



Hastings District Council

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OPEN A G E N D A

OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MEETING

Meeting Date: **Friday, 19 June 2020**

Time: **1.00pm**

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

Committee Members	Councillor Redstone (HDC) (Chair) Councillors Harvey, Nixon and Siers (HDC) Councillors McGrath and Tapine (Deputy Chair) (NCC) HDC Alternate: Vacancy to be confirmed NCC Alternate: Councillor Brosnan <i>Quorum = 4 including at least one elected member from each Council</i>
Officer Responsible	Waste and Data Services Manager, Mr M Jarvis
Democracy and Governance Advisor	Mrs C Hilton (Ext 5633)

HASTINGS DISTRICT COUNCIL
OMARUNUI REFUSE LANDFILL JOINT COMMITTEE
MEETING

FRIDAY, 19 JUNE 2020

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

TIME: 1.00pm

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

Minutes of the Omarunui Refuse Landfill Joint Committee Meeting held Friday 13 December 2019.
(Previously circulated)

4.	Nine Month Activity Report	5
5.	Omarunui Landfill Kiosk Operations	15
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7.	Additional Business Items	
8.	Extraordinary Business Items	

REPORT TO: OMARUNUI REFUSE LANDFILL JOINT COMMITTEE

MEETING DATE: FRIDAY 19 JUNE 2020

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

SUBJECT: NINE 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 March 2020.
- 1.2 The financial position of the main accounts at 31st March 2020 is as follows:

	\$ 9 month actuals	\$ 9 month budget	\$ 9 month variation
Revenue (ex levy & ETS)	6,017,015	4,418,396	1,598,619
Expenditure (ex levy & ETS)	2,999,005	3,439,930	-440,925
Net surplus from operations	3,018,010	978,466	2,039,544

All of the above figures exclude the waste levy and Emission Trading Scheme (ETS).

- 1.3 The net surplus from operations as at 31st March 2020 is \$2,039,544 above budget. The surplus is partly a result of higher than expected revenue from commercial operators and lower maintenance expenditure.
- 1.4 Tonnages are currently tracking up on last year's actual total (76,408 tonnes versus 66,295 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.

	\$ 9 month actuals	\$ 9 month budget	\$ 9 month variation	\$ Annual budget
Commercial	4,234,392	2,835,750	1,398,642	3,781,000
HDC	717,918	612,000	105,918	816,000
NCC	876,699	816,000	60,699	1,088,000
Total	5,829,099	4,263,750	1,565,259	5,685,000

3.0 EXPENDITURE - (INCLUDING WASTE LEVY & ETS)

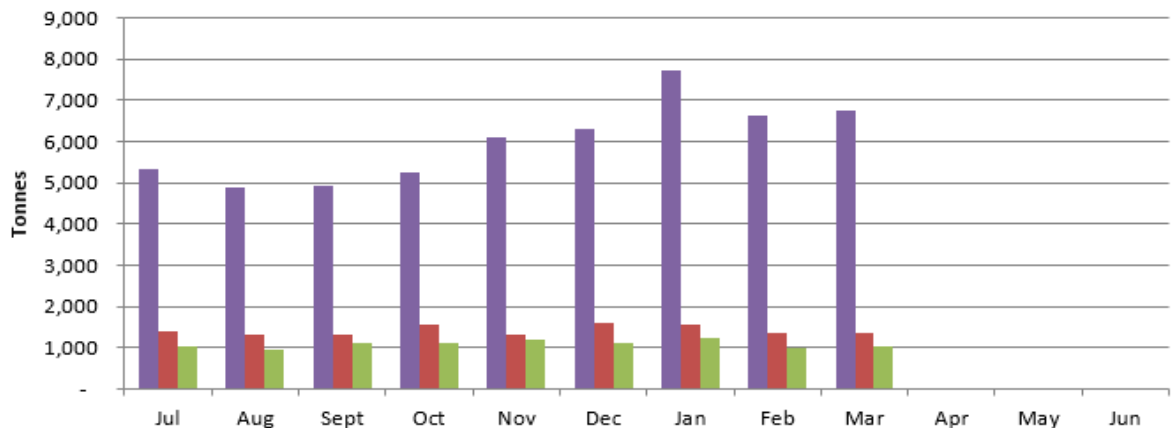
- 3.1 Expenditure (including waste levy and ETS) is over budget by \$318,041, this is due to higher tonnes and costs associated to ETS, which is over by \$594,898.

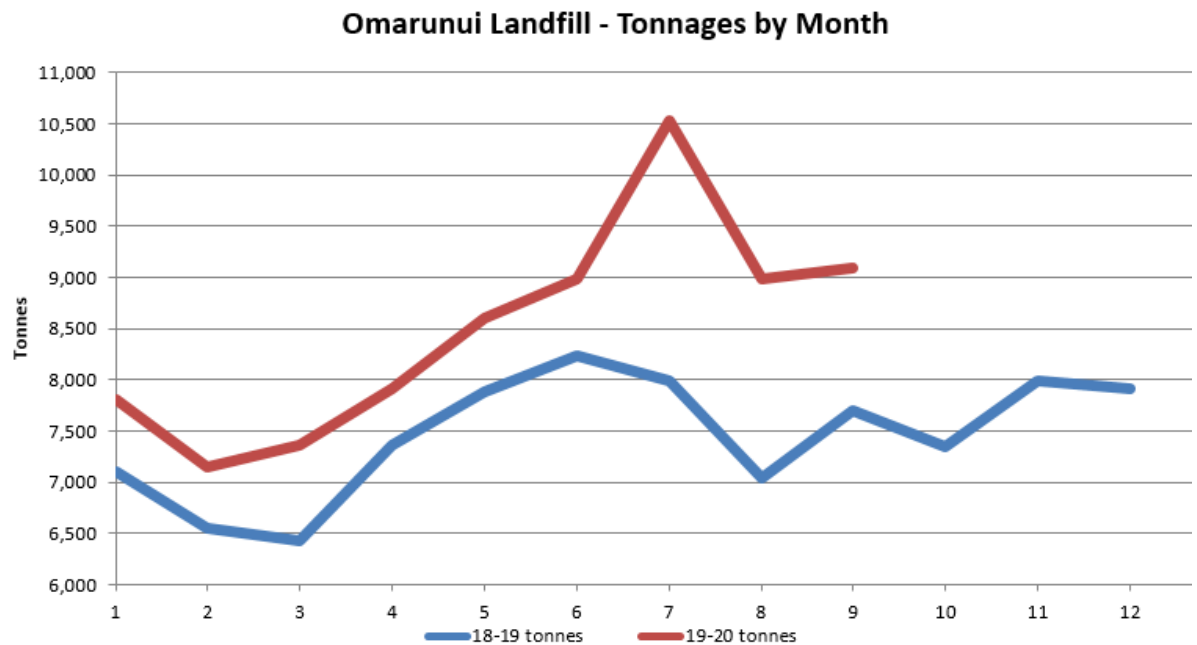
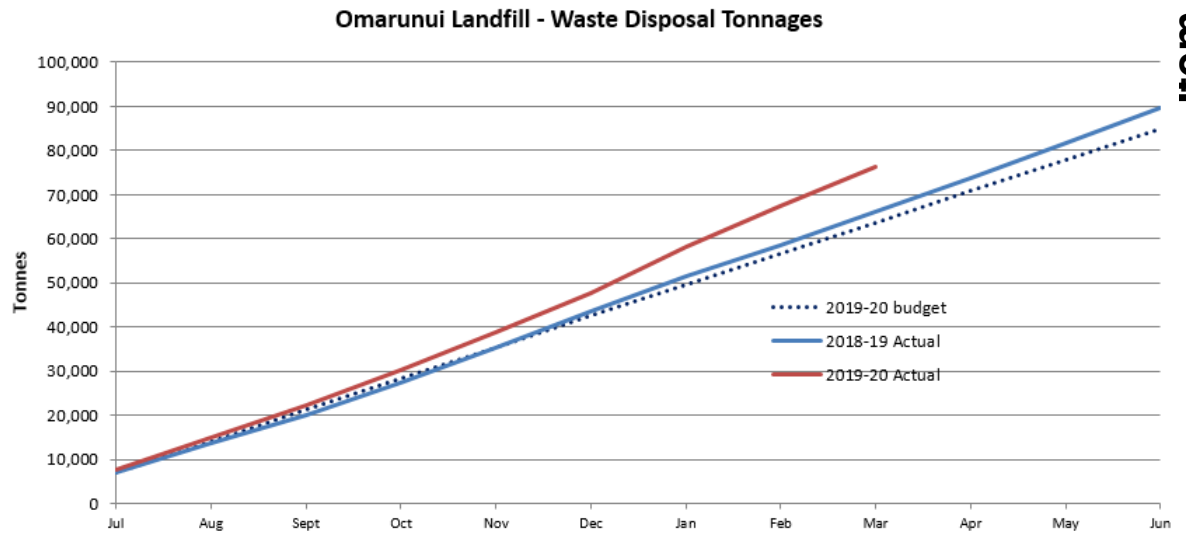
4.0 TONNAGES

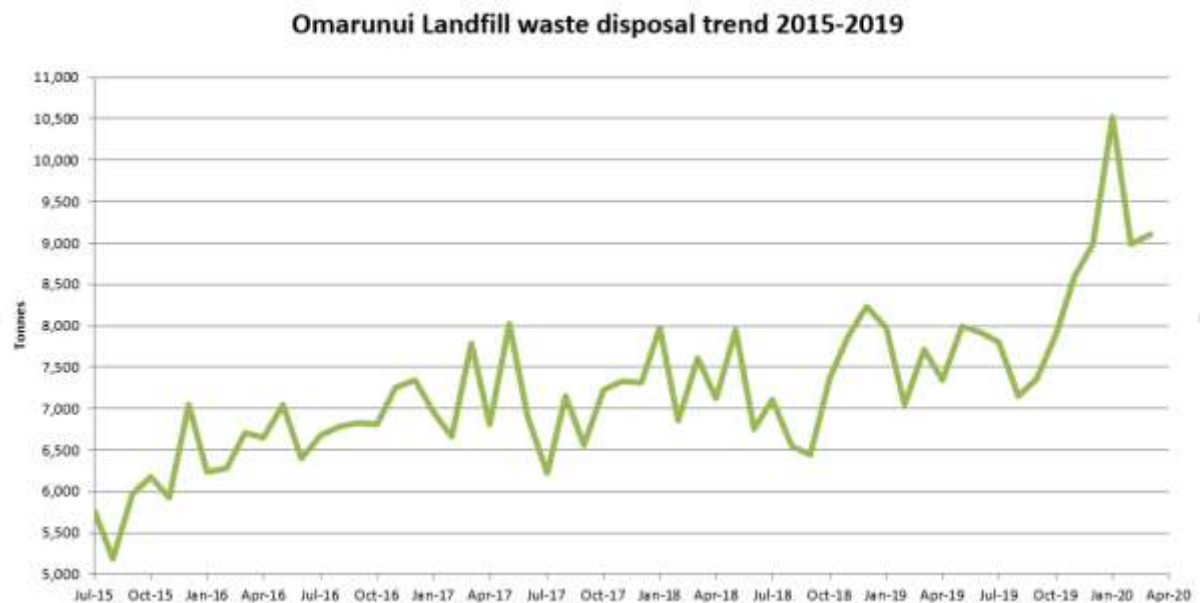
- 4.1 Overall tonnages year to date are above budget by 1,054 tonnes or 5%.

Activity	9 month actual	9 month budget	9 month variance	Annual budget
Commercial	35,313	36,750	(1,437)	49,000 t
Special	18,561	6,000	12,561	8,000 t
HDC	9,780	9,000	780	12,000 t
NCC	12,754	12,000	754	16,000 t
Total	76,408	63,750	12,657	85,000 t

Landfill actual tonnages by month







- 4.2 The budgeted volume of waste for the 2019/20 year is 85,000 tonnes. In reality the actual volume has tracked higher during the course of the year and the total is now anticipated to be around the 95,000 tonne mark, assuming a slow down during Covid-19 lockdown.

5.0 DEVELOPMENT UPDATE FOR AREA A & D

- 5.1 To date \$987,390 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 and the bulk earthworks for the northern extension of Area D. Other development work included improvements to the leachate treatment system and the landfill gas capture network.
- 5.2 Overall the development budget was under-spent as a result of rescheduling the liner construction work on the northern extension of Area D. Further development costs are expected in the last quarter of the financial year that relate to the carting of clay liner to the site. 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 \$103,440 has been spent on engineering reports, planning, consent applications and consultation work associated with the future development of Area B at the landfill. This work has included draft designs as well as stormwater controls and options on liner and leachate systems.
- 6.2 Consent applications were lodged prior to Christmas 2019. Tonkin & Taylor and Stantec consultants have assisted landfill staff with this work. The HB Regional Council have since requested more information as part of the consenting process. This information is currently being gathered and will be

supplied to the HBRC by mid-June 2020. The HBRC will then require time to consider the additional information. The next step after that involves calling for, and considering public/affected-party submissions. Once a decision is made the decision can be appealed and the matter can potentially proceed to the Environment Court. Assuming that the decision is not appealed, it is hoped that the consent is granted prior to the end of the 2020 calendar year.

- 6.3 Costs relating to Area B development have been allowed for in the 2020/21 budgets, as well as in future budgets. Should consent be granted for Area B, these budgets will be available to fund all the necessary construction work at the site.
- 6.4 To ensure continuity of available landfill airspace Area B will need to be open for refuse disposal by 2024.

7.0 GENERAL REFUSE OPERATIONS

- 7.1 The tip area continues to be kept to a minimum size so that operations can run as efficiently as possible. This also reduces the chance of rubbish blowing away and the amount of waste available for pests to feed on. Daily cover continues to be excavated from the quarry located in Area B.
- 7.2 Windblown litter has been less of an issue at the site in the first three months of the calendar year due to the settled weather conditions. The drier than usual weather has also reduced the volume of leachate captured and dealt with. Planned improvement work on the leachate system was completed as scheduled and was made easier due to the lighter volumes of leachate.
- 7.3 MW Lissette Ltd continue to provide operational support by way of the plant management contract it has with the landfill. This contract expires later in the year and will be retendered. New plant management contract documents are currently being prepared.
- 7.4 A number of landfill owned plant items (including the compactor) are nearing the end of their useful lives and are due for replacement. Contract documents are currently being prepared so that these items can be tendered for.

8.0 MAINTENANCE WORK

- 8.1 There are no significant maintenance issues to report. Due to drier than usual weather conditions there has been little need for repair work on stormwater drains, culverts and ponds. The site is in excellent condition and no major works are currently planned.

9.0 LEACHATE SYSTEM

- 9.1 Significant work has been carried out on the leachate system since the start of the calendar year. The main leachate pond at the base of Area A has been relined and improvements made to associated pipework and pumping systems. The farm fence that surrounded the pond has been replaced with more appropriate and secure fencing.

- 9.2 The leachate pit sitting on top of Area A has been also been improved. An HDPE liner has been laid over a newly constructed earth liner. This will change the performance of the pit so that it acts solely as a holding pond working in conjunction with main leachate pond at the base of Area A and irrigation system. The fence that surrounded this pond is also being replaced with appropriate secure fencing.
- 9.3 The landfill now has 56 irrigation pods connected to the leachate disposal system. This has made it easier to alternate between different irrigation areas. This added flexibility will improve the efficiency of the system. Now that work has been completed on the main leachate pond, the irrigation pods are now operational and being used.
- 9.4 All the work on the leachate ponds and system has been funded by the landfill's leachate reserve.

10.0 LANDFILL GAS

- 10.1 The Omarunui Landfill Gas Plant which was owned by Pioneer (60%) and the Hastings District Council (40%) was sold to LMS Energy (Australia) on 13th March 2020. This marks LMS's first entry into the NZ landfill gas market and includes the purchase of the landfill gas assets at the Silverstream Landfill in the Hutt Valley.
- 10.2 LMS have supplied the landfill with a 60 day operational plan and had intended to send their Operations manager and 2 landfill gas engineers to Omarunui to conduct initial engine maintenance works and evaluate the state of the gas field. Due to Covid-19 travel restrictions, LMS has had to postpone these trips until further notice. In the meantime, LMS staff are endeavouring to carry out as much of the operational plan as possible until the travel restrictions are lifted.
- 10.3 Moving forward, LMS have planned to upgrade the entire gas delivery skid of the plant. This should ensure that there is enough vacuum applied to the gas field to run the generator at full load. These works were pencilled in for mid-April but are now on hold until the current travel restrictions have been lifted.
- 10.4 The landfill is also in discussions with LMS on staff requirements at the site. The possibility of a joint LMS/landfill full time position at the site is being considered as a way of efficiently managing the gas field, flare and gas-to-energy plant. The coordination of those three associated activities is extremely important for them all to run well and by having one person responsible for that work is possibly the best way forward. Discussions are ongoing.
- 10.5 The landfill has been carrying out remedial work on parts of the gas capture network to improve performance. This has included re-grading some of the pipes and work on the gas well heads. 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. The 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 13 December 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 previous Health and Safety reports are available for any new and existing committee members who would like copies.

12.0 STAFF MATTERS

- 12.1 Mark Karepa, Nigel Clapperton, Henry Pene, Tom Tamanui and Chris Morgan have all gained the NZ Certificate in Infrastructure Works, Plant and Equipment Operation Level 3, Specialist Plant and are all now recognised operators of the 45 tonne compactor, 20 tonne excavator, 12 tonne loader, and the water cart truck along with other machinery.
- 12.2 The renovation work on the shower and bathroom area of the compound building has now been completed. The smoko room has also been extended into what was the compound shed. This work has also been completed.

13.0 OPENING HOURS

- 13.1 Due to demand from some landfill users the landfill has recommenced Saturday morning openings. As of 16th May the landfill has been opening from 9am to 12pm on Saturdays.
- 13.2 The trial involving the lunchtime closing (between 12:30pm and 1:00pm) of the landfill has continued and is the subject of a separate report to the committee.

14.0 COVID-19

- 14.1 The period covered by this report doesn't cover the full Covid-19 situation, however the committee can be advised that the landfill has remained open as usual during all the lock down levels. The acceptance of some special waste (i.e. asbestos) has been put on hold, however the demand for special waste disposal has dropped significantly over the Covid-19 period.
- 14.2 In terms of tonnages over the Covid-19 period, there was a reduction before returning to normal volumes more recently. More data on this will be presented to the committee at the next meeting. However, it can be stated that the landfill was tracking above estimate and the total annual tonnage is still expected to be well above expectation by end of the financial year.
- 14.3 The landfill staff have handled the situation well and worked in conjunction with HDC Health & Safety officers to ensure that safe and compliant work practices were being followed. These measures also applied to landfill customers, contractors and anyone accessing the site. For a period of time a split shift was operated by landfill staff to reduce the amount of interaction between workers. Staff members deemed vulnerable stayed at home during Levels 4 and 3. Landfill staff should be commended for their efforts and keeping the site open during this difficult time.
- 14.4 Further information on the Covid-19 impact on the landfill will be the subject of a separate report to be presented at the next landfill committee meeting.

15.0 FINANCIAL SUMMARY

Attached to this report is the financial summary for the 9 month period ending 31st March 2020.

16.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled "Nine Month Activity Report".**

Attachments:

- 1 [↓](#) 9 month financial report for Landfill Joint Committee CG-14-27-00069
March 2020

**OMARUNUI LANDFILL JOINT COMMITTEE
FINANCIAL SUMMARY
FOR THE 9 MONTH ENDED - 31st March 2020**

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)		Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
REVENUE								
1,996,829	1,522,993	Local Authorities		1,594,617	1,428,000	166,617	1,904,000	2,134,379
4,490,306	3,260,459	Commercial Operations		4,234,382	2,835,750	1,398,642	3,781,000	5,343,823
15,143	10,057	Other		12,575	767	11,808	1,022	12,872
9,177	8,133	Rentals (Farm & Power Stn)		8,133	7,052	1,081	9,402	9,921
97,570	-	Interest on funds		0	0	0	0	-
16,795	8,605	Sale of gas		14,484	26,827	-12,343	35,770	29,363
89,555	66,295	Tyre Processing Fund	5	76,407	60,000	16,407	80,000	96,297
89,555	66,295	Leachate development	3	76,407	60,000	16,407	80,000	97,797
895,550	662,947	Waste Levy \$10t	1	764,068	600,000	164,068	800,000	982,986
1,663,808	1,216,034	ETS \$18t & \$29t	2	2,334,898	1,740,000	594,898	2,320,000	2,933,376
9,364,287	6,821,817	Total Revenue		9,115,981	6,758,396	2,357,585	9,011,194	11,642,794
EXPENDITURE								
975,786	693,020	Maintenance - Landfill		686,667	953,850	-267,184	1,261,541	484,600
579,500	426,278	Other refuse disposal		510,176	479,551	30,626	638,746	652,982
581,356	450,117	External plant hire		377,553	427,500	-49,947	570,000	660,707
32,372	4,935	External plant hire escalations		56,388	30,000	26,388	40,000	65,490
194,085	147,568	Leachate Treatment/Disposal		43,983	63,000	-19,017	84,000	63,208
60,644	41,216	Kiosk Charges		15,508	66,783	-51,275	90,429	20,151
29,135	17,946	Ground & Surface Water Testing		15,305	31,560	-16,255	42,080	21,304
0	0	Gas to energy		0	750	-750	1,000	500
2,063	2,063	Farm operations		2,143	2,762	-619	3,683	2,143
18,816	18,816	Rates		17,343	18,800	-1,457	23,400	26,543
292,434	220,189	Overheads - Administrative	4	215,133	219,749	-4,617	292,999	291,582
1,550,242	1,172,121	Depreciation		1,058,807	1,145,625	-86,818	1,527,500	1,419,873
894,453	661,850	Waste Levy \$10t	1	764,068	600,000	164,068	800,000	945,965
1,663,808	1,216,034	ETS \$18t & \$29t	2	2,334,898	1,740,000	594,898	2,320,000	2,872,287
6,874,692	5,072,152	Total Expenditure		6,097,971	5,779,930	318,041	7,695,377	7,527,335
2,489,594	1,749,665	SURPLUS from Operations		3,018,010	978,466	2,039,544	1,315,817	4,115,459
1,550,242	1,172,121	Add back Non Cash Depreciation		1,058,807	1,145,625	-86,818	1,527,500	1,419,873
235,033	184,742	Less transfer to/from Plant and Property Fund		22,764	4,170	18,594	16,695	17,695
130,000	97,500	Less transfer to After Care Reserve		99,645	97,500	2,145	130,000	130,000
89,555	66,295	Less transfer to/from Tyre Reserve		76,407	60,000	16,407	80,000	80,000
89,555	66,295	Less transfer to/from Leachate Reserve		76,407	60,000	16,407	80,000	80,000
3,495,693	2,506,954	Surplus before Capital Costs		3,801,594	1,902,421	1,899,173	2,536,622	5,227,637

**OMARUNUI LANDFILL JOINT COMMITTEE
FINANCIAL SUMMARY
FOR THE 9 MONTH ENDED - 31st March 2020**

LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$
DEVELOPMENT COSTS FOR VALLEY A & D							
EXPENDITURE							
69,655	68,285	Planning Advice	68,301	112,500	-44,199	150,000	150,000
-	-	Water Quality Monitoring Bore	0	37,500	-37,500	50,000	0
1,000	1,000	Solid Waste Management	2,594	0	2,594	0	2,594
261,556	219,643	Gas Control	27,035	152,271	-125,236	319,695	315,869
0	0	Stormwater	0	40,000	-40,000	130,000	130,000
2,640	2,640	Leachate Collection System	100,347	121,040	-20,693	121,040	221,960
22,024	22,024	Liner	44,206	130,000	-85,794	870,000	884,206
214,885	135,798	Earthworks	626,100	715,050	-88,950	916,733	841,879
155,000	116,250	Overheads	118,807	116,250	2,557	155,000	155,000
726,760	565,640		987,390	1,424,611	-437,221	2,712,468	2,701,508
-726,760	-565,640	Total Development Costs	-987,390	-1,424,611	437,221	-2,712,468	-2,701,508
DEVELOPMENT COSTS FOR VALLEY B & C							
EXPENDITURE							
256,910	196,890	Planning Advice	89,794	243,750	-153,956	325,000	325,000
-	-	Landfill Area B&C Construction	0	0	0	3,676,000	3,676,000
17,000	12,750	Overheads	13,645	12,750	895	17,000	17,000
273,910	209,640		103,440	256,500	-153,060	4,018,000	4,018,000
-273,910	-209,640	Total Development Costs	-103,440	-256,500	153,060	-4,018,000	-4,018,000
FORESTRY COSTS (Funded from the Property Reserve)							
262	262	Other Insurance	272	105	167	105	272
24	24	External Plant Hire	0	0	0	0	0
-	-	Planning Advice	0	9,000	-9,000	12,000	2,000
63,018	63,018	Contracted Services	0	15,000	-15,000	20,000	5,000
1,390	1,390	Internal - HDC Rates & Charges	1,436	875	462	1,300	1,436
64,694	64,694	Total Forestry Costs	1,708	25,080	-23,371	33,405	8,708

* 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

REPORT TO: OMARUNUI REFUSE LANDFILL JOINT COMMITTEE

MEETING DATE: FRIDAY 19 JUNE 2020

FROM: SOLID WASTE ENGINEER
PHILIP DOOLAN
WASTE AND DATA SERVICES MANAGER
MARTIN JARVIS

SUBJECT: OMARUNUI LANDFILL KIOSK OPERATIONS

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of the report is to update and inform the committee about closing the Omarunui Landfill for thirty minutes each day for a planned lunch break. This is so all staff can take their entitled unpaid lunch break as per the 2019 Employment legislation.
- 1.2 This report concludes by recommending that it be received by the Committee.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled Omarunui Landfill Kiosk Operations.

3.0 BACKGROUND – *TE HOROPAKI*

3.1 New employment legislation that came into effect in 2019 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 has been trialled.

3.2 Rest and meal breaks

From 6 May 2019 legislative changes mean that entitlement to rest and meals breaks is now prescribed by the Act as set out below:

Length of work period	Employee's minimum entitlement
Between 2 – 4 Hours	A 10 minute paid rest break
Between 4 – 6 Hours	A 10 minute paid rest break and a 30 minute unpaid meal break
Between 6 – 8 Hours	Two 10 minute paid rest break and a 30 minute unpaid meal break
More than 8 Hours	Repeats the pattern above i.e. 2-4 hours 10 minute unpaid paid rest break

3.3 Having considered the options, officers have trialled closing the kiosk (and therefore the site) for the thirty minutes each day. This trial has been carried out for the past 11 months.

3.4 Not only has this resolved the employment issue in the kiosk, it has also resulted in other benefits for the landfill. An efficiency has been gained by not incurring any down time between site activities when swapping out machine operators at the tip face for their breaks. Staff are able to have a break at the same time. This break time can also be used for the sharing of information with all staff.

4.0 DISCUSSION - *TE MATAPAKITANGA*

4.1 For some staff, this legislative change will necessitate changes to working hours (e.g. a part-time employee will no longer be able to work 9am-1:30pm straight, they will need to either shorten their work day to 4 hours, or extend it out to encompass a half hour unpaid break. Council expects that all staff will be taking their rest and meal breaks as per their entitlement. The timing of both rest and meal breaks needs to be agreed between the employees and their manager, or if agreement cannot be reached the Act prescribes when they will occur.

- 4.2 With this change in legislation we have looked into solutions to provide the kiosk operator with an unpaid half hour break.
- 4.3 With this change in legislation we have considered a number of solutions to provide the kiosk operator with an unpaid half hour break. The options we considered are:
- Externally contracting out the half hour break at cost of approximately \$23,400.
 - Covering the half hour break with internal HDC resources from the Henderson Road Refuse Transfer Station kiosk at a cost of \$15,000 plus travel costs (minimum of 3 hours to be paid).
 - Internally covering the break with onsite landfill staff. This would interrupt the working day of those staff members and efficiencies would be lost when shuffling staff around. Current workloads also dictate the lack of opportunity for others to carryout kiosk work.
 - Closing the landfill for a short time during the course of the day for thirty minutes between 12:30pm -1:00pm (this is the option that is currently being trialled).
- 4.4 Having considered the options, officers decided to trial closing the gate for the thirty minutes each day to assess its suitability and impact on landfill operations. This trial started four months ago and is ongoing.
- 4.5 An additional positive outcome of this move has been the efficiency gained by not incurring any down time between site activities when swapping out machine operators at the tip face for their breaks. Staff can all have a break at the same time. This break time can also be used for the sharing of information with all staff at the same time.
- 4.6 As the overall opening time of the landfill has been reduced landfill staff did have some concerns about the impact on customers. To ensure they were not unduly affected by this change customers have been encouraged to call the kiosk to see if their load can still be received when they have been running late at the end of the day. This has happened on a handful of occasions and landfill staff have, within reason, been able to accommodate the customer.

5.0 OPTIONS CONSIDERED

- 5.1 **Close the landfill kiosk for a thirty minute period each day.** Closing the kiosk (and therefore the site) for a short time during the course of the day between 12:30pm -1:00pm

Advantages

- There is no increase in costs to cover the kiosk operation, meaning no gate rate increase.
- The kiosk operator can get away from their work station and have an uninterrupted 30 min break.
- All site staff are able to have lunch at the same time resulting, in more efficiency on site without having to shuffle staff in and out of roles to cover breaks.

- This may also assist with our customers drivers getting their 30 min entitled break.

Disadvantages

- The 30 min closure would require customers to organise their work flow around that break. This would effectively split the day in two and reduce the flexibility a customer would normally have in managing their operations and any changes that may pop up during the day. For some customers this level of interference in their operations is unacceptable.
- There is an overall small net loss in opening time for customers to access the site. While the landfill is now opening on Saturday mornings, this does not necessarily make up for the lost time between Monday and Friday if a customer undertakes limited/no Saturday work, or it doesn't match the needs of our customer's clients (i.e. the generator of the waste as opposed to the hauler).

5.2 **No lunchtime closure of the kiosk.**

This could be achieved by externally contracting out the half hour break at the kiosk so it could remain open. This would cost approximately \$23,400 per annum. Another option would be to cover the half hour break with internal HDC resources from the Henderson Road refuse transfer station kiosk at a cost of \$15,000 per annum (plus travel costs). The third possibility would be for an existing landfill staff member to cover the break. This possibility is not currently feasible as staff numbers on site are below what they should be. As a result two positions are soon to be advertised.

Advantages

- Staying open for the thirty minutes would mean that customers can organise their day with no consideration of the landfill being closed at lunchtime. This provides customers with the greatest amount of flexibility possible. The total number of opening hours would not be reduced.

Disadvantages

- The additional costs will need to be recovered by an increase in the disposal rate charged at the gate.
- On site landfill staff will be required to be shuffled around from job to job to cover each other whilst they take their breaks. This does result in a loss of efficiency in jobs getting done and completed.
- The landfill is not guaranteed to get the same external contracted kiosk operator on a regular basis as thirty minutes work is difficult to staff (it's not an attractive employment package).

5.3 **Swipe card entry during the half hour break**

This option has only recently been considered as a possibility and is still being evaluated. In essence, it would allow landfill customers to independently enter and exit the landfill while the kiosk operator was on their break. The obvious down side of this would be felt at the tip face where operations would need to remain continuous.

This option would however have the benefit of establishing an operating system that could be activated at any time during the work day if the kiosk operated had to leave the site and no replacement was handy.

The logistics of this option are still being investigated and can be reported back to the committee at the next meeting.

6.0 CONCLUSION

- 6.1 Landfill staff have considered the options and believe the thirty minute lunchtime break to be the best option. The 11 month trial has been successful in terms of the landfill and has the general acceptance of most landfill users. However, it is important to note from feedback that if landfill users were given a choice they would prefer not to have the break. These customers however have adapted and indicated that it's something they can live with if it's of benefit to the landfill. This is not the case for all customers. It is acknowledged that a small number of operators consider the interference to their daily operations is of a significant level and therefore unacceptable.
- 6.2 An additional positive outcome of the half hour break has been the efficiency gained by not incurring any down time between site activities when swapping out machine operators at the tip face for their breaks. All staff can now have their lunch break at the same time.
- 6.3 Landfill management have decided to continue with the half hour break but continue to assess the swipe card entry/exit option as well as monitor the impact on landfill users. Information on the merits of the swipe card option will be presented to Committee members once it has been gathered.
- 6.4 Should the half hour closure become more of a hindrance, or obstacle for customers to work around, officers can revisit the decision if necessary. As an example the landfill has recently responded to customer requests by opening the site on Saturday mornings. Officers will continue to monitor and assess the impact of the lunch time closure and, if need be, cease the practice by implementing one of the alternative options. It is acknowledged that the landfill needs to be flexible and responsive to its customers' needs as well as operating safely and efficiently.

Attachments:

There are no attachments for this report.

REPORT TO: OMARUNUI REFUSE LANDFILL JOINT COMMITTEE

MEETING DATE: FRIDAY 19 JUNE 2020

FROM: SENIOR HEALTH & SAFETY CO-ORDINATOR
NIKOLA BASS

SUBJECT: HEALTH AND SAFETY UPDATE REPORT

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

- 1.1 The purpose of this report is to inform and update the Joint Committee about Health and Safety at Omarunui Refuse Landfill.
- 1.2 The Health and Safety at Work Act 2015 (HSWA) requires HSWA Officers (Elected members and Chief Executives) to exercise due diligence by taking reasonable steps to understand the organisation's operations and Health and Safety risks, and to ensure that they are managed so that Councils meet their legal obligations.
- 1.3 Hastings District Council HSWA Officers are provided with regular health and safety reports in order to assist them in meeting their governance obligations. It is recognised that Napier City Council's Elected Members are also members of this Joint Committee and therefore the attached report (Attachment 1) provides information to enable all Joint Committee Members to undertake due diligence, by providing leading and lagging statistical information in relation to Health and Safety for the period 1 July 2019 to 31 March 2020.

2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) That the Omarunui Refuse Landfill Joint Committee receives the report titled Health and Safety Update Report .**

Attachments:

- 1 [↓](#) Health and Safety Report to Omarunui Refuse Landfill Joint Committee - 01 July 2019 - 31 March 2020 HR-03-01-20-340

Omarunui Refuse Joint Landfill Committee Health and Safety Report 2019/2020 01 July – 31 March 2020

This report contains information that was reported during the period 1 July 2019 to 31 March 2020 and is current as at 29 May 2020.

GLOSSARY OF TERMS

Leading Indicators

- **Hazards Reported** – reports of newly identified hazards (in HDC facilities/worksites).
- **Health and Safety Risk Assessments** – documented risk assessments for HDC tasks/projects.
- **Health and Safety Observations** - documented conversations/ or task observations undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Inspections** - documented inspections (usually a check of a site or facility using set criteria) undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Audits** - documented health and safety system or contract audits undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Discussions** – documented meetings in which health and safety matters are discussed with HDC employees in attendance (e.g. Monthly team meetings).
- **Health and Safety Training** - documented records of employees who have undertaken safety training for the month (both internal and external training).
- **Health and Safety Recognition** - documented recognition of excellence by HDC in regards Health and Safety.
- **Toolbox Briefings** – job planning / start-up meetings held daily or weekly at a job site before work begins where health and safety hazards and control measures are discussed.

Lagging Indicators

- **Near Misses** - Close call events - i.e. no injury or property damage sustained.
- **Property Damages** – reported damage to HDC property/plant/equipment.
- **First Aid Injuries** - Injuries treated onsite by HDC Employees and no further treatment required.
- **Medical Treatment Injuries** - Injuries treated by Registered Medical Professionals e.g. nurse, doctor, physiotherapist, dentist.
- **Lost Time Injuries** - Injuries resulting in time off work.
- **WorkSafe Notifiable Events** - Any incidents which were legally required to be reported to WorkSafe NZ.

A. EXECUTIVE SUMMARY

This report has been prepared for the Omarunui Refuse Joint Landfill Committee, and provides meaningful statistics in relation to health and safety practices at the Omarunui Landfill for the period 1 July 2019 to 31 March 2020. The data is presented alongside previous periods for comparison with Quarter One and Two compared with Quarter Three (a single quarter and therefore reduced numbers are expected).

Leading Indicators (Proactive Measures)

For the nine months to 31 March 2020, leading indicators have improved compared to previous periods. During Safety observations are being completed for both employees and contractors, recording proactive conversations regarding health and safety matters, for example communications around the tip face or prestart checks on equipment. These are designed to reinforce positive behaviours and help to prevent incidents before they occur. The B2.2 graph shows those whom have been observed, with the contracting company MW Lissette's having had the majority of observations recorded.

Quarter Three results are lower as only one quarter included and is impacted by the preparation activities undertaken in response to COVID-19 management. Training during Quarter Three is traditionally lower due to Christmas / New Year provider closures. Whole-body and hand-arm vibration exposure monitoring was completed in early 2019 for operators of plant and machinery to assess exposure levels and identify any controls necessary. Initial results indicate that vibration exposure is below the workplace exposure standards, although further on-going testing will be required to confirm this. Further exposure monitoring is scheduled for late 2020.

Lagging Indicators (Reactive Measures)

For the first two quarters of 2019/20 the lagging indicators remained steady compared with previous periods, with property damage reporting remaining improved. The team have been actively ensuring more reporting around property damage to understand where it is occurring onsite. There have been a number of contractor property damage instances where loads have been lost on the weighbridge and the team continue to work with the customer involved.

An analysis of incidents during the nine month period to 31 March 2020, shows that plant and mobile equipment, vehicles, hazardous substances, ignition sources and surface conditions were the main hazard/risk classifications during the period.

Table C1.3 on page 7 summarises the significant incidents which occurred during the nine month period to 31 March 2020. The significant events in this period occurred in areas identified as high risk areas and related to plant and mobile equipment and hazardous substances.

Other Activities







The Omarunui Pest Management Program will be in operation during the winter period. Notifications of this activity will be advised as per the approved procedure and consent requirements.

B. LEADING INDICATORS

B1. Indicator Measures

Item 6

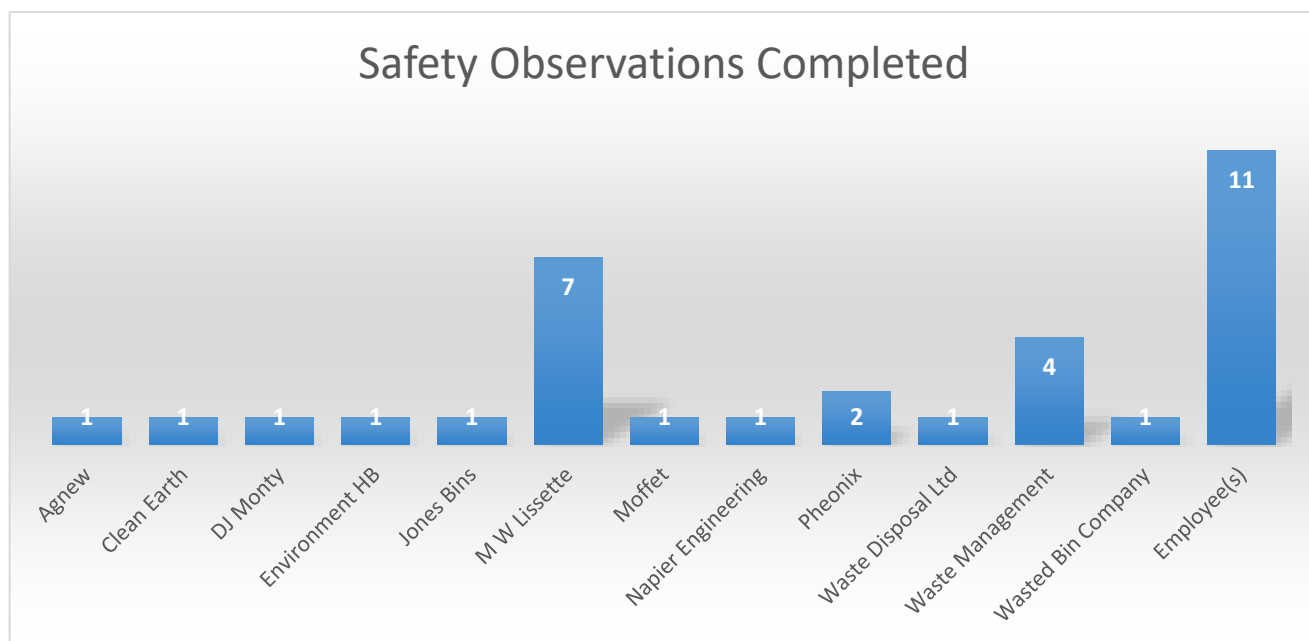
Attachment 1

Leading Indicator	FY19/20 Q3	FY19/20 Q1 & Q2	FY18/19 Q3 & Q4	FY18/19 Q1 & Q2	Trend
Hazards reported	0	4	4	0	
Toolbox Health and Safety Briefings held	74	139	66	142	
Health and Safety Risk Assessments undertaken	288	947	658	603	
Health and Safety Observations completed	3	30	18	0	
Number of staff attending Health and Safety training	3	35	10	15	
Health and Safety Recognition	0	0	0	0	

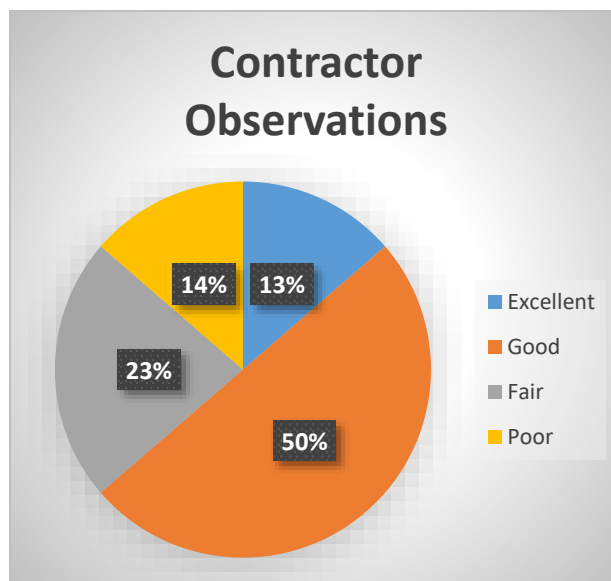
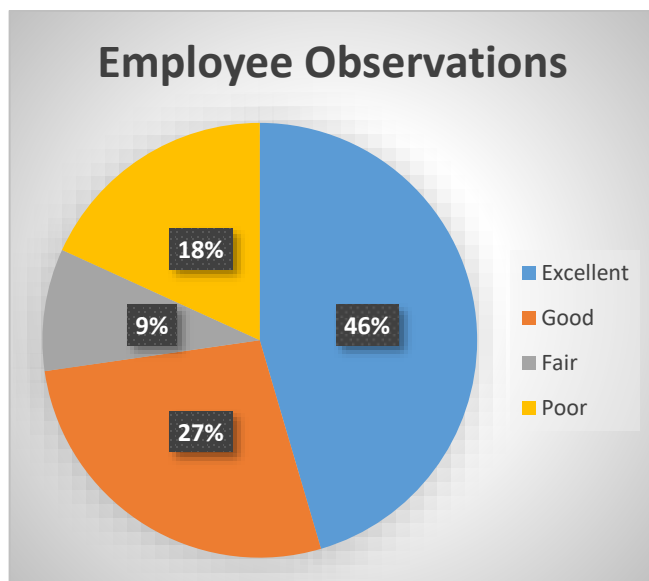
Key:  Positive Movement / No Change  <20 % Negative Movement  >20% Negative Movement

B2. Hazard Analysis

B2.1 Safety Observations Completed – (FY2019-20 Quarter 1 2, and 3)



B2.2 Safety Observations Outcomes – (FY2019-20 Quarter 1, 2 and 3)



RESULTS CRITERIA

- Excellent (All work being performed safely and safety leadership being demonstrated)
- Good (Work generally being performed safely. Only minor improvement opportunities identified)
- Fair (A couple of unsafe practices and/or conditions were observed)
- Poor (Many unsafe practices and/or conditions were observed)

C. LAGGING INDICATORS

C1. Reported Incidents

C1.1 Employee Incidents

Lagging Indicator	FY19/20 Q3	FY19/20 Q1 & Q2	FY18/19 Q3 & Q4	FY18/19 Q1 & Q2
Near Miss	4	10	5	2
Property Damage	4	11	21	5
Injuries	3	2	1	1
• First Aid Treatment	2	1	0	0
• Medical Treatment	0	0	0	1
• Lost Time	1	1	1	0
WorkSafe Notifiable Events	0	0	0	1

C1.2 Contractor Incidents

	FY19/20 Q3	FY19/20 Q1 & Q2	FY18/19 Q3 & Q4	FY18/19 Q1 & Q2
Near Miss	1	8	0	1
Property Damage	3	18	13	1
Injuries	2	0	1	3
• First Aid Treatment	2	0	0	1
• Medical Treatment	0	0	0	0
• Lost Time	0	0	1	2
WorkSafe Notifiable Events	0	1	0	0

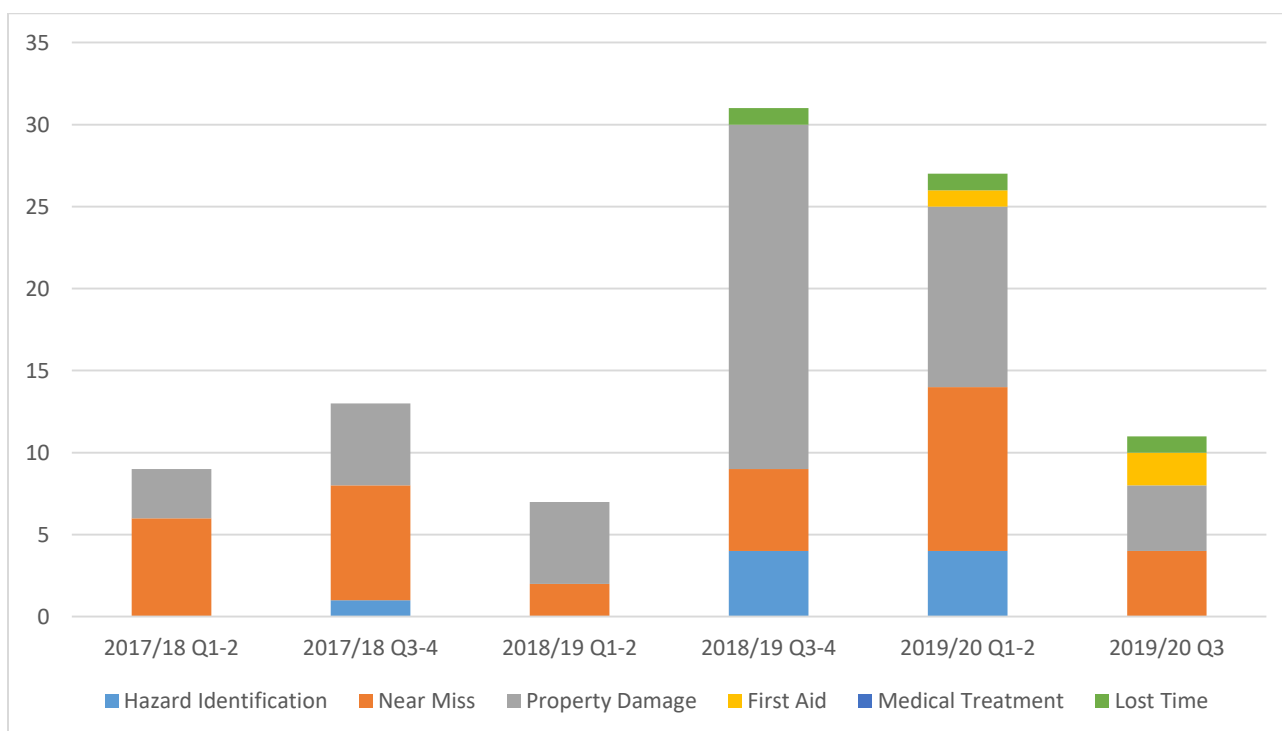
C1.3 Significant Incident Summary

‘Significant Incidents’ refer to any incidents which required medical treatment or resulted in significant property damage or WorkSafe notifiable events.

Month	Relationship	Type	Incident Description
Sept 2019	Employee	Lost Time Injury	An employee was undertaking work with gas pipes and became unwell. The employee received medical treatment and had time off work to recover. This incident has been investigated and corrective actions implemented.
Sept 2019	Contractor	Property Damage / WorkSafe Notifiable	A contractor worker operating an excavator at the tip face on an uneven surface resulted in the excavator rolling onto its side. The worker was uninjured and WorkSafe was notified. This incident has been investigated and corrective actions implemented.
Feb 2020	Employee	Lost Time Injury	An employee injured their shoulder whilst climbing out of the compactor. The employee received medical treatment and had time off work to recover. This incident has been investigated and corrective actions implemented.

C2. Incident Analysis

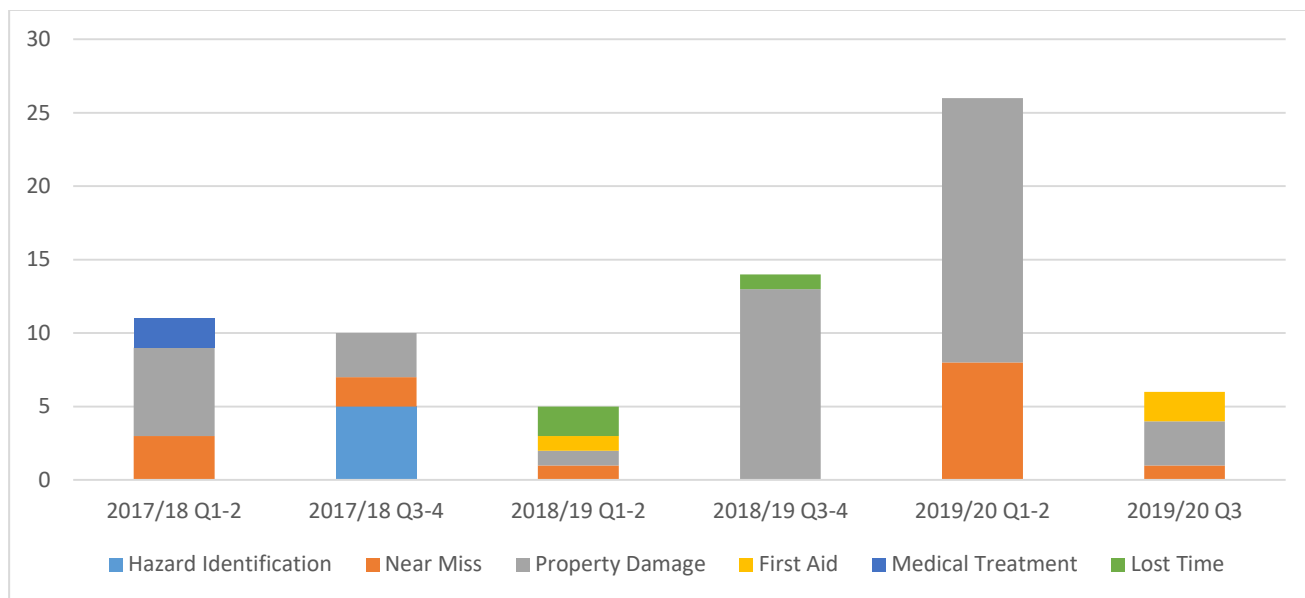
C2.1 Employee Incidents by Safety Consequence



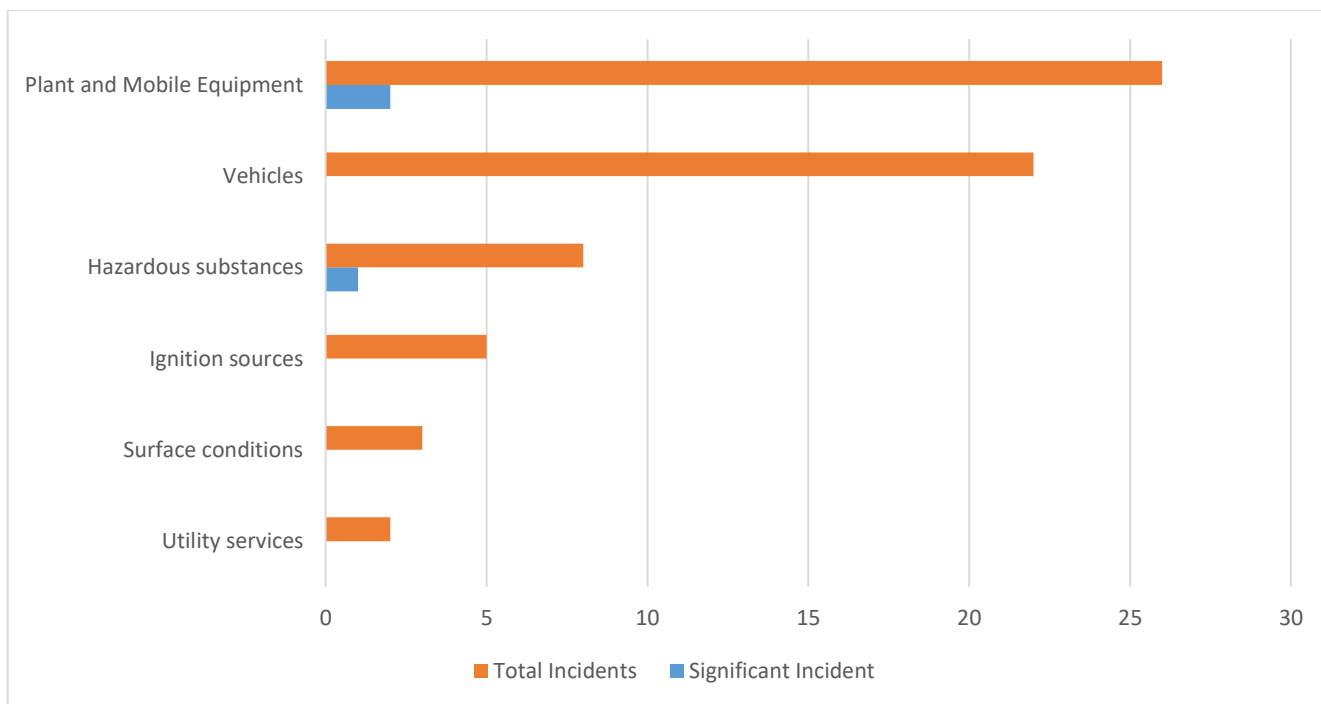
C2.2 Contractor Incidents by Safety Consequence

Item 6

Attachment 1



C2.3 Incidents by Hazard/Risk Classification (FY2019-20 Quarter 1, 2 and 3)



‘Significant Incidents’ refer to any incidents which required medical treatment or resulted in significant property damage or WorkSafe notifiable events.