

Information Agenda

Date: Thursday, 23 April, 2020

Time: 9:00 am

Elected Members: Her Worship the Mayor Sheryl Mai
(Chairperson)
Cr Gavin Benney
Cr Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Tricia Cutforth
Cr Shelley Deeming
Cr Jayne Golightly
Cr Phil Halse
Cr Greg Innes
Cr Greg Martin
Cr Anna Murphy
Cr Carol Peters
Cr Simon Reid

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

1. Information Reports

1.1	Animal Shelter Project Update	1
1.2	Whangarei Heads Resource Recovery Centre - Business Plan update	9
1.3	Contracts Approved under Delegated Authority - April 2020	77
1.4	Financial Report - for the 9 months ending 31 March 2020	93
1.5	Capital Projects Report March 2020	109
1.6	Operational Report - Corporate Group April 2020	117
1.7	April 2020 Strategy Planning and Development Operational Report	133
1.8	April 2020 Community Group Operational Report	145

2. Public Excluded Business

1.1 Animal Shelter Project Update

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Fiona Pratt (Project Engineer – Infrastructure Planning and Capital Works)

1 Purpose

To provide Council with an update on progress to date with concept plans and a cost estimate (+/-30%) for the construction of a new animal shelter at 95 Kioreroa Road.

2 Discussion

WSP provided an updated Offer of Service to Whangarei District Council on 29 November 2019. The updated offer reflected changes to the Scope of Works as follows:

- New Site at 95 Kioreroa Road
- Increased number of kennels from 40 – 50
- Increased number of kennels in the receiving area from 2 to 4
- Collection of storm water for onsite use
- Investigation of suitability of existing Administration Building at current Pound being re-located to the new site
- Cost of a chip seal pavement in the carpark/access area – size to be determined

WSP adopted an overall design philosophy of

“A modern animal welfare shelter needs to be as secure as a modern-day prison, as hygienic as a hospital and as user friendly as a library”.

This is reflected in the concept plans produced while being cognizant of budget, sustainability and safety in design. A range of facilities throughout New Zealand have been consulted and reference made to the latest Code of Welfare (Temporary Housing of Companion Animals Oct 2018).

The following is a brief summary of matters considered to date:

- Further earthworks and use of retaining walls have been avoided where possible due to the nature of the soils in this area
- Re-use of the existing go-cart slab
- Site security
- Safety in design which includes the safety of the animals themselves, staff handling of the animals and general staff protection
- Use of standard animal husbandry practices and learnings in the development of the “large” animal area
- Provision of the following number of kennels

Dog Category	Available Kennels
Dangerous Dogs	9
Whelping bitches and puppies	3
Small dogs / pups	18
Quarantine Dogs	4
Other	30
Holding Kennels (overnight)	3
Total number of kennels for housing	55
Total number of kennels	58

- Hygiene which has included selection of materials, surface treatments, drainage, dog separation, light & air circulation, ease of cleaning, proximity of veterinarian clinic
- Accessibility

WDC has provided commentary on the first draft of the concept plans provided and changes are being made as a result of these comments. Some detailed design work has been initiated including service location, gates & screens, beds, feeders and water bowls etc. The Concept Plans will be finalised prior to the end of April.

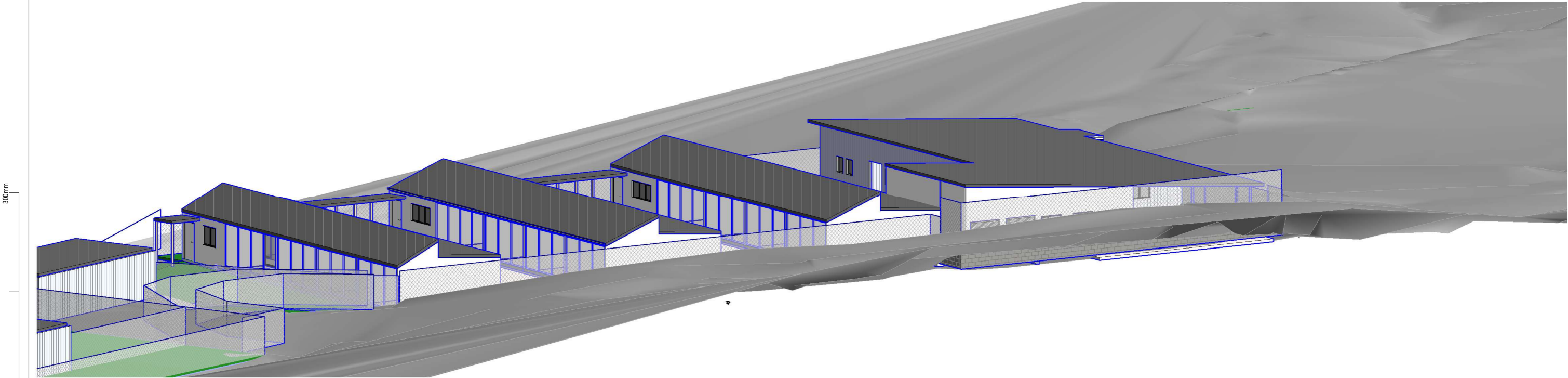
Cuesko (Quantity Surveyor) has provided an Engineer's Estimate for construction costs (+/- 30%). The estimated construction cost is \$4,900,000.00. This includes the professional fees for design and consenting costs.

It should be noted that Whangarei District Council has been offered a "surplus to requirements" incinerator from Taupo District Council at the cost of transporting it from Taupo to Whangarei. WSP are seeking information and specifications on this incinerator to determine its suitability for our facility.

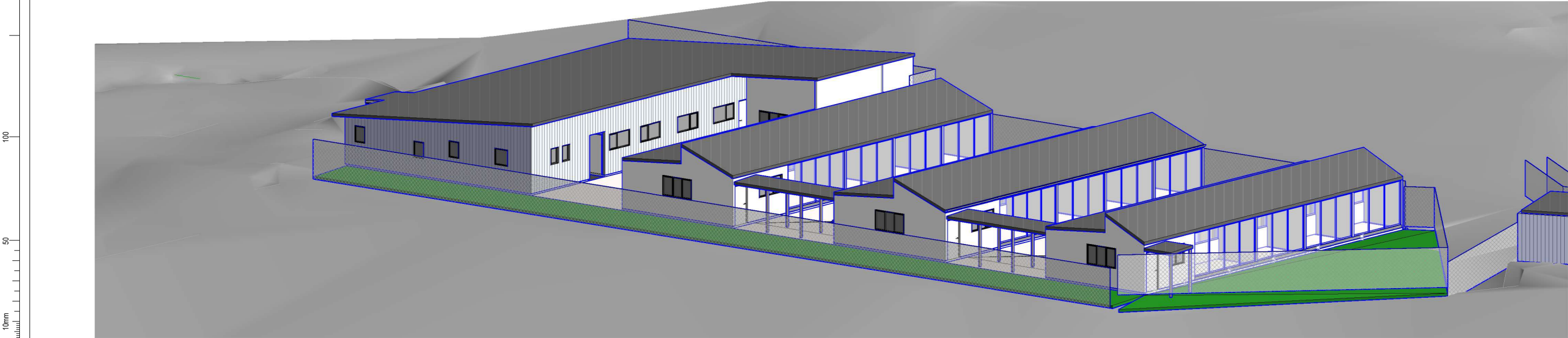
3 Attachments

1. New Animal Shelter and Carpark Concept Plans – WSP
2. Proposed floor plans for the Administration Building and kennel blocks- WSP

NOTES:



NORTH WEST PERSPECTIVE



NORTH EAST PERSPECTIVE

DRAWING IN PROGRESS
DRAWING EDITED SINCE LAST ISSUE

REVISION	AMENDMENT	APPROVED	DATE
A	FOR QUANTITY SURVEY	AW	2020-02-19
B	FOR CLIENT REVIEW	AW	2020-03-20



Nelson Office

Private Bag 36
Nelson 7042
New Zealand
+64 3 548 1099

ARCHITECTURAL

SCALE
@ A1

ORIGINAL SIZE
A1

DRAWN P. FIEREK	DESIGNED P. FIEREK	APPROVED A. WIFFEN
DRAWING VERIFIED V. DUBE	DESIGN VERIFIED T. NIXON	APPROVED DATE 2020-03-20

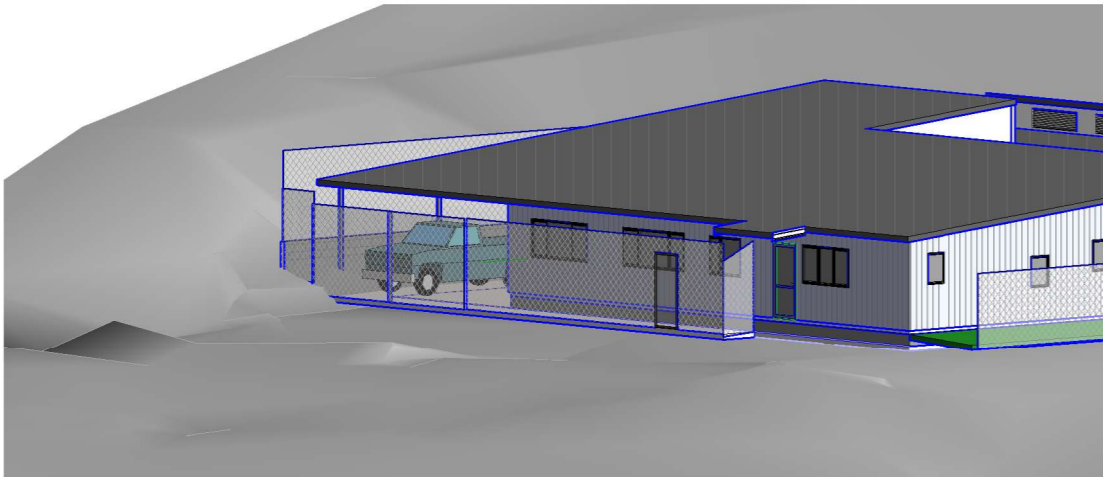
FOR CLIENT REVIEW

PROJECT
WHANGAREI DISTRICT COUNCIL
FORMER FUN PARK SITE AT 95 KIOREROA RD
NEW ANIMAL SHELTER AND CARPARK

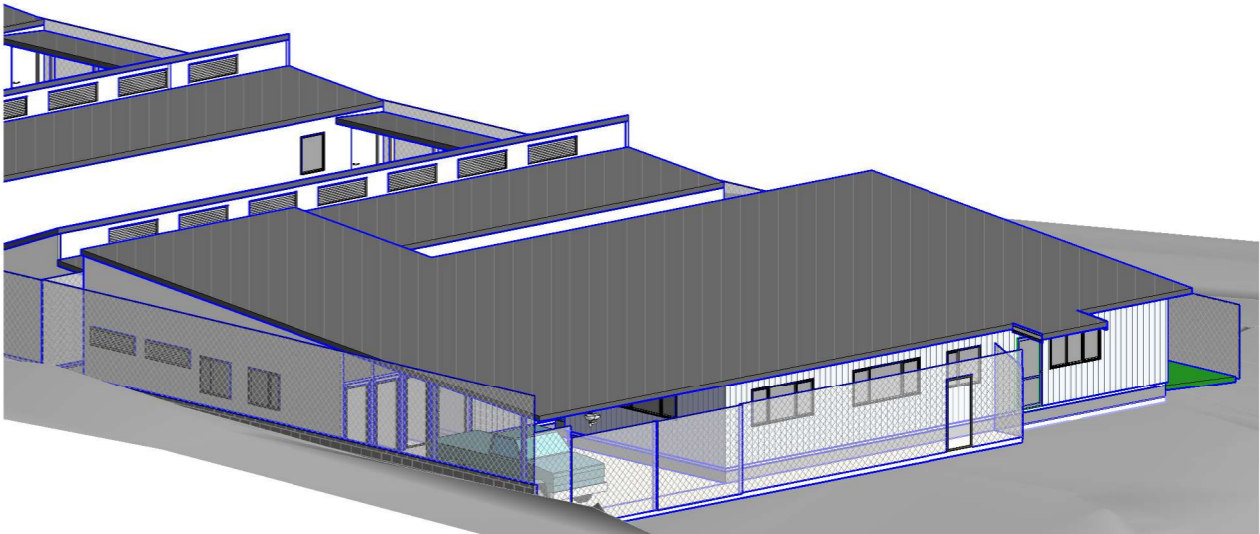
TITLE
PERSPECTIVE VIEWS - SHEET 01 OF 02

OPUS PROJECT NO. 5-G3347.00	PROJ-ORIG-VOL-LVL-TYPE 5-G3347-WSP-	SHEET NO. A-0300	SUITABILITY -	REVISION B
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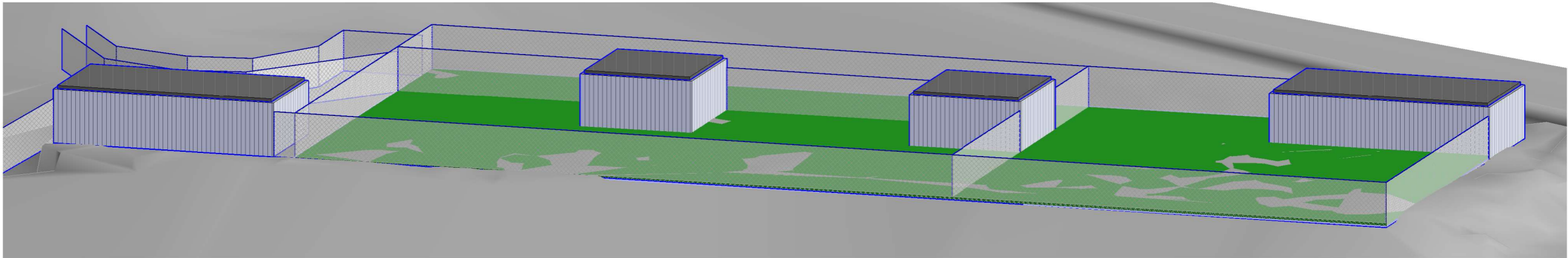
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ENTRANCE - SOUTH EAST PERSPECTIVE



ENTRANCE - SOUTH WEST PERSPECTIVE



GRAZING AREA - EAST PERSPECTIVE

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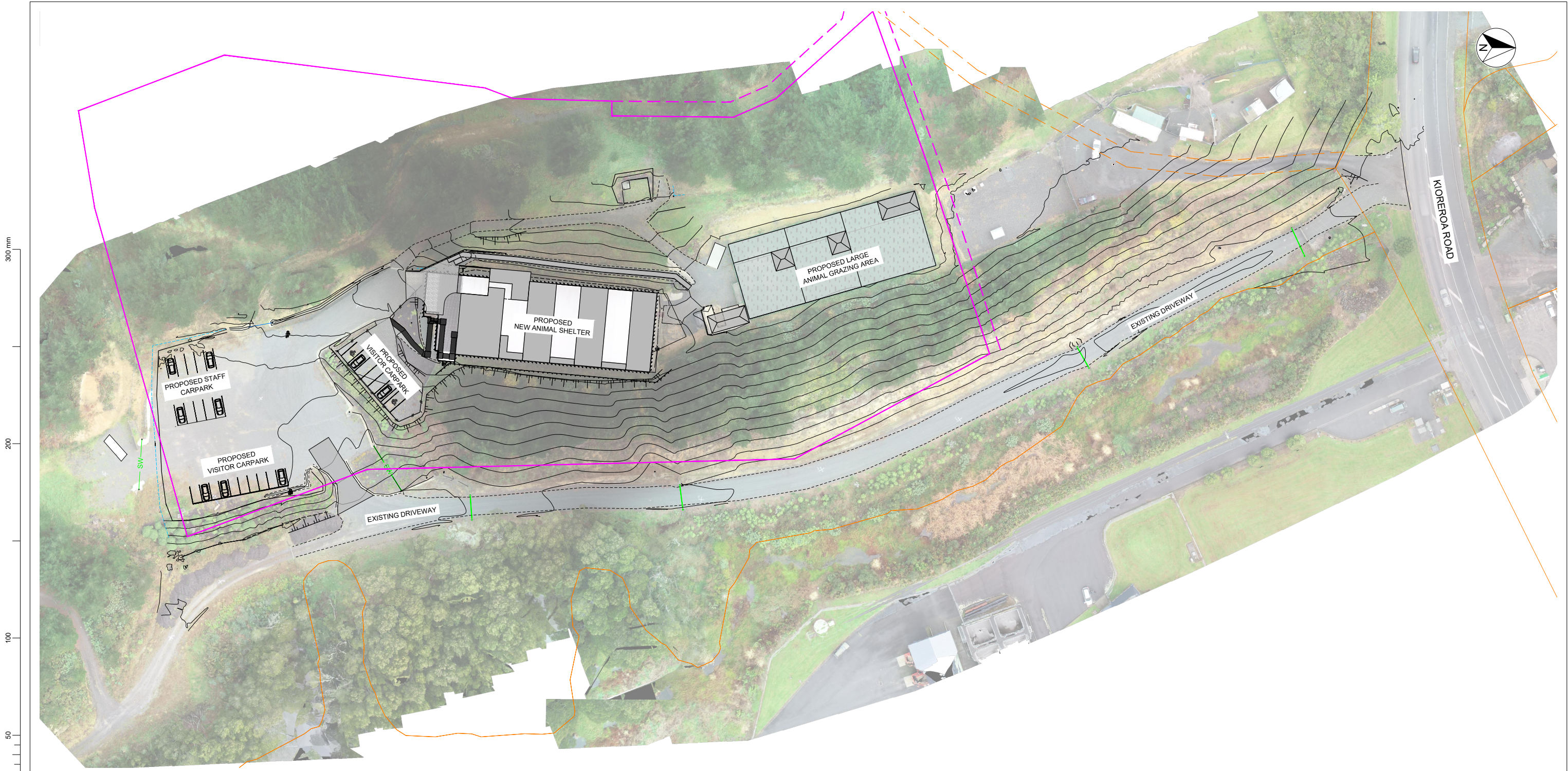


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P. FIEREK	P. FIEREK	A. WIFFEN	
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE	
V. DUBE	T. NIXON	2020-03-20	
FOR CLIENT REVIEW			

PROJECT WHANGAREI DISTRICT COUNCIL FORMER FUN PARK SITE AT 95 KIOREROA RD NEW ANIMAL SHELTER AND CARPARK				
TITLE PERSPECTIVE VIEWS - SHEET 02 OF 02				
OPUS PROJECT NO. 5-G3347.00	PROJ-ORIG-VOL-LVL-TYPE 5-G3347-WSP-	SHEET NO. A-0301	SUITABILITY -	REVISION B



LEGEND

EXISTING

LEGAL BOUNDARY
EDGE OF METAL
WATERWAY
FENCE
TOP OF BANK
MAJOR CONTOUR

PROPOSED

LEGAL BOUNDARY
EASEMENT BOUNDARY

NOTES:

1. PLANS TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS AND SPECIFICATIONS.
2. CONTRACTOR SHALL CONFIRM DIMENSIONS AND SET-OUT PRIOR TO ORDERING MATERIAL OR CONSTRUCTION. DIMENSIONS SHALL NOT BE OBTAINED BY SCALING FROM DRAWINGS.
3. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE CURRENT CODES OF PRACTICE EXCEPT WHERE VARIED BY THE SPECIFICATION AND/OR THE DRAWINGS.
4. WHERE PROPRIETARY PRODUCTS ARE SPECIFIED THE CONTRACTOR MAY SUBMIT AN ALTERNATIVE PRODUCT FOR APPROVAL. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATION.
5. ALL MANHOLES TO BE DN1050 UNLESS OTHERWISE NOTED.

SURVEY DETAIL

Surveyor	G. Russell
Survey date	21/06/2019
Equipment	Trimble R8 GNSS - RTK
Cadastral Boundary Accuracy	Survey Accurate - LINZ Order 7/8. Subject to an ongoing subdivision
Location	95 Kioreroa Road, Whangarei

DATUM NOTE

Horizontal datum	Mount Eden 2000
Horizontal origin	BDGH (source LINZ GDB)
Vertical datum	One Tree Point 1964
Vertical origin	BDGH (source LINZ GDB - via conversion from NZVD16)

Coordinate Schedule

Northings	Easting	Level	Description
926133.880	360881.477	3.750	BDGH
925603.768	360539.220	13.043	PIN 1
925604.600	360579.856	11.141	PIN 2

1:500 @ A1
1:1000 @ A3

REVISION	AMENDMENT	APPROVED	DATE
A	ISSUED FOR QUANTITY SURVEY	AW	2020-02-19
B	ISSUED FOR QUANTITY SURVEY	DM	2020-03-16
C	DRAFT FOR CLIENT REVIEW	AW	2020-03-20



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CIVIL

SCALES
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DRAWING VERIFIED V. DUBE	DESIGN VERIFIED A. MCEWAN	APPROVED DATE 2020-02-19

FOR CLIENT REVIEW

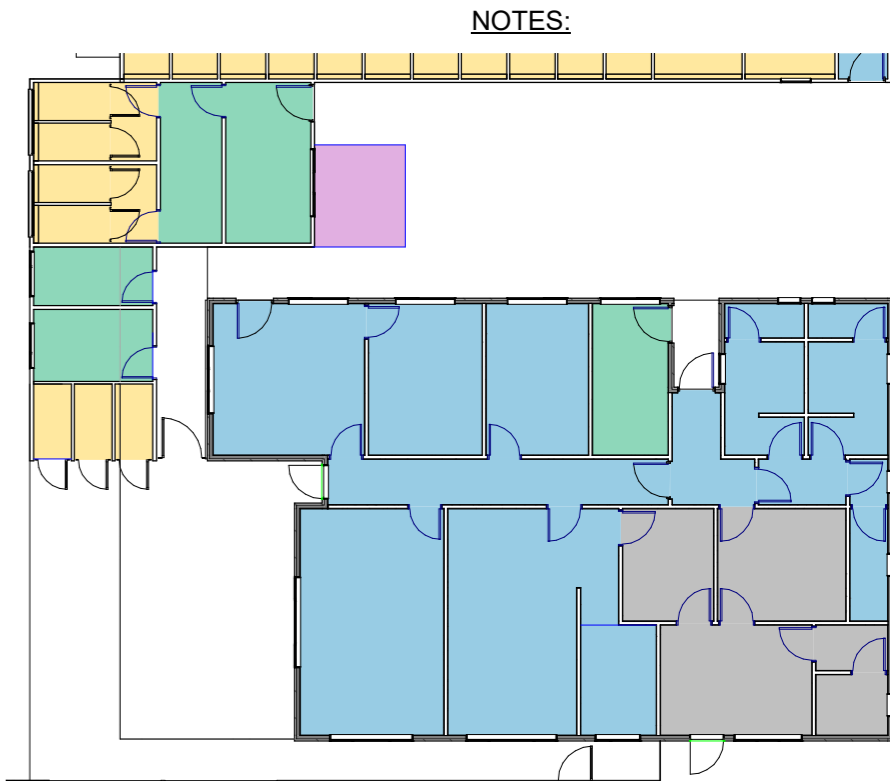
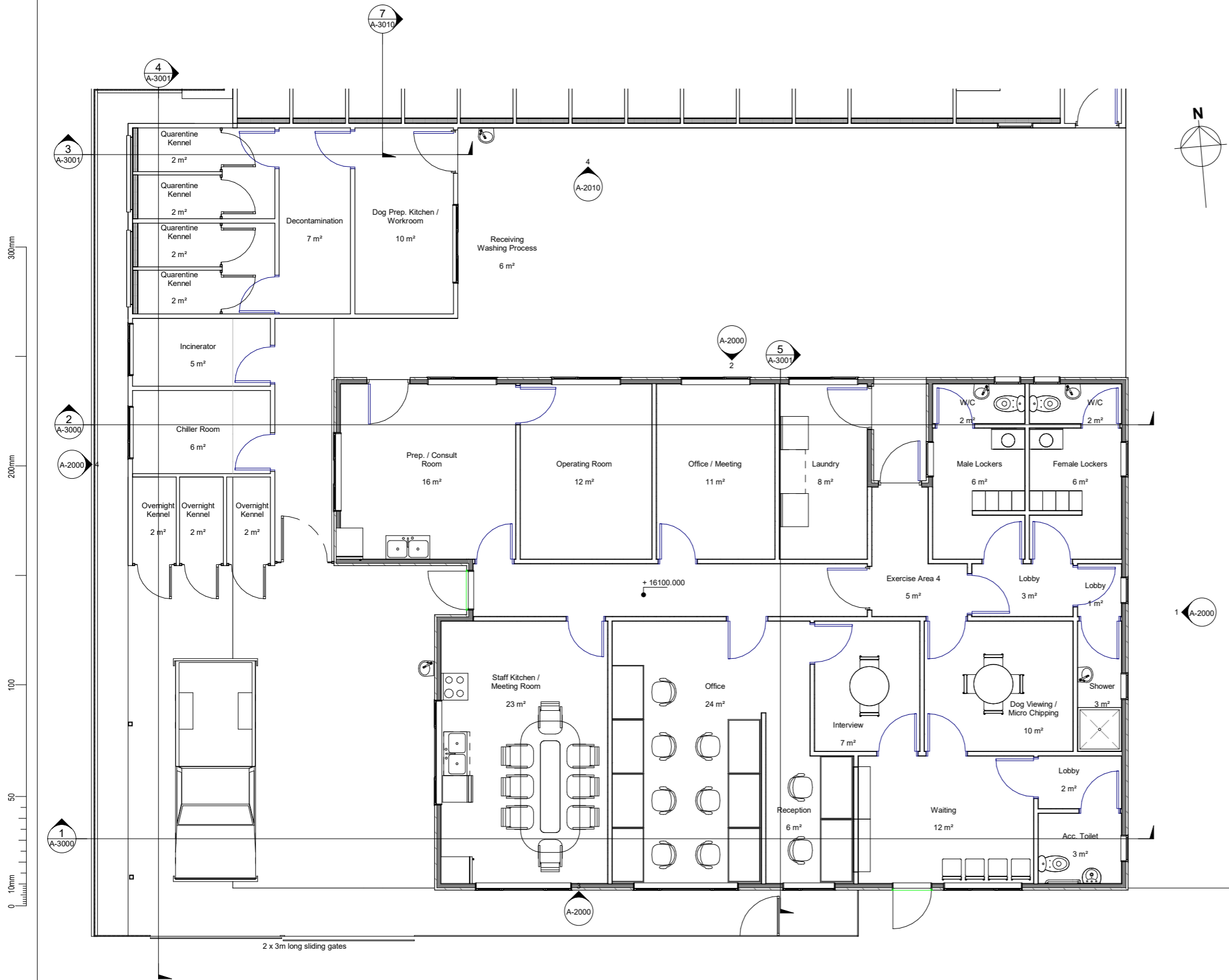
PROJECT
WHANGAREI DISTRICT COUNCIL
FORMER FUN PARK SITE AT 95 KIOREROA ROAD, WHANGAREI
NEW ANIMAL SHELTER AND CARPARK

TITLE
PROPOSED SITE PLAN
OVERALL

WSP PROJECT NO. (SUB-PROJECT)
5-G3347.00

SHEET NO.
V001

REVISION
C



A-1200 Functional Zones - Block A

SCALE 1 : 100

Functional Zone Legend

- Dog Area - Enclosed
- Dog Area - External
- Dog Area - External (Enclosed by Fences)
- Public Zone
- Staff Work Zone 1 - 'Dirty' Internal
- Staff Work Zone 2 - 'Clean'

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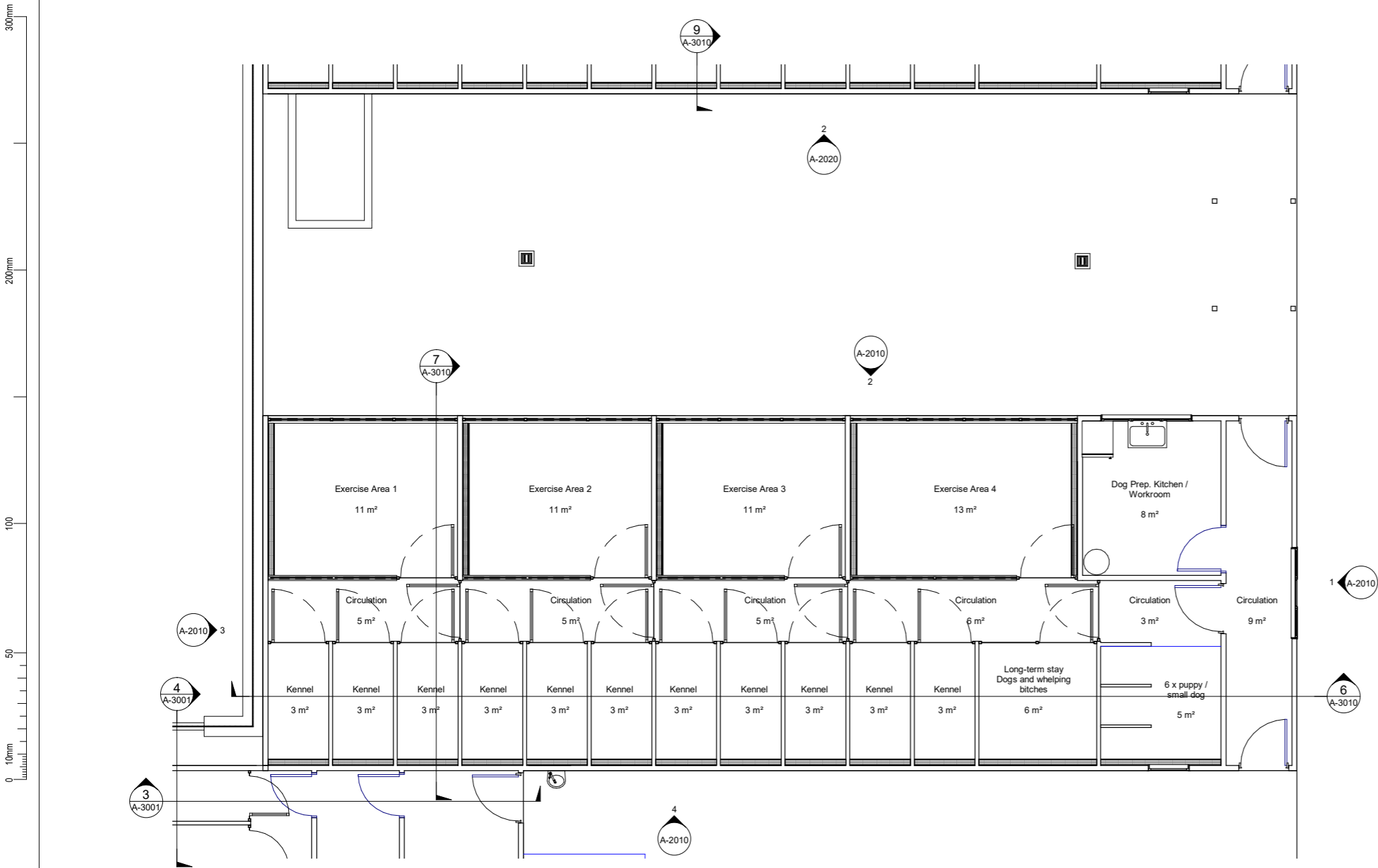
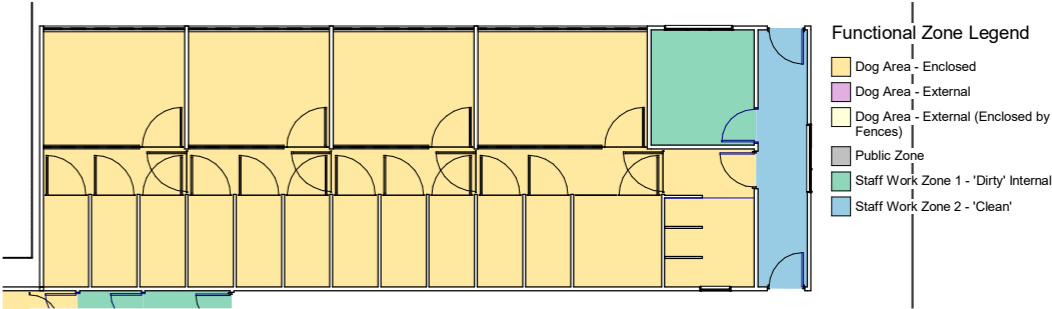
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FOR CLIENT REVIEW

PROJECT WHANGAREI DISTRICT COUNCIL FORMER FUN PARK SITE AT 95 KIOREROA RD NEW ANIMAL SHELTER AND CARPARK				
TITLE FLOOR PLAN - BLOCK A				
OPUS PROJECT NO. 5-G3347.00	PROJ-ORIG-VOL-LVL-TYPE 5-G3347-WSP-	SHEET NO. A-1200	SUITABILITY -	REVISION B

NOTES:



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S. FORBES	T. NIXON	2020-03-20	

FOR CLIENT REVIEW

PROJECT				
WHANGAREI DISTRICT COUNCIL FORMER FUN PARK SITE AT 95 KIOREROA RD NEW ANIMAL SHELTER AND CARPARK				
TITLE				
FLOOR PLAN - BLOCK B				
OPUS PROJECT NO.	PROJ-ORIG-VOL+VL+TYPE	SHEET NO.	SUITABILITY	REVISION
5-G3347.00	5-G3347-WSP-	A-1210	-	B

1.2 Whangarei Heads Resource Recovery Centre – Business Plan update

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Sue Hodge (Parks & Recreation Manager)

1 Purpose

Present the Whangarei Heads Resource Recovery Trust's (WHRRT) business plan and progress to set up a community led resource recovery centre on the Whangarei Heads Enterprises site, Whangarei Heads Road, Parua Bay.

2 Background

Council did not have a resource consent to operate the Parua Bay marina transfer station, we closed the site and started the consenting process. Despite demand from the community, a consensus agreement amongst affected parties could not be reached to support the reopening of the Parua Bay marina transfer station.

At the Infrastructure Committee meeting on the 8 November 2018 an overview of the history of the transfer station sites in Parua Bay was presented along with a scoping study proposing an alternative community-based option to provide a drop-off point for recycling and green waste.

At the Council meeting on the 30 May 2019 the future of waste drop-off services in Whangarei Heads was discussed. It was resolved that Council "Grants Whangarei Heads Resources Recovery Trust up to \$20,000 towards a resource consent and business plan for the community-led resource recovery centre, on Whangarei Heads Road."

The Whangarei Heads Resources Recovery Trust has now produced a "Business Plan" (Attachment 1) and will now lodge a Resource Consent application. The Business Plan is being presented as an opportunity for Council to consider the financial implications of supporting a community-led approach to waste minimisation.

3 Discussion

Council's Waste Management and Minimisation Plan (WMMP) promotes community engaging in recycling and waste minimisation activities, with which a community-led resource recovery centre option aligns well. The WMMP states Council could fund these projects through a mix of targeted rates, user pays fees and charges and waste levy funding.

Currently there is \$300,000 in waste levy funds available for projects that deliver on its WMMP. The criteria for making grants is the contribution of the project towards the vision, goals and objectives for waste minimisation and management with consideration of co-funding. Applications for the fund are assessed against their ability to deliver on the promised benefits i.e. due diligence on organisation capability, governance and accountability.

In 2020-21 \$155,000 of the levy is already committed to Eco-Solution's education services, e-waste initiatives and funding of a proposed Waste Minimisation Officer.

Community resource recovery centre proposal

WHRRT has investigated developing a resource recovery centre at the Whangarei Heads Enterprise property and is ready to lodge their resource consent. Community resource recovery facilities operate in many communities in New Zealand, each has its own operational model appropriate for their own local circumstances.

The WHRRT have outlined their purpose as follows:

- to turn waste into resources by establishing, coordinating and developing community waste minimisation initiatives with the goal of reducing waste to landfill
- to focus on the reduction, repair, re-use and recycling of waste such as appliances, electronic waste and building materials
- to enable the collection and processing of green waste, food waste and support the work of Weed Action Whangarei Heads
- to build community awareness and engagement on sustainable resource use, the value of resources and practical ways to reduce waste

The Whangarei Heads resource recovery centre would offer an alternative drop-off site for recyclable material and green waste for the local community. The proposal does not provide for disposal of general rubbish. The site would also act as a focus for the local community to find out more about waste and environmental issues. The business plan relies on an operating subsidy from Council as well users paying for the services and volunteers.

Below is the proposed layout of the site is shown below:



Resource consent process

The proposal requires a resource consent and WHRRT has undertake considerable consultation with the community prior to lodging a consent application.

Neighbouring property owners have to date expressed their concerns about development at the site and believe that the location is inappropriate due to the proximity to the stream and the rural nature of the neighbouring properties. Neighbours will be formally contacted and asked for their feedback as part of the resource consent process.

Any resource consent application requires consideration of issues that are of concern to Tangata Whenua. For this reason, a number of hui have been held and a Memorandum of Understanding entered into between WHRRCT and Te Para-whau O Te Waiariki (mana whenua) setting out relationship principles regarding the resource recovery centre site and the Waitangata Stream.

Financial implications:

Operating the Parua Bay marina transfer station cost council over \$100,000 per year for the transfer and disposal of rubbish and recyclables and the supervision of the site.

Funding models for community-led resource recovery centres vary greatly around the country. Some operate with significant subsidies, some operate on a 'sinking-lid' financial model and others do not have an operational cost subsidy or contract.

The Whangarei Heads Resource Recovery Trust has estimated it requires \$463,854 over the first two years of operation in order to commence operating at the Whangarei Heads Enterprises site. The set-up costs and ongoing operational costs for the first 2 years are:

Area of spend	Year One	Year Two
Legal & compliance requirements	\$42,489	
Site Set Up (one off cost)	\$45,775	
Site Building & Equipment	\$72,927	\$17,388
Operational	\$149,989	\$135,286
Total	\$311,180	\$152,674

The revenue forecast is:

Type of revenue	Year One	Year Two
Income (operation)	\$19,925	\$22,012
Donations (financial)	\$5,500	\$3,000
WDC Concession Fund (for compliance and resource consent requirements)	\$10,000	
Grants from MfE Waste Minimisation Fund, WDC Community/Partnership Fund and/or Glass Packaging Forum for set up costs	\$118,702	\$17,388
Grant from WDC Waste Levies Fund	\$167,053	\$110,274
Total	\$311,180	\$152,674

The business plan assumes that grant funding will be sought for the set-up costs while on-going operational costs would be funded on a sinking-lid basis from Council's waste levy.

Based on current and proposed commitments to the waste levy fund, the on going operation costs of WHRRC would commit the balance of the fund preventing any other initiatives being funded in 20/21 financial year.

The next step for WHRRCT is to lodge their resource consent so that they are in the best position to apply for external funding.

4 Attachments

1. Whangarei Heads Resources Recovery Trust – Business Plan

Business plan for Whangarei Heads Community Resource Recovery Charitable Trust (WHCRRCT)

Date: February 2020

Table of contents

Executive summary	3
Overview Timelines	4
Business details	5
What we do and how we do it	5
Background	6
Our goal/mission	8
Our guiding principles.....	8
Our strategy	9
Current planned team.....	10
Planned team structure	12
Contractors and employees	12
Management of volunteers.....	13
Organisational chart	15
Launch & strategy	16
Strength, weakness, opportunities and threats	17
Monitoring and reporting	17
Memorandum's of understanding	18
Legal and compliance requirements.....	18
Site requirements and operational costs	18
Projected income, donations, contributions	22
Financial plan	24
Funding options.....	25
Legal and regulatory compliance	26

Indicative drawing of CRRC	28
Appendix A - Memorandum's of understanding.....	29
Appendix B - Public consultation	36
Appendix C - Materials overview, cardboard, plastic & glass	54
Appendix D - Weed Action chemical shed storage & handling policy.....	59

Executive summary

New Zealanders are rightly concerned about the waste produced in our country. The Ministry for the Environment is aware of the major impact of waste; it contributes five percent of New Zealand's greenhouse gas emissions and pollution is impacting on our land, lakes, rivers, coasts and oceans.

Products also have significant impacts on climate, ecosystems, water, air and communities. These impacts are not visible when we purchase a product and they often happen in other countries. However when we use products for short periods of time and dispose of them to landfill we are putting pressure on our planet's systems. We are also wasting valuable resources that could be recovered and reused.

The Government has recently signalled a number of steps to move towards a circular economy including a review of the waste levy, the introduction of mandatory product stewardship (including packaging) and the implementation of a container deposit scheme.

Locally, within Whangarei Heads, there is a predicted increase in population and tourist/visitor numbers. With the closure of the Parua Bay Transfer Station, (April 2019) the setting up of Whangarei's first Community-led and operated Resource Recovery Centre (CRRC) is well timed to deliver a new approach to waste minimisation with a focus on zero waste to landfill.

To achieve this goal will require a coordinated approach from Council, community and local businesses and most importantly a change in how our community thinks about waste and the consequences if we do not reduce waste. Waste is more than a council issue - it is a community issue. A CRRC will engage, inform and inspire the Whangarei Heads community to work collectively and find practical and cost-effective solutions to reduce waste to landfill.

A focus on the reduction, repair, re-use and recycling of waste and responsible management of green waste as well as educating the community on sustainable resource use, will provide significant benefits to community and the environment and assist council to achieve their goals and targets outlined in the Waste Minimisation and Management Plan (2017).

The CRRC would be developed alongside Whangarei Heads Landscape and Supplies aggregate and landscaping business at 35 Pataua South Road, Parua Bay. This is an ideal site that is easily accessible by rural communities, local schools, businesses and a short distance to Whangarei City. A CRRC is considered a commercial activity in the district plan rules and with funding support from Whangarei District Council waste levies fund a resource consent application and business plan has been prepared.

Consultation with local community and mana whenua was a priority for this project. After an initial consultation Hui the Trustees have been working with Te Waiariki/Ngāti Korora/Ngāti Taka Hapū Iwi Trust and have developed a Memorandum of Understanding. Extensive consultation with local community, businesses and organisations resulted in overwhelming support for this proposal.

Securing adequate funding to ensure the efficient and effective operation of the centre to meet the needs of community and requirements of council is essential. It is envisaged that the majority of funding will be obtained through WDC community grants and waste levy fund, Ministry for the Environment and Glass Packaging Forum. Community contributions through volunteering of time, providing services, advice and ongoing support are equally important.

This plan outlines how the WHCRRCT will set up, fund and operate a CRRC that will deliver community benefits, work towards zero waste to landfill and provide a base for Weed Action Whangarei Heads to provide environmental weed eradication education and promote responsible means of managing green waste.

Overview Timelines

October 2018	Scoping Report submitted to Council for proposed Community-led Resource Recovery Centre (to be located at 35 Pataua Road, Parua Bay) as alternative to Parua Bay Refuse Transfer Station and as a new approach to increase diversion of waste to landfill.
12 April 2019	Trust Deed establishing Whangarei Heads Community Resource Recovery Centre Trust finalised
23 April 2019	Parua Bay Refuse Transfer Station is closed
30 May 2019	Infrastructure Committee grants Whangarei Heads Resources Recovery Trust up to \$20,000 from the Waste Levy towards a resource consent and business plan for the community-led resource recovery centre
21 June 2019	Mana Whenua Engagement Hui
30 October 2019	Memorandum of Understanding signed between WHCRRCT and Te Waiariki/Ngati Korora/Ngati Take Hapu Iwi Trust
January 2020	Community Consultation completed
4 February 2020	Application by trustees for incorporation as a charitable trust board
24 February 2020	Business Plan submitted to Council and all resource consent technical documents completed
2 March 2020	Trustees submit final draft of the Resource Recovery Centre business plan to Council for inclusion in the agenda of the WDC Infrastructure Committee meeting of 9 April.
1 April 2020	Update article printed in local Whangarei Heads Newsletter
9 April 2020	Infrastructure Committee to be presented the WHCRRCT Business Plan for approval in principal and proceed to resource consent application along with a letter of support for the project
10 April 2020	Business plan made available to community and resource consent application lodged
29 April 202	Trustees to submit funding proposal to Council for inclusion in the agenda of the WDC Infrastructure Committee meeting of 14 th May
14 May 2020	WDC Infrastructure Committee to be presented with Trustees funding proposal for approval and update on resource consent application.
15 May 2020	Submit funding applications to MfE Waste Minimisation Fund, Glass Packaging Forum and WDC Community/Partnership Fund.

Business details

Business name	Whangarei Heads Community Resource Recovery Charitable Trust
Trading name	Whangarei Heads Community Resource Recovery Centre
Established	February 2019
Structure	Charitable Trust
Date registered	February 2020

Contact details	
Contact name	Melissa Arseneault
Landline	09 434 0655
Mobile	021 550 249
Email	grassroots63@outlook.com
Physical address	35 Pataua South Road, Parua Bay, Whangarei

What we do and how we do it

Establishing a CRRC at Parua Bay will enable local community, businesses, organisations and visitors to:

- turn waste into resources by establishing, coordinating and developing community waste minimisation initiatives with the goal of reducing waste to landfill
- focus on the reduction, repair, re-use and recycling of waste such as appliances, electronic waste and building materials
- build community awareness and engagement on sustainable resource use, the value of resources and practical ways to reduce waste
- to provide environmental weed eradication education and promote responsible means of managing green-waste and food waste

This will be achieved by offering services in the collection, repurposing, dismantling, reprocessing and/or on selling of the following materials:

- appliances (including toasters, kettles, fridges, dishwashers, dryers, washing machines, others)
- batteries (including car, household & lithium)
- beverage & food containers (including glass bottles, aluminium & steel cans and certain plastic containers)
- building materials (including timber offcuts, pipes/plumbing, hardware, tapware, carpet, roofing material, etc)
- electronic waste (including computers, tablets, printers, mobile phones)
- household paint (in original plastic or steel containers)

- scrap metal (including steel, aluminium, copper, brass & lead)
- soft plastic & clear plastic film
- paper and cardboard
- tyres (including car & truck)
- 2nd good selected items

Green waste will initially continue to be collected (onsite) to be composted (offsite) and a small worm farm will be established to demonstrate how food waste can be turned into liquid fertilizer and compost and to produce worms for sale. The aim long term will be to investigate alternative cost-effective solutions in the management of green and food waste.

Where appropriate charges will be applied to users of the CRRC to cover some or all of the costs for green waste and in the recovery and reprocessing of some materials. Second hand building materials and targeted items such as surf boards, boogie boards, wet suits, fishing gear, beach towels will be leased and/or sold on site

No household or commercial waste will be able to be dropped off at the centre due to concerns of mana whenua and local neighbours. Instead we will use the facility to focus on the value of composting and inform, educate, and enable the recovery of resources to reduce waste to landfill.

Weed Action Whangarei Heads, a local community organisation will establish their base on site. They will provide advice, demonstrations, tools and/or herbicide to support the local community to tackle weed issues on the Whangarei Heads peninsula. WAWH will continue to operate as an independent organisation responsible for their own funding and related costs.

Background

"New Zealanders are rightly concerned about the waste we're producing as a country, and it's one of the big areas of focus for the Ministry for the Environment. Waste is polluting our land, our lakes and rivers, and our coasts and oceans, and it contributes 5 per cent of New Zealand's greenhouse gas emissions.

Tackling waste is a growing challenge here in New Zealand and around the world, with major implications for our environment, economy and how we live our lives. We can solve our waste problem by becoming more efficient with the resources we use." (www.mfe.govt.nz/waste)

To achieve this requires a coordinated approach involving Council, community and local businesses and a change in how we think about waste and the consequences and impacts within our communities. Waste is not just a council issue - it is a community issue. There is a need to engage, inform and inspire communities to work collectively to find practical and cost-effective solutions.

Recently the Hon Eugenie Sage (Minister of Conservation) announced the next phase of the Government's plan to tackle New Zealand's mounting waste challenges. www.beehive.govt.nz/release/government-steps-work-tackling-waste

This announcement is timely highlighting the need to increase funding support for councils, community organisations and businesses for projects to recover and recycle more materials and reduce the amount of waste going to landfill.

It has been shown repeatedly that small communities given access to their full waste stream achieve higher recovery rates because they care about their community and environment and have the outcome of waste minimisation firmly in mind and are not just there to perform a contract.

There are now over fifty community enterprises across Aotearoa New Zealand working to reduce waste to landfill. The Zero Waste Network is an organisation comprising of various groups around the country all working with their local community towards the goal of zero waste. The Zero Waste Network mission is to connect, educate, enable and inspire their members to reach their goals and to be a unifying voice at local, regional and central government levels www.zerowaste.co.nz. The Whangarei Head Resource Recovery Trust recently joined the Zero Waste Network.

As well as community enterprises Councils play an important role. A growing number of Councils support and fund a number of community resource recovery centres throughout Aotearoa. Auckland City Council currently have eight centres operating and are aiming to build a network of 12 community resource recovery centres across the district to contribute to the goal of zero waste Auckland by 2040. <https://www.makethemostofwaste.co.nz/recycling/community-recycling-centres/>

Councils also have legal requirements to manage and minimise waste in New Zealand. The Waste Minimisation Act 2008 (WMA) gives councils the responsibility to promote effective and efficient waste management and minimisation within their district. The WMA requires councils to adopt a waste management and minimisation plan, which must be reviewed every six years.

Whangarei District Council's Waste Minimisation and Management Plan (2017) sets out how to achieve efficient and effective waste management and minimisation in the Whangarei District. It considers current policy and the legal framework and Whangarei District vision, with an overarching suite of guiding goals and objectives. <http://www.wdc.govt.nz/WaterandWaste/Rubbish/Documents/Waste-Management-and-Minimisation-Plan-2017.pdf>

The vision for waste minimisation and management in the Whangarei District is:

To deliver community benefits and work towards zero waste to landfill. Whangarei businesses and households will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.

The goals for waste minimisation and management in the Whangarei District are:

1. to avoid creating waste and assist community to recognise their consumption and impact
2. to make it easy to recycle
3. to ensure households and businesses have access to safe disposal of residual waste
4. to create opportunities for Whangarei District - jobs, new products, more efficient businesses
5. to reduce illegal dumping
6. to improve community understanding of issues and opportunities for waste minimisation and management in the Whangarei District.
7. to have a wealthier, healthier District through waste reduction initiatives and behavioural change

The targets for waste minimisation and management in the Whangarei District WMMP are to:

- increase recycling at kerbside > 35% by 2020
- increase recycling, composting and reuse at refuse transfer stations > 50% by 2020

The WMMP options for the future (5.3, page 23) include; optimising rural transfer station network, sorting of commercial and construction waste, focus on increasing the recovery of materials and maintaining a high level of service for rural communities, providing grant funding of waste minimisation activities and regular reporting on waste minimisation and management.

Locally, within the Whangarei Heads area the Parua Bay Refuse Transfer Station provided community with a drop-off point for rubbish bags, small volumes of loose rubbish, recycling (of materials collected via kerbside collections) and some electronic items.

However, the Whangarei District Council closed the Parua Bay's refuse transfer station on 23 April 2019 because it didn't have a resource consent to operate and it was unlikely to be granted one due to local opposition to its location. Council heard that there has been a clear call from the Whangarei Heads community for a replacement facility to be operational as soon as possible. www.wdc.govt.nz/NewsRoom/Latest-News/Pages/Trust-Parua-Bay-Transfer-Station.aspx

In response to the closure of the Parua Bay refuse transfer station and need to further reduce waste to landfill, local resident Melissa Arseneault submitted a scoping report to Council to set up Whangarei's first Community-led and operated Resource Recovery Centre (CRRC) to be developed alongside Whangarei Heads Landscape and Supplies Limited business at 35 Pataua South Road, Parua Bay.

A group of locals formed and have now registered the Whangarei Heads Community Resource Recovery Charitable Trust.

Funding support from Whangarei District Council waste levies fund has enabled the Trustees to prepare and a resource consent application and business plan.

Our goal/mission

To deliver community benefits and work towards zero waste to landfill.

Our guiding principles

The following principles are proposed to guide our way forward:

1. To work with local hapu/iwi and embrace principles of kaitiakitanga and sustainability.
2. Address all legislative requirements.
3. Address all health & safety requirements.
4. Align with the NZ Waste Strategy and works towards zero waste.
5. Work with local community, businesses and council to achieve the vision, goals and objectives of the Whangarei District Council Waste Minimisation and Management Plan (2017).
6. To engage, inform, educate and enable community to work collectively to find practical and cost-effective solutions to reduce waste to landfill and compost green and food waste.
7. To establish relationships with other 'like-minded' organisations in working to reduce waste to landfill.
8. Acknowledge that behavior change is required to minimise waste, and convenience, accessibility, and affordability influence behavior.
9. Sustainably increase resource recovery to maximise the value of recovered materials and associated commercial opportunities.
10. Advocate for increased producer responsibility for key waste streams such as agricultural & construction waste, tyres, packaging, green & food waste.
11. Encourage efficiency and innovation in the recovery, reuse and reprocessing of resources.

Our strategy

1. To apply, obtain and meet all resource consent requirements to operate a CRRC.
 2. To obtain funding support to enable the Trust to meet all resource consent and operational requirements.
 3. To lease and develop the site and effectively operate the CRRC.
 4. To appoint staff and recruit and train volunteers to enable the efficient operation of the CRRC.
 5. To complete all work to upgrade the site to effectively manage storm-water in accordance with best practise/low impact design and enable the dropping off of materials and green waste. The traffic area (metal surface) will be graded to discharge to a constructed wetland/settling pond.
 6. To meet all health & safety requirements.
 7. To promote the CRRC through community education and engagement.
 8. To work with local community and to develop partnerships with various organisations to ensure the delivery of the project objectives as stated in the Trust Deed and Business Plan.
 9. To continue to work to improve the site, processes, services of the CRRC.
 10. To continue to investigate opportunities to reduce costs and increase revenue.
 11. To assess and report to WDC, funders and community (bi-annually) the social, economic and environmental outcomes of the CRRC operations.
 12. To develop a long term plan including funding requirements following the initial 2 year period.
-

Current and planned team

Current team

Name	Melissa Arseneault
Role title	Trustee
Qualifications/Experience	<p>25 years' experience working in waste minimisation and recycling.</p> <p>Director Grassroots Limited (25 years) Provided consultancy services on waste minimisation and recycling that involved working with not-for-profit organisations, local and central government and commercial businesses.</p> <p>Operations Manager for Reclaim Limited (4 years) Reclaim operated a commercial recycling business and was responsible for managing the public recycling drop off at the ReSort Centre on Kioreroa Road, Whangarei. Melissa was responsible for the overall management of the facility.</p> <p>Recycling Operators of New Zealand (8 years) Positions Chair, Marketing and Communication Manager, Editor of The Recycler Newsletter and New Zealand Packaging Accord Sector Leader. Managed the development of national recycling symbols, coordinated a national 'Keep it in the Loop' workshop on recycling and worked on a joint 'Buy it Back – Buy Recycled initiative with Auckland Regional Council.</p> <p>Manager Environmental Choice New Zealand (3 years) Environmental Choice is New Zealand's official environmental label, initiated and endorsed by the New Zealand Government, although independently operated, and recognises the increasing effort of manufacturers to reduce the environmental impact of their products.</p> <p>Board of Director of the Globally Ecolabelling Network (2 years) The Global Ecolabelling Network is a non-profit association of third-party, environmental performance recognition, certification and labelling organisations founded in 1994 to improve, promote, and develop the ecolabelling of products and services.</p> <p>Committee Member - Whangarei Heads Citizen Association (2018) Volunteer Coordinator – Bream Head Conservation Trust (2015) Established Ocean Beach Landcare Group (2016)</p>

Name	Robyn Bigelow
Role title	Trustee
Qualifications/Experience	<p>37 years' experience working in community development within the social services sector, conservation and small business.</p> <p>Founder and Chairperson of Weed Action Whangarei Heads (4 years) Robyn and her partner started WAWH in response to the need for a community wide approach to the significant environmental weeds that were burdening our forests and reserves. WAWH currently employs 3 contractors.</p> <p>A registered Psychotherapist in Private Practice in Auckland and Whangarei (20 years).</p> <p>Received the New Zealand Order of Merit for services to the community</p>

	<p>(2001).</p> <p>Founder and Director of West Auckland Trauma Centre Charitable Trust Co-founder of Man Alive and Violence Free Waitakere Helped create and establish the Child, Youth and Family Effective Practice model (10 years)</p> <p>Co-owner and Director of small business (6 years)</p>
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Name	Emma Owles
Role title	Trustee
Qualifications/Experience	<p>23 years' experience in business management, property asset management and involved in a number of community initiatives and organisations.</p> <p>Director Owles Grocery (2 years) Owner Operator of Otaika Four Square, Whangarei.</p> <p>Director Bay Tavern Ltd (13 years) Owner Operator of Parua Bay Tavern in Parua Bay.</p> <p>Property Asset Manager (7 years) Worked as Property Asset Manager in Auckland for Trust Investments and Colliers International managing their commercial property portfolios. Worked as a Property Asset Manager in London for Chesterton International.</p> <p>Waikato Racing Club (1 year) Office Administrator</p> <p>Massey University (3 years) Gained a degree in valuation and property management.</p> <p>Committee Member – Discover Whangarei Heads Committee Member – Pataua Association Ratepayers and Rates Association Volunteer – Civil Defence Emergency Management</p>

Mentors, consultants, advisors and other outside help

Name	Role/Job title
Pereri Mahanga	Trust Advisor – Trustee Te Waiariki/Ngati Korora/Ngati Taka Hapu Iwi Trust
Matthew Luxon	Trust Advisor - Director, Zero Waste Consultancy Envision NZ
Bev Bowling	Trust Advisor - Manager, Bowling Infrastructure Group Ltd
Nicola Hartwell	Senior Lawyer WRMK Lawyers
Zero Waste Network	As members WHCRRCT has access to a range of resources including training courses in the management of resource recovery centres

Planned team structure

Planned roles

Role title	Key responsibilities
Operations Manager	Site compliance with resource consent and health & safety requirements, fundraising, manage building consents, finalise all contracts, appointment of contractors, recruitment of volunteer coordinator, development and implementation of marketing and communication plan, ensure all systems/contracts in place to enable easy access by public to drop off a range of materials, negotiate and secure markets for materials, report to Trustees, oversee management of site, other tasks as required.
Site Staff	Assist with the day to day management and operations of site, supervision of volunteers, liaise with users, public and contractors, and report to Operations Manager.
Volunteer Coordinator	Responsible for the setting up and implementation of volunteer programme. Volunteers will greet and assist visitors to site as required, assist with sorting, dismantling and/or baling of materials, financial transactions, education, and other tasks as required.

Contractor & employees

It is important for the Trust to recruit and retain employees and volunteers to ensure the CRRC is well run, maintained and meets the objectives of this plan. Therefore sufficient resources need to be allocated to recruit, train and retain both contractors and volunteers.

We will achieve this by:

- ensuring all paid positions are awarded at the minimum the living wage (\$21.15 per hour)
- providing adequate training, support and resources for contractors/employees and volunteers
- setting performance and health & safety goals/targets
- conducting regular reviews and feedback as required

The trust will be looking to fill the following positions:

Operations Manager

To be appointed by Trustees

12 month contract @ 20 hours per week for 50 weeks @ \$38 per hour

Contract agreement use by Weed Action will be adopted for use by WHCRRCT

Year 1

As a new organisation the first year of operation will require a significant amount of time to set up the site and operations, to develop and implement all policies and procedures, financial system, appoint a volunteer coordinator, etc. It will require someone with a range of skills, knowledge and experience to fulfil this position. The initial contract will be for a period of 12 months.

\$38,000

Year 2

With the setting up of the site, operations and systems completed in year 1 it is envisaged that the hours for this position will be able to be reduced to 12 hours per week for 49 weeks @ \$38.50 per hour.

\$22,638

Site Staff x 2

To be appointed by Operations Manager approved by Trustees

Fixed term employment contract @ 25 hours per week for 50 weeks @ \$21.15 per hour

Year 1

As a new organisation the first year of operation will require sufficient resourcing to ensure the proper set up and operation of site. As the centre will be open the same businesses hours as Whangarei Heads Enterprises (50 hours per week) it is imperative to have 2 part time employees to cover hours of operation and when a site staff is sick, on leave or requires time off. Sufficient time is also required in the first year to recruit and train volunteers to assist with various tasks and to assess opportunities to resource new initiatives or projects.

\$60,806

Year 2

At this time there are too many variable to effectively assess an increase or decrease in site staff hours so they have remained the same as the first year of operation.

\$60,806

Management of Volunteers

Aim

To set up, implement and manage a structured volunteer programme to assist with the day to day and ongoing operations of the CRRC.

A Volunteer Coordinator will be appointed and will be responsible for the recruitment, selection, training, scheduling and recognition of volunteers involved in the CRRC.

The Volunteer Coordinator will report to the Operations Manager and liaise with Site Staff and Trustees (as required). Quarterly reports will be submitted to the Trustees and Operations Manager

Responsibilities:

- determine and prioritise where volunteers are needed
- write job/role descriptions (including dates and time lines)
- formalise and organise training requirements for volunteer positions
- plan and implement a volunteer recruitment strategy
- interview and meet with volunteers (as required)
- recruit and assign specific jobs to volunteers
- prepare information for website, social media networks, and newsletters
- organise orientation/induction programmes for volunteers
- keep up-to-date volunteer records
- motivate and recognise volunteers
- revise/update volunteer roles when required

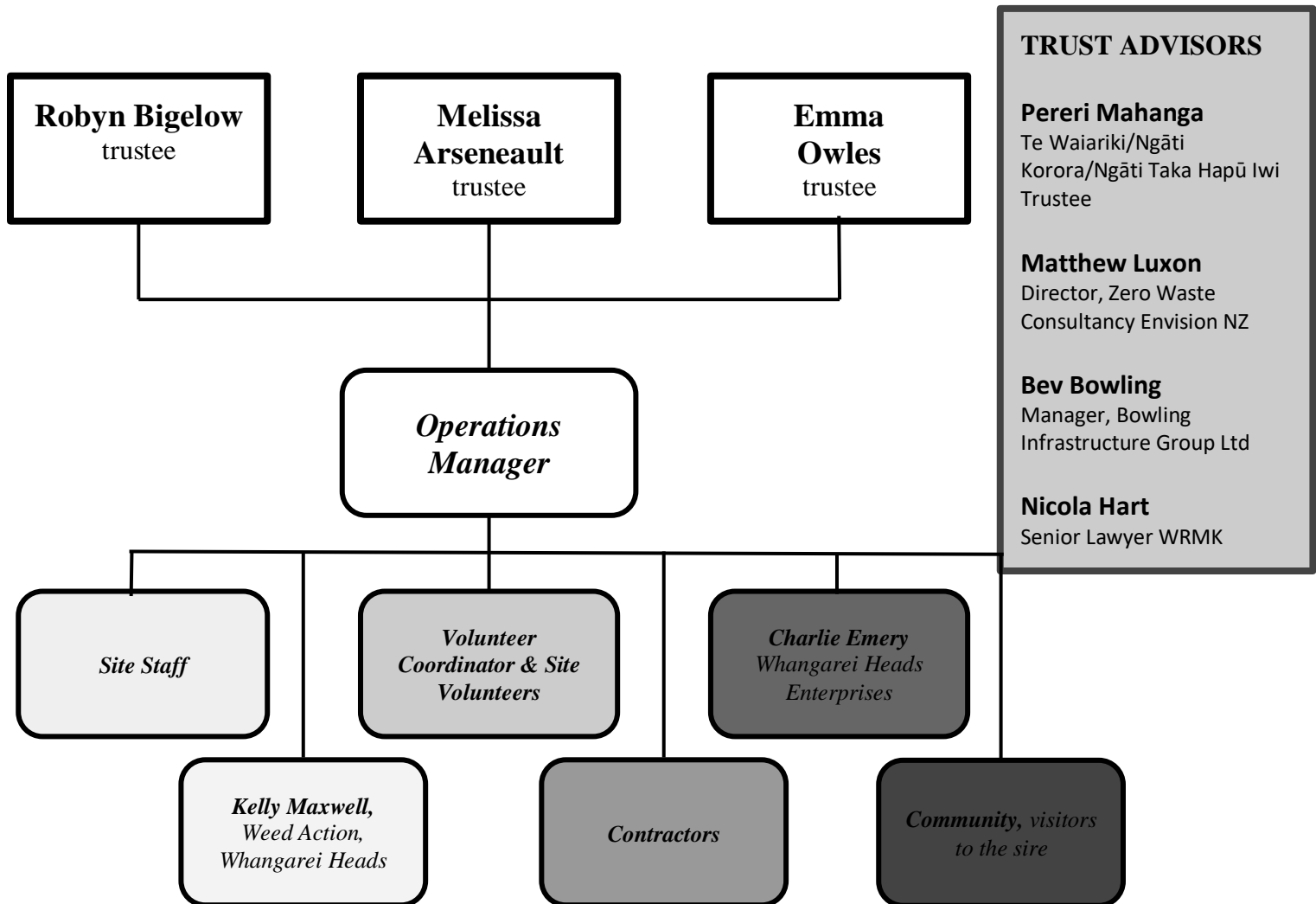
First task is to determine and prioritise where and when we need volunteers and then draft role/job descriptions.

Developing role descriptions means volunteers know exactly what they're signing up for so they can plan accordingly and be confident they can meet expectations. It also assists with the management and recruitment of volunteers.

The role/job description should include:

- role name
- purpose of the role
- responsibilities and duties
- who the volunteer reports to
- knowledge and skills required
- training provided
- time commitment required, including the term of the role if applicable

Organisational Chart



Launch strategy and budget

It will be important to effectively communicate the goal of and guiding principles of the Whangarei Heads Resource Recovery Charitable Trust especially being the first operational community resource recovery centre in Whangarei.

This will be achieved through a promotional campaign targeting the local community, organisations, schools and businesses. This campaign will include posters, flyers, media releases, articles, presentations (as required) and a well-publicised public opening of the centre.

Building community awareness and engagement on sustainable resource use, the value of resources and practical ways to reduce waste is also important. This will be achieved by providing practical information on site, social media, good signage, direct contact and communication with users and potential users and networking with various local organisations.

Area of spend	Cost (\$)
Design of logo, signs, promotional material	\$1,000
Printing and production of signs, publishing of promotional educational material	\$1,950
Launch of CRRC	\$1,500
Total	\$5,450

SWOT – strength, weaknesses, opportunities and threats

Strengths	What we will do
Community initiative run by community for community	Ensure centre and services are well publicised, continue to engage, seek input, feedback from community, maintain good community support
Location of site, hours of operation and working alongside existing commercial business	Good signage and promotion of site and hours of operation, continue to improve site and working relationship with WHE
A contact for community to educate, inform and encourage reduction of waste to landfill	Provide good information, make information easily accessible, liaise with various groups, host workshops

Weaknesses	What we'll do
Sufficient external funding required to set up and operate effectively (short term)	Systems in place to ensure efficient and effective operation, secure funding, investigate opportunities to increase income
Services offered limited to resourcing	Investigate new opportunities and funding to meet demands of community. Prioritise products and services offered.
Lease of site	Negotiate lease agreement to ensure a long term operation of centre for 2 year + 5 year + 5 year and right of renewal.

Opportunities	What we'll do
Open Sunday mornings	Work in conjunction with WHE to determine the costs and benefits of operating on Sundays.
Collect, refurbish, reuse, repurpose and recycle more products, potentially can be venue for new container deposit scheme	Keep informed of new initiatives in the recovery of new materials. Assess cost/benefits and community support.
Develop long term sustainable solutions for the recovery and composting of green waste	Investigate cost effective alternatives and opportunities to process green waste locally

Threats	What we'll do
Product variables and market fluctuations	Keep informed, develop good relationship with suppliers and manufactures, investigate new markets, operate efficiently
Significant growth, increased local development, district plan rules change from rural to residential	Good communication with Council keeping informed of future changes and developments. Work with community and council to develop a long term strategy.
Reduction in funding and support from local and central government	Continue to work towards reducing costs and increasing revenue, investigate new commercial opportunities

Monitoring and Reporting

As a charitable trust we aim to be transparent about our activities and to effectively communicate the overall performance, achievements and outcomes of the CRRC. To achieve this we will publish bi-annual reports of the CRRC operations including the amount of resources and green waste diverted from landfill (by volume or weight), how these resources were processed, 2nd hand goods distributed and/or sold on site, highlights and challenges, community input and feedback and summary of income and expenditures.

After the first year of operation these reports will provide the necessary data to guide strategic planning and set specific targets.

Memorandum's of Understanding

The trust has progressed and signed three memorandum of understanding with:

1. Te Waiariki/Ngāti Korora/Ngāti Taka Hapū Iwi Trust
 2. Weed Action Whangarei Heads
 3. Whangarei Heads Landscape and Supplies Limited
- (See Appendix A)

Legal and compliance requirements

With the granting of a resource consent to operate the CRRC additional charges for development contributions, roading, compliance, monitoring and recording have been identified. An estimate for development contributions (roading) was obtained by Lynne Dahl, Development Contributions Coordinator using figures from NCC Consulting Engineers report for WDC for traffic movements for the Parua Bay Refuse Transfer Station. Any application will be the subject of a formal assessment.

Legal & Compliance Requirements (one off costs)	
Legal costs lease and other agreements	\$1,000
WDC development contributions – roading North Coastal (estimate)	\$38,489
WDC resource consent compliance, monitoring, recording	\$3,000
Total	\$42,489

Site requirements and operational costs

Site Benefits & Requirements

The Trust has negotiated to lease a large, versatile site, approximately 2,300 square metres from Whangarei Heads Landscape and Supplies Limited. The site is located at 35 Pataua South Road, Parua Bay, is conveniently located to service the community from Pataua South, Ocean Beach and Parua Bay, 20km from Whangarei City and just down the road from the Parua Bay Village and Parua Bay Primary School.

Whangarei Heads Enterprises in partnership with Weed Action Whangarei Heads with funding support from Whangarei District Council have been managing the collection of green waste at this site since 2018. Green waste is collected in 9 metre gantry bins and delivered to the ReSort Centre and then to Purewa landfill to be composted. There are no buildings, structures or services on this part of the site. To establish and operate the proposed CRRC will require adequate funding to prepare the site to meet all legislative, consent, health & safety requirements, address all potential environmental concerns and to provide a safe and efficient site to be used by community and visitors.

A good working relationship has been established with Whangarei Heads Enterprises and Whangarei Heads Landscape and Supplies that has enabled this proposal to proceed to this stage.

A commercial business operating on these premises provides a number of cost benefits that include:

- easy connection to existing services (water & power)
- sharing in the use of existing facilities (toilet)
- contracting WHE to provide services requiring a fork lift, digger, loader, truck or trailer alleviating need to purchase large equipment
- sharing costs associated with security and monitoring of site
- assisting with the promotion of the CRRC to existing customers
- one stop shop for visitors to drop off resources and obtain landscaping supplies
- ability to expand services

Whangarei Heads Enterprises have contributed a significant amount of their own time and resources to improve the existing site including levelling the area to make access easier for green waste bins, installed a fence on the north boundary of the site and currently upgrading and sealing the main entrance to comply with council requirements that will benefit the CRRC. A MOU between WHLSL and WHCRRCT has been developed and signed.

Whangarei Heads Enterprises Limited is the registered owner of property at 35 Pataua South Road and previously operated the landscape and supplies business on this site.

Whangarei Heads Landscape and Supplies Limited recently purchased the landscape and aggregate business from Whangarei Heads Enterprises.

To progress this proposal the site requires the following:

Site Requirements (one off costs)	
building consent (preparation, fee, CCC, levies)	\$5,700
engineer/geo tech report	\$2,500
landscaping work to reform site to capture all surface water into wetland settlement drop out to protect the Waikare Stream	\$12,000
excising bank to include rip rap	\$2,500
trench connection water and power to site	\$350
connection power to site (switch board, check meter, power outlets, lighting shed)	\$6,000
connection of water to site plus 2 outside taps	\$750
safety barrier across area where green waste bins located (based on building a concrete nib wall 300mm high)	\$4,860
native trees (as per indicative landscape plan and stream planting plan)	\$4,500
installation security camera	\$1,725
signage (roadside)	\$1,500
contingency (8%)	\$3,390
TOTAL (including GST)	\$45,775

Site Buildings & Equipment (one off costs)	Year One	Year Two
small container office (supplied by WDC) cost to insulate, line, relocate and tidy up	\$1,000	
small table, chair, shelves (2nd hand)	\$500	
lap top	\$1,200	
shed (72m2) with concrete pad	\$42,000	
water tank (5,000 ltr) and connections	\$1,537	
roofed public drop-off zone (approximately 15 meters long)	\$8,000	
signage on site x 12	\$2,000	
fadges with frame/stand x 30	\$1,000	
wooden crates x 8	\$800	
rack for storing building items (ie timber, pipe, other items)	\$500	
solid plastic containers with secure lid (for car & lithieum batteries)	\$750	
steel bin with secure/lockable lid for copper/brass	\$1,500	
240 ltr wheelie bins x 6	\$588	
framing worm bin	\$500	
pest control (2 x steve allen traps & bait)	\$200	
launch strategy (design, printing, launch)	\$5,450	
baler		\$16,100
Contingency (8%)	\$5,402	\$1,288
Total (including GST)	\$72,927	\$17,388

Operational Requirements

To enable the efficient collection, dismantling, repurposing and processing of resources dropped off will require various bins, containers, bags, covers, tools and office & safety equipment

In the first year it is proposed that the CRRC will accept the following:

- appliances & electronic waste
- tyres
- building materials (including timber, drainage/plumbing, hardware, fixtures, carpet)
- scrap metal & batteries
- plastic film & containers
- steel and aluminium containers
- glass bottles & jars
- paper & cardboard
- selection of 2nd hand 'beach' goods (surf & boogie boards, wet suits, towels, snorkel gear)
- green waste and small amount of food waste for worm farm

Operational requirements and costs associated with the different resources accepted will vary depending on how they are stored, dismantled and processed and if the bins/containers are purchased or leased. (See Appendix C for detailed information for the collection and processing of glass, cardboard and plastic containers/film).

Operational Requirements	Year One	Year Two
lease (\$230 pw)	\$11,960	\$13,156
Power	\$1,200	\$1,400
insurance	\$1,400	\$1,400
operations manager - contractor	\$38,000	\$22,638
site staff x 2 (part-time employees)	\$60,802	\$60,802
contractors (recruitment & training)	\$1,000	\$500
volunteer costs (recruitment, training, recognition)	\$1,500	\$1,000
marketing & promotion	\$1,200	\$1,000
health & safety plan, implementation, equipment, signage	\$2,000	\$500
contract WHE forklift/loader (2 hrs pw @ \$40.25 per hr)	\$4,100	\$6,000
governance/accountancy/legal	\$1,200	\$1,200
broadband/mobile phone	\$1,656	\$1,656
eftpos	\$500	\$500
baler set up/service	\$780	\$500
baler consumables (3 boxes strapping @ \$379.50 per box)	\$1,138	\$1,518
green waste bin rental/collection (\$175.37 per collection 9m3 bin x 17)	\$2,981	\$2,981

disposal refuse from site operation (taken to ReSort Centre)	\$900	\$1,100
rental gantry bins (x3) and collection (x 12) glass bottles and jars	\$4,554	\$5,106
freight	\$1,000	\$1,500
Maintenance	\$500	\$500
contingency (8%)	\$11,618	\$10,202
TOTAL (including GST)	\$149,989	\$135,159

Quotes obtained for costs listed

Projected Income, Donations, Contributions

Community involvement and support for this proposal is important and the Trust would like to acknowledge the significant contributions, input, advice and support we have already received from individuals and organisations in assisting with the preparation of scoping report, resource consent application and business plan. This support is equally important in the setting up and ongoing operation of site and we are grateful for the offers of support we have already received including loan of small baler for 12 months, donation of wooden crates, discount on equipment, shed, and skilled labor such as electricians and builders and from individuals to help on site once up and running.

Projected Income	Year One	Year Two
weed action whangarei heads (contribution towards lease (\$115) per month)	\$1,380	\$1,656
green waste (225 per collection 9m3 bin x 17)	\$3,825	\$3,825
scrap metal (\$50 per week)	\$2,600	\$2,800
electronic waste	\$1,500	\$1,700
building materials (timber, fixtures, electrical, plumbing)	\$1,500	\$2,700
glass (40 tonne @ 23 per tonne)	\$920	\$1,081
plastic containers (12 tonne @ \$300 per tonne)	\$3,600	\$4,200
plastic film (2 tonne @\$50 per tonne)	\$100	\$150
second hand goods (focus surf boards, boogie boards, beach/fishing gear)	\$1,500	\$1,800
tiger worms for food composting bins	\$500	\$600
workshop composting/worm farms/reducing waste	\$500	\$500
onsite advertising/sponsorship (5 signs x \$200 per annum)	\$1,000	\$1,000
TOTAL (including GST)	\$19,925	\$22,012

Donations and Contributions	Year One	Year Two
volunteer skilled labour (electrician, builder, plumbers and/or supplies	\$2,500	\$1,000
whangarei heads landscape and aggregate supplies ltd (50% contribution road sign)	\$750	
loan of baler (based on rental costs)	\$16,100	
wooden crates for storing material (donated by Reclaim Limited)	\$800	
shed (approximately 72 square meters) discount offered Total Span	\$2,500	
give a little fundraising campaign by Trust for initial set up	\$3,000	
build wooden frame worm farm	\$500	
native plants	\$500	\$500
donations (promotion gold coin donation on site)	\$2,500	\$3,000
pest control traps and bait (NRC)	\$500	\$100
TOTAL (including GST)	\$29,650	\$4,600

Financial Plan

Cost forecast – money out

Area of spend	Year One	Year Two
Legal & compliance requirements	\$42,489	
Site Set Up (one off cost)	\$45,775	
Site Building & Equipment	\$72,927	\$17,388
Operational	\$149,989	\$135,286
Total	\$311,180	\$152,674

Revenue forecast – money in

Type of revenue	Year One	Year Two
Income (operation)	\$19,925	\$22,012
Donations (financial)	\$5,500	\$3,000
WDC Concession Fund (for compliance and resource consent requirements)	\$10,000	
Grants from MfE Waste Minimisation Fund, WDC Community/Partnership Fund and/or Glass Packaging Forum for set up costs	\$118,702	\$17,388
Grant from WDC Waste Levies Fund	\$167,053	\$110,274
Total	\$311,180	\$152,674

Volunteer – In kind contribution	Year One	Year Two
Volunteer (on site) 30 hrs per week @ \$25 per hour	\$39,000	
Volunteer (on site) 40 hrs per week @ \$25 per hour		\$52,000
Volunteer (governance) 500 hrs @ \$35 per hour	\$17,500	
Volunteer (governance) 200 hrs @ \$35 per hour		\$7,000
Total	\$56,500	\$59,000

Funding Options

The following funding options are available to assist with the set up and operation of the CRRC:

Whangarei District Council - Concession Fund (compliance & resource consent requirements)

Applications can be made anytime.

Year one apply to waive payment to Council for development contributions and compliance and monitoring (resource consent).

<http://www.wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants/Documents/Funding-Guide.pdf>

Ministry for the Environment - Waste Minimisation Fund

Next funding round May 2020

Funds a variety of projects that promote or achieve waste minimisation by reduction of waste and the reuse, recycling and recovery of waste and diverted materials. Projects must promote or achieve new waste minimisation activity by implementing new initiatives or a significant expansion in scope or coverage of existing activities.

Whangarei District Council - Partnership Fund

Funding round 1st July 2020 decision end August 2020

Applications can be made for actual construction costs, consent fees, or leverage funding (seed capital). Need to have at least 30% contribution (\$33,960) to the project build costs (which can come from other funders). Applicants can also request leverage funding to help them approach other funders.

<http://www.wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants/Documents/Funding-Guide.pdf>

Whangarei District Council - Waste Levies Fund

Next funding round 1 March 2020

Purpose of waste levy is to support new initiatives that reduce waste to landfill and help to achieve the aims/targets outlined in WMMP (2017)

<http://www.wdc.govt.nz/NewsRoom/PublicNotices/Documents/Draft-Waste-Minimisation-Plan.pdf>

Glass Packaging Forum

Three funding rounds each year February, May & September

The Forum considers applications for projects that meet its aims for zero glass to landfill, and include infrastructure, plant and equipment, technology, research and events.

<https://www.glassforum.org.nz/grants-and-funding/>

Legal and regulatory compliance

In the setting up and operation of the CRRC the WHCRRCT will develop and implement policies to adhere to and comply with the following:

Charities Act 2005

The purpose of this Act is

1. to promote public trust and confidence in the charitable sector:
2. to encourage and promote the effective use of charitable resources:
3. to provide for the registration of societies, institutions, and trustees of trusts as charitable entities:
4. to require charitable entities and certain other persons to comply with certain obligations:
5. to provide for the Board to make decisions about the registration and deregistration of charitable entities and to meet requirements imposed in relation to those functions:
6. to provide for the chief executive to carry out functions under this Act and to meet requirements imposed in relation to those functions.

Resource Management Act 1991

Compliance with requirements under the RMA for the land on which the centre is located is required. As a discretionary activity under the District Plan rules a resource consent to operate a CRRC is required for the site.

The current business on this site, Whangarei Heads Enterprises Limited obtained resource consent to establish and operate an aggregate and landscape supplies centre within the Countryside Environment at 35 Pataua South Road, being Lot 3 DP 423887 in March 2011 (WDC Notice of Decision LU1000196). Compliance issues associated with the existing consent have been identified and are in the process of being rectified as part of the process to establish a CRRC on this site. A resource consent application has been prepared and is ready to be submitted. Part of this process involved extensive community consultation (see attached *Appendix A*).

Building Act 2004

The Building Act requires a building consent to be held for most construction, alteration, demolition, or other modification of buildings. A building consent is required and relevant costs have been included in financial projections.

Hazardous Substances and New Organisms Act 2006

The purpose of this Act is to protect the environment, and the health and safety of people and communities, by preventing or managing the adverse effects of hazardous substances and new organisms.

(See attached *Appendix C*- Chemical Shed Storage and Handling Policy)

Health & Safety at Work Act 2016

This Act (the HSE) requires that any employees, visitors, volunteers or other users of a reuse centre are provided with a healthy and safe environment. The 'employer' (the ultimate governing body of a reuse centre) must have a health and safety plan, and to develop health and safety policies and procedures.

Healthy and Safety Management systems will be developed to include:

- Health and Safety Manual
- Risk Assessment - Risk / Hazard Register
- Contractor management
- Hazardous Substances Management – Hazardous Substances Inventory Protection to public
- Emergency preparedness – Emergency Procedures
- Safe Operating Procedures (SOP's)

Second-hand Dealers and Pawnbrokers Act 2004

This Act requires all professional dealers to be licensed. However, this is not required for a charitable or non-profit organisation for donated items, as outlined in Section 6, clause 4b: 10 (4) For the purposes of this Act, the following are not engaged in business as second-hand dealers when selling second-hand articles or scrap metal:

- (a) an auctioneer who is licensed under the Auctioneers Act 1928 and is selling the second-hand articles or scrap metal at auction under that Act:
 - (b) a charitable or non-profit organisation that sells second-hand articles or scrap metal, but only if:
 - no article, and none of the scrap metal sold is acquired by the organisation by purchase or for valuable consideration; and
 - any proceeds of sale are used solely for the purposes of the organisation:
 - (c) an internet auction provider:
 - (d) an agent of the Crown:
 - (e) any other prescribed person
-

Indicative Community Resource Recovery Centre



Appendix A

Memorandum's of Understanding

Memorandum of Understanding

Between Community-led Resource Recovery Centre and Te Para-whau O Te Waiariki



1. Purpose of this Agreement

This document formalises the agreement between the Whangarei Heads Resource Recovery Trust and the Hapū of Te Waiariki.

The purpose of this Agreement is to define the responsibilities of each of the Parties and to ensure that the Parties work together in an effective and positive manner.

The Whangarei Heads Resource Recovery Trust is responsible for the delivery of the project objectives as stated in the Trust Deed and Business Plan.

2. Relationship Principles

The Parties to this Agreement agree to the following relationship principles:

2.1 To recognise and take into account the cultural understandings and tikanga relating to the Community Resource Recovery Centre site and Waitangata Stream.

2.2 To co-operate in a fair, transparent and honest way at all times

2.3 To establishing (or maintaining) an interactive and positive relationship;

2.4 To provide sound advice and information wherever possible to assist each other;

2.5 To work together in good faith to achieve the purpose of this Agreement; and

3. Terms of the Agreement

The Whangarei Heads Resource Recovery Trust will:

3.1 Liaise and consult with the appointed Te Waiariki cultural advisor on all matters pertaining to changes to the business plan and planting and restoration work on the Waitangata Stream.

3.2 Provide the appointed Te Waiariki cultural advisor minutes of Trust meetings and newsletters

3.3 Offer (or provide) advice and support regarding waste minimisation opportunities for local Hapū or marae activities

3.6 Provide opportunities for Te Waiariki Hapū to be involved in volunteer and employment possibilities that result from flow-on community enterprises associated with the operation of the Community Resource Recovery Centre.

3.7 Undertake relationship building with Te Waiariki whenever possible

4. Te Para-whau o Te Waiariki will

4.1 Support the Whangarei Heads Resource Recovery Trust, staff and volunteers with its understanding of the tikanga of Whangarei Head's site and the Waitangata stream.

4.2 Liaise with the Trust where areas of concern arise about the practice of the Resource Recovery Centre.

4.3 Support the restoration of the Waitangata stream and local catchment by providing (where appropriate) volunteers and groups doing restoration work with knowledge of mana whenua and the tikanga and cultural significance of the area.

5. Disputes

Each party will enter into negotiation in good faith to resolve any disputes.

Memorandum of Understanding between Whangarei Heads Community Resource Recovery Charitable Trust and Weed Action Whangarei Heads



1. Purpose of this Agreement

This document formalises the agreement between the Whangarei Heads Resource Recovery Charitable Trust (WHCRRCT) and Weed Action Whangarei Heads (WAWH).

The purpose of this Agreement is to define the relationship and responsibilities of each of the Parties and to ensure that the Parties work together in an effective and positive manner.

2. Background

The WHRRCT was established to set up and operate a Community Resource Recovery Centre (CRRC) to be developed alongside Whangarei Heads Enterprises business at 35 Pataua South Road, Parua Bay. WHCRRCT aims to deliver community benefits and work towards zero waste to landfill that will include the collection and processing of green waste and support the work of WAWH.

3. Key agreements

- WAWH's will be allocated space on the site (as outlined in landscape drawings) for a chemical storage shed, community store, equipment storage shed, small office and space to display educational information.
- A member of WAWH will be responsible for liaising with WHCRRCT Operations Manager to ensure the two organisations work to support and enhance each service.
- The WHCRRCT will manage and operate the green-waste facility with WAWH providing weed information and education to the public utilising the green-waste facility.
- WAWH will not be responsible for or involved in the overall day-to-day or financial operations of the CRRC.
- WAWH has an overarching interest in the green waste facility and will have an ongoing opportunity to contribute and provide expertise to the management of environmental weed disposal - treatment and methods.
- The WHCRRCT will liaise with WAWH's in all matters relating to the management of the green waste facility.
- WAWH's will continue in consultation with WHCRRCT to hold community weed amnesties and will seek additional funding to cover associated costs.

4. Management of Facility

- The CRRC will be the base for WAWH's operations with an office, chemical storage shed, and community store and equipment storage and will maintain and keep tidy the areas directly around the WAWH's buildings.
- WHCRRCT will be responsible for the overall management of the physical site and may call on WAWH's for support in the maintenance of the site i.e. 6monthly clean-up of grounds, planting trees and road verge.
- WAWH will be responsible for all costs relating to the purchase, installation, maintenance and operation of the chemical storage shed including the handling, storage and disposal of chemicals.
- Commencing in the first year WAWH will make a contribution to WHCRRCT of \$100 +GST per month to assist with costs associated with the CRRC site. WAWH will aim to increase this contribution and a review of contribution will be conducted after 1 year.
- To provide security of tenure for WAWH and support funding applications, a sub-lease that mirrors the CRRC's lease with WHLSL will be entered into.
- WAWH will have access to the site and their building outside of opening hours as required.
- WAWH will ensure their operations and services comply with all health & safety requirements including the handling and storage of hazardous chemicals on site.
- WAWH may provide additional support to WHCRRCT when applicable and able to do so.

5. Relationship Principles

The Parties to this Agreement agree to the following relationship principles:

- To co-operate in a fair, transparent and honest way at all times
- To establish (or maintain) an interactive and positive relationship
- To provide sound advice and information wherever possible to assist each other
- To work together in good faith to achieve the purpose of this Agreement

6. Disputes

Each party will enter into negotiation in good faith to resolve any disputes and will call on a 3rd party to assist if disputes cannot be resolved.

Memorandum of Understanding Between

Whangarei Heads Community Resource Recovery Charitable Trust and Whangarei Heads Landscape Supplies Limited



2. Purpose of this Agreement

This document formalises the agreement between the Whangarei Heads Community Resource Recovery Charitable Trust (WHCRRCT) and Whangarei Heads Landscape and Supplies Limited (WHLSL).

The purpose of this Agreement is to define the relationship and responsibilities of each of the Parties and to ensure that the Parties work together in an effective and positive manner.

The WHCRRCT aims to lease a site located at 35 Pataua South Road, Parua Bay , approximately 2,300 square metres (as per diagram A) from Whangarei Heads Landscapes and Supplies Ltd for the amount of \$200 + GST per week for a period of two years. It is agreed that the lease will be reviewed at the end of the first year and may increase slightly in line with the rate of inflation.

Following the two year lease and on securing long term funding, WHCRRCT will be given the opportunity to lease the site for an additional consecutive five year period with right of renewal for an additional five years.

The WHCRRCT will lease the site to operate a Community Resource Recovery Centre that will focus on the reduction, repair, re-use, dismantling and recycling of a range of items and materials and to enable the collection and processing of green waste, food waste, to contain and distribute chemicals involved in weed action work and support the overall work of Weed Action Whangarei Heads (WAWH).

3. Key agreements

1. WHCRRCT agree to operate the same hours of operation as WHLSL being Monday to Friday from 7:30am to 4:00pm and Saturday 7:30am to 12:00pm.
2. WHCRRCT and WHLSL agree to develop, manage and maintain a Health and Safety Management System for their respective sites and operations including:
 - Health and Safety Manual
 - Risk Assessment - Risk / Hazard Register
 - Contractor management
 - Hazardous Substances Management – Hazardous Substances Inventory
 - Protection to public

- Emergency preparedness – Emergency Procedures
 - Safe Operating Procedures (SOP's)
3. WHCRRCT and WHLSL will be responsible for any compliance and/or monitoring requirements and/or monitoring relating to their respective sites and resource consents.
 4. WHCRRCT and WHLSL will be responsible for the day-to-day operation and any maintenance of their respective sites as a result of their operations.
 5. WHCRRCT will install a check metre and be responsible for all electricity costs for the operation of centre.
 6. WHCRRCT and WHLSL agree to work collectively and share in associated costs (where possible) in the overall security of the site and roadside signage.
 7. WHCRRCT and WHLSL will ensure they comply with all requirements in securing, opening and locking up of site
 8. WHCRRCT to contract the services of WHLSL (when required) at a rate of \$40 per hour (including GST) for packing of green waste bin, loading of materials and other jobs that maybe require the use of a forklift and/or small loader.
 9. WHLSL agree WHCRRCT contractors and volunteers can share in the use of their toilet and lunch area.

4. Relationship Principles

The Parties to this Agreement agree to the following relationship principles:

- To co-operate in a fair, transparent and honest way at all times
- To establish (or maintain) an interactive and positive relationship
- To provide sound advice and information wherever possible to assist each other
- To work together in good faith to achieve the purpose of this Agreement

5. Disputes

Each party will enter into negotiation in good faith to resolve any disputes and will call on a 3rd party to assist if disputes cannot be resolved

Appendix B

Public Consultation

Summary - Public Consultation for Proposed Resource Recovery Centre

WHCRRCT received 735 signed letters of support during the public consultation process.

- Individual members of the community (320)
- Northland Regional Council
- Manaia Kindergarten
- Bream Head Conservation Trust
- Discover Whangarei Heads (35 members)
- Local Resident & Ratepayers Associations (Whangarei Heads Citizen Association, Pataua Area Residents and Ratepayers Association and Parua Bay Resident and Ratepayers Associations – (combine total of 370 members)
- Local Businesses

Mana Whenua Engagement Hui

21 June 2019

Parua Bay Community Centre

The Whangārei Heads Resource Recovery Centre proposed trustees called, a hui to initiate formal consultation with mana whenua on the proposed Resource Recovery Centre at 35 Pātaua South Road, Whangārei. This followed a number of earlier public meetings attended by local Hapū members relating to the CRRC developing its proposal over the preceding months. A number of mana whenua groupings had registered interest in the proposal and the proposed site, with Riki Solomon joining the project as an advisory trustee.

This hui was arranged upon advice from Nicki Wakefield who offered to circulate a pānui through the wider Hapū networks associated with mana whenua in the Pārua Bay area. The purpose was to; initiate authentic and long lasting relationships, establish a consultation pathway and identify concerns or mitigations for the site and the next steps. A secondary goal was to Weed Action Whangarei Heads form relationships between mana whenua groupings in the Pārua Bay area.

At this meeting members of the Te Waiariki Hapū stated their mana whenua interest in the Waitangata stream area. Members of Ngati Kahu o Torongare were also in attendance with interests in the wider Parua Bay and Whangarei Heads area. The CRRC agreed to have ongoing discussions with the Te Waiariki/Ngati Korora/Ngati Taka Hapū Iwi Trust Chairperson Pereri Mahanga to explore whether mitigations could be found to address concerns for the site.

Consultation Mana Whenua

1. 21st June – consultation Hui – see minutes
2. 26th July – meeting with Kim Tito – Ngati Wai and Pereri Mahanga – Te Waiariki to discuss the project and explore possible mitigations and protection of the Waitangata
3. August – Meeting Pereri Mahanga and Mike Farrow – discussions regarding protection from possible run-off for the site into the Waitangata
4. 7th September – Pereri Mahanga and Te Ratahi Mahanga – blessing of the Waitangata Stream prior to restoration work beginning
5. 20th September Meeting Te Waiariki/Ngati Korora/Ngati Taka Hapū Iwi Trust Meeting (4 Trustees including Waimarie Bruce Kingi, Pereri Mahanga with Melissa Arseneault and Robyn Bigelow representing WHCRRCT. A presentation of the WHCRRCT proposal was given to the trust

6. 13th September Robyn Bigelow and Pereri Mahanga regarding the pros and cons of a Cultural Impact/Values Assessment or developing an MOU. It was decided an MOU would be suitable.
7. Once the MOU was developed, Pereri circulated the document within the Hapū and made suggestions/adjustments.
8. 30th October Meeting Robyn Bigelow and Pereri Mahanga to sign MOU
9. A copy of the MOU is attached.

Consultation Neighbours Adjacent to Site

16th June 2019

Shannon and Paul Parker

15 Pataua South Road

Trustees met with Shannon and Paul, it was a positive meeting in which they outlined their concerns verbally and in writing (see attached letter).

11th July 2019

Colin Logue

56 Pataua South Road

Trustees met with Colin and his partner at Whangarei Heads Enterprises site to discuss proposal. Colin expressed concern about accepting rubbish on site that would result in an increase in rats in the area. We outlined that it was not a transfer station and would not be accepting household waste on site. Colin was encouraged to put any concerns he had in writing to enable Trustees to consider and address, to date we have not received anything.

17th October 2019

Mike Davies

92 Pataua South Road

Trustee Emma Owles met with Mike and received a signed letter of support.

Mike has not indicated or expressed any concerns to Trustees about proposal.

28th November 2019 (10am)

Thelma and Paul MacDonald and Heather Logue

Trustees Emma Owles and Melissa Arseneault met with Thelma, Paul and Heather at Whangarei Heads Enterprises site to discuss proposal and respond to concerns. Their main concern was the devaluing of their property as their perception was that this facility would operate like a transfer station or dump being untidy with piles of rubbish on site. We encouraged them to outline their concerns in writing. Comments were received from Thelma and Paul (see attached). Heather stated she would contact Council direct.

28th November 2019 (11am)

Jason and Kelly Boyd

53 Pataua South Road

Trustee Emma Owles put an introduction letter and consultation flyer into their mailbox along with an invitation to meet with other local residents at 10am on 28th November at the Whangarei Heads Enterprises site. Jason and Kelly arrived on site at 11am in a very agitated state. Trustee Melissa Arseneault greeted them and there was a brief and very vocal discussion. They were angry and concerned that a dump (or transfer station) was being proposed for this site and would devalue their land. Attempts were made to clarify that no household rubbish will be able to be dropped off on site only materials that were able to be repaired, repurposed, reused or recycled. They were

encouraged to outline their concerns in writing to enable Trustees to review, address and include in resource consent application. To date we have not received any written correspondence from them.

23rd December 2019

Jennifer Ross

1141 Whangarei Heads Road

Trustee Melissa Arseneault contacted Jennifer Ross and received a letter of support for proposal.

Jennifer has not indicated or expressed any concerns to Trustees about proposal.

15th February 2020

Rachel Mackey

1 Campbell Road

Trustee Melissa Arseneault contacted Rachel Mackey and received a signed letter of support for proposal.

Rachel has not indicated or expressed any concerns to Trustees about proposal.

Community Consultation

14th March 2019

Whangarei Heads Citizen Association AGM

McLeod Bay Hall

Attendees 45

Presentation by Matthew Luxon & Melissa Arseneault

Matthew talked about community led resource recovery initiatives where the people have taken responsibility for their waste through community enterprises and in doing so are making a big impact on reducing waste to landfill and increasing the recovery, reprocessing and recycling of valuable resources.

WHCA committee member, Melissa Arseneault provided an overview of a proposal to set up and operate the first community led and operated resource recovery centre in Whangarei.

Matthew Luxon is on the board of the Zero Waste Network Aotearoa, has a master's degree in social work, and currently lives in Auckland. Matthew is a director of zero waste consultancy Envision New Zealand; an agency responsible for conceiving of, advocating for, and supporting the development of Auckland's internationally acclaimed Resource Recovery Network.

15th September 2019

Discover Whangarei Heads – AGM

Parua Bay Tavern

Attendees 25

Presentation by Melissa on proposal to set up and operate the first community led and operated resource recovery centre in Whangarei. All participants received hand out of proposal and illustration of site and centre and sign individual letters of support.

20th October – 22nd November 2019

Whangarei Heads Enterprises

Information including handouts was made available in the office of Whangarei Heads Enterprises.

7th November 2019
 Whangarei Heads School Snorkelling Day
 Reotahi
 Attendees 35+

A local parent who attended snorkelling day provided handouts of proposal and obtained 28 signatures from other parents of children who attend the Whangarei Heads School.

8th – 24th November 2019
 Gas Parua Bay (petrol and service station)
 Information was available at the counter on proposal to set up and operate community resource recovery centre and to sign group letter of support.

13th November 2019
 Local Walking Group

Walking group coordinator provided information to walking group about proposal and obtained 12 signatures.

16th November 2019
 Artisan Market – McLeod Bay Hall
 Attendees 100+
 Melissa set up a table with information and handouts outside entrance to markets. This provided opportunity to speak to over 60 local residents about proposal, hand out information and obtain signatures.

17th November 2019
 Parua Bay Farmers Market
 Attendees 50+

Melissa set up a table with information and handouts at market. This provided opportunity to speak to over 40 local residents about proposal, hand out information and obtain signatures.

19th November 2019
 Pines Golf Club – Twilight Golf
 Attendees 80+

Short presentation by Melissa Arseneault on proposal to set up and operate the first community led and operated resource recovery centre in Whangarei.

Table with information was set up for evening and opportunity to discuss proposal in more detail and sign letter of support.

21st November 2019
 Manaia Tennis Club Day
 Attendees 10+

A local tennis player provided information to the Manaia tennis group about proposal and obtained 10 signatures.

29th November 2019
 Parua Bay Residents & Ratepayers Association AGM
 Attendees 10

Information was made available to all attendees most who had already signed letter of support.

29th November 2019
 Conservation Christmas Party & End of Year Celebrations
 McLeod Bay Hall
 Attendees 65+

Short presentation by Melissa Arseneault on proposal to set up and operate the first community led and operated resource recovery centre in Whangarei.

Table with information was set up for evening and opportunity to discuss proposal in more detail and sign letter of support.

Articles

Three articles were published in the Whangarei Heads Newsletter, the official newsletter of the Whangarei Heads Citizen Association. This newsletter is well read and distributed to 870 residents in the Whangarei Heads area including Parua Bay, Pataua South and Ocean Beach areas.

- June/July 2019
 - August/September 2019
 - December 2019/January 2020
- (this issue also included an A5 full colour insert encouraging community input and comment)

Please find attached copies of each article and the A5 insert.

Related Articles

28th March 2019
https://www.nzherald.co.nz/northern-advocate/news/article.cfm?c_id=1503450&objectid=12216923 (+ video clip Melissa Arseneault on proposed new community resource recovery centre)

15th April 2019
<https://www.pressreader.com/new-zealand/the-northern-advocate/20190415/281479277803177>

17th April 2019
https://www.nzherald.co.nz/northern-advocate/news/article.cfm?c_id=1503450&objectid=12222920

Public Consultation Summary

There has been extensive publicity and community consultation for the proposed Community Resource Recovery Centre to be located at 35 Pataua South Road, Parua Bay.

Community consultation was initiated following the submission of a detailed scoping report from Melissa Arseneault to the Whangarei District Council on the 26th October 2018.

A group of locals then formed and registered the Whangarei Heads Community Resource Recovery Charitable Trust.

A presentation by Trustees was made to Councillors at a Whangarei District Council meeting on the 30th May 2019. This resulted in the granting of funding support up to \$20,000 from the Waste Levy towards a resource consent and business plan for the community-led resource recovery centre, on Whangarei Heads site.

Upon receipt of this grant the Trustees have put in a considerable amount of volunteer time and effort engaging and consulting with local mana whenua, organisations, businesses and individuals via meetings, discussions, presentations and the publishing of articles on the proposal to establish Whangarei's first community-led and operated resource recovery centre.

Copies of the Whangarei Heads Resource Recovery Trust deed and Scoping Report were made available to community and repeated requests made encouraging community input and feedback regarding proposal.

The overall response from community has been overwhelming in support of the proposal for a new community led and operated resource recovery centre that will focus on engaging, informing, inspiring and enabling community to work collectively to find practical and cost-effective solutions to reduce waste to landfill.

The signing of a MOU with Te Waiariki/Ngati Korora/Ngati Taka Hapū Iwi Trust on the 30th October 2019 was significant to enable the CRRC Trustees to further progress the resource consent application.

Five local residents who have properties adjacent to the Whangarei Heads Enterprises site do not support the setting up of a CRRC. Their main concern is that the new centre will be like a 'dump' or transfer station with rubbish being accepted or handled on site and as a result will devalue their properties. Some residents also object to the Whangarei Heads Enterprises operating on this site. The biggest challenge the Whangarei Heads Community Resource Recovery Trustees have had is in changing current perceptions of existing facilities that transfer waste to landfill to a community run facility that focuses on the reduction, reuse, repurpose and recycling of resources. This facility will be the first community resource recovery centres to be set up and operate in Whangarei.

Proposed Whangarei Heads Community - Led Resource Recovery Centre

WHY

To reduce waste to landfill requires a coordinated approach involving Council, community and local businesses and a change in how we think about waste and the consequences and impacts within our communities. Waste is not just a council issue - it is a community issue. There is a need to engage, inform and inspire communities to work collectively to find practical and cost-effective solutions.



STRUCTURE

A group of locals have formed the Whangarei Heads Resource Recovery Charitable Trust. The Trust will register with the Charitable Trust Register when funding support to progress this proposal is obtained.

PURPOSE

- ✓ to turn waste into resources by establishing, coordinating and developing community waste minimisation initiatives with the goal of reducing waste to landfill
- ✓ to focus on the reduction, repair, re-use and recycling of waste such as appliances, electronic waste and building materials
- ✓ to enable the collection and processing of green waste, food waste and support the work of Weed Action Whangarei Heads
- ✓ to build community awareness and engagement on sustainable resource use, the value of resources and practical ways to reduce waste



SITE

The proposed Resource Recovery Centre is proposed to be developed alongside Whangarei Heads Enterprises aggregate and landscaping business at 35 Pataua South Road, Parua Bay.

The site is zoned Rural Production Environment in the Whangarei Operative District Plan and requires a discretionary activity resource consent under Rule RPE 2.3.1 as a Resource Recovery Centre is considered a commercial activity.



RESOURCE CONSENT

Funding support from Whangarei District Council has enabled the Trust to apply for a resource consent and develop a business plan. As a community operated and led initiative, it is important that the community is involved in and supports the development of the first Resource Recovery Centre in Whangarei.

CONSULTATION

As part of the resource consent application we are seeking input and support from local mana whenua, residents and businesses.

YOU'RE INPUT AND SUPPORT IS IMPORTANT:

1. For additional information or to discuss any aspect of this proposal further or;
2. To **ADD** your **NAME** to a letter in support of this proposal to be included in our resource consent application;

Please contact:

Melissa Arseneault

Whangarei Heads Resource Recovery Trust

Mob 021 550 249

Email grassroots63@outlook.com

From: Paul Parker
 Sent: Tuesday, 9 July 2019 7:28 AM
 To: Melissa Arseneault
 Subject: Objection to Resource Recovery Center Site proposal.

https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12186315

Good morning Melissa,

Thank you for meeting with us on Sunday, June 16th with the other trustees Emma and Robyn. It was a very informative meeting, and we do agree that a zero waste approach is a great idea and initiative for our community. However, we feel that the proposed Resource Recovery center at Whangarei Heads Enterprise site is not an appropriate location, especially given its close proximity to the stream. We have put a lot of effort into clearing the overgrown weeds, re-planting and regenerating the stream that runs on our boundary and we feel it would have a negative impact on the natural aspect of the land having recycling facilities, weed chemical stores and a waste compactor on the proposed site.

As discussed during the above-mentioned meeting, we are completely opposed to having the general waste compactor on this site as proposed in your plan going forward to council for resource consent, you have mentioned you have visited sites around the Coromandel where these compactors are operating, unfortunately these compactors have not proven to be reliable and have had constant and ongoing breakdowns and issues causing rubbish and odors to build up and local communities are not happy with them or the length of time it takes to repair and remedy.

After discussions with the Whangarei District Council, It seems that at this stage there is no clear idea of who would be responsible for the compactor once placed as it will be located on private land at Whangarei Heads Enterprise site, this is concerning. Are you aware of who would be responsible for cleaning up rubbish dumped outside the gates of this site after hours? We also feel that it is too close to our residential home and that even if it is just recycling, your plans are for quite a large operation that would increase noise over most days of the week and most probably attract more vermin. This is a concern as backyard Kiwi have advised they have recently tracked Kiwi in the bush block next to us and the enterprise site.

We have also been advised by a planner your proposal would devalue our property and family home, they have advised us to oppose this proposal.

It is also a worry that a recycling and upcycling center will not align with community expectations of a refuse station, and I am not confident that you can guarantee there will be no general waste at this site in the future.

We are aware and respect the amount of effort that has been put into this proposal but there has been a lack of insight into how it will impact on neighboring residential properties, it is neither an asset to the natural environment surrounding this land or a suitable commercial activity for this site. It also seems there has been limited research into what our community needs, requirements and goals are and your proposal is based on personal opinion and other (completely different) communities and initiative setups.

There is a significant recycling resource facility located in town already and an upcycling store run by community volunteers located in Whangarei town called the ReMakery. We feel that the HUB you are trying to create would be more suited to the town Village if scaled down, or inland away from

waterways. I am not sure there is a community need for a sizeable recycling center, especially since you have stated that there are plans for new recycling truck systems and updated improved collection bins. Shouldn't we be focusing on education on how to reduce household waste to be able to minimize to once weekly roadside collection?

It was also noted that you felt people who have celebrations out here will want to have a local site to take recycling, that is true but they will also have a substantial general waste, therefore will be needing to take into town ReSort. We just can not make sense of the proposal.

Finally, we think that to make a community project work well, the community needs to be informed and on board from the start, this has all been explored and pushed forward mostly without community knowledge so it is unclear with who stands to gain the most benefit out of this process? We were only informed of the momentum of this proposal through a concerned community member receiving an email through discover Whangarei heads asking for support to help you get council backing for this idea. Most of the Whangarei Heads / Parua Bay community I have talked to about this proposal are disappointed with the choice of location.

Please feel free to contact us anytime, we are sorry we can not support this process.

Warm regards,

Shannon and Paul Parker

From: Whangarei Heads Automotive Technician Ltd
Sent: Friday, 29 November 2019 1:55 PM
To: grassroots63@outlook.com
Subject: Resource Recovery Centre

Hi Melissa & Emma

Thank you for meeting with Paul & I yesterday to discuss the proposed site of the Resource Recovery Centre.

We do still have concerns about it been across the road even though it is not a transfer Station, the main one being that it will de- value our property, should we ever wish to sell , buyers would still think it as a Rubbish dump. We also have concerns about old appliances been dismantled there that it will look untidy in spite of the work volunteers may endeavour to keep it up to date.

Also the volume of traffic going in and out of the site is a concern , with people dropping off items and different organisations such as the Kerbside Rubbish Trucks and Habitat for Humanity going in to do collections.

Thank You for your time

Regards
Thelma

29 November 2019

Whangārei Heads Resource Recovery Trust
c/- Melissa Arseneault
via email: grassroots63@outlook.com

Dear Melissa,

Re: Proposed Whangārei Heads Community-led Resource Recovery Centre

Thank you for your email of 19 November 2019 to Councillor Amy MacDonald advising of the proposal for a community-led Resource Recovery Centre.

The Northland Regional Council wishes to convey its support in principle, via this letter, for this community-led initiative.


The overall proposal is inspiring, and the Northland Regional Council commends the initiatives to minimise waste and support the work of Weed Action Whangārei Heads.

Should any advice be required regarding this proposal please do not hesitate to contact staff.

Yours sincerely



Penny Smart
CHAIR, NORTHLAND REGIONAL COUNCIL

 0800 002 004

 www.nrc.govt.nz

 info@nrc.govt.nz

Private Bag 9021, Whangārei 0148

17 May 2019

Simon Weston
General Manager
Infrastructure
Whangarei District Council

Sue Hodge
Acting Manager
Solid Waste
Whangarei District Council

Re: **Community Consensus for Support of the Community Based Recycling Centre**

The Whangarei Heads community represented by the WHCA, PBRRA, and the PARRA as the main formally constituted community bodies, and supported by those campaigning to have the transfer station re-opened for a limited period, are in agreement that the community-led and operated resource recovery centre be established as soon as consent can be obtained and the site prepared for the requisite operation and done so with the full support of Council.

In the meantime the Council is encouraged to provide a facility as a temporary measure with the same service level as that which existed at the Transfer Station, which has been closed since 23 April.

Sincerely,

Marnie Muirhead
Parua Bay Resident and Ratepayers Association Inc.

Jan Boyes
Whangarei Heads Citizen Association Inc.

Kerry Hannam
Pataua Area Residents and Ratepayers Association

John Nicole
Representing Residents Campaigning to have Transfer Station Re-open

cc Greg Innes

To: Whangarei District Council

We understand that reducing waste is a growing challenge locally, nationally and globally, with major implications for our environment, economy and how we live our lives.

The Whangarei District Council's Waste Minimisation and Management Plan includes a recycling target to increase recycling, composting and reuse at refuse transfer stations to greater than 50% by 2020.

We believe to meet this target will require a new coordinated approach involving Council, community and local businesses and a change in how we think about waste and the consequences and impacts within our communities. Waste is not just a Council issue - it is a community issue. We need to engage, inform and inspire communities to work collectively to find practical and cost-effective solutions to reduce waste to landfill.

A community-led and operated Resource Recovery Centre located at the Whangarei Heads Enterprises site will:

- turn waste into resources by establishing, coordinating and developing community waste minimisation initiatives with the goal of reducing waste to landfill
- focus on the reduction, repair, re-use and recycling of waste such as appliances, electronic waste and building materials
- enable the collection and processing of green waste, food waste and support the work of Weed Action Whangarei Heads
- build community awareness and engagement on sustainable resource use, the value of resources and practical ways to reduce waste

We believe this proposal would result in community, local businesses and Council working together to achieve greater diversion of waste to landfill to meet the objectives and targets outlined in the Whangarei Waste Minimisation and Management Plan.

We therefore support the Whangarei Heads Resource Recovery Trust application for a resource consent to operate a Community Resource Recovery Centre to be located at the Whangarei Heads Enterprises site. We understand that the environmental effects resulting from the operation of this facility will be less than minor.

Pataua Area Ratepayers and Residents Association

Parua Bay Residents and Ratepayers Association

Yvonne Ingham, President
Whangarei Heads Citizen Association

Charmaine
Stamman President
Pataua Residents & Ratepayers Association
Whangarei Heads Citizens Association
Je Bayes



14 December 2019

Mel Arseneault
Whangarei Heads Resource Recovery Trust
Email: grassroots63@outlook.com

Dear Mel

PROPOSED WHANGAREI HEADS COMMUNITY-LED RESOURCE RECOVERY CENTRE

Thank you for providing the Bream Head Conservation Trust information regarding a proposal for a community-led Resource Recovery Centre to be located at 35 Pataua South Road, Parua Bay.

The Bream Head Conservation Trust wishes to convey its support in principle for this community-led initiative.

A community-led initiative to raise awareness of opportunities to reuse, reduce, recover and recycle valuable resources that otherwise would be sent to landfill is important and would support a number of conservation proposals within the Whangarei Heads area.

The Trust would be interested in working with the Whangarei Heads Resource Recovery Trust to enable a cost effective and safe disposal of toxin from trapping efforts in the area.

The Trust also acknowledges all the work you have carried out regarding the organising of volunteers and everything linked with it. This undertaking has been appreciated and we thank you most sincerely. Furthermore, we also thank you for donating a barbeque for HQ and the supply of guttering for the roof. This is such a generous gesture and of benefit to HQ.

Kind regards.

Yours sincerely

Greg Innes
Chair Bream Head Conservation Trust

1 March 2019

Mr Simon Weston
General Manager – Infrastructure
Whangarei District Council

Dear Simon

On behalf of the members of Discover Whangarei Heads Tourism Group Inc we would like to acknowledge our support for the proposed Community – Led Resource Recovery Centre to be located at the Whangarei Heads Enterprises site at 35 Pataua South Road.

This proposal with a focus on reuse, repurposing, recycling and diverting previously landfilled waste and its location is preferred to further operating and extending the current Parua Bay Transfer Station in a well-used recreational and marine area.

The predicted increase in population and visitors to the area highlights the importance to prioritise and deliver effective waste minimisation initiatives to be able to manage this growth and meet the objectives and targets of the Waste Minimisation and Management Plan (2017).

A Community-led and operated Resource Recovery Centre funded by Whangarei District Council would be a great asset to our local community.

Sincerely



Hannah Ffrost
Chairperson
Discover Whangarei Heads Tourism Group Inc



Manaia
Kindergarten

Manaia Kindergarten
8 Kiteone Road
Parua Bay
Whangarei 0174

10th December 2019

Whangarei Heads Resource Recovery Trust
35 Pataua South Road
Parua Bay
Whangarei 0174

To whom it may concern,

The Manaia Kindergarten team are keen to support the Whangarei Heads Resource Recovery Centre. Manaia Kindergarten joined the Enviro-Schools programme in 2018 and would welcome involvement in this local initiative as it fits into our kindergarten kaupapa of reducing, Reusing and recycling our waste.

Kind Regards

The Manaia Kindergarten Team

Kindergarten: Giving our children an excellent start for life long learning

Phone 09 09 436 1262 • Email manaia@nka.org.nz



19 January 2020

Whangarei Heads Resource Recovery Centre Trustee

Dear Trustees of the Whangarei Heads Resource Recovery Centre

RE: Letter Of Support for the Proposed Whangarei Heads Resource Recovery Centre

I would like to register my support for the proposed resource recovery centre in Parua Bay.

I have worked in my business here in Parua Bay for 15 years and have had close involvement with the community in all aspects. The Parua Bay and Whangarei Heads is a highly treasured environment to all who live and work here and we need to protect it.

With the increase in growth in both population and visitors to the area, and with the closure of the Parua Bay transfer station the opening of a community operated resource recovery centre will be a great asset for our community.

As a business we support any new initiatives that will encourage and enable more recovery and recycling of resources.

Yours sincerely

Tom Donelley
Owner Operator Parua Bay Tavern

Appendix C

Materials Overview

- Cardboard
- Plastic Containers & Film
- Glass Bottles & Jars

Cardboard Overview (estimate first year collection 30 tonne)

Option A

Cardboard is collected loose in fadges and delivered weekly or fortnightly to The ReSort Centre, Kioreroa Road

Minimal costs to deliver cardboard to The ReSort Centre as can utilise volunteers and vehicles going to town.

No payment is expected to be received for cardboard due to recent decline in market demand and value.

With the initial set up and operation of centre the Trust recommends to trial option A for the first 12 months as it is the most cost effective option. Loose cardboard is easy to handle, store and deliver to The ReSort Centre. No equipment except fadges required, no commercial vehicles or collections required. This trial will enable the Trust to assess the effectiveness, benefits and/or issues of collection method, gain a better understanding and accurate record of volume of cardboard that will be received.

Option B

Cardboard is collected in fadges, baled on site and delivered to The ReSort Centre, Kioreroa Road.

Baling, equipment, power, strapping	\$5,000
Delivery to The Resort Centre (no cost as can utilise vehicles going to town)	
Payment \$11.50 per tonne (to be confirmed)	<u>\$ 390</u>
Total cost	\$4,610

No large cages on site, no front load trucks accessing site, less H&S issues, fadges easy to use and handle. Requires contractor/volunteer time and baling equipment/supplies but will be baling plastic on site and easy to incorporate cardboard.

Option C

Cardboard is collected in 2 x 3 metre frontload cages on a scheduled weekly collection (in conjunction with other local collections to minimise vehicle movements)

Cages will contain approximately 120 kilograms of cardboard that would require 240 empties.

Bin rental x 2 (\$21.85 rental per bin per month)	\$ 524
Empty (\$23 per empty per bin) x 240 empties	\$5,520
Total cost	\$6,144

No payment due to recent significant drop in market demand and prices.

Convenient, less time, no processing or deliveries required. Cages require more space and manoeuvrability on site, increase H&S issues with front load vehicle collections, will result in higher operational costs and more vehicle movements on site.

Plastic Containers & Film (estimated 15 tonnes first year)

Option A

Plastic containers to be put loose into designated fadges by plastic resin, grade and/or colour. A one metre fadge holds approximately 20 kg of plastic and it will take 3 – 5 fadges to make a bale. Plastic will be baled on site, stored on pallets and then delivered to Auckland for reprocessing.

Minimal freight costs will be incurred as we have local residents who are able to deliver baled material to Auckland.

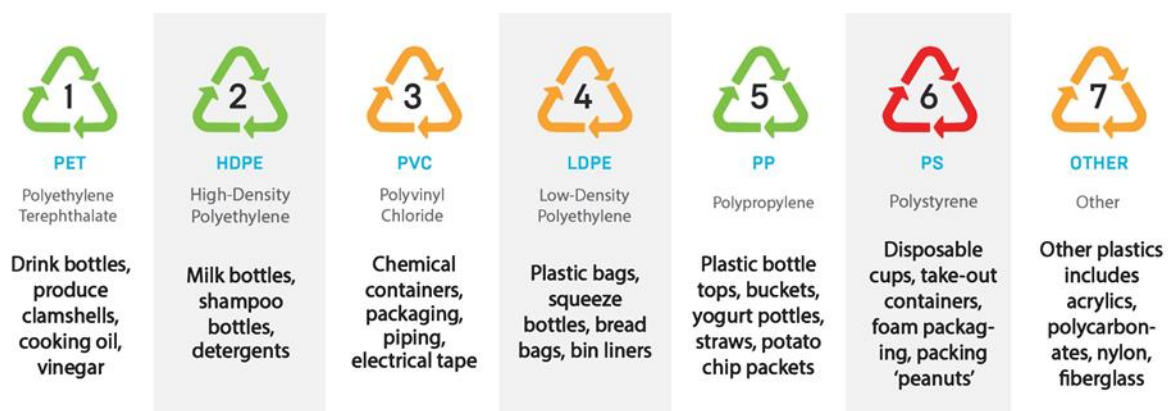
The following plastic containers and film will be collected in year one. Polystyrene is able to be recovered for reprocessing and we will investigate opportunities to offer this service on the centre is operational.

PET

HDPE

LDPE (plastic film and others)

PP (specific containers)



There are a number of local manufactures who are able to reprocess the majority of plastic that will be collected. No charges will be applied to receive plastic containers or film and some plastics such as PET, HDPE and film will receive a payment.

Baling, equipment, power, strapping	\$5,000
Minimal freight costs to Auckland	\$1,000
Payment (as per spreadsheet)	\$3,700
Total cost	\$2,300

With the initial set up and operation of centre the Trust recommends to trial option A for the first 12 months as it is the most cost effective option. Loose plastic is easy to handle, bale, store and we can delivery to Auckland at minimal cost. No equipment except fadges required, no commercial vehicles or collections required. This trial will enable the Trust to assess the effectiveness, benefits and/or issues of collection method, gain a better understanding and accurate record of volume of plastic recovered and investigate opportunities to recover and process more plastic.

Option B

Plastic containers and film to be put loose into designated fadges by plastic resin, grade and/or colour to be collected (flat deck) by commercial operator approximately one collection every 10 days.

Collection (\$240 per 20 full fadges (400kg) x 37 collections)	\$9,338
No payment for material	

Use of fadges enables easy collection and quality control of product. This service does not enable the collection of polypropylene. Fadges collected will result in more vehicle movements/trucks on site. No payment received for product.

Option C

Plastic containers and film to be put (by type) into 2 individual 9 metre gantry bins. Individual gantry bin will contain approximately 200kg of plastic. Seventy five collections per year required. Individual bins would be collected via gantry truck when full and delivered to The ReSort Transfer Station, Kioreroa Road to be processed with other material.

Rental 2 x 9m3 gantry bins (\$69 per month)	\$ 936
Safety barriers & signage	\$ 2,000
Scheduled or "ring in" collection (\$276 per collection x 74)	\$20,700
Processing fee (\$414 per tonne x 15 tonne)	<u>\$ 6,210</u>
Total	\$36,056

This option is not viable due to cost.

Glass Bottles & Jars (estimate first year collection 40 tonne of glass per annum)

Option A

Bulk storage of glass in three –bay hook bin separate into 3 colours to contain approximately 10 tonnes of glass. Four collections per year required. Bin collected via hook truck with glass being delivered directly to OI-NZ Auckland.

Users would put glass into wheelie bins (per colour) on site and when required wheelie bins would be tipped into bulk bin at a time that would have the least noise impact.

Better quality control of glass, less noise placing glass into wheelie bins and can control times when bins tipped into bulk bin, reduction in handling of glass, vehicle movements and trucks on site.

Purchase 30m3 three-bay hook bin	\$22,638
Solar powered bin tipper	\$14,500
240 ltrs wheelie bins (x 12)	\$ 1,176
Collection charges (\$460 per 10 tonne)	\$ 1,840
Payment glass (40 tonne x \$74.75 per tonne)	\$ 2,900

If funding support was able to be obtained for the purchase of a 3 stage bin and solar powered bin tipper this option would provide a long term cost effective solution in the collection and processing of larger volumes (40 tonne +) of glass bottles and jars

Option B

Users would put glass (by colour) into 3 individual 9 metre gantry bins. Individual gantry bin contain approximately 3.5 tonne of glass. Twelve collections per year required. Individual bins would be collected via gantry truck when full and delivered to The ReSort Transfer Station, Kioreroa Road tipped into glass bays and then later reloaded into trucks to be delivered to OI-NZ.

Safety barrier will be required on platform where users stand to put glass. If the wrong glass or other material is placed in bins unable to remove. No tipping of wheelie bins required.

Quality control of glass more difficult and extra time required to ensure users put correct colours into bins, more noise placing glass into gantry bin vs wheelie bin and uncontrolled throughout the day, increase handling of glass, vehicle movements and trucks on site. Additional issues of storage if full bins not collected within 48 hour of pick up request.

Rental 3 x 9m3 gantry bins (\$103.50 per month)	\$1,242
Safety barriers & signage	\$2,000
Scheduled or “ring in” collection (\$276 per collection x 12)	\$3,312
Payment glass (40 tonne x \$23 per tonne- to be confirmed)	\$ 920

With the initial set up and operation of centre the Trust recommends the best option is to submit an application to the Glass Packaging Forum in February (and if approved funding would be made available April 2020 – 31 March 2021) to cover all costs associated with rental and collection of gantry bins as part of a 12 month trial. This trial will enable the Trust to assess the effectiveness, benefits and/or issues of collection method, gain a better understanding and accurate record of glass able to be recovered and opportunities to increase tonnages.

Appendix D

Weed Action Whangarei Heads Chemical Shed Storage and Handling Policy

Weed Action Whangarei Heads Chemical Shed Storage and Handling Policy

Introduction

Weed Action Whangārei Heads (WA) uses herbicides in its day to day activities to control pest plants that threaten the values of the natural systems within the Whangārei Heads landscape. WA requires a chemical store to safely store and secure hazardous chemicals (Hazchems) and a site has been designated in the CRRRC facility. WA will follow all relevant industry standards and government guidelines and regulations to ensure the Hazchems are secured safely at this site and compliant within relevant legislation. This legislation includes:

- Health and Safety at Work Act 2016
- Hazardous Substances and New Organisms Act 2006
- NZ Standard 8409:2004 Management of Agrichemicals

Store Construction

Store to be locked and soundly built with ventilation and lighting, with no direct sunlight on stored products.

All compulsory signage in place

- HAZCHEM 2WE AGRICHEMICALS sign
- A NO SMOKING sign
- HSNO-regulated signage if the quantities of agrichemicals exceed specified levels (currently not required)

Spill containment

Spill containment requirements to be met through the use of drip trays

Secondary containment (e.g. bunding) is not required as quantities and specific herbicides stored do not trigger the threshold (bundage required when the volume of liquid substances exceed certain levels. This requirement also depends on the size of the container – up to 60 litres, 60-450 litres, and greater than 450 litres – See HASNO legislation). WA will be handling containers of herbicide up to a total of 300 litres

In recognition of concerns of the local community, however, WA will opt for a Hazchem shed that has built-in bunding to further eliminate risk of any ground contamination. Any spill will be contained and cleaned up using dry media such as vermiculite or kitty litter as per good practice.

A spill kit will be maintained in the store including

- kitty litter (non-flammable absorbent material)
- a broom and shovel & heavy-duty plastic bags
- a drum into which contaminated material or leaking containers can be placed

Store Management – Record keeping

- A list of all stored products (recording the product's trade name and quantity stored) maintained
- A copy of a Material Safety Data Sheet (MSDS) or Haznote kept for each agrichemical stored.
- This information will be, kept up to date, stored away from the store, in a known place (coordinators residence), and accessible to emergency services within 10 minutes.

Store Management – Segregation

- Herbicides kept away from fungicides and insecticides (no fungicides/ insecticides stored)
- No fumigants stored
- Powder, liquid, (and any aerosol) formulations will be kept separate
- Powder stored above liquids
- Any highly toxic and dangerous products that are tracked substances (eg. 6.1A,B,C) kept together under lock and key (currently not required).
- Protective personal equipment (PPE) will be stored separately from agrichemicals

Store Management – Storage

- Every product in the store must be in a proper container and every container in the store should have a correct and legible label
- Use the oldest products first ('first in/first out'). New product dated on the container as it enters the store.
- Large (20-60 litre) liquid containers stored on or near floor level. Products stored so that their label can be clearly seen
- No fertilisers, fuels or lubricants, pool chemicals, seeds or feedstuffs stored in the same store as agrichemicals
- Store to be kept tidy and free of rubbish at all times.
- Agrecovery, an industry initiative to dispose of unwanted herbicides will dispose of any unwanted herbicide or herbicide containers.
- PPE stored separately from agrichemicals, and respirator canisters stored in air tight containers with PPE.
- Agrichemical store PPE for mixing and handling store chemicals will include:
 - Nitrile gloves suitable for mixing chemicals
 - Mixing apron and,
 - Eye protection

Emergency Preparedness

The Agrichemical store will have:

- A spill kit (see above for contents)
- An accessible 4.5 kg dry powder fire extinguisher
- A clearly visible sign that tells people what to do and who to call if something goes wrong (e.g. doctor, hospital, Poisons Centre)

- A First Aid kit kept outside of the store
- An eyebath kept outside of the store

Rinsing of containers, mixing of herbicides and disposal of unused herbicides

Herbicides will be mixed with water for use in spray application OFF SITE from the CRRC. This procedure will eliminate the risk of spilling mixed spray liquids within the CRRC.

After spray operations all unused mixed herbicides will be dispensed outside the CRRC site on pest plants or waste ground prior to returning to the CRRC. Knapsacks or empty Hazchem containers will be TRIPLE RINSED before returning to the CRRC for storage outside of the Hazchem shed.

1.3 Contracts Approved Under Delegated Authority

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Simon Weston (General Manager Infrastructure)

1 Purpose

To inform Council of the Infrastructure contracts awarded under Chief Executive and General Manager delegated authority

2 Background

Table 1 (below) records Infrastructure contracts awarded under Chief Executive and General Manager delegated authority. Attachment 1 provides a summary of the award process for each contract and a brief description of the works being undertaken

Table 1: Infrastructure Contracts Awarded Under Delegated Authority

1.0 Infrastructure Planning & Capital Works	CON19069	Hatea River Track Renewal
2.0 Water	CON19059	Ruddell's WTP Civil Works
2.0 Water	CON18086	Reservoir Rehabilitation FY 2019/20
3.0 Waste & Drainage	PRO19003	Sewer Renewals
3.0 Waste & Drainage	CON20004	Smeaton Drive SH1 – Sewer Replacement
4.0 Roding	CON20008	Kerb & Channel and Footpath Renewals on Mill Road
4.0 Roding	CON17039	Extension to Contract – Te Matau a Pohe and Kotuitui Whitinga Bridges – Operations 2017
4.0 Roding	CON19018	LED Streetlight Improvements – Southern Package (V Category)

3 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

4 Attachments

1. Summary of Contracts Approved Under Delegated Authority April 2020

Summary of Contracts Approved Under Delegated Authority

This attachment provides a summary of the award process and works being undertaken for Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

1.0 Infrastructure Planning & Capital Works

<p>CON19069 Hatea River Track Renewal</p>

Introduction

The Hatea Walkway is one of Councils longest walking tracks at around 4.5km in length. It runs from Whangarei Falls in the north, to the Aquatic Centre at the southern end.

The track is an all season surfaced track for its entire length, other than a 370m stretch south of the swing bridge between Whangarei Falls and AH Reed Reserve. This land was formerly owned by and is known as the 'Gardner Land'. This stretch gets very soft and muddy during the winter months and needs surfacing.

Objectives of this project are:

- Renew a 370m section of the Hatea River Track following the NZ Standard 8630
- Improve the surface of this track to ensure all-season usage
- Improve overall safety, accessibility and promotion of the Hatea River Track

Procurement Process

Previous track work has been completed by either Northland Parkcare or Plantpro. These Contractors are familiar with the short walk standard and have a proven track record. During recent open tenders both contractors have given competitive tenders for similar work.

Northland Parkcare and Plantpro were asked to tender through a selected quote pack.

The winning tenderer was Northland Parkcare, who gave the lowest conforming tender.

Tenderer	Price (Excl GST)
Northland Parkcare	\$37,124.10
Plantpro	\$45,115.00
Engineer's Estimate	\$48,910.00

Financial

Track renewal budget will sufficiently cover the cost of this project. The costs are charged to PJ00531 - Hatea River Track Renewal.

General Manager Approval

The contract for Hatea River Track Renewal (CON19069) be awarded to Northland Parkcare for the tendered sum of \$37,124.10 (Thirty-two thousand, one hundred and twenty-four dollars and ten cents) excluding GST

2.0 Water

<p>CON19059 Ruddell's WTP Civil Works</p>

Introduction

This procurement is for Water Services. The contract works are at its Ruddell's WTP and were driven from a CAR (Corrective Action Request) item associated with the Protozoa failure of the 2018/2019 at Ruddell's. Construction of the contract items provides provision for the automation of the outlet valve which was a recommended course of action from the incident report.

As part of this works it has been identified that there is currently insufficient chemical bunding for Sodium Hydroxide tankers that frequently deliver to site. In the event our main chemical supplier alters their delivery requirements this site would not be able to accept deliveries.

Procurement Process

The design was quantity surveyed and estimated at \$215,000.00. A formal Request for Quotation process was commenced, and four separate approved contractors were approached to submit a quotation for the works. Two of the contractors returned bids with the others declining to submit a proposal.

Tenders Received and Evaluated

The quotations were evaluated under the rationale of lowest conforming bid. All Contractors who were approached were approved under our Health and Safety Policies and have a proven track record with the district council. Staff reviewed the submissions in line with the RFQ document. The bid from Barfoote Construction was conforming and was the lowest price.

Tenderer	Price (Excl GST)	Conforming
Barfoote Construction	\$132,839.00	Yes
Downer NZ	\$380,222.64	Yes
Engineer's Estimate	\$215,000.00	

Financial

The value of \$215,000.00 had been budgeted and forecast to be expended over the latter half of the financial year from the Water Treatment Plant and Equipment Renewal Budget. The contractor's proposal is well within this amount.

General Manager Approval

The contract for Ruddell's WTP Civil Works (CON19059) be awarded to Barfoote Construction for the tendered sum of 132,839.00 (one hundred and thirty-two thousand, eight hundred and thirty-nine) excluding GST.

CON18086 Reservoir Rehabilitation FY 2019/20

Introduction

This Contract is for the rehabilitation of the existing reservoirs at Headland Farm Park, Lang's Beach (circular) and McLeod's (lower).

Procurement Process

The works were procured through an open tender process on Tenderlink. The tender documentation was released for public viewing on the 20 September 2019 and closed at 3.30pm on the 18 October 2019.

Tenders Received and Evaluated

Four tenders were received and were evaluated using the Lowest Price Method in general accordance with Whangarei District Council's Procurement Procedures Manual. The results were as follows:

Tenderer	Price (excl. GST)
Barfoote Construction Ltd	\$213,893.00
The Fletcher Construction Company t/a PipeWorks	\$341,640.14
Steve Bowling Contracting Ltd	\$168,251.00
TBS Farnsworth Ltd Trading as SRG Global	\$240,208.23
Engineer's Estimate	\$179,117.00

Steve Bowling Contracting Ltd submitted the lowest price tender. It was then assessed for errors and omissions and found to be conforming.

Financial

The project will be paid out of PJ00294 which has a budget is \$376,497.00 this financial year. This will leave \$208,246 for other work.

General Manager Approval

The contract for Reservoir Rehabilitation FY 2019/20 CON18086 be awarded to Steve Bowling Contracting Ltd for the tendered sum of \$168,251.00 (One hundred sixty-eight thousand two hundred fifty-one Dollars and zero Cent) excluding GST.

3.0 Waste & Drainage

PRO 19003 Sewer Renewals

Introduction and Background

This Contract is for the renewal/upgrade of approx. 100m of 150mm diameter AC gravity main at Clark Street Hikurangi which has got a 100mm PE pipe inserted. The reason for renewing the line is to remove the 100mm PE pipe which has caused multiple blockages due to capacity constraints and welding beads not being removed. Both the AC pipe and the PE pipe need to be replaced with a new 150mm line by either open trench or pipe bursting.

Procurement Process

A request for quotes (RFQ) was sent to four contractors selected from the WDC high risk approved register with the ability, knowledge and equipment to renew pipes by pipe bursting and/or open trenching. These are MOD Shoring, Hygrotech, Quik-shot and Northern Drainage. Quotes were submitted by email on the 24 February 2020.

The quotes were evaluated using tender evaluation method lowest price conforming method and was in general accordance with the Procurement Plan and WDC Procurement Policy. The evaluation was completed by Judith Ellensohn.

Tenders Received and Evaluated

Three quotes were received as follows:

Contractor	Price excluding Provisional Items, GST and Contingencies	Price including Provisional Items, GST and Contingencies
MOD Shoring Limited	\$ 55,032.00	\$ 94,247.00
Hydrotech Limited	\$ 134,903.87	\$ 165,238.87
Quick-shot Limited	\$89,940.00	\$ 117,480.00
Northern Drainage	Quote not received by the closing date	

Northern Drainage was invited to submit a price; however, no quote was received by 24 February 2020.

Financial

This project is funded under Wastewater Sewer Line and Manhole Renewals (PJ 00244); LTP Indicator 218), with a current budget of \$1,408,513.00. \$771,714 has been spent to date leaving \$636,799 to cover the cost of this work.

Construction is expected to be completed this financial year.

General Manager Approval

That the contract for Clark Street Sewer line renewal/upgrade be awarded to MOD Shoring for the quoted sum of \$94,247.00 (Ninety-four thousand two hundred and forty-seven dollars) excluding GST. This includes, provisional items and contingency sums of \$39,215.00.

CON20004
Smeaton Drive SH1 – Sewer Replacement

This Contract is for replacing approximately 75 meters of a faulty 150mm sewer line under SH1 at Smeaton Drive-Raumanga.



Procurement Process

A request for quotes (RFQ) was sent to five contractors selected from the WDC high risk approved register with the ability, knowledge and specialised equipment to install pipes using directional drilling method. These are MOD Shoring, Hydrotech, United Civil Construction, Broadspectrum and Northern Drainage. Quotes were submitted by email by the 6th March 2020.

The quotes were evaluated using lowest price conforming method and in general accordance with the Procurement Plan and WDC Procurement Policy.

Tenders Received and Evaluated

Quotes were received as follows:

<i>Tenderer</i>	<i>Price (including Provisional and Contingency sum)</i>
Hvdrotech Limited	\$153,927.13
United Civil Construction Ltd	\$307,668.23
MOD Shoring Limited	Conforming quote not received by closing time
Broadspectrum Limited	Quote not received by closing time
Northern Drainage Limited	Quote not received by closing time
Engineer's Estimate	\$198,679.00

Financial

This project is funded under Wastewater Sewer Line and Manhole Renewals (PJ 00244); LTP Indicator 218), with a budget of \$1,408,513.00 this financial year. There is sufficient budget to cover \$153,927.13.

Construction is expected to be completed this financial year.

General Manager Approval

That the contract CON20004 for Smeaton Dr/SH1 Sewer Replacement be awarded to Hydrotech Limited for the quoted sum of \$153,927.13 (One hundred and fifty-three dollars nine hundred and twenty-seven dollars and thirteen cents) excluding GST.

This includes a total of \$42,300 in provisional items and contingency sum.

4.0 Roding

<p style="text-align: center;">CON2008</p>

<p style="text-align: center;">Kerb & Channel and Footpath Renewals on Mill Road</p>
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Purpose

Approval is sought for:

- A variation in procedure to Councils Procurement Policy
- Award of contract under Chief Executives Delegation.

Introduction

As part of Councils sealed road pavement rehabilitation programme Mill Road Rehab has been identified to be undertaken in 2019/20. Included with this programme of works is the associated improvements to renew the aged kerb/channel and footpath.

The purpose of this document is to seek approval to direct award the construction of Kerb/Channel and footpath renewals to a sole supplier for the portion of works between Brighton Road and Whareora Road.

Procurement Process

Downers NZ Ltd, the current southern maintenance contractor was asked to undertake Design and build of the Mill Road rehabilitation.

With the design complete, a price was submitted to Council for Approval. The majority of the works aligning with the contract rates. The expectation being the cost for providing slip form kerb and channel. The original contract did not make allowance for this work activity.

Further investigation showed this portion of the works was sub contracted to Broadspectrum New Zealand (BRS).

The reason for this is they are the only supplier in the Northland region currently with the capability and equipment to provide slip formed kerb and channel.

Analysis of the costs associated with this work determined the costs for certain activities such as traffic management and Sub Contractor on cost to be high.

Further Discussions with Downers around these costs highlighted additional cost were being incurred from a risk perspective and management of a sub-contractor. **(See attachment NTC 028)**

- \$496,257.82 Sub-Contractor price
- \$ 74,438.67 Sub-Contractor on costs
- \$154,440.00 Traffic management

Broad Spectrum were then directly approached and asked to price the kerb & channel works **(see attached Broadspectrum quote No 00018.01)**

- \$475,486.89 Broadspectrum price

Comparison of the quotes showed a considerable saving could be made by going directly to Broadspectrum to undertake these works.

Further discussions with Broadspectrum it became apparent that it would be sensible to include the footpath renewal portion of the works within this engagement.

A revised quote was asked for and submitted including the footpath and additional traffic management requirements to reduce impact on road users following discussions with the TMC. **(see attached quote No 00023.01)**

- \$556,454.69 Revised price including footpath renewals.

This submitted price was not for the full length of the rehabilitation site but for the northern section only from Brighton Street to Whareora Road.

The rates have been checked and are in line with the original quote with the exception of the additional requirements. The additional rates have been checked against the maintenance contract rates and found to be comparable and lower in some instances.

Tenders Received and Evaluated

A quote has been received from Broadspectrum New Zealand Copy attached. The prices received are consistent with quotes received in previous years.

Tenderer	Price (Excl GST)
Broadspectrum New Zealand Ltd	\$556,454.69

Reason for Direct Award to BroadSpectrum

The only supplier in the Northland region currently with the capability and equipment to provide slip formed kerb and channel.

Reduced Costs associated with Contractor on costs when going through the maintenance contract.

Financial

A budget of \$800,000.00 has been allocated in the LTP for Associated improvements and drainage renewal.

Chief Executive Approval

The contract for Kerb & Channel and Footpath Renewal be awarded to Broadspectrum New Zealand Ltd for the sum of \$556,454.69 (Five Hundred fifty-six thousand four hundred fifty-four dollars and sixty-nine cents) excluding GST.

CON170399
Extension to Contract – Te Matau a Pohe and Kotuitui Whitinga Bridges – Operations 2017

Purpose

To extend the contract period for Te Matau a Pohe and Kotuitui Whitinga Bridges - Operations 2017 (Contract 17039) for 3 years and to increase the contract value to \$936,108.70 exclusive of GST.

Background

Contract 17039 for the Te Matau a Pohe & Kotuitui Whitinga Bridges - Operations 2017 was awarded to Northern Districts Security Ltd for a price of \$348,079.36 excluding GST on 10 January 2018.

This contract involved the day-to-day operation of these bridges including opening the bridges for boats. The contract was let with an initial term of 2 years and a potential roll over of another 3 years based on performance.

A performance appraisal has been undertaken using the Council's PACE evaluation template. Based on this appraisal, the contractors' performance has been assessed as being adequate with a score of 77%. This is higher than the minimum score of 70% specified in the contract for a contract extension to be considered. Therefore, it is recommended that the contractor be granted possession of the site for a further 3 years.

Financial

If Council approves the roll over as requested, then the predicted final value of Contract 17039 will increase by \$588,029.34 excluding GST. This amount has been assessed based on current schedule rates with minor amendments to reflect cost fluctuations based on NZTA Maintenance Indices as per the contract document.

The current approved contract value for Contract 17039 is \$348,079.36 excluding GST.

The contract is a measure and value contract and the actual payments to the contractor are based on the quantity of works completed at the tendered schedule of rates.

The change in contract value is summarised in the table below:

Description	Contract Value
Previous value of the contract (2 years)	\$348,079.36
The variation requested in this VO (+3 years)	\$588,029.34
The proposed new value of this contract	\$936,108.70

This increase to the contract will be funded through the council's approved Road Maintenance budget over the next three years.

Chief Executive Approval

That the contract for Te Matau a Pohe and Kotuitui Whitinga Bridges - Operations 2017 (Contract 17039) be extended for a further 36 months (3 years) from 1 February 2020 to 31 January 2023 and the contract value increased by the sum of \$588,029.34 bringing the total contract value to \$936,108.70 exclusive of GST.

CON19018

LED Streetlight Improvements – Southern Package (V Category)

Introduction

During the installation of the P Category lights completed in June 2018, design work was proceeding on the design for the arterial road lights (V Category). This design work was completed in December 2018. Approximately half of the V Category lights were a like-for-like retrofit of existing lights with new LED luminaires, and these have been installed through a variation to Contract 17026 which was approved in June 2019.

The remaining V Category luminaires are infill lights requiring new wiring, poles and outreaches. The purpose of these infill lights is to improve the lighting levels on arterial roads and bring these up to the required standard. This will improve road safety at night on these important links.

This recommendation for contract award is for these V Category infill lights.

In addition, the Kaipara District Council has also undertaken design of their V Category lights which has also resulted in new lights to be installed. In a similar manner to the V Category retrofit, the Kaipara District Council (KOC) has approached the Whangarei District Council (WDC) through the Northland Transport Alliance to combine their infill lights with the Whangarei lights to obtain better buying power. Contract 19018 is for the installation of infill lights on the southern portion of Whangarei District's arterial roads and on Kaipara District's arterial roads. This includes new infill lights in the following areas:

WDC Area

- Southern portion of Whangarei City
- Ruakaka
- Waipu

KDC Area

- Mangawhai and Mangawhai Heads
- Dargaville
- Te Kopuru

The luminaires for these V Category works were ordered by the respective councils in a joint purchasing project and these have arrived in Whangarei in mid May 2019 and mid December 2019.

The contract has been broken into three separable portions as follows to match the available funding in the 2018/21 period:

- Separable Portion 1 - Southern portion of Whangarei City
- Separable Portion 2 - KDC Area (Mangawhai, Mangawhai Heads, Dargaville and Te Kopuru)
- Separable Portion 3 - Ruakaka and Waipu

The intention is that Separable Portion 1 would proceed upon award and would focus on Whangarei City which is the highest priority area. Separable Portions 2 and 3 are provisional works and are only to commence after July 2021 once budgets have been confirmed in the 2021/31 Long Term Plans for the respective councils.

Procurement Process

Contract 19018 for the LED Streetlight Improvements - Southern Installation Package (V Category) was publicly tendered on the TenderLink website. Tenders closed on 10 December 2019.

Two conforming tenders were received as described below:

- Currie Electrical Ltd
- McKay Ltd

These tenders were evaluated using the Price Quality Method in accordance with the Roadway Procurement Strategy and NZ Transport Agency's Procurement Manual.

The result of the tender evaluation process is described in the table below:

Tender	Tender Price (excl GST)	Supplier Quality Premium	Adjusted Tender Price (excl GST)
Currie Electrical Ltd	\$3,865,768.	-	\$3,667,744.16
McKay Ltd	\$6,190,874	+\$276,975	\$6,467,849.24
Engineer's Estimate	\$2,720,170		

The Currie Electrical Ltd tender was found to have the lowest overall adjusted tender price and is therefore the preferred tender. This tender also had the lowest tender price.

An arithmetic check was undertaken, and no errors were found in the Currie Electrical Ltd tender, although three minor items had zero rates.

As the Currie Electrical Ltd tender price is significantly higher than the Engineer's Estimate, we have negotiated their price. This has resulted in a revised tender price of \$3,621,962.00.

Financial/budget considerations

The Currie Electrical Ltd tender has a negotiated tender price of \$3,621,962.00 (excl GST). This is 33% higher than the Engineer's Estimate. After negotiating with Currie Electrical Ltd, it was identified that the Engineer's Estimate did not accurately reflect the costs of the power reticulation required for the new lights. If the Engineer's Estimate was revised to better

reflect the actual power reticulation costs, this would be revised to \$3,429,170.00. This would mean that the Currie Electrical Ltd negotiated tender price would only be 6% higher than the revised Engineer's Estimate and is therefore considered reasonable.

The KDC V Category Infill Lighting Upgrade will be claimed through WDC Contract 19018 but will be recovered by WDC through claiming back to KDC. The KOC separable portion is provisional and will not be awarded until the Kaipara District Council has confirmed their acceptance of this work. The value of the KDC separable portion is \$1,041,328.00 (excl GST).

The total value of the two WDC separable portions is \$2,580,634.00 (excl GST) The financial commitment for this work in the 2018/21 period is shown below.

Separable Portion	2018/21	2021/24	Comments
1 - WDC Southern portion of Whangarei City	\$1,872,210	\$0	Funded within available budget (see table below)
2-KDCArea	\$0	\$1,041,328	Provisional - Budget to be confirmed in KDC 2021/31 LTP
3 - WDC Ruakaka & Waipu Areas	\$0	\$708,424	Provisional - Budget to be confirmed in woe 2021/31 LTP
Total	\$1,872,210	\$1,749,752	
Overall Total	\$3,621,960		

Separable Portion 1 will be funded from the overall LED Streetlight budget of \$6,600,000 (excl GST) which has been approved by NZTA. There is also a provision of \$500,000 per annum for the 2018/2021 3-year period for V Category LED infill lighting through the Reading Low Cost/Low Risk Improvement programme as this work was not within the original LED conversion scope.

Therefore, there is an overall budget of \$8,100,000 for this project.

The breakdown of this amount is shown in the following table:

Description	Estimated Cost (excl GST) for 2018/21	Status
Con17025 - LED Luminaire Supply (P Category)	\$850,000	Completed
Con17070 - LED Luminaire Installation Trial (P Category)	\$150,000	Completed

Con17026 - LED Streetlight Conversion - Northern Installation Package (P Category) including the WDC V Category Retrofit Variations (but excluding the KDC V work).	\$894,288	Nearly complete
Con17080 - LED Streetlight Conversion - Southern Installation Package (P Category)	\$220,000	Completed
Con17027 Twin Coast Discovery Highway Lighting Upgrade	\$1,480,350	Completed
Con17028 Arterial Road Intersection Lighting Upgrade (V Category Suoolv)	\$66,000	Completed
Con19003 LED Luminaire Suoolv (V Category) Package 2	\$850,439	Completed
Con19035 LED Luminaire Suoolv (V Category) Package 3	\$272,175	Completed
Con19017 LED Streetlight Improvements-Northern Package (V Category) - but excluding the FNDC work and the WDC Hikurangi work)	\$870,000	To be re- tendered
Con19018 LED Streetlight Improvements-Southern Package (V Category) - but excluding the KDC work and WDC Ruakaka & Waipu work)	\$1,872,210	This contract
V Category Design Fees	\$200,000	Completed
Professional Services for Con17027 Construction Supervision	\$55,400	Completed
Professional Services for Con17026, 17070 & 17080 Construction Supervision	\$68,160	Completed
Other Contract Supervision & Council Costs	\$250,000	Underway
TOTAL ESTIMATED COST	\$8,099,022	
TOTAL APPROVED woe BUDGET FOR 2018/21	\$8,100,000	

This shows that Separable Portion 1 of Contract 19018 can be funded from the approved budget for the 2018/21 period.

Chief Executive Approval

1. That the contract for the LED Streetlight Improvement - Southern Installation Package (V Category) (CON19018) be awarded to Currie Electrical Ltd for \$2,580,634.00 (Two Million, Five Hundred and Eighty Thousand, Six Hundred and Thirty-Four Dollars) excluding GST. This approval is for the Whangarei District Council Separable Portions 1 and 3.
2. That Separable Portion 3 for the Whangarei District Council Ruakaka and Waipu works,

valued at \$708,424, shall only proceed once the Whangarei District Council has approved sufficient budget for this work in the 2021/2031 Whangarei District Long Term Plan through the Council's Low-Cost Low Risk Programme.

3. That Separable Portion 2 for the Kaipara District Council works shall only proceed once the Kaipara District Council has approved sufficient budget for this work in the 2021/2031 Kaipara District Long Term Plan and have approved this work through a separate agenda item to the Kaipara District Council.

1.4 Financial report for the 9 months ending 31 March 2020

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide the operating result for the nine months ending 31 March 2020.

2 Background

2.1 Operating Result – Full Year Forecast

The year to date position is a surplus of \$12.0 million, compared to a budgeted surplus of \$9.6 million, resulting in a favourable variance of \$2.4 million.

The forecast net surplus for the financial year ending 30 June 2020 is \$17.5 million compared with a budgeted surplus of \$14.8 million, resulting in a favourable variance of \$2.7 million.

Budget managers have considered the potential impact of Covid 19 on their activities for the remainder of the financial year, and adjusted their forecast accordingly. Assumptions have been made in a very volatile environment, and may be subject to change depending on the duration of Covid 19 alert Level 4.

2.2 External Net Debt and Treasury

Total net external debt at the end of March 2020 was \$106.9 million compared to year to date budgeted net debt of \$130.1 million, resulting in net debt being \$23.2 million under budget.

This favourable variance is due to assumptions made regarding the opening net debt balance of the 2019-20 Annual Plan and the favourable operating surplus. (see section 2.1).

As at 31 March 2020 cash and term deposits held of \$45.1m was comprised of:

- \$10.0 million of term deposits relating to prefunding undertaken
- \$10.0 million of term deposits relating to short term borrowings not yet required
- \$18.0 million of term deposits relating to excess cash not currently required
- \$7.1 million cash on hand

Council is currently receiving slightly higher interest rates than the borrowing rate on a portion of these deposits

2.3 Economic Outlook

The commentary in italics below was taken from the Economic Outlook provided by PWC Treasury Advisory, dated 15/04/2020.

The Reserve Bank of New Zealand (RBNZ) unexpectedly cut the Official Cash Rate (OCR) by 75bps to bring the OCR to 0.25%, and “it will remain at this level for at least the next 12 months”.

Given global trade, travel, and business and consumer spending have been curtailed seriously, the negative impact on New Zealand “will be significant”. Demand for NZ’s goods and services expected to be constrained alongside domestic production for now.

Our view on the domestic economy has not changed since last week. New Zealand’s position as an island exporter (primarily dairy/agriculture) is much better than others (oil/metals).

New Zealand’s proactive stance regarding COVID-19 is beginning to show tentative signs of containment and our relatively low levels of government debt are allowing a strong fiscal response by the government.

Given the near certainty the economy will enter a period of recession, we expect to see global liquidity tighten. However, Council is well placed to deal with this as our cash reserves will provide a good liquidity buffer over the next few months. This will hopefully preclude the need for short term borrowing to cover any emerging cashflow deficits; although we have access to debt markets through the Local Government Funding Agency if needed.

3 Accounts Receivable and Arrears

Total arrears as at 31 March 2020 was \$4.9 million, compared to \$4.4 million in the previous year. The increase comprises consenting and trade waste debtors.

4 Significance and engagement

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council’s Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachments

- 1 Monthly key indicators
- 2 Monthly activity summary
- 3 Monthly income statement
- 4 Quarterly cashflow statement
- 5 Quarterly balance sheet
- 6 Treasury report

MONTHLY KEY INDICATORS
MARCH 2020



	YTD to March 2020					Full Year Forecast			
	Actual	Revised Budget	Variance	YTD	YTD Trend	Full Year Forecast	Revised Budget	Variance	YTD
	YTD \$ m	YTD \$ m	YTD \$ m	Indicator	Current / previous month	2019-20 \$ m	2019-20 \$ m	2019-20 \$ m	Indicator
OPERATING									
Total Rates	73.9	74.7	(0.8)	●		101.0	101.8	(0.8)	●
Development Contributions	6.1	3.6	2.5	●		6.1	4.8	1.3	●
Subsidies and Grants	14.7	17.9	(3.2)	●		24.9	26.4	(1.5)	●
User Fees	11.2	11.0	0.2	●		14.2	15.2	(1.0)	●
Total Operating Income	113.4	113.9	(0.5)	●	↓	156.8	158.3	(1.5)	●
Personnel Costs	22.0	23.5	1.5	●		28.2	30.8	2.6	●
Other Operating Expenditure	44.9	43.3	(1.6)	●		64.2	63.9	(0.3)	●
Total Operating Expenditure	104.0	104.4	0.4	●	↑	141.7	144.4	2.7	●
Surplus/(Deficit) from Operations	9.4	9.4	0.0	●	↓	15.2	13.9	1.3	●
Total Surplus/(Deficit)	12.0	9.6	2.4	●	↑	17.5	14.8	2.7	●
EXTERNAL DEBT FUNDING									
External Net Debt	106.9	130.1	23.2	●					
Net Interest on debt	4.0	5.1	1.1	●		5.6	6.8	1.2	●

KEY	
●	Favourable to budget
●	Unfavourable, but within 5% of budget
●	Unfavourable, over 5% of budget
↑	Favourable to previous month
↓	Unfavourable to previous month

Key Contributors to Variances

Other operating expenses:

- \$400k re Health and Bylaw costs for parking, noise and dog control
- \$600k re external contractors for building consent processing
- \$1.3m for costs related to compliance activity

The variances identified above within Planning & Development have have been offset by favourable variances in other departments

The forecast for personnel costs has been adjusted to reflect minimal recruitment activity for the rest of the year

The forecast for various revenue streams have been reduced due to the anticipated impacts of COVID-19s alert level 4

Note: The above information includes excerpts taken from the Monthly Income Statement. The shaded lines above represent key totals from the Monthly Income Statement but are not totals of the lines above.

MONTHLY ACTIVITY SUMMARY MARCH 2020



	YTD to March 2020					Full Year Forecast			
	Actual Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	YTD Indicator	YTD Trend Current / previous month	Full Year Forecast Surplus/ (Deficit) \$m	Revised Budget Surplus/ (Deficit) \$m	Variance Surplus/ (Deficit) \$m	Full Year Indicator
Surplus/(deficit) from operations	9.4	9.4	0.0			15.2	13.9	1.3	
Transportation	(8.4)	(6.9)	(1.5)			(13.0)	(12.4)	(0.6)	
Water	3.6	2.9	0.7			2.4	2.1	0.3	
Solid Waste	2.4	2.3	0.1			2.5	2.3	0.2	
Waste Water	7.2	8.9	(1.7)			9.3	10.0	(0.7)	
Storm Water	(2.7)	(2.9)	0.2			(4.6)	(4.7)	0.1	
Flood Protection	0.4	0.2	0.2			0.3	0.2	0.1	
Community Facilities	(18.6)	(19.1)	0.5			(34.8)	(36.0)	1.2	
Governance & Strategy	(0.1)	(0.6)	0.5			(1.1)	(1.7)	0.6	
Planning & Regulatory	(1.3)	(0.8)	(0.5)			(10.4)	(7.7)	(2.7)	
Support Services	26.9	25.5	1.4			64.5	61.8	2.7	

KEY:

Favourable to budget



Unfavourable, but within 5% of budget



Unfavourable, over 5% of budget



Favourable to previous month



Unfavourable to previous month

Note: The above information is at Council Operations level and excludes non-cash adjustments

MONTHLY INCOME STATEMENT

31 MARCH 2020

Council Summary	Actual	Revised Budget	Forecast	Revised Budget	Variance*
	YTD	YTD	2019-20	2019-20	2019-20
	\$000	\$000	\$000	\$000	\$000
Operating income					
Rates	73,916	74,748	101,036	101,776	(740)
Development and other contributions	6,090	3,595	6,090	4,794	1,297
Subsidies and grants	14,747	17,902	24,937	26,355	(1,418)
Fees and charges	11,198	11,020	14,219	15,216	(997)
Interest revenue	902	447	1,011	548	463
Other revenue	6,532	6,139	9,549	9,610	(61)
Total operating income	113,385	113,850	156,842	158,299	(1,457)
Operating expenditure					
Other expenditure	44,932	43,284	64,191	63,854	(337)
Depreciation and amortisation	32,171	32,094	42,749	42,453	(296)
Finance costs	4,891	5,544	6,553	7,345	792
Personnel costs	21,986	23,523	28,177	30,775	2,597
Total operating expenditure	103,979	104,446	141,670	144,426	2,756
Surplus/(deficit) from operations	9,406	9,405	15,172	13,873	1,300
Plus non-cash income adjustments					
Vested assets income	5,394	1,685	5,986	3,000	2,986
Gain on disposal of assets	-	-	-	-	-
Total non-cash income adjustments	5,394	1,685	5,986	3,000	2,986
Less non-cash expenditure adjustments					
OPEX on capital projects**	1,779	1,516	2,382	2,081	(302)
Loss on disposal of assets	1,006	-	1,227	-	(1,227)
Total non-cash expenditure adjustments	2,785	1,516	3,609	2,081	(1,529)
Total non-cash adjustment	2,609	169	2,377	919	1,458
Total surplus/(deficit)	12,015	9,574	17,549	14,792	2,757

* Favourable variances are recorded as positive amounts (unfavourable variances as negative amounts)

** This expenditure is included within the Capital Projects Report

QUARTERLY CASH FLOW STATEMENT

YTD TO MARCH 2020

	Actual 2019-20	Actual 2018-19	Annual Plan 2019-20
Council Summary	YTD	YTD	Full Year
	\$000	\$000	\$000
Cash flows from operating activities			
Rates (inc metered water)	77,197	74,764	101,064
Grants & Subsidies received	15,333	12,556	26,117
Other income	24,377	30,180	28,351
Interest & dividends received from investments	1,793	1,729	588
Payments to suppliers and employees	(72,896)	(68,891)	(96,419)
Interest paid	(4,837)	(5,562)	(7,345)
Net cash (to)/from operating activities	40,966	44,776	52,356
Cash flows from investing activities			
Proceeds from sale of property, plant and equipment	1,437	1,725	-
Maturity of investments and loans	-	176	500
Purchase and development of fixed assets	(46,342)	(39,491)	(76,989)
Purchase of investments and loans provided	(320)	-	-
Net cash flows (to)/from investing activities	(45,225)	(37,590)	(76,489)
Cash flows from financing activities			
Loans raised	50,000	35,000	-
Loan repayments received	120	227	-
Repayment of public debt	(40,000)	(45,000)	-
Loans granted	-	(60)	-
Net cash flows (to)/from financing activities	10,120	(9,833)	-
Net Cash Movement increase/(decrease)	5,861	(2,647)	(24,133)
Cash Reconciliation			
Cash, cash equivalents and bank overdrafts at the beginning of the year	39,230	39,420	27,026
Cash, cash equivalents and bank overdrafts at the end of the period	45,091	36,773	2,893
Net increase/(decrease) in cash, cash equivalents and bank overdrafts	5,861	(2,647)	(24,133)

QUARTERLY BALANCE SHEET AS AT 31 MARCH 2020

Council Summary	Actual 2019-20 YTD \$000	Annual Plan 2019-20 Full year \$000	Variance \$000
Assets			
Current assets			
Cash and cash equivalents	45,091	2,893	42,198
Debtors and receivables	16,153	17,071	(918)
Derivative financial instruments	61	-	61
Other financial assets	168	576	(408)
Other current assets	1,755	711	1,044
Total current assets	63,229	21,251	41,978
Non-current assets			
Derivative financial instruments	-	7	(7)
Investment in CCO's and similar entities	10,175	12,553	(2,378)
Investment in other entities	3,330	3,137	193
Property, plant and equipment	1,732,720	1,690,731	41,989
Intangible assets	6,091	8,648	(2,557)
Forestry assets	909	891	18
Investment properties	58,297	56,626	1,671
Total non-current assets	1,811,522	1,772,593	38,929
Total assets	1,874,751	1,793,844	80,907
Liabilities			
Current liabilities			
Payables and deferred revenue	23,931	26,159	(2,228)
Derivative financial instruments	804	304	500
Current borrowings	20,000	23,000	(3,000)
Employee benefits liabilities	2,500	2,475	25
Provisions	59	108	(49)
Total current liabilities	47,295	52,046	(4,751)
Non-current liabilities			
Derivative financial instruments	17,298	11,881	5,417
Non-current borrowings	132,000	119,000	13,000
Employee benefits liabilities	389	396	(7)
Provisions	791	1,368	(577)
Payables and deferred revenue	101	101	0
Total non-current liabilities	150,579	132,746	17,833
Total liabilities	197,874	184,792	13,082
Net assets	1,676,877	1,609,052	67,825
Equity			
Retained earnings	927,279	940,266	(12,987)
Other reserves	80,610	67,155	13,455
Asset revaluation reserve	668,988	601,631	67,357
Total equity attributable to Council	1,676,877	1,609,052	67,825

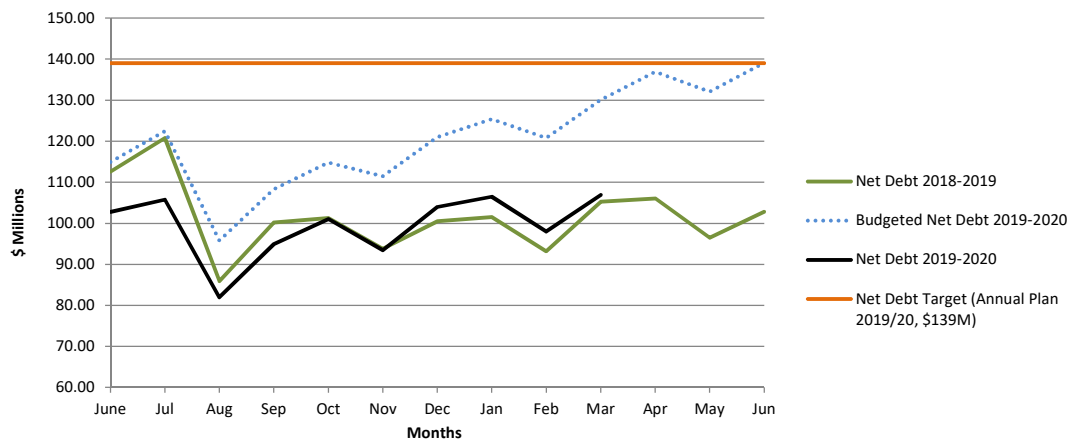
TREASURY REPORT
31 MARCH 2020

**STANDARD AND POORS CREDIT RATING:****AA**

Outlook: Positive

DEBT SUMMARY:**As at 31 March 2020**

External Debt		
Opening public debt as at 1 March 2020		
		152,000,000
Plus loans raised during month	5,000,000	
Less loan repayments made during month (Note: Facility movement has been netted)	(5,000,000)	
Net movement in external debt		-
Total External Debt		152,000,000
Less: Cash balances (excluding funds held on behalf)	7,090,774	
Term deposits (Funds held on deposit until required for project funding)	38,000,000	
Total cash and term deposits		45,090,774
Total Net External Debt		106,909,226
<i>Note: Council also holds \$2.3m of LGFA borrower notes. These are not included in net external debt as per Council's Treasury Risk Management Policy.</i>		
External debt is represented by:		
Less than 1 Year		20,000,000
1-3 Years		43,000,000
3-5 Years		33,000,000
Greater than 5 Years		56,000,000
Total		152,000,000

NET EXTERNAL DEBT COMPARED TO BUDGET:

Internal Funding*		
Community Development Funds		
		10,789,530
Property Reinvestment Reserve - Available for Reinvestment	5,020,161	
Property Reinvestment Reserve - Accumulated	29,810,185	
		34,830,346
Water Reserve		33,240,504
Total		78,860,380

Note: Reserves Funding is disclosed to ensure transparency of Council's use of cashflow management to fund capital works. Where funds are raised through property sales or targeted rates for Water, but they are not required for immediate investment in that asset category, Council's Revenue and Financing policy allows them to be used for other purposes, rather than being held on deposit. To ensure total transparency of this we create Reserve Accounts so that the appropriate funding can be made available and transferred back when it is required. The timing of projects requiring these funds is set out in our Long Term Plan (LTP) and/or Annual Plan (AP). These Reserves are not a liability to an external party, and are not part of Council's debt obligations.

The Property Reinvestment Reserve is split to record funds that were used specifically for capital works in previous years; and a smaller amount representing recent unbudgeted sales where the funds received have offset external debt.

The only situation where our Net Debt would increase as a result of these Reserves is if major expenditure on Water Assets or property purchases is brought forward from the dates set out in the LTP/AP.

1.5 Capital Projects Report – March 2020

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Alan Adcock (General Manager – Corporate / CFO)

1 Purpose

To provide the Capital Projects Report for the nine months ending 31 March 2020.

2 Background

This report provides an update on the Capital Projects expenditure to date compared with budget, as well as the forecast spend for the year and carry forwards against budget.

3 Discussion

The Capital Projects expenditure as at 31 March 2020 is \$4.4 million less than budget. Based on March forecasting Council is anticipating overall capital projects expenditure of \$72.6 million against the \$92.5 million budget, with carry forwards of \$24.8 million.

This month has seen a reduction of forecast expenditure, and a corresponding increase in carry forwards. This change is reflective of the anticipated impact of Covid 19.

Transportation is currently reporting a \$5.3m overspend. Rounding manage their programme to maximise subsidies while prioritising alternative projects in the event of significant carry forwards (eg Springs Flat Roundabout). Staff are working on reporting options to better reflect roading activity, including the treatment of any bought forward projects/budgets.

The carry forwards primarily relate to:

• Springs Flat Roundabout	\$4.2m
• Town Basin – Conversion of Carpark to Park	\$2.7m
• Sealed Road Pavement Rehabilitation	\$2.5m
• Seal Extensions – House Frontage Sealing	\$2.4m
• Pohe Island Development	\$1.3m
• Whangarei Central City Plan Implementation	\$1.1m
• Wastewater Treatment Plant Upgrades	\$0.9m
• Sealed Road Resurfacing	\$0.9m
• Parihaka Transmission Mast Upgrade	\$0.9m
• CiA Upgrade	\$0.8m
• Asset management Software Upgrade	\$0.7m
• Neighbourhood & Public Garden Renewals	\$0.7m

Of note Council has approved significant bought forwards for Water Reticulation Programmed Work, Dog Pound Renewal and Okara Carpark.

4 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

5 Attachments

1. Capital Projects Report 31 March 2020
2. Capital Projects Graphs 31 March 2020

CAPITAL PROJECTS REPORT

AS AT 31 March 2020

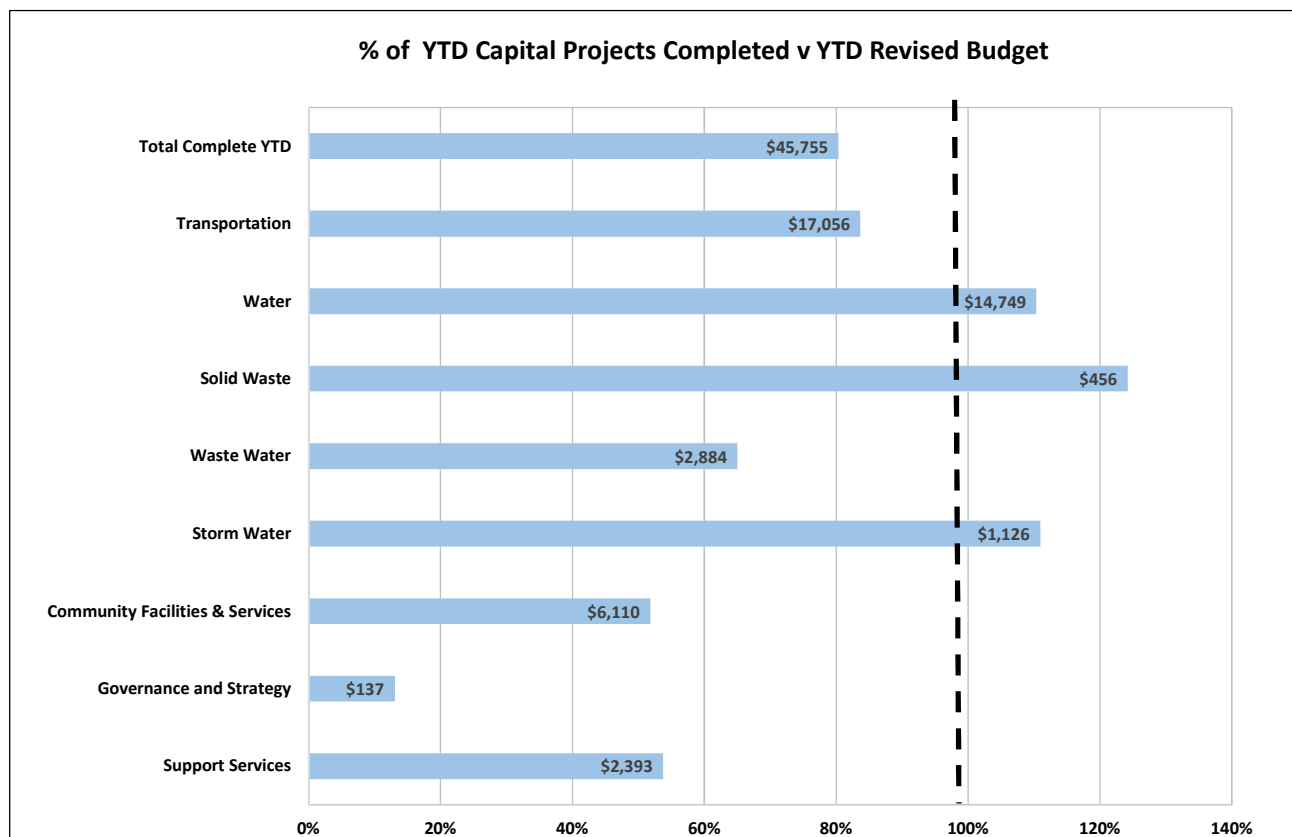
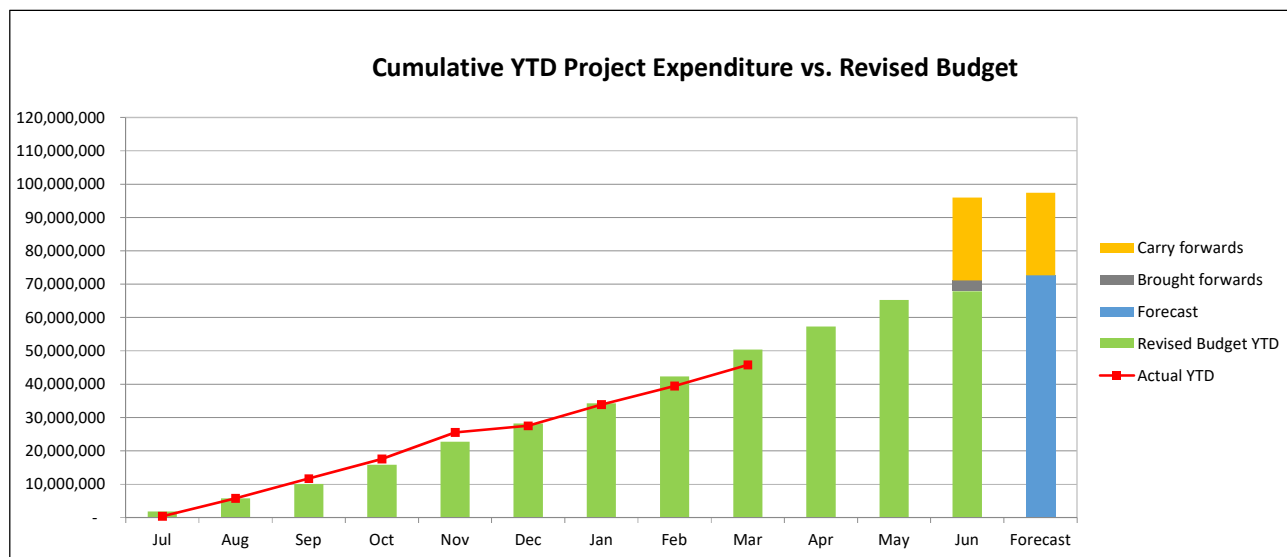
(Figures include both Operating and Capital Expenditure)

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Transportation							
Bus Shelters	8	70	62	94	94	0	0
Coastal Protection Structures - Roading	2	78	75	84	84	0	0
Cycleways - Additional government fundin	23	0	(23)	23	0	0	(23)
Cycleways - Subsidised	2,354	1,163	(1,191)	1,629	1,550	0	(79)
Cycleways - Unsubsidised Programmed Work	0	0	0	31	31	0	0
Drainage Renewals	567	833	266	971	1,110	135	4
Footpaths Renewals	189	279	90	372	372	0	0
Land for Roads	0	0	0	(664)	500	500	664
LED Streetlight Upgrades	1,227	1,840	613	2,080	2,080	0	0
Lower James Street Upgrade	(135)	383	518	0	383	383	0
Minor Improvements to Network	2,560	2,812	252	8,358	5,321	430	(3,466)
New Footpaths	0	313	313	0	417	0	417
Parking Renewals	236	173	(63)	300	230	0	(70)
Roading Property Renewals & Improvements	9	0	(9)	9	0	0	(9)
Seal Extensions - House Frontage Sealing	158	0	(158)	654	0	2,407	(3,061)
Seal Extensions - Unsubsidised	0	300	300	0	3,061	0	3,061
Seal Extensions - Wright/McCardle	(4)	0	4	(4)	0	0	4
Sealed Road Pavement Rehabilitation	1,856	2,320	464	2,310	4,134	2,598	(774)
Sealed Road Resurfacing	3,816	3,200	(616)	3,528	4,346	920	(102)
Springs Flat Roundabout	9	0	(9)	8	4,170	4,162	(1)
Structures Component Replacement	395	600	205	1,410	1,248	150	(313)
Subdivision Works Contribution	45	39	(6)	52	52	0	0
Traffic Sign & Signal Renewals	479	490	11	545	890	120	225
Transport Planning Studies & Strategies	149	180	31	189	261	0	72
Unsealed Road Metalling	824	400	(424)	1,419	840	0	(579)
Urban Intersection Upgrades	2,288	1,948	(340)	3,239	1,948	0	(1,291)
Transportion Total	17,056	17,420	364	26,638	33,123	11,805	(5,320)
Water							
Dam Safety Review	0	0	0	0	0	0	0
Minor Projects - Emergency Works	(27)	130	157	253	313	0	60
Reservoir Rehabilitation - Programmed Work	24	216	193	308	376	71	(2)
Reticulation - Programmed Work	1,202	1,180	(21)	3,104	1,696	(1,500)	92
Ruddells Raw Water Line Renewal	0	0	0	0	0	0	0
SCADA Upgrade	340	529	189	475	706	291	(61)
Three Mile Bush Reservoir Additional Capacity	0	30	30	10	156	100	46
Treatment Plant Upgrades	11	184	173	130	271	0	141
Water Meter Renewals	166	312	146	312	365	0	53
Water Property Renewals	0	94	94	40	118	0	78
Water Treatment Plant & Equipment Replacement	694	1,249	555	1,141	1,454	0	313
Whau Valley New Water Treatment Plant	12,340	10,100	(2,240)	16,757	16,263	0	(494)
Water Total	14,749	14,025	(724)	22,531	21,718	(1,038)	225
Solid Waste							
Recycling Bins Purchase	437	400	(37)	437	400	0	(37)
Transfer Station Upgrades	20	197	177	67	197	50	79
Solid Waste Total	456	597	140	504	597	50	43
Wastewater							
Hikurangi Sewer Network Upgrade	971	1,186	216	1,010	1,209	0	199
Laboratory Equipment Renewals & Upgrades	8	33	25	34	33	0	(2)
Motor Starter Assessment & Upgrades	0	0	0	0	0	0	0
Public Toilets	16	40	24	16	40	0	24
Sewer Network Renewal	1,139	660	(479)	1,354	1,409	0	54
Sewer Network Upgrades	106	169	63	1,221	1,077	0	(144)
Wastewater Assessment	1	33	32	22	44	0	21
Wastewater Projects	0	0	0	2	0	0	(2)
Wastewater Pump Station Remote Monitoring	19	83	64	56	110	0	55
Wastewater Pump Station Renewals	194	304	110	329	405	0	77
Wastewater Reticulation Upgrade	0	0	0	82	82	(35)	35
Wastewater Treatment Plant Biogas Generator	36	153	117	163	153	0	(10)
Wastewater Treatment Plant Renewals	231	620	389	547	1,148	560	41
Wastewater Treatment Plant Upgrades	166	1,205	1,039	581	1,497	911	5
Wastewater Total	2,884	4,485	1,601	5,419	7,208	1,436	353

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Stormwater							
Stormwater Catchment Management Plans & Assessm	102	31	(71)	204	550	386	(40)
Stormwater Renewals	758	206	(552)	1,346	809	0	(537)
Stormwater Upgrades	266	90	(176)	266	290	0	24
Teal Bay Stormwater Improvements	0	0	0	0	0	0	0
Stormwater Total	1,126	327	(798)	1,816	1,649	386	(553)
Community Facilities & Services							
<i>Civil Defence</i>							
Civil Defence Emergency Management Equipment Ren	0	0	0	5	14	9	0
Tsunami Signage	0	0	0	0	44	44	0
Tsunami Sirens New	0	0	0	0	59	59	0
Civil Defence Total	0	0	0	5	117	112	0
<i>Community Development</i>							
CCTV Upgrades & Improvements	74	122	48	158	206	48	0
Community Buildings Renewals & Improvements	50	220	170	100	319	219	(0)
Community Led Development	17	142	125	38	600	562	(0)
Pensioner Housing Renewals & Improvements	373	594	221	475	836	361	0
Community Development Total	514	1,078	565	771	1,961	1,190	(0)
<i>Libraries</i>							
Book Purchases	343	506	163	536	674	138	0
Library Improvements	0	33	33	50	50	0	0
Library IT Equipment	32	122	90	32	163	131	0
Library Renewals	3	5	1	9	9	0	(0)
Mobile Bus Replacement	0	4	4	0	4	4	0
Libraries Total	378	670	292	628	900	273	0
<i>Parks & Recreation</i>							
Cemeteries Renewals	23	62	38	69	114	17	28
Coastal Structures Level of Service	3	0	(3)	3	0	0	(3)
Coastal Structures Renewal	154	83	(71)	328	837	530	(20)
Dog Park Upgrades	0	0	0	0	0	0	0
Hatea Activity Loop	487	501	14	480	501	0	21
Neighbourhood & Public Gardens Level of Service	3	0	(3)	195	153	0	(42)
Neighbourhood & Public Gardens Renewals	349	618	269	935	1,603	724	(55)
Parks Interpretation Information	0	10	10	0	82	81	0
Playgrounds & Skateparks Level of Service	39	358	319	168	678	115	394
Playgrounds & Skateparks Renewals	172	160	(12)	411	188	184	(407)
Pohe Island Development	1,168	1,001	(166)	1,199	2,406	1,304	(97)
Public Art	11	34	23	42	74	32	0
Sport & Recreation Growth	196	320	124	215	592	376	1
Sport & Recreation Level of Service	107	89	(19)	148	89	(62)	2
Sport & Recreation Renewals	1,028	1,153	125	1,697	1,703	(33)	38
Tikipunga Soccer Hub	180	52	(128)	289	52	(253)	17
Town Basin - Conversion of Carpark to Park	326	265	(62)	406	3,105	2,699	0
Visitor Destination Upgrades	87	0	(87)	165	0	0	(165)
Walkway & Track Renewals	218	269	51	314	739	369	56
Waterfront Programme	0	0	0	115	570	455	0
Whangarei City Centre Plan Implementation	15	389	375	115	1,239	1,125	0
Parks & Recreation Total	4,567	5,364	797	7,294	14,726	7,663	(231)
<i>Venue and Events Whangarei</i>							
Forum North Venue Renewals	306	336	30	581	581	0	(0)
Forum North Venue Upgrades	114	130	16	211	211	0	0
NECT Building Renewals	141	175	34	276	276	0	0
NECT Field Renewals	(20)	21	41	23	23	0	0
NECT Light Tower Renewals	111	91	(19)	602	376	(226)	(0)
Venue and Events Whangarei Total	651	753	102	1,693	1,467	(226)	(0)
Community Facilities & Services Total	6,110	7,865	1,755	10,390	19,171	9,012	(231)
Governance and Strategy							
Central City Carpark Upgrades & Improvements	0	201	201	0	201	0	201
New Airport Evaluation	108	230	122	198	509	281	30
Parihaka Transmission Mast Upgrade	29	0	(29)	29	942	913	0
Port Road Site Remediation	1	50	49	0	50	0	50

	Actual YTD \$000	Revised Budget YTD \$000	Variance YTD \$000	Full Year Forecast \$000	Full Year Revised Budget \$000	Forecast Carry Forwards \$000	Total Underspent/ (Overspent) \$000
Governance and Strategy Total	137	481	344	226	1,702	1,195	281
Planning & Regulatory							
Dog Pound Renewals	879	149	(730)	1,087	149	(1,000)	62
Planning & Regulatory Total	879	149	(730)	1,087	149	(1,000)	62
Support Services							
<i>Business Improvement</i>							
Business Improvement Projects	0	147	147	0	196	196	(0)
Workflow Systems Development	0	7	7	0	226	219	7
Business Improvement Total	0	154	154	0	422	416	7
<i>Business Support</i>							
Business Support Projects	0	155	155	69	206	0	137
Civic Buildings Renewals & Improvements	39	0	(39)	39	0	0	(39)
Civic Centre	571	508	(64)	815	733	0	(82)
Council Vehicle Replacements	201	212	10	327	282	0	(45)
Furniture Renewals	8	13	5	13	19	0	6
Information Centre Upgrade	0	0	0	0	126	126	0
Business Support Total	820	887	67	1,263	1,367	126	(22)
<i>Community Development</i>							
Residential Property Renewals & Improvements	15	0	(15)	15	0	0	(15)
Community Development Total	15	0	(15)	15	0	0	(15)
<i>ICT</i>							
Asset Management Software Upgrade	338	1,003	665	613	1,338	730	(6)
CiA Upgrade	364	1,322	958	672	1,448	775	(0)
Computer Tech for Building, Animal Control & Parking	0	0	0	0	124	124	0
Corporate Performance Management	4	110	107	11	175	164	0
Decision Support System Development	0	0	0	10	60	50	0
Digital District Plan and Policies Online	0	25	25	31	50	0	19
Digital Platform	306	407	102	481	612	0	131
Digitisation of Records	309	490	180	389	609	218	2
IT Equipment New	4	42	38	18	52	0	34
IT Equipment Replacement	139	85	(54)	139	125	0	(14)
IT Network Upgrades	57	97	41	116	119	0	2
LIDAR	0	128	128	0	128	0	128
Minor ICT Projects	(2)	68	69	105	218	64	49
Mobility Technology - Building	1	32	31	25	116	91	0
Platform as a Service	28	0	(28)	77	0	23	(100)
Upgrade Kete SharePoint	0	0	0	25	261	236	0
ICT Total	1,549	3,810	2,262	2,713	5,433	2,474	245
<i>People & Capability</i>							
Office Furniture	9	7	(2)	12	10	0	(2)
People & Capability Total	9	7	(2)	12	10	0	(2)
Support Services Total	2,393	4,859	2,466	4,004	7,231	3,016	212
Total	45,789	50,209	4,420	72,615	92,549	24,862	(4,927)

CAPITAL PROJECT EXPENDITURE AS AT 31 MARCH 2020



Graph excludes Planning & Regulatory

1.6 Operational Report – Corporate Group – April 2020

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Alan Adcock (General Manager – Corporate/CFO)

1 Purpose

To provide a brief overview of work across functions and services that the Corporate Group is responsible for.

2 Background

The Strategy, Planning and Development Committee terms of reference list key responsibilities which include provision of an operational report from the Corporate Group.

This report provides a brief overview of some of the operational highlights across functions and services of the Corporate Group, including comment on some future planned activities.

3 Significance and engagement

The decisions or matters of this agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

4 Attachment

Corporate Group Operational Report – April 2020

Operational Report – Corporate Group – April 2020

Procurement Reporting: Contracts Approved Under Delegated Authority

Business Support – CON19030 – Plumbing Services Panel

Panel of 4 plumbing businesses appointed for a term of five years, plus two two-year rights of renewal. Estimated spend \$250,000.00 per annum. The panel will provide sanitary plumbing services for civic buildings, public toilets, Venues & Events properties, libraries, commercial properties and staff facilities.

Information Communications Technology (ICT)

The ICT department is an enabler to the organisation providing technology project management and maintaining all ICT systems and applications to support business processes.

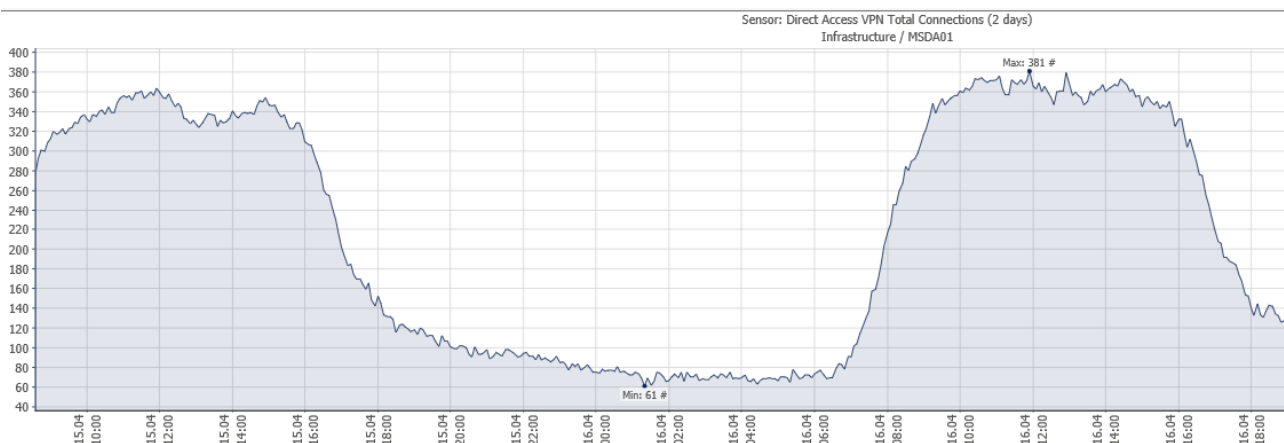
ICT Operations

Regular upgrades of network devices (software and hardware), maintenance of ICT systems and applications, upkeep of ICT infrastructure and security continues to be the main focus of the ICT Operations team.

ICT Operations also has responsibility for directly managing contracts with most vendors and suppliers of technology – such as software licencing, computer helpdesk, network links and cloud services. Vendor management meetings and discussions are on-going to ensure levels of service are consistently maintained, if not improved.

The team was tasked to action numerous requests to prepare for the COVID-19 nation-wide lockdown and all effort was directed to ensure all necessary Council applications were accessible remotely.

The transition to remote working has been extremely successful and has validated our 2016 strategy to move all ICT services to the cloud. The figure below shows our tracking of staff connected to our corporate environment in real time each day. Apart from a very small number who do not have internet access, our staff can access all corporate systems, with 381 connections evident on 16 April as an example.



Priority tasks March/April:

- Deploying remote access tool to all pc's
 - Update Kete to stop multiple sign-in pop ups
 - Enable call centre to work remotely
 - Update working from home documentation on Kete
- Virtual meeting room setup for council meetings

There was a 50% increase in the number of jobs logged during the first week of lockdown and nearly all were resolved remotely. There have been a few instances where replacement or extra devices were couriered to users via NorthCloud, our IT support contractor.

ICT Projects

All ICT projects have been progressing during lockdown, albeit with some schedule changes to accommodate collaboration with third parties remotely.

We entered lockdown one week before our scheduled upgrade of the TechnologyOne Core Enterprise Suite, which includes our financial systems, purchase to pay processes, payroll and human resources systems. As we had already completed a successful dress rehearsal and had a robust roll-back plan if we ran into problems, we decided to proceed with the implementation remotely. This involved a core project team of 10 ICT and Finance staff working over the weekend, with all systems brought back on line by Sunday evening ready for all staff to use on the Monday morning. The implementation was totally successful with a large amount of positive feedback from users of the new purchase order system in particular.

Project	Description	Current Status	Comment
Technology One Ci to Ci Anywhere (CiA)	Next software upgrade of core Council system	Delayed	Stream 1 (Core Enterprise Suite) was successfully implemented remotely, during the last weekend in March. Stream 2 (Property and Rating) to be delivered in October 2020.
Digital Platform	Review and redevelopment of Council websites	On track	Rolling out the use of OpenForms ahead of schedule to meet an urgent demand to provide online Direct Debit Forms. Investigating the use of OpenForms to create Consultation Surveys. Content curation continues in the background.
Digitisation	Converting physical property files into digital format	On track	Internal scanning bureau is now operational. Streamlining the process for any applications that are not 'born digital' continues.
Library Returns Sorter Project	An automatic returns sorter for the Central Library.	On hold	Project on hold for 4 weeks due to COVID-19 at which time a review will occur on when and how to proceed.

SIGMA	Asset management migration and upgrade of GIS	Delayed	Due to the COVID-19 pandemic and implications of lockdown, the implementation and go-live have been delayed. The project is being re-planned and a revised go-live date will be advised.
Project Management Initiative	To create a cross-functional group to review, agree and implement a standard Project Management approach across the organisation including processes and system.	Deferred to 2021	Deferred after initial review of ICT workplan for 2020. Phase 1 (Process) Phase 2 (PM System)
Workflow Systems Development (Phase 1 – Promapp)	Training and enabling the organisation to document and manage their business processes.	To be determined	Business Analysts continue to support departments who are in progress. Adhoc requests for training and mapping is available. Project status to be determined after initial review of ICT workplan for 2020.

Finance

COVID-19

Like other departments in Council, Finance implemented its business continuity plan. This has resulted in all staff successfully working from home and continuing to perform their standard business as usual activities. COVID-19 will significantly impact most of our key workstreams including Annual Plan, Annual Report, monthly reporting, forecasting and treasury. We will continue to work through these impacts as we gain more certainty in this ever-evolving situation we are in.

As part of the Economic Recovery Response we are reviewing the frequency of our supplier payment runs. The aim is to provide faster payments to suppliers to help with their cashflow. Last week we paid an additional 117 suppliers a total of \$1.2m on top of our standard payment run which was gratefully received.

2020-21 Annual Plan

Finance is currently working with department managers to identify potential implications of COVID-19 on the 2020-21 Annual Plan. With so many uncertainties this is a difficult task. Some of the key financial areas that need to be considered under various scenarios include:

- cashflow and debt impacts
- delivery of current year capital programme and impact on 2020-21 capital programme
- debt levels
- balanced budget benchmark
- impact on key revenue streams for 2020-21 and associated movement in operational costs
- operational expense savings.

Once clear direction has been provided Finance will reflect these changes in budget assumptions, financial modelling and allocations in order to produce draft financial statements.

2019-20 Annual Report

Audit New Zealand staff are currently waiting to receive guidance on the audit risks associated with COVID-19. At the time of writing this agenda it was yet to be determined whether COVID-19 would have any impact on the timing of Council's final audit. We will continue to work with Audit NZ to achieve the best possible outcome.

CiA Upgrade

The upgrade of the finance module in Technology One proceeded as scheduled during the last weekend of March. To achieve a successful upgrade during lockdown is huge achievement for the ICT and Finance team. Finance staff are now familiarising themselves with the new system, and assisting with supporting and training the wider organisation. The accounts payable function, with the support of ICT, has continued to operate with payment runs being achieved as normal. Staff are currently working through increased volumes of invoices caused by a small period of no activity during the system upgrade. Staff are working hard to clear this backlog prior to the 20th payment run.

Revenue

Property, rating and receivable transactions

- With the level 4 COVID-19 lockdown, the team has been working from home. While working differently, business as usual continues.
- Sales in March were 8% more than March 2019 and are tracking 3% higher than last year to date. Some April sales will likely be delayed.
- Our valuers continue to progress as many property valuations as possible, where on-site inspections are not necessary.

Water

- Water billing for March was impacted by the ransomware attack on our meter reading service provider's systems. We were assured that there was no risk to privacy of our customers' data.
- Meter reading stopped on 23 March and will restart when permitted. Currently, we are not billing estimated consumption as this is not enforceable under legislation. If services restart by May, the backlog should be addressed within a few months. This will impact the billing for some users as they may be billed for additional weeks – most billing is six-monthly. Hopefully water saving will offset this for many customers.

Collection and recovery

- Prior years' land rate arrears are \$1.5 million (including \$1.2 million for Maori Freehold Land). After 10 days of lockdown we have been contacted by 72 customers (rates and other debtors) requesting payment arrangements due to the pandemic. There were 19 cheques (\$18,000) that are not banked. We are contacting the customers who have sent cheques.
- Customers that normally pay by cash are contacting us and we are discussing payment options.
- The fourth Rates instalment is being sent out in April, with payment due by 20 May. Due to legislative requirement this process could not be delayed or altered; however we are conscious that some ratepayers will have cashflow constraints due to COVID-19. Additional information was included with the notice encouraging ratepayers to contact staff for assistance if required.
- There are no debts over \$5,000 to be written off this year. There are two debts under \$2,000 totalling \$1,040 to write off that are within the Revenue Manager's delegated authority to approve.

Business Support

Information Management (IM)

Kete Review

Most of the training has now been completed and the focus is on delivering an ongoing training plan with supporting resources that will deliver a mix of both planned and on demand style delivery of training.

There are several residual tasks to be completed which will require a focus on end to end business process. The Kete review team are working closely with ICT business analysts on this as there are links to other work underway such as CiA and ProMapp.

DigiHub

Other than production scanning work remains focused on the building consent process and the management of files coming into Council. Due to COVID-19 however there will be some delays in re-engineering the business processes to manage workflows that are currently predominantly paper based.

Procurement

Procurement Manual

The Procurement Policy and related manual and templates are in the final stages of being updated. The updated versions reflect a combination of a best practice/best fit WDC and industry. We are working on plans to socialise the new documents, guidelines and processes across the organisation when we are able to run training workshops. Some recently developed templates that do not require training input have been published and are being used by staff.

COVID-19

The Emergency Procurement section from the updated Procurement Manual was reviewed and published prior to lock down to ensure the organisation was well equipped to manage should these provisions be required.

Procurement processes have continued under the “work from home” arrangements, including the team working on the Waahi Whakaritea Kaupapa project, who evaluated the RFP supplier responses remotely. This is new territory for Council, and the team performed very professionally under trying circumstances.

Procurement

Major work streams in procurement this month have included:

Service/Good Being Procured	Detail	Procurement Commencement Date	Business Owner	Date Advertised on GETS	Expected End Date
Civic Centre project	To assist the Civic Centre team with requirements around procurement aspects	External procurement consultant engaged June 2018	All of Council	31 Oct 18	Ongoing involvement through design and construction phases

Service/Good Being Procured	Detail	Procurement Commencement Date	Business Owner	Date Advertised on GETS	Expected End Date
Waahi Whakaritea Kaupapa	Event Booking System	V&E Commenced November 2019	V&E	30 January 2020	June 2020
Old Municipal Building	Providing Procurement advice on procurement and purchasing decisions	October 2019	Community	To be determined	Ongoing
EFTPOS	Provision of EFTPOS services to Council	February 2020	Business Support	To be determined	October 2020

General procurement support and advice continues to be available across the business and at the weekly Virtual Procurement Clinic.

Business Support also has a number of contracts that we manage directly as they are cross-departmental such as Electricity, EFTPOS, Cleaning, Security, Stationery and Multi-Function Devices (copiers). Supplier reports and discussions for these contracts continue on a regular basis.

Property – Fleet – Phones – Leases and Licenses

Only urgent property maintenance is being completed during Alert Level 4 but this time is being used to review and update our asset maintenance plans.

Support is being provided across Council to source and distribute sanitisers and PPE as required as well as management of Civic Building access and security.

Fleet vehicles have been reallocated to essential services and are still being maintained to meet safety requirements.

Our mobile phone network is essential for the successful operation of the business and any phone problems are being dealt with remotely or new phones are being deployed when issues cannot be fixed.

Data regarding rents has been collated for Council to review. Letters to tenants and administration of rents will be managed by the Business Support team.

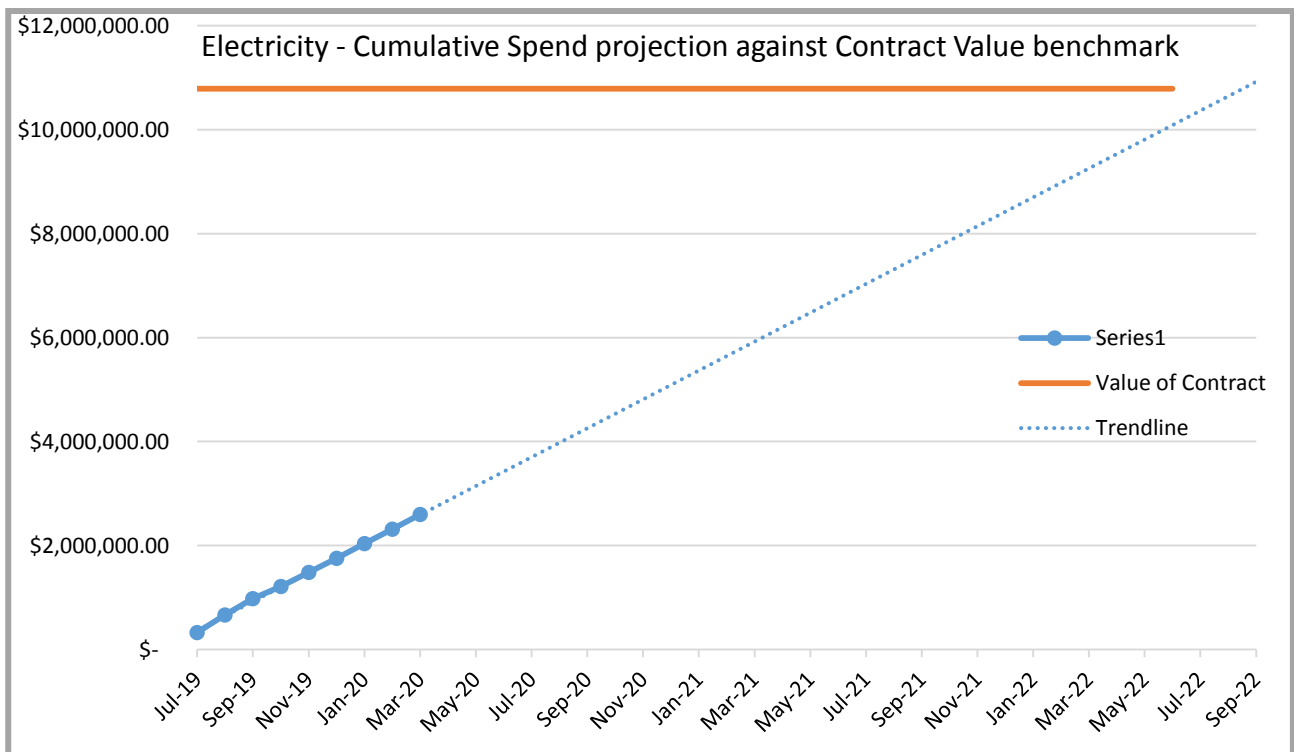
Business Support Projects (Updates, Delays or Deferrals)

Project	Current Status	Comment
Kete Review	In Progress	Working in with other projects such as CiA to deliver training.
Information Management Plan	Delayed	Options analysis for archives exit has been deferred as this has dependencies with Civic Centre.

Electricity

The Electricity Supply Contract with Genesis Energy now has nine months of supply information available. This data has been charted to monitor spend against expected cost. As shown in the chart below, projected spend remains within expected cost over the three-year life of the contract. It is important to bear in mind that there are a number of variables that influence spend that are not predictable and cannot be accurately accounted for in advance. These influencing factors include:

- Line charge and transmission charge (national grid) fluctuations
- Rainfall, weather events and seasonal fluctuations whose effects include:
 - Pumping from rivers in dry years
 - Pumping for the Hikurangi Flood Management Scheme during flood events
 - Additional flow to Waste Water Treatment Plants in high rain events
- Time of Use (TOU) charges
 - What time of day large plant is running at high capacity
 - TOU charges vary between years – prices will trend down in Y2 and Y3
- Changes in usage due to COVID-19.



Communications

Digital Platform project

Progress on the Digital Platform project has slowed due to COVID-19 with some resources and priorities being temporarily rediverted; however, good progress has been made on the navigation structure. We are also using OpenForms (a component of the new platform) to build some mobile-friendly online forms to support customers who are struggling to complete PDF forms during the lockdown. A theme design workshop is scheduled for mid-April and will be held remotely with staff and OpenCities.

Mayoral Communications

COVID-19 lockdown has put a hold on physical speech giving, so the Mayor has created a range of videos for WDC Facebook, is holding radio interviews and Facebook Live interviews, as well as being a guest reader for the Libraries online efforts. Her fortnightly Advocate column is displayed on the WDC website and shared via WDC Facebook (where appropriate). During COVID-19, the Mayor is also sharing regular updates in Council News (currently printed in the Advocate, due to the Leader being suspended).

Media

Media issues of note include:

- Water savings/restrictions across Northland
- COVID-19
- Economic recovery response package
- Rates

Communications projects

A summary of campaigns of note include:

Campaign	Comment
Annual Plan	We are currently revising our communication approach to the Annual Plan in light of COVID-19.
Civic Centre Project	The Civic Centre design process is underway, with demolition of the existing buildings, and the first steps towards construction all taking place this year. We have updated the project web page (on WDC website) and are creating a timeline to explain phases of the project.
Water situation	Following the move to Level 3 Water Restrictions, the Communications team has been posting water conservation messages on Facebook, the website, in Council News and liaising with local media who have run several stories. Billboards have also been updated along Whangarei's roadsides. The region's communicators are meeting each week and a joint radio campaign is ongoing.

Social media

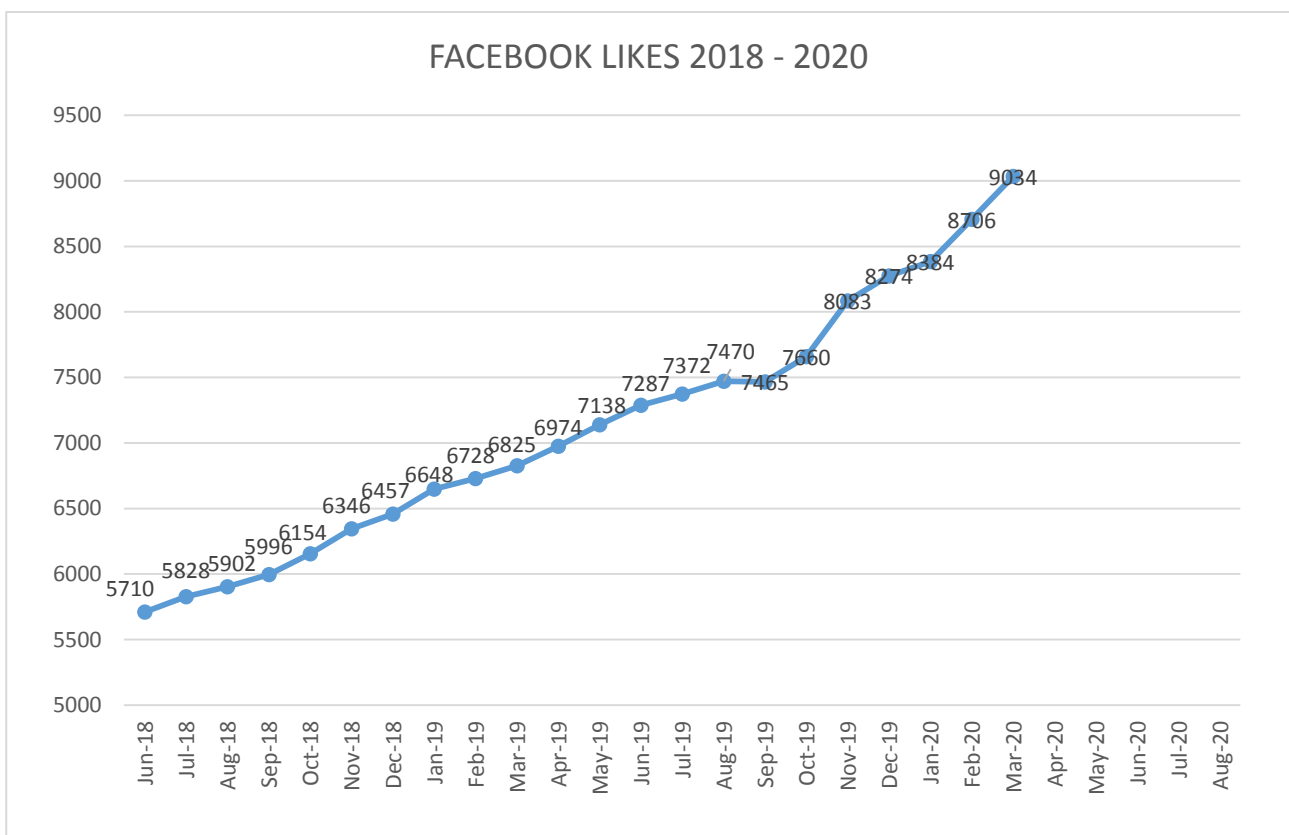
Top three highest posts reach on Facebook in March 2020 – refer to Appendix 1 for details.

Topic	Engagement
Urgent water reduction to allow for urgent repair works	<ul style="list-style-type: none"> 45,500 people reached 6,900 reactions, comments and shares
Freedom Campers plan update (lockdown sites)	<ul style="list-style-type: none"> 26,700 people reached 4,800 link-clicks, reactions, comments and shares
Fritter Festival cancellation notice	<ul style="list-style-type: none"> 15,000 people reached 2,800 link-clicks, likes, comments and shares

Facebook audience/followers

Facebook page 'Likes' have been increasing at an increasing rate, and this is rewarding us in the reach of our posted content. Likes for March 2020 = 9388. Despite being a very unusual month we have grown this at the same rate as January and February, gaining more than 300 new 'Likes' in March 2020.

Below is a graph showing the increase in Facebook 'Likes' for the 18 months prior to February.



Website

Top 5 pages visited

February (previous report)	March 2020
<ul style="list-style-type: none"> • GIS Maps 	<ul style="list-style-type: none"> • Rubbish collection
<ul style="list-style-type: none"> • Water Storage (campaigned on) 	<ul style="list-style-type: none"> • Rubbish
<ul style="list-style-type: none"> • Contact us 	<ul style="list-style-type: none"> • GIS maps
<ul style="list-style-type: none"> • Rates and payments 	<ul style="list-style-type: none"> • COVID Recovery package (campaigned on)
<ul style="list-style-type: none"> • Pay online 	<ul style="list-style-type: none"> • COVID Council information
Notably popular pages: <ul style="list-style-type: none"> • Whangarei Falls walking track • (Freedom) Camping in public places (traffic volume declining) • Funding and Grants • Abbey Caves walk 	Notably popular pages: <ul style="list-style-type: none"> • Rubbish disposal • Easter Rubbish collection • Water storage • District Plan

Information about rubbish during COVID Alert Level 4 seems to have been the most common reason for people to visit the website.

People and Capability

COVID-19

With the arrival of the global COVID-19 pandemic our work environment has changed. As a result of moving to *COVID-19 Alert Level 4* all staff who can continue their work from home were doing so from Thursday 26 March. Everyone is busy establishing new methods of communication and rethinking many of their practices.

Our korero

April is traditionally the month we launch *our korero*, our organisation survey. After some consideration we decided to go ahead this year and opened the survey on 9 April. Below is the survey introduction for your information:


This is your opportunity to provide your feedback on what's going well at WDC and what we could improve. The arrival of COVID-19 has also meant significant changes to our work environment, which we anticipate will have a flow-on effect to most areas of our lives. We will need to be more adaptive and flexible and rethink our practices and expectations of each other. Your thoughts and views of how we are tracking in general, and over the pandemic, will help shape how we move forward together.

The survey is 100% confidential and we encourage you to be completely honest in your feedback. We are only able to produce reports for individual teams where 5 or more members participate – so your confidentiality is guaranteed. Last year we were able to break all the records with our 95% participation rate; it's a very high bar, let's see how we go this year!

Appendix 1

Social media (top performing posts)

Post



Whangarei District Council
Published by Craig Neilson [?] · 16 March at 12:15 · 🌐

We are disappointed to announce that the immensely popular Fritter Festival will be cancelled this year because of Covid 19.

Ticket holders will be refunded through EventFinda and Te Manawa / The Hub.

We thank all the whanau and friends who planned to attend, the artists who were to perform, all the vendors, sponsors, suppliers, contractors, staff and the wider Whangarei community who supported the event, and we share your disappointment. This is one of the big highlights of Whangarei's event calendar and our team have been planning it for months.


More information:
<http://www.wdc.govt.nz/.../Fritter-Festival-2020-update-2020...>



15,178
 People reached

2,801
 Engagements

Boost Post


 You and 189 others

146 comments 84 shares

Post

Whangarei District Council
Published by Craig Neilson [1] · 2 April at 11:24 · 🌐

Police, Northland District Health Board and Whangarei District Council have decided to move all outlying freedom campers to two sites in central Whangarei.

The move will ensure proper facilities can be provided for the welfare of campers and provide them with closer access to medical help should they require it during the month-long Covid-19 lockdown.

This applies to freedom campers and vehicle dwellers regardless of their self-containment certification status. The exception to this is freedom campers at Cobham Oval Car Park and the Finlayson St Car Park who should stay self-isolating where they currently are.

A main site has been set at Pohe Island at William Fraser Memorial Park on Riverside Drive and a second area at the Whangarei Aquatic Centre Carpark. Both carparks will be closed to the public for the duration of the lockdown.

Police will begin moving campers to the two sites over the next few days and campers should stay where they are until they are asked to move by Police or Council's Armouguard officers.

Council is working with other agencies to try to find accommodation for anyone rough sleeping in cars during the lockdown.

Police, Northland District Health Board and Whangarei District Council remind locals to be kind to our overseas visitors at this time. They are guests in our district and have been caught up in this difficult situation through no fault of their own.



26,669

People reached

4,809

Engagements

Boost Post

👍👎🗨️ 169

93 comments 109 shares

Post


Whangarei District Council


Published by Craig Neilson [?] · 10 March · 🌐

Update: SUCCESS! The break at the Whau Valley Water Treatment Plant has been repaired. We appreciate all efforts to save water, but last night's temporary restrictions no longer apply. Time to do the dishes.

Thank you to all who took immediate action, which has meant there were no reported water outages resulting from this urgent repair.

💧💧 ALERT 💧💧

Whau Valley Treatment Plant urgent repair work: Please reduce water use if possible.

We appreciate the work being done to conserve water in the drought but for today and tomorrow we need to step that up even higher.

Background:

There has been a problem with a pipe which requires us to drain one of the tanks at the Whau Valley treatment plant UPDATE: This pipe has now been repaired and all systems are operational again.

45,509

People reached

6,990

Engagements

Boost Post

👍👎 124

132 comments 512 shares

👍 Like

💬 Comment

➦ Share



View 29 more comments

Oldest ▼


Monique Dodds Travis Dodds

1.7 April 2020 Strategy, Planning and Development Operational Report

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Murray McDonald – Acting General Manager, Planning & Development
Dominic Kula – General Manager, Strategy & Democracy

1 Purpose

To provide a brief overview of work across services that the Strategy, Planning and Development Committee is responsible for.

2 Background

The purpose of the Strategy, Planning and Development Committee is to update Councillors on operational matters relating to the Strategy, Planning and Development departments.

This report provides a brief overview of some of the operational highlights for March 2020 and provides some further comment on future planned activities.

3 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via [Agenda publication on the website, Council News, Facebook or any other channel you currently use to inform customers – please also advise Communications]

4 Attachments

Operational Report – Strategy, Planning and Development – April 2020

April 2020 Operational Report

Strategy, Planning and Development Operational Report (reporting on March 2020)

Procurement update - Summary of Contracts Approved Under Delegated Authority

This provides a summary of the award process and works being undertaken for contracts awarded under Chief Executive and General Manager delegated authority.

Planning and Development

There were no contracts awarded for this period.

Strategy

There were no contracts awarded for this period.

Democracy

There were no contracts awarded for this period.

Economic Development

Economic development through month of March 2020 was sharply divided between before and after the COVID-19 crisis declaration. Prior to this threat becoming a reality the department was strongly focussed on working with industry stakeholders in relation to future developments at North Port and the cruise industry.

Work continued with both Northland Development Corporation and Hihiaua Cultural Centre Trust on their various development proposals as well as progressing work undertaken to date with The Property Group on the Councils Commercial Property Prospectus.

Following the threat of COVID-19 becoming a reality and the lead into and subsequent lockdown period, staff have been working with Northland Inc, Northland Chamber of Commerce and TTNEAP to deliver a range of support mechanisms to businesses in distress. Including assisting Northland Inc with over 140 businesses that have come through the Business Helpline. Combining both triage support and a Growth Advisory role to support Northland Inc's team with capacity.

The department is still fielding enquiries relating to potential hotel developments with Copthorne continuing their due diligence and another party expressing interest in a future development.

District Promotions

Whangarei Love It Here! GrabOne Campaign

The aim of this exclusively digital campaign is to support local businesses as well as raise brand awareness for Whangarei as an attractive visitor destination. The campaign is being delivered into Northland, Auckland, Waikato and Bay of Plenty.

Feedback from GrabOne is that local businesses were delighted with the support, backing and initiative from Council to promote them and the Whangarei District, particularly in the

shoulder season. 28 local businesses are participating in the campaign and sales were above expectations until they all but halted on Monday 23 March 2020. All businesses have since been contacted and where possible, they have agreed to extend both the validity times and expiry dates of the coupons so they can keep their promotions live for when we move out of Level 4. The promotions currently on site will then have a head start on businesses that will be onboarding when the change is announced.

Cruise

Planning to be ready for when the first cruise ships arrive into Whangarei continued in the first half of March 2020. An internal stakeholder meeting was held, a site visit to NorthPort was undertaken and work with NorthChamber to produce a cruise information publication for operators was started. With the announcement of cruise visits being banned until 30 June 2020 (effectively the end of this cruise season), all work has been suspended.

Northland Escapes - Stuff

Advertising in the Northland Escapes supplement, which is inserted into the Sunday Star Times and potentially reaches 183,000 readers north of Taupo, was purchased and editorial content was supplied. The publication, which was scheduled for distribution mid-April 2020, has been delayed until a yet to be determined future date.

Whangarei Central Walks brochure

Have worked closely with Parks department and Whangarei Information Centres to update this [Whangarei Central Walks brochure](#). Existing walks have been updated, and new walks have been added along with improved walking maps. The brochure is currently at the printers and will be released when appropriate.

Social Media

For the month ending 31 March 2020, the [Whangarei District Love It Here!](#) Facebook page achieved:

- 18,057 Likes
- Over 12,003 audience engagements (Reactions, Comments, Shares and Clicks)
- Reached (the number of people who saw a post) over 270,507

Paid advertising (destination marketing) in March 2020 included [Discover Whangarei](#), [Whangarei Cultural Video](#), [Ten Things You'll Love To Do](#).

All paid and organic destination marketing ceased on 17 March 2020 when the full impact of COVID-19 became apparent. Facebook activity switched to sharing COVID-19 related information with a local angle where possible.

WhangareiNZ.com

Updated content with guidance for visiting campers during the COVID-19 lock-down period. Started content audit and development of process for upcoming migration to new digital platform, OpenCities. There are more than 90 content pages for review, including words, images, videos, links and publications and an estimated approximately 50 new pages may be required, particularly to improve and expand the current Business / Invest sections.

Civil Defence

Civil Defence support provided by calling Community Response Groups (CRGs) to check seek feedback on their COVID-19 responses and requirements. Further support provided to Whananaki and Tutukaka CRGs.

Commercial Property

COVID-19 Response

In the days leading to the Level 4 announcement, staff met with as many Town Basin tenancies regarding level 3 and restricted trading to those business including cafes restaurants and other food outlets. Since the Level 4 announcement legal advice has helped identify Councils obligations as a landlord to provide a 'fair portion' of rent relief. Discussions with both private and public commercial sectors have helped develop a logical scale of relief based on a business ability to general income over the lock down period.

Strategy

COVID-19

In response to COVID-19, the Strategy Team have incorporated strategic thinking into our work programmes, to cover:

- How will COVID 19 impact on our work programme? (e.g. delays or different approaches to public engagement)
- How will COVID 19 impact on the outcome of our work? (e.g. how will an economic downturn impact on the Districts ability to provide housing)

Key areas for focus by the Strategy Team include:

- Annual Plan and Long Term Plan
- Growth Model
- Whangarei District Growth Strategy
- Placemaking Programme
- Climate Change

The Strategy Team are also working with Alison Geddes and Tony Collins on a COVID-19 Response Strategy.

Annual Plan and Long Term Plan

Through the corporate planning steering group staff have been working on how the Annual Plan can best respond to COVID-19. Work on the response will include consideration of both rating options, and impacts on revenue. A Council Workshop has been scheduled for 22 April with an Annual Plan briefing scheduled for 29 April.

Given the likelihood of changes staff have developed a revised to the Annual Plan timeline which includes the potential for a late adoption / rates strike if changes are material or significant and consultation is required.

Staff are also working through flow on implications for the Long Term Plan timeline, with briefings scheduled for April being postponed and additional briefings being scheduled to 'reset/start' the Long Term Plan following Covid 19 Lock Down.

Placemaking Programme

Staff have prepared a revised programme for the Placemaking Programme (formally known as Spatial Planning) to take into account the impacts of COVID-19, including the challenges of engaging with communities.

During the COVID-19 lock down, staff have been focusing on desk top analysis and discussions with Council departments on the constraints and opportunities in Hikurangi and Tikipunga. Written updates will be sent community groups in Hikurangi and Tikipunga.

Climate Change

Following a briefing on the 4 February 2020, staff are developing a draft Climate Change Action Plan. During the COVID-19 lockdown, staff have been pulling together a draft Action Plan. This will be reported back to Council through a briefing for elected member feedback and direction. Staff are also continuing to work with and support the Te Tai Tokerau Climate Change Adaption Working Group.

Bylaw review programme

Staff are developing a bylaw review programme, this sets out when we will review our existing bylaws within the statutory timeframes. During the COVID-19 lockdown, staff have been collating background information and research to inform a future review of the Camping in Public Places Bylaw.

Whangarei District Growth Strategy

A large amount of work has been undertaken through the COVID-19 lockdown, to prepare the next draft of the Whangarei District Growth Strategy. These changes are in response to Council briefings held in December 2019, as well as changes in central government policy.

Northport / Whangarei to Auckland Spatial Plan / Navy

On 2 April 2020, Staff conducted a virtual workshop with government staff from Ministry of Housing and Urban Development, Kainga Ora, Department of Internal Affairs and Ministry for the Environment. The purpose of the workshop was to discuss the spatial plan programme and the scope of a possible Whangarei to Auckland plan. Confirmation of the central government work programme, including when a Whangarei to Auckland Plan would start if endorsed by cabinet, should be confirmed by the middle of 2020.

Kaipara Moana

An update was provided to Elected Members on 9 April 2020. This outlined progress on the Kaipara Moana Business Case and Kaipara Moana Treaty Settlement Negotiations, along with a Northland Regional Council and Auckland Council application for Crown Infrastructure Partners funding to implement the first four years of the business cases. Feedback from councillors was provided to both councils prior to the application being submitted. Further updates will be provided as this work continues.

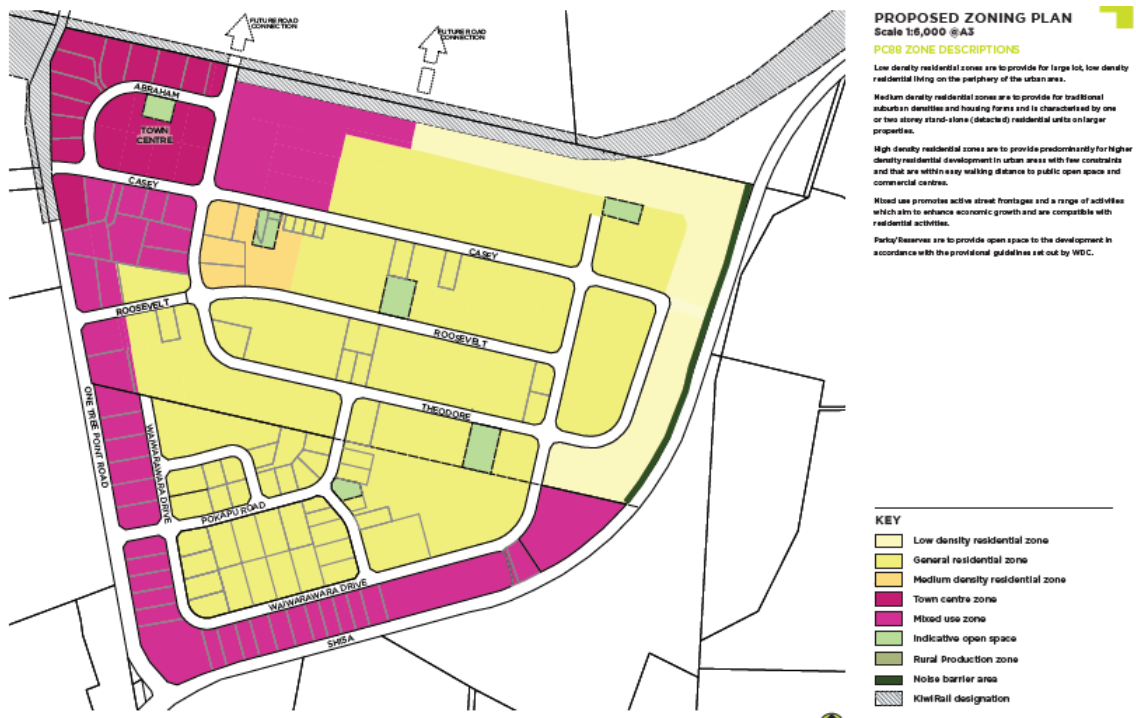
District Plan

Staff have been working on the Council appeal against the Proposed Regional Plan, GMO provisions. The first mediation was completed 24 February 2020. On 9 April 2020 opposing s274 party Life Sciences Network Incorporated withdrew their interest in the appeal. Biotech New Zealand and Federated Farmers New Zealand withdrew their interest in the appeal on 14 April 2020.

Urban and Services Plan Changes hearing formally closed 20 March 2020. A workshop was completed on 9 April 2020 to provide a summary of the plan change process today in preparation for the impending recommendation report from the Hearing Panel.

PC129 Notable and Public Trees became operative 18 March 2020.

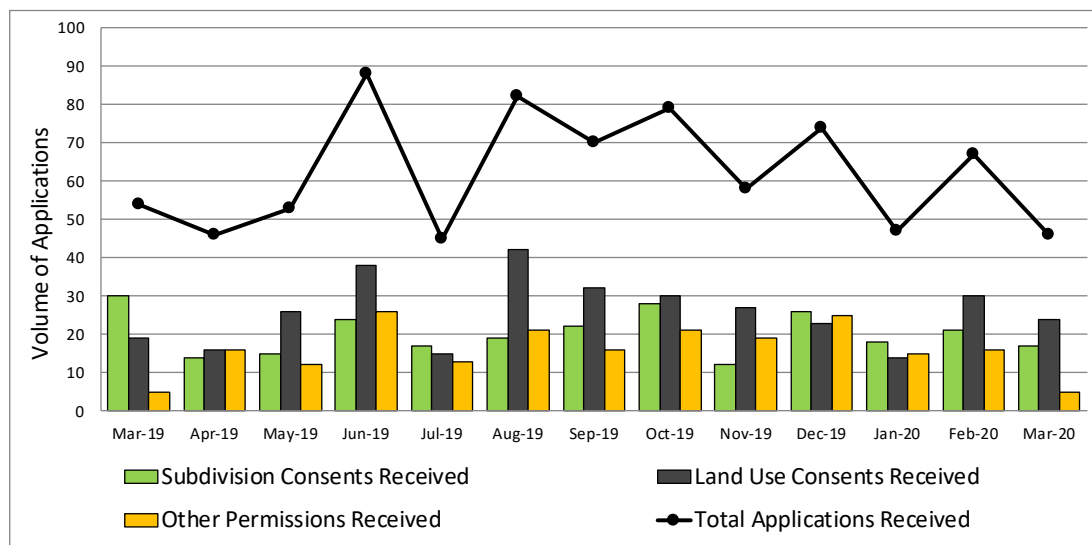
Council received Marsden City Private Plan Change application on 23 March 2020. The application requested to rezone and amend provisions on 127ha of land at Marsden City to a mix of business, residential and open space zones with a related precinct to secure desired development outcomes. This application is currently being assessed to determine whether or not further information is necessary prior to reporting to Council.



Resource Consents

Resource Consent Processing

The impact of the COVID-19 pandemic and associated national alert levels meant staff have been operating from home and have generally been able to continue with business as usual by initiating new processes. Under alert level 4 site visits are unable to occur so some applications are awaiting the lessening of the alert level. However, many applications are continuing to be processed without site visits with the use of aerial photography, google maps, local knowledge of staff and information from applicants. The number of applications totalled 46, being a decrease from last month and approximately 15% less than March 2019. Seventeen (17) subdivision, 24 land-use and 5 other permission applications were received. It is expected that the full impact of the lockdown in terms of application numbers will not be experienced until the April 2020 period.



Resource Consents

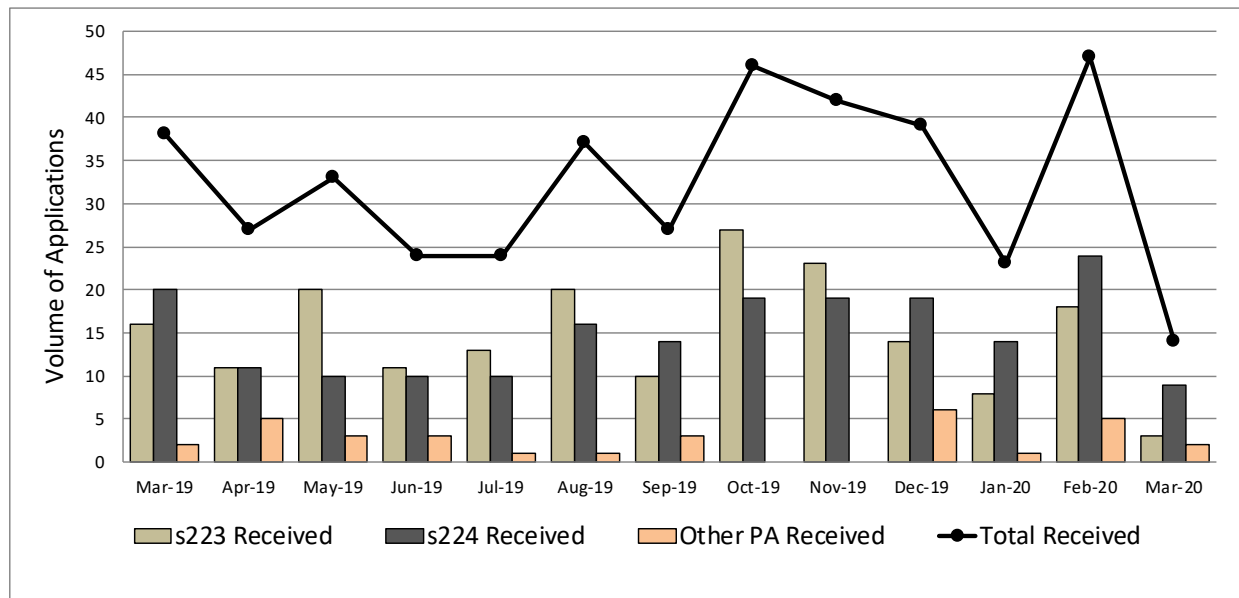
Significant applications received during March 2020 include a 40 lot UTE zone subdivision at Three Mile Bush Road, the application for new lighting at Semenoff Stadium, an application to establish a fertiliser depot at the Toll truck site and an extension to Kensington Hospital.

Hearings

No hearings were held during March 2020.

Post-Approval

Volumes of post-approval applications dramatically curtailed over March 2020. From a 12-month high of 47 in February 2020 down to only 14 applications received for March 2020. While some of the drop can be attributed to COVID19, its impact only came into effect by the end of March 2020. Three (3) survey plan approvals (s223), 9 completion certificates (s224) and 2 other post-approval related applications were received. With the addition of a new staff member and the dramatic decrease in application volumes, the backlog of 40 outstanding applications has now been processed. Whilst there were some initial difficulties with staff using "Landonline" from home, these technical issues have been successfully resolved.



Appeals

No new appeals have been received.

Building Control (02 March – 27 March 2020)

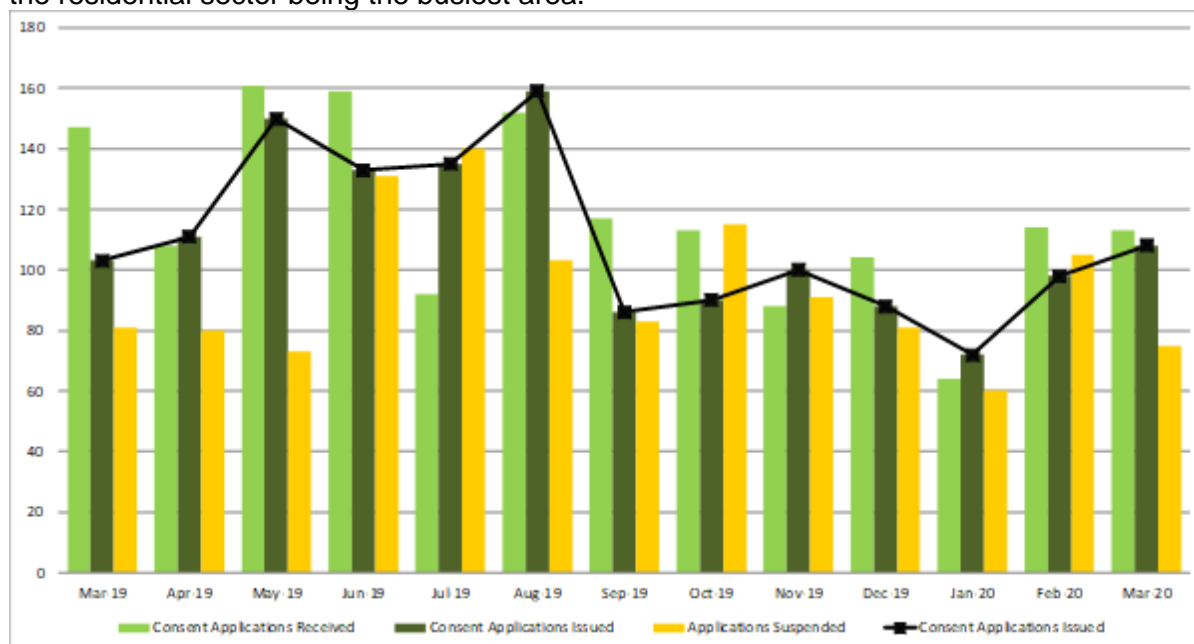
Building Consent Performance Indicators

Performance Indicators		Mar	Year's Average To Date
Building Consents	Issued In 20 Days	92%	95%
Inspections (Completed within 48 Hrs)	% Complete Within 2 Working Days	100%	99%
LIMs	% Within 7 Days	61%	85%
LIMs (Statutory Requirement)	% Within 10 Days	100%	100%
PIMs	% Within 5 Days	8%	66%

Building consent applications and inspections are meeting the annual plan requirements in terms of delivery. LIMs remain at a high level of service delivery and accuracy. The PIM indicator is under pressure as the 5-day internal measure has been extended, however the overall 20 day time frame is on track.

Building Consents Received, Issued and Suspended

The building consent activity has seen a reduction in numbers for this month compared to the same month last year. Currently the consenting activity remains at a sustained level with the residential sector being the busiest area.



Health and Bylaws

Environmental Health

Food Act & Health Act registered businesses - staff are trading lightly when dealing with food businesses, as most are not operating currently. The hospitality industry currently estimates that 20% of businesses may not re-open after lockdown. In order to assist, the team has been working towards finding ways to cut registration/verification times and thus

costs for the rest of the year. Also looking at remote verifications if lockdown continues (to further reduce costs).

Currently, approximately 45 supermarkets / grocery stores / dairies / rural general stores, 9 rest homes, 6 hotels are deemed to be operating within the district (during Alert Level 4). That's about 60 businesses out of 520 registered. The team will be looking to verify (inspect) these first, as they fall due (during Alert Level 3).

Only a very small number of non-essential businesses did try to continue operating but have since complied. Customers ringing in to complain have been advised to call the 105 Police phone number. EHOs have given the "non compliers" a courtesy call as well.

Sale and Supply of Alcohol Act – the team is focussing on alcohol licence and managers renewals to ensure that licences and certificates do not expire, that business can continue to operate as normal, post lockdown and that consistent advice is provided to businesses, as this is released by MBIE. All planned Committee hearings have been postponed until further notice.

Health

During the last summer, overall very good bathing water test results for our beaches (2nd year running) – although sampling and notifications ceased with the lockdown.

During the lockdown – most CRMs have been dealt with via phone/email.

Registered Health premises are closed (apart from funeral homes and offensive trades – waste management). EHOs have been liaising with NDHB to ensure that correct information has been received by the Funeral Homes and ensuring storage capacity if we were to experience multiple deaths.

Bylaws

Armourguard Enforcement Statistics – these are now reported quarterly, with the next quarterly report due during May 2020 (for the period February 2020 to April 2020). However, for the month of March 2020 and due to COVID-19, Armourguard was asked to cease all routine parking enforcement and only focus on essential services such as ensuring clear access ways and other emergency functions.

In addition, general Bylaw enforcement was not deemed essential and drastically scaled back, except for freedom camping where the team has spent many extra hours in monitoring, communicating with campers and recording their locations and behaviour in order to assist Police in managing the subsequent lockdown and relocation requirements. Including several tourists and freedom campers 'asked' to leave the Far North district and to relocate to Whangarei, before hopefully moving on to return home.

Dog and noise control were identified as essential and continued with some practical limitations. Noise control stats recorded, highlighted a substantial increase in the number of noise complaints, mainly for 'partying' and potentially breaking isolation protocols, which were escalated to Police for action. Early indications are that this has had a positive effect on future behaviour and compliance.

Māori Relationships

Whangarei Wastewater Treatment Plant Resource Consent Renewal

Early discussions about hapū engagement for the upcoming resource consent renewal for Wastewater Treatment Plant. Te Parawhau were identified to be an involved and have had extensive involvement with previous resource consents for the wastewater treatment plant.

Tamaterau Cultural Impact Assessment

Tamaterau carpark upgrade has had hapū involvement from the concept stage. A cultural impact assessment was requested by Council to acknowledge the significance of Tamaterau for hapū.

Māori Participation in Decision Making

Council and hapū reps from Te Huinga met on 12 February 2020 to discuss a pathway for Māori participation in decision making and to build stronger relationships.

The workshop proved to be a very valuable for both parties and clearly outlined defined priorities with an incremental process to establishing a stronger basis for a formal forum that is intended to improve Councils relationships with Māori. At the workshop a working party of councillors and hapū reps was established in order to provide a recommendation to the March Council meeting.

Again, this proved extremely valuable with the recommendations of the Working Group being finalised for the March Meeting. However, the March meeting was cancelled due to Covid – 19 Alert Level 4 and staff have contacted the working group regarding the next steps.

Te Rōpū Toa o Te Reo Māori

Hui with staff internally identified participants to be involved with stage two of learning Te Reo Māori. This group's aim would be to act as champions of Te Reo Māori, utilising and sharing knowledge with others to encourage greater confidence and use of Te Reo Māori at Council.

Great enthusiasm and progress have been had since the lockdown with the rōpū having had two zoom hui.

Blessing at Whau Valley Dam

A blessing at the Whau Valley Dam was had following an incident. The Māori department and a staff member from the water department were onsite to conduct the relevant protocols.

Blessings

Te Parawhau hapū reps assisted Council with the following blessings

- Frank Holman pre construction blessing.
- Quarry Gardens carpark pre construction blessing.

Papakainga Development Plans for Te Rewarewa D and Pehiaweri B1B

Representatives for both of these Māori land trusts met with WDC and NRC staff to discuss their development plans prior to lodging consents. The hui was a great collaborative approach for all parties. Potentially these applications will be a pilot for the Papakainga Plan provisions.

Youth Advisory Group

The department assisted the Community Development team with planning, interviewing and welcoming of the new YAG members.

Democracy and Assurance

COVID-19

In response to recent changes in Legislation, the Democracy and Assurance team have been working with ICT to reinstate Council meetings using virtual technology. This will be supported by a schedule of meetings and briefings to support effective decision making during the various phases of COVID-19, and leading in to the next long term plan.

The Senior Assurance Advisor is part of the cross organisation working group to support transition through COVID-19 back to 'business as usual'.

Prior to COVID-19 lockdown, the Democracy Team supported three Extraordinary Council meetings in addition to the normal schedule, and a hearing on the proposed amendments to the Speed Limits Bylaw 2019. The team also supported four briefings and five workshops. Fifty-five alcohol license and managers certificate applications were processed through the District Licensing Committee.

Council has received 26 new LGOIMA requests since the last Operational report in March 2020. 61 requests have been received since the beginning of 2020. Requests received have covered a variety of issues ranging from specific personal matters such as requests for information on dog related complaints and other infringements through to more generic requests for information on alcohol licensing decisions, rehoming of dogs and the rating information database.

1.8 April 2020 Community Group Operational Report

Meeting: Information Agenda
Date of meeting: 23 April 2020
Reporting officer: Sandra Boardman – General Manager Community

1 Purpose

To provide an overview of work occurring in the current financial year, across functions that the Community Development Committee has oversight responsibility for.

2 Background

This report provides a brief overview of some of the operational highlights for March 2020 and provides some further comment on future planned activities.

3 Significance and Engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via [Agenda publication on the website, Council News, Facebook or any other channel you currently use to inform customers – please also advise Communications]

4 Attachments

Operational Report – Community – April 2020

April Operational Report – Community Group (March 2020 Activities)

Civil Defence Emergency Management (CDEM)

Northland Drought 2020 Update

Whangarei District Community Response Groups

14 of 17 Whangarei district CRG's (both rural and coastal) are active and monitoring the COVID-19 situation in their communities. Groups are using community Facebook pages, community notice boards, undertaking grocery runs and food parcels, monitoring community behaviour, set up helplines, advertising in community newsletters, advertising the COVID-19 website and flu vaccines.

Whangarei District Council (WDC)

- o Most non-essential staff are working remotely
- o Business Continuity Plans activated and being updated for various scenarios coming out of Alert level 4
- o 13 staff allocated to 7am to 7pm 7 day a week 0800 # roster
- o The local welfare manager is working alongside the Northland CDEM group welfare team
- o 7 Staff allocated to carry out Welfare tasks in response to 0800 needs assessment
- o 2 staff allocated to support welfare networks
- o 18 staff allocated to supervise access to Aquatic Centre facilities for international campers
- o Health and Safety protocol in place for staff leaving their bubble
- o Whangarei District Council meeting remotely from 16 April

Issues and Priorities

- o Concerns about potential spread COVID 19 due to people moving into and about the District
- o Maintaining the 0800# call centre
- o Ensuring welfare needs assessed through the 0800# are met.

Customer Services

February showed steady numbers of applications and a welcome decline in requests for blue bins.

March - Frontline Team Working from Home

In the week leading up to lockdown, every team member tested their workstation set up at home. Planning had already been underway for accepting paper applications electronically and that was tested successfully.

The initial stage was getting vulnerable staff to work from home.

When Alert level 3 was announced the doors closed to the public and we had a short window to help other Departments scanning paper applications so that they could be worked on remotely.

By the last day of Alert level 3 (Wednesday 25 March) the whole team were successfully set up and working from home.

The front desk Co-ordinators are being trained over skype in more complex applications so that they can provide support both during lockdown and after, when we will be short staffed (due to delayed recruitment).

Volume of applications are much lower since lockdown, as although some businesses are still operational, licencing requirements and other functions are on hold.

Contact Centre

The Contact Centre had a steady February, with no remarkable incidents or call patterns.



March was spent preparing for the possibility of working from home. The Contact Centre team of 7 all needed to have good internet connections for this to be possible and fortunately they all do (5 have fibre, 2 have VDSL). Our queuing software, Enghouse Desktop, needed to be deployed and configured for use with soft phones remotely. This wasn't a straightforward project for ICT, however it was carried out, tested and installed just in time for lockdown.

The Contact Centre consequently managed to provide a seamless service to our customers, working remotely from Wednesday 25 March. The calls received initially were mainly for general information regarding lockdown and we were able to point lots of callers to the Covid-19 website. From March 30, most calls have been requests to pause rates direct debits and rubbish pick up queries. We had a quick burst of "dobbing in" of people not doing the right thing and then the Police 105 line was widely advertised for this purpose.



0800 Northland Welfare Hotline

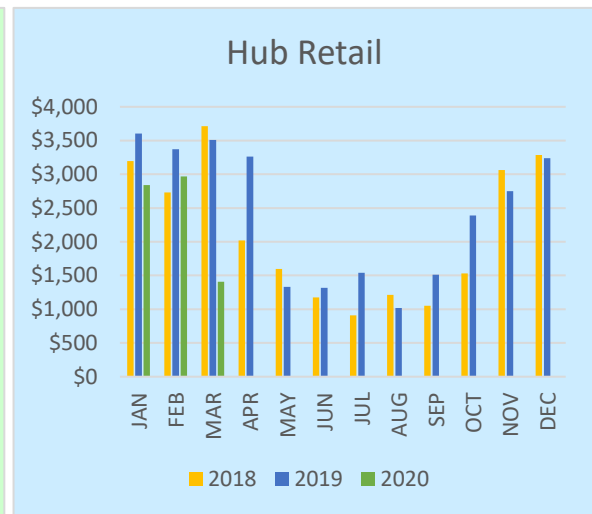
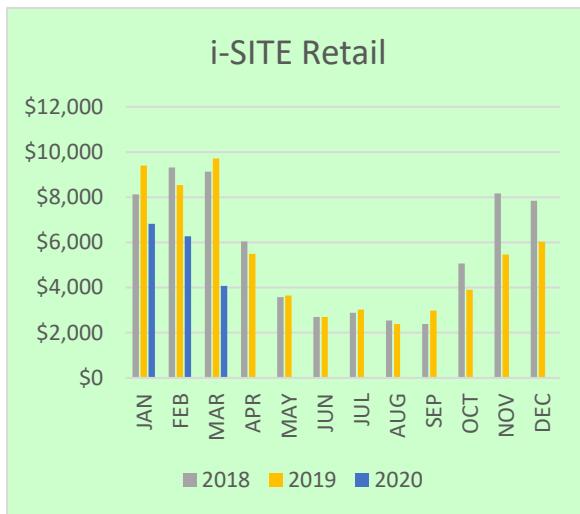
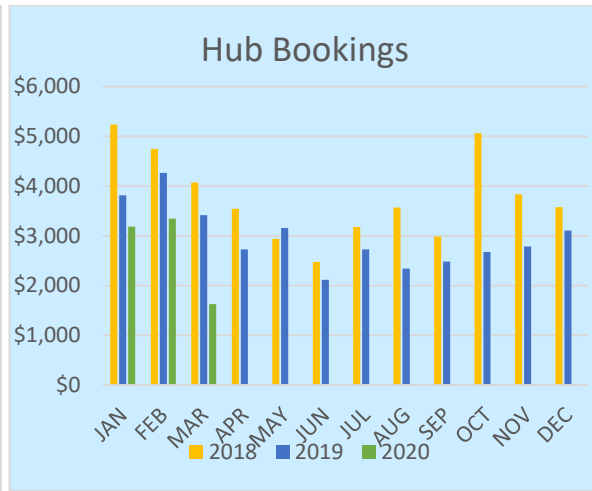
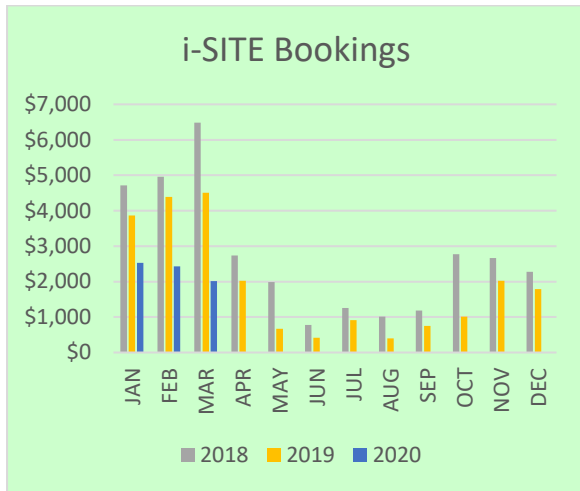
On Monday 30 March, the Director General of Health and the National Controller of Civil Defence mandated that all regions set up an 0800 number for emergency help during the Covid-19 pandemic. Northland CD requested that the WDC Contact Centre provide this facility for the Northland region. ICT worked with Vodafone to create and allocate the number and then a new queue into the Contact Centre was established.

This new requirement meant that this number has to be staffed from 7am to 7pm, 7 days a week. A request for support was made to the Building Inspections Contact Centre of 4 people so that the roster could be adequately covered. The Building Contact Centre team have now joined the roster and are providing invaluable support. Information required for answering these calls was provided by CD and the 0800 790 791 number has been active since Wednesday 1 April. The calls have been infrequent, with between 11 – 15 per 24 hour period, however the average time on the phone has been about 12 minutes. Calls are usually about food, although we have been asked for various types of help outside our capability of household goods and services. We try to help every person who calls and give alternatives where possible.

i-SITE Visitor Information Centre & Te Manawa the Hub

Net booking revenue for the i-SITE was down by 44.7%, from \$4,390 to \$2,426. Net retail revenue was \$6,263 compared to \$8,529, last February, a drop of 27.4%.

Net booking revenue for the Hub was down 21.6%, \$3,344 compared to \$4,267 last February. Net retail revenue was down 12%, \$2,966 compared to \$3,372 last February.



Door count stats are unavailable for the months of February and March.

Customer Radar – Feedback

Customer Radar stats are still at 100% (rating of 5/5 for every customer who has provided feedback).

Below is one of the comments we received. This customer provided feedback without prompting from staff. Whilst our revenue has dropped, our care for our customers remains strong.

I am a customer of a travel company called Stray and had a bad experience with them today as they drove past the centre where I was due to be picked up without stopping, leaving me stranded alone as a tourist in Whangarei. As I saw Stray drive past the centre without stopping, I came to the desk for help and was overwhelmed by the support I received from the team. A lady called Reana immediately called the help desk for me and spoke to them to try and drive urgency and get them to contact the driver to turn around to pick me up. I was also supported and assisted by Rachel and Luisa who gave me advice of places to stay and ensured I was ok while the situation was being sorted out. I felt so highly of the support I received from the team that I really wanted to drop in a note to explain how awesome they were to me. As a solo traveller from the UK, it is a long way from home to go through a terrible customer service experience with Stray but to then be supported by Reana, Luisa and Rachel restored my confidence in the Kiwi service. Reana in particular went above and beyond to help me out on the initial call recommending hotels and restaurants too. They are a credit to the centre and I am very appreciative of their speedy actions and support :-)

Received from 447584326090 Wed 05 Feb 2020 05:25 PM (2 months ago)

Cruiseships to Whangarei 2020

On 25 February a meeting was held to bring together relevant stakeholders. Facilitated by Northland Inc, attendees included representation from WDC, Northport, Ritchie's Bus Services, Chamber of Commerce and the local business community.

Sarah Trass from VEW (Visitor Experience Group) also attended.

She had led an industry meeting April 2019 to identify as a community what was currently on offer for our local, domestic and international visitors. Sarah spoke about work completed since then regarding cruise ship trade and opportunities for local businesses, and what steps need to be taken next. Three priorities being:

- Helping businesses prepare for Cruise
- Pop up site for the i-SITE at Northport
- Ambassadors – locals to assist on Cruise day

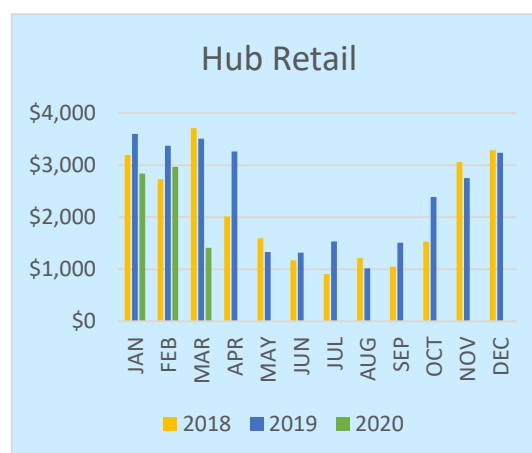
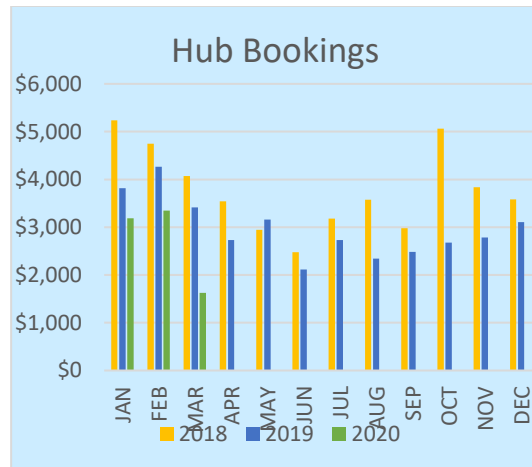
March 2020

i-SITE Visitor Information Centre & Te Manawa the Hub

Net booking revenue for the i-SITE was down by 55%, from \$4,505 to \$2,015. Net retail revenue was \$4,073 compared to \$9709, last March, a drop of 52%.

Net booking revenue for the Hub was down 52%, \$1,628 compared to \$3,415 last March. Net retail revenue was down 60%, \$1,409 compared to \$3,508 last March.

Due to Covid-19 lockdown closures, figures are based on 1-21 March for the i-SITE and 1-24 March for the Hub.



Covid-19

i-SITE – Temporary Closure 23 March

The decision was made to close the i-SITE doors to the public on this date, consolidating information services at Te Manawa The Hub. Given that most visitors to the i-SITE are international, this was the obvious direction to take for both safety and viability reasons. This decision was made before the national alert levels were announced. Affected stakeholders including local tourism operators were notified with the majority supporting the closure.

I-SITE New Zealand CEO also supported this decision adding that the owner (WDC) could make that call under these unique circumstances.



Due to the speed of changes nationally, the Team Leader was instructed by the Community Manager to close earlier and the centre was officially closed by 1pm 21 March.

The days leading up to the closure saw a noticeable drop in visitor numbers to the i-SITE. Enquiries were mostly related to Covid-19 and our expectations of visitors were communicated. Posters, hand sanitizer and tissues were provided by Council H&S for visitors and they were encouraged by staff to make use of these.

Nationally other i-SITEs remained open. They did not have the luxury of a second centre.

In the days following, more i-SITEs decided to close their doors looking to provide services in other ways. E.g. phone and email enquiries only. One other option was discussed – intercom facility for visitors at the door.

Staff covering both WDC centres merged to the one workplace with the three fixed term staff reducing to their contracted hours.

The Hub remained open to the public until 24 March. Staff were able to complete administration duties such as stock take, brochure counts and housekeeping on 25 March. Both the i-SITE and Hub ended operations 25 March at 5pm as per the government announcement of level 4 lockdown.

From 26 March the Team Leader has been working from home and all permanent frontline staff are either on leave or completing i-SITE NZ training by correspondence. These staff are also on stand by for redeployment when required.

Library

Events



Due to the covid19 crisis we had very small number of events held as we cancelled our public events and activities as soon as it became obvious the situation was going to get worse. The LEGO club held one session although anyone can play with Lego virtually through our Facebook page.

The annual Children's Day event was another successful event held at The Pulse and supported by a number of community groups, organisations and agencies.

Online Resources

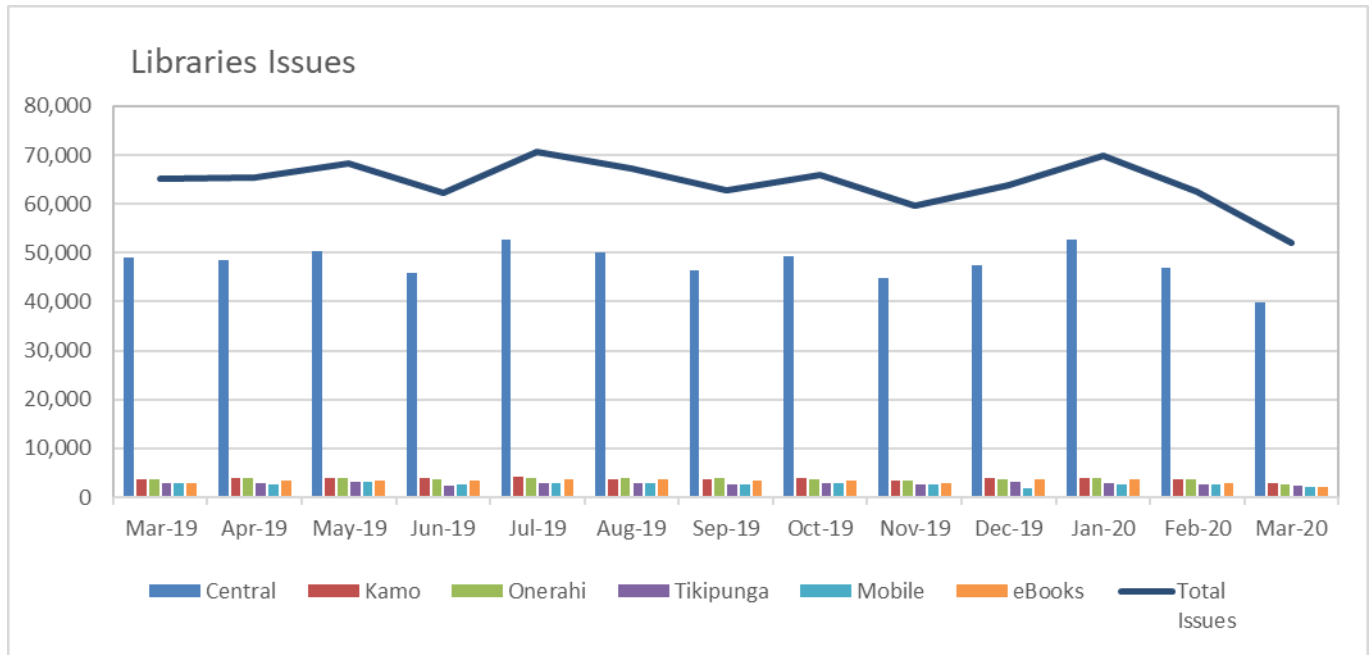


Whangarei Libraries have increased the number of online resources which are free to library members. Membership is not limited to those in the district and there is a process to join online. As well as eBooks and magazines we are now able to offer a comprehensive range of resources including movies, motor manuals, newspapers, online learning videos and more. The library website is www.whangare-libraries.com

Facts and Figures

For the 23 days we were open in March 52,030 items were borrowed from all libraries which is an average of 2,274 per day compared to 2,102 per day during March 2019.

We do not have statistics for the number of visits to the libraries as the resource we use is currently unavailable.



The number of eBooks, audio books and eMagazines borrowed during March was 4,465 which is an increase of 25% from last month. We will continue to monitor the use on online resources during the period we are closed.

Community Development

Community Funding

Creative Communities Scheme

The Creative Communities Scheme Round 2 was considered on 18 March. Of the 22 applications received,

- 6 were approved, totalling \$15,911 in grants
- 8 are declined on the basis of COVID-19 (good projects that we'd like to see reapply)
- 3 withdrew on the basis of COVID-19
- 5 are declined for normal reasons.

This has resulted in a carryover of \$15,600 to the next Round, subject to approval from Creative New Zealand.

The CCS committee also agreed to increase the number of funding rounds to three for the 2020-21 year, with the first round proposed for July. It was also agreed to increase the diversity on the assessment committee by running an expression of interest process in the next few months. The committee is particularly keen to have representation from the Asian and Pacific communities on the panel.

Community Fund

Round 2 of the Community Fund closed early March with 35 applications. A total of \$226,000 was requested, and our available budget is \$78,000. A number of applications are affected by covid19, and it has been difficult to know how to allocate funding in the circumstances. Recommendations were still being worked through at the time of writing this report.

Funding Review

A discussion paper with recommended changes to Council's funding model is being finalised for consideration in April.

Advisory Groups

Youth Advisory Group

On the 26th of February we held a whakatau for new Youth Advisory Group members and their families, followed by an induction and team building session. The whakatau was well attended and a good opportunity to get to know one another. The new advisory group members are Asher Bassett, Rangimarie Harding, Zachary Taylor and Dakota Stewart. Youth Advisory Group activities will be revised to ensure compliance with Government directives regarding the COVID-19 situation.

Positive Ageing Advisory Group

Some members of the Positive Ageing Advisory Group met on Friday 20 March 2020. Together the members discussed how they may be able to operate going forward, impact of Covid19 on our older adults in the district and what activities underway should continue.

Disability Advisory Group

At the March meeting, Desarae Williams – Health and Safety Manager, discussed emergency evacuation procedures for disabled people. Group members expressed interest in how the evacuation egress would be designed in the new Civic Centre.

The chair will participate in the Theatre Options interview. A strong request for any new theatre and conference facilities to be built to universal design standards, including capability for interpreted performances. April meeting has been deferred due to Covid-19 situation.

Community Led Projects (CLP)

Raumanga

The next Raumanga Community Roopu hui deferred due to COVID-19 situation.

Waipū

The first Waipū CLP meeting was held on the 3rd of March at the Waipū Presbyterian Church Hall. A good cross-section of the community attended the meeting with approximately 15 – 18 people in attendance. The group formed the Waipū Community Led Projects Committee with Anita Barton elected as Chair. The group are working on ways to engage with Waipū locals to identify projects that the community see a need for. They had intended to hold a stall at the Waipū Carnival however, due to the event being cancelled, they are seeking alternative ways to engage with Waipū residents. The next meeting was deferred due to COVID-19 situation.

Tikipunga

A meeting was held on 2nd March at the Trinity Church, with some Council staff from the Parks, Roading and Strategy teams. It was a good opportunity to see how potentially small community led projects can help support the bigger plans and visions of Council and the community for Tikipunga. In particular, there was interest in linking up with the Blue Green Network Strategy, the Walking and Cycling Strategy and the Placemaking/Spatial Plan Programme, and safer traffic management opportunities.

The meeting also helped to encourage the CLP lead team to support and advocate for further walking, cycling and roading developments in Tikipunga when making submissions to the next LTP consultation.

Kamo

Works to the laneway have been postponed to Covid-19. Similarly planning for the mural festival will be slowed down.

Maungatapere

The Maungatapere Community Lead Group has been working together to produce the plan and presentation for Council. The Chair of the lead group, Julie Dickeson presented on Thursday 19 March 2020 to the Community Development Committee, where their plan was endorsed. The lead group is happy with the outcome and will now continue consultation and exploring projects.

Community Project Support

Race Relations Event

Race Relations Day 2020 was planned to be marked in Whangārei with a free public event featuring three invited speakers, at Forum North's Cafler Room on Wednesday March 18th from 5pm. This event had been planned by Multicultural Whangārei, Citizens Advice Bureau, English Language Partners, and Women's International Newcomers Group Social – with the support of the District Council community development team, and Northland's Immigration NZ relationship manager. Speakers were planned to be Dr Tim McCreanor, Hori Temoanaroa Parata, and Maryam Ghouzivand. This event was postponed until further notice due to COVID-19.

Kai ora Fund

The Kai Ora 2020 applications close on Monday 23 March 2020. Partners are looking at how we can be flexible with our funding due to the draught and Covid-19.

Friendship Seat

A new friendship seat was installed at Laurie Hall Park, and blessed on Saturday 21 March 2020. The seat was donated by a passionate community member, Jackie and hand crafted by the Mens Shed. The seat was blessed on the International Day of Race Relations. The seat is inspired by the Australian Culture.

Children's Day

The annual Children's Day Whangārei event was held at The Pulse on Sunday the 1st of March 2020. There were a range of stallholders with varying activities relating to the theme, "Help Me Be Healthy". These included making smoothies on a blender bike, teaching circus skills, an obstacle course, providing free upcycled clothing, and the always popular bouncy castle. Healthier food options were also provided including vegetarian sausages, corn fritters, falafels and a selection of fresh fruit. This year the committee also introduced free bus route servicing Hikurangi.

Overall the event was a positive, relaxed and enjoyable whanau day out.



Community Safety

At the time of writing this report, we are presently in Day One of the Covid-19 Level 4 Quarantine that has been imposed on all of New Zealand, after going from Level 2 to Level 4 in 3 Days. For Community Safety, this has meant a huge change in Community Safety support and CitySafe.

The Summer Safe Carpark Programme and Graffiti Removal Programme have been suspended

Community Officer Programme is continuing during the day, as all bars have been closed and the night patrols are no longer needed. With the closure of all business, apart from essential services, the role of the Community Officers is to maintain an assuring presence in the inner city, with a degree of security and bylaw compliance, as well as ensuring the public maintain their 2 metres of social distancing separation, for those who live in the CBD or are attending for the essential services. This change in activities is expected to result in a huge change in reported activities in the next reporting period.

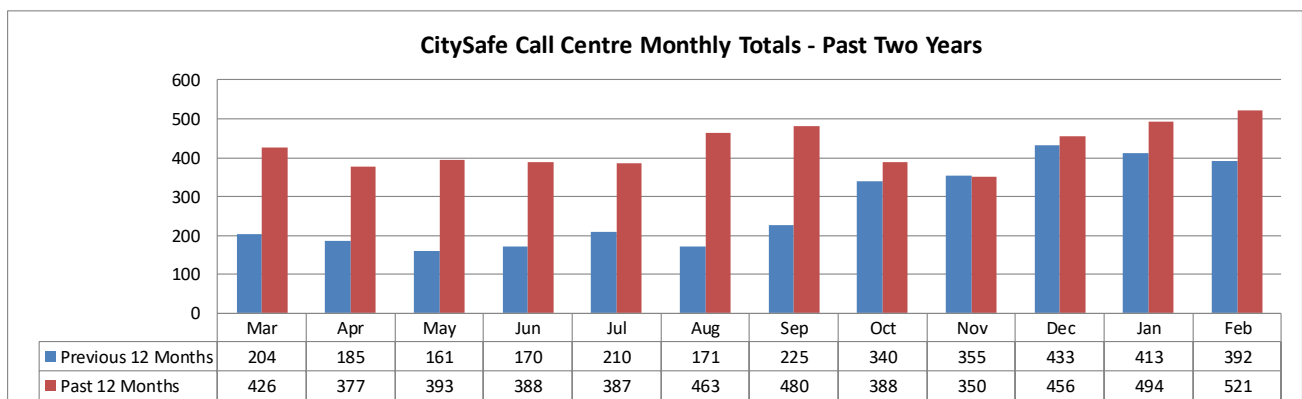


During the three days of Covid-19 Level 3 status, when schools were closed, our Community Officers had to deal with several instances of youth antisocial behaviour, where youths were misbehaving at the Library and Forum North, vehicles were damaged at the Vinery Lane Carpark and youth gangs were walking the inner city wearing their gang colours, however, since the Level 4 status has come into effect, there is no presence of youths in the inner city.

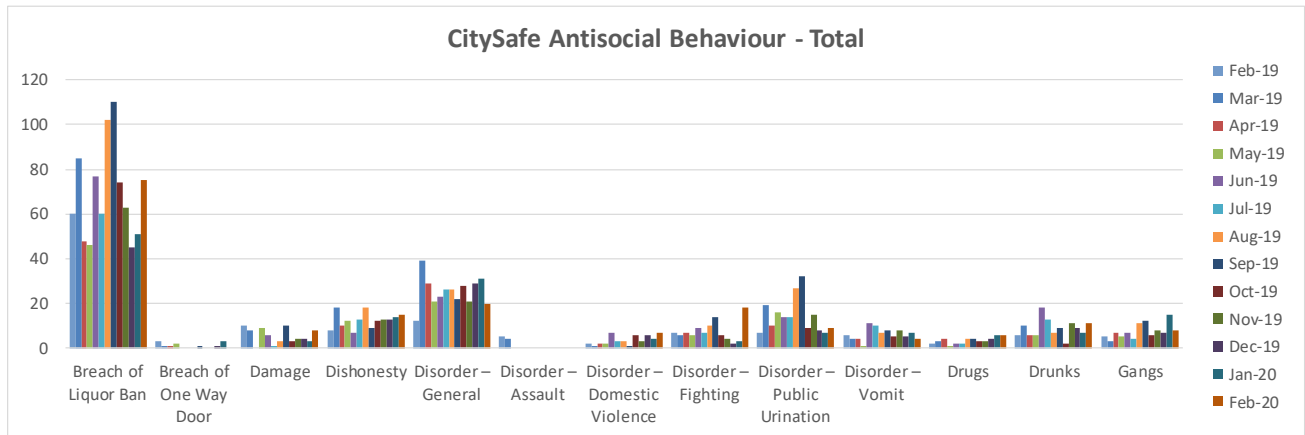
The CCTV programme is continuing, on a limited basis, due to the suspension of the CCTV Volunteer Programme and only our CCTV contractors have access to the Police Station.

In regards to the previous months Community Safety activities, the success of Council's community safety programmes were shared with delegates from the Port Vila Council in Vanuatu. The delegation visited Whangarei under the LGNZ PacificTA initiative that supports local government agencies in the Pacific, where Whangarei was one of 3 Councils chosen to be visited, in regards to alternative community safety programmes and bylaw compliance, such as the CitySafe Community Officer Programme, the CitySafe Call Centre and the Summer Safe Carparks Programme; along with Council's successful Freedom Camping Ambassador Programme. The Port Vila Council have been assisted by then Council staff member, Rochelle Deane, the previous Team Leader for RMA compliance.

For February, the CitySafe community officers have reported 426 of the 512 CitySafe activities, with a slight increase in total overall reported CitySafe activities being attributed to an administrative function of capturing the reported licensed premises closing times in the CBD over the weekends, which, previously, were reported but not being recorded.



The Forum North Community officers continue to make a significant difference to public safety, having responded to 26 instances of antisocial behaviours, particularly in attending to 5 separate instances of youths fighting and a domestic dispute in Cafler Park and Forum North Carpark area, as well as attending to 34 other activities about Forum North for this period. Their presence has been greatly appreciated by Council staff working at Forum North and at the Library, particularly in respect to their close proximity in responding to public threats at Customer Services and having calming presence in the Forum North environs.



Venues and Events

Events

Whangarei Fritter Festival goes virtual in our own backyard

The Whangarei Fritter Festival was due to be held on Saturday 28 March but was cancelled 12 days earlier due to COVID -19. The announcement was made hours before the government's decision to cancel all public gatherings of over 500 people and was necessary due to the fast-moving international situation and the need to protect our communities from the disease.

Whilst in lockdown, instead of holding the Fritter Festival, we held a virtual event "Backyard Fritter #fritterathome" to engage with the community and celebrate the day in our own backyards. We encouraged the community to make fritters, get dressed up, listen to music from past Fritter bands, have video chats with friends and to share photos with us on the page. It was a great day with a large amount of people taking part. Below are some of the many posts from throughout the day. We are currently brainstorming other ideas for virtual/ community engagement events.

This post had a reach of 17,674 people with 3,873 engagements.



Michelle Bonetti ▸ Whangarei Fritter Festival
March 28 at 6:12 PM · 🌐

Fritter fest Whareora styles! With Terri, Paul Peachey, Toni Haldane, Fraser Haldane, Billie Haldane, Bella Bonetti, John Overton, Hayley Overton



You and 12 others · 4 Comments

Love · Comment · Share · Message

Oldest ▾

Michelle Cameron What a cool bubble you have
Like · Reply · Message · 1d · 1

Whangarei Fritter Festival This is awesome, what a great way to celebrate Aotearoa Neighbour day/ weekend 😊
Like · Reply · Commented on by Rachel O'Gorman [?] · 1d · 3

Michelle Bonetti Whangarei Fritter Festival we had a blast. Thank you for the excuse to make the most of the evening.
Love · Reply · Message · 1d · 1

Shannon Hauraki
So here is one of our Fritters we had ready for this weekend

Cauliflower and cheese fritter
Cauliflower, Parmesan cheese and chive fritter
Parmesan and black truffle cheese sauce
With a roasted cauliflower and micro water cress salad.

It was to be paired with a slow roasted lamb, late summer pea and mint fritter to make the "kiwi roast fritter"



Like · Reply · Message · 2d · 3

Sarah Graham ▸ Whangarei Fritter Festival
March 28 at 5:36 PM · 🌐


Dessert is Chai Spiced Apple Fritters with A dollop of maple cheesecake cream and drizzled with maple syrup, paired with Akeake Le Doux (bought at last year's festival). Happy days.



You and 5 others · 2 Comments

Love · Comment · Share · Message


Clare Houlbrooke Carrot, kumara and ginger fritters served with Omata Estate Chardonnay.



Love · Reply · Message · 1d · 3

Whangarei Fritter Festival Wow Clare that looks amazing and so good to see you enjoying a drop of Northland wine!
Like · Reply · Commented on by Rachel O'Gorman [?] · 1d · 1

Clare Houlbrooke We are in the Waikato with friends online in Auckland and Whangarei. We also made bacon, feta and corn fritters matched with a central Otago Pinot Gris.



Like · Reply · Message · 1d

Forum North

March started off as a very busy month at Forum North with two sell out performances from the New Zealand Royal Ballet, the school's performance of Ballet in a Box during the day and the public evening performance of Tutus on Tour. In addition, the venue hosted it's first large rock concert in many year's and welcomed over 350 people to watch Blindspott perform live.

Audiences thoroughly enjoyed 'Tina - Simply the Best' in the Theatre and local community dance group, Hardcore presented their first show of the year. Two graduations were hosted by the University of Auckland's and Northtec, both events utilised the entire venue and received excellent feedback..

Forum North also welcomed back the Whangarei Film Society for their AGM and their first screening for the year in addition to five smaller events held in the Bounty and Cafler rooms. Due to Covid-19 numerous events were cancelled or postponed until further notice.



Forum North Operations

Work commenced in ensuring the Expo Hall mezzanine balcony is compliant along with an upgrade of the electrical cupboard. Future plans will include a permanent PA system and speakers mounted on the walls to reduce pack in and pack out time and reuse existing AV equipment that had been upgraded in the Theatre.

The commercial kitchen was due to have the new extraction hood installed, this is now on hold until services resume. Carpet from the back-stage area outside the dressing rooms is being replaced with lino, this is a high traffic area which will be more hygienic and easier to keep clean in the future particularly given the volume of children that use the theatre space.

Semenoff Stadium

A busy start to March helped to buffer the later weeks where events were cancelled from the 12th of March onwards due to COVID-19. Early March saw the return of a number of annual events such as the Rotary Youth Driver Training (RYDA) for three days along with the return of the annual Northland Dairy Industry Awards which transformed Level 2 lounge into a grecian themed function for 243 guests. The venue also saw the return of LIC, Northland Down Syndrome Support Group,

Winstone Wallboards, Ngati Whatua Orakei Trust and Hancock Forest Management for a range of meetings and seminars.

Community Events

Love Our City

On Friday 28 February the third Love our City Summer Series event with a 'Connect Local' theme was held. The event consisted of four local artists painting live art on large panels with the theme 'Love Our City', accompanied by a DJ and temporary tattoo artist offering free temporary tattoos and face painting for the public. The event was well attended at the earlier revised time of 4pm to 7pm and was a welcome addition to a Friday afternoon in the CBD.

The final Love our City event themed 'Taste Local' was to involve an activity for children to decorate planters and plant vegetable seedlings. This was cancelled due to Covid-19, when we return to business as usual Love our City events will continue in the CBD.

Community Event Cancellations

V&E staff have been liaising directly with community event organisers including the market operators to work through event cancellations and postponements due to Covid-19.

Festival of Motorsport 2020 - Cancellation

The festival of motorsport was cancelled, event organisers who usually register their events in the festival were notified along with the public.

Major Event Planning

International Rally of Whangarei - Postponed

Motorsport NZ suspended all permits required to run events effective immediately until the 19th May 2020, in turn the Rally of Whangarei has been postponed until further notice. Temporary road closures previously approved by Council Resolution, are postponed until further notice.

U19 NZ Maori v U19 Australia Indigenous Cricket match - Cancellation

V&E staff were assisting Northland Cricket with the mihi whakatau and local marketing of these games, unfortunately due to Covid-19 this event was cancelled.

2021 Rugby World Cup

Working is underway to ensure the Stadium will be in excellent working order for Rugby World Cup. In addition, World Rugby continue to request additional information and updates as required.