



# Hastings District Council

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**OPEN**

## **A G E N D A**

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### **OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MEETING**

Meeting Date: **Friday, 7 December 2018**

Time: **1.00pm**

Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

<b>Committee Members</b>	<b>Chair:</b> Councillor Heaps Councillors Lawson, Nixon and Redstone (HDC) Councillors Dallimore (Deputy Chair) and Tapine (NCC) NCC Alternate: Mayor Dalton HDC Alternate: Councillor Kerr <i>(Quorum = 4 including at least one elected member from each Council)</i>
<b>Officer Responsible</b>	Waste and Data Services Manager, Martin Jarvis
<b>Committee Secretary</b>	Carolyn Hunt (Ext 5634)



**HASTINGS DISTRICT COUNCIL**  
**OMARUNUI REFUSE LANDFILL JOINT COMMITTEE**  
**MEETING**

**FRIDAY, 7 DECEMBER 2018**

**VENUE:** Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings

**TIME:** 1.00pm (Budget)

**A G E N D A**

**1. Apologies**

An apology from Councillor Kerr has been received.

At the close of the agenda no requests for leave of absence had been received.

**2. Conflict of Interest**

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

**3. Confirmation of Minutes**

Minutes of the Omarunui Refuse Landfill Joint Committee Meeting held Friday 5 October 2018.  
*(Previously circulated)*

<b>4.</b>	<b>Health and Safety Management Update</b>	<b>5</b>
<b>5.</b>	<b>Three Month Activity Report</b>	<b>7</b>
<b>6.</b>	<b>Additional Business Items</b>	
<b>7.</b>	<b>Extraordinary Business Items</b>	
<b>8.</b>	<b>Recommendation to Exclude the Public from Items 9, 10 and 11</b>	<b>15</b>
<b>9.</b>	<b>Review of Disposal Fees</b>	
<b>10.</b>	<b>Engagement of Tonkin and Taylor for Landfill Consultancy Services</b>	
<b>11.</b>	<b>Contract Term Extension - CON2014044 Omarunui Landfill Plant Management</b>	

**REPORT TO: OMARUNUI REFUSE LANDFILL JOINT COMMITTEE**

**MEETING DATE: FRIDAY 7 DECEMBER 2018**

**FROM: SENIOR HEALTH & SAFETY CO-ORDINATOR  
NIKOLA BASS**

**SUBJECT: HEALTH AND SAFETY MANAGEMENT UPDATE**

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## **1.0 SUMMARY**

1.1 The purpose of this report is to update the Committee about Health and Safety Management at the Omarunui Refuse Landfill.

## **2.0 BACKGROUND**

- 2.1 The Health and Safety at Work Act (HSWA) came into effect on 4 April 2016.
- 2.2 The HSWA has created a role named specifically under the Act as “Officers”. The Act places a positive duty on ‘Officers’ of an organisation to exercise due diligence to ensure that the organisation complies with its Health and Safety duties and obligations.
- 2.3 The term “Officers” in the Act includes those who hold positions that enable them to significantly influence the management of the organisation.
- 2.4 For the purposes of this Joint Committee these roles will be referred to “HSWA Officers” (to assist with differentiating between it and “Council Officers”).
- 2.5 Due diligence requires HSWA Officers to take reasonable steps to understand the organisation’s operations and Health and Safety risks, and to ensure that they are managed so that Council meets its legal obligations.

## **3.0 CURRENT SITUATION**

3.1 Omarunui Landfill operates under Hastings District Council’s Health and Safety Policy and Procedures

## **4.0 HEALTH AND SAFETY REPORTING**

- 4.1 Regular reports have been provided to the Joint Committee on a six monthly basis for the last 18 months and there now sufficient history to provide comparative performance moving forward.
- 4.2 Feedback received during the October Omarunui Refuse Landfill Joint Committee meeting will be adopted with the Health and Safety Management Report being updated to provide comparative analysis with previous data incorporating trending for Lead and Lag indicators.
- 4.3 Lagging indicators measure an organisation using past incident statistics, for example injury statistics. A leading indicator is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injury or illness. They are focused on future safety performance and continuous improvement, for example personal risk

assessments, toolbox talks and audits. Health and safety reporting is most comprehensive when it encompasses both Lead and Lag Indicators.

- 4.4 In addition to the six monthly reports, it is recommended that any significant incidents or exceptions continue to be reported quarterly within the operational report.

## **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The Report does not trigger Councils Significance and Engagement Policy and no consultation is required.

## **6.0 RECOMMENDATIONS AND REASONS**

- A) That the report of the Senior Health & Safety Co-ordinator titled “Health and Safety Management Update” dated 7/12/2018 be received.**

### **Attachments:**

There are no attachments for this report.

**REPORT TO:** OMARUNUI REFUSE LANDFILL JOINT COMMITTEE

**MEETING DATE:** FRIDAY 7 DECEMBER 2018

**FROM:** WASTE AND DATA SERVICES MANAGER  
MARTIN JARVIS  
MANAGEMENT ACCOUNTANT  
JEFF TIEMAN

**SUBJECT:** THREE MONTH ACTIVITY REPORT

## 1.0 SUMMARY

- 1.1 The purpose of this report is to inform the Omarunui Refuse Landfill Joint Committee on landfill activities for the period ending September 2018.
- 1.2 This report concludes by recommending it be received.

## 2.0 FINANCIAL POSITION

- 2.1 The financial position of the main accounts at 30 September 2018 is as follows:

	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation
Revenue*	1,493,165	1,450,800	42,365
Expenditure*	937,530	1,115,011	-177,481
<b>Net surplus from operations</b>	<b>555,637</b>	<b>335,789</b>	<b>219,848</b>

\*Excludes the waste levy and ETS.

- 2.2 The net surplus from operations as at 30 September 2018 is \$219,848 above budget. The surplus is partly a result of higher than expected special waste volumes and the programming of expenditure work.
- 2.3 Tonnages are currently tracking up on last year's actual total (20,082 tonnes versus 19,939 tonnes).

## 3.0 REVENUE

- 3.1 Total revenue from waste is above budget. This is mainly due to increased volumes of special waste.

	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation	\$ Annual budget
Commercial	725,628	742,500	-16,872	2,970,000
Special	276,786	175,000	101,786	700,000
HDC	181,754	198,000	-16,246	792,000
NCC	267,177	264,000	3,177	1,056,000
<b>Total</b>	<b>1,451,345</b>	<b>1,379,500</b>	<b>71,845</b>	<b>5,518,000</b>

**4.0 EXPENDITURE**

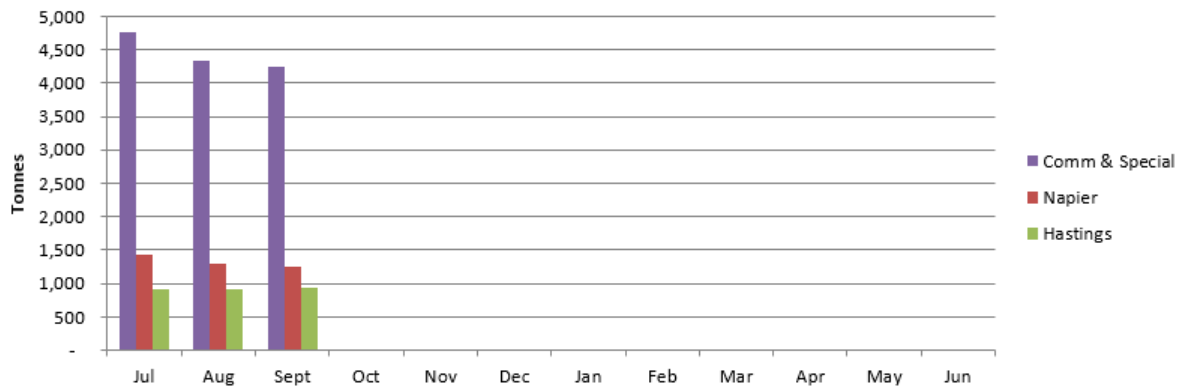
4.1 Expenditure is \$175,179 under budget (includes waste levy and ETS) due to some savings in maintenance and external plant hire.

**5.0 TONNAGES**

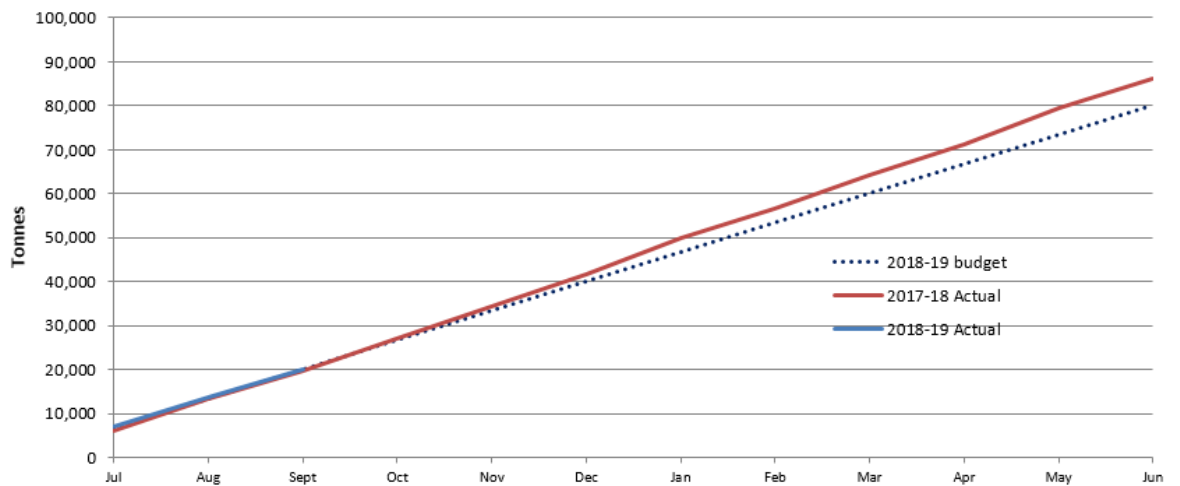
5.1 Overall tonnages year to date are above budget by 82 tonnes or 0.4%.

Activity	3 month actual	3 month budget	3 month variance	Annual budget
Commercial	10,713	11,250	(537)	45,000 t
Special	2,637	1,750	887	7,000 t
HDC	2,770	3,000	(230)	12,000 t
NCC	3,962	4,000	(38)	16,000 t
<b>Total</b>	<b>20,082</b>	<b>20,000</b>	<b>82</b>	<b>80,000 t</b>

**Landfill actual tonnages by month**

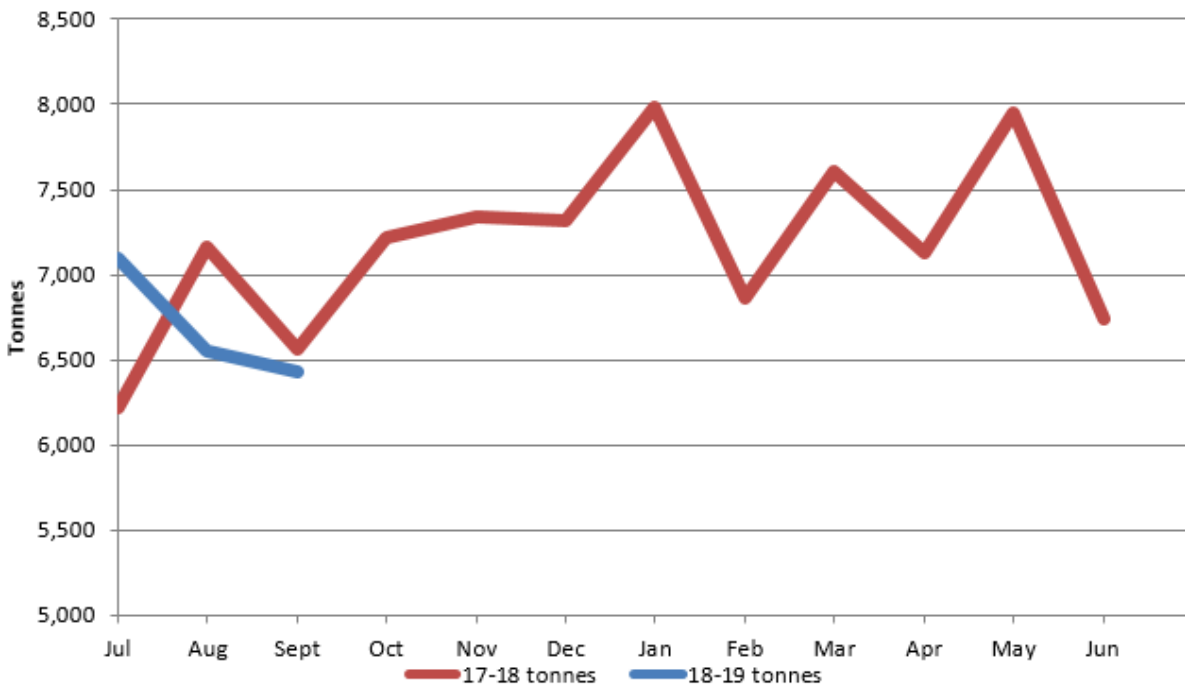


**Omarunui Landfill - Waste Disposal Tonnages**

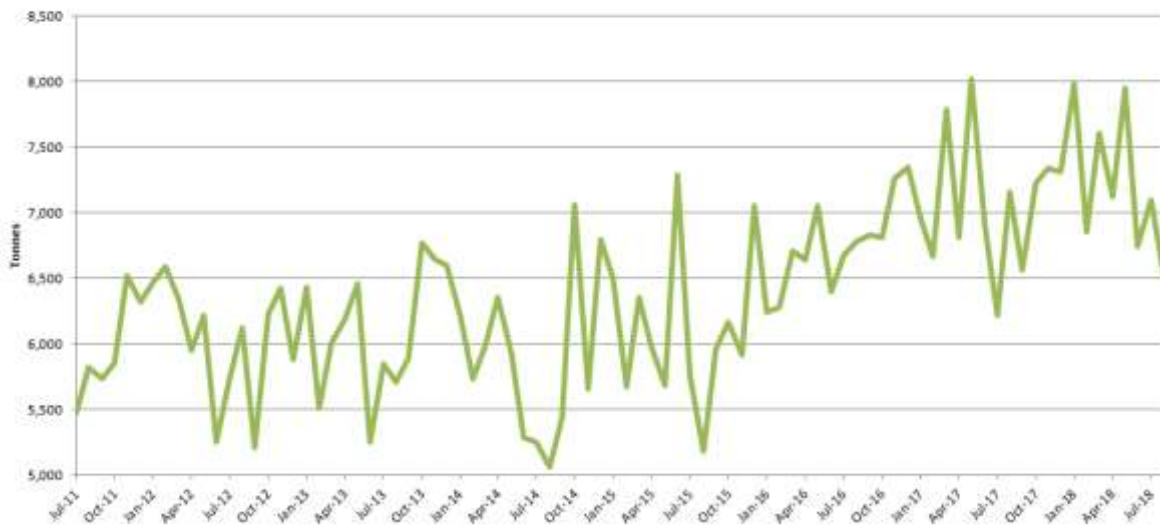




### Omarunui Landfill - Tonnages by Month



### Omarunui Landfill waste disposal trend 2011-2018



5.2 The budgeted volume of waste for the 2018/19 year is 80,000 tonnes. In 2017/18 the actual volume of waste received was 86,078 tonnes.

### 6.0 DEVELOPMENT UPDATE FOR AREA A & D

6.1 To date \$297,961 has been spent on construction work in Stage 3C of Area D. This work is ongoing mainly involves the construction of gas extraction wells, pipe work and control systems. A small amount of work relating to earth works and temporary capping has also been undertaken. The development budget for the full year is \$2,424,958. It is unlikely that this amount will be spent as the extension of Area D liner is now programmed for next financial year. The funds not spent in the current year will be carried forward to fund the future development stages in Area D.

## 7.0 DEVELOPMENT UPDATE FOR AREA B & C

7.1 To date \$102,419 has been spent on planning and design work associated with the future development of the landfill site and in particular the area designated as Area B. This work has included draft designs as well as options on liner and leachate systems. Planning work has also been undertaken in preparation for consent work.

## 8.0 OPERATIONS

8.1 The tip area size has been reduced to a minimum so that operations can run as efficiently as possible. This also reduces the chance of rubbish blowing away and the amount of “food” available for seagulls to feed on. Daily cover continues to be excavated from the quarry located in the area known as Area B. Additional material excavated in this area has been made available for local contractors to use on their construction projects.

## 9.0 MAINTENANCE WORK

9.1 There are no significant maintenance issues to report. A lot of maintenance work was carried out last year and no major works are currently planned. Routine work scheduled in the upcoming months includes the cleaning of the silt ponds.

## 10.0 LEACHATE

10.1 Due to weather conditions mid-winter a small amount of leachate was carted offsite for disposal. The cartage stopped as soon as the irrigation system was able to be reactivated. An additional 20 irrigation pods are planned to be installed this summer. This extension of the irrigation system will enable the landfill to dispose of a greater volume of leachate.

## 11.0 LANDFILL GAS

11.1 A total of 20 additional vertical gas wells have been constructed and integrated with the gas collection network. This has resulted in more gas being captured and further reduced the opportunity of odour escaping into the atmosphere from the compacted rubbish. The additional landfill gas will in turn provide the “gas to energy” plant with more gas once the “balancing” of the gas field has been completed.

## 12.0 LANDFILL FOREST

12.1 The forest harvest was completed in August 2017 with total revenue of \$1,644,574 and expenditure of \$163,488. The net revenue of \$1,481,086 was distributed to the shareholding Councils minus \$120,000 which was transferred to a reserve to cover the replanting and maintenance costs. The replanting has since been completed.

## 13.0 HEALTH AND SAFETY

13.1 The Omarunui Landfill operates under the Hastings District Council’s Health and Safety Policy. The Council’s commitment under this policy is ***“to keep employees, volunteers, contractors and the community safe through living a strong safety culture”***.

13.2 Additional Health & Safety information, and matters relating to the performance of the landfill are the subject of a separate report to this committee.

#### 14.0 EFFICIENCIES

14.1 A variety of efficiencies have been achieved over the last five years that have helped keep the gate charges as low as possible. The landfill will continue to look for operational and developmental efficiencies that will keep Omarunui in this favourable position. Areas that have been looked at to gain efficiencies include the following:

- Landfill gas extraction and the implementation of the Tonkin & Taylor recommendations – now completed.
- Management of the landfill's obligations under the ETS - ongoing.
- The access road to the tip face has been shortened. This has resulted in savings to the landfill and landfill users alike – completed.
- Efficiencies were gained by minimising the number of times the tip face was moved and keeping the area as small as possible – on-going.
- Where possible development work has been integrated with operational activities to the benefit of both cost centres.
- Making maximum use of the area designated for waste disposal – area D extension approved.

#### 15.0 JOINT HDC/NCC WASTE MANAGEMENT & MINIMISATION PLAN

15.1 The following is for the committee's information as these matters are being overseen by the individual councils and a different joint committee.

15.2 The Joint Waste Management & Minimisation Plan has been adopted by both Councils and staff are working on an implementation plan. A Waste Management & Minimisation Plan (WMMP) is a requirement of the Waste Minimisation Act 2008 and LGA 2002 in regard to consultation and decision making.

15.3 The joint Plan was formally adopted by the HDC on 30 August 2018 and by the NCC on 18 September 2018. Staff from both councils are now working on an implementation plan in order to programme and undertake the actions stated in the WMMP. Changes to the collection systems for refuse and recycling will not come into effect until mid-2020 once existing contracts have expired.

15.4 The vision of the Joint WMMP 2018-2024 is - *"to deliver waste minimisation and resource recovery across the Hastings District and Napier City working towards zero waste."* Amongst other goals and objects there are two targets as follows:

- *20% total tonnage increase in common recyclables diverted from Omarunui Landfill*
- *30% total tonnage decrease in organics to Omarunui Landfill*

15.5 There is no doubt that the new WMMP will have an impact on the landfill and this is something that needs to be taken into consideration with regard future planning for the site and operation of the site.

**16.0 FINANCIAL SUMMARY**

16.1 Attached to this report is the financial summary for the 3 month period ending 30 September 2018 (**Attachment 1**).

**17.0 RECOMMENDATION**

**That the report of the Waste and Data Services Manager, titled “Three Month Activity Report” dated 7 February 2018, be received.**

**Attachments:**

1 Omarunui Landfill Financial summary Sept 2018 CG-14-27-00035

OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30 September 2018

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
<b>REVENUE</b>							
1,997,235	468,389		448,931	462,000	-13,069	1,848,000	1,848,000
4,291,027	966,039		1,002,414	917,500	84,914	3,670,000	3,670,000
560,529	439,046		0	20,250	-20,250	81,000	81,000
14,177	1,044		1,044	2,300	-1,256	9,200	9,200
136,581	-		0	0	0	0	-
38,268	12,518		612	8,750	-8,138	35,000	35,000
86,078	19,939	5	20,082	20,000	82	80,000	80,000
-	-	3	20,082	20,000	82	80,000	80,000
860,781	199,391	1	200,823	200,000	823	800,000	800,000
860,781	199,391	2	361,481	360,000	1,481	1,440,000	1,440,000
<b>8,845,456</b>	<b>2,305,758</b>		<b>2,055,469</b>	<b>2,010,800</b>	<b>44,669</b>	<b>8,043,200</b>	<b>8,043,200</b>
<b>EXPENDITURE</b>							
774,893	161,409		173,410	298,136	-124,727	1,194,645	1,194,645
563,885	148,186		143,211	153,530	-10,319	612,020	612,020
431,060	120,494		67,408	137,500	-70,092	550,000	550,000
9,677	0		0	10,000	-10,000	40,000	40,000
113,980	53,171		62,565	21,000	41,565	84,000	84,000
32,449	8,478		20,213	22,929	-2,716	91,830	91,830
29,271	3,291		3,903	10,520	-6,617	42,080	42,080
0	0		0	250	-250	1,000	1,000
2,188	0		0	921	-921	3,683	3,683
15,224	0		0	5,850	-5,850	23,400	23,400
292,893	73,656	4	73,254	73,250	4	293,000	293,000
1,516,595	381,980		393,565	381,125	12,440	1,524,500	1,524,500
854,115	255,264	1	200,822	200,000	822	800,000	800,000
860,781	199,391	2	361,481	360,000	1,481	1,440,000	1,440,000
<b>5,497,012</b>	<b>1,405,320</b>		<b>1,499,833</b>	<b>1,675,011</b>	<b>-175,179</b>	<b>6,700,158</b>	<b>6,700,158</b>
<b>3,348,444</b>	<b>900,437</b>		<b>555,637</b>	<b>335,789</b>	<b>219,848</b>	<b>1,343,042</b>	<b>1,343,042</b>
1,516,595	381,980		393,565	381,125	12,440	1,524,500	1,524,500
-816,148	67,148		61,991	23,550	38,441	94,200	94,200
65,800	16,450		32,500	32,500	0	130,000	130,000
86,078	19,939		20,082	20,000	82	80,000	80,000
-	37,194		20,082	20,000	82	80,000	80,000
<b>5,566,503</b>	<b>1,178,881</b>		<b>814,546</b>	<b>620,864</b>	<b>193,683</b>	<b>2,483,342</b>	<b>2,483,342</b>

**OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30 September 2018**

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
<b>DEVELOPMENT COSTS FOR VALLEY A &amp; D EXPENDITURE</b>							
81,685	4,767	Planning Advice	7,392	37,500	-30,108	150,000	150,000
-	-	Water Quality Monitoring Bores	0	17,750	-17,750	71,000	71,000
244,155	120,601	Gas Control	191,308	104,924	86,384	419,695	419,695
0	0	Stormwater	0	44,383	-44,383	177,530	177,530
12,131	10,497	Leachate Collection System	0	37,500	-37,500	150,000	150,000
0	-	Liner	21,268	173,750	-152,482	695,000	695,000
110,631	0	Earthworks	39,242	151,683	-112,441	606,733	606,733
225,649	38,750	Overheads	38,750	38,750	0	155,000	155,000
<b>674,251</b>	<b>174,614</b>		<b>297,961</b>	<b>606,240</b>	<b>-308,279</b>	<b>2,424,958</b>	<b>2,424,958</b>
<b>-674,251</b>	<b>-174,614</b>	Total Development Costs	<b>-297,961</b>	<b>-606,240</b>	<b>308,279</b>	<b>-2,424,958</b>	<b>-2,424,958</b>
<b>FORESTRY COSTS (Funded from the Property Reserve)</b>							
-	474,451	- Other Revenue	0	0	0	0	0
-	72	611 Other Insurance	262	0	262	0	0
	3,207	- Planning Advice	0	3,000	-3,000	12,000	12,000
	13,851	13,622 Contracted Services	0	30,000	-30,000	120,000	120,000
	1,383	- Internal - HDC Rates & Charges	0	325	-325	1,300	1,300
-	578,506	- 578,506 Balance Day Adjustments Debtors	0	0	0	0	0
<b>-1,034,588</b>	<b>-1,003,320</b>	Total Forestry Costs	<b>262</b>	<b>33,325</b>	<b>-33,063</b>	<b>133,300</b>	<b>133,300</b>

\* YTD Actuals include accruals

**Notes:**

- 1 A waste Levy of \$10/t collected and paid back to the Ministry for Environment
- 2 ETS levy of \$18/t collected from January for surrender in May the following year
- 3 \$1/t collected for leachate development
- 4 The overhead costs have been agreed with NCC at budget time

**HASTINGS DISTRICT COUNCIL**  
**OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MEETING**  
**FRIDAY, 7 DECEMBER 2018**

**RECOMMENDATION TO EXCLUDE THE PUBLIC**

**SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

THAT the public now be excluded from the following part of the meeting, namely:

- 9. Review of Disposal Fees**
- 10. Engagement of Tonkin and Taylor for Landfill Consultancy Services**
- 11. Contract Term Extension - CON2014044 Omarunui Landfill Plant Management**

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the 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 is as follows:

<i><b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b></i>	<i><b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</b></i>	<i><b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</b></i>
<b>9. Review of Disposal Fees</b>	<b>Section 7 (2) (h)</b> The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. To enable Council to undertake negotiations.	<b>Section 48(1)(a)(i)</b> Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.
<b>10. Engagement of Tonkin and Taylor for Landfill Consultancy Services</b>	<b>Section 7 (2) (h)</b> The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. To enable the Committee to undertake negotiations..	<b>Section 48(1)(a)(i)</b> Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.

**11. Contract Term Extension  
- CON2014044 Omarunui  
Landfill Plant  
Management**

**Section 7 (2) (h)**

The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.

To enable Council to conduct negotiations.

**Section 48(1)(a)(i)**

Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.