



# *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: **Tuesday, 10 December 2019**

Time: **9.30am**

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

<b>Committee Members</b>	<b>Chair: To be elected</b> <b>Deputy Chair to be elected</b> Councillors Lawson, Nixon, Redstone and Kerr (HDC) Councillors McGrath and Tapine (NCC) NCC Alternate: Deputy Mayor Brosnan (Quorum = 4 including at least one elected member from each Council)
<b>Officer Responsible</b>	Waste and Data Services Manager, Martin Jarvis
<b>Democracy and Governance Advisor</b>	Christine Hilton (Ext 5633)



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

**TUESDAY, 10 DECEMBER 2019**

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

**TIME:** 9.30am

**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. 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**

There are no previous minutes to confirm.

**4. Voting Systems for Certain Appointments**

<b>5.</b>	<b>Election of Chair and Deputy Chair</b>	<b>7</b>
<b>6.</b>	<b>Heads of Agreement</b>	<b>9</b>
<b>7.</b>	<b>Three Month Activity Report</b>	<b>17</b>
<b>8.</b>	<b>Additional Business Items</b>	
<b>9.</b>	<b>Extraordinary Business Items</b>	
<b>10.</b>	<b>Recommendation to Exclude the Public from Items 11 and 12</b>	<b>27</b>
<b>11.</b>	<b>Engagement of Tonkin and Taylor for Landfill Consultancy Services</b>	
<b>12.</b>	<b>Review of Disposal Fees</b>	

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

**MEETING DATE:** TUESDAY 10 DECEMBER 2019

**FROM:** MANAGER: DEMOCRACY AND GOVERNANCE  
JACKIE EVANS

**SUBJECT:** VOTING SYSTEMS FOR CERTAIN APPOINTMENTS

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## **1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to inform the Committee of the requirements of the Local Government Act 2002 in respect of voting systems to use where an election is required to appoint a Chairperson or Deputy Chairperson.
- 1.2 The Local Government Act 2002 provides that one of two systems may be used, either system A or system B.
- 1.3 **System A** provides that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority present and voting where:
- (i) there is a first round of voting for all candidates; and
  - (ii) if no candidate is successful in getting a majority in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
- 1.4 **System B** provides that a person is elected or appointed if he or she receives more votes than any other candidate where:
- (i) there is only 1 round of voting; and
  - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

## **2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA***

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled “Voting Systems for Certain Appointments”.**

**Attachments:**

There are no attachments for this report.

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

**MEETING DATE:** TUESDAY 10 DECEMBER 2019

**FROM:** MANAGER: DEMOCRACY AND GOVERNANCE  
JACKIE EVANS

**SUBJECT:** ELECTION OF CHAIR AND DEPUTY CHAIR

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**1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to draw members' attention to the need to elect a Chair and Deputy Chair for the Omarunui Refuse Landfill Joint Committee.
- 1.2 The Waste and Data Services Manager will assume the Chair at the commencement of the meeting and call for nominations for the position of Chair of the Omarunui Refuse Landfill Joint Committee.
- 1.3 The newly appointed Chair will then assume Chairmanship of the meeting and call for nominations for the position of Deputy Chair.

**2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA**

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled "Election of Chair and Deputy Chair".
- B) That \_\_\_\_\_ be appointed as Chair of the Omarunui Refuse Landfill Joint Committee for the next triennium 2019-2021.
- C) That \_\_\_\_\_ be appointed as Deputy Chair of the Omarunui Refuse Landfill Joint Committee for the next triennium 2019-2021.

**Attachments:**

There are no attachments for this report.



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

**MEETING DATE:** TUESDAY 10 DECEMBER 2019

**FROM:** WASTE AND DATA SERVICES MANAGER  
MARTIN JARVIS

**SUBJECT:** HEADS OF AGREEMENT

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**1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA***

- 1.1 The purpose of this report is to inform the new Committee about the key aspects of the Omarunui Joint Landfill Heads of Agreement.
- 1.2 This report concludes by recommending it be received.

**2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA***

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled “Heads of Agreement”.

### 3.0 BACKGROUND – TE HOROPAKI

3.1 The Omarunui Regional Landfill is owned jointly by the Hastings District and Napier City Councils. The current shareholdings reflect the apportionment of assets and liabilities following the round of local authority amalgamations in 1989.

- Hastings District            63.68%
- Napier City                    36.32%

3.2 The landfill is operated by a joint committee of the two councils under a heads of agreement document. The original heads of agreement document was signed in February 1993. A new heads of agreement document dated October 2010 was prepared and adopted to reflect current legislation and practices. A copy of this document is attached (**Attachment 1**).

3.3 While the the heads of agreement sets out the legal status of the relationship between the two councils a more important component is the goodwill that exists between the parties in managing the facility for the benefit of the community.

### 4.0 DISCUSSION - TE MATAPAKITANGA

4.1 Objectives - To jointly develop and operate generally for the benefit of the Councils a refuse disposal facility (including any ancillary activities) in compliance with resource and regulatory consents.

4.2 Participation of each Council - Each Council shall participate on the basis of the following shareholding percentage:

- Hastings District Council            63.68%
- Napier City Council                    36.32%

4.3 The Joint Committee - This Committee shall comprise four elected members of the Hastings District Council and two elected members of the Napier City Council. The functions of this Committee shall be to determine policies to ensure the objectives are achieved and to monitor the implementation of those policies by obtaining reports from the Facility Manager or any other persons involved in the refuse disposal operation.

4.4 The Administering Authority - The Hastings District Council shall be the Administering Authority. It shall provide technical, financial and secretarial services and shall be the employing authority for staff required in the administration and conduct of the refuse disposal operation.

4.5 Joint Committee General Powers – Subject to the condition that the Committee shall operate within the budgets approved by the Councils, the general powers of the Committee include the following:

- To develop and operate the refuse disposal facility in compliance with the resource and regulatory consents already obtained including, if necessary, the power to seek further resource and regulatory consents.
- To construct buildings, purchase and dispose of plant, equipment and materials.

- To fix and recover fees and charges payable by landfill users.
  - The licensing of users.
  - To enter into contracts.
- 4.6 Joint Committee Procedural Matters – The Heads Of Agreement include the following procedural matters:
- Quorum at meetings shall be four elected members including at least one elected member from each Council.
  - All meetings may be attended by officers of the Councils but officers shall not be entitled to vote.
  - Annual meetings shall be held within three months of the end of the financial year and the business of such meeting shall include the financial accounts for the previous year.
  - Budget estimates for the following financial year shall be prepared and supplied to the Councils no later than 31 January in each year for their approval.
- 4.7 Secretarial and Accounting service – These services shall be provided by the Administering Authority.

**Attachments:**

- 1 [↓](#) Omarunui Refuse Landfill Joint Committee Heads of Agreement SW-5-12-1031

**OMARUNUI REFUSE LANDFILL JOINT COMMITTEE HEADS OF AGREEMENT**Heads of Agreement dated the 4<sup>th</sup> day of October 2010

1.	<i>Parties:</i>	Hastings District Council and Napier City Council (the Councils)
2.	<i>Nature of Relationship</i>	A Joint Committee between the Councils who already own a property at Omarunui as tenants in common in the following shareholding percentages for refuse disposal purposes: Hastings District Council: 63.68% Napier City Council: 36.32%
3.	<i>Objectives</i>	To jointly develop and operate generally for the benefit of the Councils a refuse disposal facility (including any ancillary activities) in compliance with resource and regulatory consents.
4.	<i>Participation of each Council</i>	Each Council shall participate on the basis of the following shareholding percentage: Hastings District Council – 63.68% Napier City Council – 36.32% (subject to any specific provisions following)
5.	<i>Joint Committee</i>	
5.1	<i>Omarunui Refuse Landfill Joint Committee (Joint Committee):</i>	This Committee shall comprise four elected members of the Hastings District Council and two elected members of the Napier City Council or the alternates of those elected members and an alternate when acting in the place of an elected member shall be deemed to be an elected member. The functions of this Joint Committee shall be to determine policies to ensure the objectives are achieved and to monitor the implementation of those policies by obtaining reports from the Facility Manager or any other persons involved in the refuse disposal operation.
5.2	<i>Administering Authority</i>	The Hastings District Council shall be the Administering Authority. It shall provide technical, financial and secretarial services and shall be the employing authority for staff required in the administration and conduct of the refuse disposal operation. The Administering Authority shall make any information required by the Joint Committee available to that Committee.
6.	<i>Joint Committee General Powers</i>	6.1 Subject to Clause 6.2 the general powers of the Joint Committee shall be: a. Except as provided in Clause 6.3 all such powers as shall be necessary to develop and operate the refuse disposal facility in compliance with the resource and regulatory consents already obtained including, if necessary, the power to seek further resource and regulatory consents. b. To construct buildings, purchase and dispose of plant, equipment and materials. c. Arrange insurance cover to ensure that there is comprehensive insurance in respect of the establishment and operation of the refuse disposal facility. d. To indemnify any Council or Council representative acting on behalf of the Councils pursuant to this agreement in

		<p>connection with the development or operation of the refuse disposal operation after the execution hereof.</p> <p>e. To fix and recover fees and charges payable by landfill users.</p> <p>f. The licensing of users.</p> <p>g. To recommend to the Councils the raising of loans. For the purpose of loan raising the 'Administering Authority' shall undertake all loan raising on behalf of the Councils.</p> <p>h. To enter into contracts within the estimates it being acknowledged by each of the Councils for the purposes of the Local Government Act 2002 that the Joint Committee shall be delegated power to enter into any contract limited to such an amount as may be fixed by the Councils from time to time unless the prior written approval of each Council shall have been obtained.</p> <p>i. To use any part of the Omarunui property not required for refuse disposal for any lawful purpose including the leasing thereof.</p> <p>j. Such further specific powers as may be delegated to it as agreed by the Councils.</p> <p>6.2 The Joint Committee shall operate within budgets approved by the Councils. In the event that overexpenditure is anticipated or incurred the Joint Committee shall immediately report that fact to the Councils.</p> <p>6.3 The powers delegated to the Joint Committee shall not entitle that Committee to sell or otherwise dispose of on behalf of any Council any asset owned by that individual Council or to sell the Omarunui land or any other land administered by the Joint Committee for refuse disposal purposes.</p> <p>6.4 Subject to Clause 6.2 and 6.3 all decisions made by the Joint Committee pursuant to its delegated powers shall without confirmation of the Councils bind each of the Councils as if it had been done in the name of each Council.</p>
7.	<i>Joint Committee Procedural Matters</i>	<p>7.1 Each elected member or the alternate of such member shall have one vote.</p> <p>7.2 The elected members shall elect a Chairman and Deputy Chairman.</p> <p>7.3 Quorum at meetings shall be four elected members including at least one elected member from each Council. The parties note that this conflicts with the provisions in clause 30 (9) (b) of schedule 7 of the Local Government Act 2002. To avoid any possible doubt the parties shall operate the committee based on the specific requirements in this agreement at all times.</p> <p>7.4 All meetings may be attended by officers of the Councils but officers shall not be entitled to vote.</p> <p>7.5 Meetings may be requisitioned by any two elected members who shall state the nature of the business and the Administering Authority shall convene a meeting (giving notice of the business) and Councils shall ensure that at least one of their</p>

		<p>elected members attends.</p> <p>7.6 Annual meetings shall be held within three months of the end of the financial year and the business of such meeting shall include the financial accounts for the previous year.</p> <p>7.7 Budget estimates for the following financial year shall be prepared and supplied to the Councils no later than 31 January in each year for their approval.</p> <p>7.8 Meeting procedures shall be in accordance with NZS 9202: 2003, or such other version of standing orders as mutually agreed between the parties, except to the extent that specific provision is contained herein and is not contrary to law.</p>
8.	<i>Joint Committee Financial Provisions</i>	<p>8.1 The Joint Committee shall provide financial and management accounting records and reports which provide sufficient detail to enable the committee and the Councils to assess performance of each separate business activity within the Landfill.</p> <p>8.2 The administering authority shall circulate a draft budget prior to the meeting at which the Joint Committee is to consider the estimates for recommendation to the Councils.</p> <p>8.3 Surpluses and deficits shall be received and borne by the Councils in the following shareholding percentage: Hastings District Council – 63.68% Napier City Council – 36.32%</p> <p>8.4 All amounts payable by each Council shall be paid within one calendar month of notification of the amount payable. If any Council shall consistently fail to make payments as required by this clause the Joint Committee may impose a penalty on the defaulting Council which shall be met by such Council.</p>
9.	<i>Duties of the Individual Councils</i>	<p>9.1 To comply with the resource and regulatory consents relating to the operation.</p> <p>9.2 The Councils shall make bylaws to ensure the efficient operation of the refuse disposal facility and set and adopt fees and charges and licensing procedures.</p> <p>9.3 To establish and operate transfer stations and to adopt charges in relation to such transfer stations.</p>
10.	<i>Changes in Participation</i>	<p>10.1 The establishment and operating costs of the Councils up to the time of any Change in Participation shall be safeguarded as far as possible.</p> <p>10.2 The addition or withdrawal of any party shall require agreement of the Councils.</p>
11.	<i>Staff Appointments</i>	<p>11.1 Where any Council is involved in the provision of staff or services, such Council shall be reimbursed for the cost of such persons or services.</p> <p>11.2 It is recognised that it will be desirable for the staff required to be employed by one of the Councils.</p>
12.	<i>Facility Manager</i>	<p>12.1 The Facility Manager appointed by the Administering Authority shall be a suitably qualified person who shall report to the Joint Committee and attend its meetings and will be responsible for</p>

		<p>the day to day operations at the landfill site.</p> <p>12.2 During any further development the Facility Manager, as appointed by the Administering Authority, shall be considered to be the officer responsible for all development activities unless otherwise directed by the Joint Committee.</p>
13.	<i>Secretarial Services</i>	<p>13.1 Secretarial and Accounting services shall be provided by the Administering Authority.</p> <p>13.2 The functions to be fulfilled shall include:</p> <ol style="list-style-type: none"> <li>Convening of meetings.</li> <li>Keeping of minutes.</li> <li>Preparation of estimates and accounts.</li> <li>Keeping the Joint Committee informed.</li> <li>The recovery of fees and charges.</li> <li>Such further specific powers as may be delegated by agreement of the Councils.</li> </ol> <p>13.3 All documents to be signed on behalf of the Joint Committee shall be signed by the Chairman (or in his absence one elected member of that Committee) together with such other person authorised by the Administering Authority.</p>
14.	<i>Commencement and Duration</i>	<p>14.1 This Joint Committee shall commence from the date of this agreement and shall continue thereafter until terminated by agreement of the Councils.</p> <p>14.2 On termination of this agreement the assets shall be applied, first, in the repayment of all debts, second, in the repayment of any capital contributions, advances or sums of money that may have been made or may be due to any of the Councils, third, the surplus, if any, shall be distributed between the Councils in the following shareholding percentage:</p> <p>Hastings District Council – 63.68% Napier City Council – 36.32%</p> <p>14.3 In the event of a short-fall on the termination of this agreement the Councils shall contribute in the following shareholding percentage:</p> <p>Hastings District Council – 63.68% Napier City Council – 36.32%</p> <p>to such short-fall, with any necessary adjustments being made to reflect any amounts due by or to any individual Council at termination.</p>
15.	<i>Arbitration</i>	<p>15.1 In the event of any dispute relating to this agreement the same shall be referred to arbitration pursuant to the Arbitration Act 1996 and each Council who is a party to the dispute shall be entitled to appoint an Arbitrator.</p> <p>15.2 The Arbitrators before embarking on the Arbitration shall appoint an umpire whose decision shall be final in the event that the Arbitrators are unable to agree.</p>
16.	<i>Substitution</i>	<p>16.1 It is agreed and acknowledged that this agreement shall take effect and be in substitution for the Heads of Agreement between the parties dated 18 February 1993.</p>



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

**MEETING DATE:** TUESDAY 10 DECEMBER 2019

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

**SUBJECT:** THREE MONTH ACTIVITY REPORT

## 1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to inform the Omarunui Refuse Landfill Joint Committee on landfill activities for the period ending September 2019.
- 1.2 The financial position of the main accounts at 30 September 2019 is as follows:

	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation
Revenue*	1,724,325	1,472,799	251,526
Expenditure*	969,956	1,166,112	-196,156
<b>Net surplus from operations</b>	<b>754,369</b>	<b>306,686</b>	<b>447,683</b>

\*Excludes the waste levy and ETS.

- 1.3 The net surplus from operations as at 30 September 2019 is \$447,683 above budget. The surplus is partly a result of higher than expected special waste volumes and the programming of expenditure work.
- 1.4 Tonnages are currently tracking up on last year's actual total (22,304 tonnes versus 20,082 tonnes).

## 2.0 REVENUE

- 2.1 Total revenue from waste is above budget. This is mainly due to increased volumes of special waste received under the "Commercial" waste category.

	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation	\$ Annual budget
Commercial	1,169,720	945,250	224,470	3,781,000
HDC	221,283	204,000	17,283	816,000
NCC	279,573	272,000	7,573	1,088,000
<b>Total</b>	<b>1,670,576</b>	<b>1,421,250</b>	<b>249,326</b>	<b>5,685,000</b>

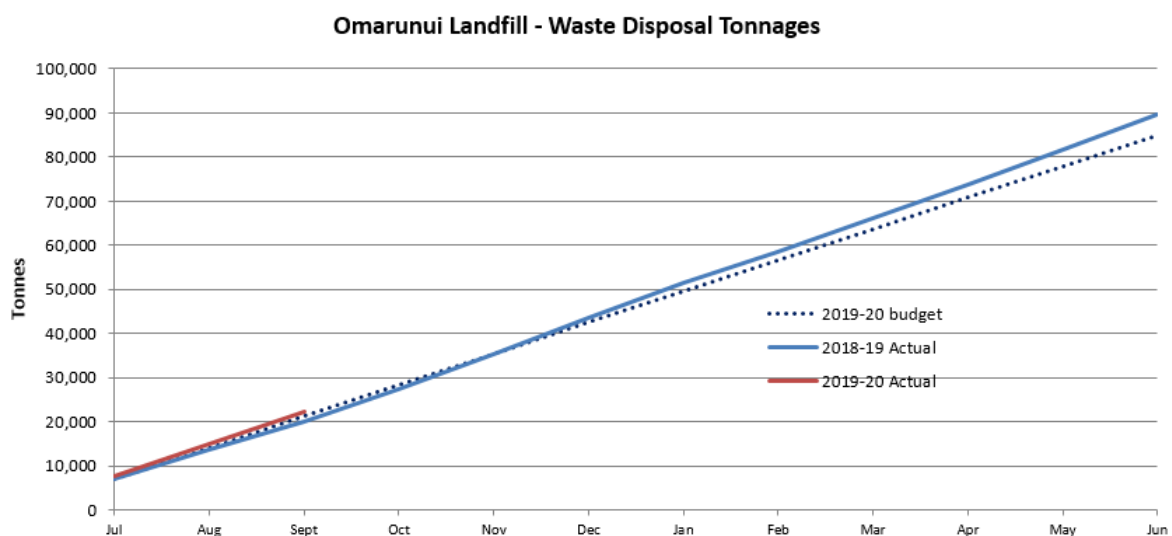
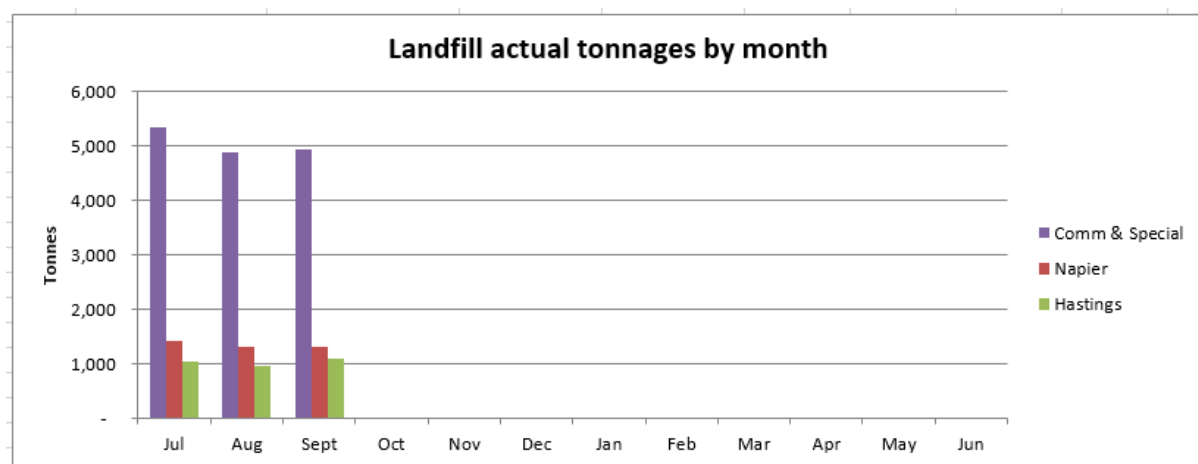
### 3.0 EXPENDITURE

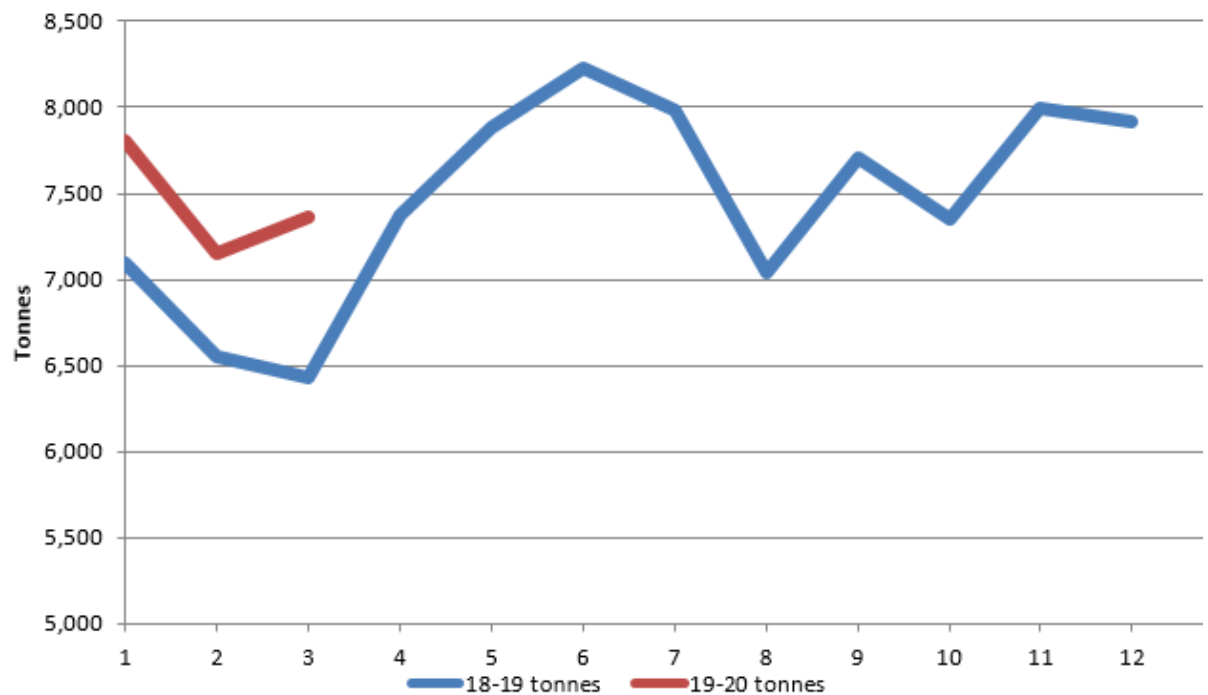
- 3.1 Expenditure is \$72,832 under budget (includes waste levy and ETS) due to some savings in maintenance and external plant hire.

### 4.0 TONNAGES

- 4.1 Overall tonnages year to date are above budget by 1,054 tonnes or 5%.

Activity	3 month actual	3 month budget	3 month variance	Annual budget
Commercial	11,081	12,250	(1,169)	49,000 t
Special	4,064	2,000	2,064	8,000 t
HDC	3,110	3,000	110	12,000 t
NCC	4,049	4,000	49	16,000 t
<b>Total</b>	<b>22,304</b>	<b>21,250</b>	<b>1,054</b>	<b>85,000 t</b>



**Omarunui Landfill - Tonnages by Month****Omarunui Landfill waste disposal trend 2014-2019**

- 4.2 The budgeted volume of waste for the 2019/20 year is 85,000 tonnes. In 2018/19 the actual volume of waste received was 89,555 tonnes.

## **5.0 DEVELOPMENT UPDATE FOR AREA A & D**

- 5.1 To date \$203,378 has been spent on the construction of development work. Development costs to date have related to construction work on a small section of Stage 3C in Area D. Other development work included improvements to the leachate treatment system and the landfill gas capture network. Overall the development budget was well under spent as a result of rescheduling the liner construction work on the northern extension of Area D. Liner work at the southern end of Area D is now seen as a priority and this work will now start during the summer months of the 2019/20 year. Any development funds not spent will be carried forward to the next financial year. The development budget for the full year is \$2,712,468.

## **6.0 DEVELOPMENT UPDATE FOR AREA B & C**

- 6.1 To date \$48,557 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.
- 6.2 Consent applications are likely to be lodged prior to Christmas 2019. Tonkin & Taylor and Stantec consultants have assisted landfill staff with this work. To ensure continuity of available landfill airspace Area B will need to be open for refuse disposal by 2024.

## **7.0 OPERATIONS**

- 7.1 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 has been excavated in this area for liner construction, however quantities of this specific type of material have become quite limited. Alternative sites are now being sought for appropriate liner material.

## **8.0 MAINTENANCE WORK**

- 8.1 There are no significant maintenance issues to report. To date no significant maintenance work has been undertaken. The site is in excellent condition and no major works are currently planned. Routine work scheduled in the upcoming months includes the cleaning of stormwater drains and silt ponds.

## **9.0 LEACHATE**

- 9.1 The leachate system is working well and the addition of more irrigation pods will future proof the capability of the system. Further improvements to the capture, treatment and disposal system are also planned. This will include the relining of the leachate pond and potentially the lining of the leachate pit on top of Area A.

## 10.0 LANDFILL GAS

- 10.1 Additional vertical gas wells are planned for the site over the next two years. All new wells are integrated into the gas collection network. This results in more landfill gas being captured and further reduces 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 to process. Any excess gas is flared off.

## 11.0 HEALTH AND SAFETY

- 11.1 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"***.
- 11.2 Reports detailing information relating to the health and safety management and performance of the landfill are the subject of separate regular reports to this committee. The most recent was provided on 20 September 2019.
- 11.3 The Health and Safety report for the committee provides meaningful statistics in relation to health and safety practices at the Omarunui Landfill. Leading and lagging indicators are reported on at six monthly intervals and presented alongside previous periods for comparison. For example leading indicators (proactive measures) include safety observations, team meetings, personal risk assessments, health exposure monitoring and training, while examples of lagging indicators (reactive measures) include near miss, property damage and injury analysis.
- 11.4 Hard copies of the previous Health and Safety Report are available for any new and existing committee members who would like a copy. The next report will be provided at the 20 March 2020 meeting.

## 12.0 OPENING HOURS

- 12.1 New employment legislation has resulted in a need to change the timing and frequency of rest and meal breaks for staff at the landfill. The area where this change has had the greatest impact is in the landfill kiosk. The sole kiosk operator is required to have an unpaid half hour break during which time they cannot work. Several options of dealing with this change were considered and a preferred option of closing the site between 12:30pm and 1:00pm is now being trialled.
- 12.2 This option has the benefit of allowing all staff (including those at the tip face) to have a break at the same time and therefore eliminate the need to roster staff on and off certain activities every working day. Additionally this option has a low financial impact on the operating budgets of the landfill.
- 12.3 To date the trial has been mostly successful with only one waste operator objecting to the change. It is planned to continue the trial in the interim so that the impact of any seasonal changes of waste volumes and composition can be assessed. The success or otherwise of the trial will be reported back to

the Omarunui Refuse Landfill Joint Committee at the next meeting scheduled for the new calendar year.

### **13.0 FINANCIAL SUMMARY**

Attached to this report is the financial summary for the 3 month period ending 30 September 2019.

### **2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA***

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled “Three Month Activity Report”.**

#### **Attachments:**

- 1 [↓](#) Omarunui Refuse Landfill Financial Summary CG-14-27-00052  
September 2019

**OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30th September 2019**

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
<b>REVENUE</b>							
1,996,829	448,931	Local Authorities	500,855	476,000	24,855	1,904,000	1,904,000
4,490,306	1,002,414	Commercial Operations	1,169,720	945,250	224,470	3,781,000	3,781,000
15,143	0	Other	1,500	256	1,244	1,022	1,022
9,177	1,044	Rentals (Farm & Power Str)	1,044	2,351	-1,306	9,402	9,402
97,570	-	Interest on funds	0	0	0	0	-
16,795	612	Sale of gas	6,597	8,942	-2,346	35,770	35,770
89,555	20,082	Tyre Processing Fund	22,304	20,000	2,304	80,000	80,000
89,555	20,082	Leachate development	22,304	20,000	2,304	80,000	80,000
895,550	200,823	Waste Levy \$10t	223,043	200,000	23,043	800,000	800,000
1,663,808	361,481	ETS \$18t & \$29t	680,281	580,000	100,281	2,320,000	2,320,000
9,384,287	2,055,469	Total Revenue	2,627,649	2,252,799	374,851	9,011,194	9,011,194
<b>EXPENDITURE</b>							
975,786	173,410	Maintenance - Landfill	202,023	321,962	-119,939	1,261,541	1,261,541
579,500	143,211	Other refuse disposal	187,248	172,647	14,601	646,846	646,846
581,356	67,408	External plant hire	88,049	142,500	-54,451	570,000	570,000
32,372	0	External plant hire escalations	40,490	10,000	30,490	40,000	40,000
194,085	62,565	Leachate Treatment/Disposal	15,707	21,000	-5,293	84,000	84,000
60,644	20,213	Kiosk Charges	4,268	21,568	-17,300	90,429	90,429
29,135	3,903	Ground & Surface Water Testing	3,488	10,520	-7,032	42,080	42,080
0	0	Gas to energy	0	250	-250	1,000	1,000
2,063	0	Farm operations	0	921	-921	3,683	3,683
18,816	0	Rates	2,243	9,600	-7,357	23,400	23,400
894,453	200,822	Waste Levy \$10t	223,043	200,000	23,043	800,000	800,000
1,663,808	361,481	ETS \$18t & \$29t	680,281	580,000	100,281	2,320,000	2,320,000
6,874,692	1,499,833	Total Expenditure	1,873,280	1,946,112	-72,832	7,703,477	7,703,477
<b>2,489,594</b>	<b>555,637</b>	<b>SURPLUS from Operations</b>	<b>754,369</b>	<b>306,686</b>	<b>447,683</b>	<b>1,307,717</b>	<b>1,307,717</b>
1,550,242	393,565	Add back Non Cash Depreciation	354,142	381,875	-27,733	1,527,500	1,527,500
235,033	61,991	Less transfer to/from Plant and Property Fund	7,695	-20,880	28,575	16,695	17,695
130,000	32,500	Less transfer to After Care Reserve	33,215	32,500	715	130,000	130,000
89,555	20,082	Less transfer to/from Tyre Reserve	22,304	20,000	2,304	80,000	80,000
89,555	20,082	Less transfer to/from Leachate Reserve	22,304	20,000	2,304	80,000	80,000
<b>3,495,693</b>	<b>814,546</b>	<b>Surplus before Capital Costs</b>	<b>1,022,993</b>	<b>636,941</b>	<b>386,052</b>	<b>2,528,522</b>	<b>2,527,522</b>

**OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30th September 2019**

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</b>							
<b>EXPENDITURE</b>							
69,655	7,392	Planning Advice	13,328	37,500	-24,172	150,000	150,000
-	-	Water Quality Monitoring Bore	0	12,500	-12,500	50,000	50,000
1,000	-	Solid Waste Management	2,594	0	2,594	0	0
261,556	191,308	Gas Control	5,887	17,424	-11,537	319,695	319,695
0	0	Stormwater	0	0	0	130,000	130,000
2,640	0	Leachate Collection System	0	0	0	121,040	121,040
22,024	21,268	Liner	25,854	30,000	-4,146	870,000	870,000
214,885	39,242	Earthworks	116,112	121,683	-5,571	916,733	916,733
155,000	38,750	Overheads	39,602	38,750	852	155,000	155,000
<b>726,760</b>	<b>297,961</b>		<b>203,378</b>	<b>257,857</b>	<b>-54,479</b>	<b>2,712,468</b>	<b>2,712,468</b>
<b>-726,760</b>	<b>-297,961</b>	Total Development Costs	<b>-203,378</b>	<b>-257,857</b>	<b>54,479</b>	<b>-2,712,468</b>	<b>-2,712,468</b>
<b>DEVELOPMENT COSTS FOR VALLEY B &amp; C</b>							
<b>EXPENDITURE</b>							
256,910	102,419	Planning Advice	44,214	81,250	-37,036	325,000	325,000
-	-	Landfill Area B&C Construction	0	0	0	3,676,000	3,676,000
17,000	4,250	Overheads	4,343	4,250	93	17,000	17,000
<b>273,910</b>	<b>106,669</b>		<b>48,557</b>	<b>85,500</b>	<b>-36,943</b>	<b>4,018,000</b>	<b>4,018,000</b>
<b>-273,910</b>	<b>-106,669</b>	Total Development Costs	<b>-48,557</b>	<b>-85,500</b>	<b>36,943</b>	<b>-4,018,000</b>	<b>-4,018,000</b>
<b>FORESTRY COSTS (Funded from the Property Reserve)</b>							
262	262	Other Insurance	272	105	167	105	105
24	-	External Plant Hire	0	0	0	0	0
-	-	Planning Advice	0	3,000	-3,000	12,000	12,000
63,018	-	Contracted Services	0	5,000	-5,000	20,000	20,000
1,390	-	Internal - HDC Rates & Charges	0	325	-325	1,300	1,300
<b>64,694</b>	<b>262</b>	Total Forestry Costs	<b>272</b>	<b>8,430</b>	<b>-8,158</b>	<b>33,405</b>	<b>33,405</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 for 2018/19 and \$29/t for 2019/20
- 3 \$1/t collected for leachate development
- 4 The overhead costs have been agreed with NCC at budget time
- 5 \$1/t collected for Tyre Processing Fund

**OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30th September 2019**

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
<b>REVENUE</b>							
						0	
						0	
0	0		0	0		0	0
						0	
						0	
						0	
		5				0	
		3				0	
		1				0	
		2				0	
0	0		0	0		0	0
<b>EXPENDITURE</b>							
0	0		0	0		0	0
						0	
						0	
						0	
0	0		0	0		0	0
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
		4				0	
						0	
		1				0	
		2				0	
0	0		0	0		0	0
<b>SURPLUS from Operations</b>							
0	0		0	0		0	0
0	0		0	0		0	0
						0	
						0	
						0	
						0	
0	0		0	0		0	0

**OMARUNUI LANDFILL JOINT COMMITTEE  
FINANCIAL SUMMARY  
FOR THE 3 MONTH ENDED - 30th September 2019**

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</b>							
<b>EXPENDITURE</b>							
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
0	0		0	0		0	0
0	0		0	0		0	0
<b>DEVELOPMENT COSTS FOR VALLEY B &amp; C</b>							
<b>EXPENDITURE</b>							
						0	
						0	
0	0		0	0		0	0
0	0		0	0		0	0
<b>FORESTRY COSTS (Funded from the Property Reserve)</b>							
						0	
0	0		0	0		0	0

\* YTD Actuals include accruals

Landfill Financial Summary Sept 2019.UPG

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12/11/2019

<b>Notes:</b>	
1	A waste Levy of \$10/t collected and paid back to the Ministry for Environment
2	ETS levy of \$18/t for 2018/19 and \$29/t for 2019/20
3	\$1/t collected for leachate development
4	The overhead costs have been agreed with NCC at budget time

Item 7

Attachment 1

# HASTINGS DISTRICT COUNCIL

## OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MEETING

### TUESDAY, 10 DECEMBER 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:

#### 11 Engagement of Tonkin and Taylor for Landfill Consultancy Services

#### 12 Review of Disposal Fees

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:

<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</b>	<b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</b>
<b>11 Engagement of Tonkin and Taylor for Landfill Consultancy Services</b>	<p><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.</p> <p>To enable the Committee to undertake negotiations.</p>	<p><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.</p>
<b>12 Review of Disposal Fees</b>	<p><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.</p> <p>To enable Council to undertake negotiations.</p>	<p><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.</p>