

Friday, 4 December 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Administered by Hastings District Council

Omarunui Refuse Landfill Joint Committee Meeting

Kaupapataka

Open Agenda

Te Rā Hui:
Meeting date: **Friday, 4 December 2020**

Te Wā:
Time: **1.00pm**

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

Te Hoapā:
Contact: **Democracy and Governance Services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:
Responsible
Officer: **Waste & Data Services Manager - Martin Jarvis**

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
Phone **06 871 5000** | www.hastingsdc.govt.nz
TE KAUNIHERA Ā-ROHE O HERETAUNGA

OMARUNUI REFUSE LANDFILL JOINT COMMITTEE HEADS OF AGREEMENT – Terms of Reference

The Heads of Agreement for the Omarunui Refuse Landfill Joint Committee have been adopted by Council for the 2019-2022 Triennium and are incorporated into the Committee & Rural Community Board Register of Delegations.

1.	Parties	Hastings District Council and Napier City Council (the Councils)
2.	Nature of Relationship	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.	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.	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% (subject to any specific provisions following)
5.	Joint Committee	
5.1	Omarunui Refuse Landfill Joint Committee (Joint Committee):	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	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. The Administering Authority shall make any information required by the Joint Committee available to that Committee.
6.	Joint Committee General Powers	<p>1.1 Subject to Clause 6.2 the general powers of the Joint Committee shall be:</p> <ul style="list-style-type: none"> 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 connection with the development or operation of the refuse disposal operation after the execution hereof. e) To fix and recover fees and charges payable by landfill users. f) The licensing of users. 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. 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. i) To use any part of the Omarunui property not required for refuse disposal for any lawful purpose including leasing thereof. j) Such further specific powers as may be delegated to it as agreed by the Councils. <p>1.2 The Joint Committee shall operate within budgets approved by the Councils. In the event that over expenditure is anticipated or incurred the Joint Committee shall immediately report that fact to the Councils.</p> <p>1.3 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>1.4 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.	Joint Committee Procedural Matters	<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 Chair and Deputy Chair.</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.
	7.4	All meetings may be attended by officers of the Councils but officers shall not be entitled to vote.
	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 elected members attends.
	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.
	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.
	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.
8. Joint Committee Financial Provisions	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.
	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.
	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%
	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.
9. Duties of the Individual Councils	9.1	To comply with the resource and regulatory consents relating to the operation.
	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.
	9.3	To establish and operate transfer stations and to adopt charges in relation to such transfer stations.
10. Changes in Participation	1.1	The establishment and operating costs of the Councils up to the time of any Change in Participation shall be safeguarded as far as possible.
	1.2	The addition or withdrawal of any party shall require agreement of the Councils.
11. Staff Appointments	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.
	11.2	It is recognised that it will be desirable for the staff required to be employed by one of the Councils.
12. Facility Manager	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 the day to day operations at the landfill site.
	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.
13. Secretarial Services	13.1	Secretarial and Accounting services shall be provided by the Administering Authority.
	13.2	The functions to be fulfilled shall include: a) Convening of meetings. b) Keeping of minutes. c) Preparation of estimates and accounts. d) Keeping the Joint Committee informed. e) The recovery of fees and charges. f) Such further specific powers as may be delegated by agreement of the Councils.
	13.3	All documents to be signed on behalf of the Joint Committee shall be signed by the Chair (or in his absence one elected member of that Committee) together with such other person authorised by the Administering Authority.
14. Commencement and Duration	14.1	This Joint Committee shall commence from the date of this agreement and shall continue thereafter until terminated by agreement of the Councils.
	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>Hastings District Council: 63.68% Napier City Council: 36.32%</p>
	14.3	<p>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. Arbitration	15.1	<p>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>
	15.2	<p>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>

Friday, 4 December 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Omarunui Refuse Landfill Joint Committee Meeting

Kaupapataka

Open Agenda

Heamana

Chair: Councillor Ann Redstone (HDC)

Nga mema o te Komiti

Committee Members:

Councillors Damon Harvey, Simon Nixon and Sophie Siers (HDC)

Councillors Richard McGrath and Api Tapine (Deputy Chair) (NCC)

HDC Alternate: Councillor Eileen Lawson

NCC Alternate: Deputy Mayor Annette Brosnan

Tokamatua:

Quorum:

4 - including at least one elected member from each Council

Apiha Matua

Officer Responsible:

Waste and Data Services Manager - Martin Jarvis

Te Rōpū Manapori me te

Kāwanatanga

Democracy &

Governance Services

Christine Hilton (Ext 5633)

Te Rārangi Take

Order of Business

Apologies & Leave of Absence – *Ngā Whakapāhatanga me te Wehenga ā-Hui*

1.0

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.

2.0 Conflict of Interest – *He Ngākau Kōnatunatu*

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 Manager: Democracy and Governance (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.

Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

3.0

Minutes of the Omarunui Refuse Landfill Joint Committee Meeting held Friday 25 September 2020.

(Previously circulated)

4.0 Three Month Activity Report

9

5.0 Proposed Education Building

17

6.0 Minor Items – *Ngā Take Iti*

7.0 Urgent Items – *Ngā Take Whakahihiri*

8.0 Recommendation to Exclude the Public from Items 9 and 10 25

9.0 Review of Disposal Fees

10.0 Engagement of Tonkin and Taylor for Landfill Consultancy Services

Friday, 4 December 2020

Item 4

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

**Hastings District Council: Omarunui Refuse
Landfill Joint Committee Meeting**

Te Rārangi Take

Report to Omarunui Refuse Landfill Joint Committee

Nā: Martin Jarvis, Waste and Data Services Manager
From: Jeff Tieman, Management Accountant

Te Take:
Subject: Three Month Activity Report

1.0 Executive 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 three month period ending September 2020.

2.0 Recommendations – *Ngā Tūtohunga*

- A) That the Omarunui Refuse Joint Landfill Committee receive the report of the Waste and Data Services Manager titled Three Month Activity Report dated 4 December 2020.

3.0 Finance and Tonnages

- 3.1 The financial position of the main accounts at 30 September 2020 is as follows:

	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation
Revenue*	2,152,693	1,507,798	644,895
Expenditure*	1,089,730	1,031,141	58,589
Net surplus from operations	1,062,963	476,657	586,306

*Excludes the waste levy and ETS

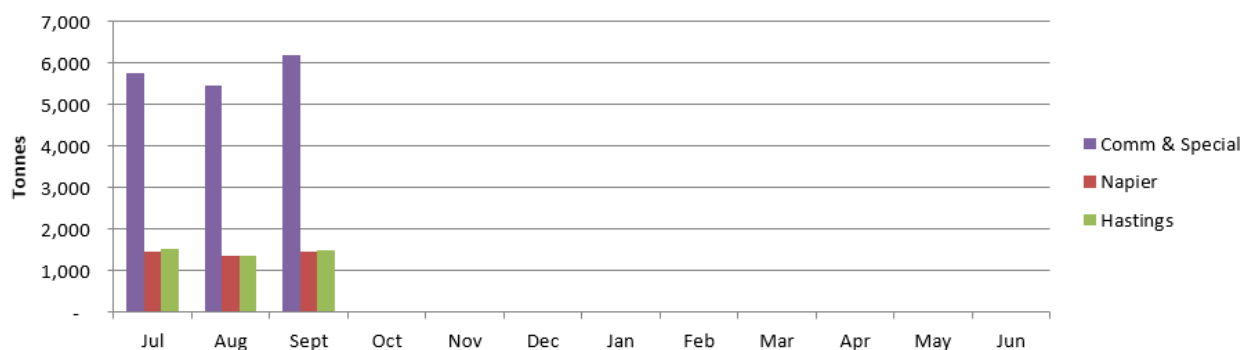
- 3.2 The net surplus from operations as at 30 September 2020 is \$586,306 above budget. The increase in revenue is due to higher special waste tonnage.
- 3.3 Tonnages are currently tracking up on last year's actual total (26,072 tonnes versus 22,304 tonnes).
- 3.4 Total revenue from waste is above budget. This is mainly due to increased volumes of special waste received under the "Commercial" waste category:

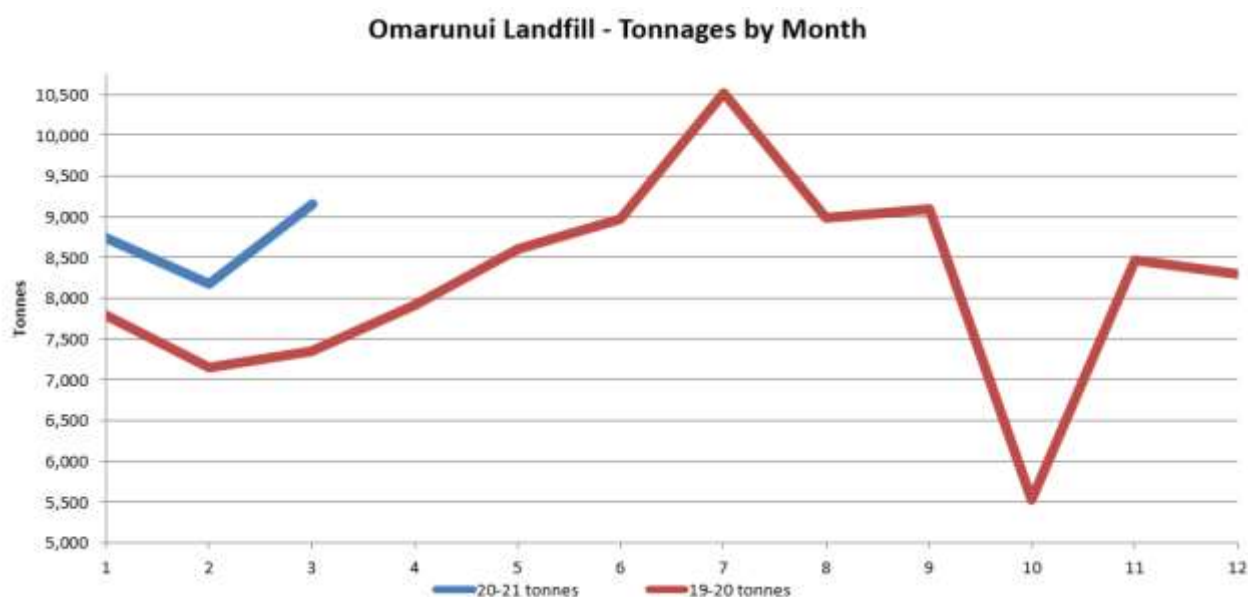
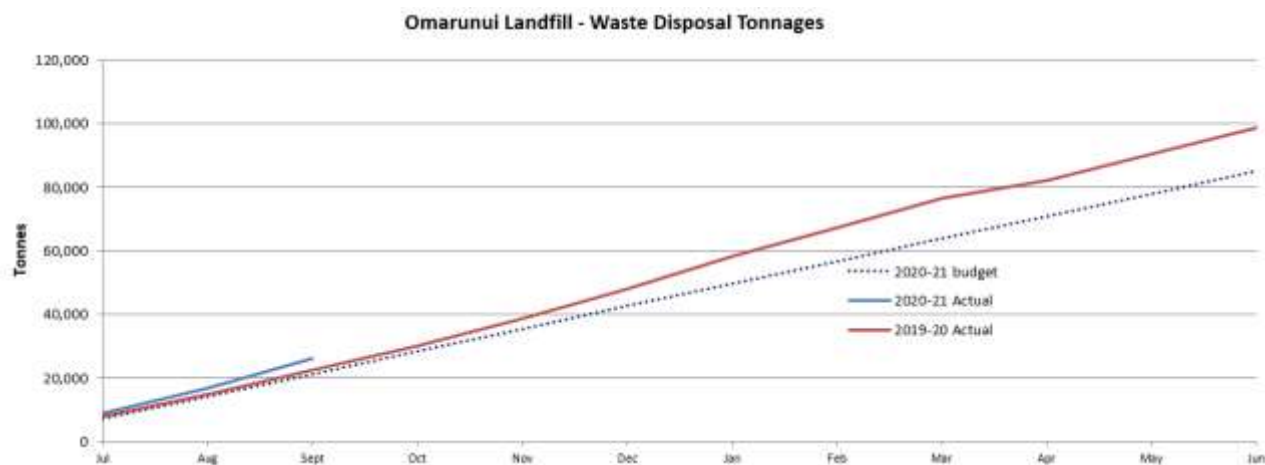
	\$ 3 month actuals	\$ 3 month budget	\$ 3 month variation	\$ Annual budget
Commercial	1,416,036	966,991	449,045	3,867,963
HDC	354,963	208,692	146,271	834,768
NCC	306,029	278,256	27,773	1,113,024
Total	2,077,028	1,453,939	623,089	5,815,755

- 3.5 Expenditure is \$243,196 above budget due to higher cost with ETS (due to higher tonnage YTD) and external plant hire.
- 3.6 Overall tonnages year to date are above budget by 3,572 tonnes or 15.9%.

Activity	3 month actual	3 month budget	3 month variance	Annual budget
Commercial	11,342	12,250	(908)	49,000 t
Special	6,047	2,000	4,047	8,000 t
HDC	4,415	4,250	165	17,000 t
NCC	4,268	4,000	268	16,000 t
Total	26,072	22,500	3,572	90,000 t

Landfill actual tonnages by month





3.7 The budgeted volume of waste for the 2020/21 year is 90,000 tonnes.

4.0 Development update for Areas A & D

4.1 To date \$170,174 has been spent on the construction of development work. Development costs to date have related to construction work on the earth liner in the northern extension of Area D. The majority of this work will occur over the summer months when construction work is more easily carried out. Other development work has included improvements to the leachate treatment system. The development budget for the full year is \$1,827,468.

5.0 Development update for Areas B & C

5.1 To date \$28,135 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.

5.2 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 requested more information as part of the consenting process. This information has since been gathered and

supplied to the HBRC. The HBRC now require time to consider the additional information. The next step 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 2020/21 financial year.

- 5.3 Construction work on Area B will commence as soon as a consent has been granted. Ideally this work would start before the end of the 2020/21 year. To ensure continuity of available landfill airspace Area B will need to be open for refuse disposal by late 2025.

6.0 Operations

- 6.1 The tip area continues to be kept as small as possible in size so that spreading and compacting 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.

7.0 Maintenance Work

- 7.1 The site is in good condition and there are no major maintenance issues to report. The most significant item of maintenance work to be undertaken during the year will be the replacement of the 1350mm diameter pipe work (culvert) under the main entrance road into the landfill. This work has been budgeted for and is planned for the second half of the financial year. This work will include construction of new headwalls.

8.0 Leachate

- 8.1 The leachate system is working well and the addition of more irrigation pods will future proof the capability of the system. The main leachate pond at the base of Area A has been relined and a new perimeter fence has been erected. Improvements to the pumping system and road access were also made as part of this work.
- 8.2 The leachate pit sitting on top of Area A has also been improved. A 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 and secure fencing.
- 8.3 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.
- 8.4 Work on the leachate ponds and irrigation system has been funded by the landfill’s leachate reserve.

9.0 Landfill Gas

- 9.1 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.
- 9.2 LMS (owners of the gas to energy plant) continue to achieve good generation rates. The plant is now operating around 86% of its installed capacity.
- 9.3 The landfill and LMS have agreed to jointly fund a full time staff member to manage landfill gas at the site. This is seen as the best way to efficiently manage the gas field, flare and gas-to-energy plant. The coordination of these activities is extremely important for them to run well and by

having one person responsible for that work is seen as the best way forward. A suitable person has been found and they are due to start in the new calendar year.

10.0 Health and Safety

- 10.1 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".
- 10.2 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 25 September 2020. The next report will be provided at the March 2021 meeting.
- 10.3 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.

11.0 Opening Hours

- 11.1 The effectiveness of the mid-day break will continue to be monitored along with any problems it may cause landfill customers. The landfill endeavours to accommodate the needs of users where possible and continues to open up on Saturday mornings due to customer demand.

12.0 Waste Levy

The waste levy was collected at a rate of \$10 per tonne during the 2019/20 year. The \$10 rate continues to be applied in the current 2020/21 year but will increase to \$20 per tonne next financial year (starting 1st July 2021). The NZ Government has decided to increase the levy from \$10 to \$60 per tonne over the 4 years. The new increased rates that will need to be charged at the landfill gate are as follows:

- 1st July 2020 = \$10 per tonne (current rate being charged)
- 1st July 2021 = \$20 per tonne
- 1st July 2022 = \$30 per tonne)
- 1st July 2023 = \$50 per tonne)
- 1st July 2024 = \$60 per tonne

13.0 Plant Management Contract

- 13.1 The current plant management contract was scheduled to finish earlier in the year, however due to the Covid-19 interruption to the landfill's work programming it was initially extended to 30th September. This date now been extended to May/June 2021. The extension is required because the summer months are crucial for the construction of earth liner systems and a possible change in contractor would be disruptive and potentially have a negative impact on this construction work which needs to be completed.
- 13.2 Extending the contract to at least 31st May 2021 will allow current landfill projects to be completed and time for the tender process to be executed in a way works positively for the landfill and contractor alike. The lighter work load envisaged for the later part of the financial year (May and June) will allow landfill staff and any new contractor the ability to transition workflow expectations more easily during that period.

14.0 Financial Summary

14.1 Attached to this report is the financial summary (**Attachment 1**) for the 3 month period ending 30 September 2020.

15.0 Next steps – *Te Anga Whakamua*

Attachments:

- | | | |
|---------------------|---|-----------|
| 1 ↓ | Omarununi Refuse Landfill Financial Summary
September 2020 | CG-14-148 |
|---------------------|---|-----------|

OMARUNUI LANDFILL JOINT COMMITTEE FINANCIAL SUMMARY FOR THE 3 MONTH ENDED - 30th September 2020								
LAST YEAR ACTUAL (Full Year)	LAST YEAR ACTUAL (YTD)	Notes	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	FULL YEAR BUDGET \$	PREDICTED ACTUAL \$	
REVENUE								
2,073,177	500,855	Local Authorities	660,992	486,948	174,044	1,947,792	1,947,792	
5,430,135	1,169,720	Commercial Operations	1,416,036	966,991	449,045	3,867,963	3,867,963	
26,074	1,500	Other	12,300	261	12,039	1,046	1,046	
9,177	1,044	Rentals (Farm & Power Str)	1,044	2,348	-1,304	9,391	9,391	
59,971	-	Interest on funds	0	0	0	0	-	
18,833	8,597	Sale of gas	10,177	6,250	3,927	25,000	25,000	
98,718	22,304	Tyre Processing Fund	26,072	22,500	3,572	90,000	90,000	5
98,718	22,304	Leachate development	26,072	22,500	3,572	90,000	90,000	3
967,163	223,043	Waste Levy \$10t	260,721	225,000	35,721	900,000	900,000	1
3,015,398	680,281	ETS \$29/t & \$36/t	969,244	765,000	204,244	3,060,000	3,060,000	2
11,817,384	2,627,649	Total Revenue	3,382,658	2,497,798	884,861	9,991,192	9,991,192	
EXPENDITURE								
834,336	202,023	Maintenance - Landfill	168,167	166,972	21,194	668,996	668,996	
667,262	187,246	Other refuse disposal	167,775	166,695	-18,920	745,674	745,674	
642,648	88,049	External plant hire	228,022	142,500	85,522	570,000	570,000	
70,177	40,490	External plant hire escalations	0	6,250	-6,250	25,000	25,000	
93,811	15,707	Leachate Treatment/Disposal	31,034	21,040	9,994	84,161	84,161	
23,238	4,268	Kiosk Charges	3,366	9,250	-5,884	37,000	37,000	
18,996	3,488	Ground & Surface Water Testing	2,766	9,770	-7,004	39,080	39,080	
0	0	Gas to energy	0	250	-250	1,000	1,000	
2,143	0	Farm operations	0	921	-921	3,883	3,883	
17,343	2,243	Rates	2,166	5,850	-3,684	23,400	23,400	
1,042,542	223,043	Waste Levy \$10t	205,362	225,000	-19,638	900,000	900,000	1
3,015,398	680,281	ETS \$29/t & \$36/t	969,244	765,000	204,244	3,060,000	3,060,000	2
8,123,555	1,873,280	Total Expenditure	2,264,336	2,021,141	243,195	8,084,563	8,084,563	
3,693,829	754,369	SURPLUS from Operations	1,118,322	476,657	641,665	1,906,629	1,906,629	
1,409,998	354,142	Add back Non Cash Depreciation	385,128	404,142	-19,014	1,616,569	1,616,569	
30,138	7,695	Less transfer to/from Plant and Property Fund	-32,612	40,117	-72,729	160,470	160,470	
132,860	33,215	Less transfer to After Care Reserve	33,930	32,500	1,430	130,000	130,000	
-	420	Less transfer to/from Tyre Reserve	26,072	20,000	6,072	80,000	80,000	
-	242,634	Less transfer to/from Leachate Reserve	26,072	20,000	6,072	80,000	80,000	
5,183,883	1,022,993	Surplus before Capital Costs	1,449,968	768,182	681,806	3,072,729	3,072,729	

OMARUNUI LANDFILL JOINT COMMITTEE FINANCIAL SUMMARY FOR THE 3 MONTH ENDED - 30th September 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								
84,502	13,328	Planning Advice	16,601	37,500	-20,899	150,000	150,000	
-	-	- Water Quality Monitoring Bores	0	0	0	0	0	
2,594	2,594	Solid Waste Management	0	0	0	0	0	
69,326	5,887	Gas Control	838	129,924	-129,086	519,695	519,695	
0	0	Stormwater	15,577	20,000	-4,423	80,000	80,000	
462,392	0	Leachate Collection System	20,169	5,260	14,909	21,040	21,040	
44,206	25,854	Liner	0	168,750	-168,750	675,000	675,000	
903,251	116,112	Earthworks	76,533	51,683	24,850	206,733	206,733	
158,410	39,602	Overheads	40,455	43,750	-3,295	175,000	175,000	
1,724,681	203,376		170,174	456,867	-286,693	1,827,468	1,827,468	
-1,724,681	-203,376	Total Development Costs	-170,174	-456,867	286,693	-1,827,468	-1,827,468	
DEVELOPMENT COSTS FOR VALLEY B & C								
EXPENDITURE								
181,069	44,214	Planning Advice	23,698	81,250	-57,552	325,000	325,000	
-	-	- Landfill Area B&C Construction	0	3,000	-3,000	8,576,000	8,576,000	
17,989	4,343	Overheads	4,437	5,500	-1,063	22,000	22,000	
199,058	48,557		28,135	89,750	-61,615	6,923,000	6,923,000	
-199,058	-48,557	Total Development Costs	-28,135	-89,750	61,615	-6,923,000	-6,923,000	
FORESTRY COSTS (Funded from the Property Reserve)								
272	272	Other Insurance	260	100	160	400	400	
-	-	- Planning Advice	0	1,250	-1,250	5,000	5,000	
-	-	- Contracted Services	0	3,750	-3,750	15,000	15,000	
1,436	-	- Internal - HDC Rates & Charges	0	325	-325	1,300	1,300	
1,708	272	Total Forestry Costs	260	5,425	-5,165	21,700	21,700	

* YTD Actuals include accruals

Notes:

- 1 A waste Levy of \$10t collected and paid back to the Ministry for Environment
- 2 ETS levy of \$29t for 2019/20 and \$36t for 2020/21
- 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

Friday, 4 December 2020

Item 5

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

**Hastings District Council: Omarunui Refuse
Landfill Joint Committee Meeting**

Te Rārangi Take

Report to Omarunui Refuse Landfill Joint Committee

Nā: **Sam Gibbons, Senior Waste Minimisation Officer**
From:

Te Take: **Proposed Education Building**
Subject:

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to seek a decision from the committee regarding the use of recovered building materials from Henderson Road Refuse Transfer Station and Omarunui Landfill to build a Sustainable Education Centre and Area B site office out at Omarunui Landfill. This will improve our ability to undertake landfill tours, increase the engagement of our community and improve their understanding of what happens to our waste - and through this empower them to reduce their waste.

2.0 Recommendations – *Ngā Tūtohunga*

- A) That the Omarunui Refuse Joint Landfill Committee receive the report of the Senior Waste Minimisation Officer titled Proposed Education Building dated 4 December 2020.
- B) That the Committee approve construction of an Education Building and Office.

3.0 Background – *Te Horopaki*

- 3.1 The Joint Waste Management and Minimisation Plan (WMMP) for 2018-2024 focuses on our need as a community to divert more materials from landfill and provide education on why this is important and how we can all play our part in making landfill our last choice.

- 3.2 Both Hastings District and Napier City Councils' waste minimisation teams currently provide educational tours for schools, businesses, and the public to the landfill. The construction of an education centre at the landfill would enable an increase in the number of tours and provide a designated educational and meeting space where a more in depth understanding of the community's waste can be gained. It would also provide the option to run them all year round when the weather makes it unpleasant for outside tours, such as in extreme heat or wet weather.
- 3.3 An opportunity has arisen to use recovered building materials that have been brought into Henderson Road Refuse Transfer Station and Omarunui Landfill that would have otherwise been disposed of in the landfill and taken up valuable space. As the recovered material will deteriorate with time it would be preferable to use what has been collected either this year, or next financial year at the latest.
- 3.4 With the landfill levy increasing over the next few years, our community is going to be paying more and more for waste disposal. By providing improved education on what happens to our waste and how it can be reduced at school, home, work and out in the community, we can help reduce what goes to landfill. This can save money for our community and extending the life of our landfill.

4.0 Why Education's Important

- 4.1 One of the actions to come out of the Joint WMMP looks at improving education provided to our community:

7. A EDUCATION Empower residents, service users and communities to prioritise (and increase) efforts regarding waste reduction, resource recovery and work towards zero waste via a consistent education programme across Napier City and Hastings District. Expand further across Hawke's Bay where practicable.

- 4.2 The most impactful thing you can do is to take someone to the landfill to be confronted with their waste and the waste of the community. To see it be pushed into the ground and face the grim reality that we are filling the earth with it. Although many people feel reassured to see that the landfill is well managed, it is clear that this is not the ideal solution for our growing waste problem. People who have been on tours have spoken of how eye opening the experience was to see just how much waste we produce.
- 4.3 As impactful as a tour is, we are failing to capitalise on these new found emotions to take action and make a change. Conversations during the tour focus mainly on the workings of the landfill with brief chats here and there on what you can do to reduce waste. With the variable weather conditions and high winds that can occur it is not a place to engage in the next part of the discussion. The outdoor environment means not everyone can hear clearly and group sizes need to remain smaller to account for this. There is also no way to display information for everyone to see, to help highlight points that are made during the tour. There is a lot of information given during the talk that can be quite hard to visualise and could be better explained with the aid of videos and example models and materials.
- 4.4 Building an education centre would help tackle all of these issues and provide opportunities to increase education beyond the current tour format. Screens could show live camera streaming of the tip face, as from the view point the tip face is often hidden depending on the work being carried out at the time and it is the one area that often people most want to see. Interactive displays could explain different aspects of the landfill and what happens to it over time, as well as materials that are used during construction to ensure the effects of the landfill on ground water and the environment are mitigated. As part of the tour within the education centre we can host a short session on next steps individuals and communities can take to reduce their impact. This would help everyone to truly get the most out of each visit.

5.0 Potential Users

- 5.1 Schools are busy places, so taking time to get a class out to landfill can be challenging, being able to combine a tour with a lesson carried out in our interactive teaching space would make the trip much more worthwhile and the cost to run a bus much better value. There are many different topics schools could tap into; from looking at the environmental impact, the science behind the landfill monitoring and its effects, to the engineering and construction aspects and the general long term site management. Expanding to these different topics would also provide an opportunity to extend our service to secondary and tertiary education, which are not catered for with the current tour model.
- 5.2 New Plymouth have a similar space attached to their recycling plant tours and in the last year they have run 52 tours with 1620 people attending as well as 8 workshops and a few events. Workshops have included things like, making a forest out of waste plastic, Christmas wrapping and gift making, making your own t-shirt yarn, bulk buying and DIY laundry powder.
- 5.3 In addition to the landfill tours the education centre would be used for events and educational workshops to help the community take the next steps in reducing their waste. These workshops would cover a wide range of things such as the Love Food Hate Waste campaign offering practical tips and advice on reducing food waste at home, upcycling, fixing clothes and electronics, reducing your waste 101 and more events similar to New Plymouth.
- 5.4 The space would be available to our partners such as the Environment Centre, Enviroschools, Para Kore and to other community groups to use. It would also provide a space for a variety of EIT programmes that fit with the learning opportunities available at landfill.
- 5.5 It would also be used by the councils as a meeting space and for things like the Regional Waste meeting, the Landfill User meetings and Area B project management and supervision.

6.0 Material Diversion Opportunity

- 6.1 A key consideration is that the existing materials that have already been recovered will potentially degrade if we do not start to use them in the near future. Currently the landfill has approximately 500 tonnes of materials set aside that could possibly be diverted with multiple benefits. All materials will be checked and certified to make sure they are safe and meet design standards. These materials have the potential to reduce the building costs by around \$60,000 to \$100,000.
- 6.2 Omarunui Landfill has already used recovered materials that have been cleaned and certified to upgrade the kitchen, toilets / shower room and create a changing room for landfill staff.



Workshop before



New tea room under construction and finished



- 6.3 To ensure the materials are free of asbestos an action plan has been developed by Hawke's Bay Asbestos Services (**Attachment 1**) and approved by the Health and Safety Team.

7.0 Building Cost Estimate

- 7.1 Tims Construction, who constructed the tea room, visited site to assess the materials available and provide an estimate for the construction work. This was based on an 8 x 12 m open plan building, single pitch (lean to) style roof and takes into account the available materials, and came to a cost of \$226,747.02.

- 7.2 This price is just for construction of the education building and we have been given estimates for the additional work for the building design and geotechnical work needed.

Description	Cost
Building Design	\$12,000
Geotech	\$10,000
Consent and Additional Consultant Fees	\$5,000
Construction (rounded up)	\$227,000
Total	\$254,000

- 7.3 It is worth noting that there could be some small additional costs to make this education centre a sustainable and carbon neutral building to show council's commitment to progressive procurement practices where the environmental impact of a construction is considered.
- 7.4 Examples of things that may be incorporated would be: solar power, composting toilets, double glazing, insulation and the use of locally sourced materials. This may have a slightly higher initial cost, but savings from power would help offset operational costs over the life of the building.
- 7.5 The operational and maintenance cost would be budgeted for \$10,000 a year. This would have minimal impact to the overall running cost of the landfill.

8.0 Office Option

- 8.1 The site could be designed to include offices. This is estimated at another \$90,000 worth of work for an extra 40 m² for office space and a small kitchenette. This would have a dramatic effect on the quality of the work environment for the on-site engineers and improve their overall wellbeing in the workplace. It would also provide many benefits having an office space designed for purpose, with the ability to add in improved monitoring equipment.
- 8.2 Portacabins do not provide the comfort that a normal office would and are designed to be used on a temporary basis. They get very hot during the summer time and more extremes in weather being predicted for the future, an office building would provide much better protection for staff and the monitoring equipment they use.
- 8.3 Portacabins have a life expectancy of 20-25 years. This means that within the time filling the next valley at landfill you would need to replace the current portacabin multiple times. The cost of two more portacabins would be approximately \$70,000. Aside from the cost, portacabins are made of polypanels which are a combination of materials that cannot be broken down easily to be reused/recycled and instead create more waste. They are not seen as an environmentally friendly option.
- 8.4 Once the move is made to the next valley the current portacabin could be repurposed to be a tea room nearer to the valley.

9.0 Location

- 9.1 The building would be sited overlooking Area B (the next proposed landfill filling area) and construction of the building would likely commence late 2021. Area B would be actively filling for the following 30-40 years. Further investigation into whether making the building easy to relocate vs it's life span and the cost of doing so could be undertaken.

10.0 Funding

- 10.1 Our landfill is a community resource and we are in a unique position of owning our landfill which means we can take action to prevent it filling up too fast and extend the life of the current site for as long as possible. The landfill investing in this building is making an investment in the extension of its life through better community education, and helping conserve the landfill for future generations.
- 10.2 Given that this project will fit within Area B and hopefully extend the lifespan of Area B it can be funded through existing budget from Area B development. Depending on which year we construct it, there is budget in 2021/22 of \$3m or 2022/23 of \$4m.
- 10.3 If Area B does not get consent then the project will be re-considered.
- 10.4 One of the options considered was to fund the project through Waste Levy Funds but this was dismissed as collectively there are funding limitations and these funds are needed for waste minimisation activities that have been identified in the WMMP. If the landfill pays for it as part of Area B then it will be owned and maintained as an asset of the landfill which is a more appropriate way of administrating and managing the building.
- 10.5 Both the Hastings District and Napier City Council Waste Minimisation and Solid Waste Operations Teams fully support the proposal to build an education space at landfill and can see the number of benefits that this would bring to the community and our partners the Environment Centre, Enviroschools and Para Kore. The waste teams would work together to plan, design and implement the project and work towards completing another action that was set in the WMMP.

11.0 Options – Ngā Kōwhiringa

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 11.1 Approve the building of an education centre and office at landfill and proceed with the design of the building.

Advantages

- Alignment with the WMMP
- Provide an education space designed to engage with our community
- Provide a facility to undertake tours year round
- Potential to extend the life of the landfill through better education
- Improve site engineers work environment and wellbeing
- Build a fit for purpose office space with the ability to house better monitoring equipment
- Would be a great place to showcase Councils commitment to environmental sustainability
- Council adhering to sustainable building guidelines and leading the way in how we expect the community to reuse materials
- Could potentially be a Carbon Neutral project/building

Disadvantages

- Cost, from un-allocated Area B funding

Option Two

- 11.2 Approve the building of an education centre at landfill and proceed with the design of the building.

Advantages

- Alignment with the WMMP

- Provide an education space designed to engage with our community
- Provide a facility to undertake tours year round
- Potential to extend the life of the landfill through better education
- Would be a great place to showcase Council's commitment to environmental sustainability
- Council adhering to sustainable building guidelines and leading the way in how we expect the community to reuse materials
- Could potentially be a Carbon Neutral project/building

Disadvantages

- Cost, from un-allocated Area B funding

Option Three – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāiane

11.3 Do not proceed with the building of a Sustainable Education Centre.

Advantages

- No need to create a budget for this work

Disadvantages

- Not maximising the impact and effectiveness of landfill tours or investing in the future education of the community
- Lost opportunity to showcase Council's commitment to environmental sustainability
- Not making use of materials that could be reused. This would result in materials collected to date being permanently landfilled.

12.0 Next steps – Te Anga Whakamua

- 12.1 If approval is granted to officers to proceed with the construction of the education building and office up to a value of \$254,000 + \$90,000 + 10%. Should officers identify that construction of the building exceed this value a further report will be presented.

Attachments:

- 1 Omarunui contaminated materials clean up notes SW-7-5-20-140
November 2020 (for proposed education building)
*Confidential in accordance with Section 7 (2) (h)
of the Local Government Official Information and
Meetings Act 1987*

Summary of Considerations - He Whakarāpopoto Whakaarohanga

Fit with purpose of Local Government - E noho hāngai pū ai ki te Rangatōpū-ā-Rohe

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by

(and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This proposal promotes the local public services wellbeing of communities in the present and for the future as a community that wastes less.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

This project provides an opportunity to work with the Ngāti Pārau Hapū Trust and incorporate their history into the development.

Sustainability - *Te Toitūtanga*

The education building would ideally be as sustainable as possible. The building would incorporate the reuse of materials that would've otherwise been buried in landfill. With the remaining materials sourced locally and the addition of sustainable features such as solar power, compostable toilets and good insulation. It would be great to work out the carbon impact of this building, how we can offset it and showcase this building as carbon neutral project.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

This would be considered part of Area B and funded through existing budget for Area B development. Depending on which year we construct it, there is budget in 2021/22 of \$3m or 2022/23 \$4m.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being not of significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

Not required. All required regulatory consents will be applied for.

Risks

Opportunity: To build a Sustainable Education Centre at landfill.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
<ul style="list-style-type: none"> Lead the way with sustainable procurement/building Increased engagement and better community understanding of what happens to our waste Reduction in waste by visitors to the tour Overall reduction in waste to landfill 	<ul style="list-style-type: none"> We don't get building consent Area B resource consent is not granted, therefore reduce the need for an education centre at this site. Recovered materials will need to be permanently landfilled.

Rural Community Board – *Te Poari Tuawhenua-ā-Hapori*

N/A – not directly impacted.

HASTINGS DISTRICT COUNCIL

OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MEETING

FRIDAY, 4 DECEMBER 2020

Item 8

RECOMMENDATION TO EXCLUDE THE PUBLIC

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

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

9 Review of Disposal Fees

10 Engagement of Tonkin and Taylor for Landfill Consultancy Services

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>
9 Review of Disposal Fees	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 the Council to carry out 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.
10 Engagement of Tonkin and Taylor for Landfill Consultancy Services	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 the Council to carry out 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.