

## Infrastructure Committee Agenda

**Date:** Thursday, 9 July, 2020

**Time:** 9:00 am

**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**Elected Members:** Cr Greg Martin (Chairperson)  
Her Worship the Mayor Sheryl Mai  
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 Anna Murphy  
Cr Carol Peters  
Cr Simon Reid

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

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<b>2. Apologies</b>	
<b>3. Confirmation of Minutes of Previous Infrastructure Committee Meeting</b>	
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<b>7. Closure of Meeting</b>	

Recommendations contained in the agenda are not the decisions of the meeting.

Please refer to minutes for resolutions.

## ***Infrastructure Committee – Terms of Reference***

### **Membership**

**Chairperson** Councillor Greg Martin

**Members** Her Worship the Mayor Sheryl Mai  
 Councillors Gavin Benney, Vince Cocurullo, Nicholas Connop, Ken Couper, Tricia Cutforth, Shelley Deeming, Jayne Golightly, Phil Halse, Greg Innes, Anna Murphy, Carol Peters, Simon Reid

**Meetings** Monthly

**Quorum** 7

### **Purpose**

To oversee the management of council's infrastructural assets, utility services and public facilities.

### **Key responsibilities**

- Services including the provision, maintenance and capital investment for:
  - Infrastructure asset management, projects and support
  - Infrastructure project co ordination
  - Transportation
  - Waste and drainage
  - Solid waste, waste minimisation and recycling services
  - Water
  - Parks and reserves
  - Cemetery
  - Laboratory services
  - Flood alleviation schemes
- Reporting on service delivery, including operational financial performance.
- Reporting on capital projects.
- Operational reporting for the Infrastructure group within Council.

- Procurement – general procurement relating to the areas of business of this committee, within delegations.
- Shared Services – investigate opportunities for Shared Services for recommendation to council.
- Council Controlled Organisations (CCOs) – monitoring the financial and non-financial performance of CCOs whose functions would otherwise fall under the scope of this committee. Includes trading CCOs (CCTOs) and those CCOs exempted under the LGA. Responsibilities include:
  - advising on the content of annual Statement of Expectations to CCOs
  - agreement of the Statement of Intent
  - monitoring against the Statement of Intent
  - for exempted CCOs, monitoring and reporting as agreed between Council and the organisation

**CCOs accountable to this committee:**

- Northland Regional Landfill Limited Partnership (NRLLP) – CCTO
- Whangarei Waste Limited (WWL) – exempted CCO

**Delegations**

- (i) All powers necessary to perform the committee's responsibilities, including, but not limited to:
  - a) the approval of expenditure of less than \$20 million plus GST.
  - b) approval of a submission to an external body.
  - c) establishment of working parties or steering groups.
  - d) adoption of strategies and policies relating to the key responsibilities of this committee (except for those that cannot be delegated by Council under Clause 32(1)(f) of Schedule 7 of the LGA).
  - e) power to establish subcommittees and to delegate their powers to that subcommittee.
  - f) the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction (this allows for setting of fees and bylaw making processes up to but not including adoption).
  - g) the power to delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002.



**Item 3.1**
**Infrastructure Committee Meeting Minutes**

**Date:** Thursday, 11 June, 2020  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

**In Attendance**  
 Cr Greg Martin (Chairperson)  
 Her Worship the Mayor Sheryl Mai  
 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 Anna Murphy  
 Cr Carol Peters  
 Cr Simon Reid

**Scribe** C Brindle (Senior Democracy Adviser)

**1. Declarations of Interest**

There were no interests declared.

**2. Apologies**

There were no apologies.

**3. Confirmation of Minutes of Previous Infrastructure Committee Meeting**
**3.1 Minutes Infrastructure Committee meeting held 12 March 2020**

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Simon Reid

That the minutes of the Infrastructure Committee meeting held on Thursday 12 March 2020, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

#### 4. Decision Reports

##### 4.1 Water Demand Management Policy

**Moved By** Cr Shelley Deeming

**Seconded By** Cr Anna Murphy

That the Committee approve and adopt the reviewed Water Demand Management Policy.

**Carried**

*Secretarial Note: Policy to be re-named as 'Public Drinking Water Demand Management Policy'.*

##### 4.2 Tourism Infrastructure Fund Applications Update

**Moved By** Cr Carol Peters

**Seconded By** Cr Tricia Cutforth

That the Whangarei District Council;

1. Notes the report, and
2. Approves budget allocation of \$700,000 to the Quarry Gardens Carparks and Access Upgrade project.

**Carried**

#### 5. Information Reports

##### 5.1 Contracts Approved Under Delegated Authority

**Moved By** Cr Shelley Deeming

**Seconded By** Cr Carol Peters

That the Infrastructure Committee note the Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

**Carried**

##### 5.2 Infrastructure Operational Report - June 2020

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Anna Murphy

That the Infrastructure Committee notes the Infrastructure Operational Report update.

**Carried**

#### 6. Public Excluded Business

There was no business conducted in public excluded.

**7. Closure of Meeting**

The meeting concluded at 10.13am.

Confirmed this 9<sup>th</sup> day of July 2020

Cr Greg Martin (Chairperson)



## 4.1 Northland Regional Landfill Limited Partnership – Statement of Intent 2020-21

**Meeting:** Infrastructure Committee  
**Date of meeting:** 9 July 2020  
**Reporting officer:** David Lindsay (Solid Waste Engineer)

### 1 Purpose

To agree to the Northland Regional Landfill Limited Partnership (NRLLP) Statement of Intent in accordance with the Local Government Act 2002.

### 2 Recommendation/s

That the Infrastructure Committee agree to the Northland Regional Landfill Limited Partnership Statement of Intent 2020-2021.

### 3 Background

The Statement of Intent (SOI) has been reviewed for appropriateness in relation to the delivery of services, management and governance of NRLLP and obligations to meet Section 64, and Schedule 8, of the Local Government Act 2002 (LGA). The NRLLP SOI is included as Attachment 1.

NRLLP's SOI includes 'high level' performance targets. More detailed and specific targets are set and monitored within the entity through its annual Business Plan. These are not included in this SOI as section 71 of the LGA permits information to be withheld that could be withheld under the Local Government Official Information and Meetings Act 1987 (LGOIMA). NRLLP specifically relies on section 7(2)(h).

The Draft SOI was delivered to Council by NRLLP prior to the LGA deadline of 1 March 2020, but unfortunately due to events surrounding COVID 19 it was not presented to this Committee. Council was notified of this on 24 June 2020 at the Risk and Audit Committee. As a result, time has lapsed for Council to comment on the Draft SOI within statutory timeframes. Should any alterations to the Final SOI be required there is a process to request modifications to a SOI by way of a resolution of Council.

There have been a number of changes to this year's document to make it more readable and also to reflect some changes to the reporting requirements for CCOs (shown in Attachment 2). There have not been significant changes to the objectives or purpose.

Note: Alan Adcock, General Manager – Corporate, has a governance relationship with NRLLP as a Director on behalf of Whangarei District Council. Any potential conflicts of interest this causes are dealt with as circumstances dictate.

## **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. Northland Regional Landfill Limited Partnership –Statement of Intent 2020-21.
2. Marked up version of the SOI showing changes from last year.

***Northland Regional Landfill Limited  
Partnership  
Statement of Intent***

***For the year 1 July 2020 to 30 June 2021***

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## **1 Introduction**

Following a competitive process seeking requests for proposals, NRLLP was formed on 2 July 2009 and purchased the consented Puwera landfill site and Re-Sort resource recovery park from Whangarei District Council (WDC).

The Northland Regional Landfill Limited Partnership (NRLLP) comprises two limited partners; Whangarei District Council (WDC) and Northland Waste Limited (NWL). The General Partner is Whangarei Waste Limited (WWL).

The operation is governed by a joint venture agreement under which neither party has absolute control of the organisation but is deemed a Council Controlled Trading Organisation (CCTO) by virtue of the Local Government Act (LGA).

## **2 Purpose of the Statement of Intent**

This statement of intent is prepared in accordance with section 64 of the Local Government Act 2002 (LGA). It outlines the activities and intentions of NRLLP for the next three financial years, and the objectives to which those activities will contribute. It provides a basis for which the General Partner can be held accountable to the Limited Partners for the performance of the organisation.

## **3 Purpose of the Organisation**

NRLLP is a for-profit entity operating as a best practice business financially, environmentally, socially and culturally.

The overarching purpose of NRLLP is to operate the Puwera landfill and provide waste disposal facilities in the Whangarei District.

## **4 Nature and Scope of Activities**

### **4.1 Activities Provided**

The nature of the activities that NRLLP provides currently includes the following:

- To own and operate disposal facilities including haulage of conforming waste to the Puwera landfill.
- To undertake post-closure responsibilities including capping, contouring and monitoring of the Puwera landfill.
- To own, operate and manage Re-Sort and Puwera Landfill.
- To conduct other waste collection and disposal activities as the parties agree shall be dealt with by the Limited Partnership from time to time.
- To promote and conduct recycling and waste diversion activities within the operating area and investigate and develop further diversion opportunities, consistent with the organisation's profit objectives.

### **4.2 Community Outcome Support**

NRLLP will operate to meet reasonable community expectations, and as supported by the WDC vision, where this is acceptable to both Shareholders/Limited Partners and does not impact on primary objectives or existing agreements.

### **4.3 Additional Legislation**

The partnership is constituted under the Limited Partnership Act 2008 and is governed by the limited partnership agreement dated 30 June 2009 which may be amended from time to time by agreement between the partners.

The management of the partnership is undertaken by WWL, a company registered under the Companies Act 1993.

## **5 Approach to Governance**

### **5.1 Structure**

NRLLP is a council-controlled trading organisation as defined by section 6 of the LGA and is a 50/50 partnership between the two limited partners WDC and NWL. The operation is governed by a limited partnership agreement.

The general partner, WWL, is jointly owned by WDC (Group A shares) and NWL (Group B shares). The company is governed by four directors, two group A directors and two group B directors appointed by the respective shareholders. No remuneration is paid by the company to the directors, the shareholders will pay the directors appointed by them as they see fit. A quorum consists of one group A director and one group B director.

### **5.2 Associated Interests of Partners**

The parties have additional interests that are associated with the partnership. These include:

- Waste from WDC domestic collections and rural transfer stations contribute to the Puwera and Re-Sort waste streams.
- NWL and related companies' collection operations acquire waste from throughout Whangarei, Far North and North Auckland which contribute to Puwera waste streams.
- WDC awarded the Whangarei District solid waste collection and recycling collection contracts to NWL, following a competitive tender process. The contracts run from 1 July 2018 for a 5+2+2 term.
- Quay Contracting Limited (QCL) is a subsidiary of NWL. QCL undertook the initial design and build of the landfill. It currently undertakes the design, development and operation of Puwera and Re-Sort.
- WWL, as general partner, is responsible for the management and business of the partnership. It has contracted QCL to perform this function under a management agreement.

### **5.3 Advisory Committee**

The NRLLP Advisory committee function is to review any conflicts of interest, consult with WWL, and to be updated on the business affairs of NRLLP. The committee includes:

- Vince Cocurullo – appointed by WDC
- Shelley Deeming – appointed by WDC
- Warwick Syers – appointed by NWL
- Ray Lambert – appointed by NWL

### **5.4 Board of Directors**

The WWL board of directors meet monthly to govern the management of the partnership, the board includes:

- Gregory Martin – appointed by WDC
- Alan Adcock – appointed by WDC
- Warwick Syers – appointed by NWL
- Raymond Lambert – appointed by NWL

## **6 Objectives**

- 6.1 The long term objectives of the partnership are set out in the partnership agreement and are included in Appendix 1 of this document.
- 6.2 Specific major focus for years ended 30 June 2021, 2022 and 2023:
  - a. Utilising any improved and proven technology to streamline transaction processes

- b. Preparation, and application for, increasing the consented size and life of the landfill
- c. Diverting re-usable and recyclable material from ReSort general waste stream where financially viable
- d. Sell or utilise the landfill gas streams when economically viable
- e. Construct and manage the landfill to prevent any breaches of resource consent conditions.
- f. Manage the financial aspects of the organisation to ensure a satisfactory annual distribution to the partners

## **7 Performance Targets and Measures**

The following measures apply for each of years ended 30 June 2021, 2022 and 2023-

- To open both the Puwera Landfill and Re-Sort facilities for a minimum of 40 hours each week.
- NRLLP to ensure that its principal contractor employed to run Puwera and Resort maintains health and safety systems to enable retention of Safe Plus branding
- Ensure no notifiable health and safety incidents occur at all operational sites owned by NRLLP
- Ensure Resort facilitates a minimum of 40% diversion away from landfill of all material being handled through the site
- Maintain compaction of 0.7 tonnes of placed refuse per cubic metre of airspace used.
- Ensure 6 months landfill capacity is maintained at all times
- Achieve a minimum of 70% landfill gas destruction

## **8 Information to be Provided Throughout the Financial Year**

Due to the commercial sensitivity of the business operations financial information is strictly confidential and only available to management of both WDC and NWL

### **8.1 Half-yearly Report**

The half-yearly report will be provided to the management of the shareholders/limited partners within 2 months of the first half of the financial year ending (29 February 2021). It will include:

- A comparison of performance against the performance targets and measures set out in the statement of intent.
- Un-audited financial statements including a statement of financial position, statement of financial performance and statement of movements in equity.

### **8.2 Annual Report**

The annual report will be provided to the management of the shareholders/limited partners within 3 months of the financial year ending (30 September 2021). The annual report will include all the information necessary to enable an informed assessment of operations, including:

- Audited financial statements for the financial year including; a statement of financial position, a statement of comprehensive income.
- A comparison of the performance targets and measures outlined in this statement of intent, and the actual performance of NRLLP for the financial year.
- Any material variances from the expected performance of NRLLP, and explanations for those variances.
- An independent auditor's report on the financial statements and the performance targets and other measures by which NRLLP's performance against its objectives may be judged.

- Other statements as may be necessary to fairly reflect the financial position of the Company, the resources available, and the financial results of the operations.

### **8.3 Annual Financial Estimates**

Annual financial estimates (budgets) for operational activities and capital expenditure to be provided to the management of the shareholders/limited partners.

### **8.4 Annual Draft SOI**

The Annual Draft SOI (Statement of Intent) shall be sent to the WDC and to NWL no later than 28 February each year.

### **8.5 No Surprises Approach**

To ensure there is timely notification of any major issues, NRLLP commits to a no surprises approach beyond the formal reporting requirements. This means that WWL will immediately communicate, by email, any issues that may trigger public interest, have political implications, or gain significant media attention to the Advisory Committee and to both shareholders/limited partners.

## **9 Compensation Sought or Obtained**

It is expected there will be no activities for which the board will seek compensation.

## **10 Procedures in Relation to Acquiring Shares**

Partners will not acquire shares in any other similar organisation within the operating area without the prior written agreement of both joint venture partners. It is acknowledged that NWL and associated companies operate waste collection and disposal services throughout New Zealand.

## **11 Ratio of Consolidated Partners Funds to Total Assets**

Partners' funds mean capital contribution from partners. Total assets mean the book value of all assets of the partnership.

At 30 June 2019, net equity (partner funds) was \$18.64M, liabilities \$16.03M and assets \$34.67M. The ratio of partners funds to total assets was 66%.

## **12 Accumulated Profits and Capital Reserves**

All profits are allocated to partners current accounts effective balance date. Unrealised capital gains are held in revaluation reserve and classified as equity.

## **13 Estimate of the Commercial Value of the Partners Investment**

It is not proposed to seek an independent assessment of the commercial value of the entity.

## **14 Forecast Financial Statements**

Under the LGA council-controlled organisations that are not trading organisations are required to include forecast financial statements.

NRLLP is a trading organisation, and prospective financial statements are not included due to the commercial sensitivity of the business.

## **Appendix 1**

### **Extract from WWL NRLLP Shareholders/Limited Partnership Agreement dated 30 June 2009 Long term Objectives for the Limited Partnership**

The objectives of the Limited Partnership are to:

- (a) Develop and operate the Puwera Landfill so that it is capable of serving the Waste disposal needs of the Shareholders and the Partners to the Limited Partnership and the Northland Region and providing competitive Waste disposal services to third party Waste operators and other local authorities within the Operating Area in an environmentally sound and economically efficient manner and in accordance with all relevant resource consents.
- (b) Operate as a successful business including achieving sufficient earnings to support the continued operations of the Limited Partnership and to achieve an appropriate risk adjusted return on investment;
- (c) Manage the Waste stream so enough Waste is secured to ensure that the Landfill is operated to its commercial advantage taking into account the benefits of maximising the life of the Landfill and financial return to the Shareholders and the Partners to the Limited Partnership.
- (d) Ensure construction and operation of the Landfill is undertaken in such a manner as to maximise the life of the Landfill, both for Stage One of the Landfill as contemplated by the existing resource consents and for any future stages.
- (e) Operate the ReSort:RRP as a transfer station to serve the needs of the Whangarei District in an environmentally sound and economically efficient manner and in so doing ensure that current levels of service, including services such as Hazardous Wastes collection and vegetation separation, are maintained with operations to be undertaken using the best practicable option.
- (f) Promote Waste Minimisation where it is financially viable to do so.
- (g) Be responsive to the market demand for its services in terms of the criteria of quantity, quality and price.
- (h) Develop business plans consistent with WDC's Waste Management and Minimisation Plan and all relevant statutory and regulatory obligations.
- (i) Behave in an environmentally sustainable manner by promoting and maintaining the standards of environmental protection applied by the RMA and to minimise the impact of its activities on the environment.
- (j) Comply with relevant provisions of the LGA applying to a CCTO.
- (k) Promote and maintain standards of health and safety in accordance with all applicable statutes and regulations, and including best practice.
- (l) Act as a good employer and effectively manage staff.
- (m) Commit to consult with and be sensitive to the concerns of the Landfill and ReSort:RRP host communities.
- (n) Act as a good corporate citizen with regard to its business dealings and relations with key stakeholders and tangata whenua and the Northland community.
- (o) Be customer focussed and ensure good customer relationships and service provision.
- (p) Enter into and manage procurement contracts to deliver the Limited Partnership's services.
- (q) Maximise long run economic and environmental benefits to key stakeholders.

## ***Appendix 2: Statement of Accounting Policies***

### **Reporting Entity**

Northland Regional Landfill Limited Liability Partnership (the Partnership) is a joint venture between Whangarei District Council and Northland Waste Limited as limited partners and Whangarei Waste Limited as a general partner.

The Partnership is domiciled in New Zealand and is a council-controlled trading organisation as defined under section 6 of the Local Government Act 2002, by virtue of Council's right to appoint 50% of the directors to the Board and the corresponding voting rights controlled by Council.

The primary objective of the Partnership is to provide waste facilities in the Whangarei District.

The financial statements for the Partnership are for the year ended 30 June 2019, and were approved by the general partner on 2 October 2019. The entity's owners and others have no power to amend the financial statements after issue.

### **Basis of preparation**

#### **Statement of compliance**

The financial statements of the Partnership have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with generally accepted practice in New Zealand (NZ GAAP). The partnership is a Tier 2 RDR (Reduced Disclosure Regime) reporting entity by virtue of not being publicly accountable and has expenses of less than \$30 million.

The financial statements comply with NZ IFRS (International Financial Reporting Standards) RDR and other applicable Financial Reporting Standards, as appropriate for profit oriented entities.

### **Measurement base**

The financial statements have been prepared on a historical cost basis.

### **Functional and presentation currency**

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars. The functional currency of the Partnership is New Zealand dollars (NZ\$).

### **Changes in accounting policies**

There have been no significant changes in accounting policies during the year.

### **Goods and services tax**

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position.

The net GST paid or, or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Any commitments and contingencies are disclosed exclusive of GST.

### **Income tax**

The Partnership incurs no taxation expense of tax liability. Taxation Surplus or Loss is borne by each partner according to profit share arrangements.

Any withholding tax or imputation credits arising from investment income are taken to the respective partners Current Accounts.

**Equity**

Equity is measured as capital contributions of the Partners; the Current Accounts of the Partners to the extent that they have not been authorised for distribution in the next financial year; and Revaluation Reserves.

**Segment reporting**

The Partnership operates in one business segment, waste disposal, and in one geographical segment, Northland.

**Critical accounting estimates and assumptions**

In preparing these financial statements, the Partnership has made estimates and assumptions concerning the future.

These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Aftercare provisioning
- Cell construction





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~~**NORTHLAND REGIONAL  
NORTHLAND REGIONAL**~~

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~~L~~

~~**ANDFILL LIMITED  
PARTNERSHIP**~~

~~**STATEMENT OF INTENT  
2019/2020**~~

~~3.0 NORTHLAND REGIONAL LANDFILL LIMITED PARTNERSHIP~~

~~3.0~~ \_\_\_\_\_ ~~S~~  
~~Statement of Intent~~

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**Northland Regional Landfill Limited**  
**Partnership**  
**Draft Statement of Intent**

**For the ~~Year Ending~~ year 1 July 2020 to 30 June  
~~2020~~ 2021**

The following statement has been prepared in accordance with The Local Government Act 2002, (clause 9, Schedule Eight).

## **~~6. Introduction~~**

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## **1 Introduction**

Following a competitive process seeking requests for proposals, NRLLP was formed on 2 July 2009 and purchased the consented Puwera landfill site and Re-Sort resource recovery park from Whangarei District Council (WDC).

The Northland Regional Landfill Limited Partnership (NRLLP) comprises two limited partners; Whangarei District Council (WDC) and Northland Waste Limited (NWL). The General Partner is Whangarei Waste Limited (WWL).

The operation is governed by a joint venture agreement under which neither party has absolute control of the organisation but is deemed a Council Controlled Trading Organisation (CCTO) by virtue of the Local Government Act (LGA).

## **2 ~~The main activity~~ Purpose of the partnership Statement of Intent**

This statement of intent is to operate prepared in accordance with section 64 of the Puwera Landfill Local Government Act 2002 (LGA). It outlines the activities and provide waste disposal facilities in the Whangarei District. intentions of NRLLP for the next three financial years, and the objectives to which those activities will contribute. It provides a basis for which the General Partner can be held accountable to the Limited Partners for the performance of the organisation.

## **3 Purpose of the Organisation**

NRLLP is a ~~For Profit Entity~~ for-profit entity operating as a best practice business financially, environmentally, socially and culturally.

The overarching purpose of NRLLP is to operate the Puwera landfill and provide waste disposal facilities in the Whangarei District.

## **4 Nature and Scope of Activities**

### **4.1 Activities Provided**

The nature of the activities that NRLLP provides currently includes the following:

- To own and operate disposal facilities including haulage of conforming waste to the Puwera landfill.
- To undertake post-closure responsibilities including capping, contouring and monitoring of the Puwera landfill.
- To own, operate and manage Re-Sort and Puwera Landfill.
- To conduct other waste collection and disposal activities as the parties agree shall be dealt with by the Limited Partnership from time to time.
- To promote and conduct recycling and waste diversion activities within the operating area and investigate and develop further diversion opportunities, consistent with the organisation's profit objectives.

### **4.2 Community Outcome Support**

NRLLP will operate to meet reasonable community expectations, and as supported by the WDC vision, where this is acceptable to both Shareholders/Limited Partners and does not impact on primary objectives or existing agreements.

### **4.3 Additional Legislation**

The partnership is constituted under the Limited Partnership Act 2008 and is governed by the limited partnership agreement dated 30 June 2009 which may be amended from time to time by agreement between the partners.

The management of the partnership is undertaken by WWL, a company registered under the Companies Act 1993.

## **5 Approach to Governance**

### **5.1 Structure**

NRLLP is a council-controlled trading organisation as defined by section 6 of the LGA and is a 50/50 partnership between the two limited partners WDC and NWL. The operation is governed by a limited partnership agreement.

—The general partner, WWL, is jointly owned by WDC (Group A shares) and NWL (Group B shares). The company is governed by four directors, two group A directors and two group B directors appointed by the respective shareholders. No remuneration is paid by the company to the directors, the shareholders will pay the directors appointed by them as they see fit.

#### **Background**

~~Following a competitive process seeking requests for proposals, NRLLP was formed on 2 July 2009 and purchased the consented Puwera Landfill and Resort Resource Recovery Park (RRP) from WDC.~~

~~The design and build of the Landfill was undertaken by Quay Contracting Limited (QCL). Subsequent management and development of facilities is undertaken by QCL.~~

A quorum consists of one group A director and one group B director.

### **3.15.2**

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#### **Associated Interests of Partners**

The parties have additional interests that are associated with the partnership. These include:

- Waste from WDC domestic ~~rubbish~~ collections and rural transfer stations ~~waste~~ contribute to the Puwera and Re-Sort waste streams.
- NWL and related companies' collection operations acquire waste from throughout ~~the~~ Whangarei, Far North and North Auckland which contribute to Puwera waste streams.

~~QCL is a subsidiary of NWL.~~

- WDC awarded the Whangarei District solid waste collection and recycling collection contracts to NWL, following a competitive tender process. The contracts run from 1 July 2018 for a 5+2+2 term.
- Quay Contracting Limited (QCL) is a subsidiary of NWL. QCL undertook the initial design and build of the landfill. It currently undertakes the design, development and operation of Puwera and Re-Sort.
- WWL, as general partner, is responsible for the management and business of the partnership. It has contracted QCL to perform this function under a management agreement.

### **5.3 Advisory Committee**

The NRLLP Advisory committee function is to review any conflicts of interest, consult with WWL, and to be updated on the business affairs of NRLLP. The committee includes:

- Vince Cocurullo – appointed by WDC
- Shelley Deeming – appointed by WDC
- Warwick Syers – appointed by NWL
- Ray Lambert – appointed by NWL

## 5.4 Board of Directors

The WWL board of directors meet monthly to govern the management of the partnership, the board includes:

- Gregory Martin – appointed by WDC
- Alan Adcock – appointed by WDC
- Warwick Syers – appointed by NWL
- Raymond Lambert – appointed by NWL

## 46 Objectives

6.1 The long term objectives of the partnership are set out in the partnership agreement and are included in Appendix A1 of this document.

6.2 Specific Objectivesmajor focus for 2019/2020years ended 30 June 2021, 2022 and 2023:

- a. ~~Maintain~~Utilising any improved and proven technology to streamline transaction processes to divert green waste
- b. Preparation, and application for, increasing the consented size and life of the landfill
- a-c. ~~Diverting re-usable and recyclable material from the ReSort general waste stream where financially viable~~
- b. ~~To build a recycling / sorting plant at the Resort facility for acceptance of recycling materials from the region if grant funding assistance makes it viable.~~
- c. ~~Continue to investigate opportunities to attract waste from throughout the region and northern Auckland area to increase profitability.~~
- d. Sell or utilise the landfill gas streams ifwhen economically viable.

## 2. Governance

~~The Northland Regional Landfill Limited Liability Partnership is a Council Controlled Trading Organisation as defined by Section 6 of the Local Government Act 2002 and is a 50/50 partnership between the limited partners, WDC and NWL. The partnership is constituted under the Limited Partnerships Act 2008 and is governed by the limited partnership agreement dated 30 June 2009 and which may be amended from time to time by agreement between the Partners.~~

~~The management of the partnership is undertaken by the general partner (WWL), a company registered under the Companies Act 1993 which is jointly owned by WDC (Group A shares) and NWL (Group B shares). This company is governed by four directors, two group A directors and two Group B directors appointed by the respective shareholders. No remuneration is paid by the company to the directors, the shareholders will pay the directors appointed by them as they see fit. A quorum consists of one Group A director and one Group B director.~~

## 3. Nature and Scope of Activities to be Undertaken

The scope of activities of the Limited Partnership will be:

- a. ~~to own and operate disposal facilities including haulage of conforming waste to the Puwera Landfill;~~
- b. ~~to undertake post closure responsibilities including capping, contouring and monitoring of the Puwera Landfill;~~
- c. ~~to own, operate~~Construct and manage the ReSort RRP and recycling plant once built;
- d. ~~to conduct other waste collection and disposal activities as the Parties agree shall be dealt with by the Limited Partnership from time to time;~~
- e. ~~using the combined strength of the partners and consistent with the organisation's profit objectives; promote and conduct recycling and waste minimisation activities within the operating area; investigate and develop further minimisation opportunities; and diversify into new markets opportunities created by a higher landfill levy~~to prevent any breaches of resource consent conditions.
- e. ~~to investigate and, where appropriate, promote and/or undertake clean fill operations in the defined operating area.~~
- f. Manage the financial aspects of the organisation to ensure a satisfactory annual distribution to the partners

## **57 Performance Measurement Targets and Reporting Measures**

The following information will be available to WDC based on an annual balance of measures apply for each of years ended 30 June: 2021, 2022 and 2023-

### **5.11.1**

#### **Annual Report**

Within three months after the end of each financial year, the Board shall deliver to the WDC, audited financial statements in respect of that financial year, containing the following information:

- i. ~~Statement of Financial Position;~~
- ii. ~~Statement of Comprehensive Income;~~
- iii. ~~Statement of Performance against Financial and Non-Financial Performance Targets;~~
- iv. ~~Auditor's report;~~
- v. ~~such other statements as may be necessary to fairly reflect the financial position of the Company and its subsidiaries, the resources available to~~



~~the Company and its subsidiaries and the financial results of the operations of the Company and its subsidiaries.~~

### ~~3.1 Financial Performance Targets~~

~~Indicative Financial Performance Targets:~~

~~Operate at a profit.~~

### ~~3.2 Non-Financial Performance Targets~~

~~Indicative Non-Financial Performance Targets:~~

- To open both the Puwera Landfill and Re-Sort facilities for a minimum of 40 hours each week.
- NRLLP to ensure that its principal contractor employed to run Puwera and Resort maintains health and safety systems to enable retention of Safe Plus branding.
- Ensure no notifiable health and safety incidents occur at all operational sites owned by NRLLP.
- Ensure Resort facilitates a minimum of 40% diversion away from landfill of all material being handled through the site.
- Maintain compaction ~~rates on general refuse to achieve~~of 0.7 tonnes of placed refuse per cubic metre of airspace used ~~at Puwera Landfill.~~
- Ensure 6 months ~~of~~ landfill capacity is maintained at all times.
- Achieve a minimum of 70% landfill gas destruction.

## ~~4. The Ratio of Consolidated Partners Funds to Total Assets, and~~ Information to be Provided Throughout the Definitions of Those Terms

~~At the date of formation, the ratio of partners' funds to total assets was 23% (\$3M equity, \$10M liabilities and \$13M assets). The \$10m liability was vendor finance from WDC for the acquisition of the properties. Partners' funds means capital contribution from partners plus undistributed current accounts and revaluation reserve. Total assets means the book value of all assets of the partnership.~~

~~At 30 June 2018, net equity (partners' funds) is \$18.147 million, liabilities \$9.308 million and assets \$27.455million. The ratio of partners' funds to total assets was 66%.~~

## ~~5. Statement of Accounting Policies~~

~~As outlined in Appendix B.~~

## **6.8 Financial Statements Year**

Due to the commercial sensitivity of the business, ~~prospective financial statements are not included with the Statement of Intent. operations financial information is strictly confidential and only available to management of both WDC and NWL~~

### **8.1 Half-yearly Report**

The half-yearly report will be provided to the management of the shareholders/limited partners within 2 months of the first half of the financial year ending (29 February 2021). It will include:

- A comparison of performance against the performance targets and measures set out in the statement of intent.
- Un-audited financial statements including a statement of financial position, statement of financial performance and statement of movements in equity.

### **8.2 Annual Report**

#### **6. — Distribution of Accumulated Profits and Revaluation Reserves**

~~All profits are allocated to Partners' Current Accounts effective at balance date.~~

~~Unrealised Capital Gains are held in Revaluation Reserve and classified as Equity.~~

#### **7. — Information to be Provided to Partners During the Year**

The annual report will be provided to the management of the shareholders/limited partners within 3 months of the financial year ending (30 September 2021). The annual report will include all the information necessary to enable an informed assessment of operations, including:

- Audited financial statements for the financial year including: a statement of financial position, a statement of comprehensive income.
- A comparison of the performance targets and measures outlined in this statement of intent, and the actual performance of NRLLP for the financial year.
- Any material variances from the expected performance of NRLLP, and explanations for those variances.
- An independent auditor's report on the financial statements and the performance targets and other measures by which NRLLP's performance against its objectives may be judged.
- Other statements as may be necessary to fairly reflect the financial position of the Company, the resources available, and the financial results of the operations.

### **8.3 Annual Financial Estimates**

- ~~i. — Annual financial estimates, (budgets) for operational activities and capital expenditure, to the Limited Partners.~~
- ~~ii. — Annual Statement of Intent to the WDC Finance and Corporate Committee.~~
- ~~iii. — Half Year Financial Statements (unaudited), including Statement of Financial Position; Statement of Financial Performance; Statement of Movements in Equity.~~
- ~~iv. — Half Year progress against Statement of Performance, based upon Performance Measures to be provided to Limited Partners.~~

- v. ~~Annual Financial Statements, including Statement of Accounting Policies; Statement of Financial Position; Statement of Financial Performance; Statement of Movements in Equity; Statement of Cash flows; Reconciliation of Surplus after Taxation to Cash flow from Operating Activities; Notes to the Financial statements and Auditors' Report to be provided to Limited Partners together with Auditors' Management Letter.~~

~~Annual Statement of Performance, based upon Performance Measures to be provided to Limited Partners.~~the management of the shareholders/limited partners.

#### **8.4 Annual Draft SOI**

The Annual Draft SOI (Statement of ~~Procedures for Acquisition~~ Intent) shall be sent to the WDC and to NWL no later than 28 February each year.

#### **8.5 No Surprises Approach**

To ensure there is timely notification of ~~Shares by Partners in Other Entities~~ any major issues, NRLLP commits to a no surprises approach beyond the formal reporting requirements. This means that WWL will immediately communicate, by email, any issues that may trigger public interest, have political implications, or gain significant media attention to the Advisory Committee and to both shareholders/limited partners.

~~Partners will not acquire shares in any other similar organisation without the prior written agreement of both Joint Venture Partners.~~

#### **79 Activities for Which the Board Seeks Compensation From any Local Authority Sought or Obtained**

It is expected there will be no activities for which the board will seek compensation.

#### **10 Procedures in Relation to Acquiring Shares**

Partners will not acquire shares in any other similar organisation within the operating area without the prior written agreement of both joint venture partners. It is acknowledged that NWL and associated companies operate waste collection and disposal services throughout New Zealand.

#### **11 Ratio of Consolidated Partners Funds to Total Assets**

Partners' funds mean capital contribution from partners. Total assets mean the book value of all assets of the partnership.

At 30 June 2019, net equity (partner funds) was \$18.64M, liabilities \$16.03M and assets \$34.67M. The ratio of partners funds to total assets was 66%.

#### **12 Accumulated Profits and Capital Reserves**

All profits are allocated to partners current accounts effective balance date. Unrealised capital gains are held in revaluation reserve and classified as equity.

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**estimate of the Commercial Value of the Joint Venture Partners' Partners Investment in the Group and the Manner in Which, and the Times at Which, That Value is to be Reassessed**

~~As at 30 June 2018 net equity (partner's funds) amounted to \$18.147 million.~~

It is not proposed to seek an independent assessment of the commercial value of the entity.

## **~~8. Treaty of Waitangi Statement of Commitment~~**

~~Northland Regional Landfill Limited Partnership as a WDC CTO, understands local body obligations to the Treaty of Waitangi and expects that the Treaty of Waitangi will be honoured.~~

## **14 Forecast Financial Statements**

Under the LGA council-controlled organisations that are not trading organisations are required to include forecast financial statements.

NRLLP is a trading organisation, and prospective financial statements are not included due to the commercial sensitivity of the business.

## Appendix A1

### Extract from WWL NRLLP Shareholders/Limited Partnership Agreement dated 30 June 2009 Long term Objectives for the Limited Partnership

The objectives of the Limited Partnership are to:

- (a) Develop and operate the Puwera Landfill so that it is capable of serving the Waste disposal needs of the Shareholders and the Partners to the Limited Partnership and the Northland Region and providing competitive Waste disposal services to third party Waste operators and other local authorities within the Operating Area in an environmentally sound and economically efficient manner and in accordance with all relevant resource consents.
- (b) Operate as a successful business including achieving sufficient earnings to support the continued operations of the Limited Partnership and to achieve an appropriate risk adjusted return on investment;
- (c) Manage the Waste stream so enough Waste is secured to ensure that the Landfill is operated to its commercial advantage taking into account the benefits of maximising the life of the Landfill and financial return to the Shareholders and the Partners to the Limited Partnership.
- (d) Ensure construction and operation of the Landfill is undertaken in such a manner as to maximise the life of the Landfill, both for Stage One of the Landfill as contemplated by the existing resource consents and for any future stages.
- (e) Operate the ReSort:RRP as a transfer station to serve the needs of the Whangarei District in an environmentally sound and economically efficient manner and in so doing ensure that current levels of service, including services such as Hazardous Wastes collection and vegetation separation, are maintained with operations to be undertaken using the best practicable option.
- (f) Promote Waste Minimisation where it is financially viable to do so.
- ~~(g) Own and operate a recycling and sorting plant.~~
- ~~(h) Obtain economic cash flows from captured gas at the landfill.~~
- ~~(i)(g)~~ Be responsive to the market demand for its services in terms of the criteria of quantity, quality and price.
- ~~(j)(h)~~ Develop business plans consistent with WDC's Waste Management and Minimisation Plan and all relevant statutory and regulatory obligations.
- ~~(k)(i)~~ Behave in an environmentally sustainable manner by promoting and maintaining the standards of environmental protection applied by the RMA and to minimise the impact of its activities on the environment.
- ~~(l)(j)~~ Comply with relevant provisions of the LGA applying to a CCTO.
- ~~(m)(k)~~ Promote and maintain standards of health and safety in accordance with all applicable statutes and regulations, and including best practice.

- ~~(m)(l)~~ Act as a good employer and effectively manage staff.
- ~~(n)(m)~~ Commit to consult with and be sensitive to the concerns of the Landfill and ReSort:RRP host communities.
- ~~(e)(n)~~ Act as a good corporate citizen with regard to its business dealings and relations with key stakeholders and tangata whenua and the Northland community.
- ~~(p)(o)~~ Be customer focussed and ensure good customer relationships and service provision.
- ~~(e)(p)~~ Enter into and manage procurement contracts to deliver the Limited Partnership's services.
- ~~(r)(g)~~ Maximise long run economic and environmental benefits to key stakeholders.

## Appendix B

### ~~1-2:~~ **Statement of ~~accounting policies~~ Accounting Policies**

#### Reporting Entity

Northland Regional Landfill Limited Liability Partnership (the Partnership) is a joint venture between Whangarei District Council and Northland Waste Limited as limited partners and Whangarei Waste Limited as a general partner.

The Partnership is domiciled in New Zealand and is a council-controlled trading organisation as defined under section 6 of the Local Government Act 2002, by virtue of ~~the~~ Council's right to appoint 50% of the directors to the Board and the corresponding voting rights controlled by Council.

The primary objective of the Partnership is to provide waste facilities in the Whangarei District.

The financial statements for the Partnership are for the year ended 30 June ~~18~~2019, and ~~must~~ ~~be~~were approved by the ~~General Partner by 30 September.~~general partner on 2 October 2019. The entity's owners ~~or~~and others have no power to amend the financial statements after issue.

#### Basis of preparation

##### Statement of compliance

The financial statements of the Partnership have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with generally accepted ~~accounting~~-practice in New Zealand (NZ GAAP). The partnership is a Tier 2 RDR (Reduced Disclosure Regime) reporting entity by virtue of not being publicly accountable and has expenses of less than \$30 million.

The financial statements comply with NZ IFRS~~7~~, (International Financial Reporting Standards) RDR and other applicable Financial Reporting Standards, as appropriate for profit oriented entities.

#### Measurement base

The financial statements have been prepared on a historical cost basis.

#### Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the

nearest thousand dollars. The functional currency of the Partnership is New Zealand dollars (NZ\$).

### Changes in accounting policies

There have been no significant changes in accounting policies during the year.

### Goods and services tax

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, ~~then~~ it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position.

The net GST paid ~~to~~ or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Any commitments and contingencies are disclosed exclusive of GST.

### Income tax

The Partnership incurs no taxation expense ~~or of~~ tax liability. ~~Taxable~~ Taxation Surplus or Loss is borne by each partner according to profit share arrangements.

Any withholding tax or imputation credits arising from investment income are taken to the respective ~~Partner~~ partners Current Accounts.

### Equity

Equity is measured as capital contributions of the Partners; the Current Accounts of the Partners to the extent that they have not been authorised for distribution in the next financial year; and Revaluation Reserves.

### Segment reporting

The Partnership operates in one business segment, waste disposal, and in one geographical segment, Northland.

### Critical accounting estimates and assumptions

In preparing these financial statements, the Partnership has made estimates and assumptions concerning the future.

These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Aftercare provisioning
- Cell construction



## 4.2 Whangarei Heads Resource Recovery Trust

**Meeting:** Infrastructure Committee  
**Date of meeting:** 9 July 2020  
**Reporting officer:** David Lindsay (Solid Waste Engineer)

### 1 Purpose

To decide whether further financial support is warranted for the Whangarei Heads Resource Recovery Trust's (WHRRT) business plan and resource consent application to set up a community led resource recovery centre on the Whangarei Heads Enterprises site, Whangarei Heads Road, Parua Bay.

### 2 Recommendations

That the Council;

1. Endorses supporting the Whangarei Heads Resource Recovery Trust in applying for external funding to establish a community resource recovery centre.
2. Resolves not to provide further financial contributions to the Whangarei Heads Resource Recovery Trust's Resource Consent application process.
3. Notes Council has not budgeted any grant funding for the development or operation of the facility in the 2020/21 financial year.

### 3 Background

Council for many years operated a small transfer and recycling station at Parua Bay Marina, but did not have a resource consent to operate the station. Following community input council closed the site and started a consenting process. Despite some 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 (WHRRT) up to \$20,000 towards a resource consent and business plan for the community-led resource recovery centre, on Whangarei Heads Road."

The WHRRT lodged a Resource Consent application in April 2020.

An external planner prepared a technical assessment of the application which was reviewed by an Independent Commissioner. The Independent Commissioner concluded that; "The

*proposal has already attracted considerable community interest with various parties making contact with council over the proposal, the process of obtaining consent, and the ability to be involved in the consenting process. On that basis I conclude that there are special circumstances (in the form of significant community interest) that warrant this application being publicly notified."*

The public notified consenting process is anticipated to cost an additional amount of approximately \$25,000.

The Trust's Business Plan was presented in the Council Information Agenda of the 23<sup>rd</sup> April. An updated version is included (see Attachment 1), so that Council can consider the financial implications of funding the proposed facility.

## 4 Discussion

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.

It 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, however the number of meetings is limited to 4 per year in the Resource Consent application. The business plan relies on an operating subsidy (from Council or others) as well as users paying for the services and volunteers.

The hours applied for in the resource consent are Monday – Friday: 7:30am – 4:00pm, Saturday: 7:30am – 12:00pm to align with the adjoining landscaping business.



The proposal will have the advantage of providing a recycling drop-off service for the Whangarei Heads community which has not been present since the transfer station was closed.

Since the closure of the Parua Bay marina transfer station there has been no increase in the number of illegal dumping incidents reported in the area. There has been an increase in the use of the kerbside rubbish and recycling service which was anticipated. Prior to closure, the Parua Bay marina transfer station received an average of just 12 tonnes of rubbish per month.

#### 4.1 Financial/budget considerations

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 development 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.

In the financial year 2020-21 the waste levy funds are committed to Eco-Solution's education services, e-waste, hazardous waste treatment and kerbside recycling.

The WHRRT has estimated it requires \$472,854 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)	\$51,775	
Site Building & Equipment	\$75,927	\$17,388
Operational	\$149,989	\$135,286
<b>Total</b>	<b>\$320,180</b>	<b>\$152,674</b>

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 WHRRT 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.

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	\$127,702	\$17,388
Grant from WDC Waste Levies Fund	\$167,053	\$110,274
<b>Total</b>	<b>\$320,180</b>	<b>\$152,674</b>

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. Hence this operation will be 50% more expensive to run, it will be open longer hours during weekdays but will not offer rubbish disposal.

## 4.2 Options

Council could choose to provide funding for continuing the resource consent application process. Having a resource consent may increase the success of the Trust in applying for grants from other external funding sources. However due to the need to reduce budgets as a result of the impact of COVID-19 there is no discretionary budget available in the Solid Waste activity in FY20/21 to fund the consent costs

Council could choose to provide grant funding to establish or operate the facility. No allowance has been made for in the FY20/21 Solid Waste operational budget for further spending on a Whangarei Heads Resource Recovery Centre.

## 4.3 Risks

The Resource Consent could be declined (low probability) or be taken to the Environment Court which will lead to increased costs and time.

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.

Assuming the resource consent is granted, then there are still risks around the Trust not being successful in receiving external grant funding for the establishment of the site. The business plan is reliant on successfully recruiting volunteers to work at the site. The business plan also makes some ambitious assumptions about the projected income from material that will be collected for recycling. The projected tonnages in the business plan appear to be optimistic given the proposed location of the facility and the limited opening hours (Monday – Friday: 7:30am – 4:00pm, Saturday: 7:30am – 12:00pm) and limited waste disposal services that will be offered.

Overall our assessment is that the assumptions behind the proposal err to the optimistic side meaning that downside risk is more likely.

## 5 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.

## 6 Attachment

1. Whangarei Heads Resources Recovery Trust – Business Plan

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

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Date: February 2020

Revised: May 2020

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## 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.
24 March 2020	Approval given by WDC to lodge resource consent due to COVID-19 there were a number of changes to the Governance arrangements including cancelling the April Infrastructure Committee meeting.
1 April 2020	Update article printed in local Whangarei Heads Newsletter.
28 April 2020	Resource Consent application lodged.
May 2020	Review potential funding applications to MfE Waste Minimisation Fund, Glass Packaging Forum and WDC Waste Levies & Community/Partnership Fund.

## Business details

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

Contact details	
<b>Contact name</b>	Melissa Arseneault
<b>Landline</b>	09 434 0655
<b>Mobile</b>	021 550 249
<b>Email</b>	<a href="mailto:grassroots63@outlook.com">grassroots63@outlook.com</a>
<b>Physical address</b>	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)
- 2<sup>nd</sup> 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.

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## 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](http://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](http://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](http://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](http://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.

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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.
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## **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.
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## Current and planned team

### Current team

<b>Name</b>	Melissa Arseneault
<b>Role title</b>	Trustee
<b>Qualifications/Experience</b>	<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>

<b>Name</b>	Robyn Bigelow
<b>Role title</b>	Trustee
<b>Qualifications/Experience</b>	<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 (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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<b>Name</b>	Emma Owles
<b>Role title</b>	Trustee
<b>Qualifications/Experience</b>	<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
<b>Operations Manager</b>	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.
<b>Site Staff</b>	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.
<b>Volunteer Coordinator</b>	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**

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 50 hours per week it is imperative to have 2 part time employees to cover hours of operation, sick leave, etc. 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 is 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

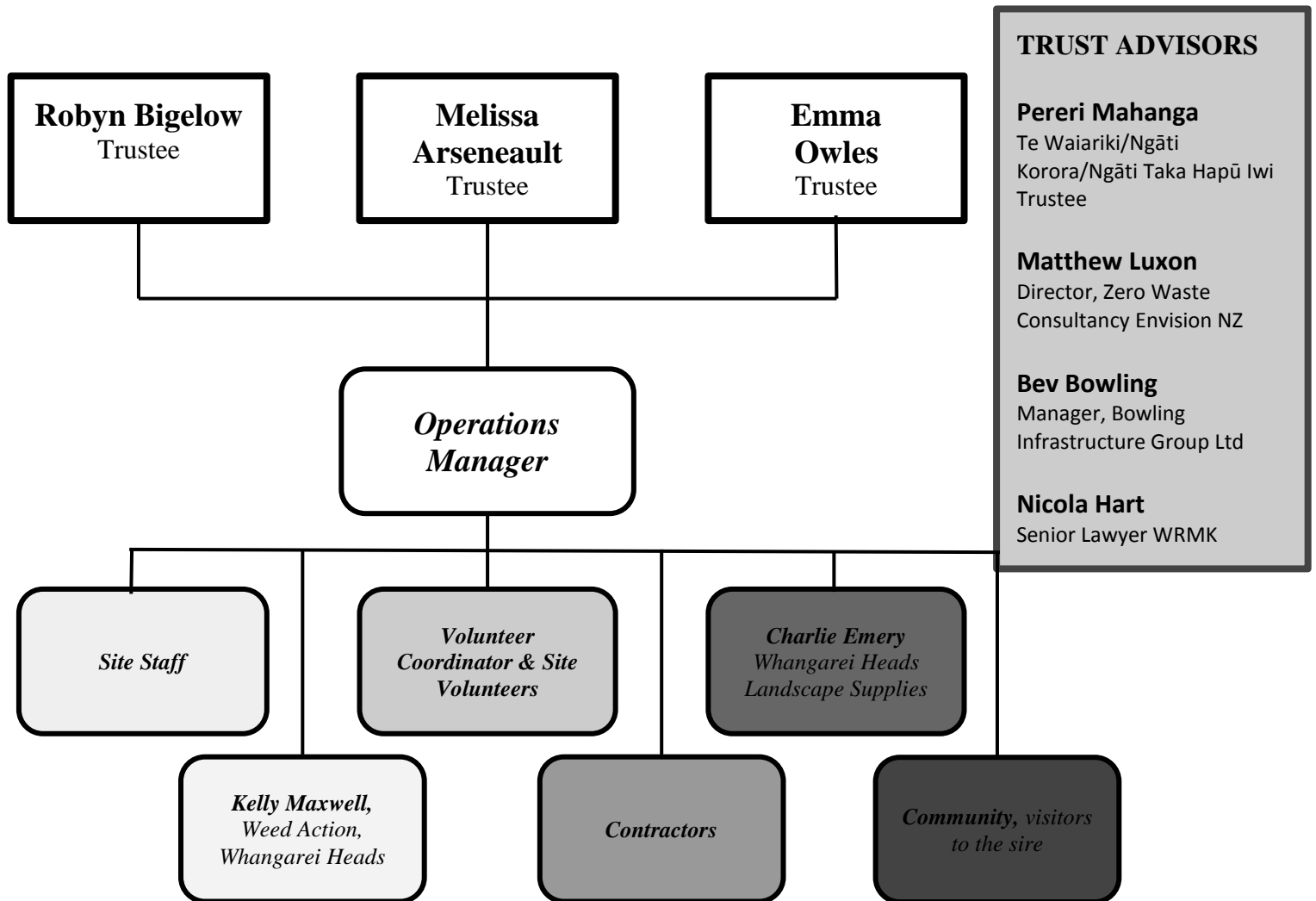
First task is to determine and prioritise where and when we need volunteers and then draft role/job descriptions.

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

## Organisational Chart



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
<b>Total</b>	<b>\$5,450</b>

## 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 WHLS 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.

<b>Legal &amp; Compliance Requirements (one off costs)</b>	
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
<b>Total</b>	<b>\$42,489</b>

## 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 WHLSL 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:

<b>Site Requirements (one off costs)</b>	
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 Waitangata 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
acoustically rated fence (25 metres x 2 metres)	\$6,000
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
<b>TOTAL (including GST)</b>	<b>\$51,775</b>

<b>Site Buildings &amp; Equipment (one off costs)</b>	<b>Year One</b>	<b>Year Two</b>
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	
small chipper	\$3,000	
baler		\$16,100
Contingency (8%)	\$5,402	\$1,288
<b>Total (including GST)</b>	<b>\$75,927</b>	<b>\$17,388</b>



## 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 2<sup>nd</sup> 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
<b>TOTAL (including GST)</b>	<b>\$149,989</b>	<b>\$135,159</b>

*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
<b>TOTAL (including GST)</b>	<b>\$19,925</b>	<b>\$22,012</b>

<b>Donations and Contributions</b>	<b>Year One</b>	<b>Year Two</b>
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
<b>TOTAL (including GST)</b>	<b>\$29,650</b>	<b>\$4,600</b>

## Financial Plan

### Cost forecast – money out

Area of spend	Year One	Year Two
Legal & compliance requirements	\$42,489	
Site Set Up (one off cost)	\$51,775	
Site Building & Equipment	\$75,927	\$17,388
Operational	\$149,989	\$135,286
<b>Total</b>	<b>\$320,180</b>	<b>\$152,674</b>

### 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	\$127,702	\$17,388
Grant from WDC Waste Levies Fund	\$167,053	\$110,274
<b>Total</b>	<b>\$320,180</b>	<b>\$152,674</b>

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
<b>Total</b>	<b>\$56,500</b>	<b>\$59,000</b>

## 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:

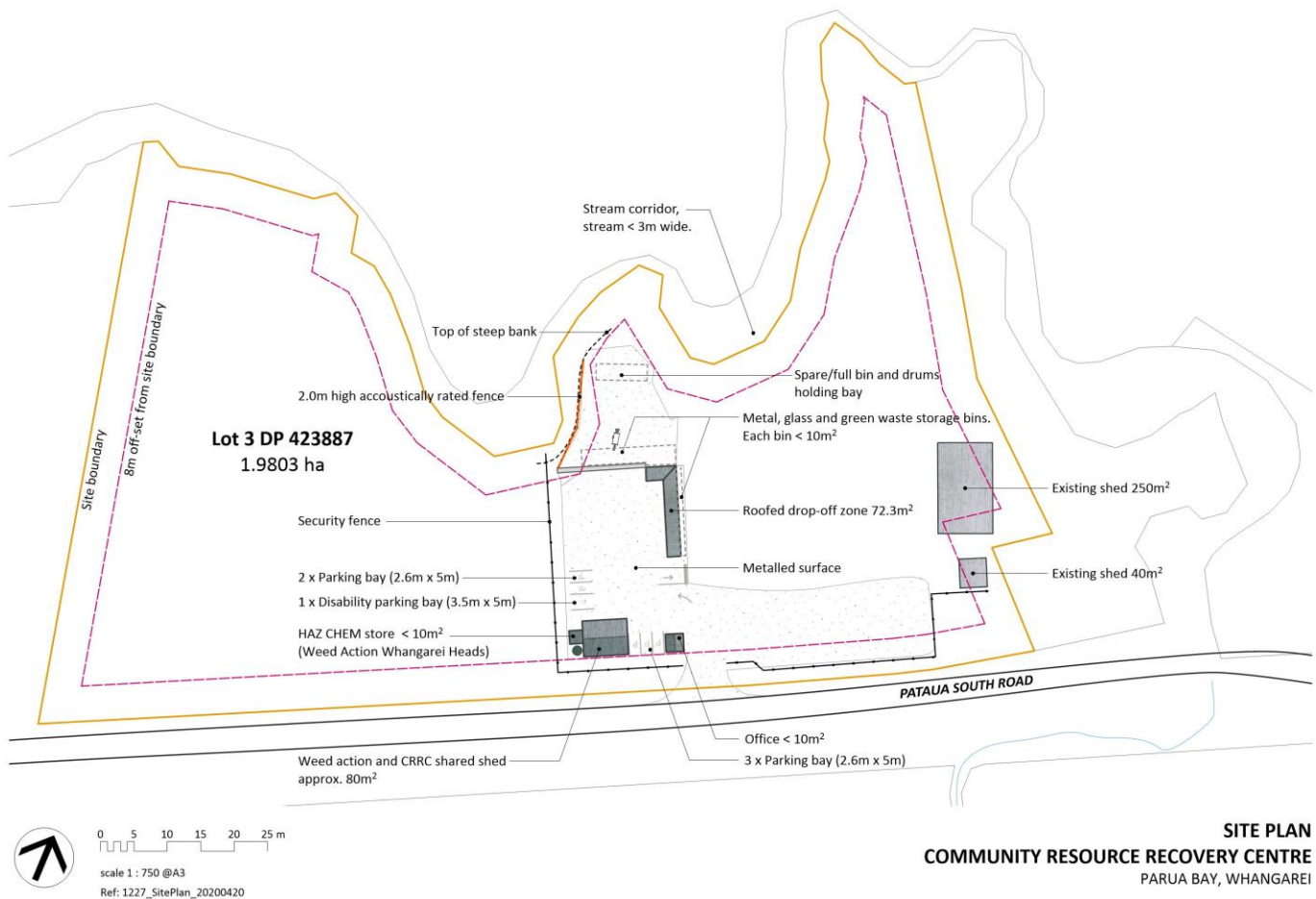
- (a) an auctioneer who is licensed under the Auctioneers Act 1928 and is selling the second-hand articles or scrap metal at auction under that Act:
  - (b) a charitable or non-profit organisation that sells second-hand articles or scrap metal, but only if:
    - no article, and none of the scrap metal 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 Drawing for Community Resource Recovery Centre





## Site Plan for Community Resource Recovery Centre



# Appendix A

## Memorandum's of Understanding

Memorandum of Understanding  
Between Whangarei Heads Resource  
Recovery Trust and Te Waiariki/Ngāti  
Korora/Ngāti Taka Hapū Iwi Trust



1. Purpose of this Agreement

This document formalises the agreement between the Whangarei Heads Resource Recovery Trust and Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust.

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 Whangarei Heads Resource Recovery Centre (WHRRRC) site and Waitangata, Waikare 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/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust cultural advisor on all matters pertaining to changes to the business plan and planting and restoration work on the Waitangata, Waikare Stream.

3.2 Provide the appointed Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust 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.

3.4 Provide opportunities for Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust to be involved in volunteer and employment possibilities that result from flow-on community enterprises associated with the operation of the WHRRC.

3.5 Undertake relationship building with Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust whenever possible.

Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust 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, Waikare streams

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

4.3 Support the restoration of the Waitangata, Waikare 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.

Date: 30.10.19

Signed:

Name: Te Waiariki/Ngāti Kororā/Ngāti Taka Hapū Iwi Trust.

Date: 30.10.19

Signed:

Name: Community Resource Recovery Centre



# 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 (CRRCT) 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 CRRCT.
- 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 3<sup>rd</sup> 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**



### **1. 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).

### **2. 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.

### **3. 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

### **4. Disputes**

Each party will enter into negotiation in good faith to resolve any disputes and will call on a 3<sup>rd</sup> 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

Pārua Bay Community Centre

The Whangārei Heads Community Resource Recovery Centre Trust trustees called, a Hui to initiate formal consultation with mana whenua on the proposed Community Resource Recovery Centre (CRRCT) site at 35 Pātaua South Road, Whangārei. This followed a number of earlier public meetings attended by local Hapū members relating to the CRRCT 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 of Ngāti Tū supporting the project as an advisory trustee.

This Hui was arranged upon advice from Nicki Wakefield from Ngāti Kahu o Torongare who offered to circulate a pānui through the wider Hapū networks associated with mana whenua in the Pārua Bay area. Nicki has worked extensively with hapu/iwi in the Whangarei District as a Treaty Claims Administrator and as an Environmental Educator Consultant. The purpose of the meeting 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 for Weed Action Whangarei Heads to form relationships between mana whenua groupings in the Pārua Bay area.

At this meeting members of the Te Waiāriki Hapū stated their mana whenua interest in the Waitangata stream area. Members of Ngāti Kahu o Torongare were also in attendance with interests in the wider Pārua Bay and Whangarei Heads area. The attendees at this Hui agreed that the CRRCT have ongoing discussions with the Te Waiāriki / Ngāti Kororā /Ngāti Taka Hapū Iwi Trust and that the Chairperson Pereri Mahanga represent this group to explore whether mitigations could be found to address concerns for the site.

After this Hui, meetings on site with Pereri Mahanga, CRRCT, Mike Farrow Landscape Architect and Weed Action staff occurred. Weed Action Coordinator, Kelly Maxwell met with Pereri and discussed restoration issues regarding the Waitangata Stream and the cultural values and concerns local hapu felt about the degradation of the area. With support from hapu, Weed Action called together local people interested in the restoration of the stream and a number of Weed Action events ensued where weeds were removed and native plants planted. Pereri Mahanga organised a blessing of the area which kaumatua Te Ratahi Mahanga conducted. Meetings with Mike Farrow and Pereri Mahanga addressed storm water and protection of the Waitangata Stream. These mitigations were included in the plans being submitted for resource consent.

### Consultation Mana Whenua

May 2019	Meeting Trustee Melissa Arseneault, Waimarie Bruce-Kingi Te Waiāriki, Te Waiāriki Ngāti Takapari Ngāti Kororā Trust Board and Riki Solomon Ngāti Tū Chairman at Whangarei Heads Enterprises site to discuss proposal.
3 June 2019	Meeting Trustees Robyn Bigelow, Melissa Arseneault and Riki Solomon at Parua Bay Marine Reserve to discuss proposal and consultation Hui.
7 June 2019	Meeting organised with Maia Honetana Ngāti Tū at the Whangarei Heads Enterprise. Maia was unable to attend and the meeting was rescheduled to 13 <sup>th</sup> June.
13 June 2019	Rescheduled meeting with Maia Honetana. Maia unable to attend.
19 June 2019	Robyn Bigelow emailed Maia Honetana an update on proposed CRRCT.
21 June 2019	Consultation Hui – see pānui and photos of site visit.
26 July 2019	Meeting Trustees, Kim Tito, Te Parawhau and Pereri Mahanga, Te Waiāriki to discuss the project and explore possible mitigations and protection of the Waitangata Stream.
26 July 2019	Pereri Mahanga, Te Waiāriki appointed as Trust Advisor to the WHCRRCT (see organisational chart below).
7 Sept 2019	Meeting Pereri Mahanga, Te Waiāriki and Mike Farrow, Littoralis Landscape Architect at Whangarei Heads Enterprises site to discuss storm water from site and protection of Waitangata stream.
7 Sept 2019	Pereri Mahanga and Te Ratahi Mahanga – blessing of the Waitangata Stream prior to Waitangata Stream restoration work beginning (organised by Weed Action)
20 Sept 2019	Meeting with Te Waiāriki Ngāti Takapari Ngāti Kororā Hapū Iwi Trust Board. Four Trustees were present including Waimarie Bruce Kingi and Pereri Mahanga. Robyn Bigelow and Melissa Arseneault provided a presentation on the CRRCT.
13 Sept 2019	Meeting 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. Once the MOU was developed, Pereri Mahanga circulated the document within the Hapū and made suggestions/adjustments.
30 Oct 2019	Meeting Robyn Bigelow and Pereri Mahanga to sign MOU (see below copy) alongside a number of phone calls and discussions between Pereri Mahanga, Robyn Bigelow and Mike Farrow.
3 Mar 2020	Copy of WHCRRCT Business Plan emailed to Pereri Mahanga.

Photos of Hui Attendees on Site Visit



Kelly Maxwell and Ana Kake during site visit.



(From left) Sue Hodge, Pereri Mahanga, Robyn Bigelow and Melissa Arseneault during site visit.



Kaumatua Richard Shepherd and Melissa Arseneault during site visit



Hui attendees during presentation at Pārua Bay Community Centre

## Summary of Consultation with Immediate Neighbours

- A** Proposed Site  
Whangarei Heads Enterprises Limited  
35 Pataua South Road  
Legal Description Lot 3 DP 423887
- B** Shannon and Paul Parker  
15 Pataua South Road  
Legal Description Lot 2 DP 423887  
Trustees met with Shannon and Paul on the 16<sup>th</sup> June 2019. It was a positive meeting that enabled the Trustees to provide them with additional information on proposal and to hear their concerns regarding the proposal. The Parkers were asked to put any additional comments or concerns they had in writing to the Trustees for their consideration and that any correspondence received would be included in application for resource consent. The Trust and Parkers have had a number of email exchanges. The Parkers have also been in contacted David Lindsey, WDC Solid Waste Engineer regarding the proposal.
- C** Jason and Kelly Boyd  
53 Pataua South Road  
Legal Description Allot 101 Waikare PSH BLK XVI Whangarei SD  
Jason and Kelly received a consultation flyer and invitation in their mailbox to meet Trustees and other local residents at 10am on 28<sup>th</sup> November at the Whangarei Heads Enterprises to discuss proposal. Jason and Kelly arrived on site after the meeting had finished at 11am. Melissa Arseneault (Trustee) was still on site and greeted them as they arrived and offered to discuss proposal. They clearly expressed their concerns regarding the proposal making reference to it being a dump and devaluing their property. They were encouraged to put their concerns in writing to the Trust but no correspondence has been received. Jason has been in contact with WDC including David Lindsey, WDC Solid Waste Engineer and NRC regarding the proposal.
- D** Rachel Mackey  
1 Campbell Road  
Legal Description Allot S55 PSH OF Waikare PSH BLK XVI Whangarei SD  
Rachel is in support of proposal. She has requested that the Trust ensures that plantings alongside the road keep the area attractive and to keep the Waitangata stream clean and healthy.
- E** Mike Davies  
92 Pataua South Road  
Legal Description Lot 1 DP 210122  
Mike is in support of proposal.
- F** Colin Logue  
56 & 58 Pataua South Road  
Legal Description Lots 1 and 3 DP 513169  
Trustees met with Colin and his partner at Whangarei Heads Enterprises site on 11<sup>th</sup> July 2019 to discuss proposal. Colin expressed concern about the dropping off of household rubbish that could result in an increase in pest animals particularly rats in the area. The Trustees outlined that due to mana whenua and neighbour's concerns no household rubbish would be accepted or processed on site. The Trust would also implement a pest control plan

that would support pest management work Colin and others in the local community were doing. Colin was asked to put any additional comments or concerns he had in writing to the Trustees. To date no correspondence has been received.

- G** Colin Logue  
58 Pataua South Road  
Legal Description Lot 2 DP 513169  
Colin is owner of both sites so same comments as above.
- H** Thelma and Paul MacDonald  
10 Pataua South Road  
Legal Description Lot 1 DP 200068  
Trustees met with Thelma and Paul at Whangarei Heads Enterprises site on the 28<sup>th</sup> November 2019 (10am) to discuss proposal. Thelma and Paul outlined their main concern was the site could devalue their property as ‘future’ buyers may perceive facility to be a rubbish dump. They also expressed concerns about the site being untidy and increase in traffic. The Trustees encouraged them to outline their concerns in writing which they received by email on 29<sup>th</sup> November 2019.
- I** Jennifer Ross  
1411 Whangarei Heads Road  
Legal Description Lot 1 DP 423887  
Jennifer is in support of proposal.
- J** Marnie Muirhead and Dean Hargreaves  
98 Lamb Road  
Legal Description Lot 4 DP 39 4699  
Marnie and Dean are in support of proposal.
- K** Heather Logue  
1463 Whangarei Heads Rd  
Legal Description Lot 2 DP 520361  
Trustees met with Heather at Whangarei Heads Enterprises site on the 28<sup>th</sup> November 2019 (10am) to discuss proposal. Heather expressed similar concerns about the site being a dump that would devalue her property. Heather stated she would not provide the Trust with a written response and would address her concerns directly with Council.





## Community Consultation

14<sup>th</sup> 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.

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15<sup>th</sup> 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.

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20<sup>th</sup> October – 22<sup>nd</sup> November 2019

Whangarei Heads Enterprises

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

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7<sup>th</sup> 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.

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8<sup>th</sup> – 24<sup>th</sup> 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.

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13<sup>th</sup> November 2019  
Local Walking Group

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

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16<sup>th</sup> 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.

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17<sup>th</sup> 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.

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19<sup>th</sup> 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.

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21<sup>st</sup> 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.

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29<sup>th</sup> 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.

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29<sup>th</sup> 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.

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### **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**

28<sup>th</sup> March 2019

[https://www.nzherald.co.nz/northern-advocate/news/article.cfm?c\\_id=1503450&objectid=12216923](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)

15<sup>th</sup> April 2019

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

17<sup>th</sup> April 2019

[https://www.nzherald.co.nz/northern-advocate/news/article.cfm?c\\_id=1503450&objectid=12222920](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 26<sup>th</sup> 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 signing of a MOU with Te Waiariki/Ngati Korora/Ngati Taka Hapū Iwi Trust on the 30<sup>th</sup> October 2019 was significant to enable the CRRC Trustees to further progress the resource consent application.

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.

However it is important to note that some residents with properties adjacent to the Whangarei Heads Enterprises site have indicated they do not support the setting up of a CRRC. One of the main concerns 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. All comments and input received were appreciated and important to enable the Trustees to address concerns raised.



## 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](mailto:grassroots63@outlook.com)

29 November 2019

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



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

*Channing*  
*Stuart* President  
Pataua Residents & Ratepayers Association  
Whangarei Heads Citizens Association  
*JBayer*



14 December 2019

Mel Arseneault  
Whangarei Heads Resource Recovery Trust  
Email: [grassroots63@outlook.com](mailto: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



Northland Kindergarten Association  
Te Kura Kōhungahunga Tōpū o Te Taitokerau



Manaia  
Kindergarten

Manaia Kindergarten  
8 Kiteone Road  
Parua Bay  
Whangarei 0174

10<sup>th</sup> 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](mailto: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>
<b>Total cost</b>	<b>\$4,610</b>

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
<b>Total cost</b>	<b>\$6,144</b>

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
<b>Total cost</b>	<b>\$2,300</b>

*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)	<b>\$9,338</b>
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>
<b>Total</b>	<b>\$36,056</b>

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 CRRF 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 bundage 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.

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## 5.1 Contracts Approved Under Delegated Authority

**Meeting:** Infrastructure Committee  
**Date of meeting:** 9 July 2020  
**Reporting officer:** Simon Weston (General Manager Infrastructure)

### 1 Purpose

For the Infrastructure Committee to note Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

### 2 Recommendation

That the Infrastructure Committee note the Infrastructure contracts awarded under Chief Executive and General Manager delegated authority.

### 3 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. Roading	
CON07041	Recommendation for extension of contract
CON18047	Maunu Road/Porowini Bridge Widening and Intersection Improvements

### 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 Attachment

1. Summary of Contracts Approved Under Delegated Authority July 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 Roothing

CON07041

Extension of contract for Parking Meter maintenance

#### Purpose

To extend the contract period for the Parking Meter maintenance contract and to increase the contract value.

#### Background

The Parking Meter Maintenance Contract is a service contract for the routine inspection, maintenance, new installations and auditing of pay and display machines (78 units) and single head parking meters (149 units) in the Whangarei City area.

The contract was awarded to Steelcom Electronics Ltd (now Infracom) commencing on 1 August 2007. They were the sole tenderer for this contract.

An extension of this contract was approved in 2017 for a further three years with the option of extending it for a further two-year period. The initial three-year period expires on 30 June 2020 and it is recommended that the contract be extended for a further two years.

Infracom has maintained the council's parking meters for the past eighteen years and are very familiar with the requirements of the equipment. Some of the pay and display units are twenty years old and require a great deal of innovative attention to keep them functioning.

Returning to the market to see if a more competitive bid can be achieved would most likely provide the incumbent contractor, being a sole supplier of this service, with an opportunity to load his prices if retendered.

#### Financial Authority

Council issues a financial authority to spend up to the value of the tendered sum when awarding a contract. If that financial authority is exceeded, then staff are required to return to Council for a new or additional financial authority to cover the remaining obligations of the contract.

The current approved contract value is \$1,810,341.00.

These contracts are measure and value contracts and the actual payments to the contractor are based on the quantity of works completed at the tendered schedule of rates.

All these works are completed within the council's approved budget in any one year. The annual budget for this work is \$ 200,000.00.

<b>Current approved value of the contract</b>	<b>\$1,810,341.00</b>
<b>The variation amount requested in this VO (+2 years)</b>	<b>\$400,000.00</b>
<b>The proposed new value of this contract</b>	<b>\$2,210,341.00</b>

### Chief Executive Approval

The contract for Parking Meter Maintenance be extended for a further two years from 1 July 2020 to 30 June 2022.

That the contract value be increased by the sum of \$400,000 bringing the total contract value to \$2,210,341 (Two Million and Two Hundred, and Ten Thousand, Three Hundred and Forty-one Dollars) exclusive of GST.

CON18047

Maunu Road/Porowini Bridge Widening and Intersection Improvements

### Introduction

Capacity improvements at the Maunu Road intersection with Porowini Avenue were identified in the Whangarei Transportation Network Strategy - Strategic and Programme Business Cases, and subsequently supported in a Single Stage Business Case.

The improvements are part of a wider staged package of capacity improvement projects referenced in the 2018-28 Long Term Plan. The current status of these are described in the following table:

Location	Timeframe	Owner
Tarewa/ Porowini Ave Intersection	Completed Jan 2019	Whangarei District Council
SH1/ Tarewa Road Intersection	Mid 2018 to mid-2020	NZ Transport Agency
Maunu-Porowini Bridge Widening & Intersection	May 2019 to end-2019	Whangarei District Council

This agenda is specifically requesting the approval to award the physical works contract for Maunu-Porowini Bridge Widening and Intersection Improvements.

### Procurement Process

A Procurement Plan was developed based on the New Zealand Transport Agency Procurement Manual (PM). The following key items were considered.

#### Delivery Model

A Staged Approach was selected in accordance with the PM Procurement Procedure 1 based on project complexity, scale, timing and risk.

#### Supplier Selection Method

The Price Quality method using Prequalified Tenderers capable of doing the work was selected based on:

- Quality Management- TSQ1 and working toward ISO 9000 Certification;
  - Resources and experience capable of project delivery in the order of \$2M;
  - Specialist structural engineering technical understanding;
  - Limited surveillance;
- High risk components- drilling and structural components selection and methodology,

underground services management in vicinity of piling operations, traffic management in busy commercial environment.

Attributes were set using the NZTA Attribute Weight Setting Tool and tested using the NZTA Price Quality Evaluation Tool. Tenders were called in March 2019.

### ***Tenders Received and Evaluated***

The tender evaluation was undertaken in accordance with the New Zealand Transport Agency Procurement Manual. One conforming and one non-conforming tenders were received as presented in the following table.

<b>Tenderer</b>	<b>Price (Excl GST)</b>	<b>Less all Scheduled Fixed Amounts</b>	<b>Supplier Quality Premium</b>	<b>Adjusted Tender Price (Excl GST)</b>
MAP Projects Ltd	Non-conforming tender	Non-conforming tender	Non-conforming tender	Non-conforming tender
United Civil Construction Ltd	2,127,687.35	246,500	0	1,881,187.35
Engineer's Estimate	2,093,940.50	246,500	0	1,847,440.50

MAP Projects Ltd are a Mount Maunganui based supplier who submitted a non-conforming tender rejected by the Tender Evaluation Team as did not meet the minimum attribute requirements.

United Civil Construction Ltd are a locally based supplier who submitted a conforming tender accepted by the Tender Evaluation Team who subsequently provided a Recommendation to Award.

### ***Financial***

Physical works will proceed in late May 2019 with most of the works being undertaken in the 2019/20 financial year. There are sufficient available funds within the Whangarei District Council Roading budgets for this project.

### ***Chief Executive Approval***

The contract for Maunu-Porowini Bridge Widening and Intersection Improvements (CON18047) be awarded to United Civil Construction Ltd for the tendered sum of \$2,127,687.35 (Two Million One Hundred and Twenty-Seven Thousand, Six Hundred and Eighty-Seven Dollars and Thirty-Five Cents) excluding GST.



## 5.2 Infrastructure Operational Report – June 2020

**Meeting:** Infrastructure Committee  
**Date of meeting:** 9 July 2020  
**Reporting officer:** Simon Weston (General Manager Infrastructure)

### 1 Purpose

To provide a brief overview of work occurring in the current financial year, across services that the Infrastructure Committee is responsible for.

### 2 Recommendation

That the Infrastructure Committee notes the Infrastructure Operational Report update.

### 3 Background

In November 2019, Council adopted committee terms of reference for the 2019 – 2022 triennium, with the purpose of the Infrastructure Committee being to ‘oversee the management of council’s infrastructural assets, utility services and public facilities’.

This report provides the Committee with a summary of Infrastructure operations during May-June 2020.

### 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 Attachment

Infrastructure Operational Report – May 2020





## ***Infrastructure Group***

# ***Monthly Operational Report***

**May 2020**

## Infrastructure Monthly Operational Report

Reporting Officer: Simon Weston (General Manager Infrastructure)

Date: July 2020

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Customer Request Management Services (CRMs)	<b>Error! Bookmark not defined.</b>

## Projects Overview

### Infrastructure Planning & Capital Works

Planning & Capital Works Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
<b>Major Projects - Sense of Place</b>				
<b>New Town Basin Park</b>	Detailed Design	Sep-20	Oct-21	
Detailed design complete. Physical works planned to start Sep 2020 to align with HAC – delayed by COVID-19.				
<b>Ball Clock (3<sup>rd</sup> party project)</b>	Final drawings	Aug-20	May-21	
Construction will coordinate with playground renewal project. Ball clock team advise installation will be in 2021.				
<b>Camera Obscura (3<sup>rd</sup> party project)</b>	Construction	Oct-19	Aug-20	
Construction commenced November 2019. Landscaping will be done by council Jul/Aug 2020.				
<b>Town Basin Bus Facilities Upgrade</b>	Design	Nov-20	Sep-21	
Engaging consultants to progress design of selected concept. Survey work delayed by COVID-19.				
<b>Pohe Island Destination Playground &amp; Public Toilets</b>	Design	Nov-20	Mar-21	
Detailed design progressing. Playground equipment procured. Earthworks & services installation 20/21.				
<b>Pohe Island Skate Park</b>	Construction	Jul-20	Dec-20	
Physical works tender has been awarded to Steve Bowling Contracting Ltd. Start mid-July 2020.				
<b>Tamaterau Carparks Upgrade (TIF funded)</b>	Design & Consenting	Aug-20	Nov-20	
Design complete. Progress relies on cultural impact assessment, to be provided by Hapū.				
<b>Restoring the Mauri of Matapouri Stg 1 (TIF funded)</b>	Investigation & Design	Oct-19	Mar-21	
Recycling & rubbish facilities installed. Community consultation held Feb/Apr. Investigating toilet options.				
<b>Abbey Caves Car Park &amp; Public Toilets (TIF funded)</b>	Project Planning	Nov-20	Mar-21	
Concept design and planning assessment underway.				
<b>Major Projects - Parks &amp; Recreation</b>				
<b>Matapouri Beach Restoration</b>	Procurement	Apr-21	Oct-21	
Consent granted. Moving sand planned for Apr-Jul 2021. Sand survey and marker posts to be completed.				
<b>Sandy Bay Erosion Protection</b>	Consenting	TBC	TBC	
Further consultation required.				
<b>Princes Road Seawall Renewal</b>	Consenting	Aug-20	Nov-20	
Design complete. NRC consent granted. WDC tree consent application underway.				
<b>Ruakaka Sports Fields (Sand Removal)</b>	Consenting	May-20	Jul-20	
Sand dune removal required before sports field construction. Consent has been lodged.				
<b>Otaika Sports Park Field Construction</b>	Construction Stg 2	Nov-18	May-20	
Construction complete, turf is establishing for winter 2020. Final sand application delayed by COVID-19.				
<b>Ngunguru Seawall Renewal</b>	Consenting	TBC	TBC	
NRC consent decision – reclamation has been declined. Redesign work and further consultation required.				
<b>Ngunguru Youth Activity Zone &amp; Drainage</b>	Construction	Oct-19	Jul-20	
Construction of skatepark progressing well, concrete work complete by end of June, Golf fence to follow in July.				
<b>Parihaka War Memorial Refurbishment</b>	Construction	Sep-19	July-20	
Restoration of monument complete. Electrical connection and metering to finish, delayed by COVID-19.				
<b>Hikurangi &amp; Hukerenui Sports Field Drainage</b>	Complete	Oct-19	Dec-19	
Construction of both fields is complete. Good grass growth, some maintenance required for sports season.				
<b>Parua Bay Sports Field Drainage</b>	Complete	Oct-19	Dec-19	
Construction is complete. Good grass growth, some maintenance required for sports season.				
<b>Town Basin Playground Renewal</b>	Tender Evaluation	Jul-20	Nov-20	
Physical works awarded to Robinson Asphalts Ltd. Construction starting 27 July 2020				
<b>Town Basin Wharf &amp; Boardwalk Renewals</b>	Investigation	Nov-20	Sep-21	
Seawall requires repair. Wharf in poor condition. Options for replacement berths being considered.				

<b>Town Basin Lighting Renewals</b>	Design	Sep-20	Dec-20	
Foundation design under review, tender documentation being completed.				
<b>Tikipunga – Sports field Improvements</b>	Construction	Nov-19	May-21	
Under construction. Field 1 complete. Remaining works on field 10, lighting installation and grass establishment.				
<b>Pyle Road West Seawall Renewal</b>	Design	Sep-20	Feb-21	
Design work complete. NRC and WDC consents submitted. Considering mitigation options to work close to trees.				
<b>Waipu Youth Activity Zone</b>	Site planning	TBC	TBC	
Project scoping work under way. Construction budgeted for 20/21 year. Responding to community feedback.				
<b>Cobham Oval Carpark Upgrade</b>	Detailed Design	Aug-20	Dec-20	
LTP project brought forward. Detailed design in progress.				
<b>Hatea River Track Renewal</b>	Complete	Mar-20	May-20	
Construction is complete.				
<b>Frank Holman Track Renewal</b>	Consenting	Oct-20	Dec-20	
Consent application in progress. Construction will start in dry conditions after winter.				
<b>Major Projects - Water</b>				
<b>Whau Valley Water Treatment Plant</b>	Construction	Mar-19	Jun-21	
Constructing above ground structures. Commissioning planned Autumn 21 (delayed by COVID-19 and drought).				
<b>Ruakaka WTP Clarifier Upgrade</b>	Construction	Mar-19	Sep-20	
First scraper complete. Second scraper works to start in July.				
<b>Major Projects - Waste &amp; Drainage</b>				
<b>Whangarei WWTP Discharge Consent Renewal</b>	Modelling	n/a	Apr-21	
Creating a Nutrient Balance model to understand impact on receiving environment, incl Whangarei Harbour.				
<b>Stormwater Network Consent Applications</b>	Technical Reports	n/a	Dec-20	
Stormwater Catchment Strategic Assessment underway. Data gathering, asset updates & mapping continue.				
<b>Major Projects – Compliance &amp; Regulatory</b>				
<b>New Animal Shelter</b>	Design	Jul-20	Dec-20	
Detailed design underway				
<b>Major Projects – Venues &amp; Events</b>				
<b>NEC Lighting Upgrade</b>	Design-Build	Nov-20	May-21	
Resource Consent with Commissioner for sign off. Foundation design being finalised.				

## Waste and Drainage

Waste and Drainage Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
<b>Ruakaka pond reconfiguration</b>	Construction	May-20	Jul-20	
Construction underway. Expected to be complete by Jul 2020				
<b>Kioreroa Rd Sewer Rising Main Replacement</b>	Construction	Jun-20	Aug-20	
Construction now underway				
<b>Tarewa Rd/SH1 Sewer Crossing Stage 2</b>	Construction (NZTA)	Mar-19	Dec-20	
Substantially complete. Still waiting for the flow control penstock to be installed inside the manhole.				
<b>Hatea River Sewer Crossing</b>	Construction	Mar-20	Jun-20	
Complete and new line now operational.				
<b>Smeaton Dr/SH1 Sewer Renewal</b>	Construction	Jul-20	Sep-20	
Replacing 150mm sewer line under SH1 – Expected to start in July 2020.				

## Water Services

Water Services Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
<b>Water Treatment Plant Upgrades</b>	Construction	Sep-19	Jun-20	
Various works generally on target.				
<b>Meter Replacement Contract 2019/20</b>	Complete	Sep-19	May-20	
Delayed due to COVID-19 but now complete				
<b>Reticulation Programmed Works 2018/19</b>	Construction	Oct-19	Jun-20	
Work on Morningside Road Complete, Hospital Road underway - Delayed due to COVID-19				
<b>Minor Projects - Emergency Works</b>	Construction	May-20	Sep-20	
Works at Ruddells WTP awarded but delayed by COVID-19				
<b>SCADA Upgrade</b>	Construction	May-19	Dec-20	
Ahuroa site programming complete, go live in June, other WTPs to follow				

## Roading

Roading Projects	Current Stage	Estimated Construction Start Date	Estimated Completion Date	RAG Status
<b>LED Street Lighting – Supply &amp; Install (V Category)</b>	Construction	Jul-19	Jun-22	
Construction of retrofit almost complete. Southern infill contract awarded. Northern infill contract being retendered. All streetlight installation has been delayed by the COVID-19 lockdown.				
<b>Safety Package (Vinegar Hill Rd &amp; Whg. Heads Rd)</b>	Complete	Sep-19	May-20	
Construction almost complete, minor finishing works underway				
<b>Maunu/Porowini Intersection Improvements</b>	Construction	Jun-19	July-20	
CON18047 Existing bridge defects repaired & COVID-19 Shutdown – significant associated cost increase				
<b>KSP Stage 5 (Final link to Kamo Village)</b>	Detailed Costings	Apr-20	July-20	
PR020003 Funding for detailed design complete. Construction detailed costings in progress.				
<b>Te Matau a Pohe Road Light Replacement</b>	Completed	Dec-19	Jan-20	
New lights have been successfully installed.				
<b>Inner CBD Transport Model</b>	Optioneering	n/a	May-20	
Modelling of future traffic flows has been completed. Final report being prepared.				
<b>Traffic Calming 19-20</b>	Construction		Jun-20	
Works in Kensington (Wallace and Dinniss St) complete, Works in Otangarei currently underway				

## Infrastructure Planning & Capital Works

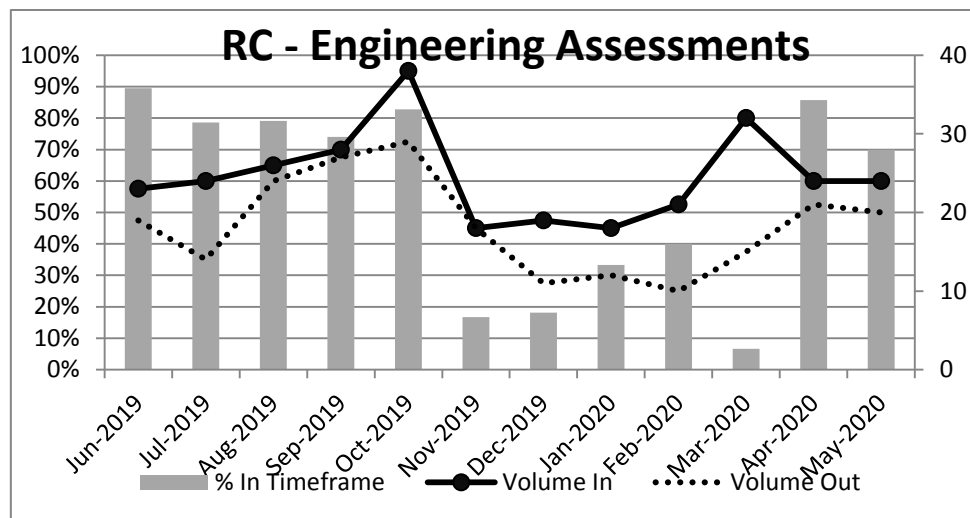
### Infrastructure Planning

The Proposed Regional Plan for Northland (PRPN) decision version was released in June 2019. It was determined that WDC and FNDC would not pursue an appeal but would join any appeals as a s274 party. 3 out of the 5 appeal points have been resolved via mediation. The appeal regarding the activity status of water takes has not been resolved with court dates set for August. This is now deferred due to the COVID-19 response.

Work underway to progress the Resource Consent for the Whangarei Wastewater Treatment Plant including review of nutrient removal requirements and consultation planning.

## Infrastructure Development

### Development Engineering



The total number of applications received by the Resource Consents department was 32. The number of applications received in May for Engineering assessment were 24, 20 reports were issued and 9 placed on hold for further information. The 24 applications received for engineering input is higher than the monthly average of 21.

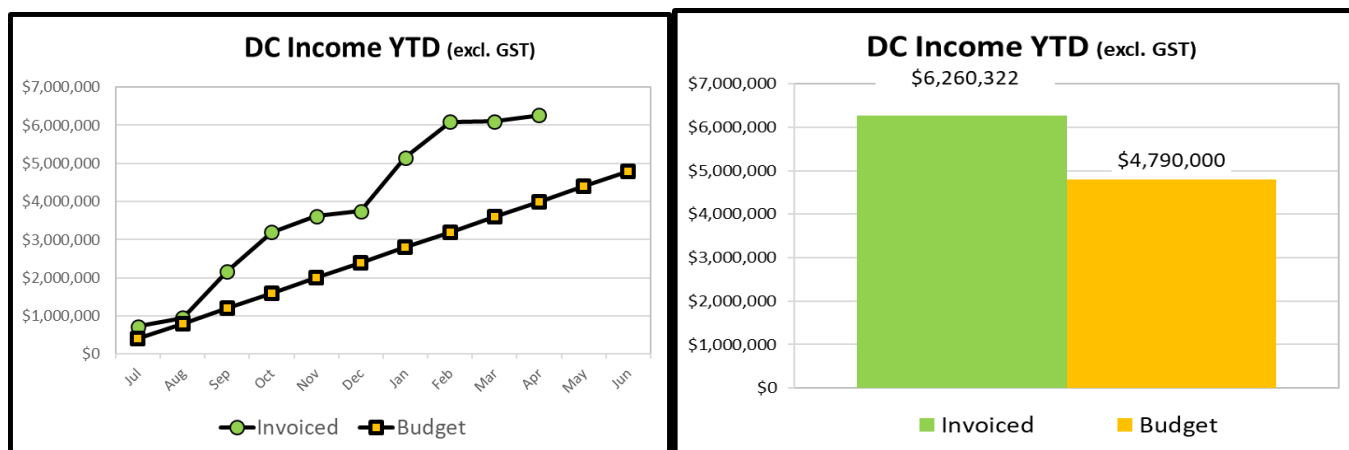
The 8-day level of service for engineering report delivery was 70% in May, a slight decrease from April. This may be due to a higher workload and fewer reports being outsourced. The overall response times were reasonable with no report taking more than 13 days to complete, this includes the review process. Reliance on external consultants has dropped significantly as we aim to process most applications inhouse. The Development Engineers are receiving an increase in requests for inspections, we expect the number of inspections to increase as construction works pick up. We are also attending an increasing number of pre-applications meetings.

Applications received in May includes several 2-8 Lot subdivisions in the Rural areas, two self-storage operations, the expansion of the existing timber importing and processing facility in Marsden Point, two supermarkets in the Ruakaka and Marsden Point area and several industrial buildings along Marsden Bay Drive.

Engineering plans are being assessed for The Somerset Retirement Village in Denby, 69 Lots at 115 Three Mile Bush Road and SS Developments. We are also currently assessing Stages 4 and 5 of the WFH – The Landing Development in One Tree Point. Stage 3 of “The Landing” is near completion. We receive input from Geotechnical and Stormwater experts as part of the Engineering Plan review process due to some sites being subject to high instability risk and flooding hazard areas. Internal staff don't have the expertise to assess these more complex sites. Our internal staff continue to make use of any free online training provided by Engineering NZ. Internal staff from other departments are also assisting in training by accompanying our staff on site inspections.

### Development Contributions

Development Contribution revenue has increased to \$160,000 in May a big recovery from a low in April. In comparison May 2019 revenue was \$87,000. Pre – application meeting are increasing, as ‘normal’ business resumes.



## Infrastructure Support

In May 2020, 40 claims were processed down considerably from May 2019 when 65 claims were processed. This difference was mainly due to COVID-19 lockdown with contractors unable to work.

Our team is all back at work and have managed to clear a large backlog of work that was not able to be processed from home during lockdown.

## Health and Safety

### Accidents & Incidents Reported in May 2020

The number and types of incidents reported relating to Infrastructure staff, contractors or in Infrastructure locations where members of the public may have been impacted is shown below.

Incident type	Staff	Contractors	Volunteers	Public incidents	Public incidents (not in workplaces)	Totals this month	Running Total 2019-2020	Last month's running total	Totals 2018-19	Totals 2017-18	Totals 2016-17
Prohibition Notice						0	0	0	1	0	1
Fatality						0	1	1	2	0	0
WorkSafe Notifiable Event						0	3	3	2	0	2
Lost Time Injury						0	15	15	11	9	8
Medical Treatment Injury	2	1			1	4	22	18	34	51	40
Occupational Health Exposure						0	4	4	3	1	5
Minor injury		2				2	29	27	93	108	119
Discomfort and Pain		3				3	44	41	31	40	36
Breach of rule incidents		1				1	7	6	8	12	0
Incident/Near Miss		20				20	203	183	189	204	189
<b>Totals</b>	<b>2</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>30</b>	<b>328</b>	<b>298</b>	<b>365</b>	<b>425</b>	<b>400</b>

Table 1 – Incidents and running totals, May 2020. Note: figures accurate to 15/5/2020.

## Waste and Drainage

### Operations and Maintenance

#### Whangarei WWTP

May witnessed a fluctuating flow trend from the 1<sup>st</sup> to 25<sup>th</sup>. The pattern of flow was very similar to the same period last year which was typically between 10,000 to 12,000 m<sup>3</sup>. On 2<sup>nd</sup> the flow dropped to its lowest point at around 9,800 m<sup>3</sup>. After a relatively dry period, a few significant rainfalls occurred from the 26<sup>th</sup> until end of the month. On 26<sup>th</sup> the total amount of rain was 34 mm which boosted the flow to nearly 25,000 m<sup>3</sup>. Two days after this, the trend repeated with total



rainfall of around 25 mm. During the long weekend on 31<sup>st</sup> the flow soared to its peak at 70,000 m<sup>3</sup>. The plant operated under emergency bypass conditions on two occasions which were 27<sup>th</sup> and 31<sup>st</sup>. Overflow was screened, then went to secondary treatment and UV treatment prior to being discharged to Limeburner Creek. It should be noted that spatial distribution of rainfall in Northland was unequal as total rainfall in Whangarei was just over 6.0 mm on the 31<sup>st</sup> but Glenbervie Forest received around 110 mm.

Activities carried out at the main plant during May included:

- Trickling filter No 3 was under urgent repair and put offline. The main cause was the deck was about 5 mm out of level. This generated an unbalanced distribution of wastewater in the rotation arms. As a result, the arms were constantly catching the rocks at the far end of the trickling filter. The deck was removed by crane, levelled up and coated with epoxy. After 10 days of repair, the unit was put back online on 26<sup>th</sup>.



- High flow UVT and dosage dipped due to the UVT analyzer being fouled. The operation team have set the dosage to 50% manual until the sensor can be serviced in June.
- Electrical test and tag programme completed except for old Flygt pumps. While 95% test and tag for lifting equipment was completed.
- Water leak in the secondary sludge chamber No 2 was repaired.
- Polymer dosing pump wearing parts replaced.
- Gravity belt thickener cleaned out as well as emergency lagoon cleaned out.

### Whangarei WWTP Resource Consent Renewal project

The main plant Resource Consent Renewal project continued. During lockdown period, WDC received a few proposals regarding the main plant resource consent renewal. WDC selected one consultant to provide the following scope of work regarding the consent strategy and frame work:

1. Operational team worked with the selected consultant to review the plant operating process.

The data of the plants was provided to the consultant so they can work on current process, and recommendation of Best Practicable Option.

- Plant general layout and existing as-builts, P&IDs
- Input flow and treated effluent
- UV data of normal and high flow
- Proposed population growth
- The sub catchments discharge to the plant
- Plant walk over and visit Hatea Pump station

The report of BPO stage 1 is expected to be delivered in June.

2. The simplistic Nutrient balance model result is available and below is a summary of the study:

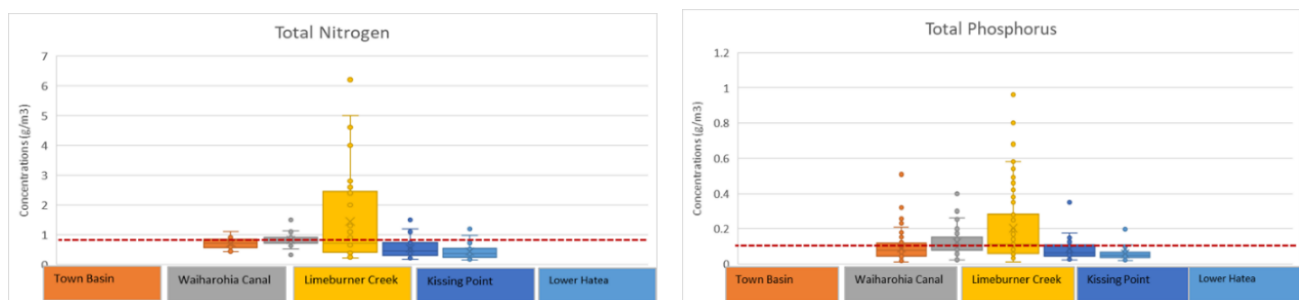
Total loading of downstream shall be total of three upstreams.

Kissing Point (Downstream) = Town Basin (upstream) + Waiharohia Canal (upstream) + Limeburner's Creek (WWTP)





Based on Environmental State data, total nitrogen and total phosphorous medians are near or effectively at the proposed water quality criteria at the compliance point.



The model also showed the contribution of the plant to the Hatea river in term of nutrient loading during season such as summer and winter

Parameter	% of Limeburner Creek on Downstream Load	
	Summer	Winter
Nitrogen	13% - 30%	7% - 17%
Phosphorus	16% - 40%	8% - 23%
Ammoniacal N	11% - 32%	6% - 16%

The result shall be used to discuss with NRC during consent renewal process.

## Rural WWTP Major Operation & Maintenance

### Tutukaka:

- Solenoid 2B cable was faulty. For the time being it has been connected to 1B until repair completed. Expected to be completed by the end of June.
- UV lamp and sleeve were serviced.
- E-Coli high value triggered fortnightly sample run until it returned to normal. It is suspected that an anomalous sample triggered this result. Operations team monitored the results closely.

### Ngunguru:

- The operations team prepared the connection of the main oxidation pond to the MABR unit and cable for the inlet flow meter.

### Hikurangi:

- Surface aerator No 2 was faulty, reset and serviced.
- PLC unit was returned after it had had been lent to FNDC to help run their membrane.

- The team have been working with an independent consultant to find the best practical option to meet the resource consent requirements.

## Reticulation

There was one recorded spill incident in May 2020.

Date Spill Started	Date Spill Detected	Date Spill Ceased	Location	Cause	Volume (m³)	Type of Sewage	Action Taken
19/05	19/05	19/05	Corner of Abbots Way and Otaika Road (SH1)	Lump of pavement blocking manhole outlet, cleared from downstream manhole. Confined space entry procedure was applied to remove obstruction	<100L	Raw/unscreened	NRC and DHB notified, area cleaned, and disinfected, cess pits vacuum loaded.

## Laboratory Report

For May 2020 582 samples were analysed for 2416 tests. 19 % of the tests were subcontracted and 46% of results were reported within 5 working days. Collectively this continues to represent a 3 % increase on testing performed when compared with the same periods last year.

The laboratory has undertaken a customer survey, 125 surveys were emailed out with 36 responses received. A summary of the responses showed

- 89% felt the customer service experience was very positive
- 86% were very satisfied with the quality of the lab service they received
- 83% of customers felt their interaction with the team was knowledgeable, friendly, responsive and helpful
- 32 of the respondents felt the lab was over 80% of the way to achieving the lab mission statement: 'Adding value to our community through excellence,' with 5 of these giving us a 100% mark

From the survey areas where we can do better are turnaround time, variety of tests performed and provide more information with our test reports. We are considering how we can do this within our current systems.

## Roading - Transportation

### Maintenance Contracts

#### North Area

Ordered works completed this month are as follows:

In moving back from level 4 to level 3, then to level 2, we have welcomed back the majority of our workforce. This has enabled us to get back on track with our ordered works. Focusing on vegetation, heavy metal overlays, and drainage maintenance as we come in to winter. We are planning to continue this focus as we move in to June.

Routine works completed this month include:

- Routine this month has mainly consisted of pothole repairs, edge break repairs and maintenance grading.

#### South Area

Ordered works completed this month were as follows:

- Maintenance grading; Waipu Caves Rd, Tangihua Rd, Hayward Rd, Bercich Rd, O'Carrol Rd, Ormandy Rd, Panekaira Rd, Snooks Rd, Johns Rd, Oakleigh Wharf Rd, Hewlett Rd, Millbrooke Rd, Bink Rd, Porter Rd Applecross Rd, McKay Rd.
- Heavy Metalling; Waipu Caves Rd\ and Rurangi Rd.
- AC levelling of dangerous sites complete.
- Crack sealing programme completed.

- Mill Road kerb & channel and footpath works currently being undertaken by an external contractor. Further investigative work in terms of locating existing services are being planned.
- Mangapai Road construction complete, apart from additional safety improvements, of which guardrail installation was done, safety signage still outstanding.
- Westwood Lane pavement and surfacing construction works standing over to next season. Some protection works done to prepare for rainy season.
- Limeburners Road standing over until next season.
- One rehabilitation site has been identified for next season. The geotechnical investigation for this site has been done and we are awaiting the results.
- April – 11.9kms of chipseal sites not completed for the 19/20 season due to COVID-19 lockdown. These should now roll forward into the 20/21 season.
- 20/21 FWP received 18/05/20 and site assessment underway
- Asphalt – Mill Road/Kamo Rd intersection in the Regent and Waipu Township still programmed to be done in June at this stage. Corks/Station/Gillingham Rd intersection not completed in the 19/20 season, should roll forward into the 20/21 season.
- Line Marking of AC patches complete, carrying out CRM's as & when required.
- Still clearing channels and grates.
- Finished concrete dish drain on Ormiston Rd.
- Clearing culvert ends – Hartnell Rd, Neville Rd, Harrison Rd, Waikiekie North Rd, Waikiekie Station Rd, Springfield Rd, Thompson Rd, Mangapai Rd, Walker Rd, Crutcher Rd, Mititai Rd, Hillcrest Rd, Bulls Rd, Taipuha Rd, Roundtree Rd.
- Watertabling Unsealed Roads – Ormandy Rd, Omana Rd, Pikiwahine Rd, Ararua Rd, Hartnell Rd, Neville Rd, Bulls Rd.
- Continuing to monitor the slip at Manuka Place
- Pipiwai Road Culvert Extension – Ready to commence, everything is moving forward, we are waiting on Council approval on estimate
- Site Bench clearing – Hosking Rd, Panekaira Rd, Waionehu Rd
- Concrete Footpath replacements – Pine Park Rd, Bellbird Ave, Tarewa Rd, Simons St.
- Fence Line – Finished Millers Lane, Awaroa River Rd, Riverside Rd.

Routine works completed this month include:

It was still a dry month with some light rain here and there, but our crews have been out and about and busy doing CRM's and sealed potholes, edge breaks, trip hazards, grates, rail barriers, bridge maintenance, fences.

- The last week of the month and the long weekend we had a busy time with heavy rain and high winds causing flooding, signs blown down, minor slips and fallen trees which our crews attended promptly.
- Temporary pavement repairs –Vinery Lane, Portland, Kiripaka Rd, Reed St, Reyburn House Car Park
- Crack sealing – Part List of the 11 km we have done in May 2020 - Waiotira Rd, James St, Robert St, John St, Tavinor Rd, Portland Rd, Snooks Rd, Lang Rd, James St, Mill Rd, Te Kamo St, Commerce St, Papich Rd, Valley View Rd, Rose St, Doctors Hill Rd, Cemetery Rd, Mountfield Rd, Helmsdale Rd, Tavinor Rd, Paparoa Rd, Omana Rd, Rosythe Rd, Dundonald St, South Rd
- Channel hand clearing.
- Clearing footpath and walkway vegetation.
- Cyclic Sweeping High Leaf Fall completed 31<sup>st</sup> May 2020.

## Projects

### Low Cost Low Risk Projects (Minor Safety)

#### Major Intersections (Capacity):

- Porowini Avenue/Maunu Road intersection improvements – Physical Works contract awarded to United Civil. Possession of site June 2019. Cracks found in existing bridge abutments and defective existing bridge pile have

been repaired and have impacted programme/ costs. Covid19 restrictions have further impacted programme/costs. Asphalt pavement and surfacing work complete. Project completion due in July.

- Maunu Road/Central Avenue intersection improvements – Concept design complete and property negotiations stalled due to unwilling seller. Construction deferred until funding is available.

### High Risk Rural Roads:

- The NTA has developed 14 Standard Safety Intervention applications for key High Risk Rural Roads and intersections across Northland. SSI application are simplified Single Stage Business Case (SSBC), tailored for Road Safety interventions. The first draft (submitted to NZTA for feedback) was 10 routes across Northland. Work has started on the remaining eligible routes. Whangarei routes in the first 14;
  - Vinegar Hill Rd
  - Whangarei Heads Rd
  - Pautaua South Rd
  - Ngunguru Rd
  - Mill Rd
- Murphy's Bend
  - Immediate – Slippery When Wet signs and water-cutting road surface – complete
  - Short Term – active warning curve sign – design complete and ready to install (19/20)
  - Medium Term – Curve superelevation improvements – design and implement (20/21)
  - Long Term (realignment) – Single Stage Business Case (SSBC) for realignment options including potential west-bound slow vehicle bay. Delivery (2021-24) will be a 'major' project outside LCLR.
- Vinegar Hill Rd – Guardrails, curve realignment near Riversong Rd and delineation improvements – almost complete, minor finishing works underway
- Fisherman's Point (Whangarei Heads Rd)
  - Short Term – survey and review curve shape and surface drainage (2019-20)
  - Long Term – reshape curve and surfacing (2020-21)
- Whangarei Heads Rd / Pepi Rd intersection guardrail – complete
- Cove Rd Culvert Extension (Waipu Cycleway Stage 2a) – Construction phase deferred to 20/21.

### High Risk Intersections (Safety):

- Kamo Rd / Kensington Ave Intersection – working on implementing camera identification of right-turning vehicles to improve safety (2019-20). Implementation has been delayed due to difficulty obtaining the equipment and getting on Site during the lockdown.
- Corks Rd / Gillingham Intersection safety improvements – guardrail installation completed 18-19. Chorus quotation received for telecom services relocation has made the project unfeasible. Thus, intermediary widening works have been now cancelled and will now form part of a future major intersection efficiency project. Funding will now be used for delineation improvements at this intersection and other safety projects.
- Mill Rd / Whareora Rd Intersection – guardrail. Design complete, Implement 2021-24
- Whangarei Heads Road – Standard Safety Interventions (SSI), installation of EMP's underway, RRMP installation later in 19/20 and early 20/21, curve advisor signage 20/21 and other major implement 2021-24.

### Pedestrian facilities:

- Hikurangi Township – zebra crossing and school access safety improvements and speed management. Establishment works commence in June and carry on through July due to lockdown and availability of materials and resources.
- Whangarei Heads Rd – works started on upgrading School Kea Crossing. We will continue to work with MoE on the future solution, to suit their new school Master Planning layout.
- Cross St (outside Whangarei Primary School) – detail design completed, physical works deferred to 20-21 due to COVID and resource consent process still underway

### School zones:

- Ngunguru School (2020-21).

### Slow Streets:

- Kensington Area – includes traffic islands, signs and markings in Dinniss Ave and Wallace St – completed in Feb 2020
- Otangarei – includes speed platforms in Jack St; and traffic islands, signs and markings in other Otangarei streets – completed in June 2020
- Avenues; First, Second and Third Avenue between Kauika Rd and Central Ave (2019-21) – detailed design underway

### Speed Management:

- Tranche 1 – Formal Consolation is complete, including Hearings. Staff are preparing a recommendations report for elected member consideration, with an aim to adopt and implement changes in 2020-21. Areas;
  - Te Toiroa Rd (Legal Unformed Road) Ngunguru, which forms part of the Old Ngunguru Coach Trail.
  - Vinegar Hill area
  - One Tree Point / Marsden / Ruakaka area
  - Waipu area
- Tranche 2 – Whangarei Heads. Planning started for consultation in late 2020.
- Tranche 3 (2021) – Tutukaka Coast (Ngunguru Rd & Russell Rd) and Bream Bay (Cove Rd). These two areas will be reviewed concurrently with Kaipara and Far North to ensure a seamless and coherent approach to both consultation and delivery of speed management.

### Walking and Cycling (Urban):

- Kamo Shared Path was formally opened on 25 November 2019. Funding for the detailed design of Stage 5 has been provisionally approved, and funding for the construction has been requested. Stage 5 includes the final link to Kamo Village. Construction may be fast tracked if economic recovery funding approved.
- Raumanga / Maunu Shared Path – on hold awaiting funding
- City Centre including Onerahi link and improvements to Hatea Loop – Is now part of the City Core workstream.
- 10yr Implementation Plan – to bring together the City Core Plan works, our Walking & Cycling Strategy and Blue Green Network Strategies, we will develop a 10 year plan, which will complement these high level strategies, with more detail and prioritisation of sections. This will take 6-12 months, and will inform our next LTP.
- Tikipunga Shared Path – Council received \$400k from government as part of the post-COVID stimulus package. This funding will be used to accelerate development of a gravel track between Vinegar Hill Rd and Ngunguru Rd, effectively extending the Hatea River Walkway to connect with Totara Parklands river path.

### NZTA Northland Integrated Cycle Network (tourism)

- Council sought funding for many sections of the integrated network from governments Spade Ready Funding, these applications have made the short list.
- The Waipu Trail is a piece of this wider network.

### Whangarei Heads Trail

- Whangarei Heads Rate Payers Association, with a grant from Council are developing a proposal to build a trail connecting McLeod Bay and Parau Bay Village. Scheme design is complete.

### Waipu Walk & Cycle Trust

- Stage 2a Cullen Rd to Waipu Cove – Physical works is nearly complete.
- Stage 2b McLean Rd to Cullen Rd – The trust is going to apply for a consent to Whangarei and Regional Council for the trail to follow the estuary. The outcome of this consent will determine which route we implement; follow the estuary or Cove Rd. Noting the estuary option will be cheaper, safer and a better experience, however it may have adverse environmental impacts which need to be consider and mitigated (if possible).
- Stage 3 Riverview Place to Cullen Rd – the outcome of the consent for Stage 2b will also determine this route.



## New Footpaths

- Paranui Valley Rd – Stage 1 works are complete, balance Stage 2 currently under design to be completed May 2020. Construction deferred to 21/22.
- One Tree Point Rd – Stage 1 construction underway and Stage 2 detailed design underway
- Pipiwai Rd (near sports grounds) at Waipanga Road. Drainage completed and path construction to be completed in June 2020 path.
- Halifax to Town Centre (Waipu) – construction almost completed pre-lockdown, minor finishing works currently underway
- Albert St (Woods Rd to Clyde St) – works deferred until land ownership is resolved between Council and LINZ

## Footpath Renewals

- Kaka Street construction completed.
- Remainder of 19/20 renewals programme awarded to United Civil Construction with construction in May and June 2020 at Walker Cres, Kamo Road, Clark Road and Manse Street.

## Te Matau a Pohe Road Light Replacement

- McRae Global have successfully installed the new luminaires in January. It has been identified from investigations completed so far that the root cause of the problems re. some of the lights not work is not the light fittings. We believe that the probable cause of the faults is moisture entering the electrical connections inside the bridge deck, causing the circuit breakers to trip. We are engaging an independent electrical engineer to review the installation, validate this probable cause and advise on corrective action

## LED Street Light Conversion

- The installation of the V-Category (arterial road) retrofit lights (ie swapping the old light for new LED) being undertaken by Currie Electrical is well underway and is 95% complete. The remaining lights are located in the CBD mall area and require modification to the existing outreaches. This work will be completed in May.
- The Southern V-Category infill streetlight contract (ie those requiring new poles) was awarded to Currie Electrical on 16 March 2020 and is well underway. This contract includes new streetlights in the southern half of the Whangarei District and all of the new lights in the Kaipara District. Work to date has focused on the Whangarei CBD area. This work is due to be completed in December 2020.
- The Northern V-Category infill streetlight contract has been re-tendered and is in the process of being awarded. This contract includes new streetlights in the northern half of the Whangarei District and all of the new lights in the Far North District. This work is expected to start in July and has an extended completion timeframe of June 2022 due to budget constraints.
- We are currently investigating both Auckland Transport's central management system (CMS) and other "Smart Cities"-type CMS to control the new LED streetlights. Again due to budget constraints, a trial may be done in 2020/21 to confirm whether a CMS system should be rolled out over the network in the 2021/24 period.

## Inner CBD Transport Model

- The preferred packages for both the short and long term have been confirmed following modelling of future traffic flows (for the year 2043). The final modelling report has been completed. Whangarei District Road Safety Promotion Report May 2020 (Lockdown levels 3 and 2)

# Parks, Recreation and Solid Waste

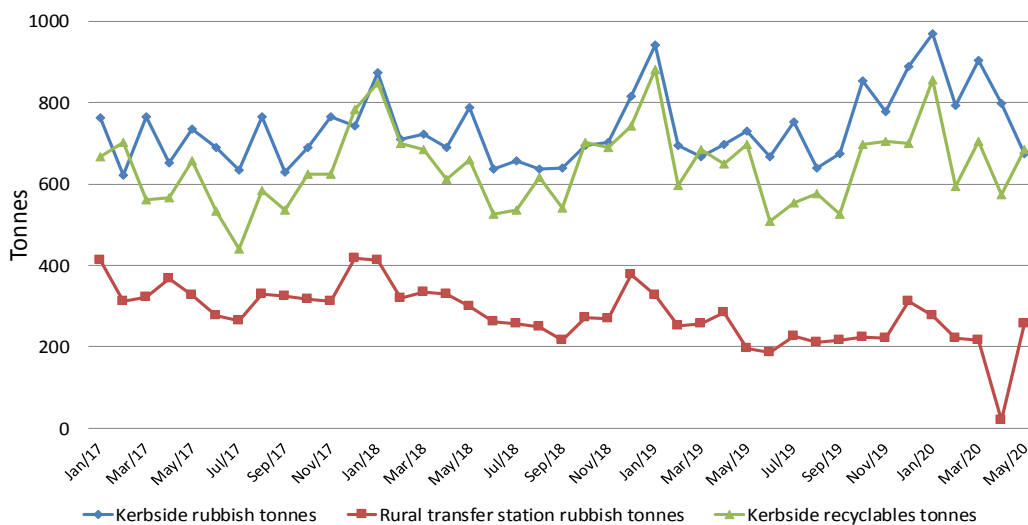
## Operations

### Solid Waste Operations

Post Covid activity resulted in above average use of the transfer stations for the time of year. Kerbside services returned to usual with the sorting of glass at kerbside. Prices received for recyclable materials are still very low as the market demand is weak at the moment.

Monthly waste tonnages are shown in the table and chart below.

Solid Waste Tonnes Jan 2017 - Year to Date



## Walking Tracks

Our walking track network is fully operational and being enjoyed by many people. Other than a flush of weeds and a number of trees that had blown over during a storm, there has been relatively little to do to catch up and clear the routes for use.

Surfacing of the final stretch of the Hatea Walkway that remained unsurfaced, was completed during the month. This is north of AH Reed and south of the Swing Bridge below Clapham Road. Although we have surfaced the 'short route', the longer route beside the river and around the loop will remain mown for those who prefer to go that way. It is now possible to promote the Hatea Walkway as being an all-weather route, suitable for use by most people.

The Hatea Walkway Extension from Tikipunga Sports Park to Vinegar Hill Road has been opened-up, along with another grass path that runs to the end of Balmoral Road. Tikipunga Pride have been requesting this for some time and it has been encouraging to work together in achieving this. These routes will be added to the maintenance contract to ensure that they remain clear going forward. Longer term, this will form part of a cycleway linking Totara Park and Kamo East.

## Tree Maintenance

Under Covid-19 Level 3 Treescape had limited personnel available and therefore did not have full crews to work on the contract.

The removal of the Totara trees at Hora Hora Sports Park was complete, along with Shearwater Place.

The palms on Maurton Place and Workman Way were also completed due to low fronds over the footpaths. One side of Montgomery Ave was completed once again due to low tree branches over the footpath.

There were no Health & Safety issues for the month of May. One internal audit was carried out this month.

18 CRMs were closed off during the month.

## Coastal Structures

43 inspections were completed in May therefore inspections are now nearly up to date.

The dedicated inspector is experienced and providing excellent detail and commentary on the inspection forms.

Scheduled maintenance was completed on two bridges, the Ralph Trimmer Drive pontoon piles had rust treatment.

No CRMs were received for the month of May.

## Sports Parks

Contractors have worked hard to get excess grass growth removed from the sports fields as quickly as possible. Because the clippings have to be 'absorbed', it takes numerous mows to achieve this and before line marking can take place for the winter codes. Goal posts have been erected and cricket wickets restored as part of the winter renovation work.

Tikipunga number one field is now complete and ready for use. It will need to be treated carefully as the grass re-establishes following the drainage work. Meanwhile the stolonisation of field 10 took place and the kikuyu is established here, with some welcome rain assisting growth at long last. Lighting is due to be installed next month.

Work is commencing on constructing the lighting at Hora Hora. This will cause some disruption, particularly where cabling needs to be trenched in.

At Otaika, the new League fields are now complete and ready for light use.

It has been agreed that Kensington K11 field (Trigg Stadium) will be used by Football as their match venue.

## **Parks and Gardens**

May received 178mm of rainfall which was spread out over 24 days, with the most significant fall coming on the 31<sup>st</sup> May (66mm). Combined with being a wet month the average temperatures remain high, with no cold snaps to slow down the autumn growth. The grass and weed growth continue to grow, Level 3 water restrictions remain in place.

Due to Level 4 COVID-19 restrictions (meaning little work was carried out in April) the contractor spent most of May trying to catch up and getting the high-profile sites back into spec.

While the contractor worked extremely hard during the month, with their current resource levels, they have struggled to get all sites back into spec.

Annual bedding displays will not be planted this winter, again due to Covid 19 and once out of Level 4, the time delay in having bedding plants available from the nursery. We have resorted to a plan B, where any summer displays that are still looking good, will remain in the ground (quite often Begonias will look good through winter) and in other beds lupins were sown, to provide a 'green' display and this will also help the health of the soil.

During level 3 restrictions, the Dog Park turf was resown and fertilised (the drought killed 90% of the grass during the summer) and by level 2 the park was starting to green up. We made the decision to keep the dog park closed for an extra 2 weeks to help the new grass establish. The park re opened in late May, with only a couple of areas of weaker grass growth, fenced off.

During May the scrub fire site on Parihaka (Abbey Caves Rd) was prepared for planting. On the lower slopes on the site, all the burn dead stalks of the scrub have been mulched down to make the site easier to plant. We have received funding to plant 10,000 plants, which we will do in 3 community planting days in late June and early July.

## **Playgrounds and Skate Parks**

During May, the playgrounds reopened under Covid 19 Level 2 restrictions. In the last few days of Level 3, the contractor disinfected all playgrounds ready for their reopening. The general public were happy to have the playgrounds open again and they were heavily used throughout the rest of May.

Morningside Park playground renewal has been delayed until after the lockdown and will start in early June.

## **General**

The impacts of COVID-19 have been felt by many of the sporting clubs. Rent relief has been provided on request based on the number of months a Club could not access their facility or fields.

We have been working closely with Northland Regional Council, who hold central government funding for wilding pine removal, regarding work on Parks sites. Our first project is planned for June on the eastern side of Parihaka. Further work is planned next financial year and some projects will be in partnership with Whangarei Heads Weed Action.

We have also been granted funding for tree planting from the Matariki Tu Rakau fund (Billion Trees programme) and will be planting the fire site at Parihaka as well as other sites.

Design work has continued on the Abbey Caves/Parihaka Mountain Bike Park car park. This project is planned in a staged manner with a smaller first stage of around 20 carparks with further stages coming as demand from tourists increases and funds become available.

## **Cemetery**

Our cemeteries are back to our normal standards now and work continues with 8 Burials this month.

Work has been undertaken to extend the current burial as it was previously grassed by a local farmer. The team have levelled the land and grazed it ready for burial berms to be placed.



## Botanica

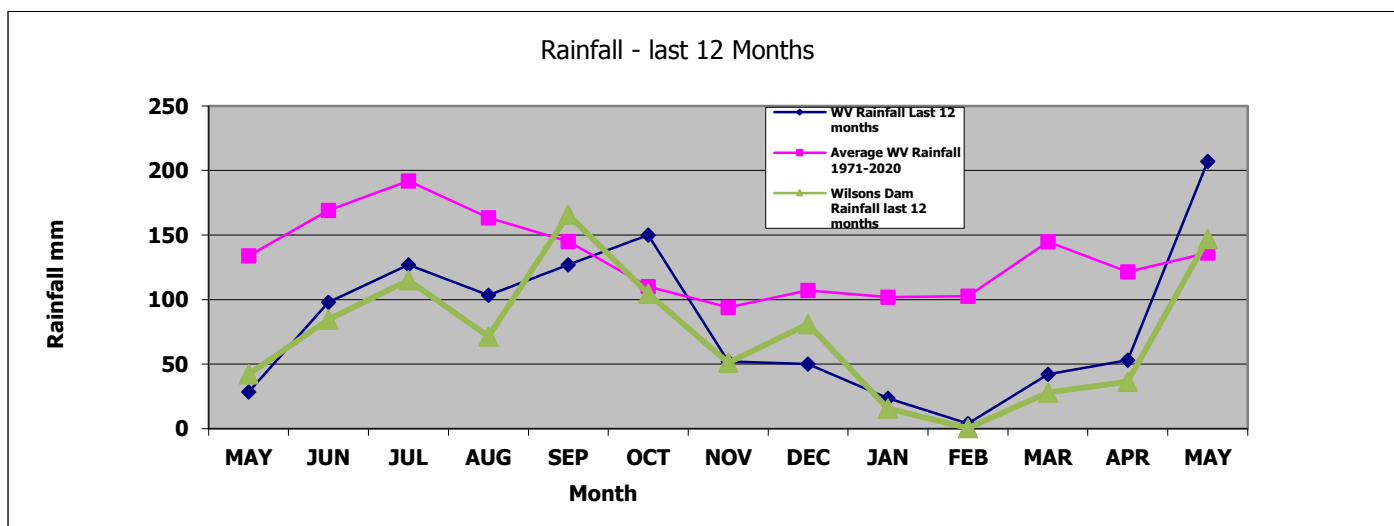
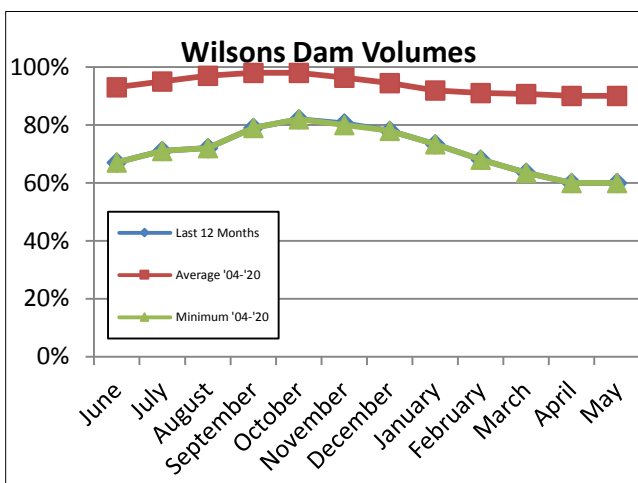
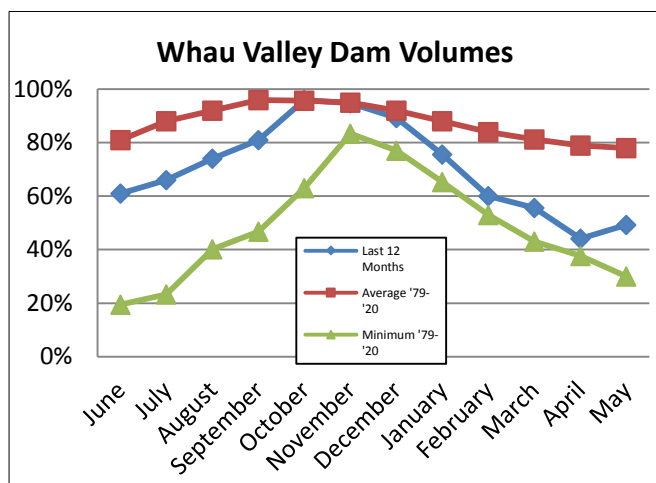
The new conservatory heating system is almost completely installed, and just in time with winter here. Only a couple of the plants were feeling the cold and have been moved out the back to recover hopefully.

## Water Services

### Operations

#### Rainfall and Water Sources

207mm of rain was recorded at Whau Valley Dam during May. This is more than the monthly average for May of 136mm and just the second time since January 2019 that we exceeded the monthly average. Since the start of summer we have had only 379mm of rain, the second lowest summer/autumn rainfall behind the 340mm we had last year. We now have a rainfall deficit of 277mm so far this year and a total deficit dating back to January 2019 of 944mm. Our dams have finally showed signs of improvement with Whau Valley increasing to 49% by the end of May and then to 59% in early June. Wilsons Dam, which received 60mm less rainfall than Whau Valley, increased to 61%. Level 3 restrictions, banning the use of hose pipes and sprinkler systems, came into effect on 16<sup>th</sup> April. Due to the dry forecast for June it has been decided to keep the restrictions in place as both dams were nearly 30% below average for the time of year. Long sustained rainfall is still needed with nearly 1,000mm required before summer. The long range weather forecast is for below average rainfall over the next three months. Water Services are underway with the installation of a new pipeline from the Hatea River. This will allow us to take our full allocation and effectively stop water use from the dam when the river flows are up and demand is low. We are also installing a connection to the Wairua River via the Maungatapere Water Company pipeline. This will allow us to access the Wairua River in an emergency. We are also considering emergency treatment options whilst at the same time planning for the Poroti Treatment Plant upgrade. (Note. At the time of reporting water restriction have been removed. Whau Valley Dam is 81% and Wilsons Dam 72% full).



## Production Report

### Compliance

Whau Valley WTP – Plant was fully compliant for protozoa and bacteriological.

Ruakaka WTP – Plant was fully compliant for protozoa and bacteriological.

Ahuroa WTP – Plant was fully compliant for protozoa and bacteriological.

Ruddells WTP – Plant was fully compliant for protozoa and bacteriological.

Poroti WTP – Plant was fully compliant for protozoa and bacteriological.

Maungakarama WTP – Plant was fully compliant for protozoa and bacteriological.

Mangapai WTP – Plant was fully compliant for protozoa and bacteriological.

### Other works

The algal bloom at Wilsons Dam continues and staff are trialling dosing a natural nutrient to try and reduce the bloom. A resource consent has been obtained from the NRC for this and trials started at the end of March. The trial was slightly disrupted due to Covid-19 and an equipment failure. However, initial results indicate that the nutrient was having a positive impact. Further trials will be needed, particularly when the water temperature increases to confirm if the product is worth moving to a full scale facility at the site. Staff have replaced the filter media in one of the filters at the Ruakaka water treatment plant to better combat the organics in the dam water. This was successful and a further filter is planned for later in the year.

## Distribution Report

### Water Statistics

37	Connection leaks repaired
18	Rider/Main leaks repaired
4	New connections installed
33	Faulty meters replaced

A total of 37 service connection leaks were repaired together with 18 main and rider main leaks. The number of leaks dropped again last month mainly due to the wet weather making it more difficult to spot leaks and the ground no longer moving in the dry conditions. The total number is now similar to the same time last year. A total of 4 new water connections were installed during the month and 33 meters were replaced after being reported faulty by the meter reader.

### Wairua Pipeline at Poroti

An emergency contract to install a pipeline between the Maungatapere Water Company's Wairua Pipeline and the Poroti Water Treatment Plant was fast forwarded due to the drought. The Contract to install the pipe was awarded to Broadspectrum and installation is due to be completed by the end of June. Hopefully we will get enough rain to not have to use the pipe this year. However, in the longer term the pipe will be used to provide water to an upgraded Poroti Water Treatment Plant and will help alleviate drought situations over the next 30 to 50 years.

### Consents and Compliance - Laboratory Water Quality Tests

Description	Number of Tests	Failures	Results	Goal	Retest
E. Coli leaving WTP	10	0	100%	100%	N/A
E. Coli within distribution	37	0	100%	100%	Pass
Free Available Chlorine within distribution (above 0.2mg/l)	61	0	100%	95%	N/A

**RESOLUTION TO EXCLUDE THE PUBLIC**

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

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

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section 7(2)(c)(i)}.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

**Resolution to allow members of the public to remain**

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

**Move/Second**

"That \_\_\_\_\_ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item \_\_\_\_\_.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because \_\_\_\_\_.

*Note:*

*Every resolution to exclude the public shall be put at a time when the meeting is open to the public.*