniform Annual General Charge (UAGC) - a charge that is paid by all ratepayers
- User Charges - includes charges for user-pays services as well as transfer station gate fees²
- Targeted rates - a charge applied to those properties receiving a particular council service
- Waste levy funding - The Government redistributes funds from the \$10 per tonne waste levy to local authorities on a per capita basis. By law 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund - Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects
- Sale of recovered materials - The sale of recovered materials can be used to help offset the cost of some initiatives
- Private sector funding - The private sector may undertake to fund/supply certain waste minimisation activities, for example in order to look to generate income from the sale of recovered materials etc. Council may look to work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number factors including:

- Prioritising harmful wastes;
- Waste minimisation and reduction of residual waste to landfill;
- Full-cost pricing - 'polluter pays';
- Public good vs. private good component of a particular service;

² Most councils in the region own transfer stations and or landfills and are able to set the fees at these facilities and can derive income from these activities. In accordance with s46 (2) of the Act, the Councils can charge fees for a facility that are higher or lower than required to recover the costs to provide the service, providing the incentives or disincentives will promote waste minimisation.

- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs;
- Protection of public health;
- Affordability; and cost effectiveness.

The potential sources of funding for each of the actions are noted in the tables in Part B of the WMMP. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long-Term Plan processes. The approach taken will be to implement as many of the activities as possible while controlling costs and, where possible, taking advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this WMMP will be able to be achieved without overall additional increases to the average household cost.

5.2 Funding regional, sub-regional and national actions

There are a range of waste issues that make sense to collaborate on at a sub-regional, regional or national level where efficiencies can be made through collaborative funding. These include:

- Regionally aligned data collection and reporting systems
- Regionally compatible funding and management models
- Regional consolidation and analysis of data
- Delivery of sub regional, regional, national education initiatives
- Development of regionally consistent bylaws
- Monitoring, reporting, and coordination of regional efforts including the development of future Waste Assessments and WMMPs
- Investigation of regional and sub-regional projects e.g. Joint organic waste management measures; infrastructure; joint litter & illegal dumping management measures or behaviour change programmes

Each Council will provide funding towards agreed regional projects through their Annual and Long-Term Plans. Delivery of each regional project and management of associated regional project budgets will be the responsibility of Waikato Regional Council or a Project Lead Council, who will have agreed guidelines for oversight of the project and responsibility for spending.

Projects will be chosen based on an agreed criterion for funding of regional initiatives.

5.3 Waste levy funding

Council receive, based on population, a share of national waste levy funds from the Ministry for the Environment. It is estimated that at the current rate of \$10 per tonne our council's total share of waste levy funding will be approximately \$255,184 per annum.

The WMA requires that all waste levy funding received by Councils must be spent on matters to promote waste minimisation and in accordance with their WMMP.

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used on education and communication, services promoting and advocating for waste minimisation, policy research and reporting, to provide grants, to support contract costs, or as infrastructure capital.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan – including participating in regional, sub-regional and national activities.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

6.0 Monitoring evaluating and reporting progress

The Waikato District Council Infrastructure Committee will oversee the development and implementation of the WMMP. The Committee is scheduled to meet seven times per year, or more frequently as required. Review of progress and decision making in respect to the WMMP and its implementation will be considered by the Committee as required. Approval for projects with budget implications may be considered at full council meetings.

Two of the actions will contribute to the development of a set of standard indicators for reporting purposes. These are:

- Introduce a Solid Waste Bylaw & licensing system for operators and facilities, aligning with the regional template developed by WRC
- Introduce a waste data collection and monitoring system for council services that is in alignment with the Waste Data Framework and in alignment with the licensing system

Specific metrics for each action will be developed and agreed as part of their implementation.

Part C: Supporting information

A.1.0 Glossary of Terms

See Waste Assessment – Appendix 2

A.2.0 Waste Assessment

Attached

DRAFT

Waikato District Council Waste Assessment

February 2018

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PREFACE

The Waste Assessment (WA) is a technical document. The key purpose of the WA is to present a clear picture of what happens with waste in the Waikato District area, what forces are driving current behaviours and outcomes, and to highlight the key issues and the basic options for addressing those issues.

This document is based on the Waste Assessment Template developed for the Councils of the Waikato and Bay of Plenty regions, and includes reference material from a number of sources.

Issue		Author	Reviewer	Date
1	Version 1	Sandra Murray	Medical Officer of Health	04/01/2017
2	Version 2	Sandra Murray	Patricia Cronin	27/01/2018
3	Final	Sandra Murray	Karl Pavlovich	08/02/2018

Contents

Part 1 - Executive Summary	5
Part 2 - Introduction	6
2.1 What is the purpose of the Waste Assessment?	6
2.2 Legislative Context	6
2.3 Scope.....	7
2.4 Strategic Context – National	8
2.5 Local and regional context.....	11
2.6 International considerations	16
2.7 General data limitations, completeness and assumptions	16
Part 3 - The waste problem	18
3.1 How much waste is going to landfill from the WDC area?	18
3.2 How much is being recycled or diverted from landfill.....	26
Part 4 - Waste infrastructure.....	28
4.1 Key issues related to waste infrastructure	28
4.2 Waste to land	28
4.3 Reuse, recycling, recovery and disposal facilities	30
4.4 Assessment of infrastructure and council role	33
Part 5 - Waste services.....	34
5.1 Key issues related to waste services in Waikato District.....	34
5.2 Council-provided waste services	34
5.3 Funding for council-provided services	40
5.4 Non-Council Services	40
5.5 Sustainable procurement and community benefits	42
Part 6 - Review of the 2012-2018 WMMP	44
6.1 Objectives of 2012-2018 WMMP	44
6.2 2012 WMMP Targets.....	45
6.3 Key Issues of 2012-2018 WMMP.....	46
6.4 Review of Actions.....	47
6.5 Summary of progress	51
6.6 New Guidance.....	51
Part 7 - Future demand and gap analysis.....	52
7.1 Waikato District Council area.....	52
7.2 Future Demand	52

7.3 Gap Analysis - Future Demand.....	57
Part 8 - Options.....	61
8.1 Key issues to be addressed by the 2018 – 2024 WMMP.....	61
8.2 Options: Data & regulation	61
8.3 Options: Collection services.....	67
8.4 Options: Infrastructure.....	72
8.5 Influence and partnerships.....	74
8.6 Summary table of potential scenarios	77
Part 9 - Statement of Council’s Intended Role	79
9.1 Statutory Obligations and Powers.....	79
9.2 Overall Strategic Direction and Role.....	79
Part 10 - Statement of Proposals	80
10.1 Statement of Extent.....	80
A.1.0 Medical Officer of Health Statement.....	81
A.2.0 Glossary of Terms.....	84
A.3.0 Area map of council services	88
A.4.0 National Legislative and Policy Context	89
A.5.0 International commitments	96
A.6.0 Table of Tables.....	97
A.7.0 Table of Figures	98

PART I - EXECUTIVE SUMMARY

Waikato District generates an estimated 52,182 tonnes of waste to landfill each year (excluding farm waste) - an average of 750kg per person every year.

Indications are that per capita waste to landfill volumes have increased by approximately 47% compared to 2012. This is higher than with national trends, with a national increase of 20% waste to landfill in the past three years. However, the difference is largely due to changes in the type and amount of waste data we now collect compared to 2012.

In addition, an estimated 112,662 tonnes of rural (on-farm) waste is estimated to be generated in the District (47% of waste).

Based on data obtained from council services and private waste operators, an estimated 71,000 tonnes of material were diverted from landfill (e.g. through reuse, recycling or composting) in the 2016-2017 year. This equates to around 1,020 kg diversion per person per year. Recyclable material recovered appears to have increased from 0.03 per capita in 2012 to 0.05 in 2016 – a 66% increase. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

However, some caution should be noted as data collection from private waste operators is voluntary, and data quality was low for some operators. Estimates of volumes have been made for some private operators.

Key opportunities for Waikato District are to:

- Review waste services to ensure council are able to meet their waste minimisation objectives, particularly around data on waste flows and effectiveness of waste minimisation initiatives
- Introduce of a waste operator and facility licencing system to increase Councils access to waste flow information, and improve control over waste flows within the District.
- Introduce cost effective waste minimisation by supporting community-based resource recovery activities that promote a zero-waste approach to living – this is likely to include the development of new resource recovery facilities.
- Work with other councils in the region to introduce education programmes, investigate regional facilities and share services (where appropriate)
- Investigate rural waste needs and consider ways to encourage on-farm waste minimisation and resource recovery

Without improving access to waste data, resource recovery facilities and increasing the level of influence council has over waste flows, Waikato District may face cost increases for services and difficulty meeting future resident demand for improved services.

PART 2 - INTRODUCTION

2.1 What is the purpose of the Waste Assessment?

The key function of the Waste Assessment is to form a clear picture of waste flows and management options in the District. It will provide the foundation for Council to update its Waste Management and Minimisation Plan (WMMP) in an informed and effective manner.

It is a technical document that presents as clear a picture as possible of what happens with waste in the Waikato District, what forces are driving current behaviours and outcomes, and from that to highlight the key issues and the basic options for addressing those issues.

2.2 Legislative Context

2.2.1 Waste Minimisation

The principal solid waste legislation in New Zealand is the Waste Minimisation Act 2008 (WMA). The stated purpose of the WMA is to:

“encourage waste minimisation and a decrease in waste disposal in order to

- (a) protect the environment from harm; and
- (b) provide environmental, social, economic, and cultural benefits”.

To further its aims, the WMA requires Territorial Authorities (TAs) to promote effective and efficient waste management and minimisation within their district. To achieve this, all TAs are required by the legislation to adopt a WMMP.

The WMA requires every TA to complete a formal review of its existing WMMP at least every six years. The review must be consistent with the following WMA sections:

- Section 44 of the WMA requires councils to consider the waste hierarchy, ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; have regard to the New Zealand Waste Strategy. Councils must have regard to their most recent Waste Assessment when developing a WMMP and use a special consultative procedure to consult with the public.
- Section 50 of the WMA also requires all TAs to prepare a ‘waste assessment’ prior to reviewing its existing plan.
- Section 51 of the WMA outlines the requirements of a waste assessment, which must include:
 - a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority’s district
 - a forecast of future demands
 - a statement of options
 - a statement of the territorial authority’s intended role in meeting demands
 - a statement of the territorial authority’s proposals for meeting the forecast demands
 - a statement about the extent to which the proposals will protect public health, and promote effective and efficient waste management and minimisation.

This document has been prepared in fulfilment of that requirement.

Further detail on key waste-related legislation is contained in Appendix A.3.0.

2.2.2 Public Health

Protecting public health is one of the original reasons for local authority involvement in waste management. Protection of public health is currently addressed by a number of legislative enactments, including Health Act 1956 and Health and Safety at Work Act 2015.

The Health & Safety At Work (Regulations) 2016 provide added emphasis on workplace health and safety under the Health and Safety at Work Act 2015. This legislation and the associated regulations impact on the choice of collection methodologies and working practices and the design of waste facilities.

Further discussion of the implications of the legislation is contained in Appendix A.3.0.

2.3 Scope

2.3.1 General

The WMA requirements for the waste assessment means that it must take into consideration all waste and recycling services carried out by private waste operators as well as Waikato District Council services.

While Council has data on the waste flows that it controls, data on services provided by private industry is limited. Reliable, regular data on waste flows is important to allow Waikato District Council to plan for the future and to include waste reduction targets in their WMMP.

In preparing this document, reference has been made to the Ministry for the Environment's 'Waste Management and Minimisation Planning: Guidance for Territorial Authorities'.

2.3.2 Period of Waste Assessment

The WMA requires WMMPs to be reviewed at least every six years. This Waste Assessment was developed between August 2017 - February 2018 and informs the 2018-2024 WMMP process.

2.3.3 Consideration of Solid, Liquid and Gaseous Wastes

This Waste Assessment, and the subsequent WMMP, is focused on solid waste, biosolids and special wastes that are managed through solid waste facilities.

Solid wastes include all solid waste material that is disposed of to land or diverted from land disposal, for example general municipal waste and recyclables.

Special wastes included in this WA include sewage millscreenings from the Council's wastewater treatment plant and road sweepings.

Liquid and gaseous wastes (such as refrigerant gases and LPG) are not included except where they interact with solid waste systems.

2.3.4 Consideration of Public Health

Public health issues are dependent on the local context and actions taken. As well as meeting the legislative requirements the key issues that are likely to be of concern in terms of public health include the following:

- Population health profile and characteristics
- Management of putrescible wastes
- Management of nappy and sanitary wastes
- Potential for dog/seagull/vermin strike
- Timely collection of material
- Locations of waste activities

- Management of spillage
- Litter and illegal dumping
- Medical waste from households and healthcare operators
- Storage of wastes
- Management of biosolids/sludges from WWTP
- Management of hazardous wastes (including asbestos, e-waste, etc.)
- Private on-site management of wastes (i.e. burning, burying)
- Closed landfill management including air and water discharges, odours and vermin
- Health and safety considerations relating to collection and handling
- Stockpiling of wastes

Some systems may exacerbate the problem, such as infrequent collection, user-charges, inconveniently located facilities etc. However, in most cases, public health issues will be able to be addressed through setting appropriate performance standards for waste services. It is also important to ensure performance is monitored and reported on and that there are appropriate structures for addressing issues that arise.

This WA and the WMMP will give consideration to public health impacts, with particular consideration of the potential effects on vulnerable groups. Where identified, planning will aim to anticipate, avoid or mitigate issues.

2.4 Strategic Context – National

The following national and international strategies, projects, reviews and plans have been taken into consideration in the preparation of this Waste Assessment.

2.4.1 Review of the effectiveness of the Waste Disposal Levy 2017

For the review period of 1 July 2013 to 30 June 2016, levied waste disposal facilities received a total of 10,681,295 gross tonnes of waste. From this, 1,207,786 tonnes of material were diverted, leaving total net waste to landfill at 9,473,509 tonnes.

Total gross tonnage of waste increased by 16.4% from the 2014 review, while the quantity of waste diverted decreased by 6.3%. As a result, the total net tonnage disposed to levied landfills has increased by 20.1% since the 2014 review¹.

	2010/2013	2013/2016	Difference	% Increase/decrease
Total gross tonnage	9,178,592	10,681,295	1,502,703	16.4%
Total diverted tonnage	1,288,766	1,207,786	-80,980	-6.3%
Total net tonnage to levied landfills	7,889,826	9,473,509	1,583,683	20.1%

Table 1 Total gross, diverted and net tonnages of waste at levied waste disposal facilities

¹ Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

Net waste to levied landfills has increased every year since the levy was introduced (except for 2012). New Zealanders are now producing about 734kg of levied waste per person annually.

The 2017 review also identified that only 11% of consented waste disposal facilities were levied. The report noted “annual levied waste is increasing, indicating that the levy is not currently achieving its objective. Added to this, the majority of New Zealand's waste disposal facilities are exempt from the levy and no data is available about the waste that is disposed at these facilities”.

The Ministry² intends to:

- Develop a clear vision, strategy and set of outcomes for the future direction of the waste disposal levy. Develop an aligned approach to invest funding into projects that are targeted, measurable and provide the greatest returns (over 2 years).
- Invest in developing a national waste data collection and evaluation framework that targets key information to prioritise waste issues and measures effectiveness of the waste disposal levy (over 3 years).
- Develop and implement a staged approach to applying the waste disposal levy across additional classes of landfills and assess the role of a differential rating system (over 5 years).

2.4.2 New Zealand Waste Strategy

Section 44 of the WMA requires councils to have regard to the NZWS when preparing their WMMP.

The 2010 *New Zealand Waste Strategy: Reducing Harm, Improving Efficiency* (NZWS) is the Government's core policy document concerning waste management and minimisation in New Zealand.

The two goals of the NZWS are:

1. Reducing the harmful effects of waste
2. Improving the efficiency of resource use

The NZWS provides high-level, flexible direction to guide the use of the legislation, regulation and conventions that relate to the management and minimisation of waste in New Zealand. These conventions are set out in Section A.5.0.

The flexible nature of the NZWS means that councils are able to decide on solutions to waste management and minimisation that are relevant and appropriate to local situations and desired community outcomes.

For the purpose of this Waste Assessment, the council has given regard to the NZWS and the current WMMP.

2.4.3 International Commitments

New Zealand is party to the following key international agreements:

1. Montreal Protocol – to protect the ozone layer by phasing out the production of numerous substances
2. Basel Convention – to reduce the movement of hazardous wastes between nations
3. Stockholm Convention – to eliminate or restrict the production and use of persistent organic pollutants

² Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

4. Waigani Convention – bans export of hazardous or radioactive waste to Pacific Islands Forum countries

2.4.4 National Projects

A number of national projects are underway, aimed at assisting TAs, business and the public to adopt waste management and minimisation principles in a consistent fashion.

(a) National Waste Data Framework Project

The National Waste Data Framework (NWDF) project, led by WasteMINZ³ sets out a consistent methodology for the collection and categorisation of waste data.

The first stage of the Framework includes data on waste disposed of at levied disposal sites (Class 1 landfills) and information on waste services and infrastructure as well as other areas where practicable. Subsequent stages of the Framework will include more detailed data on diverted materials and waste disposed of at non-levied disposal sites. The Framework will only be successful if it is widely adopted and correctly applied. The implementation report clearly sets out a range of options to move the Framework forwards.

The Council intends to be a part of the implementation of the NWDF by using the categories and terminology of the Framework in the Waste Assessment and the forthcoming WMMP.

(b) National Standardisation of Colours for Bins

In October 2015 WasteMINZ, the Glass Packaging Forum, and councils around New Zealand agreed on a standardised set of colours for mobile recycling and refuse bins, crates and internal office bins⁴.

The recommended colours are:

Bin bodies	For 240 litre and 120 litre wheeled bins, black or dark green should be used. These colours maximise the amount of recycled content used in the production of the bins.
Red	refuse
Yellow	commingled recycling (glass, plastic, metal and paper combined)
Lime green	food waste and food waste/garden (referring to green) waste combined
Dark Green	garden waste
Light Blue	commingled glass collections (white, brown, green glass combined)
Grey	paper and cardboard recycling

Table 2 Recommended bin and bin lid colours for MGB's

It is intended that any services provided or funded by Waikato District Council will comply with this National Standard.

³ WasteMinz is the largest representative body of the waste, resource recovery and contaminated land sectors in New Zealand

⁴ More information is available from WasteMINZ - <http://www.wasteminz.org.nz/sector-groups/behaviour-change/standardising-the-colours-of-mobile-waste-and-recycling-containers/>

2.4.5 Emissions Trading Scheme⁵

The Climate Change (Unique Emissions Factors) Amendment Regulations 2010 require landfills to surrender New Zealand Emissions Units (NZUs) for Carbon-dioxide equivalent gases (CO₂-e) generated and released into the atmosphere. Landfills are required to surrender units only for methane that is released, not for CO₂, as CO₂ is considered biogenic (part of the natural carbon cycle). The regulations required landfills to begin reporting from January 2012, and to surrender emissions units from January 2013.

The purpose of the ETS is to impose a cost on greenhouse gas generating activities, and provide a market-based incentive to invest in low carbon or carbon reducing activities. In the case of waste management, the ETS should provide an incentive to reduce the amount of biodegradable waste going to landfill as well as encourage better management of landfill methane through landfill gas capture and destruction. How effective this incentive will depend on the price of carbon.

Reviews in 2013, and again in 2016 caused changes to the Act; and it is likely that further changes will be implemented over the next two years as the government elected in 2017 campaigned on climate change policies.

Landfill operators are passing on ETS charge to waste, as well as other related costs such as administration and scheme compliance costs, and risk premiums.

The ETS regulations allow for landfills to reduce their ETS liabilities by applying for a Unique Emissions Factor (UEF). There are two types of UEFs:

- If a landfill captures and destroys methane generated in a landfill through a gas capture system, they can reduce their liabilities in proportion to the amount of methane captured and destroyed by applying for a methane capture and destruction UEF (up to 90% capture and destruction is allowed to be claimed under the regulations).
- Where a landfill can show that they accept less biodegradable waste than is assumed by the default emissions factor they can apply for a 'waste composition UEF'. This means they can then surrender NZUs based on the lower level of emissions they are estimated to generate.

ETS exposure for Waikato District Council is indirect. Landfills compete for tonnage not only against other proximate facilities but against other recovery options. The extent to which landfills pass ETS costs on will determine the extent of exposure for council. Disposal contracts are usually negotiated where there is a council service contract, and ETS costs should be specifically set out in such contracts.

2.5 Local and regional context

The actions and objectives identified in this Waste Assessment reflect, intersect with, and are expressed through other Waikato District Council and regional planning documents.

Key planning documents and waste-related goals and objectives that have been taken into consideration include:

2.5.1 Waikato District 2015-2025 Long Term Plan

⁵ Service Review: Analysis of Current Services (April 2014); Eunomia

The Long-Term Plan (LTP) sets out the following Community Outcomes & Goals:

People

We will develop and maintain relationships and partnerships and provide accessible services, facilities and activities that create a supported, healthy, safe and engaged community.

Economy

We will promote sustainable growth, maintain accessible, safe and connected infrastructure and services, create an attractive business environment and provide sound financial governance.

Energy

We will provide active leadership, empowerment and collaboration in our business environment and we will effectively and sustainably manage natural resources.

The LTP also sets out levels of service for waste services.

Community Outcomes	Level of Service	Performance Measure	Performance Target□ 2017/18	Performance Target□ 2018-25
To ensure communities are well informed about the effects of waste and opportunities they have to reduce waste.	Information on Councils waste and recycling services is available to communities	The percentage of schools in the district that receive solid waste education.	55%	55%
To ensure that our waste and recycling services are efficient and effective and protect our natural environment.	Refuse and recycling services are convenient, reliable and efficient.	The number of times that bags or bins are missed in Council's kerbside collection	<200 per annum	<200 per annum
		The percentage of kerbside collection complaints that are resolved within agreed timeframes.	97%	97%

Table 3 Waste Levels of service (LTP)

2.5.2 Waikato District Plan

WDC are reviewing the District Plan through the same time period that this Waste Assessment is under development. The draft District Plan is expected to be notified for public submission during the first part of 2018.

2.5.3 Future Proof Strategy

Future Proof is a growth strategy specific to the Hamilton, Waipa, and Waikato sub-region and has been developed jointly by Waikato District Council, Waikato Regional Council, and Waipa and Waikato District Councils, as well as Tangata Whenua, the NZ Transport Agency (NZTA) and Matamata-Piako District Council.

The Future Proof growth strategy aims to manage growth in a collaborative way for the benefit of the Future Proof sub-region both from a community and a physical perspective. The growth strategy provides a framework for ongoing co-operation and implementation. This will ensure

the costs and resources required to fund and manage infrastructure such as transport, wastewater, stormwater, recreation and cultural facilities are provided for.

Population figures in this Waste Assessment are taken from the Future Proof Strategy: Planning for Growth 2017 (2016: households= 24,892; population = 69,887).

2.5.4 Waikato Regional Policy Statement

The Regional Policy Statement looks 100 years into the future. This accords well with the purposes of sustainable management of our natural and physical resources, and meeting the reasonably foreseeable needs of future generations. It recognises the long life of community infrastructure, including the fact that many critical infrastructural elements in the region are either the same structures or have been in the same location for the last century. Additionally, the effects of current activities are projected to take many years for their full impacts to be realised.

2.5.5 Waikato-Tainui Environmental Plan

The Waikato-Tainui environmental plan provides high-level guidance on Waikato-Tainui objectives and policies, with respect to the environment, to resource managers, users and activity operators, and those regulating such activities, within the Waikato-Tainui rohe. With regard to waste management the following objective and policy are particularly relevant:

Objective - liquid, solid, and hazardous waste

26.3.3 Liquid, solid, and hazardous waste management is best practice and manages social, cultural, spiritual, economic and environmental effects.

Policy – liquid, solid and hazardous waste

26.3.3.1 to ensure that liquid, solid and hazardous waste management is best practice and manages social, cultural, spiritual, economic, and environmental effects.

Method

(a) the full life cycle of waste from generation to assimilation/disposal is considered in developing waste management strategies.

(b) Manage waste including solid, liquid, gas, and sludge waste, according to the following hierarchy:

- i. reducing the amount of waste produced (including composting and mulching of green waste);
- ii. reusing waste;
- iii. recycling waste;
- iv. recovering resources from waste;
- v. treating residual waste; and
- vi. appropriately disposing of residual wastes.

2.5.6 Maniapoto Environment Management Plan

Geographically, the Maniapoto Environmental Management Plan (the Plan) covers the Maniapoto rohe, including the areas commonly known within Te Ao Māori as Te Rohe Pōtae and Te Nehenehenui.

It is anticipated that the objectives, policies, and actions in the Plan will inform the review, development and implementation of regional and district plans, policies and strategies. The Plan

is also a tool to support the leadership of Maniapoto at the forefront of exercising kaitiakitanga and rangatiratanga within the Maniapoto rohe.

Part 24.0 – Waste Management, includes three policies and a number of activities.

<i>Policy: 24.2.2.1 Incentives and initiatives to reduce the volume of waste are supported.</i>
Actions
(a) Ensure Maniapoto participation and input to initiatives to reduce waste
(b) Require discharge to land activities associated with solid and hazardous waste and by-products to be effectively controlled and monitored
(c) Incentivise systems that promote waste minimisation or deal with waste as close to point of origin as possible
(d) Promote product stewardship initiatives where the costs of waste disposal are met by product manufacturers (imported materials are taxed to cover eventual disposal costs) and other waste generators at source
e) Promote education initiatives on waste minimisation programmes and zero waste – (see Parakore model)
(f) Support and provide for low waste trading practices, including no packaging supermarkets, farmers' markets and bulk suppliers
(g) Establish accessible community recycling, composting facilities, swap or exchange facility for unwanted items
<i>Policy: 24.2.2.2 Waste disposal facilities are appropriately sited and managed to avoid adverse effects.</i>
Actions
(h) Ensure Maniapoto participation and input to any new proposals for waste facilities and review of existing facilities to avoid any adverse effects on Maniapoto values and interests in a manner
(i) Undertake remedial work at closed landfill sites where leaching of contaminants is occurring, or could occur, to prevent contamination of groundwater, waterways, and coastal waters
(j) Ensure disposal facilities are designed and managed to ensure no leaching to or contamination of the environment
(k) Ensure new waste disposal facilities are sited so as to prevent any impact on wāhi tapu, mahinga kai, kura, marae, urupā
<i>Policy: 24.2.2.2 Unsafe disposal of waste, including hazardous waste and by-products, is eliminated.</i>
Actions
(a) Solid and hazardous waste disposal practices are safe and avoid any adverse effects on Maniapoto values and interests

(b) Enforce regulation of disposal of hazardous products
(c) Promote education initiatives to the public regarding appropriate disposal options for different types of waste
(d) Ensure penalties for illegal dumping provide a significant deterrent
(e) Report, investigate and enforce penalties for illegal dumping

2.5.7 Waikato Waste and Resource Efficiency Strategy 2015-18 (WRES)

The Waste and Resource Efficiency Strategy (WRES) describes how Waikato Regional Council will work with key stakeholders to achieve collective regional waste minimisation objectives.

The Strategy has a vision of: “*working together towards a zero-waste region*”.

Two key goals of the strategy are to:

- protect our communities, land, water and air from harmful and hazardous wastes; and
- encourage resource efficiency and beneficial reuse that creates sustainable, economic growth.

The Strategy also contains ten strategic guiding principles:

1. Prioritising waste prevention and reduction
2. Exploring onshore and sustainable solutions
3. Closed loop or cyclical solutions
4. Recognising kaitiakitanga (stewardship)
5. Keeping the big issues in front of decision makers
6. Supporting the valuable role of community enterprise
7. Working collaboratively with others to share responsibilities
8. Advocating for product stewardship
9. Getting the most from external funding
10. Exploring how to lower barriers to waste minimisation

A Waste Strategy Advisory Group (WSAG) was established and includes representation from industry, local authorities (including HCC), community enterprises, Bay of Plenty Regional Council, and the Ministry for the Environment.

The role of the WSAG is to monitor and review the effectiveness of the strategy, provide feedback, advice, and recommend changes, and to report back to their respective organisations. The group also investigates opportunities for joint working at a regional or sub-regional level.

2.5.8 Cross-regional collaboration

The Bay of Plenty and Waikato regional councils are working together on a number of pan-regional collaborative projects that have been identified as priority actions by the constituent councils.

The areas of collaborative work include:

1. Waste assessments and waste management and minimisation planning
2. Solid waste bylaws, licensing and data
3. Education and communication
4. Procurement
5. Rural waste

Projects are currently under way for the first two of these priorities and there is also ongoing collaborative work among the constituent councils of the two regions on rural waste, tyres and education and communication.

2.5.9 Sub-Regional Waste Awareness Group (SWAG).

Waikato District, Hamilton City, Waipa District and Waikato Regional Councils are working together as part of a Sub-Regional Waste Awareness Group (SWAG). The SWAG, in collaboration with the community, developed and is implementing a Sub-Regional Waste Awareness and Communications Strategy. The strategy has the vision of working together towards a zero-waste region.

Collaborating across the sub-region on waste education programs and campaigns increases efficiencies and broadens the reach of the Councils' engagement and supports all Councils in achieving their waste minimisation objectives.

2.6 International considerations

While they do not immediately impact on Waikato District's waste flows, it is worth noting the potential impact of international activities on New Zealand's waste industry.

Much of the recycling collected in NZ is exported, particularly to Indonesia and China. China has in recent years tightened measures around the acceptance of recycled materials. The most recent initiative, translated into English as "National Sword 2017," targets "foreign waste," including plastics, industrial waste, electronics and other household waste materials⁶. It comes four years after China initiated its Operation Green Fence, an imports-enforcement campaign that required a higher standard of recycled product in order to gain approval for import into China.

Restrictions on the acceptance of recyclable material will mean changes to collection and sorting methodologies in order to achieve export standards. This may impact the costs associated with recycling with some estimates indicating recycling costs could double within the 5-10-year period (regardless of collection methodology).

It is recommended that councils indicate these potential increases to the community. Procurement processes and contracts can be used to make recycling proposals more attractive to contractors and share the risks associated with contamination and cleaning up the recycling. Some councils may start to consider in-house service provision (council owned trucks and staff rather than contracted out services).

Also, of concern is the potential for climate change and rising instability to cause unrest in many countries. International conflict and unrest has the potential to disrupt recycling supply chains. As New Zealand has limited processing facilities for kerbside recyclables, we are potentially vulnerable should export markets be disrupted.

2.7 General data limitations, completeness and assumptions

This waste assessment compiles and analyses available information on waste and diverted materials being generated in Waikato District. It considers future demand for waste facilities and services; and reasonably practicable options available to meet demand, while achieving Council's objectives including waste management and minimisation objectives.

The options considered in this waste assessment will be incorporated into Council's draft WMMP for public consultation, prior to formal adoption and implementation.

⁶ <https://resource-recycling.com/recycling/2017/02/21/china-announces-sword-crackdown-illegal-recyclable-material-imports/>

This document was prepared using information gathered from a variety of sources. While every effort has been made to achieve a reasonable degree of accuracy in this assessment, limitations due to the low-level detail and quality of data available should be noted.

The information obtained in this waste assessment was considered appropriate when giving regard to:

- the significance of the information;
- the costs of, and difficulty in, obtaining the information;
- the extent of the Council's resources; and
- the possibility that the Council may be directed under the Health Act 1956 to provide the services referred to in that Act.

PART 3 - THE WASTE PROBLEM

An estimated 235,844 tonnes of waste are generated in the Waikato District annually, with 47.8% of this being waste estimated to be generated on-farm.

Based on information from collectors and facility operators, an estimated 123,182 tonnes of waste were collected by waste services and facilities and services in the Waikato District in 2016/2017.

Of this amount, 52,182 tonnes (22.1%) were sent to landfill and 71,000 tonnes (30.1%) were recovered for reuse or recycling through resource recovery facilities and collection services. This does not represent all the waste and diverted materials generated in the District as an unknown volume of material is currently collected, re-used, recovered, recycled or disposed of through other means or via facilities out of the District. In addition, provision of information from private waste companies is voluntary, therefore not all information was accessible.

3.1 How much waste is going to landfill from the WDC area?

The identified volumes of waste disposed of to landfill from the Waikato District is summarised in Table 4 below.

Waste disposed of to land	Tonnes (2016/2017)	% of total waste generated (2016/2017)	Tonnes/capita/annum ⁷ (2016/2017)
Levied waste to Class I landfills			
Council kerbside refuse	7,522	3.2%	0.11
General waste to landfill	20,000	8.5%	0.29
Special waste e.g. hazardous and medical wastes	60	0.0%	0.00
Wastewater screenings	24,600	10.4%	0.35
Total waste to landfill	52,182	22.1%	0.75
Waste diverted from landfill			
Council kerbside recycling*	3,631	1.5%	0.05
Other waste (diverted)	67,369	28.6%	0.96
Total waste diverted from landfill	71,000	30.1%	1.02
Total waste collected (waste to landfill + diverted waste)	123,182	52.2%	1.76

⁷ Future Proof population projections

Farm waste disposed of on-site	112,662	47.8%	1.61
Total waste generated	235,844	100.0%	3.37

Table 4 Summary of waste generated in the Waikato District 2016/2017

*Note: does not include food waste collections now in place in the Raglan area.

Waste disposed of to landfill was equivalent to approximately 0.75 tonnes per person; while diversion from landfill equates to approximately 1 tonne per person.

Note: These figures exclude waste to non-levied landfills, as this amount is unknown. It also excludes waste going to the North Waikato Regional Landfill at Hampton Downs, as most material received by this facility is generated out of the District.

Of the information provided, a large proportion of the total waste to landfill is comprised of waste from industrial, commercial and institutional (ICI) sources. While data on the source of waste is poor – ICI waste may comprise approximately 65% of the waste sent to landfill. Potentially, this material may be related to the three large scale waste generators in the District - Affco, Brinks Chickens and Goodman Fielder Quality Bakers. It may be useful for council to undertake further investigation and, potentially, provide educative support for these companies in order to reduce waste to landfill.

However, the reliability of estimate for different types of waste varies. Some waste to landfill data comes unverified from private waste operators, while other waste data and wastewater screening tonnages are verifiable as they have been provided by WDC staff or council contractors.

Information from private operators is also variable in terms of data collection methodology, with some data comprised of estimates of tonnages collected within vs without the area. For example, if a collection truck route includes 40% of customers from within the District – the total tonnages WDC collected will be estimated at 40% of the tonnages collected for that route.

3.1.1 Council kerbside refuse collection

The WDC kerbside refuse service collect approximately 9,140 tonnes of refuse per annum. This is an average of 130kg per person per annum, servicing on average 24,892 households. This is approximately 17% of the total waste to landfill for the Waikato District, although this is likely to be an underestimate as not all residents receive a kerbside service.

Tonnages of refuse collected in the different collection areas within the District vary, this is in part related to the differing number of households in each area.

Council provided refuse services				
Area	Service provider	Number of households charged for service	Annual tonnage collected (approx.)	
Raglan	Xtreme Waste	2,632	1,820	
Central	MetroWaste Waikato	15,741	6,000	

Northern area	Smart Environmental	6,606	1,320
Total refuse (kerbside collections)		24,979	9,140

Table 5 Summary of council refuse service tonnages

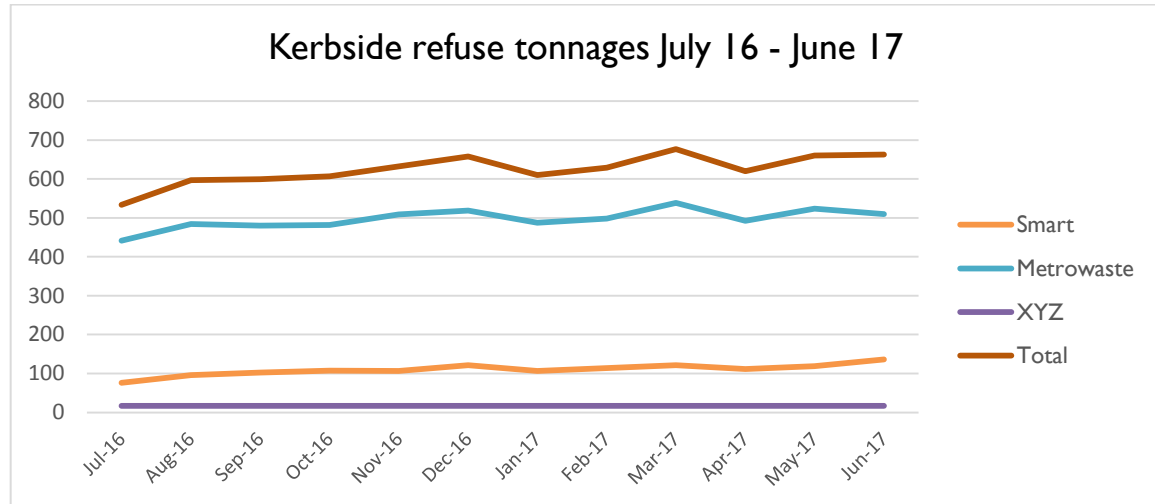


Figure 1 Tonnages of refuse collected from council kerbside collections

The per capita weight of refuse is slightly lower than for similar sized councils in New Zealand. A comparison of the amounts of refuse material collected compared to comparable councils is shown in Table 6 below.

District and year of survey	Kg/capita/annum	Comment
Matamata Piako District 2016	62	Only 66% of properties have kerbside refuse services
Hauraki District 2016	78	Only 73% of properties have kerbside refuse services
Thames Coromandel 2016	131	91% of properties have kerbside refuse services
Waikato District 2016	132	Variable services – bags and MGB bins
Hamilton City 2016	152	a maximum of two bags, not exceeding 60 litres or 20 kilograms

Table 6 Kerbside refuse comparison with other councils

3.1.2 Composition of council kerbside refuse⁸

A compositional audit of council provided kerbside refuse was last undertaken in November 2013 and can be seen in the table below.

Primary category - as % of total	Waikato urban refuse bags	Waikato rural refuse bags	Franklin rural refuse bags	Tuakau 120-litre wheeled bins
Paper	15.9%	17.7%	17.3%	12.8%
Plastics	14.0%	15.9%	14.0%	12.3%
Organics	45.3%	39.7%	38.5%	48.2%
Ferrous metals	2.5%	3.1%	3.2%	3.1%
Non-ferrous metals	0.6%	1.1%	1.1%	1.0%
Glass	3.0%	4.0%	9.8%	2.2%
Textiles	6.1%	5.9%	3.6%	6.1%
Sanitary paper	9.9%	9.3%	8.5%	11.7%
Rubble	0.8%	1.6%	1.5%	0.9%
Timber	0.7%	0.4%	0.4%	0.8%
Rubber	0.1%	0.4%	0.2%	0.5%
Potentially hazardous	1.0%	1.1%	1.7%	0.3%
Refuse set out weight by household	8.37 kg	9.02 kg	11.83 kg	11.22 kg

Table 7 Comparison of kerbside refuse streams

While the compositions of the four kerbside refuse streams were generally similar, both of the rural bag collections contain more recyclable materials and less organic material than the urban collections. Rural households are more likely to compost or use food waste for feeding animals.

In general, urban households in the district set out less refuse than their rural counterparts. However, there is no information as to whether urban and rural households set out refuse with the same frequency. Without being able to compare set out rates, a definitive comparison between set out weights cannot be made. Rural properties may find it less convenient to set out refuse and may do so less frequently.

The average household set out weight for Tuakau wheeled bins was higher than the urban and rural Waikato District refuse bags but lower than the Franklin rural bags. Tuakau households set out the highest weight of sanitary paper, which may be associated with the demographics of the

⁸ Section taken from: Service Review: Analysis of Current Services (April 2014); Eunomia

different areas. A higher proportion of young children usually results in greater quantities of disposable nappies, which are classified as sanitary paper.

An estimate of the composition of council kerbside refuse from 2013 can be seen in the figure below:

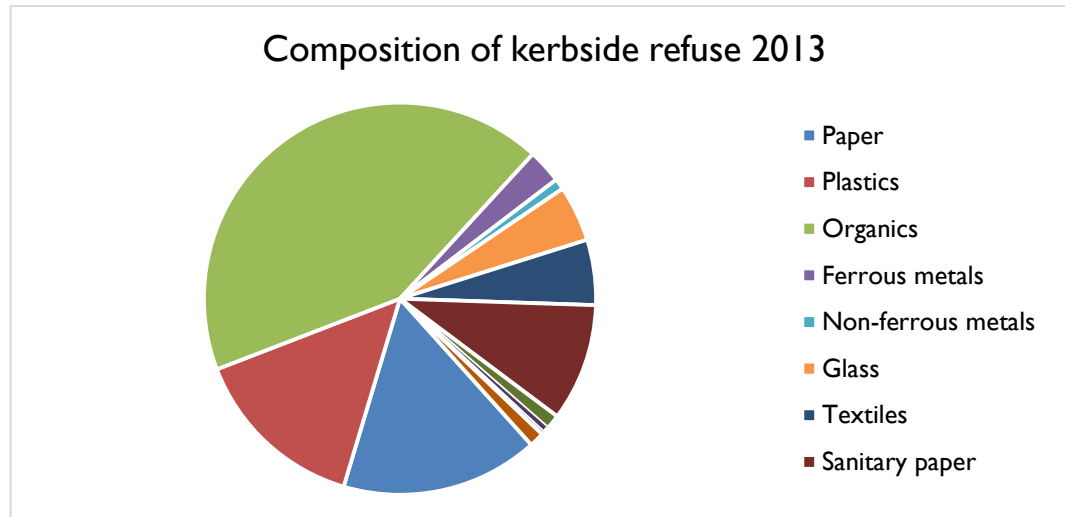


Figure 2 Composition of kerbside refuse 2013

3.1.3 Transfer Stations and other recovery facilities

Transfer stations and other material recovery facilities accept a range of materials such as waste from:

- Construction & demolition (C&D)
- Industrial/commercial/institutional
- Landscaping & earthworks
- Residential
- Special waste e.g. hazardous and medical wastes
- Kerbside waste collections

While it is known that a number of private facilities provide C&D, commercial, landscaping or earthworks disposal – some of these companies did not voluntarily provide data around their tonnages. Therefore, it is not possible to know what proportion of each waste material is being handled by facilities in the District.

3.1.4 Wastewater sludge / biosolids

The sewage sludge in the Waikato district accumulates in ponds, and is de-sludged every 15-20 years. WDC records indicate that approximately 60 tonnes of wastewater screenings are sent to landfill annually.

3.1.5 Road sweepings

Approximately 437 tonnes of road sweepings are collected annually. This material is taken to various disposal facilities including the Waste Management facility in Hamilton, the Envirowaste landfill at Hampton Downs and the Hamilton Organic Centre for composting.

3.1.6 Inorganic collection

Approximately 1000 tonnes of material are collected annually from an inorganic collection provided to parts of the District. All of this material goes to landfill. In 2017 the inorganics collection cost \$285,000 (approximately \$285 per tonne).

3.1.7 Hazardous material

No data is available to identify the volumes of hazardous waste disposed of from Waikato District. Types of hazardous waste collected for disposal include E-waste, medical waste, used oil and oil filters from automotive repairers, commercial hazardous materials disposed of via the private sector and hazardous materials collected by NZTA contractors as part of roadside maintenance.

3.1.8 Farm waste disposed of to land

Waikato District Council has a responsibility to consider all waste generated in the district when planning waste infrastructure and services. This includes farm waste.

The farm waste stream includes materials such as scrap metal, treated timber, fence posts, plastic wraps and ties, crop netting, glass, batteries, and construction and demolition wastes.

The 2014 Rural Waste Surveys Data Analysis: Waikato & Bay of Plenty indicated that over two-thirds of rural waste is organic materials, which the survey found to include animal carcasses and crop residues. The survey identified the three most commonplace rural waste management practices as burning, burial, or bulk storage for an indefinite time.

A comparison of the Waikato/BoP survey with a similar survey carried out in Canterbury indicates data for average tonnages of rural waste is substantially higher in the Waikato / BoP.

Waste Stream	Waikato / BoP survey (tonnes)	Canterbury survey (tonnes)
Average rural waste	31.9	9.3
Average organic/animal waste	3.9	14.0
Average household domestic waste	1.3	0.5

Table 8 Waste generation per farm surveyed in Waikato/BoP and Canterbury⁹

As different farm types create different volumes of waste, NZ Statistics data on farm types specific to the Waikato District, along with average waste volumes for farm type from the national *Rural Waste Risk Assessment and Waste Prioritisation* report have been used as the basis for identifying the volume of farm waste (Table 9 below).

	Dairy		Livestock		Arable		Horticulture	
Number of Farms	747		1326		42		204	
	Average (t)	Total (t)	Average (t)	Total (t)	Average (t)	Total (t)	Average (t)	Total (t)
Inorganic	1.71	1,277	5.96	7,903	1.80	76	3.32	677
Organic	1.17	874	17.08	22,648	0.80	34	17.82	3,635

⁹ GHD Rural waste surveys data analysis Waikato & Bay of Plenty July 2014

Hazardous	6.74	5,035	49.59	65,756	3.42	144	21.92	4,472
Sub-Total (t/farm/annum)	10	7,186	73	96,307	6	253	43	8,784
Total (t/Waikato District)	112,662							

Table 9 Farm waste tonnages for the Waikato District

The 2,319 farms in the District (excluding forestry) are estimated to generate approximately 112,662 tonnes of waste per annum. However, this total includes material such as carcasses which would not normally be considered as solid waste from the council's perspective.

This is an average of 48.5 tonne of waste per farm across the District. However, some farming types create larger volumes of waste than others. For example, livestock farming creates an average of 73 tonnes per farm, while arable farming creates an average of 6 tonne per farm.

Within the livestock category, there is also considerable variation, with piggeries and poultry farming creating considerably more waste than sheep, beef or deer farming (Table 10 below), while horticulture creates high volumes of hazardous waste.

	Inorganic	Organic	Hazardous
Beef cattle (incl. young stock)	0.08	0.2	1.03
Horticulture	3.32	17.82	21.92
Piggery	1.14	3.16	13.07
Poultry	4.03	11.19	18.8
Sheep	0.06	0.2	0.87
Arable	1.8	0.8	3.42

Table 10 Volumes of waste by waste and farm type

It is not currently known how farm waste is being disposed of in the Waikato district. The *Rural Waste Surveys Data Analysis: Waikato & Bay of Plenty* indicates that 80% of farms use a farm dump. Farmers typically burn off a lot of materials in the dump to reduce the volume within the dump and to extend the lifespan of the dump.

In addition, 91% of farms in the Waikato region admitted to having a burn pile, or some form of brazier for waste disposal. All farmers surveyed that used burning had an annual burn off, and at least 50% had two or more burn piles a year (usually coinciding with a change in farming season). All of the farms surveyed also used bulk storage practices.

3.1.9 Large scale waste generators

The Waikato District has three known large-scale waste generators:

- Affco (Horotui)
- Brinks Chickens (Tuakau)
- Goodman Fielder Quality Bakers (Huntly)

Waste material for these is included in the waste volumes for service providers and facilities. Specific details on the waste generated by these companies is unknown. However, based on available information, as much as 65% of Waikato Districts waste to landfill may be related to industrial, commercial and institutional (ICI) sources - including these three large scale waste generators.

3.1.10 Regional waste stocktake

An estimate of the total volume of waste to landfill in the Waikato region is provided in the 2013 report, *Bay of Plenty and Waikato Regions Waste Stocktake; Report for Bay of Plenty and Waikato Regional Councils* summarised in the table below.

Waste Stream	Bay of Plenty	Waikato	Total	% of Overall waste stream
Kerbside refuse	48,192	78,929	127,121 t/annum	35.9%
C&D waste	8,644	16,629	40,578 t/annum	11.5%
ICI waste	26,997	51,937	126,735 t/annum	35.8%
Landscaping waste	4,680	9,004	21,971 t/annum	6.2%
Residential waste	6,657	12,806	31,248 t/annum	8.8%
Subtotal – General Waste	75,427	145,105	220,532 t/annum	62.3%
Special Waste	3,574	2,853	6,427	1.8%
Total	127,193	226,887	354,080 t/annum	100%
Other Land Disposal Sites – Bay of Plenty and Waikato Regions Combined				
Other diverted materials	T/annum		T/capita/annum	
All waste to other land disposal sites	787,000		1.13 tonnes	
Waste other than natural, excavated material	411,300		0.59 tonnes	

Table 11 Tonnage of waste to landfill from Waikato and Bay of Plenty¹⁰

Bay of Plenty and Waikato Regions Waste 2013 Stocktake estimates a total of 354,080 tonnes of waste are disposed of to landfill annually from Bay of Plenty and Waikato Regions. As the tonnage data has been taken from a number of different sources, no specific year has been attached to the figure.

Of the total amount disposed of to landfill, just over one third (35.9%) was kerbside refuse, and a further third was Industrial, Commercial & Institutional (ICI). Construction & Demolition (C&D) waste made up nearly 12% while less than 2% was special waste. The figure for special waste, which primarily includes biosolids, is the least reliable, as the smallest dataset was used for its calculation. The stocktake report also estimates that 787,000 tonnes of material are disposed of

¹⁰ Source: Bay of Plenty and Waikato Regions Waste Stocktake; Report for Bay of Plenty and Waikato Regional Councils; April 2013

at other land disposal sites annually. This is more than twice as much as is disposed of to landfills. Slightly more than half of this waste is other than natural, virgin, excavated materials.

3.2 How much is being recycled or diverted from landfill

Of the total waste collected in the District¹¹, an estimated 56% is reused, recycled, composted or otherwise diverted. Total weights of material recycled or otherwise diverted from landfill in 2016 are shown in Table 12 below:

Waste diverted from landfill	Tonnes	% of total waste collected	Tonnes/capita/annum
Kerbside recycling	3,631	5%	0.05
Other recycling or diversion	65,669	92%	0.94
Composted / vermicomposted	1,700	2%	0.02
Total	71,000	100%	1.02

Table 12 Recycled and diverted material – summary¹²

Of the waste diverted from landfill, 5% was from council kerbside services and 92% from private facilities and services. Only 2% was composted or vermicomposted in either council or private facilities¹².

3.2.1 Council kerbside recycling collections

Recycling tonnages vary across the collection areas due to population differences. Overall approximately 3,631 tonnes of recycling were collected in 2016/2017, with a noticeable upward trend in volumes across the district.

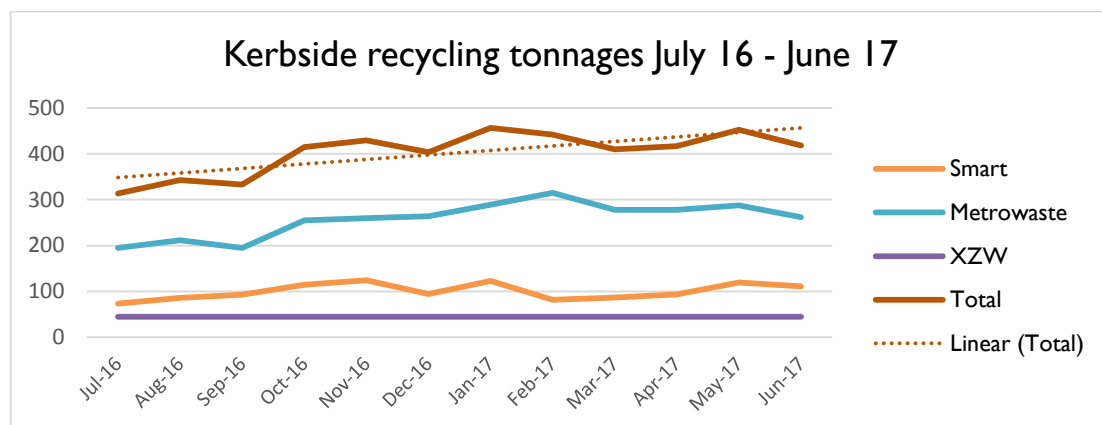


Figure 3 Tonnages of recycling collected from council collections

Note: the Xtreme Zero Waste tonnages are averaged out over 12 months and therefore do not reflect seasonal changes. In addition, the food waste collection trial is not reflected in the figure above. The WDC recycling service accepts plastics 1 and 2 (1-7 in Raglan), glass, steel and aluminium cans; and crates paper and cardboard. This service collected 3,631 tonnes of recyclables in 2016, an average of 52kg per capita per annum.

¹¹ Excluding farm waste

¹² Based on information provided by WDC staff and private operators

3.2.2 Council kerbside food waste collection

While a foodwaste service is now in place in Raglan, it did not commence until August 2017. As the data provided in this Waste Assessment is for the period July 2016 – June 2017, food waste tonnages diverted from landfill are not included.

3.2.3 Private recycling services and facilities

Information from private waste and recycling operators is provided on a voluntary basis. As a result, not all operators provided detailed information of recycling volumes, and there were differences in methodology for how volumes were calculated.

Based on information from council and private operators, approximately 67,369 tonnes of waste were diverted from landfill by private services and non-council services. This is 94% of waste diverted from landfill in the District.

It is unclear what materials are being diverted, although it can be identified that organic material makes up only 2-3% of diverted materials.

PART 4 - WASTE INFRASTRUCTURE

The two regional landfills which receive the bulk of waste generated within the Waikato District are the North Waikato Regional Landfill (located within the District) and Tirohia landfills. Both landfills also accept waste from other parts of the Waikato and Auckland Regions.

There are three transfer stations located in the District, at Raglan, Huntly and Te Kauwhata. A number of council provided drop off points are also available. Two large transfer stations and an organics processing centre are also available in nearby Hamilton City.

WDC provides two drop-off centres for recycling and in outlying areas. These are typically a concrete pad and a shipping container or plastic drums to receive material. These are located at Te Mata, and Te Uku.

4.1 Key issues related to waste infrastructure

- Insufficient resource recovery infrastructure in the District to meet future demand
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.

4.2 Waste to land

4.2.1 Landfills

There does not appear to be a need for a council owned landfill to be developed within the District. While some longer-term planning may be required to ensure the Waikato region as a whole has suitable landfill capacity in the 20-50-year term, this is a discussion more suitable as a private venture or a joint council initiative.

Note: Data and information on the volume and composition of waste being received by landfills outside of the area is provided at the discretion of the landfill owner.

The table below lists the landfills that may receive municipal waste from the Waikato District.

Name & Owner/Operator	Accepts	Location	Capacity and Consent
North Waikato Regional Landfill (EnviroNZ)	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited.	Hampton Downs, Waikato District	Consented to 2030
Tirohia Landfill (Waste Management)	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited. Compostable material is also processed on site.	Tirohia, Hauraki District	Consented to accept 4 million m ³ - approximately 2035

Table 13 Class 1 landfills accessible from Waikato District

(a) North Waikato Regional Landfill (Hampton Downs)

There is one privately owned landfill disposal facility within the Waikato district – North Waikato Regional Landfill (Hampton Downs) owned and operated by EnviroNZ. This landfill receives a high proportion of refuse generated within the district as well as from Auckland and the rest of the Waikato. However, the bulk of material received at Hampton Downs is from outside the district with less than 0.4% of waste coming from within the district.

The Hampton Downs landfill also includes facilities for composting and worm farming - dealing with food waste and green waste from Auckland and Waikato and Tauranga. The food waste and green waste tonnages are growing and is estimated to be at 10k tonnes by mid-2018 due to additional contracts. Bulk scrap steel is also removed from the refuse stream with approximately 20t recycled per annum.

Good monitoring for compliance of resource consents is required for this facility to ensure no material or leachate leaks into the Waikato River; or causes other environmental harm.

(b) Tirohia landfill

Tirohia landfill is located within the Hauraki District Council area, and is owned and operated by Waste Management Ltd.

4.2.2 Closed Landfills

The closed landfills for which the council has ongoing management and monitoring responsibility are located in Huntly, Ngaruawahia, Raglan, Te Kauwhata and Horotiu. The council carries out regular monitoring and inspection of closed landfills to ensure that they are remediated and managed according to the requirements of their resource consents.

Closed Landfill	Status	Consent Number	Expiry
Parker Lane, Tuakau	Consented	950575 – Leachate 950576 – Stormwater 950577 – Air	30 Jun 2035
Kowhai Street, Tuakau	Unconsented	-	-
Elbow Road, Tuakau	Consented	950578 – Leachate 950579 – Stormwater 950580 – Air	31 Jan 2038
Les Batkin Reserve, Tuakau	Unconsented.	-	-
Te Kauwhata	Consented	118817 – Land, water, and air	20 Aug 2029
Huntly	Consented	950586 – Leachate 950587 – Stormwater 950588 – Air	07 Jul 2035
Ngaruawahia	Consent issued but under appeal.	135911.01.01- Landfill gas to Air 135911.02.01 - Leachate	To be confirmed once appeal decided (approx. 2052)
Raglan	Consented	950582 – Leachate 950583 – Stormwater 950584 – Air	31 Dec 2034

Table 14 Summary of closed landfills in the Waikato District

There are also two closed landfills in the district under private ownership – a Department of Corrections facility at Waikeria, and a timber waste landfill in Pokeno.

4.2.3 Cleanfills

Cleanfill sites accepting less than 2500m³ per annum are permitted under the Waikato Regional Council rules and are not required to provide information to the Council on volumes or composition of accepted material. Monitoring of cleanfills is a responsibility of the Waikato Regional Council.

Risks associated with cleanfills are disposal of unsuitable material (i.e. material not defined as appropriate for cleanfill), settlement, slope failure, and erosion.

Typically, cleanfills are not strongly regulated, although the MfE is investigating the need for further regulation of cleanfills, and in general there is a need for more stringent conditions and monitoring of registered cleanfills as there is some evidence that some cleanfills may be accepting municipal waste.

4.3 Reuse, recycling, recovery and disposal facilities

Transfer Stations and drop off points provide a local option for residents and businesses to drop off their refuse and recycling. As most of these facilities are private providers, provision of information on their activities (including tonnages diverted from landfill) is at the discretion of the business owner. Therefore, council is unable to identify the volume of waste managed by private providers.

4.3.1 Xtreme Zero Waste (XZW) - Raglan

Located at 186 Te Hutewai Rd, Raglan, Xtreme Zero Waste is a community enterprise using business as a tool to meet the needs of their community.

They accept a wide range of materials and aim to divert as much material from landfill as possible. They currently divert approx. 75% of material from landfill.

XZW accepts batteries (nickel cadmium (NiCd), nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), car batteries, clean fill, EWaste, fluorescent tubes, farm chemicals, fridges, freezers, washing machines, furniture, paint, silage wrap, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, waste oil and wood. They do not accept asbestos.

XZW is contracted by Waikato District Council to operate the Raglan Resource Recovery Centre, and provide a weekly kerbside collection for refuse and recycling, empty litter bins and provide Zero Waste Education. They are also trailing a kerbside foodwaste service for the Raglan area.

XZW also provides a reuse shop, metal yard and wood yard, E-waste drop-off, business recycling, consultancy and mentoring, waste audits and site tours.

4.3.2 Huntly refuse transfer station

The Metrowaste owned refuse transfer station at 93 McVie Road, Huntly accepts both commercial and residential refuse and recyclables including car batteries, clean fill, E-waste, fridges, freezers, washing machines, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, tyres, waste oil and wood. Charges apply to most waste which comes across the weigh bridge.

All refuse from the facility is disposed of at the North Waikato Regional Landfill at Hampton Downs. The facility does not accept asbestos, household batteries (nickel cadmium (NiCd),

nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), fluorescent tubes, farm chemicals, furniture, paint or silage wrap.

4.3.3 Te Kauwhata refuse transfer station

The Metrowaste owned refuse transfer station at Rata Street, Te Kauwhata car batteries, clean fill, fridges, freezers, washing machines, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, waste oil and wood. Charges apply to most waste which comes across the weigh bridge. All refuse from the facility is disposed of at the North Waikato Regional Landfill at Hampton Downs.

The facility does not accept asbestos, household batteries (nickel cadmium (NiCd), nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), fluorescent tubes, farm chemicals, furniture, paint or silage wrap.

4.3.4 Other nearby recovery and refuse facilities

The following facilities receive material from both the Auckland and Waikato regions, but do not record information on volumes sourced from each council area. Therefore, it is not possible to identify how much material from the Waikato District is disposed of to each facility.

(a) Pukekohe Refuse and Recycling Transfer Station

The Pukekohe Refuse Transfer Station owned by Envirowaste is located just over the boundary with the Auckland region at 10 Austen Place, Pukekohe. While the facility accepts both commercial and residential refuse material, there are no free recycling drop off services. All waste into the facility is charged at the weighbridge and some recyclables are separated out of the waste stream (such as metals). They do not provide services for separate paper or plastics recycling.

(b) Waiuku Zero Waste

Located in the Auckland region, the facility at 5 Hosking Pl, Waiuku Zero Waste Ltd is a charitable company formed by two Charitable Trusts for the purpose of running the Waiuku Community Recycling Centre. The facility accepts most types of waste, including general rubbish, green waste, building materials, recyclable materials.

This centre is run by locals for locals and has a focus on re-using, recycling and upcycling as many items as possible from what is brought to the site. These goods are then sold at the on-site shop.

(c) Lincoln Street TS

The Lincoln St TS (also known as the Hamilton Recovery Park) is situated at 60 Lincoln Street, Frankton. The facility is owned by Hamilton City Council and leased to Waste Management (WM). WM contracts site management to Essential Recycling.

Recycling staff recover significant quantities of materials from the transfer pit. These materials are stored temporarily adjacent to the transfer pit before being aggregated and removed. Re-usable items are transferred to the re-use shop for sale.

(d) Sunshine Ave TS

Sunshine Avenue TS is located at 99 Sunshine Avenue, Te Rapa. The facility is owned and operated by EnviroWaste Services Ltd.

The site comprises a recycling drop-off area, which is available for use at no charge, and a transfer shed, which includes separate drop-off areas for residual refuse and green waste. All vehicles carrying waste must stop at the weighbridge kiosk, where the kiosk operator assesses the load.

Bags and small loads are not weighed, but are charged at a flat rate. Vehicles with trailers and trucks are weighed over the weighbridge entering and leaving the facility and are charged by weight. Vehicles carrying only recyclable materials do not stop at the weighbridge kiosk, but proceed directly to the recycling drop-off area.

Sunshine Ave TS receives primarily commercial waste delivered by commercial waste operators. A relatively small number of residents and small businesses use the facility.

4.3.5 Construction & demolition waste facilities

A range of companies provide residential and commercial construction, deconstruction, dismantling and demolition waste and recycling services in or close to the Waikato District. These include:

- Nikau Group (Nationwide)
- The Green Demolition Co Ltd (Pukekohe)
- Thames Demolition (Kopu)
- Jacob Demolition & Building Supplies (Drury)
- Demolition Traders (Hamilton)

4.3.6 Organic material processing facilities

As well as many of the transfer stations and recycling centres accepting green waste and other putrescible waste, the following facilities specifically process organic material that would otherwise be sent to landfill:

- Envirofert (receives green waste from the Auckland, Waikato and Bay of Plenty regions)
- Lowe Corporation (processing of hides, skins and pelts)
- Hamilton Organic Centre (receives green waste from the Hamilton area).

4.3.7 Hazardous Waste facilities

Hazardous waste comprises both liquid and solid wastes that, in general, require further treatment before conventional disposal methods can be used. The most common types of hazardous waste include:

- Organic liquids, such as those removed from septic tanks and industrial cesspits
- Fuel, solvents and oils, particularly those containing volatile organic compounds
- Hydrocarbon-containing wastes, such as inks, glues and greases
- Contaminated soils
- Chemical wastes, such as pesticides and agricultural chemicals
- Household hazardous waste such as garden or kitchen chemicals, bleaches and glues
- Medical and quarantine wastes
- Wastes containing heavy metals, such as timber preservatives
- Contaminated packaging associated with these wastes.

A range of treatment processes are used before hazardous wastes can be safely disposed. Most disposal is either to landfill or through the trade waste system. Some of these treatments result in trans-media effects, with liquid wastes being disposed of as solids after treatment.

A small proportion of hazardous wastes are 'intractable', and require exporting for treatment. These include polychlorinated biphenyls, pesticides, and persistent organic pollutants.

4.3.8 Other destination facilities for recyclables

Recycling processing facilities which may receive material from the Waikato District include¹³:

- O-I NZ Ltd (paper and cardboard)
- SIMS Pacific (metals, plastics, e-waste)
- Oji Fibre Solutions (fibre board)
- Visy MRF (plastic, paper, cardboard, aluminium, steel cans)
- CHH Fullcircle (paper and cardboard)
- South Waikato Achievement Trust (plastic, paper, cardboard, aluminium, steel cans)
- Envirowaste MRF – Taupo (– plastic, paper, cardboard, aluminium, steel cans)
- Smart Environmental MRF – Kopu (plastic, paper, cardboard, aluminium, steel cans)
- International – China / Indonesia / Jakarta (various)

The term ‘recyclables processing facilities’ refers to material recovery facilities (MRFs). At a MRF, dry recyclables/commodities are sorted and bulked for transport to recycling facilities outside the region for processing.

4.4 Assessment of infrastructure and council role

In general, the collection and processing of dry recyclables/commodities from commercial premises is a mature market, with limited opportunity for expansion. The Waikato region has a particularly wide range of recovered materials processing facilities, particularly for scrap metal, organic wastes, including wood wastes, and to a lesser extent, C&D materials such as concrete.

While there are limited facilities for recycling or reprocessing in Waikato District, access to such facilities currently meet the District’s needs. There may be some need to develop repair, reuse and recycling facilities to meet future demand.

Due to its proximity to the main centres of Auckland and Hamilton; and main transport routes; the Waikato District is generally well placed for access to landfills, transfer stations and recyclable processing facilities.

The main issues for infrastructure are around access to reuse and recycling facilities, for example:

- In the northern area, residents are closer to the Pukekohe Transfer Station (located within Auckland Council’s boundary but only 10km away) than the Te Kauwhata Transfer Station (33 km away). The Pukekohe station provides minimal recycling services. For example, it does not collect paper or plastics for recycling. This limits the ability of northern residents to engage in waste minimisation activities beyond council provided services.
- While the Xtreme Zero Waste facility in Raglan provides a wide range of reuse, recovery and recycling options, other parts of the District have considerably less access to such services, potentially leading to landfill disposal of materials that could be recovered.

Population growth, including migration from areas where waste services are more available, may mean community demand for reuse, recovery and diversion facilities will increase.

¹³ This list is not exhaustive, it is extracted from information provided by the waste operators who provided Waikato District Council with data for this waste assessment

PART 5 - WASTE SERVICES

5.1 Key issues related to waste services in Waikato District

This section of the waste assessment has identified the following as being the key issues related to waste services in the Waikato District Council area:

- Increasing quantity of waste to landfill
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management
- Potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- Potential for greater community partnership, engagement and understanding of waste issues

In addition to the above issues, there is potential for Waikato District Council internal roles, responsibilities and systems to be streamlined to improve:

- Data capture and management across all departments within council
- Efficiency and cost effectiveness
- Councils ability to meet the goals and objective of the 2018 WMMP

5.2 Council-provided waste services

WDC provides a range of waste services including:

- Kerbside refuse and recycling collection services
- A food waste collection service in Raglan
- Recycling drop off points and monthly recycling for the Glen Murray area
- Inorganic collections provided throughout the District excluding the Raglan area where a Resource Recovery centre is available central and south area, and properties that used to be part of Franklin District Council
- Refuse and recycling services are only provided to commercial properties in Tuakau. This is due to the area previously being within the Franklin District Council area, with services continued after the amalgamation of the councils of Auckland into Auckland Council. This service is the same as residential services.

Council services are provided in differently throughout the region. The different service areas are separated into four areas of service – Tuakau, North Waikato, Central and Raglan.

5.2.1 Council kerbside refuse collection service

Council refuse services are provided for residential properties, excluding very rural areas. Approximately check households are eligible for a council service. Commercial properties are not included in council service provision except in Tuakau township.

Council provided refuse services			
	Raglan	North & Central	Tuakau township
Receptacle	Either a 60L or a 25L pre-paid bag	Any bag up to 60 litres and up to 20Kg	120L wheelie bin
Frequency	Weekly in all 3 areas in the district		

Funded	User-pays pre-paid bags 60L and 25L bag options	One pre-paid sticker per bag (RRP \$1.50 per sticker)	Pay-per-lift using pre-paid tag (RRP \$3.00 per tag)
Service provider	Xtreme Waste (Raglan)	MetroWaste Waikato (central and southern most areas)	Northern Area (Smart Environmental)

Table 15 Council provided refuse services

5.2.2 Kerbside refuse market share

Waikato District Council operates part user-pays services for refuse. Residents purchase a pre-paid bag, sticker or tag to ensure their refuse is collected. User pays services are shown to encourage waste minimisation, as residents have to pay for the refuse while the recycling is rate-funded and therefore appears “free.” Ensuring recyclables are removed from the refuse stream reduces the cost of refuse disposal.

Manipulation of the refuse price will theoretically provide greater incentive to divert recyclables from refuse and into recycling services. However, there are several disadvantages observed with a user-pays scheme including:

- If the cost of refuse is too low, it may have insufficient diversionary impact
- If the cost is too high it may encourage illegal dumping
- Reducing the size of the MGB bin provided may have similar results (if MGB’s are provided) without the risk of loss of market share
- If private refuse collectors operate in the area, a competitive market is created. Council services may become economically unviable as councils are not structured to operate in a competitive market.
- Councils ability to encourage diversion of recyclables and compostable material from the refuse stream is reduced with a high uptake of private services.

In order to meet their obligations under legislation councils have few options. These include:

- Ceasing provision of refuse services and allowing the private sector to provide all services. This runs the risk that less profitable areas do not have a service available to them, services are excessively priced or are inconsistently priced. Council subsidisation may be required.
- Introduce a licensing system to ensure private operators meet standards such as consistent service provision, full service provision across the district, provision of data, provision of recycling services as well as refuse services etc
- Make all services rates funded – ensuring sufficient budget to meet legislative requirements.

All three options reduce the ability for council to disincentive refuse disposal via manipulation of refuse disposal price - an option which can only be used if council maintains a high market share while competing in an open user pays market.

Tauranga City Council has recently made the decision to return to rates-funded kerbside collections for Tauranga. They plan to introduce waste, recycling and compostable collections for all households by the 2020/21 financial year to enable and encourage residents to recycle more and send less waste to landfill.

This decision was to enable Tauranga City Council to have greater influence over the range of materials that could be recycled, which was not possible with privately managed services.

It is recommended that Waikato District Council re-evaluate the funding mechanism for the provision of waste services across the District, in order to identify if the current model is financially sustainable, allows maximum resource recovery and diversion from refuse, allows council to obtain data on waste flows and provides best value for ratepayers.

5.2.3 Council kerbside recycling collection service

Council recycling services are provided for residential properties, excluding very isolated rural areas. Approximately 21,700 households are eligible for a council service. Commercial properties are not included in council service provision, other than in Tuakau. In addition, a - monthly recycling drop off service is available currently available to residents in the rural areas in Northern part of District and 2 in Rural Raglan.

Council provided recycling services			
	Raglan	Central and South	Tuakau / Northern Area
Receptacle	Two council provided 55L crates for glass, plastic, tin and aluminium per household. Paper and cardboard placed inside a box, plastic bag or tied with string and placed next to the recycling crate.		
Frequency	Weekly in all 3 areas in the district		
Funded	Rates funded		
Accepted material	Plastics #1-7 Paper. Glass. Aluminium cans and foil. Steel cans	Plastics #1, 2, and 5. Paper. Glass. Aluminium cans and foil. Steel cans	Plastics #1, 2, and 5. Paper. Glass. Aluminium cans and foil. Steel cans
Service provider	Xtreme Waste (Raglan)	MetroWaste Waikato (in most areas)	Smart Environmental

Table 16 Council provided recycling services

5.2.4 Council drop off points and monthly recycling

As kerbside recycling is unavailable in some parts of the District, Council provides drop off points and monthly recycling in rural ex-Franklin District Council and rural Raglan areas:

(a) Monthly recycling collection

- Glen Murray - Glen Murray Hall carpark. First Saturday of each month from 8.30am-12.30pm.

(b) Recycling points

- Te Uku- Located at the back of the Te Uku Store- 3440 SH23
The Te Uku drop off centre is a modified sea freight container which collects separated recyclables and has a place to drop off pre-paid bags. Some difficulties have been identified related to large seasonal volumes, accessibility to the main road, the size of the catchment area and poor responsibility for aesthetics, illegal dumping. The Te Uku community has increased and may now be sufficient to warrant a kerbside collection

rather than the drop off point. The future feasibility of a kerbside service could be evaluated for potential when District-wide service reviews occur.

- Te Mata- Located at the Te Mata School - 778 Te Mata Road.

5.2.5 Food waste collections

Extreme Zero Waste Raglan operate a kerbside food waste service to approximately 2,000 households in the Raglan

The service commenced in August 2017 and is currently funded by council until 2108/19. After this time the community will be consulted regarding the introduction of a targeted rate to fund the service on a continuing basis from 2019/20.

Information on the performance of the service is limited as it has not yet been in operation for a full year. However, it had an initial 30% put-out rate for bins, and collected 860kg of food waste in its first week of operation.



Processing is via a Horizontal Composting Unit (HCU) located at Xtreme Zero Waste in Raglan. The hot-composting process takes 12 weeks and has been designed to handle the average of five cubic meters of food waste anticipated to be collected from the town each week.

5.2.6 Inorganic Collections

An annual inorganic kerbside refuse collection is currently provided to the North, Central and southern areas.

Approximately 1,000 tonnes of material are collected annually from an inorganic collection provided to parts of the District. All of this material goes to landfill. In 2017 the inorganics collection cost \$285,000 (approximately \$285 per tonne).

The inorganic collection is an inefficient and expensive way to service households for bulky waste material. Resources are not recovered from the waste and it is not in alignment with the Waste Minimisation Act 2008, the WDC Waste Management and Minimisation Plan, or the service change consulted on in 2015-16.

It is recommended that council consider changing this services to an alternative service which allows for resource recovery to occur such an on-property collection or additional resource recovery centres. This may be facilitated by a period of phasing out the existing service while introducing recovery services.

However, on-property collections with a phone in service can be costly due to the need for multiple trucks (to collect refuse vs recoverable material); or a sorting facility to pull out recoverable material. Costs involved in customer service to manage the phone in booking aspect can also be prohibitive. Therefore, a sound business case would need to be developed showing how the service could be integrated with other services and facilities in order to meet the goals and objectives of the 2018 WMMP.

Additional resource recovery centres, while expensive to establish, reduce the need for an inorganic collection – and can utilise short-distance pick up services year-round rather than an event-based service. This option has potential to cost-effectively maximise resource recovery and minimise waste to landfill.

There is no substantive evidence that ceasing the inorganic collection will lead to increased illegal dumping, particularly if an alternative is available such as a resource recovery centre.

5.2.7 Illegal dumping, abandoned vehicles and litter control and enforcement

Public place refuse & recycling bin emptying and litter collection services are provided under contract. The contract also covers road sweepings.

(a) Litter servicing

International evidence indicates people look for familiar branding when seeing a litterbin. If they are out of their home region, they may not recognise a litter bin in different branding. Therefore, regional or sub-regional standardisation of litter bins, signs and branding may assist in reinforcing litter messaging and could be investigated further.

(b) Illegal dumping

A total of 887 illegal dumping incidents were recorded in the 2016-2017 year. However, tonnage and composition information are not currently recorded by illegal dumping contractors.

Therefore, it is unclear the extent to which illegal dumping is a problem for Waikato District. Improvements in internal data capture systems and the introduction of the Waste Data Framework will improve data quality in this area, and allow a better assessment of illegal dumping activities in the District.

(c) Abandoned vehicles

Abandoned vehicles are collected on behalf of council by various contractors:

- Wills Automotive – Ngaruawahia & surrounds
- Pedens Towing & Salvage – Huntly to Meremere
- Top Garage – Raglan
- Brian Roberts Towing – Meremere to Bombay

5.2.8 Behaviour change programmes

Waste education partnerships with community groups may be beneficial, particularly where they have networks, contacts and low-cost structures for achieving maximum community involvement for waste education and promotion.

WDC currently supports four behaviour change programmes:

- Enviroschools (24 schools) – this is primarily an environmental education program rather than a waste minimisation programme.
- Zero waste education – provided only in the Raglan area
- Para kore - a marae based zero waste education programme
- Paper4trees – an incentive programme to encourage schools to recycle paper

Current behaviour change programmes have not been recently reviewed for effectiveness, and may not fully meet waste minimisation objectives. A full review of behaviour change programmes is recommended after the adoption of the 2018 WMMP to ensure council support for behaviour change is most effectively contributing towards the goals and objectives of the 2018 WMMP.

In addition, education and minimisation programs are an area where joint working with other councils has the potential to deliver significant benefits. Opportunities include:

- Regional or sub regional education programs for target groups such as farmers

- Regional messaging / branding for litter to account for cross District travel and reinforce litter messages
- Working towards consistent enforcement of litter and illegal dumping

5.2.9 Event waste

Waste minimisation at events is becoming increasingly popular in New Zealand, and the practices involved are increasingly mature and effective. However, events carried out in the Waikato District are not commonly managed in a manner to avoid or reduce waste. This is seen as an area where improvement could be made with some encouragement by council. For example, by promoting companies such as Beyond the Bin event waste management company which operates nationwide, including in the Waikato District.

Waste created at events can be a considerable, and avoidable, volume of waste. Due to growing awareness, around environmental sustainability affects poorly managed waste can leave a bad impression on – particularly international – visitors.

There are a number of factors influencing the amount, and kind, of waste generated at an event. These can include:

- Length of the event (one-day events produce far less waste per person per day than three-day events factoring in camping)
- Community attracted to an event (events that attract people who consume large quantities of alcohol tend produce more waste and more litter)
- Regulation of materials onsite - some events specify what suppliers can bring onsite – e.g. no glass, or compulsory use of biodegradable plates and cutlery
- Deliberate adoption of a waste minimisation strategy during planning and running the event – waste minimisation strategies can substantially reduce waste to landfill if implemented correctly

One company, Beyond the Bin (XZW), provides private event waste management services and operates in the Waikato District.

Waikato District Council could consider developing Event Waste Guidelines to assist event managers in planning for waste generated at events. Guidelines should include details of the consent process for events held in the Waikato District (such as H&S Plan, Traffic Management Plan and Event Waste Minimisation Plan). Completion of these Guidelines, potentially in alignment sub-regionally, is recommended.

5.2.10 Waste Grants

WDC provides rates funded grants through four main grant schemes:

- **Discretionary Grants Fund** - This funding is available for projects happening in Huntly, Taupiri, Raglan, Tuakau or Ngaruawahia and the rural wards of the Waikato district.
- **Conservation Fund** - The Waikato District Council provides the Conservation Fund to assist private land owners undertaking conservation projects on their properties that are within the Waikato district boundaries.
- **Community Wellbeing Trust Fund** - This funding is available for capital projects throughout the Waikato district. The application must also demonstrate broad community support for the project.
- **Heritage Assistance Fund** - The Waikato District Council provides the Heritage Assistance Fund to assist with the conservation, restoration and protection of listed

heritage items only, that are within the Waikato district boundaries and are not council-owned.

There is no council funded grant scheme which specifically targets waste minimisation activities. This is reflected in the low level of community engagement in waste minimisation activities across the District.

A specific Waste Minimisation Fund may encourage greater interest in establishing waste reduction, reuse, recovery or recycling initiatives by community groups.

5.3 Funding for council-provided services

All council-provided services are funded out of rates revenue or Waste Levy funding provided by the Ministry for the Environment. The Waste Levy is accumulated from a \$10 per tonne levy (excluding GST) on all waste sent to landfill. The levy was introduced under the Waste Minimisation Act 2008. Disposal facility operators must pay the levy based on the weight of material disposed of at their facility. However, they may pass this cost on to the waste producer such as households and businesses.

Half of the levy money goes to territorial authorities (city and district councils) to spend on promoting or achieving the waste minimisation activities set out in their waste management and minimisation plans (WMMPs).

The remaining levy money (minus administration costs) is put into the Waste Minimisation Fund. The fund is for waste minimisation activities in New Zealand.

WDC received \$255,184.01 levy funding in 2016/17.

Territorial authorities must spend the levy to promote or achieve waste minimisation. Waste management and minimisation plans (WMMP) prepared by each territorial authority set out how the levy will be used.

5.4 Non-Council Services

There are a moderate number of non-Council waste and recycling service providers operating in the District. Many of the private companies operate out of Auckland or Hamilton bases, and simply service the District.

5.4.1 Private refuse and recycling services

Commercial refuse and recycling is collected by a relatively small number of companies who offer a range of services including front end load (FEL) bins, skip bins, hook bins, compactors, and wheeled bins. They may accept refuse, recycling and/or green waste.

Private operators include:

Commercial waste service providers	
<ul style="list-style-type: none"> • Metrowaste • Envirowaste • Waste Management • Xtreme Zero Waste • Nikau Contractors • Lowe Corporation • Franklin Refuse Removal • Daisy Garden Bags 	<ul style="list-style-type: none"> • Fullcircle • Envirofert • Allens United (liquid waste) • Flexi Bin • Salters Cartage • J J Richards • Waikato Garden Bins • Demolition Traders • Greenfingers

Table 17 Commercial refuse and recycling service providers

5.4.2 Private reuse organisations

A number of alternatives for the disposal and sale of reusable items are available in the District, such as charity stores and second-hand stores. These include:

- Salvation Army Opportunity Store (Ngaruawahia)
- River Traders (Tuakau)
- Vintage Love (Pokeno)
- St John Opportunity Shop (Huntly)
- House of Treasures (Te Kauwhata)
- Raglan Vintage & Traders (Raglan)
- Xtreme Zero Waste shop (Raglan)

5.4.3 Soft Plastics recycling scheme

The Packaging Forum provide the voluntary Love NZ Soft Plastics Programme in the WDC area at Countdown stores located in Ngaruawahia and Huntly.

The scheme takes all soft plastic bags including bread bags, frozen food bags, confectionery and biscuit wrap, pasta and rice bags, shopping bags. Customers take their used soft plastics back to participating stores and put them in the recycling bin. Bags are collected from stores and transported to Abilities group in Auckland for sorting and then to Melbourne, Australia for processing.

Information on the volumes collected through this scheme are unavailable.

5.4.4 Para Kore

The Para Kore (Zero Waste) programme works with marae to increase the reuse, recycling and composting of waste materials thereby helping to reduce the extraction of natural resources and raw materials from Papatūānuku.

More than 50 Marae in the Waikato District are part of the Para Kore programme.

5.4.5 Farm waste

A 2014 study into farm waste management practices in the Waikato and Bay of Plenty found that most number of farms used at least one of the 'three B' methods of waste management – bury, burn, or bulk storage on property.

Farmers generally agreed that the 'three B' methods are not ideal and indicate interest in access to better options. However, the 'three Bs' are perceived to have 'no cost' compared to the alternatives.

Discussions with waste service providers indicates that there is an increasing uptake of privately provided farm waste services. In most cases, skip bins are provided 'at the wool shed' for the disposal of farm waste. This is in addition to private refuse services provided for farm households.

Indications are farm waste services are dependent on economic conditions (when times are hard the service is cancelled) but that overall uptake is increasing and there are now private waste services targeted the rural community.

As the Waikato District has a high volume of farm waste being disposed of to land, Council could facilitate the uptake of private farm waste services by providing targeted education and messaging, and working with the farming industry to identify and remove barriers to uptake.

5.4.6 Assessment of non-council (private) waste services

There are a range of services offered by private waste collection operators with prices depending on bin size and frequency of collection.

There may also be further opportunities to support the second hand and reuse markets – perhaps via support for ‘upcycling’ of waste materials into new or unique items for sale. This occurs well at the Xtreme Zero Waste facility but could be encouraged to expand to other areas.

Reuse and upcycling have additional potential benefits around local job creation.

The main area of concern with private services relates to a lack of visibility around the volume and composition of refuse collected via private services.

The most promising mechanism for obtaining information on volume and composition of material collected by private collectors and operators is the introduction of waste licencing. The introduction of licensing will greatly improve data quality for the development of the next Waste Assessment.

5.5 Sustainable procurement and community benefits

For local government, sustainable procurement (frequently used interchangeably with ‘social procurement’) utilises procurement procedures and purchasing power to create positive environmental and social outcomes. The council still receives the same delivery of cost effective goods, services and works that a commercial supplier could provide but community organisations and social enterprises are instead contracted.

The procurement processes of large organisations like local government have a significant impact on the local environment and economy. Altering how goods and services are acquired, so that cost as well as environmental and social benefits are given equal value may help WDC to deliver strategic goals and build a stronger community.

5.5.1 Benefits of community involvement in waste issues

Community led resource recovery activities can provide positive outcomes for the local economy via employment creation. More labour-intensive activities such as prevention, waste minimisation and re-use, create (on average) 6 – 8 jobs compared to one created through sending waste to a landfill¹⁴.

The table below illustrates job growth at five community recycling centres around New Zealand that were previously typical transfer stations.

Employment before and after the development of Community Recycling Centres at various sites in NZ		
	Before development of a Community Recycling Centre	After development of a Community Recycling Centre
Waiuku	1 part-time	5 full time
Wanaka	0	16 full time

¹⁴ Valuing Recycling Town – Measuring which bucket has the most leaks : 2009 : Gary Kelk : Ministry for the Environment : New Zealand

Kaikoura	1-2 full time	13 full time
Raglan	2 full time	17 full time, 23 part-time
Kaitaia	2 full time	18 full time, 16 part-time

Table 18 Employment before and after CRC development

Community or social enterprises tend to prioritise employment creation when compared to privately owned waste companies. Social enterprises create a multiplier effect - meaning that the impact of this additional employment to the local economy is larger than their take home pay might suggest.

Calculating the exact amount of return to local economies via staff spending is difficult however one study suggests that for every \$1 spent on staff wages, local economic activity increases by \$2.80 due to local staff spending¹⁵. This compares favorably to organisations which, because of their structure and methodology, take money out of communities – for example by making returns to foreign shareholders.

5.5.2 Key issues and barriers related to community involvement in waste issues

Issues and barriers to new resource recovery activities include:

- **Venue costs:** Commercial leases paid by organisations are expensive and increase regularly. This can contribute to some initiatives becoming financially marginal.
- **Access to processing:** A lack of local processing options means it is uneconomic to provide recycling services for some materials. While facilities do exist regionally, for example e-waste recycling, additional funding would be required for expansion.
- **Operational capacity:** Managing a recycling facility requires operational skills and an understanding of waste markets and waste issues. This capacity is not always available within community groups, nor may council have the internal capacity or institutional knowledge of resource recovery to upskill community groups in these areas.
- **Leadership:** There is a need for leadership in fostering collaboration and integration within council and across community to generate resource recovery and local economic development.
- **Council procurement:** Council's procurement approach is traditional and favours large businesses. Community organisations could benefit from a partnership approach to procurement that recognises the social, economic, and environmental benefits of 'buying local'.

¹⁵ Valuing Recycling Town – Measuring which bucket has the most leaks : 2009 : Gary Kelk : Ministry for the Environment : New Zealand

PART 6 - REVIEW OF THE 2012-2018 WMMP

This Waste Assessment provides an assessment of the 2012-2018 Waste Management and Minimisation Plan (WMMP) to guide the development of the 2018-2024 WMMP.

The 2012-2018 Waste Management & Minimisation Plan (WMMP) was the first plan developed under the Waste Minimisation Act 2008. A comparison between this first WMMP and the information in this Waste Assessment suggests some progress has been made against the actions set out in the WMMP, but that per capita volumes of waste to landfill have increased. In 2011, the Waikato District sent 509 kg of waste to landfill per capita per year. In 2016 the District sent 750 kg of waste to landfill per capita.

However, this increase is at least in part related to differences in the type of waste measured and methodologies for collecting data between 2012 and 2017. In addition, the lack of accurate data from private waste service and facility providers makes it difficult to assess the exact quantities of waste – both during the development of the first WMMP and the development of this Waste Assessment.

Indications are that waste to landfill volumes has increased by approximately 47% compared to 2012. Recyclable material recovered appears to have increased from 0.03 per capita to 0.05 – a 67% increase compared to 2012. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

For both waste to landfill and diverted materials, 2012 figures were estimates based on audits and regional reports, whereas 2017 figures are based on low quality data obtained via voluntarily provision from some operators. National trends indicate a 20% increase in waste landfill has occurred and it is likely the Waikato District is experiencing a similar increase.

The volumes of waste to landfill and diverted materials for the two periods can be seen in Table 19 below:

Material	Tonnes		Tonnes/ capita/ annum	
	2011	2017	2011 ¹⁶	2017
General waste to landfill ¹⁷	29,794	52,182	0.51	0.75
Recyclables (kerbside)	1,467	3,631	0.03	0.05

Table 19 Comparison of volumes of refuse and recyclables: 2012 WA to 2017 WA * excludes farm waste to land

6.1 Objectives of 2012-2018 WMMP

The objectives of the 2012-2018 WMMP were:

2012 Goals	2012 Objectives	Progress against objective
Goal: Managing waste	Objective: Work in partnership with the	Ongoing

¹⁶ 2012 population based on 2009 Census data (43,959)

¹⁷ Note: this figure does not include waste to land on rural properties, as this information was not available in 2012.

locally wherever possible and working with the community	local community to develop and expand waste management initiatives.	
	Objective: Build the skill capacity of our community wherever possible when delivering our action plan.	Ongoing
Goal: Reduce the amount of waste sent to landfill or other disposal	Objective: Reflect the waste hierarchy, by emphasising and prioritising reduction, reuse, recycling and recovery in our action plan	Ongoing
	Objective: Improve information collection and analysis to ensure we know what waste is in the district, and where it is going.	Partially achieved, further work required
Goal: Lower the total cost of waste management to our community as a whole, while increasing economic benefit through new initiatives and infrastructure	Objective: Use resources more efficiently.	Ongoing
	Objective: Work with the waste sector and other councils near us to increase the range of reuse, recycling and recovery options available in the district, maximising the economic benefit to the community.	Partially achieved, further work required
	Objective: To look for opportunities to recover the value of waste materials locally.	Ongoing
	Objective: Consider the total cost to our community when choosing waste management options.	Achieved
Goal: Reduce the risk of environmental damage	Objective: Consider the environmental impact of all options and seek to choose options with the least overall environmental impact.	Achieved
Goal: To protect public health	Objective: To consider the public health impacts of all waste management options and seek to choose options which effectively protect human health.	Ongoing

Table 20 Progress against 2012 WMMP Objectives

6.2 2012 WMMP Targets

In 2011, the Waikato District sent 509 kg of waste to landfill per capita per year, and the WMMP anticipated that by 2022 the amount going to landfill would be reduced to 338 kg per capita per year. This gave a target of an overall reduction of 33 per cent in waste to landfill per capita by 2022. The table below shows the key initiatives planned in the 2012 WMMP and how they were expected to contribute to achieving the targets. Progress against the 2012 targets can be seen in the Table below:

Proposed initiatives	Estimated tonnes diverted per year (by 2022)	Tonnes diverted per year (2017)	Estimated Kg diverted per capita (by 2022)	Kg diverted per capita (2017)
Improved kerbside recycling	1,467	3,631	25	50
Food waste collection	3,730	Have not completed a full year of service	64	Have not completed a full year of service
Commercial recycling	1,715	Insufficient data	29	Insufficient data
Construction & demolition waste recycling	1,666	Insufficient data	29	Insufficient data
Reuse stores	579	120	10	1.7
Nappy composting	803	Not measurable	14	Not measurable
Total diverted	9,960	71,000	171	1,020
Remaining waste to landfill	18,666	53,800	338	0.77

Table 21 Progress against 2022 targets

6.3 Key Issues of 2012-2018 WMMP

Key issues identified in the 2012-2018 WMMP were:

- The council and community, particularly the business community, need to work more closely together to achieve our goals and objectives.
- Landfill disposal costs are rising – we need to reduce the amount of waste our growing population sends to landfill.
- Recycling is still ending up in refuse bins even with a recycling collection available.
- A large proportion of waste going to landfill is organic waste – this is a particular problem due to the negative environmental impacts.
- Improving our information collection so that we know how our growing business and commercial sectors are managing their waste, and to be more informed and involved in the flows of waste coming into the district from neighbouring districts and cities.
- The council needs to work with the waste sector and other councils to direct and support the growing waste management industry in the district.
- The council needs to provide ourselves with the regulatory tools to enable all of these issues to be managed.

These issues continue to be relevant and further action is required to address them.

6.4 Review of Actions

The 2012-2018 WMMP initiatives are shown alongside an assessment of progress in the table below.

A1 Communication, education and consultation	Progress
A1.1 Community partnerships: Support community waste partnerships where they exist, and encourage establishment of new partnerships.	Ongoing
A1.2 Communication and consultation: Provide for community involvement in waste management planning, whether through partnerships or other means	Ongoing
A1.3 Educate: Provide regular and detailed information about waste services, waste prevention and waste reduction, in partnership with community where possible.	Achieved
A1.4 Regional partnerships: Continue partnership working with other local councils and the regional authority, particularly on regional strategies for the management of organic wastes, hazardous waste, and sewage sludge disposal options. Opportunities for regional coordination will be assessed when reviewing or expanding services.	Achieved
A2 Take direct action, foster new ideas	Progress
A2.1 Waste Management Sector Working Group: A working group will be established for the waste management sector to encourage communication between this sector, the community and the council.	Achieved
A2.2 Direct sector development: Work with the community, waste sector and other councils to encourage development of facilities for diversion of priority waste streams.	Ongoing
A2.3 Support sector development: Establish an internal council team to focus on appropriate waste sector development – definition and policy approach.	Ongoing
A2.4 Lobbying Central Government: Work with other local government organisations to lobby government on various waste management issues such as cleaner production, product stewardship and other waste minimisation schemes.	Ongoing
A3 Change the rules, monitor and feedback	Progress
A3.1 Waste bylaw: Review the existing Franklin district bylaw and revise as appropriate for Waikato district to address issues such as operator licensing,	Not

cleanfill operation, service provision by private sector among others.	completed
A3.2 Review waste charges: Review pricing for all services to ensure true cost waste management is recovered, reuse/recycling is encouraged, and ensure that public funds do not subsidise private operations. Agree any changes to waste charges with community partnerships where these operate.	Underway
A3.3 Enforcement: Investigate options for effective enforcement of bylaw, such as delegating to community partnerships and/or contractors. Review performance of enforcement activity regularly and consult with community to identify key issues to focus enforcement.	Not completed
A3.4 Solid waste analysis surveys: Carry out regular surveys of kerbside collections to identify opportunities and monitor progress. Arrange with contractors for transfer station waste flows to be analysed and monitored.	Not completed
A3.5 Monitor waste flows: Through a waste bylaw (A3.1) collect information and monitor the volumes and movements of waste within, and into/out of the district.	Not Completed
WI Recyclable commodities	Progress
WI.1. Maintain kerbside recycling collection: Continue to provide collection of recyclables at the kerbside, and consider opportunities to expand the collection to new areas of the district	Achieved
WI.2 Expand kerbside recycling collection: Work with contractors and community partnerships to identify ways to expand the kerbside recycling collection. This could include collecting additional amounts of recycling on occasion as negotiated with contractors and community partnerships, and/or providing an additional receptacle which could target specific recyclable material. Alter service as agreed.	Achieved
WI.3 Expand kerbside recycling materials: Identify and investigate additional materials to be included in the kerbside recycling collection based on more detailed waste analysis surveys; negotiate with contractor and/or community partnerships for inclusion where cost/benefit analysis supports inclusion	Completed
WI.4 Commercial recycling collection: Investigate the potential for a commercial recycling collection in parts of the district (for businesses, schools, etc). Work with the Waste Management Sector Working Group to explore options for provision of service and processing. This may mean services are offered by community/private sector, or the council may provide services directly, or a combination of the two. The council should also investigate potential to encourage recycling through bylaw mechanisms. Glass and paper/card are priority materials.	Not Completed
WI.5 Maintain drop-off facilities: Continue to provide drop-off facilities at transfer stations and two other areas.	Achieved
WI.6 Expand drop-off facilities: Investigate options for providing additional drop-off facilities to serve rural areas and busy holiday spots. Negotiate	Achieved

with contractors/ CWP's to provide services.	
W1.7 RTS facilities: Continue to provide refuse transfer station services, but review charging and negotiate with contractors / community partnerships to ensure consistent charging across the district	Achieved
W1.8 Expand RTS facilities: Investigate the capital required to upgrade transfer stations to accommodate reuse (except Raglan), C&D waste recycling (timber, concrete, rubble), and expanded e-waste services.	Not Completed
W1.9 Transport: Continue to transport recyclables to processing/markets	Achieved
W2 Food and garden waste	Progress
W2.1 Food waste collection: Monitor progress of Xtreme Waste trial. Based on outcomes, investigate provision of a user-friendly weekly kerbside food waste collection, including collection and processing options.	Achieved
W2.2 Commercial food waste collection: Investigate the potential for a commercial food waste collection in parts of the district. Work with the Waste Management Sector Working Group to explore options for provision of service and processing.	Ongoing
W3 Inorganic/C&D/litter	Progress
W3.1 C&D waste recycling: Work with the Waste Management Sector Working Group to identify and support options for increasing segregation of C&D waste on site, providing more services for the collection of separated materials, and expanding use of off-site sorting facilities.	Not Completed
W3.2 Inorganic waste: Investigate making the transition from a rate funded inorganic collection to an on-call user pays service	Achieved
W3.3 Litter bins and collection: Continue existing litter bin and loose litter clearance.	Achieved
W3.4 Illegal dumping: Continue to provide a collection service for illegal dumping. Collect information to quantify waste and monitor locations/waste types to identify priority areas for action. Take measures to enforce bylaw and prosecute offenders.	Achieved
W4 Hazardous/liquid/gaseous wastes	Progress
W4.1 Quantify biosolids: Review existing biosolids storage and quantify current and future quantities of biosolids requiring management.	Not Completed

W4.2 Management of biosolids: Consider options for management of biosolids in conjunction with other waste streams, through the Waste Management Sector Working Group, focusing on options for beneficial use. Dispose of biosolids appropriately if alternative processing is not feasible.	Not Completed?
W4.3 Hazardous waste: Continue to offer options for hazardous waste management at transfer stations; monitor volumes and types. Work with contractors and community partnerships to extend the range of items that can be accepted at transfer stations.	Achieved
W5 Residual waste	Progress
W5.1 Residual waste collection: Investigate the potential to reduce residual waste collection frequencies alongside the introduction of a food waste collection, chargeable garden waste collection, and expanded recycling collection. If a food waste collection and expanded recycling collection are used effectively, residual waste should not need to be collected weekly at unnecessary cost.	Achieved
W5.2 Transfer and disposal: Transfer residual waste to an appropriate disposal facility.	Achieved

Table 22 Review of 2012 WMMP Actions

6.5 Summary of progress

Overall, WDC has made good progress for a number of the actions in relation to the 2012-2018 WMMP Action Plan. However, kerbside refuse per capita has increased by approximately 47% and some objectives have not been achieved. Further effort is required to collect accurate data, set up internal systems that can accurately record the information, and to achieve a real reduction in waste to landfill.

This Waste Assessment is intended to assist in the development of the 2018-2024 WMMP in order to continue and build upon the progress made in the 2012-2018 period.

6.6 New Guidance

New Guidance from MfE on Waste Management and Minimisation Planning was released in 2015. The 2012 WA and WMMP, while consistent with the guidance at the time they were written, do not fully align with the new (2015) MfE Guidance.

The new guidance places more emphasis on funding of plans, inclusion of targets and how actions are monitored and reported. In addition, the 2012 documents did not provide for data to be collected accordance with the National Waste Data Framework, as suggested by the new guidance.

PART 7 - FUTURE DEMAND AND GAP ANALYSIS

7.1 Waikato District Council area

Waikato District, in the northern part of Waikato Region is bordered by Auckland on the north and Hamilton on the south. The area takes in much of the northern Waikato Plains and also the Hakarimata Range. The main population centres are Ngaruawahia, Huntly, Raglan, Pokeno, Tuakau and Te Kauwhata.

In November 2010, the Waikato district expanded by approximately 100,000 hectares as a result of boundary changes when the Auckland Council was formed. The Waikato district absorbed a large part of the former Franklin district area. The district's southern boundary with Hamilton City was adjusted in May 2011, with parts of Ruakura and Te Rapa formerly in the Waikato district becoming part of Hamilton City.

The proximity to major population centres and major transport corridors ensures access to several major waste processing and disposal facilities that serve the wider Auckland and Waikato regions.

The main industries in the district are dairy farming, forestry, and coal mining. There is a major coal-fired power station at Huntly and Te Kauwhata is at the centre of a major wine region. The district relies on industry, education and a growing adventure tourism and events industry.

The Waikato River flows through the district and is of great significance to the area – a significance which has been formalised through a Joint Management Agreement between the council and Waikato-Tainui.

7.2 Future Demand

The factors likely to impact future demand for waste minimisation and management vary over time and location and therefore create inherent uncertainties with any predictions.

Factors which influence future demand include:

- Overall population growth
- Economic activity
- Changes in lifestyle and consumption
- Changes in waste management approaches

In general, the factors that have the greatest influence on potential demand for waste and resource recovery services are population and household growth, construction and demolition activity, economic growth, and changes in the collection service or recovery of materials.

7.2.1 Assessment of key towns within the Waikato District¹⁸

The Future Proof Strategy indicated approximately 80% of growth in the Waikato District will be in the areas of Pokeno, Tuakau, Te Kauwhata, Huntly, Pokeno, Tuakau, Ngaruawahia, Raglan and various rural villages.

- Rapidly growing settlement on Auckland's doorstep with potential to become a town catering for an additional 2000 households.
- Sought after by Aucklanders looking for more affordable homes (compared to Auckland) yet within easy commuting distance to the city.

¹⁸ from draft Future Proof Strategy: Planning for Growth 2017

- Rapid development of the existing zoned industrial land with potential for further growth acknowledging existing constraints (topographical, geographical and physical).
- (a) Tuakau
- Planned to accommodate residential growth recognising that many people may choose to live in Tuakau and commute to Auckland to work; with potential to become the biggest town in the Waikato district as growth is less constrained by geological, topographical and network infrastructure compared to Pokeno.
 - Primary satellite town to Pukekohe, and a major service town for the northern Waikato.
- (b) Te Kauwhata
- Principally planned as a residential village with amenity benefits.
 - The village has played and continues to play an important role as a service centre for the farming areas to the east and west and is likely to grow on the back of growth in Pokeno and the lower median houses prices.
- (c) Huntly
- Opportunities for redevelopment and growth, recognising its potential due to affordable housing and accessibility to Auckland and Hamilton.
 - Economic development planned to stimulate positive economic and social outcomes e.g. industrial and residential aspirations potentially providing an employment alternative to coal mining; and services and employment opportunities for surrounding areas.
- (d) Ngaruawahia
- Potential to become the cultural and heritage capital of New Zealand, Ngaruawahia will keep its sense of spaciousness and heritage as a town with a predominantly residential function.
- (e) Raglan
- Seaside settlement that maintains the established desirable character of the Raglan coastal environment. It is a destination town with a high number of holiday houses.

7.2.2 Population growth¹⁹

The report *2014 Review of Demographic, Households and Labour Force Projections for the Waikato Region for the Period 2013 – 2063* estimates the population of Waikato District is projected to grow from 64,910 in 2013 to 82,733 in 2033 (+27.5%), and to 94,862 in 2063 (+46.2%). It also suggests natural growth will peak around 2025 and then diminish, with net migration projected to remain positive – averaging 351 p.a between 2013 and 2033.

¹⁹ Jackson, N.O., Cameron, M. and Cochrane, B, 2014 Review of Demographic, Households and Labour Force Projections for the Waikato Region for the Period 2013 - 2063

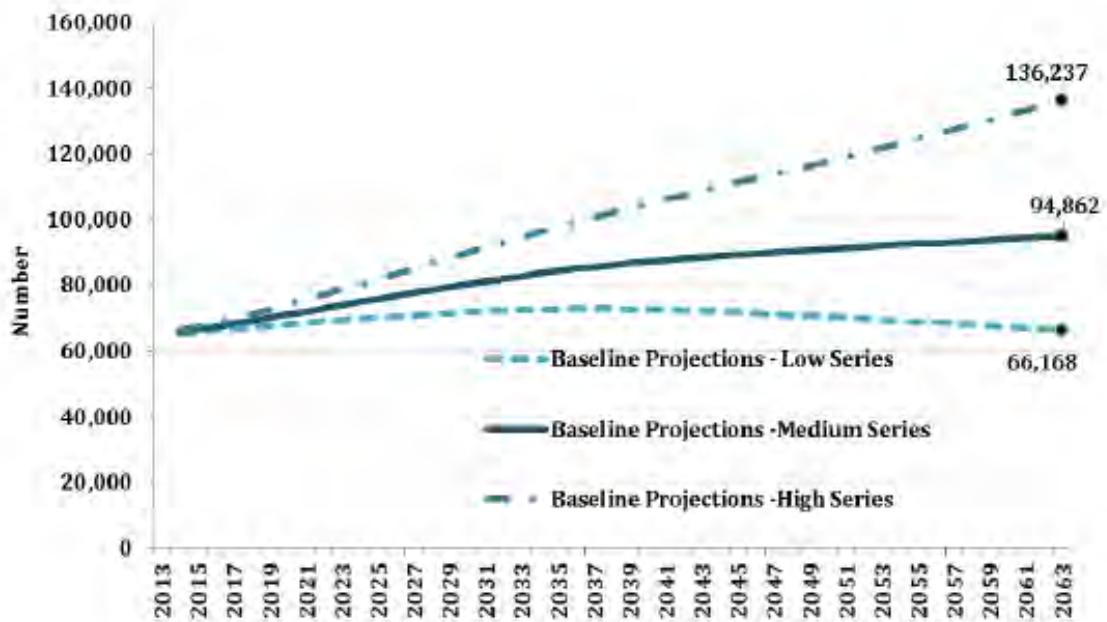


Figure 5 Projected high, medium and low baseline population, Waikato District²⁰

By 2033, 22.2% of the Waikato District's population is projected to be aged 65+ years, up from 12.2% in 2013. By 2063 that proportion is projected to reach 29.5%.

The age profile of residents is changing with an increasing proportion of elderly residents. Analysis carried out by WRAP (UK) in 2007 found older people generated approximately 25% less food waste than other age groups, once household size factored into analysis. Further research carried out by WRAP has found that those over 65 years old are also more likely to home compost.

Taking the aging population into account, it may be appropriate to tailor waste minimisation communication campaigns and waste reduction initiatives to an older age group.

Another issue that may emerge as the population ages is an increase in healthcare-related waste generated in the home as healthcare services are increasing pushed to home-based healthcare.

²⁰ Source: 2014 Review of Demographic, Households and Labour Force Projections for the Future Proof Sub-Region for the Period 2013 - 2063

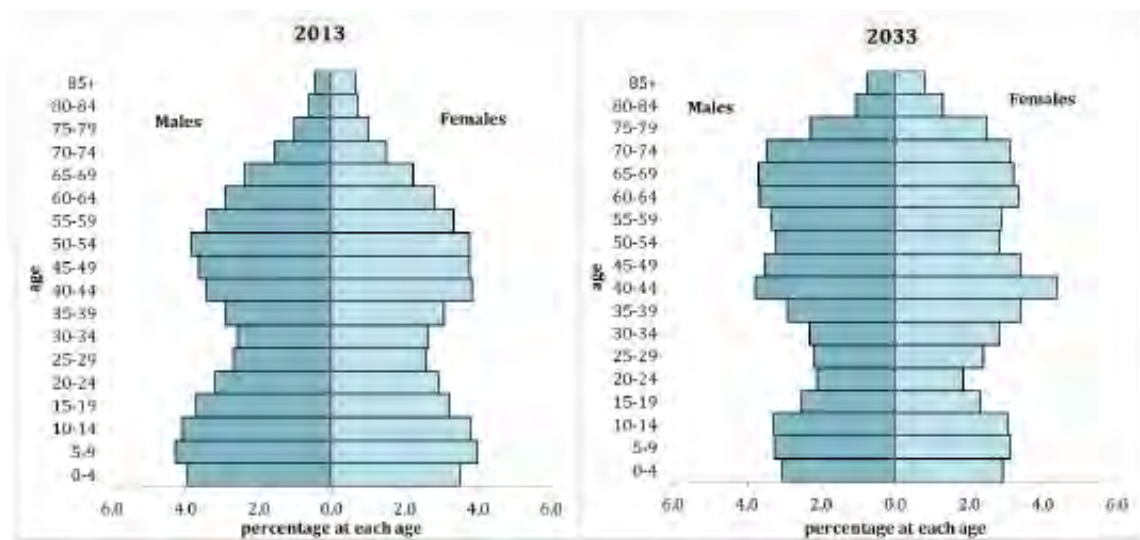


Figure 6 Age-sex structure, percentage of each, 2013-2033, Waikato District²¹

7.2.3 Economic Activity

Research from the UK²² and USA²³ suggests that underlying the longer-term pattern of household waste growth is an increase in the quantity of materials consumed by the average household and that this in turn is driven by rising levels of household expenditure.

The relationship between population, GDP, and waste seems intuitively sound, as an increased number of people will generate increased quantities of waste and greater economic activity is linked to the production and consumption of goods which, in turn, generates waste. Figure 7 below shows the relationship between growth in municipal waste in the OECD plotted against GDP and population.

Total GDP is also a useful measure as it takes account of the effects of population growth as well as changes in economic activity. In general, municipal solid waste growth tracks above population growth but below GDP. The exact relationship between GDP, population, and waste growth will vary according to local economic, demographic, and social factors.

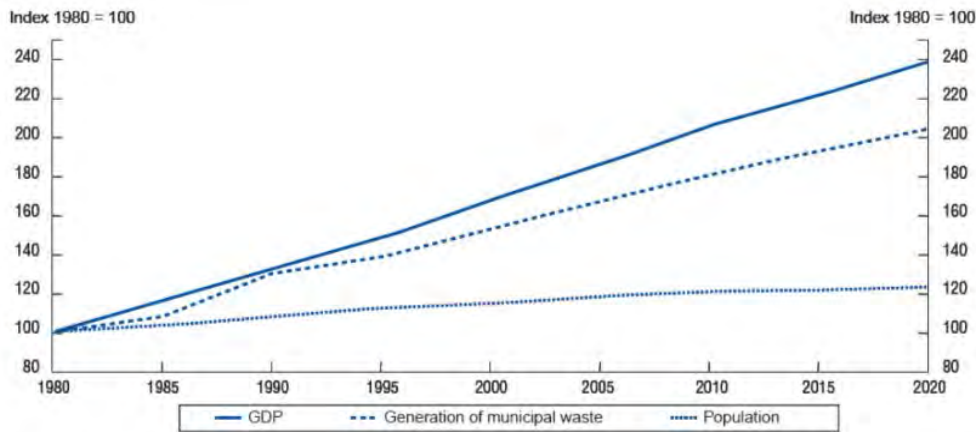
In effect as a country becomes richer, the volume and composition of its waste changes. With more money comes more packaging, imports, electronic waste, toys and appliances. Solid waste can thus be used as a proxy for the environmental impact of urbanization.

As Waikato District's population is anticipated to experience a steady growth, increasing +27.5% by 2033, it is likely that Waikato District would experience an approximately similar increase in waste (approximately 30%) generated within that time period assuming no change to waste behavior or resource recovery rates.

²¹ Source: 2014 Review of Demographic, Households and Labour Force Projections for the Future Proof Sub-Region for the Period 2013 - 2063

²² Eunomia (2007), *Household Waste Prevention Policy Side Research Programme*, Final Report for Defra, London, England

²³ EPA, 1999. National Source Reduction Characterisation Report For Municipal Solid Waste in the United States



Source: OECD 2001.

Figure 7 Municipal waste generation, GDP and population in OECD 1980 – 2020²⁴

7.2.4 Changes in Lifestyle and Consumption

Community expectations relating to recycling and waste minimisation are anticipated to lead to increased demand for resource recovery and recycling services. This will include raised expectations for services based on migration and travel.

Consumption habits will affect the generation of waste and recyclables. For example, in New Zealand the production of newsprint has been in decline since 2005, when it hit a peak of 377,000 tonnes, falling to 276,000 tonnes in 2011²⁵.

Conversely, growth in the consumption of electronic products has led to a rapidly increasing problem with electronic waste.

7.2.5 Changes in Waste Management Approaches²⁶

It is anticipated that the methods and priorities for waste management will continue to evolve, with an increasing emphasis on diversion of waste from landfill and recovery of material value. These drivers include:

- The statutory requirement in the Waste Minimisation Act 2008 to encourage waste minimisation and decrease waste disposal – with a specific duty for TAs to promote effective and efficient waste management and minimisation and to consider the waste hierarchy in formulating their WMMPs.
- A requirement in the current New Zealand Waste Strategy 2010 to reduce harm from waste and increase the efficiency of resource use.
- Increased costs of disposing of waste to landfill. Landfill costs have risen in the past due to higher environmental standards under the RMA, the introduction of the Waste Disposal Levy (currently \$10 per tonne) and the New Zealand Emissions Trading Scheme. While these have not been strong drivers to date, there remains the potential for their values to be increased and to incentivise diversion from landfill
- A general trend to introduce more convenient collection systems. In brief, more convenient systems encourage more material recovered. For example, more convenient recycling systems with more capacity help drive an increase in the amount of recycling recovered.

²⁴ Eunomia (2007), Household Waste Prevention Policy Side Research Programme, Final Report for Defra, London, England

²⁵ http://www.nzherald.co.nz/business/news/article.cfm?c_id=3&objectid=10833117

²⁶ WDC 2015 Waste Services report

- The waste industry is changing to reflect a greater emphasis on recovery and developing models and ways of working that will help enable effective waste minimisation in cost-effective ways.
- Local policy drivers, including actions and targets in the WMMP, bylaws, and licensing.
- Recovery of materials from the waste stream for recycling and reuse is heavily dependent on the recovered materials having an economic value, particularly for recovery of materials by the private sector. Markets for recycled commodities are influenced by prevailing economic conditions and most significantly by commodity prices for the equivalent virgin materials. The risk is linked to the wider global economy through international markets.

7.2.6 Projections of Future Demand

The analysis of factors driving demand for waste services in the future suggests that changes in demand will occur over time but that no dramatic shifts are expected. If new waste management approaches are introduced, this could shift material between disposal and recovery management.

Population and economic growth are likely to drive moderate increases in the waste generated. The biggest change in demand is likely to come through changes within the industry, with economic and policy drivers leading to increased waste diversion and waste minimisation.

7.3 Gap Analysis - Future Demand

The aim of waste planning at a territorial authority level is to achieve effective and efficient waste management and minimisation. An assessment of this was undertaken using a gap analysis based on the information in this Waste Assessment. The following 'gaps' have been identified:

- Insufficient systems in place for obtaining waste data from private operators in the District
- Increasing population affecting waste streams and waste reduction messaging
- Infrastructure to manage increased quantities and some waste streams may be insufficient to meet future demand
- Inadequate internal council systems to collect, record and monitor waste streams
- Potential for improved services targeting the rural sector and C&D waste
- Opportunities for improved sub-regional, regional and national collaboration to achieve reduction and minimisation of waste
- Insufficient leadership from central government to address national waste issues

7.3.1 Key waste Streams to be addressed

Priority waste streams that could be targeted to further reduce waste to landfill could include:

(a) National problematic waste streams

Waste tyres, refrigerant gases, e-waste and packaging waste are national issues and are best managed via national product stewardship schemes. Arguably, councils have little ability to reduce or manage these waste streams due to the scale of the problem and the lack of council control over those waste streams. Such issues are most effectively managed at a national level. WDC, in conjunction with other councils, has the ability to strongly advocate for the introduction of national schemes to assist in the management of these waste streams.

(b) Farm waste

A 2014 study into farm waste management practices in the Waikato and Bay of Plenty found that most number of farms used at least one of the 'three B' methods of waste management – bury, burn, or bulk storage on property.

Farmers generally agreed that the 'three B' methods are not ideal and indicate interest in access to better options. However, the 'three Bs' are perceived to have 'no cost' compared to the alternatives.

Discussions with waste service providers indicates that there is an increasing uptake of privately provided farm waste services. In most cases, skip bins are provided 'at the wool shed' for the disposal of farm waste. This is in addition to private refuse services provided for farm households.

Indications are farm waste services are dependent on economic conditions (when times are hard the service is cancelled) but that overall uptake is increasing and there are now private waste services targeted the rural community.

As the Waikato District has a high volume of farm waste being disposed of to land, Council could facilitate the uptake of private farm waste services by providing targeted education and messaging, and working with the farming industry to identify and remove barriers to uptake.

(c) Construction and Demolition waste

Construction & demolition (C&D) waste may be a waste stream which, if addressed, could significantly reduce the volumes of waste being sent to landfill. The increasing volumes of C&D waste are associated with increases in development activity in the region. Targeted programmes aimed at reducing waste associated with C&D have been developed both internationally and within NZ with some success. These include resources to assist developers to better predict and manage materials (reducing waste associated with procurement); education around waste management practice and working with waste service providers to ensure infrastructure and services are available to meet demand.

7.3.2 Hazardous Wastes

(a) Household hazardous waste

Continued access to council services for household hazardous waste and used oil is likely to be of benefit for the District. A significant driver for the disposal of household hazardous waste relates to elderly residents moving or disposing of long-held homes. 'Grandads shed' is likely to contain a range of hazardous substances, including a number of harmful chemicals which are no longer available such as DDT, 2,4,5,T, Dieldrin and mercury.

(b) Medical Waste

As hospitals continue to shorten patients' lengths of stay, home health care is increasingly relied upon to address the needs of patients at home. From one point of view, health care in the home environment is more comfortable for patients, offers less risk of infection, saves health care dollars, and lends itself to the promotion of ongoing strategies to improve patients' quality of life.

However, health care produces medical waste which may require specialist treatment and disposal. In the hospital environment medical waste is treated and disposed of appropriately; while for the home healthcare patient, medical waste is problematic.

In most cases, medical waste is prohibited in both the refuse and recycling streams. Some medical waste includes sharp items (e.g. syringes) or bodily fluids – both of which pose risks to waste handlers either during collection or processing of waste.

In addition, medical waste packaging, not being a household item, is sometimes unable to be processed in MRF facilities. For example – hemodialysis may involve containers of saline which are too large to be processed by the largest MRF (Visy). In many cases, the volume of waste created by home healthcare is greater than the normal capacity of kerbside waste receptacles.

Ideally, home healthcare providers will provide waste solutions for the medical waste created. However, barriers to provider responsibility include:

- Lack of awareness of the issue
- Cost
- A belief that council will provide appropriate waste services

An ageing population and healthcare policy indicate home healthcare will increase, and the associated waste problems will become more prevalent.

For non-home healthcare related waste issues, the Pharmacy Practice Handbook²⁷ sets out guidelines for appropriate disposal of medical waste:

4.1.16 Disposal of Unused, Returned or Expired Medicines

Members of the public should be encouraged to return unused and expired medicines to their local pharmacy for disposal. Medicines, and devices such as diabetic needles and syringes, should not be disposed of as part of normal household refuse because of the potential for misuse and because municipal waste disposal in landfills is not the disposal method of choice for many pharmaceutical types. Handling and disposal should comply with the guidelines in NZ Standard 4304:2002 – Management of Healthcare Waste.

In summary, while council is not responsible for home healthcare waste, there is likely to be an increase in queries from home healthcare patients regarding waste services. Working proactively with home healthcare providers and DHB's to assist the establishment of healthcare waste take-back programs may be a suitable solution to the issue.

(c) E-waste

Without a national product stewardship scheme, the e-waste treatment and collection system will continue to provide limited opportunities for resource recovery. Currently, companies tend to cherry-pick the more valuable items, such as computers and mobile phones while products that incur a cost to recycle are sent to landfill unless the product owner is willing to pay for recycling. As a result, the more difficult or expensive items to treat, such as CRT TVs and domestic batteries, will often still be sent to landfill.

The 2015 report *E-Waste Product Stewardship: Framework for New Zealand* commissioned by the Ministry for the Environment, concluded that although priority product status (for mandatory products stewardship) was supported by a number of stakeholders, there was insufficient data to satisfactorily prove the current management of e-waste caused significant environmental harm; and therefore, they could not recommend priority product status.

Improving the framework for capturing data on waste flows has therefore been shown to be a critical factor in the implementation of nationwide waste management schemes.

Introducing a data capture system, such as a waste licencing system under the Solid Waste Bylaw, would assist WDC to identify problematic waste streams, plan for future management, support regional and national initiatives and develop waste management systems for problematic waste streams.

E-waste is a national issue and is best managed via a national product stewardship scheme, however, local services and infrastructure could be strengthened within the city to provide improved access to e-waste recycling; and the ensure e-waste recyclers meet the joint Australian

²⁷ <https://nzpharmacy.wordpress.com/2009/06/09/disposal-of-unwanted-medicines/>

and New Zealand Standard AS/NZS 5377:2013 Collection, storage, transport and treatment of end-of-life electrical and electronic equipment.

PART 8 - OPTIONS

This section sets out the range of options available to Council to address the key issues identified in this Waste Assessment. Options presented in this section would need to be fully researched, and the cost implications understood before being implemented.

8.1 Key issues to be addressed by the 2018 – 2024 WMMP

Issues identified during the development of this Waste Assessment are:

- Increasing quantity of waste to landfill
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management
- Potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- Potential for greater community partnership, engagement and understanding of waste issues
- Insufficient resource recovery infrastructure in the District to meet future demand
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.
- Internal roles, responsibilities and systems do not currently provide an integrated approach to contract management, resource recovery and waste minimisation.

8.2 Options: Data & regulation

8.2.1 Data

Throughout this Waste Assessment, the issue of data availability has been raised as a concern. Issues include:

- Inability to obtain accurate information from private collectors and operators regarding waste flows
- Difficulty planning for future demand due to a lack of knowledge about the status quo
- Inability to support regional or national initiatives to establish nationwide waste management systems by providing data on district waste flows
- Lack of internal council system to collect, record and process data across council departments

Addressing the inability to obtain quality waste data must be a priority. Options for addressing the data issue include:

1. Implementation of a licensing system for waste collectors and operators, potentially in a sub-regional or regional partnership
2. Implementation of a central government waste data collection and management system which includes:
 - a. TA level data collection; and
 - b. Collecting data suitable for TA's to achieve their obligations under the WMA 2008; and
 - c. TA access to data collected by central government
3. Amendments to the Waste Minimisation Act 2008 to obligate waste collectors and operators to provide relevant waste data to TA's

Of these options, only Option 1 is within the control of WDC.

The Ministry for the Environment has stated a key focus area for the next 1-3 years is to “invest in developing a national waste data collection and evaluation framework that targets key information to prioritise waste issues and measures effectiveness of the waste disposal levy²⁸”. However, the report goes on to state:

“A key recommendation by the OECD in its recent environmental performance review for New Zealand was that the Ministry for the Environment needed to improve its access and reporting of data and evidence regarding waste.

Accessing data on quantities and types of waste disposed at waste disposal facilities would provide the Ministry with a deeper understanding of the waste sector in this country. This would enable the Ministry to prepare timely, comprehensive and internationally comparable reports based on sound information to support planning and strategy for the country”; and

“Further attention should be directed towards improving the availability of data from territorial authorities and Waste Minimisation Fund projects, including provision of waste minimisation data and contributions to wider outcomes”.

These comments suggest that any national waste data scheme may be focused on the Ministry for the Environment’s needs for data rather than TA requirements; and also, that data collection may be placed as a further obligation of TA’s regardless of the current difficulty to obtain such data from the private sector.

8.2.2 Solid Waste Bylaw

WDC is one of only a few councils in the Waikato region that does not have a district wide Solid Waste bylaw.

Two issues within the region now provide a compelling case for the introduction of a Solid Waste Bylaw, including waste operator licensing provisions.

Firstly, the Waikato and Bay of Plenty areas have experienced a number of incidents involving tyre piles which have resulted in some councils facing expensive ‘clean-ups’, and have seen tyre piles moved from one council area to another. Concerns have been raised that tyre piles are likely to gravitate to the council area with the least effective regulation for this problematic waste stream.

Secondly, despite councils having a legislative obligation to promote effective and efficient waste management and minimisation within its district, the Waste Minimisation Act 2008 does not provide councils with the ability to obtain data about the volume or composition of waste being collected, transported, processed or disposed of via private waste operators or facilities.

In order to address these two issues, the councils of the Waikato and Bay of Plenty have worked together to develop a regionally aligned template Solid Waste Bylaw to:

- Assist councils to offer similar levels of control of waste in their regions. The Bylaw takes into account the Auckland Council’s Waste Bylaw, in order to avoid Waikato / Bay of Plenty becoming an attractive dumping ground for Auckland’s problematic waste.
- Ensure councils can obtain waste volume and composition information from private operators and facilities in a manner which minimises administrative difficulties for the operator or facility. For example, by having similar reporting requirements, categories of waste, frequency of reporting etc.

The template bylaw also provides the opportunity for regional and sub-regional licensing administration. Options for working together include funding a single administrator who manages

²⁸ Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

the licencing systems for all participating councils or offering a single licence which covers multiple council areas. Such co-operation is likely to reduce the administrative burden on waste operators and facilities and avoid resistance.

A regionally consistent Bylaw could help reduce unnecessary administrative burden for private operators, and the unintended consequences of less well-regulated areas becoming a target for undesirable practices, such as cleanfilling, tyre dumping and poorly managed waste facilities. Auckland, Christchurch, Taupo, New Plymouth, Kapiti Coast, Waimakariri and Far North have licensing systems, the requirements vary as do the fees charged. For example, the fees are \$30 in New Plymouth and \$435 plus \$88 per vehicle in Auckland²⁹.

Another option under the template bylaw clauses is to introduce minimum standards. This could be applicable to the E-Waste issue, where e-waste providers frequently fail to meet the Joint Standard for e-waste recycling. The Bylaw could place meeting the Standard as a requirement of holding a Waste Collectors or Waste Operators licence.

8.2.3 Internal systems

Waikato District Council internal systems for data capture and management; contract management, procurement and waste minimisation activities have potential to be streamlined. A review of internal systems may identify areas of efficiency and assist council to meet the goals and objectives of its 2018 WMMP.

8.2.4 Event waste management

Waikato District Council could develop guidelines for events held in the District. Once completed, these would provide better guidance for events and include details of the consent process for events held in the WDC District (such as H&S Plan, Traffic Management Plan and Event Waste Minimisation Plan). It may be advantageous to develop the Event Waste Guidelines as a sub-regional activity with Hamilton City and Waipa District Councils.

²⁹ WDC Waste Services report 2015

8.2.5 Options relating to data and regulation

Data and regulation options				
Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Continue without a Solid Waste Bylaw	None	<p><i>Social/Cultural:</i> uneven understanding of waste flows in the district</p> <p><i>Environmental:</i> minimal ability to guard against environmental degradation through illegal disposal. Minimal ability to require environmental performance standards are met (e.g. recyclable material is separated)</p> <p><i>Economic:</i> No change to current systems.</p> <p><i>Health:</i> Limited ability to monitor and enforce actions of providers and protect public health</p>	<p>A lack reliable information to monitor and plan for waste management in the region</p> <p>A lack of data and controls on private operators limits Councils' ability to effectively manage waste in the region.</p> <p>Constrained ability to plan for and respond to future demand</p>	<p>Council would implement and enforce existing bylaws</p> <p>May not be sufficient for reporting requirement changes signalled by MfE</p>
Implement regionally consistent Solid Waste Bylaw and waste licensing system	<p>Data quality and management</p> <p>Management of key waste streams</p> <p>Increasing quantity of waste to landfill</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p>	<p><i>Social/Cultural:</i> better understanding of the waste flows in the district</p> <p><i>Environmental:</i> would increase diversion from landfill and information about disposal practices and could potentially guard against environmental harm through illegal disposal</p> <p><i>Economic:</i> small increased cost for operators; additional resources will be required to monitor and enforce the regulatory system</p> <p><i>Health:</i> greater monitoring of providers to ensure no adverse health risks occur</p>	<p>Improved bylaws would, as a minimum, require reporting of waste material quantities. Collecting waste data is imperative to planning how to increase waste minimisation across Council provided services and commercial waste streams. The bylaw could also be used to require minimum performance standards. This could be a key mechanism for addressing waste streams currently controlled by the private sector and how they provide their collection services</p>	<p>Council would develop and enforce the bylaw; monitor and report on waste quantities and outcomes.</p> <p>There are opportunities to implement waste licencing as part of sub-regional co-operation to reduce costs and impact on providers.</p>
Audit waste stream every 3-6 years and before and after significant service changes	Data quality and management	<p><i>Social/Cultural:</i> Identifying material streams for recovery could lead to job creation. Better understanding of waste behaviour.</p> <p><i>Environmental:</i> Ability to identify materials and waste streams for potential recovery and reduction in waste to landfill.</p> <p><i>Economic:</i> Operational costs of implementation. Ability to identify materials and waste streams for potential recovery and reduction, giving rise to new</p>	Better information will inform council planning to meet future demand	<p>Plan for and action a SWAP analysis every 3-6 year, with the first audit in 2018.</p> <p>Funding</p>

		business opportunities and reduction of disposal costs <i>Health:</i> A better understanding of the waste problem will highlight key areas for action to improve health outcomes		
Implement National Waste Data Framework and regional collation of data	Data quality and management of data Potential for greater joint working in Council service delivery and regional and sub-regional collaboration	<i>Social/Cultural:</i> improved knowledge of waste flows and better information available to the public on waste and recovery performance <i>Environmental:</i> Improved ability to monitor and manage waste collection and disposal information and make appropriate planning and management decisions <i>Economic:</i> improved understanding of waste flows resulting in better targeted waste and recovery services and facilities <i>Health:</i> Potential for improved data on hazardous and harmful wastes	The Waste Data Framework would enhance the ability to share and collate information improving overall knowledge of waste flows. It currently only covers material to disposal however	Council would implement the Waste Data Framework by putting standard protocols in place for the gathering and collation of data. This would enable sharing and consolidation of data at a regional level
Review internal roles, responsibilities and systems for meeting waste minimisation goals and objectives	Data quality and management of data Internal roles, responsibilities and systems	<i>Social/Cultural:</i> improved knowledge of waste flows. More integrated services. <i>Environmental:</i> Improved ability to monitor and manage waste collection and disposal information and make appropriate planning and management decisions <i>Economic:</i> improved understanding of waste flows resulting in better targeted waste and recovery services and facilities; greater internal efficiency <i>Health:</i> Potential for improved data on hazardous and harmful wastes	Improved ability to meet future demand	Staff time to establish internal systems
Complete Event Waste Guidelines and clarify consenting requirements for Event Waste; potentially as part of a sub-	Greater community partnership, engagement and understanding of waste issues Data quality and management Increasing quantity of waste	<i>Social/Cultural:</i> community will be more aware of waste minimisation issues outside of the home, taking a higher level of ownership of the issue <i>Environmental:</i> services would seek to establish, support and extend positive behaviours that reduce environmental impact <i>Economic:</i> costs borne by event managers <i>Health:</i> Minimise health risks associated with waste	Meet future demand	Regulatory Education and partnerships Opportunities for regional or sub-regional collaboration to maximise

<p>regional collaboration.</p>	<p>to landfill Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p>	<p>management</p>		<p>impact Staff time</p>
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Table 23 Options: Data and Regulation

8.3 Options: Collection services

Three issues identified in this Waste Assessment relate to council provided services. In particular:

- Increasing quantity of waste to landfill
- Increasing diversion of recyclable and compostable material from the refuse stream
- The need to ensure effective and affordable provision of waste services

In order to address these issues, the Waikato District Council may wish to consider the provision of all waste services (refuse, recycling and organic) over the district including affordability, effectiveness, types or service, receptible type and future demand. Any review of waste services should include consideration of:

- User pays refuse services vs rates funded refuse services
- Council provided vs private services
- Utilising social procurement practises

8.3.1 User pays refuse services vs rates funded refuse services

Waikato District Council is one of many councils in New Zealand who have moved towards a user-pays refuse service under the understanding that this would encourage recycling and diversion. However, the potential benefits of user pays have not been realised as competing in a user pays market for the residential refuse waste stream reduces council's ability to obtain data on refuse flows, and reduces council's ability to influence household's waste behaviour via pricing and other mechanisms. Three potential options are for Waikato District Council to:

- resource full commercial marketing and management systems to promote council services and grow market share in a competitive model
- bring refuse services back under a rates system (either permanently or until a mechanism is established to ensure data on waste flows can be obtained, and behaviour change initiatives can be implemented effectively); or
- to fully privatise the refuse service (i.e. council cease providing a private service and leave it to private operators to provide and price the service as they will).

Council may consider bringing refuse services back as a rate-payer funded service in some or all areas in the District, until mechanisms are in place to ensure council can meet its waste minimisation objectives around obtaining data and initiating behaviour change. This may include the development of resource recovery facilities and support for community groups to provide services under a social procurement model. Once some control of waste flow has been obtained, council may re-consider the introduction of user-pays services to stimulate further waste minimisation behaviour.

8.3.2 Council provided vs private refuse services

Council currently ensures the provision of waste services by contracting services to private waste companies. However, other models can be considered including:

(a) Council provided services

A council provided service can be provided either in-house (i.e. council staff, vehicles, plant and equipment) or via a contracted service (where council manages a contractor who delivers a service). Since the 1980's, most councils have contracted waste services to private collectors in order to access expertise, leverage off the contractor's available plant and staff, and bring competitive pricing to the tender process. There has been an expectation that the private sector will provide a more cost effective and efficient service than Council could deliver.

(b) Privately provided services

Private services can operate in a council area either in competition to council services; or as the only providers (i.e. no council funded refuse or refuse/recycling services).

In the Waikato District, the private sector acts in competition to council provided services in only some areas. Private competition reduces the ability for council provided services to be accurately costed out (as market-share can change unpredictably), reduces the ability of council to obtain quality data on waste flows for planning purposes and can adversely impact the effectiveness of waste minimisation measures.

Under this model, the only way council can meet its waste minimisation objectives is to introduce licences to waste operators under a Waste Bylaw.

Where private services are in operation (either in competition with council service or as the only providers) licences regulate operators with specific criteria e.g. provision of data to Council, limits on the percentage of waste allowed to landfill, or regulation of services provided (e.g. if a company provides a refuse service they must provide a recycling service as well or must provide services to all areas in the District).

Licensing would allow Council to establish some degree of regulatory control over private sector waste collections, obtain waste data and enable Council to meet its obligations under the Waste Minimisation Act 2008.

(c) Council vs private services: key issues:

1. Private services run counter to council's legislatively obligated waste minimisation aims as private operators place no limitations on volume or what can be placed inside a bag / bin and may also offer bulk rates, discouraging waste minimisation.
2. Private operators are able to offer cheaper services as:
 - i) The cost of council services includes the cost to provide public-good waste services (such as illegal dumping and litter collection) whereas private operators are not obligated to contribute to these services.
 - ii) Councils are obligated to ensure services are provided to all areas, whereas private operators can 'cherry pick' profitable areas to provide services while council are obligated to provide services in less profitable rural and isolated areas.
3. If a householder does not like council waste minimisation initiatives such as reduction in receptacle size, collection frequency or price, they are able to change to a private collector.
4. Council requires waste data (volume, composition, source and destination) in order to monitor waste minimisation efforts and meet its reporting and planning obligations under the Waste Minimisation Act 2008. Private collectors are under no obligation to provide such information unless under a licencing system.
5. Council will receive customer enquiries and complaints regarding waste services whether it provides a service or not. Managing residents' concerns represents a cost to council.
6. Looking at broader environmental effects, such as greenhouse gas emissions, traffic congestion, and wear and tear on roads, the effects of several vehicles collecting kerbside waste from households are much greater than for a single vehicle doing the same job.

8.3.3 Social procurement

“Sustainable procurement can minimise the environmental impacts of public sector organisations, as well as benefiting society, the natural environment and reducing overall operating costs³⁰.”

³⁰ P.6. APCC: Australia and New Zealand Government Framework for Sustainable Procurement

For local government, social procurement (frequently used interchangeably with 'sustainable procurement') utilises procurement procedures and purchasing power to create positive environmental and social outcomes. The council still receives the same delivery of cost effective goods, services and works that a commercial supplier could provide but community organisations and social enterprises are instead contracted.

The procurement processes of large organisations like local government have a significant impact on the local environment and economy. Altering how goods and services are acquired, so that cost as well as environmental and social benefits are given equal value will help Waikato District Council to deliver strategic goals and build a stronger community.

Community groups within the Waikato District are likely to support the implementation of sustainable / social procurement, particularly in relation to waste services and facilities.

Guidelines to assist local government to implement sustainable procurement, can be found on the New Zealand Government Procurement website³¹.

8.3.4 Organic waste

National data indicates that a third of refuse from householders is organic material such as food scraps. Waikato District Council is currently supporting a food waste kerbside service in the Raglan area (see section 5.2.5). This service, provided under contract by Extreme Zero Waste, commenced a kerbside food waste service to approximately 2,000 households after a trial that ran from July 2012 to Feb 2013. The service has around 30% put-out rate for bins, and collected 860kg of food waste in its first week of operation.

While the service has not yet been provided for a full year, council will need to assess its effectiveness and decide if a similar service should be rolled out to other communities in the Waikato District during the term of the next 2018-2024 WMMP.

³¹ <http://www.procurement.govt.nz/procurement/for-agencies/guides-and-tools/A-to-Z-guides-tools-templates#st>

8.3.5 Options: Collection Services & Procurement

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Status Quo services and procurement practises.	No effect on any of the key issues.	<i>Social / Cultural / Environmental / Economic / Health</i> - no new impacts	Would not impact on the status quo prediction of demand.	Provides a kerbside recycling service
Review current waste services to: <ul style="list-style-type: none"> • Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents • Assess whether Te Uku warrants inclusion in the kerbside service area 	<p>Increasing quantity of waste to landfill</p> <p>The need to ensure effective and affordable provision of waste services</p> <p>Potential for greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> some improved consistency in approach</p> <p><i>Environmental:</i> impacts depend on outcomes of review</p> <p><i>Economic:</i> shared services could reduce costs and enable access to better quality services.</p> <p><i>Health:</i> Enhanced services could facilitate appropriate disposal and reduce health impacts</p>	Improve ability to meet prediction of demand for waste services and facilities	Provision of services (under contract)
Councils enter into shared service or joint procurement arrangements where there is mutual benefit	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Social/Cultural:</i> some improved consistency in approach.</p> <p><i>Environmental:</i> impacts depend on the collaborative strategies and projects.</p> <p><i>Economic:</i> shared services could reduce costs and enable access to better quality services.</p> <p><i>Health:</i> Enhanced services would facilitate appropriate disposal and reduce health impacts</p>	No significant impact on status quo forecast of future demand	<p>Council to approach neighbouring authorities to form collaborative partnerships on various strategic or operational projects</p> <p>Where services are to be shared there will a need to align service provision and contract dates</p>
Establishment of a social/sustainable procurement model over time	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of</p>	<p><i>Social/Cultural:</i> Supporting community capacity and fostering strong communities</p> <p><i>Environmental:</i> improvement to waste recovery</p>	Could enable management of future demand while also meeting LTP objectives	<p>Changes to council procurement practices.</p> <p>Council recognise the importance of diversity in the mix of scales of</p>

	<p>data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Economic:</i> Could result in benefits for the local economy</p> <p><i>Health:</i> Enhanced services enabling separation of materials could reduce health impacts</p>		<p>economy and localised solutions</p> <p>Councils will support a mix of economic models to target best fit solutions depending on the situation</p>
<p>Monitor the food waste service provided by Xtreme Zero Waste in Raglan, and assess the potential to expand the service to other communities after the service has been in operation for at least two years</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Social/Cultural:</i> Improved services to residents</p> <p><i>Environmental:</i> Reduced waste to landfill</p> <p><i>Economic:</i> Additional costs to ratepayers</p> <p><i>Health:</i> Vulnerable sectors of the community may not be able to afford increased costs. Potential for animal strike</p>	<p>Would need to be developed to take into account future demand</p>	<p>Council would be service provider (contracted service)</p>
<p>Investigate the introduction of programmes to avoid and reduce food waste; and increase composting and associated behaviours</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/cultural:</i> Community awareness and engagement in the waste minimisation process, taking a higher level of ownership of the food waste issues.</p> <p><i>Environmental:</i> Education programmes would seek to establish, support and extend positive behaviours that reduce environmental impact</p> <p><i>Economic:</i> funded through waste levy funding</p> <p><i>Health:</i> Information regarding health risks of relevant waste materials and appropriate management targeted to audiences needs</p>	<p>Improved ability to meet future requirements</p> <p>Education alone will not support behaviour change. Pathways need to be provided for residents and businesses to take action on education messages and be supported to make behaviour change actions.</p>	<p>Councils would fund and coordinate education and engagement programmes.</p> <p>Programmes may be delivered by community or other partners.</p>

Table 24 Options: Collection services and Procurement

8.4 Options: Infrastructure

8.4.1 Resource recovery

Potentially, resource recovery and recycling services could be expanded via the introduction of additional resource recovery centres based on the Xtreme Zero Waste (Raglan) model.

The Xtreme Zero Waste resource recovery facility is a nationally recognised facility which has been used as a model for similar facilities throughout the country, including Auckland, and Waikato District Council is able to 'tap in to' the wealth of knowledge and experience available at Xtreme Waste. The success of the facility at diverting waste from landfill could be replicated at additional locations in the District. Possible locations include Huntly, Ngaruawahia and Pokeno; and potentially supporting a facility in Pukekohe (jointly with Auckland Council) as per a pre-existing scoping study that Waikato District Council has engaged in.

Some budget has already been accounted for in the Long-Term Plan for a facility at Huntly, however if a facility at Pokeno is to be considered – the purchase of land should be addressed sooner rather than later as land prices in that area are increasing rapidly.

Establishing a resource recovery facility in conjunction with community groups is likely to provide additional benefits, beyond just waste minimisation including job creation, local spending, reuse/repair facilities and community engagement with waste minimisation.

8.4.2 Options: Infrastructure

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Status Quo infrastructure	No effect on any of the key issues.	<i>Social / Cultural / Environmental / Economic / Health - no new impacts</i>	Would not provide any benefit towards meeting prediction of demand.	Provides a kerbside recycling service
Investigate and, where applicable, facilitate the development of additional resource recovery centres similar to the Xtreme Zero Waste facility in Raglan. Possible locations include Huntly, Ngaruawahia and Pokeno and a joint facility with Auckland Council at a Pukekohe location.	<p>Increasing quantity of waste to landfill</p> <p>Poor data quality and management</p> <p>Potential for greater community partnership, engagement and understanding of waste issues</p> <p>Insufficient resource recovery infrastructure in the District to meet future demand</p> <p>Inconsistent infrastructure</p>	<p><i>Social/Cultural:</i> improved consistency in approach.</p> <p><i>Environmental:</i> improved environmental outcomes including an increased diversion of waste from landfill</p> <p><i>Economic:</i> local employment, potential for new small businesses to develop to meet reuse/recycling demand. Funded by waste levy and funding applications to the Waste</p>	Increased ability to meet forecast of future demand	<p>Investigation of potential facilities</p> <p>Leadership in collaborative projects with community partners</p> <p>Project management and assistance providing and obtaining funding</p>

	<p>provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.</p>	<p>Minimisation Fund (government) <i>Health:</i> Enhanced services would facilitate appropriate disposal and reduce health impacts</p>		
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Table 25 Options: Infrastructure

8.5 Influence and partnerships

A number of opportunities have been identified for WDC to exert influence and / or partner with others to achieve waste avoidance, reduction or minimisation. These include:

- greater community partnership, engagement to foster understanding of waste issues
- potential for greater joint working in Council service delivery, regional and sub-regional collaboration; and
- advocacy for Product Stewardship.

In addition, there is the potential to establish a Zero Waste Sector Working Group to assist council to encourage the communities towards becoming a 'zero waste communities'. This could be a sub-regional group in collaboration with Hamilton City and Waipa District councils and similar to Waikato/Bay of Plenty Sector Advisory group supporting the regional Councils achieve their waste minimisation goals.

8.5.1 Options relating to influence and partnerships

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Maintain existing education programmes and partnerships	No change	<i>Social/Cultural:</i> no change in community level of ownership of waste issues	No significant impact on status quo forecast of future demand	No change
Engage in regional cooperation including appointing a regional Coordinator to assist with joint projects. Each Council responsible for own jurisdiction.	A regional coordinator will assist in progressing closer working in a number of areas including solid waste bylaws, education and data	<i>Social/Cultural:</i> improve community level of ownership of waste issues <i>Environmental:</i> improved resource efficiency and reduce harm from waste <i>Economic:</i> Shared funding	Assist in meeting future demand	Continue to develop strategic documents through the joint committee. Funding for agreed projects and initiatives.
Engage in sub-regional co-operation by continuing to work closely with Hamilton City and Waipa District Councils	Data quality and management Greater community partnership, engagement and understanding of waste issues	<i>Social/Cultural:</i> improve community level of ownership of waste issues <i>Environmental:</i> improved resource efficiency and reduce harm from waste <i>Economic:</i> Potential to identify	Assist in meeting future demand	Staff time and potentially some funding identified on a case by case basis.

		<p>areas of job creation</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>		
<p>Establish a Zero Waste Sector Working Group to assist council to encourage the communities towards becoming a 'zero waste communities'.</p>	<p>Data quality and management</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> improve community level of ownership of waste issues</p> <p><i>Environmental:</i> improved resource efficiency and reduce harm from waste</p> <p><i>Economic:</i> Potential to identify areas of job creation</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>	<p>Assist in meeting future demand</p>	<p>Staff time and potentially some funding identified on a case by case basis.</p>
<p>Strongly advocate for effective product stewardship and regulation under section 2 of the WMA2008 and support independent organisations advocating for similar outcomes</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Greater community partnership, engagement and understanding of waste issues</p> <p>Insufficient resource recovery infrastructure in Waikato District to meet future demand</p>	<p><i>Social/Cultural:</i> product take back schemes will require behaviour change by product producers and consumers; potentially better management of hazardous materials.</p> <p><i>Environmental:</i> improved resource efficiency.</p> <p><i>Economic:</i> producer responsibility for key waste streams reduces reliance on council funded services</p> <p><i>Health:</i> product take back will ensure better management of hazardous materials</p>	<p>Product stewardship is specifically enabled in the WMA. Fully enacting this principle will help ensure true costs of products are reflected in their price.</p> <p>Call for the introduction of a container deposit scheme</p> <p>Product stewardship schemes will assist Council to meet future demand by providing effective waste recycling services for products such as e-waste, agricultural chemicals and tyres</p>	<p>Strongly advocate to Government for regulation and product stewardship</p> <p>Work with other councils to call for product stewardship and regulation</p> <p>Work with DHB's and others to establish and implement product take back schemes for medical waste and other materials</p> <p>Support NGO's and other organisations acting to achieve producer responsibility for end of life products</p>
<p>Collaborate with Mana Whenua, community groups and private sector to</p>	<p>Increasing quantity of waste to landfill</p> <p>Potential for greater joint</p>	<p><i>Social/Cultural:</i> potential for downstream job creation</p> <p><i>Environmental:</i> potential</p>	<p>There are waste minimisation activities such as reuse shops that are marginally cost effective in</p>	<p>Council to lead and facilitate</p> <p>Council funding & staff support may be required for both</p>

<p>investigate and (if suitable) implement opportunities to enhance economic development through resource recovery</p>	<p>working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p>enhancement through waste minimisation</p> <p><i>Economic:</i> could result in benefits for the local economy</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>	<p>strictly commercial sense, but provide opportunities for social enterprise/charitable community group. Having all three sectors working together can provide mutual benefits for all.</p>	<p>establishment and ongoing support of opportunities.</p> <p>Council to employ a waste minimisation officer.</p>
<p>Continue existing education programmes including application of the Regional Waste Education Strategy and identify areas where an extension of services would be beneficial e.g. In-schools program extended to Northern areas of the District</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> no change in community level of ownership of waste issues</p> <p><i>Environmental:</i> education programmes aim to establish and support positive behaviours that reduce environmental impact</p> <p><i>Economic:</i> currently funded</p> <p><i>Health:</i> Public informed of health risks of waste materials and appropriate disposal pathways</p>	<p>Awareness of waste issues and behaviour would not change significantly from current situation</p>	<p>Council would continue to fund and coordinate education programmes</p>

Table 26 Options: Influence and partnerships

8.6 Summary table of potential scenarios

The above options can form an almost infinite number of combinations. To simplify consideration of the options, high level scenarios with logical combinations of the above options are laid out in the table below. The scenarios are for illustration and can be amended.

	Status Quo	Scenario 1: Recommended	Scenario 2:
Service Model	No change from current service model	Review current waste services to: <ul style="list-style-type: none"> Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents Assess whether Te Uku warrants inclusion in the kerbside service area 	Review current waste services to: <ul style="list-style-type: none"> Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents Include Te Uku in the kerbside service area
Data & regulation	No Solid Waste Bylaw or operator and facility licensing Data not in alignment with National Waste Data Framework	Regionally aligned bylaw with operator and facility licensing, data provision, service standards and receptacle restrictions All reporting to be against the standard reporting indicators under the National Waste Data Framework Regional or sub-regional licensing to reduce compliance costs Investigate utilising social procurement mechanisms for waste services Complete Event Waste Management Guidelines	Regionally aligned bylaw with operator and facility licensing, data provision, service standards, and receptacle restrictions All reporting to be against the standard reporting indicators under the National Waste Data Framework WDC provide licensing provisions separate to other councils in the region Promote social procurement mechanisms for waste services Complete Event Waste Management Guidelines
Organic waste	No expansion of Raglan food waste service	Assess Raglan food waste service and consider options to expand service to other communities where applicable Investigate programmes to avoid and reduce food waste; encourage better behaviours around food waste and increase composting and associated behaviours	Provide a kerbside food waste collection service to all urban households and introduce programmes to avoid and reduce food waste; encourage better behaviours around food waste
Infrastructure	No change to waste	Investigate and, where applicable, facilitate the	Investigate and, where applicable, facilitate the development of additional resource recovery centres.

	infrastructure	development of additional resource recovery centres.	Commit to a minimum of two additional facilities by 2024.
Influence and partnerships	<p>No advocacy for product stewardship</p> <p>Maintain current relationships and level of regional collaboration</p>	<p>Advocate for effective product stewardship and regulation and support independent organisations advocating for similar outcomes</p> <p>Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council would be responsible for own jurisdiction.</p> <p>Collaborate with Mana Whenua, community groups and private sector to investigate and (if suitable) implement opportunities to enhance economic development through resource recovery</p> <p>Continue existing education programmes including application of the Regional Waste Education Strategy</p> <p>Council provides guidance for event waste management programmes</p>	<p>Commit budget allocation for ongoing advocacy programme calling for effective product stewardship and regulation and support independent organisations advocating for similar outcomes</p> <p>Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council responsible for own jurisdiction.</p> <p>Collaborate with Mana Whenua, community groups and private sector to investigate and implement opportunities to enhance economic development through resource recovery</p> <p>Expand existing education programmes including application of the Regional Waste Education Strategy</p> <p>Council provides an event waste management programme</p>

Table 27 Summary: Potential scenarios

PART 9 - STATEMENT OF COUNCIL'S INTENDED ROLE

9.1 Statutory Obligations and Powers

Councils have a number of statutory obligations and powers in respect of the planning and provision of waste services. These include the following:

- Under the WMA each Council “must promote effective and efficient waste management and minimisation within its district” (s 42). The WMA requires TAs to develop and adopt a Waste Management and Minimisation Plan (WMMP).³²
- The WMA also requires TAs to have regard to the New Zealand Waste Strategy 2010. The Strategy has two high levels goals: ‘Reducing the harmful effects of waste’ and ‘Improving the efficiency of resource use’. These goals must be taken into consideration in the development of the Councils’ waste strategy.
- Under the Local Government Act 2002 (LGA) the Councils must consult the public about their plans for managing waste.
- Under the Resource Management Act 1991 (RMA), TA responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities and their controls are specified within district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.
- Under the Litter Act 1979 TAs have powers to make bylaws, issue infringement notices, and require the clean-up of litter from land.
- The Health Act 1956. Health Act provisions for the removal of refuse by local authorities have been repealed by local government legislation. The Public Health Bill is currently progressing through Parliament. It is a major legislative reform reviewing and updating the Health Act 1956, but it contains similar provisions for sanitary services to those currently contained in the Health Act 1956.
- The Hazardous Substances and New Organisms Act 1996 (the HSNO Act). The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.
- Under current legislation and the new Health and Safety at Work Act the Council has a duty to ensure that its contractors are operating in a safe manner.

The Waikato/BoP region Councils, in determining their role, need to ensure that their statutory obligations, including those noted above, are met.

9.2 Overall Strategic Direction and Role

The Councils overall strategic direction and role has been set out in the Waikato District Council 2018-2024 WMMP.

³² The development of a WMMP in the WMA is a requirement modified from Part 31 of the LGA 1974, but with even greater emphasis on waste minimisation.

PART 10 - STATEMENT OF PROPOSALS

Council proposes for the 6-year term of its next WMMP to continue providing the following current waste services in the Waikato District:

- Council provided kerbside refuse and recycling collection, processing and disposal
- Litter bin servicing and illegal dumping collection
- Ongoing monitoring of closed landfills to ensure that resource consent conditions continue to be met; and
- Waste minimisation promotion and education
- Management of waste to ensure protection of health

In addition, based on the options identified in this Waste Assessment and the Council's intended role in meeting forecast demand a range of proposals are put forward. Actions and timeframes for delivery of these proposals are identified in the 2018-2024 Waste Management and Minimisation Plan.

It is expected that the implementation of these proposals will meet forecast demand for services as well as support the Councils' goals and objectives for waste management and minimisation. These goals and objectives will be confirmed as part of the development and adoption of the 2018-2024 Waste Management and Minimisation Plan.

10.1 Statement of Extent

In accordance with section 51 (f), a Waste Assessment must include a statement about the extent to which the proposals will (i) ensure that public health is adequately protected, (ii) promote effective and efficient waste management and minimisation.

10.1.1 Protection of Public Health

The Health Act 1956 requires the Council to ensure the provision of waste services adequately protects public health.

The Waste Assessment has identified potential public health issues associated with each of the options, and appropriate initiatives to manage these risks would be a part of any implementation programme.

In respect of Council-provided waste and recycling services, public health issues will be able to be addressed through setting appropriate performance standards for waste service contracts and ensuring performance is monitored and reported on, and that there are appropriate structures within the contracts for addressing issues that arise.

Privately-provided services will be regulated through local bylaws and uncontrolled disposal of waste, for example in rural areas and in cleanfills, will be regulated through local and regional bylaws. It is considered that these proposals will adequately protect public health.

10.1.2 Effective and Efficient Waste Management and Minimisation

The Waste Assessment has investigated current and future quantities of waste and diverted material, and outlines the Council's role in meeting the forecast demand for services.

It is considered that the process of forecasting has been robust, and that the Council's intended role in meeting these demands is appropriate in the context of the overall statutory planning framework for the Council.

Therefore, it is considered that the proposals would promote effective and efficient waste management and minimisation.

A.1.0 Medical Officer of Health Statement

A draft of the Waste Assessment was provided to the Medical Officer of Health for comment as per the requirements of the Waste Minimisation Act 2008.

The Act states:

Section 51 Requirements for waste assessment

(5) In making an assessment, the territorial authority must—

- (a) use its best endeavors to make a full and balanced assessment; and
- (b) consult the Medical Officer of Health.

Commentary from the Medical Officer of Health is provided below.

The Medical Officer of Health supports the proposed options to improve waste management and minimization, access to quality data, and the proposed focus for activities.

POPULATION HEALTH



Waikato District Health Board

8 February 2018

Sandra Murray
Zenzic Consulting
Sandra@zenzic.nz

Dear Sandra,

Re: Waikato District Council: Waste Assessment. February 2018

Thank you for the opportunity to comment on the 2018 Waste Assessment for Waikato District Council, as per the requirements of Section 51 of the Waste Minimisation Act 2008. I have reviewed the assessment and am pleased to be able to respond and provide some comments.

Effective waste management is critical for good public health outcomes. From a public health perspective, sanitary collection and disposal of solid waste is essential for:

- Human disease control (for example pathogenic wastes and reducing harbourage of human disease vectors such as rats, fleas and mosquitoes)
- Control of health nuisances from dust, odour, pest species or smoke from indiscriminate burning of waste
- Control of health risks from hazardous wastes, such as asbestos
- Prevention of contamination of drinking or recreational water from runoff or leachate
- Public safety, in terms of uncluttered thoroughfares.

This waste assessment is a well written, comprehensive document. It has identified some key issues that are likely to be of concern in terms of public health.

The waste assessment notes that there are a number of gaps in waste data for the district, partly due to private operators and facilities not being required to provide detailed information about waste and recycling volumes. Of particular note is the lack of data available on hazardous wastes. Good quality waste data is important, as it is only through a clear understanding of the amount and composition of the various waste streams that appropriate plans can be put into place to minimise waste. I therefore support activities that may help to address this issue, including the proposed option to implement a regionally consistent solid waste bylaw and waste licensing system.

Farms waste has been identified as contributing to an estimated 47% of all waste within the district. The Rural Waste Survey Data Analysis: Waikato & Bay of Plenty, indicates that 100% of farms burn, bury or bulk store waste on site, and that 50% of rural property had a burn pile or farm dump less than 40 metres from a water course or drain. Such practices risk contamination of waterways and land in the longer term. I therefore encourage Council engagement with farms to help quantify and address

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this issue. I support the suggested facilitation of the uptake of farm waste services through a combination of education and the identification and removal of barriers to appropriate waste disposal.

Public Health can be protected in the longer term by minimising the impact of waste on our environment. I therefore support actions that reduce waste to landfill, such as reducing, recycling and reusing. I note that there has been an increase in recyclable material recovered per capita in 2016 compared to 2012, which appears promising. However, waste volumes to landfill have increased over the same period and waste generated is expected to further increase with population growth. Ongoing work in this area will therefore be required.

I acknowledge the success of the Xtreme Zero Waste facility in Raglan for diverting material from landfill. As noted within the Waste Assessment, other parts of the District have less access to such services. I support the proposed option to facilitate the development of additional resource recovery centres within the District, similar to the facility in Raglan.

An estimated 85% of Waikato District's waste to landfill may be related to industrial, commercial and institutional sources. The Waste Assessment has noted that there are three known large scale waste generators, and has suggested that it may be useful for Council to undertake further investigation and potentially provide educative support for these companies in order to reduce waste to landfill. I would support such an initiative by Council and recommend that this be considered as an option to help address the increasing quantity of waste to landfill. Identification and removal of barriers to reducing and recycling of waste by industrial, commercial and institutional sources would also be important.

I note the discussion within the Waste Assessment relating to user pays refuse services versus rates funded refuse services. I recognise the potential benefit of incentivising recycling and reducing waste volumes from a user pays waste collection service, however, protection of public health includes ensuring that this does not lead to inequities for those who may struggle to afford it. Reducing the size of the MGB bin may provide a fairer and more equitable means of encouraging waste reduction. This issue would also need to be considered should the Council decide to fully privatise the refuse service, to ensure that privatisation did not lead to an inequitable outcome for lower socioeconomic groups.

Once again, thank you for the opportunity to comment on the Waste Assessment. The Waikato Public Health Unit recognises that effective waste management contributes to better health outcomes for the community and would like to continue working with the Council in the development of the Waste Management Plan.

Kind regards



Dr Richard Wall
Medical Officer of Health

A.2.0 Glossary of Terms

Term	Definition
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
C&D Waste	Waste generated from the construction or demolition of a building including the preparation and/or clearance of the property or site. This excludes materials such as clay, soil and rock when those materials are associated with infrastructure such as road construction and maintenance, but includes building-related infrastructure.
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households.
ETS	Emissions Trading Scheme
Hazardous waste	Means any waste that contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001 under the Hazardous Substances and New Organism Act 1996; or that meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZS 5433: 2012 – Transport of Dangerous Goods on Land; or that meets the definition for radioactive material included in the Radiation Safety Act 2016.
ICI	Industrial, Commercial, Institutional
Landfill	A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill. See Landfill categories and definitions in Appendix A.2.2 below
LGA	Local Government Act 2002
Managed Fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
MfE	Ministry for the Environment
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
NZ	New Zealand

NZWS	New Zealand Waste Strategy
Putrescible; garden or green waste	Plant based material and other bio-degradable material that can be recovered through composting, digestion or other similar processes.
RRP	Resource Recovery Park
RTS	Refuse Transfer Station
Service Delivery Review	As defined by s17A of the LGA 2002. Councils are required to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions.
Special waste	Waste that fits into significant, identifiable waste streams, usually from a single generator. Special wastes are those that cause particular management and/or disposal problems and need special care. This includes, but is not restricted to, hazardous and medical wastes (including e-wastes).
TA	Territorial Authority (a city or district council)
Waste	Means, according to the WMA: <ul style="list-style-type: none"> a) Anything disposed of or discarded, and b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.
WA	Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed
WMA	Waste Minimisation Act 2008
WMMP	A Waste Management and Minimisation Plan as defined by s43 of the Waste Minimisation Act 2008
WWTP	Wastewater treatment plant

Table 28 Glossary of terms

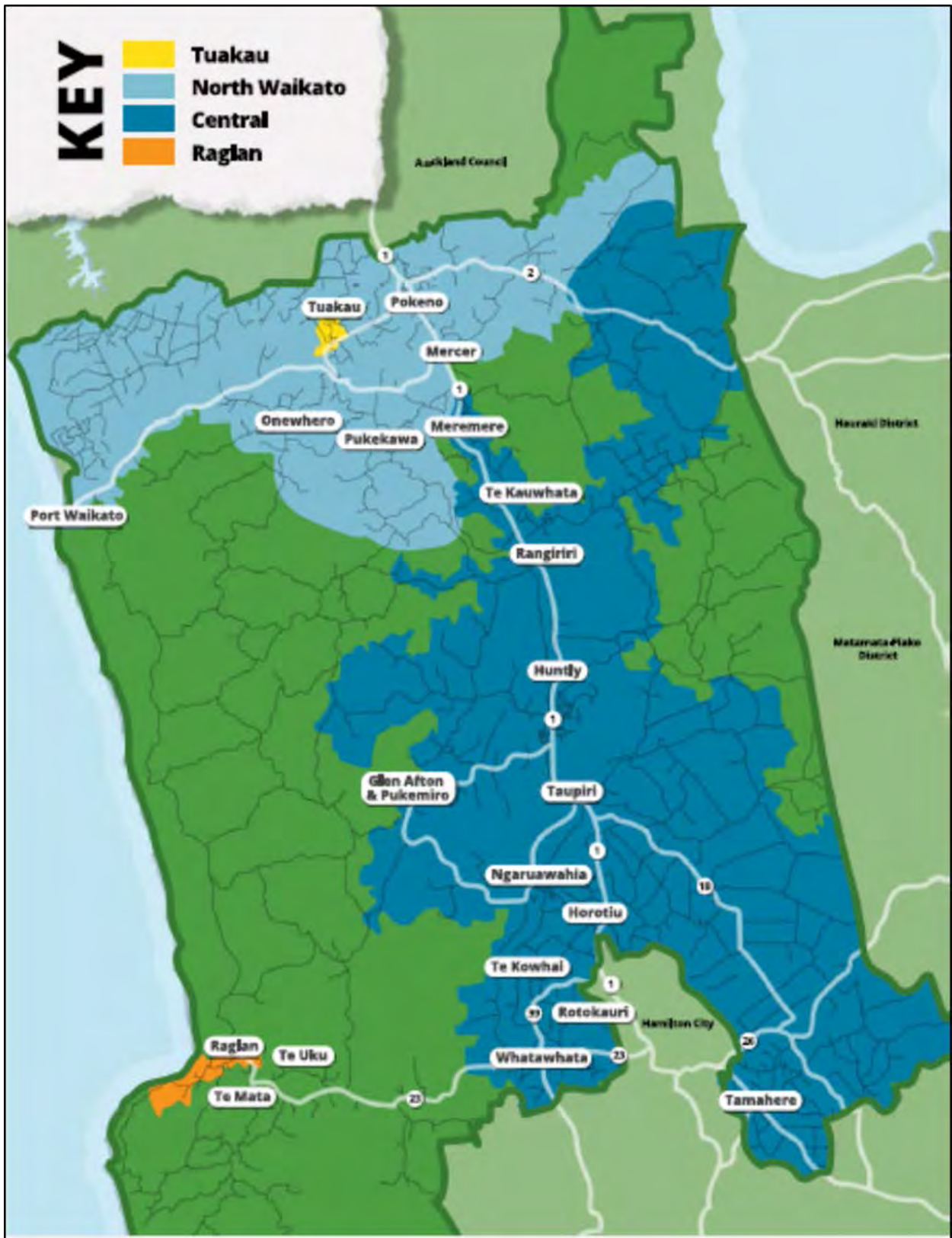
Landfill definitions (From the 'Technical Guidelines for Disposal to Land' (2016))	
WAC	Waste Acceptance Criteria
Class I - Landfill	A Class I landfill is a site that accepts municipal solid waste as defined in the Guidelines. A Class I landfill generally also accepts C&D waste, some industrial wastes and contaminated soils. Class I landfills often use managed fill and clean fill materials they accept, as daily cover.

	<p>Class 1 landfills require:</p> <ul style="list-style-type: none"> • a rigorous assessment of siting constraints, considering all factors, but with achieving a high level of containment as a key aim; • engineered environmental protection by way of a liner and leachate collection system, and an appropriate cap, all with appropriate redundancy; and • landfill gas management. <p>A rigorous monitoring and reporting regime is required, along with stringent operational controls. Monitoring of accepted waste materials is required, as is monitoring of sediment runoff, surface water and groundwater quality, leachate quality and quantity, and landfill gas.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • municipal solid waste; and • for potentially hazardous leachable contaminants, maximum chemical contaminant leachability limits (TCLP) from Module 2 Hazardous Waste Guidelines – Class A4.
<p>Class 2 Landfill</p>	<p>A Class 2 landfill is a site that accepts non-putrescible wastes including C&D wastes, inert industrial wastes, managed fill material and clean fill material as defined in these Guidelines.</p> <p>Although not as strong as Class 1 landfill leachate, Class 2 landfill leachate is typically characterised by mildly acidic pH, and the presence of ammoniacal nitrogen and soluble metals, including heavy metals. Similarly, industrial wastes from some activities may generate leachates with chemical characteristics that are not necessarily organic.</p> <p>Operational controls are required, as are monitoring of accepted waste materials, monitoring of sediment runoff, surface water and groundwater quality, and monitoring of leachate quality and quantity.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • a list of acceptable materials; and • maximum ancillary biodegradable materials (e.g. vegetation) to be no more than 5% by volume per load; and • maximum chemical contaminant leachability limits (TCLP) for potentially hazardous leachable contaminants. <p>For Class 2 landfills, leachability testing should be completed to provide assurance that waste materials meet the WAC.</p>
<p>Class 3 Landfill – Managed/Controlled Fill</p>	<p>A Class 3 landfill accepts managed fill materials as defined in the Guidelines. These comprise predominantly clean fill materials, but may also include other inert materials and soils with chemical contaminants at concentrations greater than local natural background concentrations, but with specified maximum total concentrations. Site ownership, location and transport distance are likely to be the predominant siting criteria. However, as contaminated materials (in accordance with specified limits) may be accepted, an environmental site assessment is required in respect of geology, stability, surface hydrology and topography.</p> <p>Monitoring of accepted material is required, as are operational controls, and monitoring of sediment runoff and groundwater.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • a list of acceptable solid materials; and • maximum incidental or attached biodegradable materials (e.g. vegetation) to be no more than 2% by volume per load; and

	<ul style="list-style-type: none"> • maximum chemical contaminant limits. <p>A Class 3 landfill does not include any form of engineered containment. Due to the nature of material received it has the potential to receive wastes that are above soil background levels. The WAC criteria for a Class 3 landfill are therefore the main means of controlling potential adverse effects.</p>
<p>Class 4 Landfill - Cleanfill</p>	<p>Class 4 landfill accepts only clean fill material as defined in the Guidelines. The principal control on contaminant discharges to the environment from Class 4 landfills is the waste acceptance criteria.</p> <p>Stringent siting requirements to protect groundwater and surface water receptors are not required. Practical and commercial considerations such as site ownership, location and transport distance are likely to be the predominant siting criteria, rather than technical criteria.</p> <p>Clean filling can generally take place on the existing natural or altered land without engineered environmental protection or the development of significant site infrastructure. However, surface water controls may be required to manage sediment runoff.</p> <p>Extensive characterisation of local geology and hydrogeology is not usually required. Monitoring of both accepted material and sediment runoff is required, along with operational controls.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • virgin excavated natural materials (VENM), including soil, clay, gravel and rock; and • maximum incidental inert manufactured materials (e.g. concrete, brick, tiles) to be no more than 5% by volume per load; and • maximum incidental or attached biodegradable materials (e.g. vegetation) to be no more than 2% by volume per load; and • maximum chemical contaminant limits are local natural background soil concentrations. <p>Materials disposed to a Class 4 landfill should pose no significant immediate or future risk to human health or the environment.</p>
<p>Note: The Guidelines should be referred to directly for the full criteria and definitions.</p>	

Table 29 Landfill definitions

A.3.0 Area map of council services



A.4.0 National Legislative and Policy Context

(a) The New Zealand Waste Strategy 2010

The New Zealand Waste Strategy 2010 provides the Government's strategic direction for waste management and minimisation in New Zealand. This strategy was released in 2010 and replaced the 2002 Waste Strategy.

The New Zealand Waste Strategy has two goals. These are to:

- reduce the harmful effects of waste
- improve the efficiency of resource use.

The strategy's goals provide direction to central and local government, businesses (including the waste industry), and communities on where to focus their efforts to manage waste. The strategy's flexible approach ensures waste management and minimisation activities are appropriate for local situations.

Under section 44 of the Waste Management Act 2008, in preparing their waste management and minimisation plan (WMMP) councils must have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy. Guidance on how councils may achieve this is provided in section 4.4.3.

A copy of the New Zealand Waste Strategy is available on the Ministry's website at www.mfe.govt.nz/publications/waste/new-zealand-waste-strategy-reducing-harm-improvingefficiency.

(b) Waste Minimisation Act 2008

The purpose of the Waste Minimisation Act 2008 (WMA) is to encourage waste minimisation and a decrease in waste disposal to protect the environment from harm and obtain environmental, economic, social and cultural benefits.

The WMA introduced tools, including:

- waste management and minimisation plan obligations for territorial authorities
- a waste disposal levy to fund waste minimisation initiatives at local and central government levels
- product stewardship provisions.

Part 4 of the WMA is dedicated to the responsibilities of a council. Councils "must promote effective and efficient waste management and minimisation within its district" (section 42).

Part 4 requires councils to develop and adopt a WMMP. The development of a WMMP in the WMA is a requirement modified from Part 31 of the Local Government Act 1974, but with even greater emphasis on waste minimisation.

To support the implementation of a WMMP, section 56 of the WMA also provides councils the ability to:

- develop bylaws
- regulate the deposit, collection and transportation of wastes
- prescribe charges for waste facilities
- control access to waste facilities
- prohibit the removal of waste intended for recycling.

A number of specific clauses in Part 4 relate to the WMMP process. It is essential that those involved in developing a WMMP read and are familiar with the WMA and Part 4 in particular.

The Waste Minimisation Act 2008 (WMA) provides a regulatory framework for waste minimisation that had previously been based on largely voluntary initiatives and the involvement of territorial authorities under previous legislation, including Local Government Act 1974, Local Government Amendment Act (No 4) 1996, and Local Government Act 2002. The purpose of the WMA is to encourage a reduction in the amount of waste disposed of in New Zealand.

In summary, the WMA:

- Clarifies the roles and responsibilities of territorial authorities with respect to waste minimisation e.g. updating Waste Management and Minimisation Plans (WMMPs) and collecting/administering levy funding for waste minimisation projects.
- Requires that a Territorial Authority promote effective and efficient waste management and minimisation within its district (Section 42).
- Requires that when preparing a WMMP a Territorial Authority must consider the following methods of waste management and minimisation in the following order of importance: Reduction, Reuse, Recycling, Recovery, Treatment and Disposal
- Put a levy on all waste disposed of in a landfill.
- Allows for mandatory and accredited voluntary product stewardship schemes.
- Allows for regulations to be made making it mandatory for certain groups (for example, landfill operators) to report on waste to improve information on waste minimisation.
- Establishes the Waste Advisory Board to give independent advice to the Minister for the Environment on waste minimisation issues.

Various aspects of the Waste Minimisation Act are discussed in more detail below.

The Government has announced a review of the Waste Minimisation Act 2008 to be completed in 2018.

(c) Waste Levy

From 1st July 2009 the Waste Levy came in to effect, adding \$10 per tonne to the cost of landfill disposal at sites which accept household solid waste. The levy has two purposes, which are set out in the Act:

- to raise revenue for promoting and achieving waste minimisation
- to increase the cost of waste disposal to recognise that disposal imposes costs on the environment, society and the economy.

This levy is collected and managed by the Ministry for the Environment (MfE) who distribute half of the revenue collected to territorial authorities (TA) on a population basis to be spent on promoting or achieving waste minimisation as set out in their WMMPs. The other half is retained by the MfE and managed by them as a central contestable fund for waste minimisation initiatives.

Currently the levy is set at \$10/tonne and applies to wastes deposited in landfills accepting household waste. The MfE published a waste disposal levy review in 2017³³. This review notes that for the review period of 1 July 2013 to 30 June 2016, levied waste disposal facilities received a total of 10,681,295 gross tonnes of waste. From this, 1,207,786 tonnes of material were diverted, leaving total net waste to landfill at 9,473,509 tonnes. Total gross tonnage of waste

increased by 16.4% from the 2014 review, while the quantity of waste diverted decreased by 6.3%. As a result, the total net tonnage disposed to levied landfills has increased by 20.1% since the 2014 review.

³³ Ministry for the Environment. 2017. Review of the effectiveness of the waste disposal levy, 2014 in accordance with section 39 of the Waste Minimisation Act 2008. Wellington: Ministry for the Environment

The review goes on to note: “Systems and processes to administer the waste disposal levy are operating efficiently and effectively, and all stakeholders are meeting their obligations relevant to this review as prescribed in the Waste Minimisation Act. However, annual levied waste is increasing, indicating that the levy is not currently achieving its objective. Added to this, the majority of New Zealand’s waste disposal facilities are exempt from the levy and no data is available about the waste that is disposed at these facilities”.

In conclusion, the Ministry intends to develop and implement a staged approach to applying the waste disposal levy across additional classes of landfills and assess the role of a differential rating system. This staged approach will be developed over a 1-5-year period.

(d) Product Stewardship

Under the Waste Minimisation Act 2008, if the Minister for the Environment declares a product to be a priority product, a product stewardship scheme must be developed and accredited to ensure effective reduction, reuse, recycling or recovery of the product and to manage any environmental harm arising from the product when it becomes waste³⁴. No Priority Products have been declared as of May 2015.³⁵

Further details on current schemes are available on: <http://www.mfe.govt.nz/waste/product-stewardship/accredited-voluntary-schemes>

(e) Waste Minimisation Fund

The Waste Minimisation Fund has been set up by the Ministry for the Environment to help fund waste minimisation projects and to improve New Zealand’s waste minimisation performance through:

- Investment in infrastructure;
- Investment in waste minimisation systems and
- Increasing educational and promotional capacity.

Criteria for the Waste Minimisation Fund have been published:

1. Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste and the reuse, recycling and recovery of waste and diverted material. The scope of the fund includes educational projects that promote waste minimisation activity.
2. Projects must result in new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
3. Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals, councils or firms.
4. Projects should be for a discrete timeframe of up to three years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.
5. Funding can be for operational or capital expenditure required to undertake a project.
6. For projects where alternative, more suitable, Government funding streams are available (such as the Sustainable Management Fund, the Contaminated Sites Remediation Fund, or research funding from the Foundation for Research, Science and Technology), applicants should apply to these funding sources before applying to the Waste Minimisation Fund.

³⁴ Waste Management Act 2008 2(8)

³⁵ MfE, Priority waste streams for product stewardship intervention: Consultation Feedback Publication date: April 2015

7. The applicant must be a legal entity.
8. The fund will not cover the entire cost of the project. Applicants will need part funding from other sources.
9. The minimum grant for feasibility studies will be \$10,000.00. The minimum grant for other projects will be \$50,000.00.

Application assessment criteria have also been published by the Ministry.

(f) Local Government Act 2002

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

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

More information on the LGA can be found at ww.dia.govt.nz/better-local-government.

(g) Resource Management Act 1991

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

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

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

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

In addition, the RMA provides for the development of national policy statements and for the setting of national environmental standards (NES). There is currently one enacted NES that directly influences the management of waste in New Zealand – the Resource Management (National Environmental Standards for Air Quality) Regulations 2004. This NES requires certain landfills (e.g., those with a capacity of more than 1 million tonnes of waste) to collect landfill gases and either flare them or use them as fuel for generating electricity.

Unless exemption criteria are met, the NES for Air Quality also prohibits the lighting of fires and burning of wastes at landfills, the burning of tyres, bitumen burning for road maintenance, burning coated wire or oil, and operating high-temperature hazardous waste incinerators.

These prohibitions aim to protect air quality.

(h) New Zealand Emissions Trading Scheme

The Climate Change Response Act 2002 and associated regulations is the Government's principal response to manage climate change. A key mechanism for this is the New Zealand Emissions Trading Scheme (NZ ETS). The NZ ETS puts a price on greenhouse gas emissions, providing an incentive for people to reduce emissions and plant forests to absorb carbon dioxide. Certain sectors are required to acquire and surrender emission units to account for their direct greenhouse gas emissions or the emissions associated with their products. Landfills that are subject to the waste disposal levy are required to surrender emission units to cover methane emissions generated from landfill. These disposal facilities are required to report the tonnages landfilled annually to calculate emissions.

The NZ ETS was introduced in 2010 and, from 2013, landfills have been required to surrender New Zealand Emissions Units for each tonne of CO₂ (equivalent) that they produce. To date however the impact of the NZETS on disposal prices has been very small. There are a number of reasons for this:

- The global price of carbon crashed during the GFC in 2007-8 and has never recovered. Prior to the crash it was trading at around \$20 per tonne. The price has been as low as \$2, but since in June 2015 the Government moved to no longer accept international units in NZETS the NZU price has increased markedly (currently sitting at around \$18 per tonne)³⁶.
- The transitional provisions of the Climate Change Response Act, which were extended indefinitely in 2013 (but have now been reviewed), mean that landfills have only had to surrender half the number of units they would be required to otherwise³⁷.
- Landfills are allowed to apply for 'a methane capture and destruction Unique Emissions Factor (UEF). This means that if landfills have a gas collection system in place and flare or otherwise use the gas (and turn it from Methane into CO₂) they can reduce their liabilities in proportion to how much gas they capture. Up to 90% capture and destruction is allowed to be claimed under the regulations, with large facilities applying for UEF's at the upper end of the range.

Taken together (a low price of carbon, two for one surrender only required, and methane destruction of 80-90%) these mean that the actual cost of compliance with the NZETS has been negligible. Disposal facilities have typically imposed charges (in the order of \$5 per tonne) to their customers, but these charges currently reflect mainly the costs of scheme administration, compliance, and hedging against risk rather than the actual cost of carbon.

The way the scheme has been structured to date also results in some inconsistencies in the way it is applied – for example class 2-4 landfills and closed landfills do not have any liabilities under the scheme. Further, the default waste composition (rather than a SWAP) can be used to calculate the theoretical gas production, which means landfill owners have an incentive to import biodegradable waste, which then increases gas production and which can then be captured and offset against ETS liabilities.

Despite these constraints on the impact of the ETS, there may be potential for the picture to change in the future (to a degree). The United Nations Climate Change Conference, (COP21)

³⁶ <https://carbonmatch.co.nz/> accessed 19 July 2016

³⁷ The two for one transitional provisions are now to be phased out by the Government from 1 January 2017

to be held in Paris France in November – December of 2015, established universal (but non-binding) emissions reduction targets for all the nations of the world. The outcomes could result in growing demand for carbon offsets and hence drive up the price of carbon. The other factor which is likely to come into play is the removal of the transitional provisions from 1 January 2017– meaning that landfills will need to surrender twice the number of NZUs they do currently. Even in a ‘worst case’ scenario however where the transitional provisions are removed and the price of carbon rises dramatically to say \$50 per tonne, the liability for a landfill that is capturing 80% of methane generated would only be \$13.10.³⁸ Therefore while the ETS could have an impact on disposal costs in the medium term this level of impact will likely not be sufficient to drive significant change in the waste sector.

More information is available at www.climatechange.govt.nz/emissions-trading-scheme.

(i) Litter Act 1979

Under the Litter Act it is an offence for any person or body corporate to deposit or leave litter:

- In or on any public place; or
- In or on any private land without the consent of its occupier.

The Act enables Council to appoint Litter Officers with powers to enforce the provisions of the legislation.

The legislative definition of the term "Litter" is wide and includes refuse, refuse, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, waste matter or other thing of a like nature. Any person who commits an offence under the Act is liable to:

- An instant fine of \$400 imposed by the issue of an infringement notice; or a fine not exceeding \$5,000 in the case of an individual or \$20,000 for a body corporate upon conviction in a District Court.
- A term of imprisonment where the litter is of a nature that it may endanger, cause physical injury, disease or infection to any person coming into contact with it.

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

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

Council powers under the Litter Act could be used to address illegal dumping issues that may be included in the scope of a council's waste management and minimisation plan.

(j) Health Act 1956

The Health Act 1956 places obligations on TAs (if required by the Minister of Health) to provide sanitary works for the collection and disposal of refuse, for the purpose of public health protection (Part 2 – Powers and duties of local authorities, section 25). It specifically identifies certain waste management practices as nuisances (S 29) and offensive trades (Third Schedule). Section 54 places restrictions on carrying out an offensive trade and requires that the local authority and medical officer of health must give written consent and can impose conditions on

³⁸ Each tonne of waste is assumed under the NZETS to generate 1.31 tonnes of CO₂ equivalent. Therefore one tonne of waste requires 1.31 carbon offsets, which at \$50 a tonne would cost \$65.50. 20% of \$65.50 (the liability if 80% of methane is captured and destroyed) is \$13.10

the operation. Section 54 only applies where resource consent has not been granted under the RMA. The Health Act enables TAs to raise loans for certain sanitary works and/or to receive government grants and subsidies, where available.³⁹

Health Act provisions to remove refuse by local authorities have been repealed.

(k) Hazardous Substances and New Organisms Act 1996 (HSNO Act)

The HSNO Act addresses the management of substances (including their disposal) that pose a significant risk to the environment and/or human health. The Act relates to waste management primarily through controls on the import or manufacture of new hazardous materials and the handling and disposal of hazardous substances.

Depending on the amount of a hazardous substance on site, the HSNO Act sets out requirements for material storage, staff training and certification. These requirements would need to be addressed within operational and health and safety plans for waste facilities. Hazardous substances commonly managed by TAs include used oil, household chemicals, asbestos, agrichemicals, LPG and batteries.

The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.⁴⁰

(l) Health and Safety at Work Act 2015

The new Health and Safety at Work Act, passed in September 2015 replaces the Health and Safety in Employment Act 1992. The bulk of the Act is due to come into force from 4 April 2016.

The Health and Safety at Work Act introduces the concept of a Person Conducting a Business or Undertaking, known as a PCBU. The Council will have a role to play as a PCBU for waste services and facilities.

The primary duty of care requires all PCBUs to ensure, so far as is reasonably practicable:

1. the health and safety of workers employed or engaged or caused to be employed or engaged, by the PCBU or those workers who are influenced or directed by the PCBU (for example workers and contractors)
2. that the health and safety of other people is not put at risk from work carried out as part of the conduct of the business or undertaking (for example visitors and customers).

The PCBU's specific obligations, so far as is reasonably practicable:

- providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

³⁹ From: MfE 2009: Waste Management and Minimisation Planning, Guidance for Territorial Authorities.

⁴⁰ MfE 2009: Waste Management and Minimisation Planning, Guidance for Territorial Authorities

A key feature of the new legislation is that cost should no longer be a major consideration in determining the safest course of action that must be taken.

Health and Safety at Work (Hazardous Substances) Regulations 2016 are due to be released March 2017 and come into effect December 2017. These regulations will place additional controls on the collection, storage, handling and transport of hazardous waste. If a council managed household hazardous waste facility or service is established, they will need to comply with these regulations.

(m) Other legislation

Other legislation that relates to waste management and/or reduction of harm, or improved resource efficiency from waste products includes:

- Hazardous Substances and New Organisms Act 1996
- Biosecurity Act 1993
- Radiation Protection Act 1965
- Ozone Layer Protection Act 1996
- Agricultural Chemicals and Veterinary Medicines Act 1997.

For full text copies of the legislation listed above see www.legislation.govt.nz.

A.5.0 International commitments

New Zealand is party to international agreements that have an influence on the requirements of our domestic legislation for waste minimisation and disposal. Some key agreements are the:

- Montreal Protocol
- Basel Convention
- Stockholm Convention
- Waigani Convention
- Minamata Convention.

More information on these international agreements can be found on the Ministry's website at www.mfe.govt.nz/more/international-environmental-agreements.

A.6.0 Table of Tables

Table 1	Total gross, diverted and net tonnages of waste at levied waste disposal facilities	8
Table 2	Recommended bin and bin lid colours for MGB's.....	10
Table 3	Waste Levels of service (LTP)	12
Table 4	Summary of waste generated in the Waikato District 2016/2017	19
Table 5	Summary of council refuse service tonnages.....	20
Table 6	Kerbside refuse comparison with other councils.....	20
Table 7	Comparison of kerbside refuse streams.....	21
Table 8	Waste generation per farm surveyed in Waikato/BoP and Canterbury.....	23
Table 9	Farm waste tonnages for the Waikato District	24
Table 10	Volumes of waste by waste and farm type.....	24
Table 11	Tonnage of waste to landfill from Waikato and Bay of Plenty	25
Table 12	Recycled and diverted material – summary	26
Table 13	Class I landfills accessible from Waikato District.....	28
Table 14	Summary of closed landfills in the Waikato District.....	29
Table 15	Council provided refuse services	35
Table 16	Council provided recycling services	36
Table 17	Commercial refuse and recycling service providers	40
Table 18	Employment before and after CRC development.....	43
Table 19	Comparison of volumes of refuse and recyclables: 2012 WA to 2017 WA * excludes farm waste to land.....	44
Table 20	Progress against 2012 WMMP Objectives	45
Table 21	Progress against 2022 targets.....	46
Table 22	Review of 2012 WMMP Actions	50
Table 23	Options: Data and Regulation	66
Table 24	Options: Collection services and Procurement	71
Table 25	Options: Infrastructure	73
Table 26	Options: Influence and partnerships.....	76
Table 27	Summary: Potential scenarios.....	78
Table 28	Glossary of terms.....	85
Table 29	Landfill definitions.....	87

A.7.0 Table of Figures

Figure 1	Tonnages of refuse collected from council kerbside collections	20
Figure 2	Composition of kerbside refuse 2013	22
Figure 3	Tonnages of recycling collected from council collections.....	26
Figure 4	Raglan food waste HCU	37
Figure 5	Projected high, medium and low baseline population, Waikato District	54
Figure 6	Age-sex structure, percentage of each, 2013-2033, Waikato District.....	55
Figure 7	Municipal waste generation, GDP and population in OECD 1980 – 2020.....	56

STATEMENT OF PROPOSAL

THE PROPOSED WAIKATO DISTRICT COUNCIL WASTE MANAGEMENT PLAN 2018 (WMMP)

The development and adoption of the Waikato District Council Waste Assessment (WA) and Waste Management and Minimisation Plan (WMMP) is a legislative requirement under the Waste Minimisation Act 2008 (WMA), and must undergo a Special Consultative Process as set out in Section 44(e) of the Act.

The **Waste Assessment (WA)** is a technical document. The key purpose of the WA is to present a clear picture of what happens with waste in the Waikato District area, what forces are driving current behaviours and outcomes, and to highlight the key issues and the basic options for addressing those issues.

The **Waste Management and Minimisation Plan (WMMP)** presents as clear a picture as possible of what activities Waikato District Council intends to carry out in order to manage and minimise waste in the District.

Reasons for the proposal

The Waikato District Council is required under the Waste Minimisation Action 2008 (WMA) to have a current WA and WMMP in place. The WA and WMMP are to be reviewed every six years.

The Council has considered the proposed WMMP 2018-2024 and determined it is consistent with the requirements of the WMA 2008.

Summary of Key Changes

The WMMP 2018-2014 intends to focus on the avoidance, reduction, and minimisation of waste, and will make use of opportunities created from resource recovery.

This WMMP sets out Vision, Goals, Objectives and Targets to guide us towards waste avoidance, reduction and recovery.

Twenty-one activities are also detailed, and will be carried forward into the long term and annual plans to ensure the resourcing is available to deliver on our plan.

Actions and timeframes for delivery of these proposals are identified in the 2018-2024 Waste Management and Minimisation Plan.

Council proposes for the 6-year term of its next WMMP to continue providing the following current waste services in the Waikato District:

- Council provided kerbside refuse and recycling collection, processing and disposal
- Litter bin servicing and illegal dumping collection
- Ongoing monitoring of closed landfills to ensure that resource consent conditions continue to be met; and
- Waste minimisation promotion and education
- Management of waste to ensure protection of health

As well as continuing council services, the following proposed activities include:

- a review of waste services and behaviour change programmes to bring them into alignment with the WMMP
- the development of new recycling centres
- the introduction of a Solid Waste Bylaw and a waste operator licensing system
- improved mechanisms for the collection of waste information
- greater co-operation with other councils in the region; and with Mana Whenua, community groups and the private sector
- advocating for greater central government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

It is expected that the implementation of these proposals will meet forecast demand for services as well as support the Councils' goals and objectives for waste management and minimisation. These goals and objectives will be confirmed as part of the development and adoption of the 2018-2024 Waste Management and Minimisation Plan.

Consultation and submissions

Anyone can make a submission about the proposed Waikato District Council WMMP and we encourage you to let us know your views.

What is a submission?

Submissions are a record of your views/preferences on a particular issue. By making a submission you can ensure that your voice is heard by councillors to assist them in their decision making. Submissions may be sent or given to the Council from any organisation or any member of the public during a time period specified by Council. In most cases submission forms are available at Council offices and libraries and on the 'Say it' page of Council's website.

When can I make a submission?

The submission period for the proposed WMMP opens on 14 March 2018 and closes at 5pm on 16 April 2018.

How can I make a submission?

Any person may make a submission on the content of this proposed WMMP.

Written submissions should follow the format shown in the submission form following this page. This form is intended as a guide only, but is suitable for brief submissions. Please attach additional pages as necessary.

In addition, if you wish to present your comments in person, Council will hear verbal submissions on 16 May 2018 (or as early thereafter as possible). Submitters wishing to be heard in support of their submission must clearly state this in their submission. All submitters wishing to be heard will be contacted to arrange an appropriate time on the date specified.

Please note that written submissions are to be received by Waikato District Council by 5pm on 16 April 2018.

Alternatively, you can come and talk to us at the following locations;

Location, time, date all to be confirmed.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Privacy Act Information - The Local Government Act 2002 requires submissions **to be made available to the public.**

Your contact details are collected:

- So the Council can write and inform you of the decision(s) on your submission(s).
- To arrange a hearing date and time for you to speak (if you choose to).

Your name and address will be publicly available. If you would like your address and phone details (including email address) kept confidential you need to inform us when you send in your submission.

You have the right to correct any errors in personal details contained in your submission. If you do not supply your name and address the Council will formally receive your submission, but will not be able to inform you of the outcome.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Submissions can be:

Online: www.waikatodistrict.govt.nz/sayit

Posted to: Waikato District Council
Private Bag 544
Ngaruawahia 3742

Delivered to: Waikato District Council
Attn: Corporate Planner
15 Galileo Street
Ngaruawahia 3742

Huntly Office
142 Main Street, Huntly 3700

Raglan Office
7 Bow Street, Raglan 3225

Tuakau Office
2 Dominion Rd, Tuakau 2121

Te Kauwhata Office
1 Main Road, Te Kauwhata 3710

Emailed to: consult@waidc.govt.nz

Subject heading should read: *"Dangerous, Affected and Insanitary Buildings Policy –Submission"*

What happens next?

Council will acknowledge each submission received in writing, either by letter or email.

Following the closing of submissions on 16 April 2018, all submissions will be reviewed by Elected Members. Verbal submissions will be heard and all submissions formally considered at a Council meeting on 16 May 2018 (or as soon thereafter as possible). This meeting is open to both submitters and the public to attend.

Important Dates to Remember:

Submissions open – 14 March 2018
Submissions close – 16 April 2018
Hearing of submissions – 16 May 2018

If you have any further queries or would like further copies of the proposed WMMP, please contact Pat Cronin on 0800 492 452.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
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Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Proposed Timeline for the Waste Management and Minimisation Plan 2018 (WMMP) Version 2 including workshop option

WMMP	Date	Responsibility
Send draft material to ELT: including WMMP, Statement of Proposal, Sub form, consultation timeline. Include Food Waste Report to consider?	9 March	Karl/Pat/Amy
ELT approval	14 March	Karl/Pat
Agreed Draft WMMP to Stacey Solomon to format	? Is this still required?	Stacey
Report due for Infrastructure meeting INF (Needs to include background, Statement of proposal, draft WMMP, Sub form, consultation details) <u>Also report due for other report? Food waste? Need more info - unclear</u>	16 March	Karl/Pat
INF meeting	27 March	All attend
Approval for workshop material	3 April	Karl/Pat
Send out workshop material to Councillors	4 April	Karl/Pat
As there isn't much time following the workshop start working on the Report that will go to the Extra Council Meeting 17 April. Include as much of the report as possible for example the background. The rest of the report will follow the workshop.	27 March onwards	
Potential Workshop Date (has been pencilled in) The only other earlier option was the 3 rd April however that won't be enough time for Councillors to read the workshop material considering it is after Easter.	10 April	All attend
Need to highlight that there is only a day or so to update the WMMP following the workshop. This is extremely tight and I would recommend blocking out your diary/and Jackis for April 10th/April 11 to get any updates done. Will need to clarification that we can delay sending out the report to the Extr Council Meeting on the 17 th . Good idea to highlight this at the INF meeting in March.	11 April	Karl/Pat
Extra Council meeting to formalise approval of draft and consultation	17 April	All attend
Arrange Public Notice, Media Release, Social Media Update website: www.waikatodistrict.govt.nz/wmmp	18 April	Comms/Amy
Website, fact sheets, typeform online tool finalised	20 April	Comms/Amy
Material finalised for Community Board Meetings and Committees. Report Due for all CB and C. Email out info earlier.	20 April	Karl/Pat
Send out consultation document, statement of proposal, draft WMMP, sub form to Stakeholders (this list will need to be confirmed – See below?), Also publically available at WDC libraries. Need to brief Customer Delivery/Records about process.	20 April	Pat
Consultation opens	23 April	Amy to coordinate processing/updates to Pat during consultation period

Attend CB /Committee meetings (See dates below)		Karl to confirm who is attending? Discuss with ELT
Public meetings?	?	Karl to confirm if these need organising? Perhaps discuss with ELT
Consultation closes	23 May	
Consultation report due	1 June	All
Hearing (if applicable)	June 13	Karl/Pat to provide background info Amy to provide submission summary and coordinate the Hearing schedule
Report to Council for adoption (Following this public notice to be arranged and website updated)	27 June at Council meeting	All

Community Board Meetings and Community Committee meetings.
Some of these meetings are scheduled for the end of the suggested consultation period so information should be sent out earlier to inform them of the process.

TKCC – Te Kauwhata Community Committee – 7pm - 2 May
MMCC – Meremere Community Committee – 7pm - 10 May
TCB – Taupiri Community Board – 5:30pm – 14 May
RCB – Raglan Community Board – 2pm – 8 May
NCB – Ngaruawahia Community Board – 6:15pm - 8 May
HCB – Huntly Community Board – 6pm - 15 May
OTCB – Onewhero – Tuakau Community Board 7pm - 7 May
PCC –Pokeno Community Committee 7pm – 8 May

Key stakeholders known to us include:

- Community Boards
- Xtreme Zero Waste
- Para Kore
- Marae in the District
- Community centres in the District
- Residents
- Waste operators and waste facility managers

Proposed Timeline for the Waste Management and Minimisation Plan 2018 (WMMP)

WMMP	Date	Responsibility
Send draft material to ELT: including WMMP, Statement of Proposal, Sub form, consultation timeline. Include Food Waste Report to consider?	9 March	Karl/Pat/Amy
ELT approval	14 March	Karl/Pat
Agreed Draft WMMP to Stacey Solomon to format	? Is this still required?	Stacey
Report due for Infrastructure meeting INF (Needs to include background, Statement of proposal, draft WMMP, Sub form, consultation details)		Karl/Pat
<u>Also report due for other report? Food waste? Need more info - unclear</u>	16 March	
INF meeting	27 March	All attend
Council meeting to formalise approval of draft and consultation	9 April	All attend
Arrange Public Notice, Media Release, Social Media Update website: www.waikatodistrict.govt.nz/wmmp	10 April	Comms/Amy
Website, fact sheets, typeform online tool finalised	12 April	Comms/Amy
Material finalised for Community Board Meetings and Committees. Report Due for all CB and C. Email out info earlier.	13 April	Karl/Pat
Send out consultation document, statement of proposal, draft WMMP, sub form to Stakeholders (this list will need to be confirmed – See below?), Also publically available at WDC libraries. Need to brief Customer Delivery/Records about process.	13 April	Pat
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Key stakeholders known to us include:

- Community Boards
- Xtreme Zero Waste
- Para Kore
- Marae in the District
- Community centres in the District
- Residents
- Waste operators and waste facility managers

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Jacki Remihana Acting General Manager Service Delivery
Date	9 March 2018
Prepared by	Karen Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	Raglan Kopua Holiday Park, Chairperson's Six Monthly Report, 1 July-31 January 2018

1. EXECUTIVE SUMMARY

The Raglan Kopua Holiday Park Chairperson's Six Monthly Report for the period 1 July-31 January 2018 is attached for information.

2. RECOMMENDATION

THAT the report from the Raglan Kopua Holiday Park Chairperson be received.

3. ATTACHMENTS

- Raglan Kopua Holiday Park Chairperson's Six Monthly Report – 1 July-31 January 2018

TO	Infrastructure Committee and Raglan Community Board
DATE	28 February 2018
FROM	Colin KM Chung Chairperson Raglan Kopua Holiday Park Board of Management
SUBJECT	Raglan Kopua Holiday Park Chairperson's Six Monthly Report July-31 January 2018

PURPOSE OF REPORT

The purpose of the Chairperson's Six Monthly report is to keep the Infrastructure Committee/Raglan Community Board of the Waikato District Council fully informed of all significant issues/activities of the Raglan Kopua Holiday Park.

REPORT

Introduction

This report presents a summary of the main issues/activities for the period | July-31 January 2018 and for the most part (sales and net surplus) we are slightly ahead of the previous year.

Issues:

It has been a good first half of the financial year, although full of surprises and challenges. Sales have been up slightly over the same period the previous year and for the most part of winter and spring, time and energy was spent on maintenance and capital works projects.

In September, Pam Ryan started her position as the new camp manager after being appointed by Council. As this was a critical prep time to ready the park for the summer rush, it was fortunate that Jo Hamblyn, then the interim manager, and the interim assistant manager, Haven Tahere, could stay on and assist Pam in the steep learning curve of this important management role in preparation for the oncoming summer rush. Our busy summer period started well with good December sales starting earlier than last year and with January having a couple periods of heavy rain effecting earlier departures, new arrivals kept our park quite full and we were still able to squeeze another 14% growth during December over the previous year. Although we anticipated a slump in sales due to all those rainy spells and unusually cooler weather, surprisingly we netted an increase of 25% growth over last year January's sales. This was largely in part to a new policy of no refunds due to the weather, so quite a few sites were resold again for the same period when vacated by prepaid campers. Campers were well behaved for the most part and very happy with the service and the pleasant smooth running of the park, especially with booking systems and reservation all in place as opposed to the dire mess of last summer. Consequently, we once again had many re-bookings, good comments and ended this period on a very high note. We had a few issues with the security company's service during this busy period, that didn't directly impact on the security or safety of the camp, but poised a very heavy load on management's ability to smoothly oversee operations. This and their contract is now being reviewed and sorted.

Budget/Financial Performance:

We have had an increase in sales of 13% with operating costs increasing 24%, mainly due to a big spend of \$175,000 on planned and general repairs and maintenance, but we were still able to manage a 19% net after depreciation. For the period ending 31 January 2017, we ended with working capital of just over \$1.2M and a net worth of just over \$4M.

Capital Works/Projects:

The capital improvement budget for this year is \$357,850 with \$116,918 already spent before the summer rush on improvements & upgrading of facilities, with a balance of \$240,932 to be used to complete projects before the end of the financial year.

PROPERTY REPORT				
<i>Capital Expenditure Analysis year-to-date</i>	<i>For the period ended 31 January 2018</i>			
Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Pump track, seal, landscaping, amenities	\$0	\$125,000	\$99,454	\$25,546
Boundary survey	\$0	\$600	\$0	\$600
Heritage Trail	\$0	\$5,000	\$0	\$5,000
Driveway upgrade, including entrance	\$0	\$20,000	\$0	\$20,000
Revamp main kitchen and internet room	\$0	\$30,000	\$0	\$30,000
Boat and car wash area and upgrade boat parking	\$0	\$1,200	\$0	\$1,200
Increase security coverage	\$0	\$1,500	\$0	\$1,500
Flooring for Papahua and small toilet block	\$0	\$25,500	\$0	\$25,500
New ride on mower	\$0	\$15,500	\$870	\$14,630
Recoat main toilet block floors	\$0	\$25,500	\$0	\$25,500
Dump station upgrade	\$0	\$1,500	\$0	\$1,500
Meters for powered sites	\$0	\$65,000	\$0	\$65,000
Hand dryers x 6	\$0	\$10,350	\$2,500	\$7,850
Papahua upgrade roof	\$0	\$10,000	\$8,714	\$1,286
Soccer field report	\$0	\$6,200	\$5,380	\$820
Murals - materials and contribution to schools	\$0	\$15,000	\$0	\$15,000
Total	\$0	\$357,850	\$116,918	\$240,932
* Per draft Capital Plan September 2017				
Expenditure on programmed maintenance is		\$59,650	\$71,242	
Expenditure included in wages is			\$0	
Balance left to spend on programmed maintenance				(\$11,592)

Major Maintenance Items:

No major maintenance items are anticipated for this year other than our planned maintenance programme of upgrading, refreshing and replacements of current assets. (approximately \$100,000)

Description of work	Budget	<i>For the period ended 31 January 2018</i>		
		Actual cost to date	Balance to expend	Previous year to date
Replacements - Other	\$54,000	\$22,621	\$31,379	\$13,914
Replacements - Linen & Bedding	\$0	\$4,978	(\$4,978)	\$0
Crockery,utensils,small appliances	\$0	\$2,570	(\$2,570)	\$0
Replace large appliances,furniture,TVs	\$0	\$23,237	(\$23,237)	\$0
Replacements - Tools	\$0	\$1,818	(\$1,818)	\$0
Hardware Supplies	\$0	\$464	(\$464)	\$0
Room Supplies	\$0	\$2,448	(\$2,448)	\$0
Maintenance - Grounds	\$7,000	\$2,494	\$4,506	\$5,547
Maintenance - Plant	\$25,000	\$16,716	\$8,284	\$3,627
Maintenance - Property	\$16,000	\$26,801	(\$10,801)	\$2,576
		\$0	\$0	
Total	\$102,000	\$104,148	(\$2,148)	\$25,664

Health & Safety Issues:

We have no major health or safety issues with either staff or patrons of the park during the past period. A Council contractor, Amourguard was employed to handle 24 hour security service at the camp for the busy summer period under a contract, but unfortunately due to poor communications we are looking at alternative solutions for the rest of the year.

Number of Visitors/Stays:

We can report that we had a small, but significant increase in numbers from clever advertising and promotions over the last year and by having a much bigger on-line presence, we were still able to get good results. We will continue with this strategy especially in the upcoming "shoulder" and "slow" seasons. (Please see attached advertising and promotion budget)

MARKETING EXPENDITURE

<i>Year to date</i>	<i>For the period ended 31 January 2018</i>		
	Forecast cost	Actual cost to date	Balance to expend
Advertising	\$60,500	\$26,651	\$33,849
Design	\$13,000	\$1,043	\$11,957
Marketing	\$10,000	\$6,128	\$3,872
Website Maintenance & Development	\$0	\$2,045	(\$2,045)
Papahua Design & Marketing	\$0	\$0	\$0
Raglan Map - Income	\$0	\$0	\$0
Raglan Map - Expenditure	\$0	\$0	\$0
Total	\$83,500	\$35,866	

Expenditure included in wages is **\$0**

Balance left to spend **\$47,634**

Miscellaneous Items:

Now that the summer is almost over, Pam and her team can get on with the planned programme maintenance, upgrading and refreshing all of the motel units and finish off the projects on the capital improvement budget. Plans to convert the old and tired kitchen cabins to a small group school camp facility is being considered along with plans to proceed with the upgrade of the Papahua Centre kitchen and dining room. The heavy rains during the middle of summer and subsequent flooding of some areas in the camp has us analysing our pumps and drainage systems to find a permanent solution.

A big thank you to Pam, Jo, Haven and their hard-working team for their great effort and the smooth operation over the busy holiday period. We are very proud of their achievements and results and look forward to finishing the rest of the year with their capable management.

Of great concern is the new Charter put up by Council about how the Board of Management should operate, be made up of, its responsibilities and how members are to be appointed or chosen.

The Board look forward to reaching agreement on the many changes put forth by Council on the terms of reference. The major points in reference are outlined in a recent letter to the CEO by one of our Board members, Peter Storey:

We, the Board have worked through the Charter document and drawn up a list of issues that we think need to be addressed.

Please see the attached documents which I have expanded on a bit below.

We feel that it is quite cumbersome and should actually be split into two documents. One being the actual Charter and the other being the Rules and procedures. (See attached.) The Charter should focus on why we are here and who we are answerable to with reference to the deed of gift.

In the first instance we believe there is only one Stakeholder (The Raglan Community) (see attached).

The WDC, employees and contractors are service providers to the Camp and therefore, for the Community. All are, in a limited way, internal stakeholders but not the ultimate Stakeholder.

This could change after the outcome of the Waitangi Tribunal hearing, but as this could well be years away we see no point guessing possible outcomes.

We believe the Board should report in the first instance to the Raglan Community Board and intended changes be presented first, through them and where required Consultation with the Community. Previously it was agreed that the Terms of Reference would be approved by the Raglan Community Board before becoming part of Council's delegations, and we believe the Charter should say something about this process.

The procedure around the appointment of Board members needs to be made clearer and the intention spelled out clearly.

The draft document is silent on these essential procedures.

Currently Members (other than the RCB Chair and Ward Councillor) are on a three year rotation.

As the cycle nears an end the position is advertised in the local paper and applicants are vetted by the Board and an appointment is made by them. If this is to be the procedure then it needs to be spelled out as should any proposed changes.

The document needs to spell out how the Iwi reps are chosen (from within their groups) so as to clear up current interpretations.

The current position is that there is a member representing Maori Business operators and a member representing Ngati Maahunga. The way it has changed is that the Ngati Maahunga have interpreted that they get two positions and the Maori Business position is no longer there.

This needs to be tidied up as the original intention was never that and nor should it be! It was that members from both groups in town have representation, as you know. All parties would find it helpful if the Charter stated the Iwi body that has the authority to nominate each of the two representatives.

The Board should only be involved with the running of the camp business and the remainder of the Papahua block be looked after by another body. The Board could continue to fund any development undertaken on the remainder of the Papahua block through this other body.

Colin K M Chung
Board Chairperson

Open Meeting

To	Infrastructure Committee
From	Tony Whittaker General Manager Strategy & Support
Date	12 March 2018
Chief Executive Approved	Y
Reference #	GOV1318 / 1917712
Report Title	Raglan Kopua Holiday Park Financial Statements ended 31 January 2018

I. EXECUTIVE SUMMARY

The purpose of this report is to present the Infrastructure Committee with the Raglan Kopua Holiday Park Financial Statements for the seven months ended 31 January 2018.

The seven month performance is unfavourable to last year by approximately \$30k, underpinned by higher revenue, but offset by targeted increases in certain costs categories, particularly repairs and maintenance, and staff costs. Overall the performance continues to be positive.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Raglan Kopua Holiday Park Financial Statements ended 31 January 2018

RAGLAN HOLIDAY PARK**SPECIAL PURPOSE REPORT**
for the 7 months ended 31 January 2018

Contents:

Compilation report	1
Directory	2
Approval of financial report	3
Statement of profit or loss	4
Balance sheet	5
Statement of changes in equity	6
Notes to the accounts	7

RAGLAN HOLIDAY PARK BOARD**Compilation report
For the 7 months ended 31 January 2018**

This is a compilation report to the Board of Management of the Raglan Holiday Park Board.

Scope

On the basis of information you provided we have compiled, in accordance with *Service Engagement Standard No. 2: Compilation of Financial Information*, the special purpose financial statements of Raglan Holiday Park Board for the seven month period ended 31 January 2018, as set out in pages 02 to 11. These have been prepared on the basis disclosed in the notes to the financial statements on page 07.

Responsibilities

You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Directors are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs, and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. Neither we nor any of our employees accept responsibility on any grounds whatsoever, including liability in negligence, for the contents of the special purpose financial statements, to any other person.

No audit or review engagement undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarization of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.



**Bizworx Consultancy Limited
Chartered Accountants**

Date: 21-02-2018


RAGLAN HOLIDAY PARK BOARD

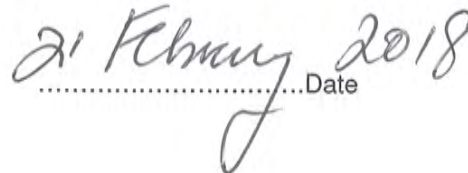
**Approval of financial report
For the 7 months ended 31 January 2018**

The Board of Management are pleased to present the approved financial report including the historical financial statements of Raglan Holiday Park Board for the seven month period ended 31 January 2018.

APPROVED

For and on behalf of the Board:


.....Chairperson
Colin Chung


.....Date

RAGLAN HOLIDAY PARK BOARD

Directory

For the 7 months ended 31 January 2018

Name	Position
------	----------

Board Members:

C Chung (Chairperson)	Business Representative
P Storey	Community Representative
L Thomson	WDC Representative
M Rickard	Business and Maori Representative
D Reynolds	Mana Whenua Representative
R MacLeod	WDC Ward Representative

Manager:

P Ryan

Secretary:

J Gibbs

Other Information

Address:

P.O. Box 34
Raglan 3265

Bankers:

Westpac
Raglan

Accountant:

L Wilkins
Bizworx Consultancy Limited
Chartered Accountants
Raglan

Statement of profit or loss
for the 7 months ended 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Income			
Rentals Received	8	1,067,665	930,763
Contracting Receipts		-	1,477
Interest Received		15,542	1,696
Sales of Goods & Services		34,672	37,967
Total Income		1,117,879	971,903
Expenditure			
Accountancy, Consultancy, Legal, & Administration		20,935	18,715
Advertising & Promotion		32,397	36,486
Bank Charges		10,634	6,362
Cleaning, Laundry & Waste Management		38,013	34,299
Commission Paid - Bookings & Sales		5,300	2,088
Communication Costs		8,668	8,304
General Expenses		2	557
Heat, Light, Power & Water		50,176	44,239
Insurance		7,832	7,404
Lease Payments		5,840	2,394
Licenses & Subscriptions		766	4,371
Office Expenses		27,895	26,051
Purchases for Resale		17,118	16,429
Rates		19,025	16,355
Replacements, Repairs & Maintenance - General		104,147	38,133
Repairs & Maintenance - Programmed	5	71,242	17,321
Security		26,154	48,340
Professional Development, Travel & Conferences		3,218	3,951
Vehicle Expenses		7,603	4,963
Wages & Salaries		364,464	310,680
Total Cash Expenditure		821,429	647,442
Non-Cash Adjustments			
Depreciation	5	82,960	80,581
Total Non-Cash Adjustments		82,960	80,581
Total Expenses		904,389	728,023
Net Operating Surplus (Deficit)		213,490	243,880

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

Balance Sheet
as at 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Current Assets			
Cash & Bank	2	769,378	454,196
Westpac Term Deposit	3	783,413	750,000
Accounts Receivable		93,550	62,911
Prepaid Expenses		3,556	3,785
Total Current Assets		1,649,897	1,270,892
Current Liabilities			
Accounts Payable	4	53,030	72,752
Waikato District Council - Current Account		281,662	97,956
GST Accrued		21,437	36,169
Revenue Received in Advance	7	81,568	70,957
Total Current Liabilities		437,697	277,834
Working Capital		1,212,200	993,058
Non-Current Assets			
Property, Plant & Equipment	5	2,876,868	2,805,223
Total Non-Current Assets		2,876,868	2,805,223
Net Assets & Liabilities		4,089,068	3,798,281

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

Statement of Changes in Equity
for the 7 months ended 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Opening Balance January 31 previous year		3,798,281	3,467,144
Movements in Equity 1 February to 30 June previous year	7	<u>77,297</u> 3,875,578	<u>87,257</u> 3,554,401
Net Operating Surplus (Deficit)		213,490	243,880
Closing Balance January 31		4,089,068	3,798,281

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

Notes to the Accounts For the 7 months ended 31 January 2018

1. STATEMENT OF ACCOUNTING POLICIES

Entity Reports

These financial statements are for Raglan Holiday Park Board.

The Raglan Holiday Park Board was established to oversee and govern the operation of the Raglan Holiday Park. The Board's management purpose is to manage the Camping Ground Assets of the Waikato District Council and the people of Raglan / Whaingaroa, generating sufficient income to cover operating costs and provide growth through reinvestment in people and facilities.

The financial statements of Raglan Holiday Park Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

Historical cost

These financial statements have been prepared on a historical cost basis, except for certain assets which have been revalued as identified in specific accounting policies below. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$ except where otherwise indicated.

Specific Accounting Policies

(a) Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probably that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

(b) Accounts receivables

Accounts receivable are recognised at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

(c) Income tax

The Raglan Holiday Park Board is not subject to Income tax.

(d) Goods and services tax (GST)

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable, which are stated inclusive of GST.

(e) Property, Plant & Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

RAGLAN HOLIDAY PARK BOARD

Notes to the Accounts For the 7 months ended 31 January 2018

(f) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

Buildings	40 years
Equipment	3 - 10 years
Furniture, Fixtures, Fittings	5 years
Vehicles	5 years

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the different between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

(g) Financial Instruments – financial assets

At initial recognition, the Board determines the classification of financial assets as held at cost, calculated at the transaction price less any associated transaction costs.

(h) Leases – operating leases

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

(i) Employee Entitlements – Accruals

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a charge for holiday pay. An accrual has been made for days in lieu of public holidays that have not been taken.

(j) Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuing year. The annual accounts of the Board are included in the audit of Waikato District Council.

(k) Changes in Accounting Policies

There have been no changes in accounting policies for the year. Policies have been applied on a basis consistent with the previous year.

Notes to the accounts
for the 7 months ended 31 January 2018

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
2 Cash & Bank		
Westpac Cheque Account	457,521	394,880
Westpac Savings Account	298,480	48,224
Cash on Hand	11,488	9,662
Float	1,889	1,430
	769,378	454,196
3 Investments		
Westpac Term Deposit	783,413	750,000
	783,413	750,000
Matures:	27/04/2018	28/07/2017
Interest rate:	3.35%	3.60%
4 Accounts Payable		
Trade Creditors	50,872	70,152
Westpac Credit Card	2,158	2,600
	53,030	72,752

5 Property, Plant & Equipment

	2018			2017		
	Cost/ Value	Accum Depn	Book Value	Cost/ Value	Accum Depn	Book Value
Lessees Alterations	3,761,369	963,976	2,797,393	3,578,465	873,140	2,705,325
Plant & Equipment	282,717	250,692	32,025	282,102	238,306	43,796
Furniture & Fittings	65,585	57,775	7,810	77,196	66,591	10,605
Vehicles	145,740	106,100	39,640	128,132	82,635	45,497
	4,255,411	1,378,543	2,876,868	4,065,895	1,260,672	2,805,223

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Reconciliation of Net Book Value		
Net book value at 1 July	2,833,960	2,811,814
Assets disposed of		
Depreciation charge for period	(82,960)	(80,581)
Asset acquisition at cost	125,868	73,990
Net book value at 31 January	2,876,868	2,805,223
Assets disposed of 1 February to 30 June		-
Depreciation charge for period 1 February to 30 June		(60,521)
Asset acquisition at cost 1 February to 30 June		89,258
Net book value at 30 June		2,833,960
Depreciation		
Lessees Alterations	53,747	51,367
Plant & Equipment	12,927	14,139
Furniture & Fittings	1,631	1,143
Vehicles	14,655	13,932
	82,960	80,581

Raglan Holiday Park Board has a maintenance programme for painting & refurbishment. In general this work is treated as repairs & maintenance, and is written off in the year of expenditure.

Notes to the accounts for the 7 months ended 31 January 2018

6 Capital Expenditure Commitments

Raglan Holiday Park has several capital projects noted in the Capital Plan that was approved in October 2017. Current projects still in progress include the pump track amenities, recoating the main toilet block floor, the heritage trail, a new par course, meters for power sites, installing a car/boat wash area, upgrading the driveway and entrance, and funds allocated to the multi purpose hall project. The sum of \$1,242,790 is committed but unspent as at 31 January. (2017: \$1,267,107). The Capital Plan is currently being reviewed.

Operating Lease Commitments

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
<i>Lease commitments under non-cancellable operating leases:</i>		
Not later than one year	5,225	3,336
Later than one year and not later than two years	1,947	4,428
Later than two years and not later than five years	-	-
Later than five years	-	-
	7,172	7,764

Raglan Holiday Park Board entered into a rental agreement for photocopier in February 2016. The lease term is for a period of 59 months, and will terminate on 31 December 2020. The new agreement costs \$246 per month.

Raglan Holiday Park Board has entered into rental agreements for EFTPOS equipment. The agreement with Leasetech is for a period of four years at monthly instalments of \$96, and the agreement finishes 30 September 2018. The agreement with Eftco is for a period of three years at monthly instalments of \$45, commencing 29 November 2016.

Raglan Holiday Park Board has entered into a rental agreement for solar-powered waste disposal units, commencing 10 November 2015. The agreement is for a period of three years at monthly instalments of \$433.

7 Movements in Equity 1 February to 30 June previous year

Movements in Property, Plant & Equipment:

Assets disposed of 1 February to 30 June	-	-
Depreciation charge for period 1 February to 30 June	(60,521)	(42,266)
Asset acquisition at cost 1 February to 30 June	89,258	25,232
 Movements in Current Assets	 122,395	 41,100
Movements in Current Liabilities	(73,835)	63,191
 Net Movements in Equity 1 February to 30 June	 77,297	 87,257

Notes to the accounts
for the 7 months ended 31 January 2018

	<i>2018</i> <i>Actual \$</i> <i>7 mths</i>	<i>2017</i> <i>Actual \$</i> <i>7 mths</i>
8 Revenue Received in Advance		
Revenue received in advance for caravan sites	34,601	51,359
Other accommodation revenue received in advance (refer Note 5)	46,967	19,598
	81,568	70,957
9 Contingent Losses or Gains		
There were no known contingent losses or gains outstanding as at 31 January (2017: Nil)		
10 Subsequent Events		
There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.		

Open Meeting

To	Infrastructure Committee
From	Tony Whittaker General Manager Strategy & Support
Date	18 March 2018
Chief Executive Approved	Y
Reference #	GOV1318 / 1917632
Report Title	Raglan Kopua Holiday Park Charter and Procedures for the Selection and Appointment of Members

I. EXECUTIVE SUMMARY

Council created a Management Board (“Camp Board”) for the Raglan Kopua Holiday Park a number of years ago. The Board was established via delegation from Council.

Council has previously advised the Raglan Kopua Holiday Park Board they require the board to operate at a more strategic level and leave the management of the Camp to staff delegated to do so via Council’s Chief Executive. To assist with this staff prepared a new Board Charter based on good practice guidelines issued by the Institute of Directors in New Zealand. This Charter has been reviewed and supported by the Audit & Risk Committee of Council.

The Camp Board have requested a number of changes. These changes include separating the Charter from the Rules and Procedures, challenging who the stakeholders are (the Charter provides that the stakeholders are the Raglan Community and Council), and requesting a process for the appointment of Board Members. The Chief Executive had requested the Camp Board spend some time attempting to operate in the spirit of the Charter before making changes. For this reason it is not recommended that changes are made at this time, particularly as new Members are possible through the rotation process.

The Charter provides for rotation / refreshing of Board Members on a three yearly cycle. This is not a process that has operated in the past, other than when vacancies arose following a resignation. In response to the request for a process above, attached to this report is a suggested ‘Procedure for Selection and Appointment of Members’. This requires a transparent and fair process whereby the best candidates are sought, interviewed and appointed to the Board. This also required Council adoption of recommendations from the Camp Board following their process. The Camp Board are currently in the process of giving effect to the first rotation and hence the direction from this procedure is required now.

There is currently discussions being held with regard to the name of the land upon which the Camp is located and hence the name of the Camp, and the constitution of the Iwi representatives on the Board. This paper does not consider these issues. Council’s

Komatua will assist with resolving these issues and a separate paper will be presented to Council to confirm the position.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Infrastructure Committee recommends to Council adoption of the Raglan Kopua Holiday Park Charter and Procedure for Selection and Appointment of Members.

3. CONSIDERATION

3.1 FINANCIAL

The governance arrangements of the camp are funded from its financial operations. The specific amounts payable are determined by the Charter.

3.2 LEGAL

The Camp Board is established via delegation of Council. The Charter and appointment of members requires formal adoption by Council.

3.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Charter provides for the Camp Board to prepare a strategy, business plans and budget.

3.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
✓			Community Boards/Community Committees
✓			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

4. CONCLUSION

Council received an internal audit report in 2017 that recommended clarity around the roles of governance versus management of the camp. The terms of reference, based on the Institute of Directors guidelines for good governance, has been prepared in response. The Procedures for Selection and Appointment of Members also provides direction to the Camp Board in the spirit of good governance.

5. ATTACHMENTS

- Raglan Kopua Holiday Park Charter
- Raglan Kopua Holiday Park Procedures for Selection and Appointment of Members

**Raglan Kopua Holiday Park
Procedures for Selection and Appointment of Members**

1. Purpose

To ensure that there are defined procedures for the selection and appointment of new members to the Board.

The Board will follow a formal and transparent procedure for the selection and recommendation to Council for appointment of new members. These procedures will be implemented to promote understanding and confidence in this process. Council will consider and appoint members following this process and the subsequent recommendation from the Board.

2. Board Composition

The Board Charter requires that the Board comprises a majority of Members with a broad range of expertise, skills and experience. The composition of the Board is regularly reviewed to ensure that the Board continues to have the mix of skills and experience necessary for the conduct of the Raglan Kopua Holiday Park ('the Camp') activities. Candidates for appointment to the Board may be considered where they hold particular experience relevant for the activities of the Camp.

The Board shall ensure that, collectively, it has the appropriate range and expertise to properly fulfil its responsibilities.

The Charter currently provides that the Board consists of:

- a. The Chairperson of the Raglan Community Board
- b. One representative of Raglan Businesses
- c. Two Iwi representatives
- d. One Community representative
- e. Raglan Ward Councillor

These procedures are to be used to make recommendations to Council for (b) and (d) above.

Iwi will select their own appointees and formally advise the Board and Council.

3. Procedure

A formal and transparent procedure for the selection and appointment of new members to the Board helps promote understanding and confidence in that process. The appointment of new members to the Board will be considered by the full Board.

- (a) Identification of potential Board candidates

The Board will advertise vacancies as they become available. A 'Job Description' will be available.

(b) Selection

In the circumstances where the Board is required to identify new members for recommendation to Council, certain procedures will be followed by the Board, including:

- determining the skills and experience appropriate for the appointee having regard to those of the existing Members and any other likely changes to the Board;
- agreeing the process and timetable for seeking such a person;
- the preparation of a short list of candidates.

Potential members are to be provided with the responsibilities such an appointment would entail ('Job Description') and the Raglan Kopua Holiday Park Charter. All new members will be required to commit to the Charter.

Candidates would be expected to provide a copy of their resume detailing their skills and experience. The Board would interview the candidate and explain details of the Camp, its operations, policies and expectations.

When considering a candidate the Board will make their assessment pursuant to the following guidelines:

- competencies and qualifications;
- independence;
- other relevant experience/roles held (previously and currently);
- time availability;
- contribution to the overall balance of the composition of the Board;
- depth of understanding of the role and obligations of a governance member.

The Board will make a recommendation in respect to new member appointments which will then be considered and approved by the Council.

(c) Induction

When appointed to the Board, all new members receive an induction appropriate to their experience to familiarise them with matters relating to the Camp's operations, strategies and practices.

To be effective, new members need to have a good deal of knowledge about the Camp and the industry within which it operates. An induction program should enable new members to gain an understanding of:

- the Company's financial, strategic, operational and risk management position;
- their rights, duties and responsibilities of members; and
- the roles and responsibilities of staff, including Council staff and Councillors;

4. Responsibility

The Chairperson of the Board is ultimately responsible for compliance with this procedure, however it is expected that all Members will comply.

Raglan Kopua Holiday Park Board Charter

Part 1 – Interpretation

In this charter:

- *Act* means the Local Government Act 2002
- *Board* means the Board of the Camp
- *Business* means the business of the Camp
- *Camp goals* means the goals of the Camp as set out in part 2
- *Management* means the management personnel of the Camp, including the senior management representative appointed by the Council Chief Executive
- *Management limitations* means the limitations on the actions of management as set out in Part 4
- *Stakeholders* mean the Raglan Community and Council.

Part 1a – Legislative Framework

The Raglan Kopua Holiday Park (“the Camp”) Board is established pursuant to Clause 30 of Schedule 7 of the Act. Pursuant to Clause 32 of Schedule 7 of the Act the Board shall act according to this Charter.

Part 2 – Camp goals

General

The purpose of the Board is to ensure an efficient, effective and sustainable Raglan Camp operation which is in the long term interests of the Raglan Community and Council, at no direct cost to ratepayers.

The capital and resources of the Camp will be allocated to those assets and activities which will enable it to achieve the Camp goals in a manner that best serves the interests of the stakeholders as a whole.

The Council has appointed the Board to also assist with responsibilities under the Deed of Gift.

Part 3 – Board governance process

Role of the Board

The role of the Board is to effectively represent, and promote the interests of, Council and other stakeholders, with a view to adding long-term value to the Camp and Community. Having regard to its role the Board will oversee the business and affairs of the Camp including, in particular:

- ensuring that the Camp goals are clearly established, and strategies are in place for achieving them (such strategies being expected to originate, in the first instance, from management)
- establishing policies for strengthening the performance of the Camp including ensuring that management is proactively seeking to build the business through innovation, initiative, technology and new products as required
- monitoring the performance of management
- in conjunction with Council, both appointing the Camp Manager, and where necessary, terminating the Camp Manager’s employment (*the terms of employment contract are set by Council*).
- deciding on whatever steps are necessary to protect the Camp’s financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken

- ensuring the Camp's financial statements are true and fair and otherwise conform with law
- ensuring the Camp adheres to high standards of ethics and corporate behaviour
- ensuring the Camp has appropriate risk management and regulatory compliance policies in place, including effective Health and Safety policies and procedures
- ensuring recommendations highlighted in internal audit reports are actioned by management
- ensuring adherence to Council's policies and procedures
- providing reports to the Raglan Community Board and Infrastructure Committee of Council (or its successor)
- ensuring adherence to Council's Code of Conduct.

In the normal course of events, day-to-day management of the Camp will be in the hands of council management.

The Board will satisfy itself that the Camp is achieving the Camp goals.

The Board's relationship with Council

The Council has delegated responsibility for governance of the Camp to the Board in accordance with this Charter and specific delegations included in part 5.

The Board will use its best endeavours to familiarise itself with issues of concern to Council. The Board will regularly evaluate economic, political, social and legal issues and any other relevant external matters that may influence or affect the development of the business or the interests of Council and, if thought appropriate, will take outside expert advice on these matters.

The Board's relationship with other stakeholders

The Board will use its best endeavours to familiarise itself with issues of concern to all relevant stakeholders. The Board recognises that the Camp's long-term survival and prosperity are closely intertwined with the environments and markets within which it operates and the extent to which the Camp is seen as a responsible corporate and community citizen.

Board procedures

The conduct of members will be consistent with their duties and responsibilities to the Camp and, indirectly, to stakeholders. The Board will be disciplined in carrying out its role, with the emphasis on strategic issues, policy and Camp performance. Members will always act within any limitations imposed by the Board on its activities.

Members will use their best endeavours to attend Board meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Board discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the table. Members unable to attend a meeting will advise the chair at the earliest date possible.

Board discussions will be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The chair will, nevertheless, seek a consensus in the Board but may, where considered necessary, call for a vote. All discussions and their record will be open to the public unless there is a specific legislative reason not to.

Subject to legal or regulatory requirements the Board will decide the manner and timing of the publication of its decisions.

Subject to the requirements of this Charter, the Board has sole authority over its agenda and exercises this through the chair. Any member may, through the chair, request the addition of an item to the agenda. The agenda will be set by the chair in consultation with Council Management.

The Board will normally hold meetings in each month of the year except January and will hold additional meetings as required. At each normal meeting the interests register will be updated as necessary and the Board will consider:

- an operational report from the Camp Manager
- a financial report
- specific proposals for capital expenditure
- major issues and opportunities for the Camp.

In addition the Board will, at intervals of not more than one year:

- review the Camp goals
- review the strategies and operating plans for achieving the Camp goals
- approve the annual business plan and budget for submitting to Council
- approve the annual and half-yearly financial statements and reports to Council
- in conjunction with Council management, review the Camp Manager's performance
- review risk assessment policies and controls including insurance covers and compliance with legal and regulatory requirements
- confirm the following year's work plan.

Members are entitled to have access, at all reasonable times, to all relevant information and to management.

Members are expected to strictly observe the provisions of the Act applicable to the use and confidentiality of Camp and Council information. In making policy, the Board will not reach specific decisions unless it has considered the more general principles upon which they are founded, and in reaching other specific decisions the Board will consider the policies against which the decisions are made.

Chair, Deputy Chair and Board Members

Each year, the Board will appoint from among the members a chair and deputy chair. The deputy chair will deputise for the chair in his or her absence or at his or her request.

The chair is responsible for:

- representing the Board to stakeholders
- ensuring the integrity and effectiveness of the governance process of the Board as set out in Part 3
- maintaining regular dialogue with Council Management over all operational matters and consulting with the remainder of the Board promptly over any matter that gives him or her cause for major concern.

The chair will act as facilitator at meetings of the Board to ensure that no member dominates discussion, that appropriate discussion takes place and that relevant opinion among members is forthcoming.

The chair will ensure that discussions result in logical and understandable outcomes.

Board Committees

Board committees will be formed only when it is efficient or necessary to facilitate efficient decision-making. Board committees will observe the same rules of conduct and procedure as the Board unless the Board determines otherwise. Board committees will only speak or

act for the Board when so authorised. The authority conferred on a Board committee will not detract from the authority delegated to Council Management.

Board composition and mix

The composition of the Board will reflect its duties and responsibilities as representative of the interests of stakeholders. The Board will need experience in setting the Camp's strategy and seeing that it is implemented. The Board currently includes representatives of the Raglan community, Iwi and business. Generally, the qualifications for Board membership are the ability and acumen to make sensible business decisions and recommendations, an entrepreneurial talent for contributing to the creation of stakeholder value, the ability to see the wider picture, the ability to ask the hard questions, preferably some experience in the industry sector, high ethical standards, sound practical sense, and a total commitment to furthering the interests of stakeholders and the achievement of the Camp goals. Members will be active in areas which enable them to make a meaningful contribution, addressing the goals and aspirations of the Camp.

Members will be independent of management and free from any business or other relationships which could materially interfere with the exercise of their independent judgement.

Subject to any limitations imposed by Council, it is anticipated that members will hold office initially for three years following their first appointment by Council and retire by rotation.

Members' remuneration

The Council will determine the level of remuneration paid to members. Members will be paid a basic fee as ordinary remuneration in addition to a meeting allowance as detailed in part 5.

Provision of business or professional services by members

Because a conflict of interest (actual or perceived) may be created, members should not, generally, provide business or professional services of an ongoing nature to the Camp.

Other Board appointments

Any member is, while holding office, at liberty to accept other Board appointments so long as the appointment is not in conflict with the Camp business and does not detrimentally affect the member's performance in respect of the Camp. All appointments must first be discussed with the chair before being accepted.

Board and member evaluations

Each year, the Board will critically evaluate its own performance and its own processes and procedures to ensure that they are not unduly complex and are designed to assist the Board in effectively fulfilling its role. Changes will be made where necessary.

Indemnities and insurance

Members of the Board are insured through Council's insurers, while acting in their capacities as members.

Part 4 Council – Board – Management Relationship

Council Responsibilities

Council delegates to the Board responsibility to achieve the Camp goals, as set out in this Charter. The Charter is reviewed and updated every three years by the Council, as custodian of the land upon which the Camp operates, on behalf of the Crown.

The Council:

- will determine the interpretation of this Charter if there is a dispute
- can, at its sole discretion, support Camp funding by either loan or guarantee upon approving a business plan provided by the Board
- will consider requests for Camp development financial assistance as part of Council's annual budgeting process
- will employ all Camp employees and ensure any liability incurred is met.

The Board will link the Camp's governance and management functions through Council's Chief Executive, who will delegate this to the appropriate Council General Manager ('General Manager').

The Council's Chief Executive agrees the levels of staff delegation following consultation with the Board. The Board will agree with the General Manager to achieve specific results directed towards the Camp goals. This will usually take the form of an annual business plan under which the General Manager is authorised to make any decision and take any action within the management limitations, directed at achieving the Camp goals. Appropriate delegations are given to the Camp Manager.

Between Board meetings the chair maintains an informal link between the Board and the General Manager, expects to be kept informed by the General Manager on all important matters, and is available to the General Manager to provide advice where appropriate. Only decisions of the Board acting as a body are binding on the General Manager. Decisions or instructions of individual members, officers or committees should not be given to the General Manager and are not binding in any event except in those instances where specific authorisation is given by the Board.

Accountability of General Manager to the Board

The General Manager, in conjunction with the Chair of the Board, are accountable to the Board for the achievement of the Camp goals, and the General Manager is accountable for the observance of the management limitations. At each of its normal monthly meetings the Board should expect to receive from or through the General Manager:

- the operational and other reports and proposals referred to above
- such assurances as the Board considers necessary to confirm that the management limitations are being observed.

The Camp Manager reports through the General Manager to the Board.

Management limitations

The General Manager is expected to act within all specific authorities delegated to him or her by the Board. The Council may provide direction to the Board as part of the Board's strategic plan. The General Manager is expected to not cause or permit any practice, activity or decision that is contrary to commonly accepted good business practice or professional ethics. In allocating the capital and resources of the Camp the General Manager is expected to adhere to the Camp goals. The General Manager is expected to not cause or permit any action without taking into account the health, safety, environmental and political consequences and their effect on long-term stakeholder value.

The General Manager is expected to not cause or permit any action that is likely to result in the Camp becoming financially embarrassed. The assets of the Camp are expected to be adequately maintained and protected, and not unnecessarily placed at risk. In particular, the Camp must be operated with a comprehensive system of internal control, and assets or funds must not be received, processed or disbursed without controls that, as a minimum,

are sufficient to meet standards acceptable to the Council's external auditors. One of the tools used as a framework is an asset management plan for both on and off balance sheet assets.

In managing the risks of the Camp, the General Manager is expected to not cause or permit anyone to substitute their own risk preferences for those of the stakeholders as a whole (for example, as expressed through a Board approved risk management plan). The General Manager is expected to not permit employees and other parties working for the Camp to be subjected to treatment or conditions that are undignified, inequitable, unfair or unsafe.

Part 5 – Specific Delegations

Duties and Powers

The duties and powers of the Board are:

- a) To manage, maintain and develop the Camp in accordance with this Charter
- b) To manage leases, licences or tenancies of any part of the property or any rights or privileges or concessions over or in relationship to the property in accordance with above objectives in conjunction with the Council Officer responsible for property. All leases, licences or tenancies shall be executed by the Council.
- c) To obtain all funds from leases, licences and tenancies and to seek funds from other sources by appropriate means in line with Council policy.
- d) To place funds in investments approved by the Council.
- e) To accumulate and use funds as the Board may consider necessary and proper to carry out the Camp goals provided that it is in accordance with an annual budget and work programme approved by the Infrastructure Committee of Council (or its successor).
- f) The Council Chief Executive is responsible for all employment related matters (including remuneration) in relation to staff employed at the Camp. Any such matters are to be referred to the Council Chief Executive for resolution
- g) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Board.
- h) To do other such lawful acts as are incidental to or conducive to the objectives of the Board.
- i) To advise the Council of insurance and other requirements such as administrative support and negotiate with the Council a fee for the provision of such services as the Board requires the Council to provide.
- j) To fund any remuneration costs, including payments to Board members, from Camp operations
- k) To report to the Council and Community on the following basis:
 - (i) To the March meeting of the Infrastructure Committee (or its successor):
 - i. Chairperson's Report
 - ii. Detailed Financial Report for the period 1 July - 31 January
 - iii. Draft budget for next financial year outlining significant works
 - (ii) To the September meeting of the Infrastructure Committee (or its successor):
 - i. Chairperson's Annual Report
 - ii. Annual Financial Report.
 - (iii) To the March meeting of the Raglan Community Board:

- i. Chairperson's Report
 - ii. Summary Financial Statement for 1 July-31 January
- (iv) To the September meeting of the Raglan Community Board:
 - i. Chairperson's Annual Report
 - ii. Summary of Annual Financial Report
- l) To set up and operate a bank account in the name of the Camp.
- m) To set Campground fees and charges.
- n) Cheques can be signed by either:
 - (i) any two Board Members; or
 - (ii) one Board Member and the Camp Manager.
- o) To exercise discretion to determine Camp expenditure in a prudent manner. To undertake procurement in accordance with the Council's procedure for procurement of goods and services.

Membership

- (a) The Board shall consist of:
 - a. The Chairperson of the Raglan Community Board
 - b. One representative of Raglan businesses
 - c. Two Iwi representatives
 - d. One community representative
 - e. Raglan Ward Councillor
 (Appointments confirmed 1 November 2016)
- (b) The business, Iwi and community representatives may not be members of the Raglan Community Board or the Council.
- (c) The term of office of the Camp Board members shall be three years and members shall retire by rotation three yearly with a right to stand for reappointment.
- (d) A member may resign from office or be removed from office on the unanimous resolution of other members and the endorsement of that resolution by the Council.
- (e) The Council may discharge the Board if it considers that the Board is inadequately performing its duties.
- (f) The Council shall appoint new members to fill vacancies

Member Remuneration

- (a) The chair will be paid a 50 per cent premium over the basic honorarium paid to other members to reflect the additional responsibilities.
- (b) No honorarium or meeting allowance will be paid to the Chairperson of the Raglan Community Board or the Raglan Ward Councillor.
- (c) Board member basic honorarium is \$500 per annum.
- (d) An allowance of \$40 per meeting is paid for authorised meetings.

Accountability

- (a) The Board shall:
 - a. Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified by the Council Chief Executive

- b. Present its Annual Report and Annual Accounts to the September meeting of the Infrastructure Committee (or its successor).
 - c. Present to the Council any other report it is requested to provide.
 - d. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
 - e. Advise the Chief Executive of its meeting schedule.
- (b) Members of the Board shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Board or for any debt or other liability lawfully incurred by the Board.

Procedural Matters

- (a) The Board shall hold such meetings as are necessary for good governance of the Camp.
 - (b) The Annual General meeting shall be held at a time suitable for interested parties to make submissions to the Board on the annual operation and budget of the Camp or to discuss other matters as appropriate.
 - (c) Special General Meetings shall be held if the Chairperson receives a written request from two or more Board Members or as the Council considers appropriate.
 - (d) Minutes of each Board meeting shall be kept, signed by the Chairperson, and forwarded to the Council as soon as practicable.
 - (e) Meetings shall be held in the manner acceptable to the Board but in the event of any dispute the Council's approved standing orders shall apply.
- When a Board member stands to gain personal profit either directly or indirectly from any activity carried out in relationship to the Camp, that member shall not be able to determine or materially influence, in any way, the Board's decision with regards to that activity.

Cessation of Board

- (a) This Board may be terminated by resolution of the Council.
- (b) If the Board is terminated, any money raised by the Board shall be spent on the Camp as the Council sees fit.

Attachment

- Deed of Gift (To be attached)

Open Meeting

To	Infrastructure Committee
From	Jacki Remihana Acting General Manager Service Delivery
Date	14 March 2018
Prepared by	Duncan MacDougall Open Spaces Operations Team Leader
Chief Executive Approved	Y
Reference #	Inf2018 (23/03/2018)
Report Title	Contract No. 14/079 Arboricultural Services – Extension and Increase in Approved Contract Sum

I. EXECUTIVE SUMMARY

On 1 April 2015 Council entered into a contract with Franklin Trees for the provision of Arboricultural Services. The contract had an original term of three (3) years with a right of renewal for a further three (3) years.

This report is to advise the Infrastructure Committee that Contract No. 14/079 Arboriculture Services will reach the end of the initial contract period on 31 March 2018 and to request that the right of renewal for a further three years be awarded to Franklin Trees. As part of the contract review work it is noted that the Approved Contract Sum (ACS) will need to increase to allow the contract to operate for a further three (3) years. Therefore, an increase in the contract ACS of \$1,114,661 is requested. No additional budget is required.

2. RECOMMENDATION

THAT the report of the Acting General Manager Service Delivery be received;

AND THAT Franklin Trees be awarded the Right of Renewal Contract No. 14/079 Arboriculture Services;

AND FURTHER THAT the increase of \$1,114,661 in Approved Contract Sum for Contract 14/079 Arboricultural Services be approved.

3. BACKGROUND

Under Contract 14/079 Arboricultural Services, Franklin Trees was contracted to provide the following services across the District:

- Maintenance of street and parks trees
- Power line clearance
- Hedge and shelter belt trimming

- Tree planting
- Tree asset data collection

The available budget for the contract comes from the operational tree maintenance budget which was increased through the 2015-2025 Long Term Plan (LTP) process recognising required service levels were not being met. Allowances were made in the LTP budget for an increase in scope over the term of the contract, a redefinition of the tree assets over the term of the contract and an allowance for emergency events over the term of the contract.

The contract commenced on 1 April 2015 with an initial contract period of three years. The right of renewal is for a further three years subject to meeting expected service levels and attaining agreed performance targets.

The ACS was originally fixed at \$584,063.68 and was set with reference to Franklin Trees' submitted tender price for the scheduled works and was within the available budget (note that all numbers in this report are exclusive of GST unless stated otherwise). In a May 2017 report to the Infrastructure Committee an increase to the existing ACS of \$252,000 was requested and approved. The increase in ACS was to allow for additional works to be undertaken through the contract not initially included at the outset of the contract (See attached report).

At the award of the tender, it was contemplated that the contract would be reviewed 90 days prior to the initial term elapsing to determine whether the renewal would be exercised. The outcome would be reported to Council following a contract review. The ACS was therefore set with reference to the initial three years of operations only.

A review of the contract was undertaken in January 2018 and the findings recommend the right of renewal be awarded to Franklin Trees for a further three years.

The ACS is proposed to be increased by \$1,114,661. This is higher than the current ACS of \$836,063.68 set for the first three years as the budgets utilised under this contract have been increased over the first three years of the 2018-2028 LTP. It also includes possible unscheduled works ie storm clean-ups. The budgets for the next three financial years are as follows:

2018/19 - \$ 331,767
2019/20 - \$ 374,373
2020/21 - \$ 408,521
Total – \$1,114,661

Therefore, if the right of renewal is approved then an increase in ACS of \$1,114,661 is required as the existing ACS is not sufficient for the remaining three years. As at 31 March 2018 the contract spend is as follows:

Contract spend to March 2018	\$770,835.73
<u>Current ACS</u>	<u>\$836,063.68</u>
Remaining ACS	\$ 65,227.95

No additional budget is required.

To reiterate, an increase to ACS of \$1,114,661 will allow the contract to run to the end of the contract term of 31 March 2020.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

With initial term of the contract now complete a review was undertaken in January 2018. The review focused on four key areas, delivery of service, quality of service, contract administration and Health and Safety, with a total of 10 measurable KPIs.

The review identified that Franklin trees performed well throughout the initial three year period (Report attached).

The recommendation to award Franklin Trees the right of renewal for a further three years, will require the ACS to be increased to make an allowance for the additional three years of operational spend.

The operational tree maintenance budgets for the next three years as per the draft LTP budget is as follows:

2018/19 - \$	331,767
2019/20 - \$	374,373
2020/21 - \$	408,521
Total	\$1,114,661

4.2 OPTIONS

There are two options for Council to consider.

Option 1: Approve the right of renewal and increase the ACS by \$1,114,661 to \$1,950,724.68 to allow for current level of service to continue to be met.

This option is recommended.

Option 2: Do not approve the right of renewal or increase the ACS. Put out a new contract to the open market to retender the contract.

This option is not recommended.

5. CONSIDERATION

5.1 FINANCIAL

Contract spend has been restricted to the budgetary allowances. There is still a lot of maintenance work to be undertaken to ensure the entire Waikato District Council tree stock is maintained to industry standards and best practice.

Annual contract spend over the last three years is as follows:

- 2015/16 - \$254,603.73
- 2016/17 - \$259,491.57
- 2017/18 - \$241,166.61 (To date)

5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDER

This is not significant under Council's policy.

6. CONCLUSION

6.1 FINANCIAL

No additional funding is required from operational tree budgets for the final three year term of the contract. Budgets are accounted for in the 2018-2028 draft Long Term Plan as follows:

2018/19	- \$	331,767
2019/20	- \$	374,373
2020/21	- \$	408,521
Total		\$1,114,661

6.2 RISK

By including all Council tree works within one formal contract greatly reduces the risk to Council of procurement and in Health and Safety matters.

6.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This is an internal operational matter and will not trigger Council's Significance and Engagement Policy.

7. ATTACHMENTS

- May 2017 increase in ACS report
- Report contract review 2018

Open Meeting

To	Infrastructure Committee
From	Tim Harty General Manager Service Delivery
Date	12 May 2017
Prepared by	Donna Rawlings Management Accountant
Chief Executive Approved	Y
Reference #	Inf2017 (23/05/2017)
Report Title	Contract I4/079 Arboricultural Services - Increase in Approved Contract Sum

1. EXECUTIVE SUMMARY

Under Contract I4/079 Franklin Tree Services Limited (Franklin Trees) was contracted on 1 April 2015 to provide maintenance of street and parks trees throughout the District.

The contract has been operating for 2 years and staff have gathered sufficient information to gauge the level of reactive or unscheduled (project) works (also referred to as “dayworks”) occurring in the District.

As part of the contract review work being undertaken it is suggested that the dayworks be incorporated into the contract (and therefore the contract value) going forward. An increase in Approved Contract Sum (ACS) is therefore requested. No additional budget is required.

2. RECOMMENDATION

THAT the report from the **General Manager Service Delivery** be received;

AND THAT the increase of \$252,000 in **Approved Contract Sum** for **Contract I4/079 Arboricultural Services** be approved.

3. BACKGROUND AND DISCUSSION

Under contract I4/079 Arboricultural Services, Franklin Trees was contracted to provide the following services across the District:

- maintenance of street and parks trees
- power line trimming
- hedge and shelter belt trimming

- tree planting
- tree data collection

Tree data collection was included as an integral part of the contract works as staff recognised the lack of data around Council trees and the true cost of tree works.

The available budget for the contract comes from the operational tree maintenance budget which had been increased through the 2015-2025 Long Term Plan (LTP) process recognising required service levels were not being met. Allowances were made in the LTP budget for an increase in scope over the term of the contract, a redefinition of the tree assets over the term of the contract and an allowance for emergency events over the term of the contract.

The contract began on 1 April 2015 with an initial contract period of 3 years (which is due for renewal 31 March 2018). The right of renewal is for a further 3 years subject to meeting expected service levels and attaining agreed performance targets.

The ACS is \$584,063.68 and was set with reference to Franklin Trees' submitted tender price for the scheduled works and was within the available budget (note that all numbers in this report are exclusive of GST unless stated otherwise).

It was contemplated at the award of the tender that the contract would be reviewed 90 days prior to the initial term elapsing to determine whether the renewal would be exercised. The outcome would be reported to Council following the full review.

The ACS was therefore set with reference to the initial 3 years of operations only. Where Council exercised its right to renew the contract following its review the report to Council would request an increase in ACS to cover the 3 year extension period.

A price for dayworks (unscheduled works or reactive works) was provided during the tender process. The limited information available when the contract was formed (that is, incomplete data on Council trees and their status, difficulty in extracting prior year spends on tree works) meant no amount was included in the ACS for reactive works. It was agreed dayworks would be engaged through purchase orders and invoiced separately. This would enable Council staff to separately identify the extent and type of arboricultural dayworks undertaken.

As staff now have two full years of data available on the total cost of arboricultural services (including both works through the contract and through purchase order) it is proposed to incorporate the work completed through purchase order into the contract. An increase in ACS is therefore requested.

Work completed under purchase orders since the start of the contract (being 24 months) totals \$503,864. That is, on average \$21,000 per month. This work includes tree works associated with capital and operational project work not included as scheduled works.

As at 31 March 2017 the contract spend was as follows:

Contract spend to Mar 2017	\$425,541.23
Original ACS	<u>(\$584,063.68)</u>
Remaining contract sum	\$158,522.45

The remaining contract sum is sufficient to cover scheduled works over the remainder of the initial contract term. However, where the works previously completed under purchase order are incorporated into the contract an additional \$252,000 is required to cover these works going forward.

We therefore request an increase in ACS of \$252,000 to \$836,063.68.

No additional budget is required though this will be reviewed during 2018-2028 LTP planning.

To reiterate, the increase in ACS of \$252,000 will allow the contract to run through to the renewal date of 31 March 2018. Leading up to the renewal date Council staff will undertake a review of the contract and determine whether to go back out to market or to continue under the contract. Staff will report to Council at this time regarding the outcome of the review.

4. ANALYSIS OF OPTIONS

4.1 OPTIONS

Option 1: Increase the ACS to \$836,063.68 to allow for current level of service to continue to be met.

This option is recommended.

Option 2: Do not increase the ACS. Scheduled work will be able to be completed under the contract though the ACS will be insufficient to include unscheduled works.

This option is not recommended.

5. CONSIDERATION

5.1 FINANCIAL

No additional funding is required from operational budgets. The contract spend utilises existing 2015-2025 Long Term Plan budgets. The 2018-2028 Long Term Plan process will allow staff to reallocate and reconsider budgets for this service.

5.2 LEGAL

The initial contract term ends 31 March 2018. Council staff will review the contract prior to this date to determine whether it will be renewed or it will be retendered.

5.3 RISK

By including all Council tree works within one formal contract greatly reduces the risk to Council of procurement and Health and Safety matters.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This is an internal operational matter and will not trigger Council's Significance and Engagement Policy.

6. CONCLUSION

The Arboricultural Services contract has been operating for 2 years and staff propose to incorporate the type of work previously completed through purchase order, to follow procurement best practice. To allow the uninterrupted continuation of arboricultural services across the District, and to allow unscheduled works to be completed, it is recommended the increase in ACS be approved by Council.

7. ATTACHMENTS

N/A

COPY

MEMORANDUM

To	Jacki Remihana – Acting General Manager Service Delivery
From	Duncan MacDougall – Open Spaces Operation Team Leader
Subject	14/079 Arboricultural Services – Extension to Contract 2018 - 2020
File	14/079
Date	19 March 2018

Since March 2018 Franklin Trees has held the Arboricultural Services Contract 14/079. As outlined in terms of agreements of the contract Council is able to offer one final extension for a period 36 months.

Franklin Trees have performed well over the past 3 years. There were a small number of KPI failures in the first year (2015/2016) of the contract. However, staff worked with the contractor to resolve the issues and Franklin Trees now consistently achieve KPI targets and audit targets as set out in the contract. Audit results have been consistent with 98% of all audits undertaken in 2017/18 receiving a passing grade.

In the 2017/18 financial year there is a budget of \$310,771 for tree maintenance available and this amount is adequate to fund the remainder of the initial contract period. The tree maintenance budget is set to increase over the next 3 years to ensure maintenance on the increasing tree stock can be undertaken. The proposed budget is adequate to manage the contract through the extension period. However, the approved contract sum will need to be increased to allow further spend under this contract. See below the operational tree maintenance budgets for the next three years as per the draft LTP budget:

2018/19 - \$ 331,767
2019/20 - \$ 374,373
2020/21 - \$ 408,521
Total \$1,114,661

It is recommended, provided the positive audit results, that that Franklin Trees is awarded the final extension to the contract for a period of 36 months as set out in the terms of agreements.

It is also recommended that an additional Health and safety audit KPI be included in the right of renewal period. It shall be as follows:

- 1 x health and safety audit is undertaken on a monthly basis in accordance with the contract specific health and safety requirements.

Attachments:

- Franklin Trees Activity Dashboard Report

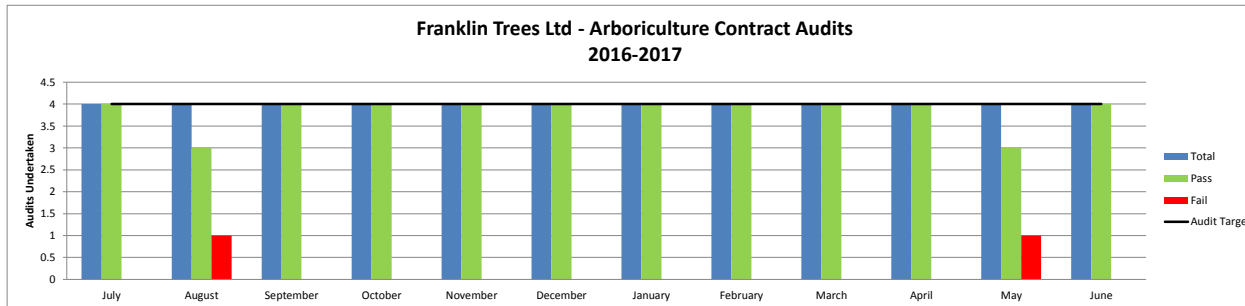
Franklin Trees Activity Dashboard Report

Programme : Open Spaces Operations
 Manager: Amanda Hampton

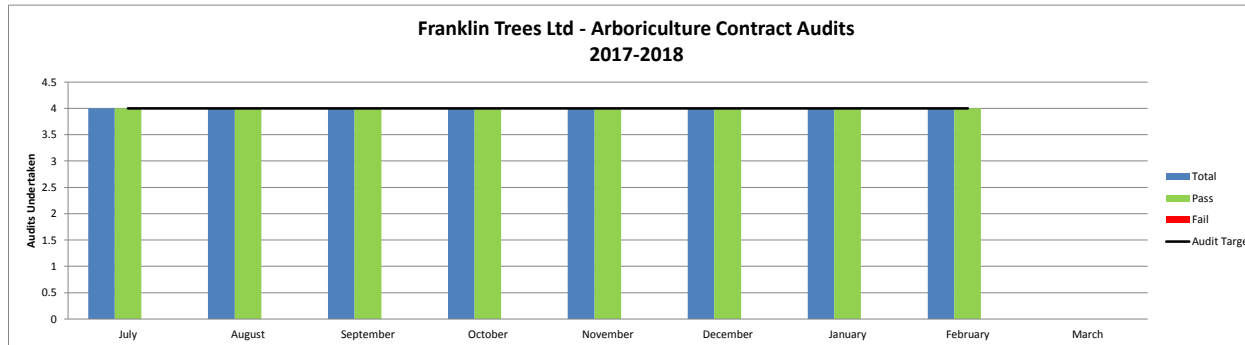
Date: Feb-18
 Version: Final



2015 - 2016 Contract Audits	
Total Audits	32
Target amount	48
Pass	29
Fail	3
Percentage Pass	91%



2015 - 2016 Contract Audits	
Total Audits	48
Target amount	48
Pass	46
Fail	2
Percentage Pass	96%



2016 - 2017 Contract Audits	
Total Audits	32
Target amount	32
Pass	32
Fail	1
Percentage Pass	100%

ONE - 2015/16				
	Measure and Target	Target Range	Measured By	Report Frequency
Delivery	Urgent work completed on time	100%	Contractor	Monthly
	Planned Work Completed on time - completed work and outstanding work	90%	Contractor	Monthly
	Unplanned work completed within required time frames	95%	Contractor	Monthly
Quality	Work meets WDC's tree maintenance specification. (Contractor monthly Audit Reports)	95%	Contractor	Monthly
	Joint six (6) monthly audit undertaken	100%	WDC/ Contractor	Six (6) Monthly
Health and Safety	Number of near miss incidents reported (All incidents reported)	1 per 120 man hours worked	Contractor	Monthly
	Number of Lost time injury or medical treatment injury incidents per calendar month that were caused through non-compliance with contractors H&S policies and standards.	0	Contractor	Monthly
Admin	Monthly Completed work reports available to two (2) working days prior to monthly meeting.	100%	Contractor	Monthly
	Monthly claim submitted correct by 5th working day of the month.	100%	WDC	Monthly
	Invoices paid on time	100%	WDC	Monthly

2015												2016	
March	April	May	June	July	August	September	October	November	December	January	February		
N/A	N/A	N/A	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
N/A	N/A	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
N/A	N/A	N/A		25%	0%	100%	100%	100%	50%	50%	0%		
N/A	N/A	N/A	N/A	N/A	100%	N/A	N/A	N/A	N/A	N/A	100%		
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%	100%		
100%	100%	100%	0%	0%	100%	100%	100%	100%	100%	100%	100%		
100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	100%	100%		

YEAR THREE - 2017/18				
	Measure and Target	Target Range	Measured By	Report Frequency
Delivery	Urgent work completed on time	100%	Contractor	Monthly
	Planned Work Completed on time - completed work and outstanding work	90%	Contractor	Monthly
	Unplanned work completed within required time frames	95%	Contractor	Monthly
Quality	Work meets WDC's tree maintenance specification. (Contractor monthly Audit Reports)	95%	Contractor	Monthly
	Joint six (6) monthly audit undertaken	100%	WDC/ Contractor	Six (6) Monthly
Health and Safety	Number of near miss incidents reported (All incidents reported)	1 per 120 man hours worked	Contractor	Monthly
	Number of Lost time injury or medical treatment injury incidents per calendar month that were caused through non-compliance with contractors H&S policies and standards.	0	Contractor	Monthly
	Monthly Completed work reports available to two (2) working days prior to monthly meeting.	100%	Contractor	Monthly
Admin	Monthly claim submitted correct by 5th working day of the month.	100%	WDC	Monthly
	Invoices paid on time	100%	WDC	Monthly

2017												2018	
March	April	May	June	July	August	September	October	November	December	January	February		
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100%			
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
N/A	N/A	100%	N/A	100%	N/A	N/A	100%	N/A	100%	100%			
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
N/A	N/A	100%	N/A	N/A	N/A	N/A	100%	N/A	N/A	N/A			
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
100%	100%	100%	100%	100%	100%	100%	100%	0%	100%	0%			
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Open Meeting

To	Infrastructure Committee
From	Gavin Ion Chief Executive
Date	16 March 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable to the Infrastructure Committee to deliberate and made decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Infrastructure Committee to deliberate and make decisions on the following items of business:

REPORTS

a. Raglan Food Waste Establishment and Operation

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under:

Section 7(2) (b)(i)(ii)

Ground(s) under section 48(1) for the passing of this resolution is:

Section 48(1)