

## Infrastructure Committee Agenda

**Date:** Thursday, 13 August, 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.

<b>1. Declarations of Interest</b>	
<b>2. Apologies</b>	
<b>3. Confirmation of Minutes of Previous Infrastructure Committee Meeting</b>	
3.1 Minutes Infrastructure Committee Meeting held 9 July 2020	3
<b>4. Decision Reports</b>	
4.1 Whangarei Heads Resource Recovery Trust - further consideration	7
<b>5. Information Reports</b>	
5.1 Contracts Approved Under Delegated Authority-August 2020	81
5.2 Infrastructure Operational Report - August 2020	97
<b>6. Public Excluded Business</b>	
<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, 9 July, 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 Jayne Golightly  
 Cr Phil Halse  
 Cr Anna Murphy  
 Cr Carol Peters  
 Cr Simon Reid

**Not in Attendance**

Cr Shelley Deeming  
 Cr Greg Innes

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

*The Chairman advised Item 4.1 Northland Regional Landfill Limited Partnership – Statement of Intent 2020-21 would be taken after Item 5.1.*

#### 1. Declarations of Interest

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

#### 2. Apologies

Cr Shelley Deeming and Greg Innes (absent)

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Carol Peters

That the apologies be sustained.

**Carried**

### 3. Confirmation of Minutes of Previous Infrastructure Committee Meeting

#### 3.1 Minutes Infrastructure Committee meeting held 11 June 2020

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Tricia Cutforth

That the minutes of the Infrastructure Committee meeting held on Thursday 11 June 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**

*Item 4.1 was taken after item 5.2.*

#### **Election of Chair – Item 4.1 Northland Regional Landfill Limited Partnership – Statement of Intent 2020-21**

Cr Martin declared a conflict of interest and indicated he would vacate the chair for Item 4.1.

Nominations for a Chair for Item 4.1 were called for.

One nomination to appoint Her Worship the Mayor was received.

**Moved By** Cr Tricia Cutforth

**Seconded By** Cr Carol Peters

That Her Worship the Mayor is elected to chair Item 4.1.

**Carried**

### 4. Decision Reports

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

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Gavin Benney

That the Infrastructure Committee agree to the Northland Regional Landfill Limited Partnership Statement of Intent 2020-21.

**Carried**

*Crs Cutforth, Murphy and Peters requested their votes against be recorded.*

*Declaration of Interest:*

*Cr Martin declared an interest as a Director of Whangarei Waste Ltd.*

*Cr Martin vacated the chair, withdrew from the table and took no part in discussions or voting on Item 4.1.*

#### 4.2 Whangarei Heads Resource Recovery Trust

**Moved By** Cr Greg Martin

**Seconded By** Cr Simon Reid

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.

#### Amendment

**Moved By** Cr Anna Murphy

**Seconded By** Cr Vince Cocurullo

That this item does lie on the table until the 13 August 2020 Infrastructure Committee meeting.

**Carried**

### 5. Information Reports

#### 5.1 Contracts Approved Under Delegated Authority

*Contract 18047 – Maunu Road/Porowini Bridge Widening and Intersection Improvements, was removed from the report.*

**Moved By** Cr Greg Martin

**Seconded By** Cr Vince Cocurullo

That the Infrastructure Committee note the Infrastructure contract (CON 07041) awarded under Chief Executive and General Manager delegated authority.

**Carried**

**5.2 Infrastructure Operational Report - June 2020**

**Moved By** Cr Greg Martin

**Seconded By** Cr Vince Cocurullo

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 10.01am.

Confirmed this 13<sup>th</sup> day of August 2020

Councillor Greg Martin (Chairperson)

## 4.1 Whangarei Heads Resource Recovery Trust

**Meeting:** Infrastructure Committee  
**Date of meeting:** 13 August 2020  
**Reporting officer:** C Brindle (Senior Democracy Adviser)

### 1 Purpose

To re-present the report 'Whangarei Heads Resource Recovery Trust' for the Committee's consideration.

### 2 Background

The attached report was considered by the Infrastructure Committee on 9 July.

The Committee resolved:

*'That this item does lie on the table until the 13 August 2020 Infrastructure Committee meeting.'*

The report (and attachment) are attached for the Committee's consideration.

### 3 Attachment

1. Item 4.2 13 July Infrastructure Committee – Whangarei Heads Resource Recover Trust



## 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

---

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

---

Date: February 2020

Revised: May 2020

# Table of contents

Executive summary .....	4
Overview Timelines .....	5
Business details.....	6
What we do and how we do it .....	6
Background.....	7
Our goal/mission .....	9
Our guiding principles .....	9
Our strategy .....	10
Current planned team.....	11
Planned team structure.....	13
Contractors and employees .....	13
Management of volunteers .....	14
Organisational chart.....	15
Launch & strategy .....	16
Strength, weakness, opportunities and threats .....	18
Monitoring and reporting .....	17
Memorandum's of understanding .....	17
Site requirements and operational costs.....	18
Projected income, donations, contributions .....	22
Financial plan.....	24
Funding options .....	25
Legal and regulatory compliance .....	26

Indicative drawing of CRRC.....	28
Site drawing of CRRC.....	29
Appendix A - Memorandum's of understanding .....	30
Appendix B - Public consultation .....	37
Appendix C - Materials overview, cardboard, plastic & glass .....	59
Appendix D - Weed Action chemical shed storage & handling policy .....	64

---

## 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.

---

## 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.

- 
9. Sustainably increase resource recovery to maximise the value of recovered materials and associated commercial opportunities.
  10. Advocate for increased producer responsibility for key waste streams such as agricultural & construction waste, tyres, packaging, green & food waste.
  11. Encourage efficiency and innovation in the recovery, reuse and reprocessing of resources.
- 

## **Our strategy**

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

## Current and planned team

### Current team

<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>
--	---

<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

<b>Name</b>	<b>Role/Job title</b>
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.

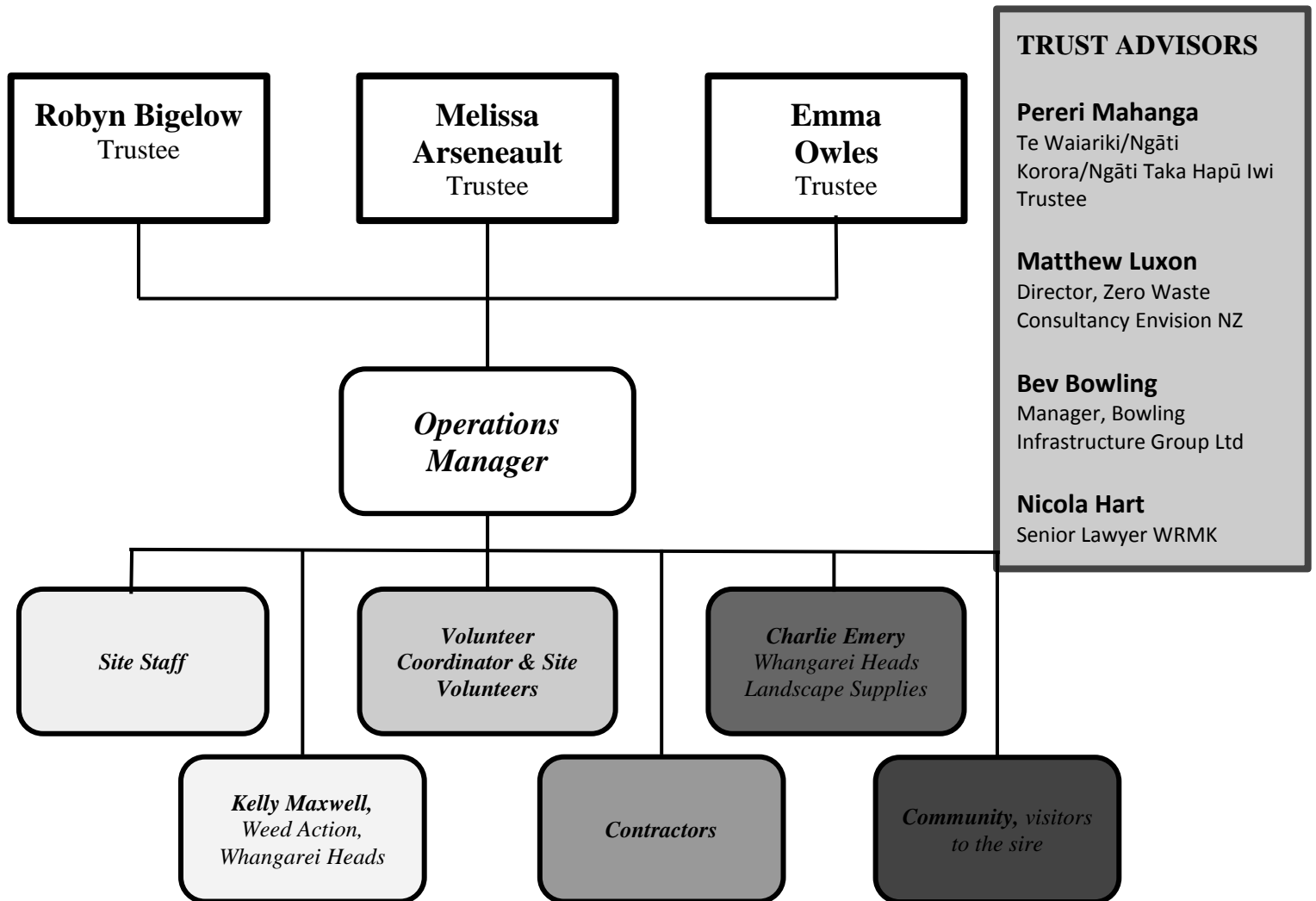
Developing role descriptions means volunteers know exactly what they're signing up for so they can plan accordingly and be confident they can meet expectations. It also assists with the management and recruitment of volunteers.

**The role/job description should include:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• role name</li> <li>• purpose of the role</li> <li>• responsibilities and duties</li> <li>• who the volunteer reports to</li> </ul> | <ul style="list-style-type: none"> <li>• knowledge and skills required</li> <li>• training provided</li> <li>• time commitment required, including the term of the role if applicable</li> </ul> |
|---|--|



# 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**

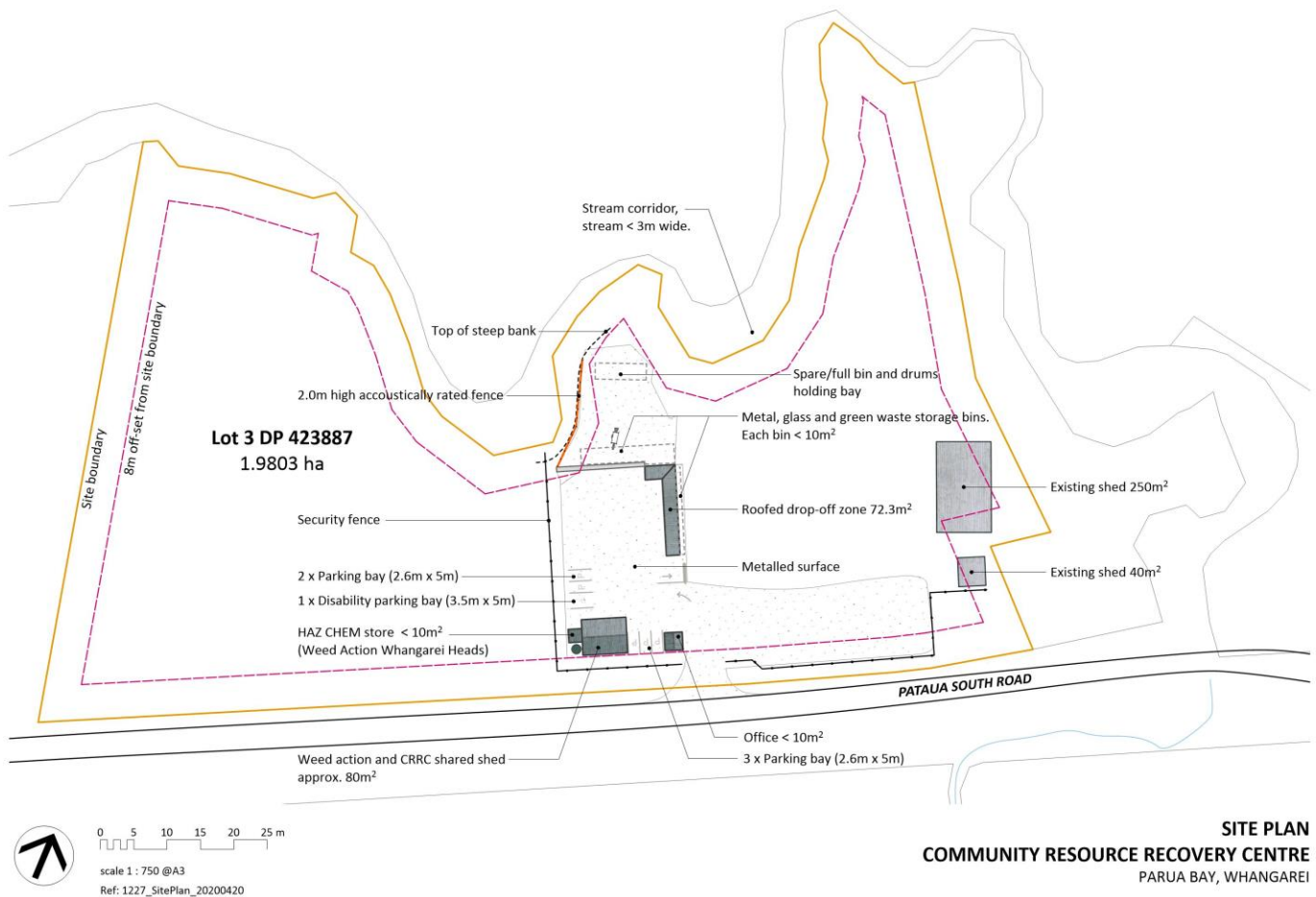
This Act requires all professional dealers to be licensed. However, this is not required for a charitable or non-profit organisation for donated items, as outlined in Section 6, clause 4b: 10 (4) For the purposes of this Act, the following are not engaged in business as second-hand dealers when selling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

---

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.

---

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.

---

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.

---

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.

---



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

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

---

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.

---

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.

---

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.

---

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.

---

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.

---

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.

---

## 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 30<sup>th</sup> 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 Inghirhead*, 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 CRRRC facility. WA will follow all relevant industry standards and government guidelines and regulations to ensure the Hazchems are secured safely at this site and compliant within relevant legislation. This legislation includes:

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

### Store Construction

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

All compulsory signage in place

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

### Spill containment

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

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

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

A spill kit will be maintained in the store including

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

### **Store Management – Record keeping**

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

### **Store Management – Segregation**

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

### **Store Management – Storage**

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

## **Emergency Preparedness**

The Agrichemical store will have:

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

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

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

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

---



## 5.1 Contracts Approved Under Delegated Authority

**Meeting:** Infrastructure Committee  
**Date of meeting:** 13 August 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 notes 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 ward process for each contract and a brief description of the works undertaken.

Table 1: Infrastructure Contracts Awarded Under Delegated Authority

<b>1. Water</b>	
<b>CON20032</b>	For Supply of Water Treatment Chemicals
<b>2. Roothing</b>	
<b>CON19017</b>	LED Streetlight Improvements – Northern Package (V Category)
<b>CON15063</b>	Extend Contract Value and Term to 30 June 2021
<b>CON17026</b>	LED Streetlight Conversion – Northland Installation Package (P Category) – Variation of Contract
<b>PRO19051</b>	Robert/Walton Street Upgrade – Professional Services
<b>CON18047</b>	Maunu Road/Porowini Avenue Bridge Widening & Intersection Improvement – Variance of Contract

#### 3.1 COVID-19 Consideration

The impacts of COVID-19 on these decisions has been considered. There are no impacts expected.

#### **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**

Summary of Contracts Approved Under Delegated Authority August 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 Water

 CON20032  
 For Supply of Water Treatment Chemicals

#### Introduction

The supply of chemicals is crucial to the provision of safe drinking water. It is important that the supplier can not only provide quality chemicals that can meet acceptable standards, but also provide robust supply chains that can function under emergency conditions.

Ixom Ltd and its predecessors Orica Chemicals have been supplying chemicals to Whangarei District Council for over 20 years. Ixom Ltd is the largest supplier of water treatment chemicals in New Zealand and Australia, supplying the majority of water suppliers around the country including Watercare and all councils in Northland.

This contract will cover all bulk chemicals excluding, carbon dioxide, salt and MIEX resin. Due to the sole supplier nature of the chemical industry the variation to the procurement policy makes provision to award the contract to Ixom for another three years.

#### Procurement Process

The existing chemical supply contract CON16082 was publicly advertised as an expression of interest in 2017 and the only responder was Ixom. Consequently, WDC entered into a contract using Ixom's standard supply agreement.

Since 2017 there have been no major new players in the chemical supply market. However, a proposal was reviewed for the separate supply of bulk chlorine gas from a small supplier. After reviewing the proposal, it was deemed that the potential savings did not offset the risk of moving to an unknown supplier who was sourcing the chlorine from Asia. It was therefore concluded that continuing to work with Ixom was the prudent approach.

Ixom agreed to continue the current pricing into the new contract using their normal supply conditions. Those conditions have been reviewed by Council's legal advisors and deemed to be satisfactory.

#### Financial

The cost of supplying water treatment chemicals is controlled by two main factors, international markets for constituent chemicals and transportation costs, both can also be influenced by the exchange rate. Demand for chemicals in larger markets such as China and Europe can impact on costs here. Consequently, the price of chemicals can fluctuate up and down over a relatively short period of time. For this reason, the most recent chemical contract had provision to review costs on a quarterly basis. It is expected that this will provide a lower overall cost to Council as fixing the price for longer would mean a margin being added by the supplier to offset potential risk. To date this has worked well for the Council as prices have been relatively constant.

The estimated cost of the chemicals covered in the contract is \$900,000 per year (3 year contract). The budget for chemicals total is \$1,000,000 per year which covers some additional chemicals not provided by Ixom Ltd. Actual chemical consumption is contingent on several factors including, weather patterns, water demand, treatment plant availability and water characteristics.

Chemical costs have been stable over the last 15 years. This history provides some assurance that the contract sum will sufficiently cover the cost of supply for the duration of the contract.

### **Chief Executive Approval**

The contract for Supply of Water Treatment Chemicals (CON20032) be awarded to Ixom Ltd for the sum of \$2,700,000.00 (Two million seven hundred thousand dollars) excluding GST.

## **2.0 Rooding**

<p style="text-align: center;">CON19017 LED Streetlight Improvements – Northern Package (V Category)</p>
--

### **Introduction**

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

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

In March 2020, Council approved the award of Con19018 for the V Category infill lighting of the southern area of the Whangarei District and the Kaipara District.

This recommendation for contract award of Con19017 is for the V Category infill lighting of the remaining area of the Whangarei District.

In addition, the Far North District Council has also undertaken design of their V Category lights which has also resulted in new lights to be installed. The Far North District Council (FNDC) has approached the Whangarei District Council (WDC) through the Northland Transport Alliance to combine their infill lights with the Whangarei lights to obtain better buying power. Contract 19017 includes the installation of infill lights on the northern portion of Whangarei District's arterial roads and on Far North District's arterial roads. This includes new infill lights in the following areas:

#### **WDC Area**

- Northern portion of Whangarei City
- Hikurangi

#### **FNDC Area**

- Kaitaia
- Kerikeri
- Waipapa
- Kaikone
- Opua

The luminaires for these V Category works were ordered by the respective councils in a joint purchasing project and these have arrived in Whangarei in mid May 2019, mid December 2019 and late May 2020.

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

- Separable Portion 1 - Northern portion of Whangarei City
- Separable Portion 2 - Hikurangi
- Separable Portion 3 - FNDC parts of Kaitaia and Kerikeri
- Separable Portion 4- FNDC remaining parts of Kaitaia and Kerikeri.  
Also includes Waipapa, Kaikohe and Opuia

The intention is that Separable Portion 1 would proceed upon award and would focus on Whangarei City which is the highest priority area. Separable Portion 3 would commence shortly after award of the contract following an approval process by the Far North District Council.

Separable Portions 2 and 4 are provisional works and are only to commence after July 2021 once budgets have been confirmed in the 2021/31 Long Term Plans for the respective councils.

### **Procurement Process**

Contract 19017 for the LED Streetlight Improvements-Northern Installation Package (V Category) was publicly tendered on the Tenderlink website and tenders closed in December 2019. At that time only one tender was received from McKay Ltd. Their tender price was \$9,748,224 which was almost three times the Engineer's Estimate at the time. Negotiations were held with McKay Ltd and they lowered their price to \$6,427,429 which again was much higher than the Engineer's Estimate. In addition, there were numerous tags associated with this negotiated price. Given that there was no certainty with this price, and it was much higher than the Engineer's Estimate, it was decided to retender this contract.

The contract was repackaged to provide a more flexible timeframe and to better match the available budgets. This had the benefit of making the work more attractive to potential tenderers. The Engineer's Estimate was also revised using the rates from the southern infill contract (Con19018) because it was recognised that this was unrealistically low.

The contract was publicly retendered in late March 2020 on the Tenderlink website and tenders closed on 30 April 2020.

Three conforming tenders were received as described below:

- Broadspectrum Ltd
- Currie Electrical Ltd
- McKay Ltd

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

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

<b>Tender</b>	<b>Tender Price (excl GST)</b>	<b>Supplier Quality Premium</b>	<b>Adjusted Tender Price (excl GST)</b>
Broadspectrum Ltd	\$7,164,932.85	\$0.00	\$7,164,932.85
Currie Electrical Ltd	\$7,118,281.50	-\$251,118.24	\$6,867,163.26
McKay Ltd	\$6,245,201.18	+\$47,630.76	\$6,292,831.94
Engineer's Estimate	\$5,733,950.00		

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

An arithmetic check was undertaken, and three minor errors were found in the McKay Ltd tender. These errors were able to be resolved through clarifications with McKay and have no impact on the tender price.

### **Financial/budget considerations**

The McKay Ltd tender has a tender price of \$6,245,201.18 (excl GST) which is 9% higher than the Engineer's Estimate. This is expected to be a fair market price because three tenders were received, and the McKay Ltd tender price was significantly lower than the other tenders.

The FNDC V Category Infill Lighting Upgrade will be claimed through WDC Contract 19017 but will be recovered by WDC through claiming back to FNDC. The FNDC separable portions will not be awarded until the Far North District Council has confirmed their acceptance of this work. The total value of the two FNDC separable portions is \$4,269,426.36 (excl GST).

The total value of the two WDC separable portions is \$1,975,774.82 (excl GST)

The financial commitment for this work in the 2018/21 period is shown the following table:

<b>Separable Portion</b>	<b>2018/21 Period</b>	<b>2021/24 Period</b>	<b>Comments</b>
WOE Northern portion of Whangarei City	\$1,345,562	\$0	Funded within available budget (see table below)
WDC Hikurangi	\$0	\$630,213	Provisional - Budget to be confirmed in woe 2021/31 LTP
FNDC Parts of Kaitaia and Kerikeri	\$1,123,299	\$0	Funding is within available FNDC budget. To be approved by FNDC.
FNDC Remainder of Kaitaia and Kerikeri. Waipapa, Kaikohe and Opua	\$0	\$3,146,127	Provisional - Budget to be confirmed in WOE 2021/31 LTP. To be approved by FNDC.
<b>Total</b>	<b>\$2,468,861</b>	<b>\$3,776,340</b>	
<b>Overall Total</b>	<b>\$6,245,201</b>		

Separable Portion 1 will be funded from the overall LED Streetlight budget of \$6,600,000 (excl GST) which has been approved by NZTA. There is also a provision of \$2,000,000 for the 2018/2021 period for V Category LED infill lighting through the Reading Low Cost/Low Risk Improvement programme as this work was not within the original LED conversion scope.

Therefore, there is an overall budget of \$8,600,000 for this project. The breakdown of this amount is shown in the following table:

Description	Estimated Cost (excl GST) for 2018/21	Status
Con17025 - LED Luminaire Supply (P Category)	\$850,000	Completed
Con17070 - LED Luminaire Installation Trial (P Category)	\$150,000	Completed
Con17026 - LED Streetlight Conversion - Northern Installation Package (P Category) including the WDC V Category Retrofit Variations (but excluding the KOC V work)	\$894,288	Nearly complete
Con17080 - LED Streetlight Conversion - Southern Installation Package (P Category)	\$220,000	Completed
Con17027 Twin Coast Discovery Highway Lighting Upgrade	\$1,480,350	Completed
Con17028 Arterial Road Intersection Lighting Upgrade (V Category Supply)	\$66,000	Completed
Con19003 LED Luminaire Supply (V Category) Package 2	\$850,439	Completed
Con19035 LED Luminaire Supply (V Category) Package 3	\$272,175	Completed
<b>Con19017 LED Streetlight Improvements - Northern Package (V Category) - but excluding the FNDC work and the WDC Hikurangi work)</b>	<b>\$1,345,562</b>	<b>This contract</b>

Description	Estimated Cost (excl GST) for 2018/21	Status
Con19018 LED Streetlight Improvements - Southern Package (V Category) - but excluding the KDC work and WDC Ruakaka & Waipu work)	\$1,872,210	Underway
V Category Design Fees	\$200,000	Completed
Professional Services for Con17027 Construction Supervision	\$55,400	Completed
Professional Services for Con17026, 17070 & 17080 Construction Supervision	\$68,160	Completed
Other Contract Supervision & Council Costs	\$250,000	Underway
<b>Total Estimated Cost</b>	<b>\$8,574,584</b>	
<b>Total Approved WOE Budget For 2018/21</b>	<b>\$8,600,000</b>	

This shows that Separable Portion 1 of Contract 19017 can be funded from the approved budget for the 2018/21 period.

### Chief Executive Approval

1. That the contract for the LED Streetlight Improvement- Northern Installation Package (V Category) (CON19017) be awarded to McKay Ltd for \$1,975,774.82 (One Million, Nine Hundred and Seventy-Five Thousand, Seven Hundred and Seventy-Four Dollars and Eighty-Two Cents) excluding GST. This approval is for the Whangarei District Council Separable Portions 1 and 2.
2. That Separable Portion 2 for the Whangarei District Council Hikurangi works, valued at \$630,213, shall only proceed once the Whangarei District Council has approved sufficient budget for this work in the 2021/2031 Whangarei District Long Term Plan through the Council's Low-Cost Low **Risk** Programme.
3. That Separable Portion 3 for the part of Far North District Council works shall only proceed once the Far North District Council has approved this work through a separate agenda item to the Far North District Council.
4. That Separable Portion 4 for the remainder of the Far North District Council works shall only proceed once the Far North District Council has approved sufficient budget for this work in the 2021/2031 Far North District Long Term Plan and have approved this work through a separate agenda item to the Far North District Council.

#### CON15063

Extend Contract Value and Term to 30 June 2021

### Purpose

To seek the Chief Executive's approval for the following:

1. To extend Contract 15063 for two years to include the 2019-2020 and 2020-2021 financial years with a completion date of 30 June 2021 and contract price of \$2,016,000.00 excluding GST.
2. A variation to Contract 15063 of \$730,000.00 (Seven Hundred and Thirty Thousand Dollars) excluding GST for the 2019-20 and 2020-21 Road Safety Promotion Activities.

### Introduction

Contract 15063 - Road Safety Promotion Activities was awarded to Northern Road Safety Trust in December 2015 for the promotion of road safety activities over 3 years from 1 July 2015 to 30 June 2018. The total contract value was for \$939,000.00 spread evenly over the 3-year period.

An extension to the contract for one year from 1 July 2018 to 30<sup>th</sup> June 2019 along with a variation to the contract value of \$347,000 was approved under delegated authority by the Chief Executive in September of 2018. This increased the contract sum to \$1,286,000.00 excluding GST.

During the 2018-2019 financial year a review of the delivery mechanism for road safety promotion activities has commenced. This has culminated in the district councils of northland collectively engaging Rationale Ltd to prepare a business case for procuring Road Safety Promotion Activities services within the strategic context of the Northland region. Road Safety Promotion is a service in which Road Controlling Authorities are required to provide, as part of the Road Safety Action Planning (RSAP) activity. Whangarei District Council, Kaipara District Council and Far North District Council as part of the Northland Transportation Alliance (NTA) are seeking to consider options to determine the best way to deliver RSAP services for the future.



Rationale have completed their review of RSAP activities and an associated business case. Staff will present this business case, including the options and recommended model to each of the three district Council's over the next few months. This is to ensure that the chosen model can be in place ready for the 2021-24 LTP period.

This extension of the contract for effectively another year enables sufficient time to gain all three council's approval to proceed with the revised model and complete procurement process in time for delivery to start 1 July 2021. Regardless of which option is adopted we will need to tender the RSAP contracts for the next LTP period for all three councils.

### **Contract Term**

The original contract term for Contract 15063 was for three years from 1 July 2015 to 30 June 2018. An extension of one year was approved in 2018 taking the contract period to 30 June 2019.

Approval is being sought to extend Contract 15063 for a further two years to include the current 2019-20 and 2020-21 financial years with a completion date of 30 June 2020. The two-year extension will make provision for the Northland Road Safety Trust to continue to deliver Road Safety Promotion Activities in the 2019-20 and 2020-21 financial years, within existing approved budgets.

### **Financial/ Budget Consideration**

An increase to the contract value of \$347,000 was approved under delegated authority by the Chief Executive in September 2018. This increased the contract sum from \$939,000 to \$1,286,000.00 excluding GST.

Approval is sought for a variation of \$730,000.00 excluding GST to Contract 15063 for Road Safety Promotion Activities for the 2019-20 and 2020-21 financial years which will increase the current contract value of \$1,286,000.00 to \$2,016,000.00 excluding GST. No additional funding is required to facilitate this contract variation.

Provision has been made in the 2019-20 and 2020-21 Roading budget for the Road Safety Promotion Funding Programme valued at \$730,000.00 excluding GST. This includes a subsidy from NZTA at 53% FAR with the balance of 47% funded as Local Share.

A breakdown of the additional costs is provided in the following table:

<b>Item</b>	<b>Variation</b>	<b>Amount (excl GST)</b>
1.	Contract Value for 2019-20 financial year	\$ 365,000.00
2.	Contract Value for 2020-21 financial year	\$ 365,000.00

A breakdown of cost for the whole contract is provided in the following table:

<b>Description</b>	<b>Amount (excl GST)</b>
Original Contract Value (1 July 2015 - 30 June 2018)	\$ 939,000.00
Approved increase in Contract Value for 2018 - 2019 financial year	\$347,000.00
<b>Total currently approved Contract Value</b>	<b>\$ 1,286,000.00</b>
Approval required for increase in Contract Value for 2019-2020 and 2020 - 2021 financial year	\$ 730,000.00
<b>Total Adjusted Contract Value</b>	<b>\$ 2,016,000.00</b>

### Chief Executive Approval

1. The contract value for Contract 15063 for Road Safety Promotion Activity be increased from \$1,286,000.00 to \$2,016,000. Ltd (Two Million and Sixteen Thousand dollars) excluding GST
2. That Contract 15063 be extended for two years to include the 2019-2020 and 2020-2021 financial years with a completion date of 30 June 2021

CON17026  
 LED Streetlight Conversion – Northern Installation Package (P Category)  
 Variation of Contract

### Introduction

Contract 17026 was tendered for the replacement of streetlights on the local road network (P Category lights) which are on the northern half of the District. This contract was awarded to Currie Electrical Ltd on 15 December 2017 for \$527,214.00 (excl GST). Currie Electrical Ltd subsequently completed all the replacement of these lights by June 2018.

On 13 June 2019, a variation to this contract was approved for the inclusion of the retrofit of the arterial road lights (V Category Lights) in both the Whangarei and Kaipara Districts. The revised contract value following approval of this variation is \$1,093,523.36 (excl GST).

This additional work is now 95% complete. The remaining lights to be replaced are on decorative light poles located in the Cameron Street Mall and inner CBD area. The existing outreaches of these lights are not suitable to attach the new LED luminaires to and so need to be replaced.

### Streetlight Outreach Design



The existing streetlight outreaches in the Cameron Street Mall and some other areas in the inner CBD (such as James St) are of a heritage style that have a T-shaped cross-section which cannot easily be adapted to hold the new LED luminaires which have a circular socket. It is proposed to replace the top part of these streetlights with new outreaches that will enable the new luminaires to be fitted.

There are 4 triple outreaches and 20 single outreaches to be replaced

Examples of these outreaches and the new designs are shown below:





 <p>Existing single outreach in James St</p>	 <p>Proposed single outreach with luminaire indicatively shown</p>
---	--

The new outreaches and the existing poles will all be painted black similar to the poles on the Kamo Shared Path.

These proposed changes to the streetlight outreaches have been discussed with a Policy Team staff member who was involved in the development of the draft Complete Streets Masterplan.

They are comfortable with the proposed new outreaches and consider these as being consistent with the outcomes of the draft Complete Street Masterplan.

### **Discussion**

During the original design of these luminaires, the issue of the incompatibility of the luminaires with the existing outreaches was not fully understood. Originally it was expected that the existing outreaches could be adapted to suit the new luminaires. However, following discussions with the contractor, concerns were raised about the structural adequacy of the existing outreaches to be modified, particularly as they are in a high-profile area with lots of pedestrians. This effectively ruled out the option of modifying the existing outreaches.

The luminaires for these lights have already been purchased through earlier supply contracts and are stored at Currie Electrical Ltd.'s yard in Whangarei.

The cost of replacing the 4 triple outreaches and 20 single outreaches as well as painting the existing poles is \$85,330.96 (excl GST) based on pricing from a local fabrication company. This includes the installation of the outreaches. It is recommended that an allowance of \$90,000 (excl GST) be provided to allow for this work plus a small contingency provision.

The benefit of carrying out this work is to enable the installation of the already supplied LED luminaires into the CBD area. This will greatly improve the lighting of the CBD at night, particularly in the Cameron Street Mall area. It will "lift" the profile of the CBD at night as being a place that is safe and comfortable to walk around, and opens opportunities for night time trading, markets and events etc as well as improving the potential uptake of inner city living. It will also enable Council to get the power and maintenance savings from the luminaires which would amount to \$1,500/annum.

### **Financial/budget considerations**

The Currie Electrical Ltd Contract 17026 has a current contract value of \$1,093,523.36 (excl GST). This value included a contingency value, but this has been expended by the inclusion of an additional 221 streetlights to be retrofitted over and above those included in

the June 2019 variation. These additional streetlights were to "mop up" any remaining streetlights around the district which were not included in the replacement programme.

The total adjusted contract value required for this work is \$1,183,523.36 (excl GST). This represents an increase in the contract value of \$90,000.00 (excl GST).

This will be funded from the overall LED Streetlight budget of \$6,600,000 (excl GST) which has been approved by NZTA. There is also a provision of \$2,000,000 for the 2018/2021 period for V Category LED infill lighting through the Reading Low Cost/Low Risk Improvement programme as this work was not within the original LED conversion scope. Therefore, there is an overall budget of \$8,600,000 for this project.

Description	Estimated Cost (excl GST) for 2018/21	Status
Con17025 - LED Luminaire Supply (P Category)	\$850,000	Completed
Con17070 - LED Luminaire Installation Trial (P Category)	\$150,000	Completed
<b>Con17026 - LED Streetlight Conversion - Northern Installation Package (P Category) including the WDC V Category Retrofit Variations (but excluding the KDC V work).</b>	<b>\$984,288</b>	<b>Nearly complete (this Variation)</b>
Con17080 - LED Streetlight Conversion - Southern Installation Package (P Category)	\$220,000	Completed
Con17027 Twin Coast Discovery Highway Lighting Upgrade	\$1,480,350	Completed
Con17028 Arterial Road Intersection Lighting Upgrade (V Category Suoolv)	\$66,000	Completed
Con19003 LED Luminaire Suoolv (V Category) Package 2	\$850,439	Completed
Con19035 LED Luminaire Suoolv (V Category) Package 3	\$272,175	Completed
Con19017 LED Streetlight Improvements - Northern Package (V Category) - but excluding the FNDC work and the WOE Hikurangi work)	\$1,345,562	Being awarded
Con19018 LED Streetlight Improvements - Southern Package (V Category) - but excluding the KOC work and WOE Ruakaka & Waipu work)	\$1,872,210	Underway
V Category Design Fees	\$200,000	Completed
Professional Services for Con17027 Construction Supervision	\$55,400	Completed
Professional Services for Con17026, 17070 & 17080 Construction Supervision	\$68,160	Completed
Other Contract Supervision & Council Costs (2018/21 costs only)	\$180,000	Underway

<b>Total Estimated Cost</b>	<b>\$8,594,584</b>	
<b>Total Approved WDC Budget for 2018/21</b>	<b>\$8,600,000</b>	

This shows that this variation to Contract 17026 can be funded from the approved budget for the 2018/21 period.

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

That contract for the LED Streetlight Conversion - Northern Installation Package (P Category) (CON17026) be adjusted to \$1,183,523.36 (One Million, One Hundred and Eighty-Three Thousand, Five Hundred and Twenty-Three Dollars and Thirty-Six Cents) excluding GST.

PRO19051 Robert/Walton Street Upgrade – Professional Services
--

### ***Introduction***

The upgrade of the intersection of Robert Street and Walton Street in the CBD is one of the first steps in realising the Completed Streets Master Plan, developed from the City Centre Master Plan.

The works involve widening and signalling the Walton Street and Robert Street intersection to allow vehicle movements in all directions.

A concept design has been completed and this procurement is for the remainder of the professional services required; detailed design and management of the physical works contract.

### ***Procurement Process***

This work was procured through direct engagement of Northern Civil Consulting Engineers (NCC) as the works were estimated to be under \$100,000 and NCC have already completed the scheme design for the intersection so have a good understanding of what is required in completing the design works.

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

The price received from NCC was evaluated and considered to be reasonable.

### ***Financial***

The design phase is being funded from Low Cost Low Risk works that has budget available for this. Funding for the physical works has been applied for to the Crown Infrastructure Projects.

### ***General Manager Approval***

The contract for Robert/ Walton Street Upgrade - Professional Services (PR019051) be awarded to Northland Civil Consulting Engineers Ltd for the tendered sum of \$98,522.00 (ninety-eight thousand, five hundred and twenty-two dollars and zero cents) excluding GST and including \$28,710.00 of provisional items and contingency.

CON18047  
Maunu Road/Porowini Avenue Bridge Widening & Intersection Improvement  
Variance to Contract

### **Purpose**

Approval is sought to increase the original contract price to \$2,851,399.21 (excluding GST)

### **Background**

This contract is for the construction of Maunu Road / Porowini Avenue Bridge Widening and Intersection Improvements. It was awarded to United Civil Construction Ltd. The original contract amount was \$2,127,687.35 excluding GST.

The original contract price excludes a contingency sum.

The total contract amount was exceeded due to changes in scope as follows:

Repairs to the existing bridge: Unplanned repairs to the existing bridge relating to pre-existing defects including investigation, repairs to and reconnecting of an existing pile, repair of cracking of abutment walls and repair of dowel fixings.

Cracks in abutment walls were epoxy injected and the walls strengthened using fibre reinforced polymer strips. An existing pile was reconnected with the foundation of one of the abutment walls and steel dowels connecting existing bridge beams to the tops of the abutment walls repaired.

This work required additional traffic management and these costs along with the cost of delays to the programme can be claimed under the contract.

Covid 19 Closedown related claims: Contractor and Sub contractor costs relating to Covid 19 Pandemic Level 4 closedown of the construction site, including maintenance of safety measures for the site during lock down and re-establishment of site on return to work.

The Contractor is also entitled to claim for the effects of Covid 19 Level 3 restrictions on the delivery of the works.

A breakdown of the additional costs is provided in the following table:

Item	Variation	Amount (excl. GST)
1.	Repairs to existing bridge	\$342,982.23
2.	Covid 19 Level 4 Close down and effects of Level 3 restrictions	\$280,729.63
	<b>Total Increase</b>	<b>\$623,711.86</b>
	<b>Recommended Contingency</b>	<b>\$100,000.00</b>
	<b>Total Increase in Contract Sum including Contingency</b>	<b>\$723,711.86</b>

NZ Transport Agency are aware of the variations and are expecting our application to approve the 53% Funding Assistance Rate on the additional project costs.

### **Recommended Contingency**

The contract makes provision for payment to the Contractor for cost of delays due to variations that extend the contract programme. The cost of delays is based on a tendered working day rate of \$2,900.00 / working day. The full effect of the cost of delay on the final total contract sum due to the variations is still to be finalised with the Contractor.

A claim of \$199,472.63 for costs incurred as the result of the Covid 19 Level 4 close has been received from the Contractor. This is currently being considered by the Engineer. In addition, an estimate of \$81,257.00 for costs relating to the effects of Covid 19 Level 3 restrictions to the contractor's delivery of works during the Level 3 period has been made by the Engineer. A claim has not yet been received from the Contractor. Level 4 and level 3 costs have been included in item 2 in the table above.

The current uncertainty relating to the Central Government's position on Covid 19, their future responses and possible future work restrictions arising from the pandemic may give rise to further construction costs. A further unknown at this stage is the effect of Covid-19 restrictions on the timing of supply of materials and services to complete the work. It is possible that delays to surfacing of the road approaches, intersection and bridge and the completion of strengthening work for several existing bridge beams could be delayed with associated further costs to the contract.

To provide for the risk of incurring further costs to complete the contract it is recommended a contingency of \$100,000.00 (excl GST) be approved in addition to the provision of an increase to the contract sum for the variations outlined above.

A breakdown of cost for the whole contract is provided in the following table:

Description	Amount (excl. GST)
Original contract value (excl. contingency)	\$2,127,687.35
Contingency	\$0.00
Total original contract value	\$2,127,687.35
Contract Variance with recommended contingency	\$723,711.86
<b>Total revised contract value</b>	<b>\$2,851,399.21</b>
<b>Contract Variance with recommended contingency</b>	<b>\$723,711.86</b>

### **Chief Executive Approval**

It is recommended that the total contract amount for Con18047 Maunu Road / Porowini Avenue Bridge Widening and Intersection Improvements is increased by \$723,711.86 from \$2,127,687.35 to \$2,851,399.21 (Two Million, Eight Hundred and Fifty-One Thousand, Three Hundred and Ninety-Nine Dollars and Twenty-One 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.

#### 3.1 COVID-19 Consideration

The impacts of COVID-19 on this decision have been considered. There are no impacts expected.

### 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 – June 2020





## ***Infrastructure Group***

# ***Monthly Operational Report***

**June 2020**

## Infrastructure Monthly Operational Report

Reporting Officer: Simon Weston (General Manager Infrastructure)

Date: August 2020

<b>Contents</b>	<b>Page Number</b>
Projects Overview.....	3
Infrastructure Development.....	6
Health and Safety.....	8
Waste and Drainage.....	8
Roading - Transportation.....	11
Parks, Recreation and Solid Waste.....	16
Water Services.....	19

## 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>	Construction Tender	Oct-20	Oct-21	
Detailed design complete. Physical works planned to start Oct 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 complete.				
<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>	Design	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. Further consultation on beach access planned.				
<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. Notification likely.				
<b>Ruakaka Sports Fields (Sand Removal)</b>	Consenting	May-20	Aug-20	
Sand dune removal required before sports field construction. Consent has been lodged.				
<b>Otaika Sports Park Field Construction</b>	Post-construction	Nov-18	May-20	
Construction complete, turf is establishing for winter 2020. Final sand application delayed by COVID-19.				
<b>Ngunguru Seawall Renewal</b>	Design	TBC	TBC	
NRC reclamation consent declined. Redesign work and further consultation required. Procuring design consultant.				
<b>Ngunguru Youth Activity Zone &amp; Drainage</b>	Construction	Oct-19	Jul-20	
Construction of skatepark now completed, Golf fence to follow in late July, hand over in early August.				
<b>Parihaka War Memorial Refurbishment</b>	Construction	Sep-19	July-20	
Restoration of monument complete. Electrical connection and metering install planned for July.				
<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	Dec-20	Sep-21	
Seawall requires repair. Wharf in poor condition. Options for replacement structures & berths being considered.				
<b>Town Basin Lighting Renewals</b>	Design	Sep-20	Dec-20	
Foundation design complete, tender documentation being completed.				
<b>Tikipunga – Sports Field Improvements</b>	Construction	Nov-19	May-21	
Field 10 in kikuyu turf establishment and maintenance period. Field 1 complete.				

<b>Pyle Road West Seawall Renewal</b>	Consenting	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	Oct-20	May-21	
LTP project brought forward. Detailed design in progress.				
<b>Frank Holman Track Renewal</b>	Consenting	Oct-20	Dec-20	
Consent application in progress. Construction will start in dry conditions in spring.				
<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 completed and fully functional. Works on second scraper now underway.				
<b>Major Projects - Waste &amp; Drainage</b>				
<b>Whangarei WWTP Discharge Consent Renewal</b>	Options Assessment	n/a	Apr-21	
Draft desktop assessment issued. Reviewing long list of options. Monitoring & technical data collection ongoing.				
<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	Aug-20	Feb-21	
Detailed design being completed.				
<b>Major Projects – Venues &amp; Events</b>				
<b>NEC Lighting Upgrade</b>	Design-Build	Nov-20	May-21	
Resource Consent granted. Foundation design being finalised. Coordinating construction timing with events.				

## 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	Aug-20	
Construction underway. Expected to be complete by August 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>	Complete	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>	Complete	Sep-19	Jun-20	
Various works 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	Jul-20	
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	Jun-21	
Ahuroa site programming complete, go live in July, other WTPs to follow				

### Roading – Transportation

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	
Retrofit almost complete. Southern infill contract awarded and underway. Northern infill contract awarded.				
<b>Safety Package (Vinegar Hill Rd &amp; Whg. Heads Rd)</b>	Completed	Sep-19	June-20	
Construction almost complete, minor finishing works underway.				
<b>Maunu/Porowini Intersection Improvements</b>	Construction	Jun-19	Aug-20	
CON18047 nearly complete with only tensioning work to be completed in July.				
<b>KSP Stage 5 (Final link to Kamo Village)</b>	Detailed Costings	Feb-21	Jun-22	
PR020003 Funding for detailed design complete. Construction detailed costings and business case in progress.				
<b>Te Matau a Pohe Road Light Replacement</b>	Completed	Dec-19	Aug-20	
New lights have been successfully installed. Currently engaging an independent electrical engineer to validate the causes of a few lights not working due to moisture damage.				
<b>Inner CBD Transport Model</b>	Optioneering	n/a	July-20	
Final modelling report has been completed.				
<b>Traffic Calming 19-20</b>	Completed		Jun-20	
All traffic calming works completed in Otangarei & Kensington				

## Infrastructure Development

### Development Engineering

The number of applications received in June for Engineering assessment were 25. 25 reports were issued and 11 placed on hold for further information. The 25 applications received for engineering input is higher than the monthly average of 21.

The 8-day level of service for engineering report delivery was 76% in June, an increase from May. The team has been working hard to improve the delivery times. Reliance on external consultants has dropped significantly as we aim to process most applications inhouse, 92% applications were processed by Council staff. 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-application meetings.

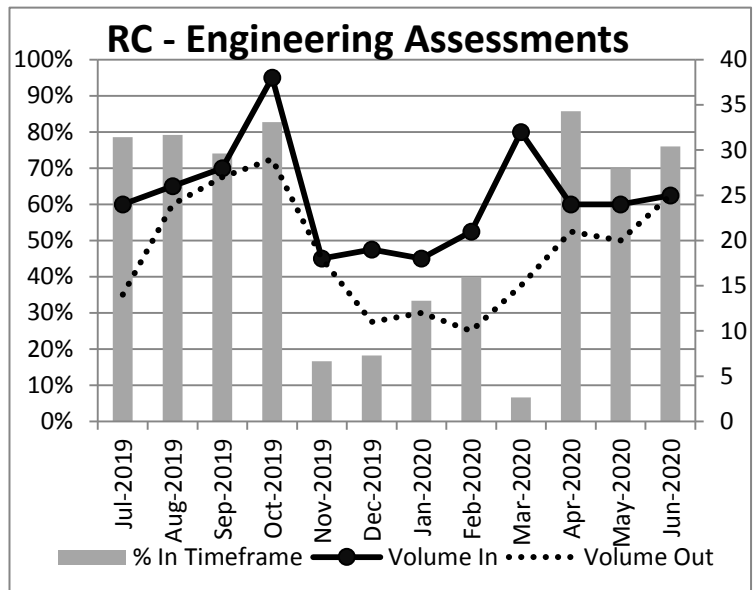
The quality of Engineering reports has improved as our new Engineers gain more experience and confidence.

Applications received in June include several smaller subdivisions in the Rural areas, a new parking area next to the Aquatic centre for 'boaties', removal of public trees along Jellicoe Street, two new supermarkets in Ruakaka and Marsden Cove, 16 industrial units along Marsden Bay Drive and a Fitness Centre Waipu.

Engineering plans are being assessed for Stage 2 of Parklands in Kamo, 69 Lots at 115 Three Mile Bush Road and SS Developments. We are also currently assessing Stages 4 and 5 of 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 for onsite inspections.

Works have commenced on Rock Solid, 91 new Lots off Balmacewan Drive and 7 Lots on Sands Road.

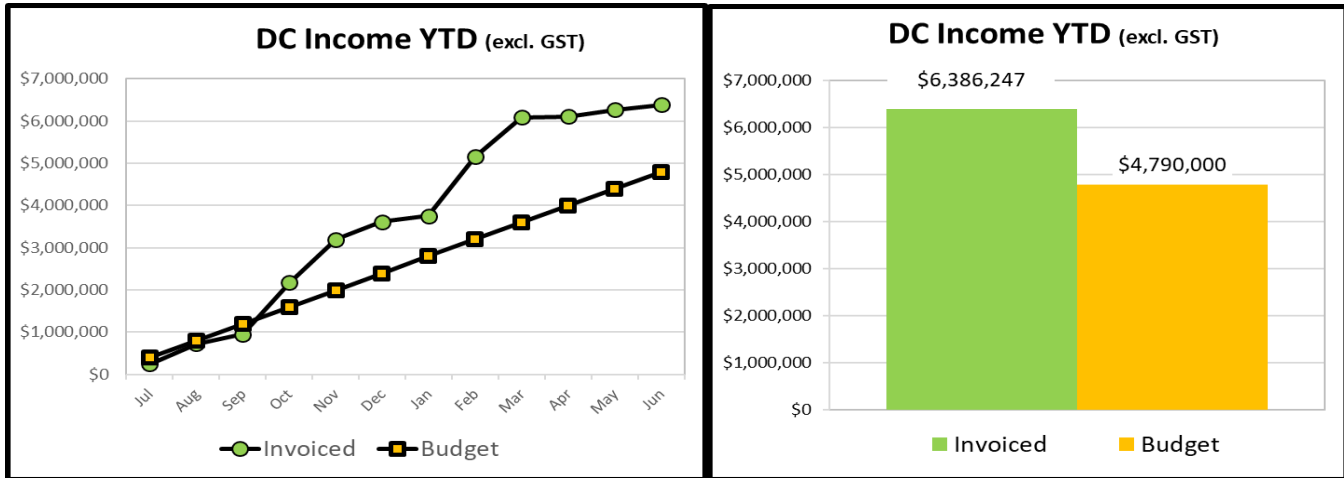
A photo below was taken during the final inspection of the new Road, Stoney Hill Road, off Three Mile Bush Road to the TMB Development





## Development Contributions

Yearend revenue is above budget. Whilst lockdown slowed construction, business is returning to normal and we expect completion of some larger projects at the beginning of the new financial year.



The Policy review is gaining momentum. The first Council Briefing 'Development Contributions 101' was delivered as part of the LTP Asset Management series. Work is continuing with a working model for charge calculations being prepared.

## Infrastructure Support

In June 2020, 53 claims were processed, down considerably from June 2019 when 69 claims were processed. This difference was mainly due to COVID-19 lockdown with contractors now starting back on site after lockdown. Considerably more time is taken as we work through the new purchase order process. We anticipate this will improve the more familiar we become with the process.

## Capitalisation of Assets

Due to yearend the final figures for the year are still to come and will be reported on next month. Last month the Otaika sports field upgrade project was capitalised a further \$69,186.73. Almost \$7,464,452.95 of assets have been capitalised this year with only \$70,225.33 remaining in the WiP (the final figures will be even lower). The team has worked hard to achieve this result.

## LTP Infrastructure workstream

As mentioned previously the LTP Asset Management briefings have now been completed with next steps being a series of workshops to work through and prioritise competing issues to be addressed through the LTP process. Asset Managers are continuing to work on the Activity Management Plans (AMPs) which will inform the first 10 years of the Infrastructure Strategy. We have begun work on the infrastructure strategy with the first two chapters (draft) to be discussed at the next asset managers meeting. These will set the scene and provide direction for the AMPs.

## Health and Safety

### Accidents & Incidents Reported in June 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	NTA	Member of public incidents	Public incidents (not in workplaces)	Totals this month	Running Total 2019-2020	Last months running total (May 2020)	Totals 2018-19	Totals 2017-18	Totals 2016-17
Prohibition Notice	0	0	0	0	0	0	0	0	0	1	0	1
Fatality	0	0	0	0	0	0	0	1	1	2	0	0
WorkSafe Notifiable Event	0	0	0	0	0	0	0	3	3	2	0	2
Lost Time Injury	0	2	0	0	0	0	2	17	15	11	9	8
Medical Treatment Injury	0	1	0	0	0	0	1	23	22	34	51	40
Occupational Health Exposure	0	0	0	0	0	0	0	4	4	3	1	5
Minor injury	0	6	0	0	0	0	6	35	29	93	108	119
Discomfort and Pain	1	2	0	1	0	0	4	48	44	31	40	36
Breach of rule incidents	0	0	0	0	0	0	0	7	7	8	12	0
Incident/Near Miss	2	8	0	0	0	0	10	213	203	189	204	189
<b>Totals</b>	<b>3</b>	<b>19</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>351</b>	<b>328</b>	<b>365</b>	<b>425</b>	<b>400</b>

Table 1 – Incidents and running totals, June 2020. Note: figures accurate as of 13/7/2020.

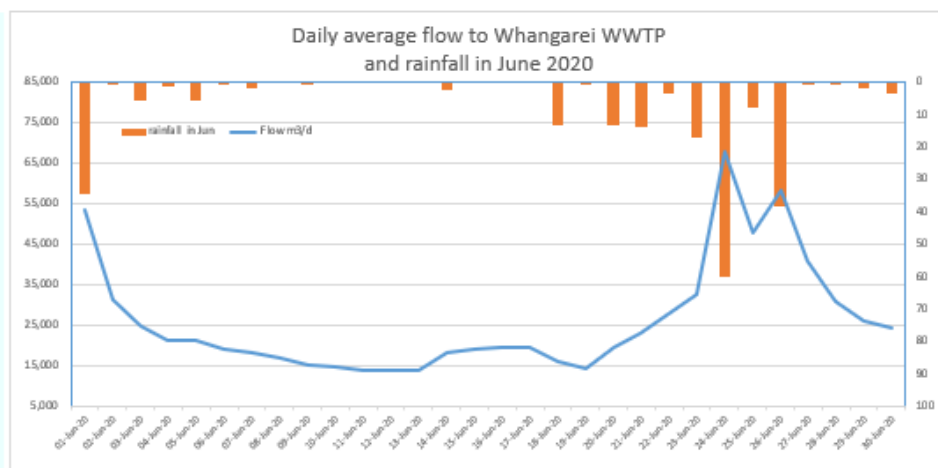
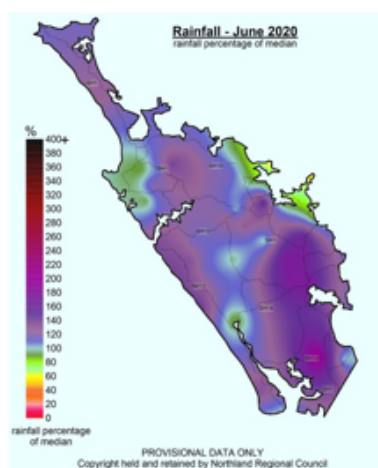
## Waste and Drainage

### Operations and Maintenance

#### Whangarei WWTP

The first two weeks of June showed a gradual decline of flow to the plant from a high of approx. 55,000 m<sup>3</sup>. The lowest inflow, just over 13,000 m<sup>3</sup>, was recorded on the 13<sup>th</sup>. After that, it bounded back and fluctuated between 15,000 and 20,000 m<sup>3</sup> until the 20<sup>th</sup> due to regular spells of rainfall.

In the last week of June, heavy rainfall resulted in the plant inflow increasing significantly from 20,000 to over 66,000 m<sup>3</sup> on 24<sup>th</sup> which was also the months peak. Two days later, the second peak of June was observed at nearly 59,000 m<sup>3</sup>. These rain events contributed 65% of all rainfall for June. The plant operated under extreme bypass mode on these two occasions. Bypassed flows were screened, allowed to settle in the EQ basin prior to receiving UV disinfection and then being discharged into the Limeburner Creek.



NRC image depicting the percentage of normal rainfall and & graph depict illustrating the daily average flow in m<sup>3</sup>/d through Whangarei WWTP in June 2020



Activities carried out at the main plant during June included:

- Pump annual inspections were completed. No issues found.
- Trickle filter splitter gate gearbox was painted.
- To assist the Kioreroa rising main replacement the route was cleared for pipes and isolation valves were delivered.
- Trickling filter diversion gates need bracing. Estimated completion date for this work is mid July 2020.
- Wetland 1 pond 2 raft became loose during high level events. A contractor will need to be engaged to reconnect this. Estimated completion date by 2<sup>nd</sup> week of July.
- Low flow UVT analyzers were sent for service.
- NorthTech first tour after lock down completed.
- Snail plant and load centre recladding were completed. Vermin proofing was installed at snail plant.
- Site audit completed for the main plant. The report, which is mainly image based, has been commended and may be used as an example for other departments to follow.

### Whangarei WWTP Resource Consent Renewal project

The draft report of Whangarei Wastewater Treatment Plant (WWTP) process assessment which reviews the current process and plant performance, was issued. The report highlights current process bottlenecks and predicted growth-related compliance concerns. This report forms the basis for the subsequent Best Practicable Option (BPO) assessment which supports the resource consent renewal application.

### Rural WWTP Major Operation & Maintenance

#### Tutukaka:

- New screen control panel arrived. However, the screen has not yet been delivered.
- UV lamp and sleeve were serviced.

#### Ngunguru:

- Demo membrane arrived on 15<sup>th</sup> June.
- The contractor sent the operations team a manual of how to install the membrane. Initially the supplier was going to send a process engineer from Australia to help setup the unit, however current travel restrictions made this impossible.
- Feed pump for MABR unit was purchased. WDC engaged a subcontractor to install a feed pump to the demo unit.
- The process trial was delayed due to wet weather in last week of June.

#### Oakura:

- A leak was identified in the pre-UV tank area. Repair is scheduled to be done in July
- Pressure switch was replaced on the air compressor
- Operations team will upgrade the UV reactor to meet the anticipated capacity in summer

#### Portland:

- After a lengthy C-19 delay, the security fencing work started on 29<sup>th</sup> June
- Estimated completion shall be in July 2020

#### Hikurangi:

- The operations team are working closely with a consultant regarding the Hikurangi plant noncompliance issue.
- NRC have been updated during the process.

### Reticulation

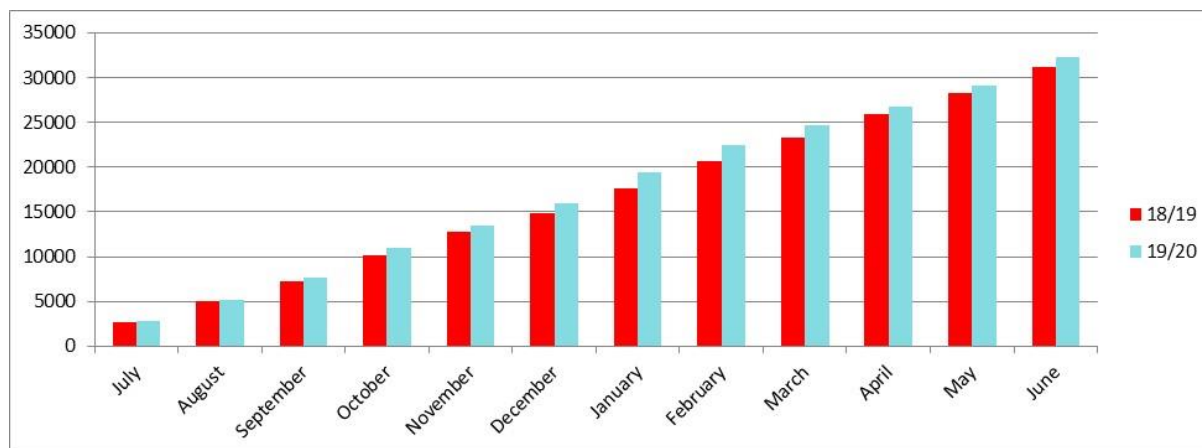
There were four recorded spill incidents in June 2020.

Date Spill Started	Date Spill Detected	Date Spill Ceased	Location	Cause	Volume (m <sup>3</sup> )	Type of Sewage	Action Taken
31/05	1/06	1/06	16 Heretaunga Street	Heavy rain caused over capacity in network. Nothing further.	<5m <sup>3</sup>	Raw/unscreened	NRC and DHB notified, barriers placed around contaminated area, area cleaned and disinfected after surcharging ceased
10/06	10/06	10/06	21 Silverstream Road Whangarei	Fatty solids blockage in downstream line. Low flows, appears to be some sort of cross connection between the storm water kerb outlet and the private sewer lateral.	<1m <sup>3</sup>	Raw/unscreened	NRC and DHB notified, blockage cleaned and disinfected, cess pit vacuum loaded.
24/06	25/06	25/06	16 Heretaunga Street Tikipunga Whangarei	Heavy rain capacity issue. Other catchments close to full capacity.	<5m <sup>3</sup>	Unknown	NRC and DHB notified, manhole barriered off, clean up and disinfection completed.
26/06	26/06	27/06	16 Heretaunga Street Tikipunga Whangarei	Heavy rain induced capacity issue.	<3.5m <sup>3</sup>	Raw/storm water content	NRC and DHB notified, manhole barriered off, area to be cleaned and disinfected.

### Laboratory Report

For June 2020 770 samples were analysed for 3160 tests. 27% of the tests were subcontracted and 44% of results were reported within 5 working days. Overall this represents a 3.4% increase on testing performed when compared with the year ending 30 June 2019.

**Graph: Test numbers for year ending 30 June.**



There continues to be demand from the community for Laboratory testing services, with alternative supply water quality enquiries during the drought now being replaced with testing for the horticultural sector global gap regulatory requirements. Efforts to raise the Laboratory profile is resulting in a demonstration of Atawhaitanga, collaboration and building partnerships with our community through the provision of a service that is not otherwise available.

## Roading - Transportation

### Maintenance Contracts

The two storm events towards the end of the month resulted in the contractors being busy attending multiple call outs due to heavy rain, high winds, flooding, signs blown down, minor slips and fallen trees across the road, which our crews attended promptly to clear or make safe.

#### North Area

Ordered works completed this month are as follows:

- Channel clearance on George St and King St.
- Culvert digger clears completed on the following roads: Hukerenui Rd, Clapham Rd, Mt Tiger Rd, Wrack Rd, Old Parua Bay Rd Nth, Whareora Rd Nth, Coxhead Rd, Drinnon Rd, Houto Rd, Jack Rd, Karaka Rd, Kirikopuni Rd, Abbey Caves Rd, Attwood Rd, Irvine Rd, Puketitoti Rd, Waipapa Rd, Puhipuhi Rd, Rockell Rd, Bay View Rd, Beasley Rd, Blue Horizon Rd, Campbell Rd, Craig Rd, Franklin Rd, Harambee Rd, Kerr Rd, Nook Rd, Ocean Beach Rd, Ody Rd, Owhiwa Rd, Pataua South Rd, Pepi Rd, Ranui Rd, Rukuwai Rd, Taiharuru Rd, Taraunui Rd, Te Rongo Rd, Beasley Rd, Coxhead Rd, Craig Rd, Kiteone Rd, Mt Tiger Rd, Ocean Beach Rd, Owhiwa Rd, Pataua North Rd, Rockell Rd, Ross Rd, Taraunui Rd, Whangarei Heads Rd Nth, Whareora Rd Nth.
- Water tabling clearing completed on the following roads: Blagrove Rd, Drinnon Rd, Jack Rd, Kirikopuni Rd, Attwood Rd, Crossett Rd, Lambert Rd, Puketitoti Rd, Rapids Rd, Tudehope Rd, Waipapa Rd, Wood Rd, Puhipuhi Rd, Coxhead Rd, Kokopu Rd, Wilson Rd.
- Clean fill management on Milne Rd, Jack Rd, Karaka Rd, Mckinley Rd.
- Culvert extensions and headwall structures completed on: Wilson Rd, Waipapa Rd.
- Unsealed Pavement Rebuilds completed on: Edginton Rd, Tahere Rd, Pigs Head Rd, Kauri Mountain Rd, Irvine Rd, Kaiikanui Rd, Kauri Mountain Rd, Knight Rd, Mangahui Rd, Owhiwa Rd, Tremain Rd.
- RRPM Replacement on: Three Mile Bush Rd Nth, Matapouri Rd, Ngunguru Rd Nth, Russell Rd, Whananaki North Rd, Pataua South Rd, Whangarei Heads.
- Mill and Fills and depression levelling completed on: Pipiwai Rd Nth, Hukerenui Rd, Jordan Valley Rd, Mt Tiger Rd, Nook Rd, George St.
- Crack sealing completed on Kara Road.
- Edgebreak repairs over 1m long completed on Apotu Rd, Pataua North Rd, Pipiwai Rd.
- Clean-up environment spillage, emergency response completed on: Mt Tiger Rd, Mangakahia Rd, Ngunguru Rd Nth, Pipiwai Rd Nth.
- Slip clearance on Whangarei Heads Rd Nth.
- Tree removal on the following roads: Church Rd, Matapouri Rd, Mt Tiger Rd, Ngunguru Rd Nth, Kirikopuni Rd, Knight Rd, Russell Rd, Taiharuru Rd, Kara Rd, Pipiwai Rd Nth, Pukenui Rd.
- Noxious Weed spot spraying completed on: Harris Rd, Matapouri Rd, Ngunguru Rd Nth, Pataua North Rd, Whareora Rd Nth, Marua Rd, Pataua South Rd, Whangarei Heads Rd Nth, Pigs Head Rd, Taiharuru Rd.

Routine works completed this month include:

- We have been completing culvert inspecting the Whangarei Heads Area in June, therefore we have been replacing CMP's and hand clearing culverts in this area.
- Grate Cleaning completed in the Hikurangi, Tutukaka, and Whangarei Heads areas.
- Bridge maintenance, bridge edge marker cleaning and/or replacements on Kokopu Rd, Limeworks Rd, Peach Orchard Rd, Lovell Rd, Puketitoti Rd, Matapouri Rd, Jubilee Rd, Kaiikanui Rd and Patutahi Rd.
- We have completed grading on the following roads: Forsythe Rd, Rusk Rd, Adams Rd, Clements Rd, Mangahui Rd, Old Kaiatea Rd, Smith Rd, Te Toiroa Rd, Drinnon Rd, Aponga Rd, Omauri Rd, Otakairangi Rd, Waiotu Block Rd, Peach Orchard Rd, Jubilee Rd, Campbell Rd, Adams Rd, Aponga Stream Rd, Crows Nest Rd, Drake Rd, Gumtown Rd, Hailes Rd (Ctrl), Kaiikanui Rd, Karaka Rd, Mabeth Rd, Morgan Rd, Ngunguru Ford Rd, O'Neill Rd, Riponui Rd, Waiotui Rd, Waipipi Rd, Whananaki South Rd, Whatmough Rd.
- Unsealed potholes completed on: Gray Rd, Gumtown Rd, Helena Bay Rd, Mountain View Rd, Mountain View Rd, Old North Rd, Paiaka Rd, Swamp Rd, White Rd, Edginton Rd, Old Kaiatea Rd, Parkes Rd, Pukenui Rd (Ctl),

Waipoka Rd, Kirikopuni Rd, Morgan Rd, Attwood Rd, Lovell Rd, Puketitoti Rd, Riponui Rd, Tudehope Rd, Waipapa Rd, Kaiikanui Rd, Pigs Head Rd, Gomez Rd, Lowe Rd, Maddren Rd, Paetawai Rd, Whatmough Rd, Campbell Rd, Franklin Rd, Nook Rd, Telfer Rd, Timperley Rd, Gomez Rd, Knight Rd, Pigs Head Rd, and Umuwhawha Rd. Influx of potholes due to heavy rainfall.

- We have been spot metaling on the following roads: Old Kaiatea Rd, Te Toiroa Rd, Drinnon Rd, Hilton Rd, Karaka Rd, Rika Rd, Wairua Falls Rd, Drake Rd, Milne Rd, Puketitoti Rd, Rapids Rd, Waipapa Rd, Worsnop Rd, Umuwhawha Rd, Peach Orchard Rd, Jellick Rd, Maddren Rd, Rockell Rd, Waipipi Rd, Whananaki South Rd, Basil Rd, Beasley Rd, Campbell Rd, Craig Rd, Kerr Rd, Ross Rd, Stuart Rd, Taihoa Rd, Telfer Rd, Timperley Rd, Wharf Rd, Karaka Rd, Paiaka Rd, Pullin Rd, Rika Rd, Wilson Rd
- Due to the storm event near the end of June there was a lot of cleaning detritus all over the network but predominantly in Pipiwai.
- Sealed potholes and temporary repairs completed in the Hukerenui, Kamo West, Kiripaka, Mangakahia, Pipiwai, Russell, Tutukaka, Whangarei Heads.
- Hot mix edge breaks under 1m completed in the Hukerenui, Kiripaka, Mangakahia, Ngunguru, Pipiwai, Tutukaka, and Whangarei Heads areas.
- We have been replacing/straightening and cleaning signage in the following areas:
- Hikurangi, Mairtown, Central, Hukerenui, Parahaki, Puhipuhi, Russell, Central, Kamo West, Kauri, Kiripaka, Mangakahia, Pipiwai, Whananaki, Whangarei Heads
- We have been replacing/cleaning and straightening Edge Marker Posts while following the inspectors in Hukerenui, Kamo, Kiripaka, Mangakahia, Central, Ngunguru, Pipiwai, Puhipuhi, Tutukaka, and Whananaki.
- Site Rail/ Barrier Repairs and/or Maintenance completed on: Kaiikanui Rd, Crane Rd, Riponui Rd, Whananaki South Rd, Ngunguru Rd Nth, Whangaumu St.
- Paint posts have been completed on Parkes Rd, Hailes Rd (Ctrl), Whananaki South Rd.
- We have been clearing vegetation on the following Roads: Pataua North Rd, Pataua North Rd, Haven Pl, Peach Orchard Rd, Motel Rd, Rauhomaumu Rd, Rauhomaumu Rd, Whangaumu St, Rockell Rd, Mcbreen Rd, Kaiatea Rd, Swamp Rd, Harris Rd, Kirikopuni Rd, Taraunui Rd, Taraunui Rd, Whangarei Heads Rd Nth, George St.

### South Area

It was still a dry month to start with but towards the end we had a couple of storm events, our crews were still busy doing CRM's and sealed potholes, trip hazards, grates, bridge maintenance, fences, etc

Ordered works completed this month were as follows:

- Heavy Metalling on Mititai Rd, Rurangi Rd, Prescott Rd, Brooks Rd, Massey Rd, Monk Rd, Otuhi Rd, Ormandy Rd, Jackson Rd.
- Mill Road kerb & channel and footpath works currently being undertaken by an external contractor. Further investigative work in terms of locating existing services are currently being executed.
- Mangapai Road construction complete, apart from additional safety improvements, of which guardrail installation was done, safety signage is planned for this week.
- 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, namely Waiotira Road. The geotechnical investigation for this site has been done and the results received. Our designers have started working on the design.
- Waipu Township and Mill Rd intersection resurfaced this month.
- Kiwi Rail permit waiting to be issued by Kiwi Rail for Level markings to be installed at Kioreroa Rd.
- Culvert extensions – Tangihua Rd, Hayward Rd, Price Rd, Sloane Rd, Mititai Rd, Ngatoka Rd and Jobe Rd.
- Continuing to monitor the slip at Manuka Place.
- Site Bench clearing – Hosking Rd, Panekaira Rd, Waionehu Rd.
- Concrete Footpath replacements – Pine Park Rd, Bellbird Ave, Tarewa Rd, Simons St, Kiripaka Road.
- High St – Installed safety arms around underslip.

- Helmsdale road slip is under one way give way traffic management.

Routine works completed this month include:

- Temporary pavement repairs – Paparoa Rd x 2.
- Ross St – Investigate Tomo in seal.
- Parkland Cres, Matai St – Install backing blocks.
- Maintenance grading on Millbridge Rd, Waipu Gorge Rd, St Marys Rd, Brooks Rd, Finlayson Brook Rd, Massey Rd, Otuhi Rd, Sandford Rd, Schultz Rd, Tip Rd, Staead Rd, Jackson Rd, Jobe Rd, Helmsdale Rd
- Channel hand clearing.
- Urban spraying round completed.
- Still clearing channels and grates

## 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. Bridge tensioning to complete the works is due to be completed 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 – installation complete (19-20)
  - Medium Term – Curve superelevation and delineation 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 – construction 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 –implementing camera identification of right-turning vehicles to improve safety (2019-20). Installation of camera due to occur in July after delays due to difficulty obtaining the equipment and getting on Site during the Covid-19 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 completed and school access safety improvements (footpath and pedestrian bridge) to commence in July with remainder of speed management works.
- Whangarei Heads Rd – works upgrading School Kea Crossing almost complete. 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 planned for 20/21 and 21/22 financial years, subject to funding.
- 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 applying 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 2 currently under design Construction subject to funding.
- One Tree Point Rd – Stage 1 construction underway and Stage 2 detailed design underway
- Pipiwai Rd (near sports grounds) at Waipanga Road. Drainage and path construction completed minor reinstatement works to complete.
- 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.
- Works for the remainder of the renewals programme awarded to United Civil Construction and are mostly completed at Walker Cres, Kamo Road, Clark Road and Manse Street.

### **Inner CBD Transport Model**

- The final modelling report has been completed.

## Parks, Recreation and Solid Waste

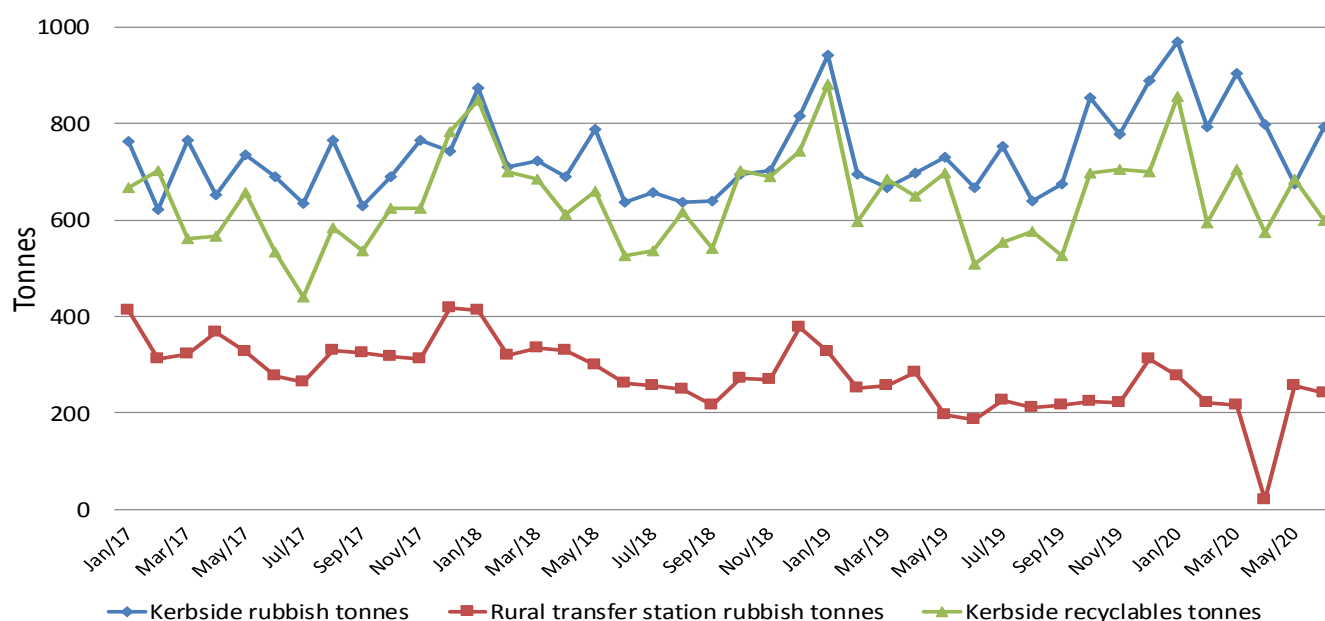
### Operations

#### Solid Waste Operations

The amount of waste collected at the transfer stations over the course of the year is 15% less than last year. The amount of recyclables collected at transfer stations has increased by approximately 8%. There has been an increase in kerbside collected rubbish of approximately 1000 tonnes, this is believed to be due to increases in population and material consumption as well as the impact of Covid lockdown on waste generation habits.

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

**Solid Waste Tonnes Jan 2017 - Year to Date**



#### Walking Tracks

Following the first substantial rainfall since the upgrade of the Mackesy Bush Tracks, it was possible to check the drainage channels for performance with the contractor. Most were found to be performing well but there were a few places where minor improvements need to be made to prevent erosion. The contractor has readily agreed to do this.

Work is underway with finalizing contracts for the upgrade surfacing of a 700m length of the Holman Track, Coronation Reserve. This is the final piece of this route not yet surfaced. The Goetzee Track between AH Reed reserve and Parihaka Mountain Bike Park is also to be fully upgraded this coming year.

The Worker Redeployment Package funding from MBIE will mean we can develop a multi-use path around the margins of Tikipunga Sports Park. This will link with the work reported on last month where the routes between the Sports Park and Vinegar Hill Road and Balmoral Road had already been opened for walkers.

The maintenance contract is performing well with site audits averaging 94% and health and safety audits 100%.

#### Tree Maintenance

Treescape had three crews operating throughout June, having brought in extra teams from Auckland to catch up with the COVID-19 backlog. One crew focused on powerline work, one crew completed some Parks and Reserves before the wet weather arrived and then they moved onto Street trees. Both of these crews worked on the WDC contract full time.

The third crew which worked on WDC for 3 weeks focused on Street trees and reactive work.

12 Streets were completed in June and another 2 partially completed and 4 Parks and Reserves were completed. We were still 20% reactive with a lot of requested work still coming in or storm damage work from the strong winds.

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

WDC Parks Staff carried out the Monthly Health and Safety Audit, Treescape staff and Resources were compliant, with fully resourced Traffic Management on site (Puriri Park Rd).



## Coastal Structures

Inspections are on track with 57 completed in June.

Maintenance was carried out on the Ohawini and Oakura boat ramps, Pataua North and Hihiaua seawalls.

Solar powered Marine navigation lights were installed on the Stuart Rd Pontoon as per the renewed consent.

## Sports Parks

It was pleasing to finally have our fields being used for sport play again. Codes have needed to adjust their season games as a result of Covid19 but for many, to be able to have a fixture at all is a bonus. Fields looked immaculate going into the season, having had little or no play on them. Training, particularly under lighting is now intensive and the new Central Brown fields at Otaika will need some restrictions. Care will also need to be taken of Field 1 at Tikipunga where extensive upgrade took place this year. Adjacent Field 10 is developing well following stolonisation last month. New lighting at Tikipunga is almost complete and footings now complete for the lighting towers at Hora Hora.

Contractors have done an amazing job of transitioning the fields to winter code which includes putting up goal posts and line marking in addition to preparing the turf. They have also managed to undertake renovations of most of the grass cricket wickets.

There is a drainage issue at Cobham Oval which is currently being investigated. This is potentially threatening for the summer game season as even moderate rainfall can result in ponding. A report has been commissioned through Recreational Services which is likely to recommend either sand or gravel slot drainage be inserted to the existing drainage infrastructure.

A boiler that heats the pool water at WAC has failed and customers have been complaining about the water temperature. Replacement costs have been requested from a number of companies and agreement made to replace with two new smaller boilers instead of one larger one to reduce risks. Ventilation improvements will also need to be made to prolong their life. The \$155,000 cost is being managed through Sport Northland and other operating costs through CLM reduced to help fund this unbudgeted item.

## Parks and Gardens

June received 212mm of rainfall which was spread out over 23 days, with the rainfalls spread out over the whole month.

The contractor continued to catch up as a result of Level 4 Covid 19.

While the contractor worked extremely hard during the month, with their current resource levels, they have struggled to get all sites back into spec. They are also doing some mulching of gardens around the city.

The lupins in the annual bedding displays are providing a good 'green' display and this will also help the health of the soil.

We have had 2 planting days of the Parihaka (Abbey Caves site which have gone really well. We had 50 people at the first and 90 at the second day and have planted about 7000 plants.

## Playgrounds and Skate Parks

During June, issues on the playgrounds were very quiet. The contractor received the results of our annual compliance audits (which overall were very good) and set about resolving the few issues highlighted.

The new Morningside Park playground was completed at the end of June and has been well received by the community. We have also upgraded the furniture around the playground at the same time

## General

In response to the impact of COVID-19 in March 2020 Cabinet approved a Worker Redeployment Package to support local workforces, for the Ministry of Social Development (MSD) to undertake training and support for redeployment activity and for a primary sector workforce package. Parks have 2 major projects –

- Parks tidy ups
- Tikipunga cycle way

These projects are being undertaken in partnership with Te Hau Āwhiowhio o Otangarei Trust and Northland park Care. 10 workers have initially been employed and they will learn a variety of parks and track skills.

## Cemetery

9 Burials and 16 Ash interments this month and lots of enquiries and plot pre purchases.

The grass has slowed it's growth, but the wet weather has made things a bit mucky for burials and mowing.

The wet weather causes astelia's to fall from trees. This one (photo below) was particularly large and needed the tractor to push it off the road and into the bush.



## Botanica

Visitor numbers: 1149

The visitor numbers are not too bad considering we do not have overseas tourists currently.

The new conservatory heating system is now installed and up and running. Just in the nick of time with the recent drop in temperature.

The tree giveaway is fast approaching, and all the trees were safely delivered, awaiting the big day. Every year they go faster and faster. Last year was about 2 and half days, so we will see how long they last this year.

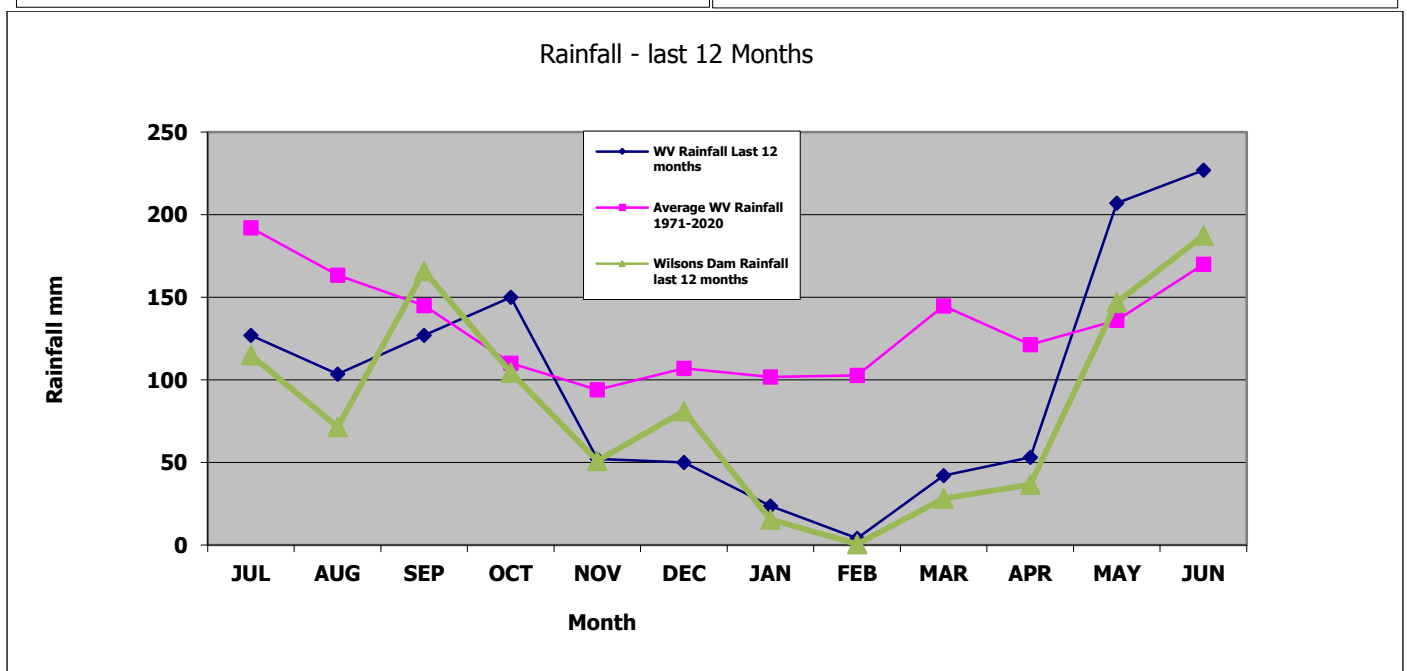
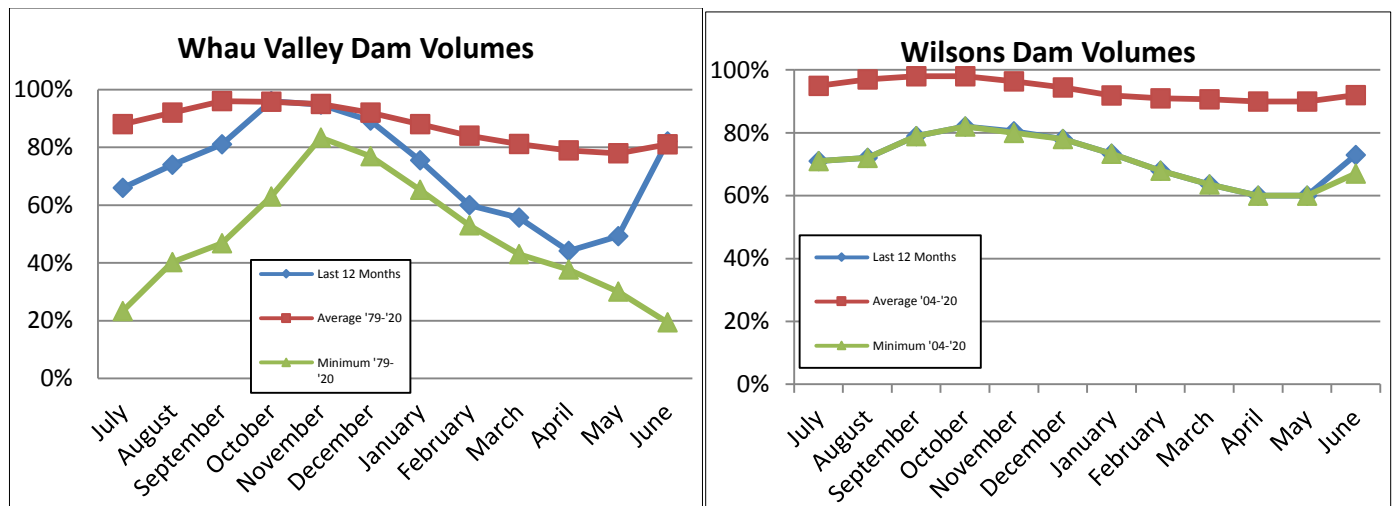
Where are you from	Comments
Kerikeri	Wonderful
Ngawha	Visited as a kid. Love the memories. Keep up the good work
Auckland	We love how the plants grow freely and the variety.

## Water Services

### Operations

#### Rainfall and Water Sources

227mm of rain was recorded at Whau Valley Dam during June. This is the second month in a row with more than the monthly average. The average for June is 170mm and just the third time since January 2019 that we exceeded the monthly average. We now have a rainfall deficit of 220mm so far this year and a total deficit dating back to January 2019 of 888mm. Our dams have responded to the increases in rainfall with Whau Valley rising to 82% by the end of June and Wilsons Dam, up to 73% (Dam level at time of writing are 100% for Whau Valley and 97% for Wilsons Dam). Whau Valley is now at the average for the time of year. As a consequence, all water restrictions were lifted on 27<sup>th</sup> June. The long-range weather forecast is now for average rainfall over the next three months. This should put us in a reasonable position approaching summer. However, as a result of the 2020 drought Water Services are currently completing the upgrade of the pipeline from the Hatea River. This will allow us to take our full allocation and effectively stop water use from the dam when the flows are available and demand is low. The connection to the Wairua River via the Maungatapere Water Company pipeline is now nearly complete. 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.



## 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.

The upgrade of the SCADA system is progressing well after a delay due the drought and Covid-19. The first of the water treatment plants, Ahuroa, is due to be transferred to the new system in early July to coincide with the Refinery shutdown. This will then be followed by the Poroti plant once any bugs have been ironed out. Until all sites are completed staff will need to work with two systems.

## Distribution Report

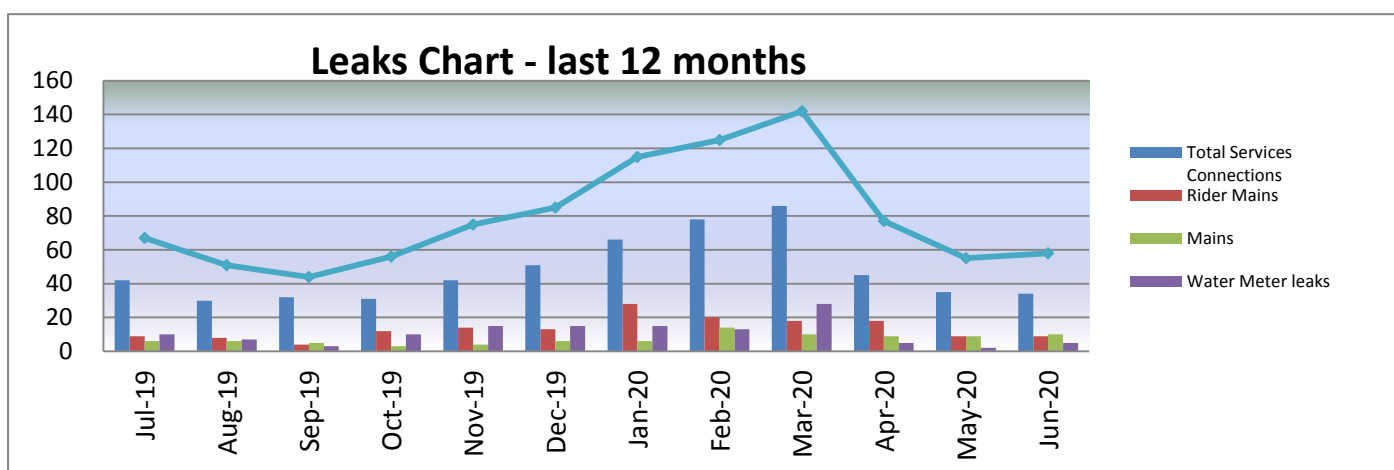
### Water Statistics

39	Connection leaks repaired
19	Rider/Main leaks repaired
25	New connections installed
27	Faulty meters replaced

A total of 39 service connection leaks were repaired together with 19 main and rider main leaks. The number of leaks remained steady 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 similar to the same time last year. A total of 25 new water connections were installed during the month and 27 meters were replaced after being reported faulty by the meter reader. The reading of water meters was halted during the lockdown. This meant that the reading of about half the meters was delayed and by the end of June the contractor had yet to fully catch up. This will have a small impact on revenue for the last financial

year but increase the revenue for the new year. It will also make calculation of unaccounted for water difficult and we will have to wait until January when all the meters have been read again to determine actual figures.

The following chart shows the number of leaks per category of pipe fixed under the maintenance contract during the last year.



## 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	41	0	100%	100%	Pass
Free Available Chlorine within distribution (above 0.2mg/l)	78	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.*