



Hastings District Council

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A G E N D A

JOINT COUNCIL WASTE FUTURES PROJECT STEERING COMMITTEE MEETING

Meeting Date: **Friday, 22 March 2019**

Time: **9.00am**

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

Group Members	Chair: Councillor Kerr Councillors Heaps, and Lyons (HDC) Councillors Brosnan (Deputy Chair), Dallimore and Tapine (NCC) <i>(Quorum= 4 at least 2 Councillors from each Council)</i>
Officer Responsible	Waste and Data Services Manager (Mr M Jarvis)
Secretary	Christine Hilton (Extn 5633)

Joint Waste Futures Project Steering Committee – Terms of Reference

Background

Section 43 of the Waste Minimisation Act 2008 states that a territorial authority must adopt a waste management and minimisation plan which provides:

- objectives, policies and methods for effective and efficient waste management and minimisation,
- collection, recovery, recycling, treatment and disposal services
- facilities for waste management
- waste minimisation activities including education and public awareness; and
- a framework for funding implementation, grants and advances of money

The Solid Waste Management Committee which had been set up with Napier City Council, jointly prepared a Waste Minimisation Plan (WMMP) which was formally adopted in 2012. This committee was disestablished upon adoption of the WMMP. In early 2014 the Joint Council Waste Futures Project Steering Committee was established to meet to oversee and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the Omarunui landfill catchment.

The WMMP must be reviewed every 5 years. A Waste Assessment, which is the first step of the review has been undertaken and options are being developed for the WMMP. It is proposed that all submissions on the draft WMMP are heard by a joint committee of Napier City and Hastings District Council:

Purpose

- To approve the content of the Draft Waste Management and Minimisation Plan for public consultation.
- To hear submissions and make recommendations to the constituent Councils on the draft regional Waste Management and Minimisation Plan 2011-2017.
- To be responsible for overseeing, supporting, monitoring and reporting progress toward achieving the intent of WMMP. As well as representing the interests of participatory Councils in the WMMP.
- To review the Joint Waste Management and Minimisation Plan at least every six years to meet the requirements of the WMA 2008

Members

Three elected members appointed from Hastings District Council

Three elected members appointed from Napier City Council

Name

The Joint Waste Futures Project Steering Committee

Status

By agreement of the local authority members, the Joint Waste Futures Joint Project Steering Committee has been established as a Joint Committee under clause 30A of Schedule 7 of the Local Government Act 2002.

Delegated Authority

The Joint Committee will have responsibility and authority to:

1. Accept and hear submissions on the joint Waste Management and Minimisation Plan 2017-2023, and report back to the individual Councils on an as required basis.
2. To make recommendations to each participant Council on the Waste Management and Minimisation Plan.
3. To monitor performance and progress to give effect to the purpose of the WMMP and to make recommendations to the constituent Councils accordingly.

Administering Authority and Servicing

Hastings District Council shall administer the Joint Committee meetings.

Meetings

The Hastings District Council's Standing Orders will be used to conduct the Joint Committee meetings.

The Joint Committee shall meet as and when required as agreed for the achievement of the purpose of the joint committee.

Quorum

The quorum at any meeting shall be not less than four (4) including not less than two representatives of each of the member bodies.

Voting

The members shall strive at all times to reach a consensus.

Each representative shall be entitled to one vote at any meeting.

There shall be no casting vote.

Chairperson and Deputy Chairperson

The Joint Committee shall also appoint by simple majority vote, a Chairperson from one Council and a Deputy Chair from the other Council.

Variations

Any Member may propose an amendment (including additions or deletions) to the Terms of Reference which may be agreed to by the Joint Committee.

Variations to the Terms of Reference must be referred to the constituent Councils for ratification.

Term of Office

The primary purpose of this Joint Committee is the approval and adoption, by both Councils, of the Waste Management and Minimisation Plan 2018. However the Joint Committee will continue to meet as and when required to oversee performance of the WMMP in operation.

HASTINGS DISTRICT COUNCIL
JOINT COUNCIL WASTE FUTURES PROJECT STEERING
COMMITTEE MEETING

FRIDAY, 22 MARCH 2019

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

TIME: 9.00am

A G E N D A

1. Apologies

At the close of the agenda no apologies had 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.

3. Consideration of General Business Items

4. Confirmation of Minutes

Minutes of the Joint Council Waste Futures Project Steering Committee held 25 July 2018.

(Previously circulated)

- | | |
|---|-----------|
| 5. Waste Management and Minimisation Plan (WMMP) -
Implementation Plan | 7 |
| 6. Recommendation to Exclude the Public from Items 7 and 8 | 11 |
| 7. Kerbside Collection Procurement Strategy | |
| 8. Plastic Recycling | |

REPORT TO: JOINT COUNCIL WASTE FUTURES PROJECT STEERING COMMITTEE

MEETING DATE: FRIDAY 22 MARCH 2019

FROM: WASTE MINIMISATION OFFICER
ANGELA ATKINS

SUBJECT: WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP) - IMPLEMENTATION PLAN

1.0 SUMMARY

- 1.1 The purpose of this report is to inform the Committee about progress relating to the Joint Waste Management and Minimisation Plan (WMMP) Implementation Plan to date.
- 1.2 This report concludes by recommending the report is received.

2.0 BACKGROUND

- 2.1 The Joint WMMP was adopted by the Hastings District Council (HDC) on 30 August 2018 and Napier City Council (NCC) on 18 September 2018.
- 2.2 The Joint WMMP sets out both Councils intentions to manage solid waste and the associated facilities, services and education over the next six years.

3.0 CURRENT SITUATION

- 3.1 HDC have created an internal project team to oversee the Joint WMMP and new kerbside collection contract procurement. This team meets weekly and the current focus for the team is the procurement of the new kerbside collection contracts.
- 3.2 The draft project team structure and timeline of programmes is attached **(Attachment 1)**.
- 3.3 Recruitment is also underway to provide sufficient resources to deliver the actions of the Joint WMMP.

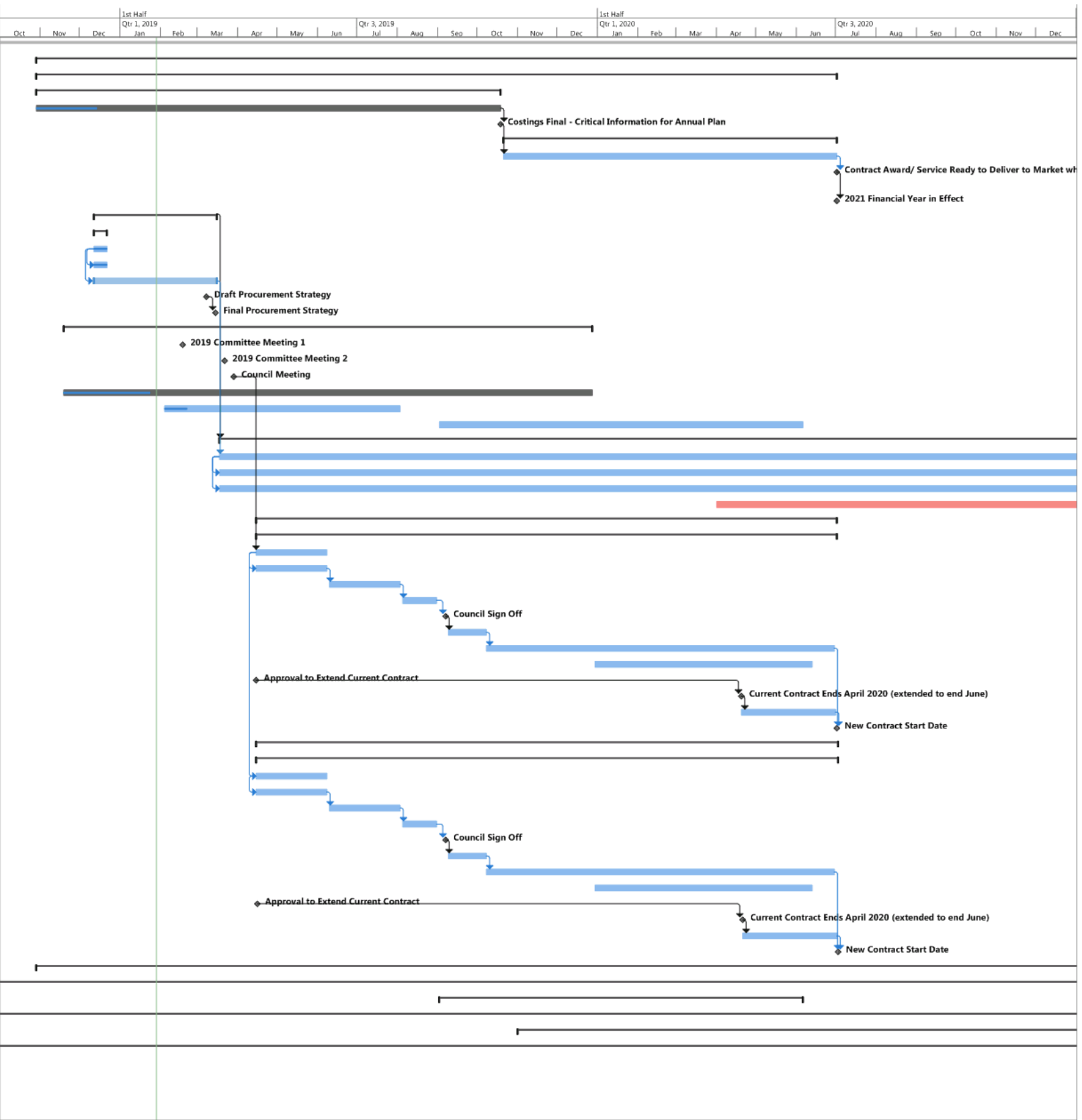
4.0 RECOMMENDATIONS AND REASONS

- A) **That the report of the Waste Minimisation Officer titled "Waste Management and Minimisation Plan (WMMP) - Implementation Plan" dated 22/03/2019 be received.**

Attachments:

- | | | |
|---|---|----------------|
| 1 | Draft Project Team Structure and Time of Programmes | PRJ18-91-0028 |
| 2 | Project Team Structure | CG-14-36-00109 |

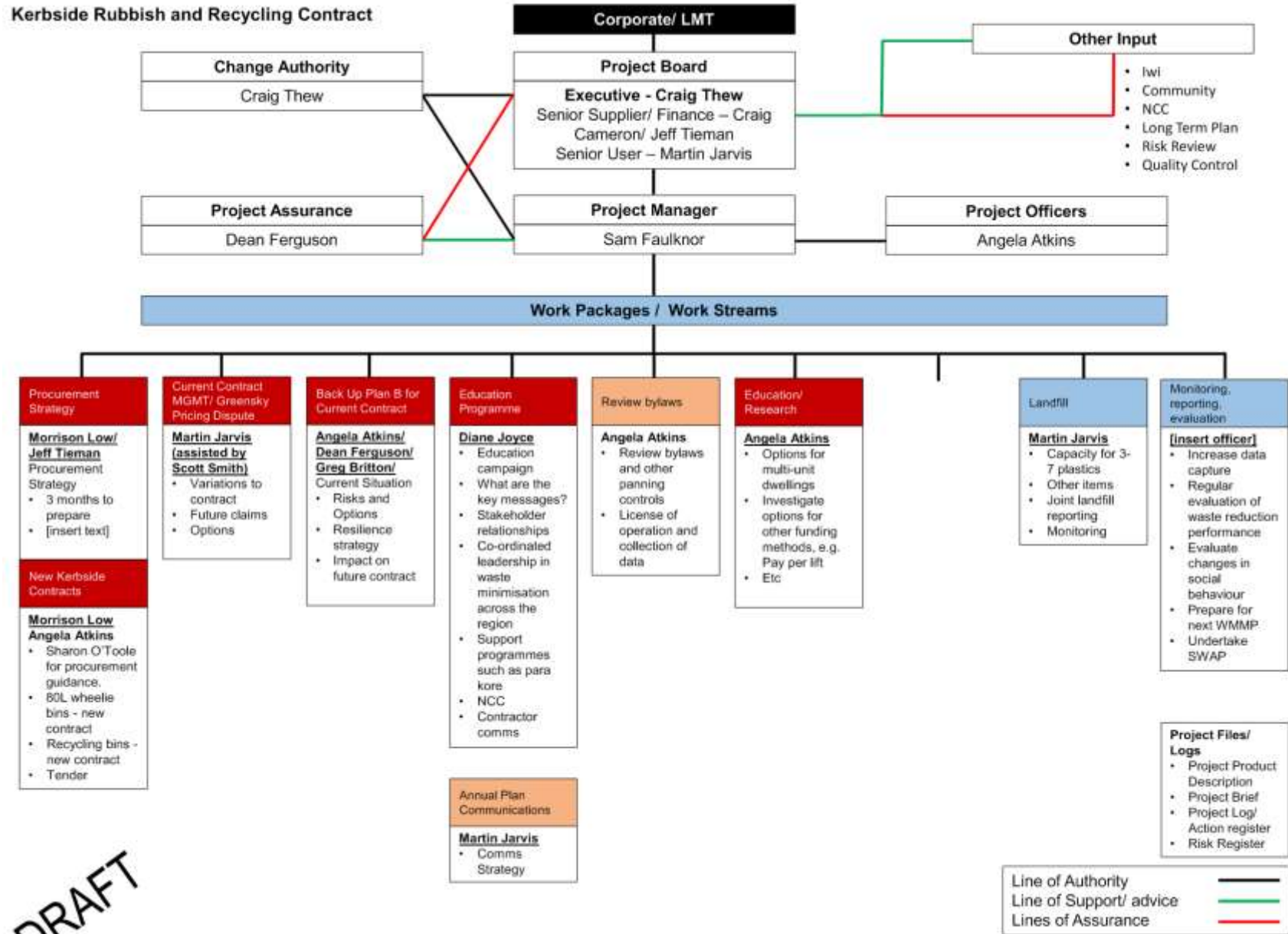
ID	% Comp	Task Name	Duration	Start	Finish	Resource Names
0	0%	WMMP Programme	1865 days	Mon 2/07/18	Mon 22/09/25	
1	1%	OPTION A - JULY 2020 ROLLOUT	1780 days	Mon 29/10/18	Mon 22/09/25	
2	8%	Funding/ LTP/Consultation	417 days	Mon 29/10/18	Wed 1/07/20	
3	15%	Stage 1 - Costings	234 days	Mon 29/10/18	Fri 18/10/19	
4	15%	October 2019 Costings Finalised	234 days	Mon 29/10/18	Fri 18/10/19	M.Jarvis
5	0%	Costings Final - Critical Information for Annual Plan	0 days	Fri 18/10/19	Fri 18/10/19	M.Jarvis
6	0%	Stage 2 - New Kerbside Collection Proposed Rate	183 days	Mon 21/10/19	Wed 1/07/20	
7	0%	Timeframe for New Rate to Come into Effect	183 days	Mon 21/10/19	Wed 1/07/20	M.Jarvis
8	0%	Contract Award/ Service Ready to Deliver to Market when being Charged	0 days	Wed 1/07/20	Wed 1/07/20	M.Jarvis
9	0%	2021 Financial Year in Effect	0 days	Wed 1/07/20	Wed 1/07/20	M.Jarvis
10	3%	Procurement Strategy	47 days	Wed 12/12/18	Fri 15/03/19	
11	100%	Engage external Consultant	8 days	Wed 12/12/18	Fri 21/12/18	
12	100%	Proposal	8 days	Wed 12/12/18	Fri 21/12/18	Morrison Low
13	100%	Scope	8 days	Wed 12/12/18	Fri 21/12/18	Morrison Low
14	1%	Scope Definition	47 days	Wed 12/12/18	Fri 15/03/19	Morrison Low
30	0%	Draft Procurement Strategy	0 days	Fri 8/03/19	Fri 8/03/19	Morrison Low
31	0%	Final Procurement Strategy	0 days	Fri 15/03/19	Fri 15/03/19	Morrison Low
32	10%	Stakeholder Engagement	269 days	Mon 19/11/18	Fri 27/12/19	
33	0%	2019 Committee Meeting 1	0 days	Mon 18/02/19	Mon 18/02/19	
34	0%	2019 Committee Meeting 2	0 days	Fri 22/03/19	Fri 22/03/19	A.Atkins
35	0%	Council Meeting	0 days	Thu 28/03/19	Thu 28/03/19	
36	10%	Ongoing Soft Communication	269 days	Mon 19/11/18	Fri 27/12/19	G.Britton
37	10%	Stakeholder Engagement Communication Plan	130 days	Mon 4/02/19	Fri 2/08/19	S.Faulkner
38	0%	Review Bylaws and other Planning Controls	200 days	Mon 2/09/19	Fri 5/06/20	A.Atkins
39	0%	Education	1701 days	Mon 18/03/19	Mon 22/09/25	
40	0%	Education Campaign	1429 days	Mon 18/03/19	Thu 5/09/24	Comms Team
41	0%	Stakeholder Relationships	1429 days	Mon 18/03/19	Thu 5/09/24	S.Faulkner
42	0%	Regional Level Communication	1429 days	Mon 18/03/19	Thu 5/09/24	M.Jarvis
43	0%	Support Programmes such as Para Kore	1429 days	Wed 1/04/20	Mon 22/09/25	A.Atkins
44	0%	Kerbside Rubbish Collections	318 days	Mon 15/04/19	Wed 1/07/20	
45	0%	80L Wheelie Bins - New Contract	318 days	Mon 15/04/19	Wed 1/07/20	Morrison Low
46	0%	Pre Contract Preparation - Collection Contracts	40 days	Mon 15/04/19	Fri 7/06/19	Morrison Low
47	0%	Pre Contract Preparation - Vessel Supply Contracts	40 days	Mon 15/04/19	Fri 7/06/19	Morrison Low
48	0%	Tender - Contract Advertised	40 days	Mon 10/06/19	Fri 2/08/19	
49	0%	Contract Evaluation	20 days	Mon 5/08/19	Fri 30/08/19	
50	0%	Council Sign Off	0 days	Fri 6/09/19	Fri 6/09/19	
51	0%	Contract Awarded	21 days	Mon 9/09/19	Mon 7/10/19	
52	0%	Vehicle Manufacturing Lead Time - 8-12 Months	190 days	Tue 8/10/19	Mon 29/06/20	
53	0%	Bin/Crate Roll Out	120 days	Mon 30/12/19	Fri 12/06/20	
54	0%	Approval to Extend Current Contract	0 days	Mon 15/04/19	Mon 15/04/19	
55	0%	Current Contract Ends April 2020 (extended to end June)	0 days	Mon 20/04/20	Mon 20/04/20	
56	0%	Current Contract Extension	52 days	Mon 20/04/20	Tue 30/06/20	
57	0%	New Contract Start Date	0 days	Wed 1/07/20	Wed 1/07/20	
58	0%	Kerbside Recycling Collections	319 days	Mon 15/04/19	Thu 2/07/20	
59	0%	Recycling bins - New Contract	319 days	Mon 15/04/19	Thu 2/07/20	
60	0%	Pre Contract Preparation - Collection Contracts	40 days	Mon 15/04/19	Fri 7/06/19	
61	0%	Pre Contract Preparation - Vessel Supply Contracts	40 days	Mon 15/04/19	Fri 7/06/19	
62	0%	Tender - Contract Advertised	40 days	Mon 10/06/19	Fri 2/08/19	
63	0%	Contract Evaluation	20 days	Mon 5/08/19	Fri 30/08/19	
64	0%	Council Sign Off	0 days	Fri 6/09/19	Fri 6/09/19	
65	0%	Contract Awarded	21 days	Mon 9/09/19	Mon 7/10/19	
66	0%	Vehicle Manufacturing Lead Time - 8-12 Months	190 days	Tue 8/10/19	Mon 29/06/20	
67	0%	Bin/Crate Roll Out	120 days	Mon 30/12/19	Fri 12/06/20	
68	0%	Approval to Extend Current Contract	0 days	Mon 15/04/19	Mon 15/04/19	
69	0%	Current Contract Ends April 2020 (extended to end June)	0 days	Mon 20/04/20	Mon 20/04/20	
70	0%	Current Contract Extension	52 days	Tue 21/04/20	Wed 1/07/20	
71	0%	New Contract Start Date	0 days	Thu 2/07/20	Thu 2/07/20	
72	0%	OPTION B - LATER ROLLOUT	612 days	Mon 29/10/18	Wed 31/03/21	
116	0%	OTHER INITIATIVES - Still Being Developed	1509 days	Mon 2/07/18	Fri 10/05/24	
117	0%	Review Bylaws and other Planning Controls	200 days	Mon 2/09/19	Fri 5/06/20	
119	0%	Education	1474 days	Mon 20/08/18	Fri 10/05/24	
124	0%	Organic Waste	491 days	Fri 1/11/19	Fri 17/09/21	
129	0%	Diversion Initiatives	1509 days	Mon 2/07/18	Fri 10/05/24	
143	0%	Monitoring, Reporting and Evaluation	1 day?	Mon 2/07/18	Mon 2/07/18	
149	0%	Landfill	1 day?	Mon 2/07/18	Mon 2/07/18	
156	0%	Facilities	1 day?	Mon 2/07/18	Mon 2/07/18	
162	0%	Expand Area Collection, Local Waste Drop Off Facilities	1 day?	Mon 30/07/18	Mon 30/07/18	



Project: WMMP Programme
Date: Tue 29/01/19

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Critical Split	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	Late	
Milestone	Inactive Task	Manual Task	Manual Summary	External Task	Critical	Progress	

Page 1



DRAFT

HP Records Manager Location – PRJ18-91-0002

Item 5

Attachment 2

HASTINGS DISTRICT COUNCIL
JOINT COUNCIL WASTE FUTURES PROJECT STEERING
COMMITTEE MEETING

FRIDAY, 22 MARCH 2019

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:

- 7. Kerbside Collection Procurement Strategy**
- 8. Plastic Recycling**

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>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
7. Kerbside Collection Procurement Strategy	Section 7 (2) (i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). To enable Council to undertake 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.

8. Plastic Recycling

Section 7 (2) (b) (ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.

Section 7 (2) (i)

The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

To allow for negotiations to be undertaken with the contractors.

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.