

I hereby give notice of the following Ordinary meeting:

Meeting:	Kaipara District Council
Date	Tuesday 14 March 2017
Time	09.30 am
Venue	Conference Room, Northern Wairoa War Memorial Hall (Dargaville Town Hall), Hokianga Road, Dargaville

Open Agenda

Membership

Chair: Mayor Greg Gent

Members: Councillor Peter Wethey (Deputy Mayor)

Councillor Anna Curnow

Councillor Victoria Del la Varis-Woodcock

Councillor Julie Geange

Councillor Libby Jones

Councillor Karen Joyce-Paki

Councillor Jonathan Larsen

Councillor Andrew Wade

Seán Mahoney
Democratic Services Manager

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Ordinary Meeting of Kaipara District Council, Tuesday 14 March 2017 in Dargaville**1 Opening****1.1 Karakia****1.2 Present****1.3 Apologies****1.4 Confirmation of Agenda**

The Committee to confirm the Agenda.

1.5 Conflict of Interest Declaration

Elected Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Mayor and Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

Kaipara District Council

Register of Members Interests

Updated 07 March 2017

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1 Mayor Greg Gent

Mayor or Partner declared business interests	Mayor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> Southern Cross Health Care Group, Chair FMG Director Plant & Food Research, Deputy Chair Dairy Holdings (a group of 70 companies), Chair Six O Farms Limited, Director/Shareholder Delann Limited, Director/Shareholder Double Two Dairies Limited, Director/Shareholder Gent & Flood Family Trust, Trustee. 	<ul style="list-style-type: none"> Ruawai Boating Club Most equestrian organisations Friends of the Kauri Museum (Ann Flood my wife). 	<ul style="list-style-type: none"> Ratepayer in the Raupo Drainage District.

2 Councillor Peter Wethey (Deputy Mayor)

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> Wethey Consulting Limited, Director/Owner Malolo Lailai Lagoon Resort Club Inc, Chair Archangel Trust, Beneficiary. 	<ul style="list-style-type: none"> Mangawhai Golf Club, Member Mangawhai Boating & Fishing Club, Member. 	<ul style="list-style-type: none"> Mangawhai Harbour Water Quality Panel, Volunteer Community Advisor Mangawhai Community Wastewater Scheme Panel, Volunteer Community Advisor.

3 Councillor Anna Curnow

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> • Sole Trader: Anna Curnow Consulting, no current contracts but recent work has been with Northland Inc and Ministry for Primary Industries • Preston Farms Partnership Limited, my partner Garth Preston is a shareholder and director • Southern Sky Diaries Limited, my partner Garth Preston is a shareholder and director • Blue Mountain Dairies Limited, my partner Garth Preston is a shareholder and director • Rapuwai Limited, my partner Garth Preston is a shareholder and director • RG Preston Family Trust, my partner Garth Preston is a Trustee. 	<ul style="list-style-type: none"> • Kaipara Community Health Trust, Chair • Dargaville Community Development Board, Board member • Ruawai Promotions Development Group, Committee member • Northland Chamber of Commerce, member • Institute of Directors, member • Ruawai Rugby Club, my partner Garth Preston is the President • Ruawai Tokatoka War Memorial Hall, my partner Garth Preston is a Committee member. 	<ul style="list-style-type: none"> • My partner Garth Preston and I have a current building consent with Council.

4 Councillor Victoria Del La Varis-Woodcock

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> • Love Kaipara Ltd. Sole shareholder and director. Love Kaipara Ltd will receive \$10,000 (GST exclusive) per annum from Council for the provision of waste minimisation education and promotion services for the years 2017/2019. • Partner in the Del la Varis Woodcock Partnership. 	<ul style="list-style-type: none"> • Toastmasters Dargaville. 	<ul style="list-style-type: none"> • Current building consent lodged with Council BC141424 • As Love Kaipara Director I interact with the Infrastructure Technical Officer, about matters concerning recycling and waste recycling and waste minimisation and promotion services provided by Love Kaipara Ltd under the Waste Minimisation Act 2008.

5 Councillor Julie Geange

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> Wakeling and Geange Family Trust – Trustee. 	<ul style="list-style-type: none"> Dargaville Squash Club Dargaville Rugby and Sports Club Friends of Kai Iwi Lakes. 	<ul style="list-style-type: none"> Resource Consent RM 160243.

6 Councillor Libby Jones

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> Hames Jones Family Trust, Trustee Manganui Farm Taipuha, Partner. 	<ul style="list-style-type: none"> Paparoa Medical Society, Deputy Chair Paparoa Sports and Recreation Association, Chair (and Pete Hames my husband, Committee member) Paparoa Tennis, Committee member (and Pete Hames my husband, Treasurer) Otamatea High School Board of Trustees, Deputy Chair Friends of Kai Iwi Lakes, Committee member Northland District Health Board, Director Rural Support Trust, Deputy Chair Rural Health Alliance Aotearoa NZ, Friend Volunteering Northland, Trustee Jigsaw North Family Services Whangarei, Manager part time Paparoa Lions, Pete Hames my husband is Treasurer Paparoa Progressive Inc, Pete Hames my husband is a Committee member Paparoa Community Charitable Trust, Pete Hames my husband is a Trustee. 	<ul style="list-style-type: none"> Nil.

7 Councillor Karen Joyce-Paki

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> Department of Conservation (DOC), Senior Community/Iwi Ranger Te Roroa, Relationship Manager/Co-ordinator for Treaty Settlements Te Roroa, Te Toa Whenua Working Group DOC Rep Te Uri o Hau, Relationship Manager/Co-ordinator for Treaty Settlements Kaitiaki Kiwi (Community Group, Funds Manager (DOC Funding) Nga Kaitiaki o Te Wai (Te Uri o Hau) Funds Manager (DOC Funding) Public Services Association (PSA) Union Delegate on behalf of DOC PSA Members 	<ul style="list-style-type: none"> Justice of the Peace Kauri Coast Justices, Secretary Dargaville Club, Member Northern Wairoa RSA, Member Kapehu Marae, whanau Naumai Marae, whanau Oturei Marae, whanau Te Houhanga Marae, whanau Ripia Marae, whanau Marriage Celebrant Warranted Issuing Officer, Search Warrants working with Police and Corrections William Paki, Husband (Police Officer, Dargaville) 	<ul style="list-style-type: none"> Nil

8 Councillor Jonathan Larsen

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> • Mangawhai Heads Holdings Limited, Director/Shareholder • Libertas Trustees Ltd, Director/Shareholder • Allinge Trustee Ltd, Director/Shareholder • Libertas Trust, Beneficiary • Allinge Trust, Beneficiary. 	<ul style="list-style-type: none"> • Kaiwaka Fitness Centre. 	<ul style="list-style-type: none"> • Submitter on District Plan Change 4

9 Councillor Andrew Wade

Councillor or Partner declared business interests	Councillor or Partner declared Clubs and Society roles	Declared Interactions and transactions with Council
<ul style="list-style-type: none"> • Director of Wade Concrete Products Ltd along with wife Jeanette • -A & J Wade Business Trust- Trustee along with wife Jeanette. 	<ul style="list-style-type: none"> • Chair of Baylys Beach Surf Life Saving. 	<ul style="list-style-type: none"> • Nil.

2 Deputations and presentations

Sue Rokstad

3 Confirmation of Minutes

3.1 Council Minutes 13 February 2017

Democratic Services Manager 1601.21

Recommended

That the unconfirmed Minutes of the meeting of Kaipara District Council held 13 February 2017, be confirmed as a true and correct record.

Kaipara District Council

Minutes

Meeting:	Kaipara District Council
Date	Monday 13 February 2017
Time	Meeting commenced at 10.00am Meeting concluded at 12.37pm
Venue	Conference Room, Northern Wairoa War Memorial Hall (Dargaville Town Hall), Hokianga Road, Dargaville
Status	Unconfirmed

Membership

Chair: Mayor Greg Gent

Members: Councillor Peter Wethey (Deputy Mayor)

Councillor Anna Curnow

Councillor Victoria Del la Varis-Woodcock

Councillor Julie Geange

Councillor Libby Jones

Councillor Karen Joyce-Paki

Councillor Jonathan Larsen

Councillor Andrew Wade

Seán Mahoney
Democratic Services Manager
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Minutes Ordinary Meeting of Kaipara District Council
Monday 13 February 2017 in Dargaville
1 Opening
1.1 Karakia

Councillor Joyce-Paki opened the meeting with a Karakia.

1.2 Present

Mayor Greg Gent, Councillors Peter Wethey (Deputy Mayor), Anna Curnow, Victoria Del la Varis-Woodcock, Julie Geange, Libby Jones, Karen Joyce-Paki, Jonathan Larsen, Andrew Wade

In Attendance

Name	Designation	Item(s)
Graham Sibery	Chief Executive	All
Glennis Christie	General Manager Finance	All
Curt Martin	General Manager Infrastructure	All
Fran Mikulicic	General Manager Planning and Regulatory	All
Duncan McAulay	General Manager Strategy and Performance	All
Peter Marshall	General Manager Corporate Services	All
Lisa Salter	Library Manager	6.7
Alison Puchaux	Revenue Manager	All
Rick Groufsky	Financial Services Manager	All
Sue Hodge	Parks and Community Manager	All
Heidi Clark	Communications Manager	All
Trevor Donald	Kaipara Grey Power	2
Sean Mahoney	Democratic Services Manager	All
Lisa Hong	Administration Assistant	All (Minute-taker)

1.3 Apologies

Nil.

1.4 Confirmation of Agenda

Council added 'Dargaville Library : Library+ Concept' as a late item. Council confirmed the Agenda.

1.5 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

2.1 Kaipara Grey Power

Trevor Donald spoke in support of the Older Persons Committee.

3 Confirmation of Minutes

3.1 Council Minutes 13 December 2016

Democratic Services Manager 1601.21

Amendments

Page 6 Item 4.2 Forecast One 2016/2017

Resolution 6 was amended from '[Council] Notes that forecast debt is currently projected in the order \$64.7 million which is in line with 30 June 2017 Annual Plan' to '[Council] Notes that forecast debt is currently projected in the order \$64.7 million which is in line with 2016/2016 Annual Plan'.

Page 8 Item 5.3 Community Planning Programme Round Two

Resolution 3 was amended from '[Council] Endorses and supports Round Two of Council's Community Planning Programme' to '[Council] Endorses and supports Round Two of Council's Community Planning Programme as amended'.

Pages 9-10 Item 6.2 Mangawhai Water Treatment Plant upgrade – funding option

Resolution 4 was amended from '[Council] Notes that the net proceeds from the sale of any of the sections will be entered into the Mangawhai Endowment Lands Account (MELA) reserve in accordance with the provisions of the Mangawhai Empowerment Lands Act 1966 (sic)' to '[Council] Notes that the net proceeds from the sale of any of the sections will be entered into the Mangawhai Endowment Lands Account (MELA) reserve in accordance with the provisions of the Mangawhai Empowerment Lands Act 1966 (sic)'.

Resolution 5 was amended from '[Council] Notes that Council will leave all the proceeds from the sale in the MELA reserve account as outlined in Option A of the above-mentioned report' to '[Council] Notes that Council will leave all the proceeds from the sale in the MELA reserve account'.

Moved Gent/Geange

That the unconfirmed Minutes of the meeting of Kaipara District Council held 13 December 2016, as amended, be confirmed as a true and correct record.

Carried

4 Performance Reporting

4.1 Chief Executive's Report November/December 2016

Chief Executive 2002.02.17/November/December

Moved Jones/Wethey

That Kaipara District Council receives the Chief Executive's Report for November/December 2016.

Carried

4.2 Quarterly Report: Second Quarter Ending 31 December 2016

Administration Manager 2002.02.17/December

Moved Del la Varis-Woodcock/Gent

That Kaipara District Council receives the Administration Manager's Quarterly Report: Second Quarter Ending 31 December 2016.

Carried

5 Annual Plan 2017/2018

5.1 Scene setting for the Long Term Plan 2018/2028

General Manager Finance and General Manager Strategy and Performance 2302.22.01

Moved Wethey/Curnow

That Kaipara District Council:

- 1 *Receives the General Manager Finance/General Manager Strategy and Performance's report 'Scene setting for the Long Term Plan 2018/2028' dated 26 January 2017; and*
- 2 *Holds a further briefing session with Councillors and the Chair of the Audit, Risk and Finance Committee prior to the March Council meeting; and*
- 3 *Provides feedback to the Chief Executive about appropriate levels for rates and debt, adequacy of service levels, the speed at which the backlog of renewals is being addressed and views about the current rating policies, being mindful that some objectives will conflict and there needs to be a balance overall.*

Carried

5.2 Annual Plan 2017/2018- draft material- source documents

General Manager Finance 2302.21.01

Moved Wethey/Curnow

That Kaipara District Council:

- 1 *Receives the General Manager Finance's report 'Annual Plan 2017/2018- draft material- source documents' dated 01 February 2017; and*
- 2 *Holds a further briefing session with Councillors and the Chair of the Audit, Risk and Finance Committee prior to the March Council meeting; and*
- 3 *Following the above briefing session, reviews and provides feedback to the Chief Executive on the preliminary draft source documents for the Annual Plan 2017/2018 Consultation Document, as required by the Local Government Act 2002, the following as attached to the above-mentioned report i.e:*
 - *proposed statements of financial and capital performance;*
 - *proposed funding impact statements;*
 - *prospective financial statements;*
 - *proposed capital expenditure programme – summary;*
 - *proposed capital expenditure programme – detail;*
 - *proposed rates summary (uniform annual general charge \$748);*
 - *proposed rating sample properties;*
 - *illustrative rates summary (comparison of a uniform annual general charges of \$728 and \$708 compared with \$748);*
 - *proposed funding impact statement (rating tools); and*
 - *proposed funding impact statement (rating tools) – maps.*

Carried

Councillor Del la Varis-Woodcock wishes to record her vote against the motion.

5.3 Annual Plan 2017/2018 – draft material- consultation document

General Manager Finance 2302.21.01

Moved Wethey/Curnow

That Kaipara District Council:

- 1 *Receives the General Manager Finance's report 'Annual Plan 2017/2018 – draft material- consultation document' dated 01 February 2017; and*
- 2 *Holds a further briefing session with Councillors and the Chair of the Audit, Risk and Finance Committee prior to the March Council meeting; and*

- 3 *Following the above briefing session, reviews and provides feedback to the Chief Executive on the preliminary draft Consultation Document for Annual Plan 2017/2018 – year three - Long Term Plan 2015/2025 as required by the Local Government Act 2002, in order that the document can be finalised for adoption at the March 2017 Council meeting prior to being released for public feedback.*

Carried

5.4 Fees and Charges 2017/2018 : Annual Review

General Manager Planning and Regulatory 2301.01

Moved Geange/Wethey

That Kaipara District Council:

- 1 *Receives the General Manager Planning and Regulatory's report 'Fees and Charges 2017/2018 : Annual Review' dated 07 February 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the proposed draft Fees and Charges 2017/2018 as outlined in the schedule included in the Agenda for this Council meeting held 13 February 2017 (circulated with the above mentioned report 'Fees and Charges 2017/2018: Annual Review' as Attachment 1), for the purpose of incorporating these into the draft Annual Plan 2017/2018 and allowing community comments to be received through the special consultative procedure.*

Carried

6 Operational and Policy

6.1 Water Supplies – Water Restrictions

General Manager Infrastructure 4801.0

Moved Geange/Curnow

That Kaipara District Council:

- 1 *Receives the General Manager Infrastructure's report 'Water Supplies – Water Restrictions' dated 26 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Ratifies the urgent implementation of Water Restrictions in accordance with Clauses 1609.1 and 1609.5 of Kaipara District Council's General Bylaws 2008; and*
- 4 *Delegate's authority to the Chief Executive and the Mayor to impose further water restrictions, if required, as per the Drought Management Plans for Dargaville and Maungaturoto and in accordance with Clauses 1609.2 and 1609.5 of Kaipara District Council's General Bylaws 2008.*

Carried

6.2 Reserve status land exchange - Mangawhai Golf Course driving range and Greenview Heights section

Property and Commercial Advisor 5105.15

Moved Wade/Curnow

That Kaipara District Council:

- 1 *Receives the Property and Commercial Advisor's report 'Reserve status land exchange - Mangawhai Golf Course driving range and Greenview Heights section' dated 25 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*

- 3 *Notes that it has received one objection but determines that after consideration of the objection it wishes to proceed with the exchange as notified as it is appropriate that the Mangawhai Golf Club driving range, which is utilised for recreation purposes and forms part of the overall golf club facilities, has the status as a recreation reserve whereas it is not necessary that Greenview Heights section retain its recreation reserve status as it is not utilised for this purpose; and*
- 4 *Seeks the approval of the Minister of Conservation to the exchange the Greenview Heights section for a 1.84ha portion of Mangawhai Community Park; and*
- 5 *Delegates to the Chief Executive responsibility for seeking the consent of the Minister of Conservation to the exchange.*

Carried

Councillor Del la Varis-Woodcock wished to record her vote against the motion.

6.3 Triennial Agreement 2017

Democratic Services Manager 1203.01

Moved Curnow/Joyce-Paki

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Triennial Agreement 2017' dated 25 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the terms of the Draft Triennial Agreement for Northland territorial authorities; and*
- 4 *Delegates to the Chief Executive and the Mayor to make any minor amendments necessary to enable the final agreement to be signed at the Mayoral forum on 24 February 2017.*

Carried

6.4 Establishment of Older Persons Committee

Democratic Services Manager 1203.01

Moved Geange/Wethey

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Establishment of Older Persons Committee' dated 31 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Will look at other ways of engaging with older members of the community.*

Carried

6.5 Citizens Awards Committee

Democratic Services Manager 1203.01

Moved Gent/Wethey

That the Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Citizens Awards Committee' dated 31 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes the establishment of the Citizens Awards Committee, the Terms of Reference and Draft policy; and*
- 4 *Appoints Councillors Wade, Curnow and Wethey to sit on the 2017 Committee.*

Carried

6.6 Non-Statutory Consultation Communication Protocol.

Democratic Services Manager 1203.01

Moved Wethey/Curnow

That Kaipara District Council receives and notes the Non-Statutory Consultation Communication Protocol dated 13 January 2017.

Carried**6.7 Dargaville Library : Library+ Concept (late item)**

General Manager Community and General Manager Strategy and Performance 2124.04.06

The General Manager Community's and General Manager Strategy and Performance's report 'Dargaville Library : Library+ Concept' dated 31 January 2017 was circulated separately.

Moved Geange/Del la Varis-Woodcock

That Kaipara District Council:

- 1 *Receives the General Manager Community's and General Manager Strategy and Performance's report 'Dargaville Library : Library+ Concept' dated 31 January 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees with the benefits that can be delivered through the Library+ concept; and*
- 4 *Directs the Chief Executive to investigate proposed options for the relocation of the Dargaville Public Library including greenfield, research and develop a proposal for the Library+ concept, and reports back to Council.*

Carried**7 Closure**

The meeting closed at 12.37pm.

Confirmed**Chair**

4 Performance Reporting

4.1 Chief Executive's Report January 2017

Chief Executive: 2002.02.17/January

A copy of the Chief Executive's Report for January 2017 is attached.

Recommended

That Kaipara District Council receives the Chief Executive's Report for January 2017.



Tuesday 14 March 2017

Chief Executive's Report

➤ Part 1 : Activities Report

- (a) CE Overview**
- (b) Summary of Activity**
- (c) Contract Acceptances**
- (d) Looking Forward**

➤ Part 2 : Financial Report



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Chief Executive's Report

For the month of January 2017

Part One

a) Chief Executive's overview

b) Activities report

c) Contract acceptances

d) Looking forward

Part One:

a) Chief Executive Overview – January

January saw a relatively quiet time for most Council activity. This included part of the Council shut-down period and a period under legislation where building and resource consent applications are “paused” from their normal tight response deadlines. Most staff took the opportunity to spend time with their families enjoying the natural beauty of the region. All required services were still maintained including alcohol licensing and special event support as the pattern of district activity in January was more leisure based than it would be at other times of the year.

In parallel no formal Council meetings were held in January although the Mayor, Councillors and the Chief Executive took the opportunity for a useful planning day at the end of the month.

Council campgrounds were naturally busy during the holiday period with large numbers at Kai Iwi lakes in particular. One noticeable development appears to be an increase in the numbers of international visitors to this site. Behaviour was generally good and there were two significant safety incidents which were well handled. Changes at Kai Iwi lakes have been underway in line with the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan and visitors were invited to comment on proposed by-law proposals by both Northland Regional Council and Kaipara District Council.

Hot and dry weather led to the early imposition of water restrictions compared to other recent dry summers. There was national media interest in the delivery timescales that had emerged for water carriers in the Mangawhai area. Council responded by enabling some short term enhancement of local water supplies to local water carriers to top up local tanks. This was achieved with the kind assistance of Fonterra and Whangarei District Council.

When the “clock” was restarted in early January for resource and buildings consent applications, the continued pressure of growth and development in the Mangawhai office rapidly returned and the level of activity continues to be a pressure point for Council resources.

As we entered the post-holiday season roading and waters capital projects began to gear up for the principal construction and works season and Council has significant project expenditure and workloads to progress in the second half of the financial year.

b) Activities Report

1 Community Activities

Community Planning

Projects from the Dargaville Placemaking Vision Guide continue to advance, including;

- A major project of extending the footpath from the wharf to the band rotunda. Draft concept plans have been finalised and detailed plans are being prepared ready to tender;
- A local community youth group has painted the concrete picnic tables at the Band Rotunda Reserve to brighten up the area, and have been met with a positive response; and
- Design work is underway for a pontoon for the Dargaville Wharf, which will allow the wharf to be utilised and draw people to this space on the river.



Actions from the Kaiwaka Township Improvement Plan continue to be progressed, including;

- A landscape designer being engaged to carry out some path and public space enhancements near the underpass and river. Some initial designs have been received which will be discussed with the community;
- Local artists have begun drawing up initial designs for sculptures signifying the entrance to Kaiwaka;

- Members of Kaiwaka Can are liaising with local landowners in regards to planting on their property boundary, in alignment with the planting plan detailed for the wider Kaiwaka township, in an attempt to beautify the township and narrow the road environment;
- Members of the Parks and Community Team have met on site with community members to discuss the future of the rest area and how this could be improved, potentially including a fenced dog park area; and
- A riverside walkway loop has been investigated and further feasibility will now be sought.

The Te Kopuru Domain community project is underway, with the buildings removed and local contractors removing the rubble free of charge. Council's Regulatory Team are currently developing a plan for a wooden obstacle course that they will install as part of a Team Building activity. Once organised, a community day will be arranged in celebration of the improvements made to this Domain.

An approach to revisit communities across the district as part of the 2017 Community Planning programme is currently being developed to be circulated to the Mayor and Council for their input. This will provide an opportunity for Council to reconnect with local communities.

The Council has funded community members to attend traffic management training in Whangarei, allowing them to be able to complete traffic management plans and carry out traffic management for community events. This has been a great way for Council to empower local community groups.

Community Funding

Applications for Community Assistance Policy Funding – Operational Grants, Capital Grants, and Contracts for Service were called for from 01 December 2016 – 03 February 2017. Applications for a variety of community projects, facilities and services were received, and are currently being processed and assessed.

Operational Grants will be allocated at Council's March meeting. Contract for Service and Capital Grant applications will be advertised from mid-March to mid-April to call for community feedback and Council will make a decision on Contract for Service and Capital Grant allocations at its June meeting.

The applications for the Mangawhai Endowment Lands Account which have been received are currently being processed and assessed. This also captures some Community Assistance Funding applications if they come from the Mangawhai area. It is anticipated these will be received by Council's new funding committee in late February/March.

The Creative Communities Scheme is currently open, with applications closing 4.30pm Friday 24 February 2017. The scheme is for arts activities that support access and participation, diversity, or involve young people. Council receives the funding for the scheme from Creative New Zealand.

Reserves and Open Spaces

Ongoing water pressure and supply issues at the Kaiwaka public toilets have meant these toilets have struggled to keep up with the increased demand over the busy period. The location and popularity of these toilets means there is high demand all year round, putting a strain on the water supply for flushing and causing the toilets to block. This has been investigated and a solution to fix this will be underway in February which will require installation of an onsite water tank and larger pump to meet demand.

Good news in Mangawhai, it was a remarkably event free month with no toilet failures due to extra pressure from the summer visitors.

An upgrade to the Kaiwaka Playground is progressing with the Parks Team engaging with local community groups to ensure the enhanced playground equipment is suitable and desirable to all users. A fence will also be installed and has been initiated by a local community group.

A project to clear the Kainui and Pearson Street Esplanade Reserves to allow for increased public access is also progressing. This seeks to identify and resolve private encroachments, some vegetation clearance and enable walking access from Molesworth Drive, in conjunction with a project initiated by Mangawhai Tracks Charitable Trust. This project, as a whole, will allow for increased walking access around Mangawhai's coast, aligning with recommendations of the Mangawhai Town Plan's open space workstream.

Feedback through the Community Planning programme in Mangawhai was that Council was not reflecting



Mangawhai's artistic community in the public space improvements we were making. As a result of this, the Parks and Community Team are carrying out two mural projects on Council-owned public toilet facilities in Mangawhai – Sellars Reserve and Mangawhai Activity Zone. Two Mangawhai artists have been engaged by Council to design and paint two mural projects in Mangawhai. Designs were called for from local artists and two successful designs/artists were then determined against a set of criteria. Murals on these facilities will be engaging and contribute towards creating a sense of place, through celebrating the identity, character and environment of Mangawhai. It will also enhance the look and feel of these public spaces and celebrate local artists. The images below show the design planned for the Sellars Reserve facilities. The mural for Mangawhai Activity Zone is being modified as a result of feedback from the Friends of Mangawhai Community Park Committee.

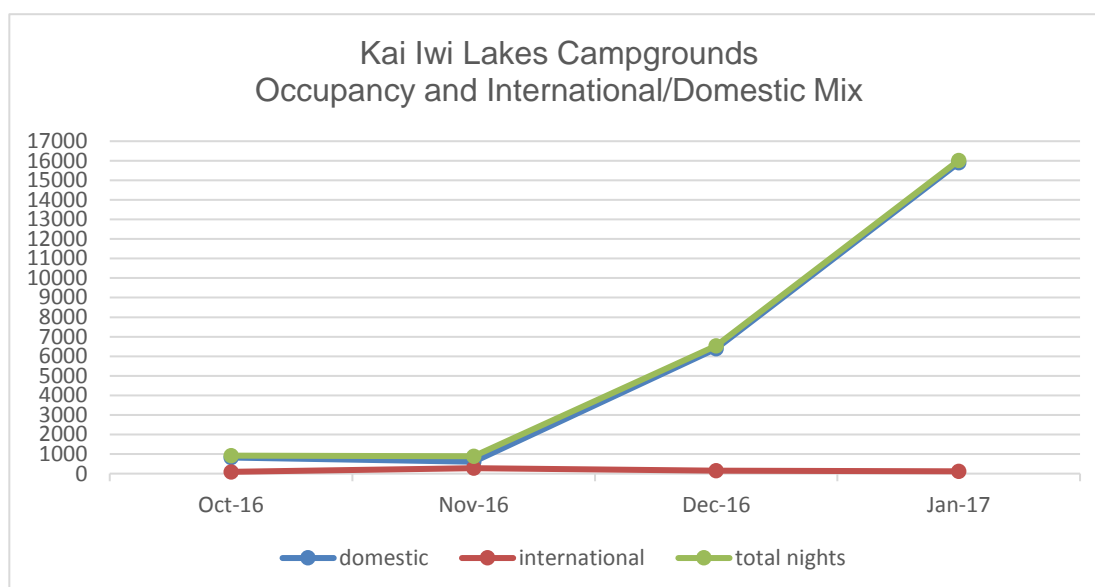
Implementation of the bi-annual playground audit safety recommendations have continued with completion scheduled for mid-February.

The tender for Kaipara District Council's Walking and Cycling Strategy review was awarded to MWH New Zealand Ltd. They are now working on reviewing relevant regional and national policy, and the Parks and Community Team are developing a stakeholder plan to engage with key stakeholders across the month of February, to inform the outcome of the new strategy. This is a joint project with the Roading team.

January 2017 has been one of the busiest summers experienced at Kai Iwi Lakes, with both campers and day visitors, and the consistently warm weather has had an impact. Campers and day visitors have provided great feedback on the tracks and the domain with all of the work that has been done over the past year. Campers were largely well behaved with only a handful of groups removed from the camp. This summer has seen an increase in non-European New Zealanders camping, mostly with a demand for powered camp sites.

Lake Waikare proved to be a popular spot for day visitors this summer especially over the statutory holidays

and weekends. The Custodians worked especially well in preventing problems before they eventuated further. Ongoing issues of some abusive day visitors, dogs and fires have still been a concern. However, bookings continue to come in steadily for the rest of the summer season.



Library

Highlights

Community connections

Children are starting to return their summer reading issues and claim their reward. This year's programme has improved on last year.

Our Stepping-up free adult computer classes are well established. The first class of 2017 will begin in the first week of February.

Circulation

On our first day back after the holidays we returned and shelved 670 items as well as issuing 651 and renewing 169. This is generally the busiest day of the year and staff coped well.

Collection

Our Maori non-fiction survey was completed in January. Of the twelve respondents five were okay with us combining the collection and seven were against. The no respondents were most vocal in their objections whereas the yes responses were flexible. We have decided to keep the Maori non-fiction collection separate.

Community libraries

Kaiwaka Library's Wi-Fi has been installed. The manager has had no problems to date and is thrilled to be sharing with the community. Mangawhai's Wi-Fi will be installed in early February.

Once the libraries have established the service we will offer training their volunteers to assist their customers in using our digital services.

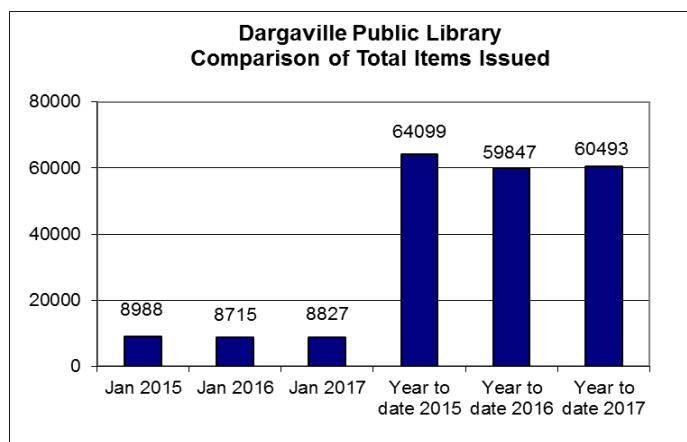
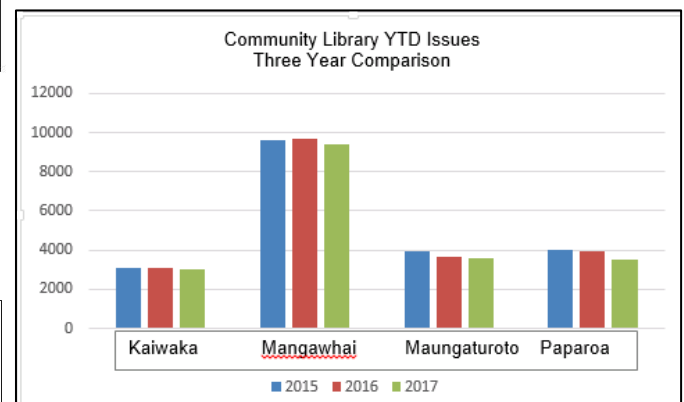
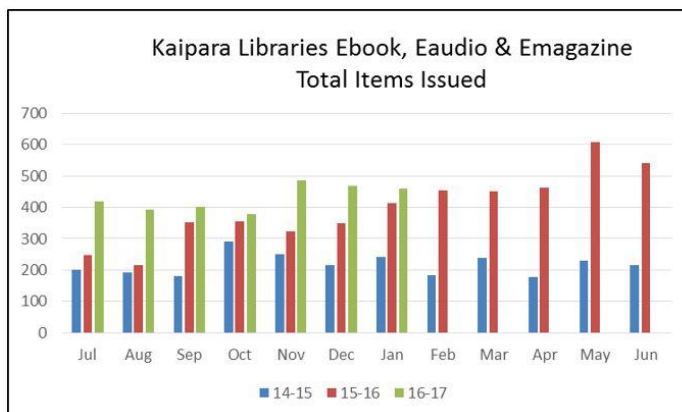


Redevelopment

Council will receive our report at their February meeting proposing an investigation to move the library to a bigger location. Once the Council has considered that report and responded we will work on a time frame to redevelop the existing location.

Statistics

- Wi-Fi sessions are continuing to increase. January was the first month we were over 2,500 sessions;
- Dargaville Public's issues are up on last year;
- The Community Libraries are tracking slightly below previous years; and
- Our e-lending and Wi-Fi use are showing steady growth.



2 Road and footpaths

Achievements during the month

Other than standby staff the contractors were still on their Christmas/New Year break for the initial few weeks of the month. The good summer weather is however prime for roading construction works so the contractors have returned to their busy period. Progress on the seasonal capital works projects has resumed with good progress expected over the next four months.

Maintenance activities on the sealed network were progressed with pothole patching and clearing of culverts the focus for January.

The dry period sees an increase in service requests related to issues on the unsealed network, particularly dust-related concerns and corrugations. Unfortunately, short of significant spending on wet rolls (i.e. using water tankers to add moisture to the metal to allow effective grading & rolling) there is very little Council can do to alleviate these concerns.

New safety rails were installed at Baylys Coast Road and Kelley's Bay, both sites of fatalities.



Baylys Coast Road Guard railing

Road Safety

Unfortunately there was a car crash on State Highway 12 near Matakohē which resulted in a fatality. Road fatalities in the Kaipara region (includes local roads and state highways) totalled 9 for the 2016 calendar year.

Capital Works

Progress on capital projects

Category	Project Name	Status NB: PCC = Practical completion	Physical Works % Complete	Physical Works Completion Due
Minor Improvements	794 Pouto Road bridge replacement	Physical works have resumed	20%	Feb 2017
	799 Parore - Waihue intersection Wairere-Causar-Paparoa Station intersection	Started	5%	Mar 2017
	807 Bridge guardrail/approaches improvements 2016/2017	Completed	100%	Dec 2016
	812 Arapohue Road culvert replacement 2016/2017	Physical works starting in March	-	April 2017
Seal Extensions	806 Black Swamp Road	Physical works started	10%	Mar 2017
Pavement Rehabilitation 2016/17	814 Dunn, Robertson, Whenuanui Reserve, Whitcombe	Physical works started	5%	Mar 2017
	815 Mangawhai, Tinopai	Physical works started	5%	Mar 2017
	816 Tangowahine Valley, Hoanga Road, Tangowahine Road slip	Completed	100%	Dec 2016

Health and Safety

Audits: Eight audits were carried out in January with no serious non-compliances identified.

Date	Con #	Contractor	Location	Audit Type	Results
24.01.17	815	Broadspectrum	Mangawhai Road	HS&Q	Satisfactory
24.01.17	815	Broadspectrum	Mangawhai and Tinopai Roads	Env	Instruction given
24.01.17	815	Broadspectrum	Mangawhai Road	TMP	High
24.01.17	814	Harrisons subcontracting	Dunn Road	HS&Q	Instruction given
24.01.17	814	Harrisons subcontracting	Dunn Road	Env	Satisfactory
24.01.17	814	Harrisons subcontracting	Dunn Road	TMP	High
31.01.17	794	Harrison Contracting	Pouto Road Bridge	HS&Q	Instruction given
31.01.17	799	Broadspectrum	Waihue/Parore West Intersection	HS&Q	Satisfactory

Overweight Permits: 23 new permits were issued in January (compared with 5 in December 2016).

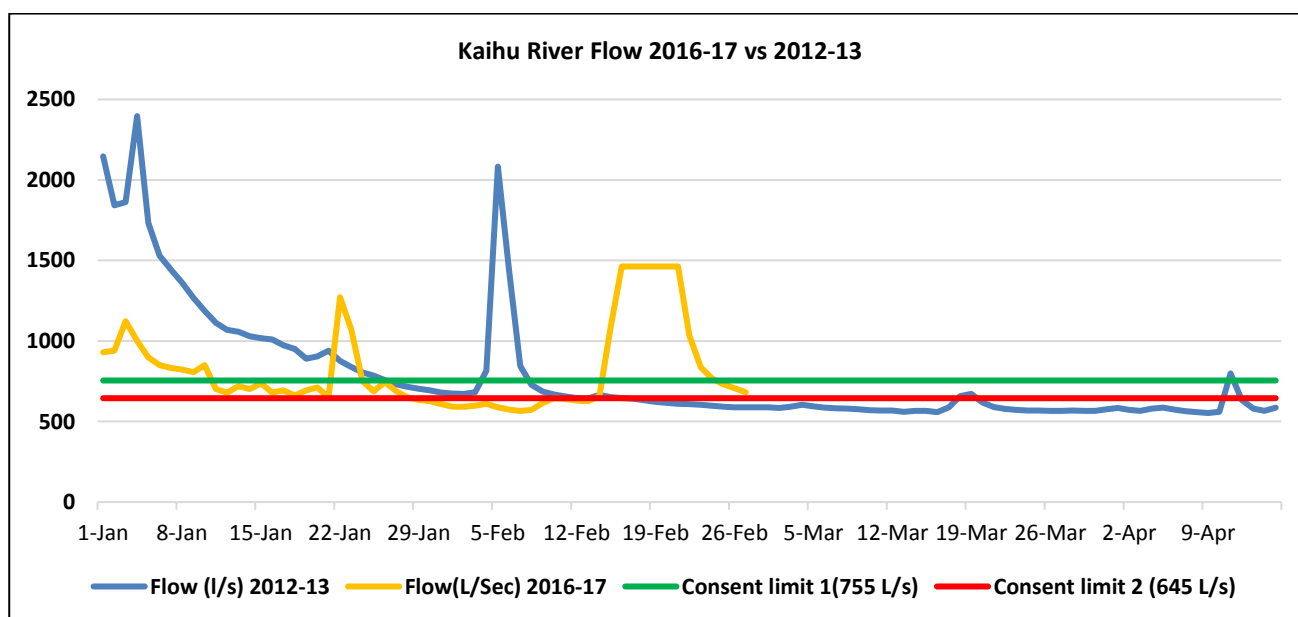
3 Water Supply and Wastewater

Achievements during the month

Similarly, other than standby staff the contractors were on their Christmas/New Year break for the initial few weeks of the month. All faults in the systems were attended to in accordance with the maintenance contracts.

The dry conditions in the district and the consequential low Kaihu River flows prompted the urgent implementation of water restrictions (i.e. hose and sprinkler bans) in Dargaville and Baylys Beach in accordance with the Drought Management Plan. The Maungaturoto, Ruawai, Mangawhai and Glinks Gully water supply systems however coped without the need to implement water restrictions. The rain received did little to alleviate the low river flows in the Kaihu River.

Kaihu River Flow



Routine sampling of Council's water supply systems was carried out in accordance with approved sampling programmes (sampling for E-Coli and Free Available Chlorine Equivalent). No anomalies were recorded for the month

A peak inflow of 1,204 m³/day was received at the Mangawhai Wastewater Treatment Plant on 01 January and the plant coped well.

Capital Works

Progress on capital projects:

Category	Project Name	Status NB: PCC = Practical completion	Physical Works % Complete	Physical Works Completion Due
Water	827 - renewal of 4.5kms of the Baylys Beach bulk watermain	Physical works have resumed	95%	Mar 2017
	849 Dargaville water supply renewals)	Tender evaluation	5%	May 2017
	838 – renewal of 110m of the Ruawai water supply main	Completed	100%	Dec 2016
	840 - Mangawhai Water Treatment Plant Upgrade.	Plant has been commissioned. The SCADA work is in progress.	90%	Mar 2017
	842 & 843 - Installation of backflow preventers.	38 out of 85 backflow prevention devices have been installed.	45%	Mar 2017
Wastewater	848 - Dargaville wastewater renewals	Tender evaluation	5%	May 2017
	847 - Mangawhai Community Wastewater Scheme Irrigation extension.	Project was awarded to Waterforce – design has commenced.	10%	Apr 2017
	Maungaturoto Oxidation Pond Desludging	Tender	5%	May 2017
	Estuary Drive Pump Station	Tender	5%	May 2017
Stormwater	Property purchase	Completed	100%	Nov 2016
	850 - Dargaville stormwater renewals	Tender evaluation	5%	May 2017

Health and Safety

No health and safety audit non-compliances or safety issues were identified during January. One near miss was recorded by the operations and maintenance contractor for the month of January.

Operations and Maintenance

Programmed maintenance activities were progressed as programmed. Urgent requests for services were responded to and resolved within required timelines.

Routine sampling of Council's water supply systems was carried out in accordance with approved sampling programmes (sampling for E-Coli and Free Available Chlorine Equivalent). No anomalies were recorded for the month.

Routine sampling of Council's wastewater systems showed compliance with the respective resource consents with the exception of the Kaiwaka and Te Kopuru Wastewater Treatment Plants. Kaiwaka continues to exceed its consent limits relating to bacteriological parameters, and Te Kopuru is still exceeding its consent limits relating to ammonia. Both are under further investigation and monitoring as agreed with the Northland Regional Council.

The Mangawhai Wastewater Treatment Plant inflows peaked on New Year's Day at 1,204 m³ for the day. This compared with a peak inflow of 1,024 m³ recorded on New Year's Day in 2015 (New Year's 2016 recorded an inflow of 1,142 m³ for the day however, there was significant rainfall so is not a good comparison).

A low 4.5 mm of rain fell in Mangawhai during the month allowing the wastewater scheme's land disposal irrigation system to be maximised. Grazing and cutting of all irrigation zones was completed during the month.

4 Land Drainage

Achievements during the month

The dry conditions in the district were favourable for the seasonal drain spraying and machine cleaning of open drains within the various land drainage schemes. Renewal of the Raupo Drainage District's large Floodgate No. 38 is programmed to commence in February (precast panels have been constructed) subject to favourable weather conditions.

Capital Works

Category	Project Name	Status NB: PCC = Practical completion	Physical Works % Complete	Physical Works Completion Due
Land Drainage	813 - renewal of Floodgate N°38	Physical works starting in February	40%	Mar 2017
	833 - renewal of Floodgate N°53	Tender evaluation	5%	Apr 2017

Aoroa Drainage District

Drain spraying has been completed on drain 2 and 3 in the District.

Tangowahine N°1 Drainage District

Machine cleaning has been completed in the district's N°1 floodgate outlet from Settlement Road Bridge to the river, and from the floodgate inlet to the drains N°s 2 and 7 branch.

Tangowahine N°2 Drainage District

Drain spraying has been completed in the district's drains N°s 1, 2, and 3.

Tatarariki N°3 Drainage District

Drain spraying has been completed in the district's drains N°s 2, 3, 4, and 5.

Tikinui Drainage District

Drain spraying has been completed in the district's drains N°s 2, 3, 4, and 5.

Hore Drainage District

Drain spraying has been completed in the district's drains N°s 1, 2, 3, 4, 7, 8, 11, 12, 13, 18, 21, 23, 26, 28, and 34. Machine cleaning has been completed in drain N°19 on the Bradley property to State Highway 12. Machine cleaning has been completed in drain N°27 from floodgate N°29 to branch N°25.

Hoanga Drainage District

Drain spraying has been completed in the district's internal drains N°s 1, 2, and 3.

5 Regulatory

Resource Management

During the month of January 2017, 30 resource consents, were processed to a decision with 100% in accordance with the statutory timeframe. 13 of these were subdivisions and 17 were land use consents. A total of 41 consents were received. There are 60 consents outstanding, of which several are on hold or awaiting notification proceedings.

Consent numbers for January are high compared to previous years, indicating that the consent workload for 2017 will be the same or higher than 2016.

There are currently four notified consents going through the notification and hearing process which are being managed by external consultants, see table below.

RM Number	Notification	Applicant	Address	Proposal	Submissions received	Status
160216 and 160234	Publicly Notified	The Rise Ltd	Cove Road Mangawhai	32 lot rural-residential subdivision	2 – not heard	Hearing scheduled 10 March.
160256, 160258 and 100118A	Publicly Notified	Sanctuary North Ltd	Cove Road Mangawhai	10 lot subdivision, cancellation of no subdivision consent notice and variation to commercial land use consent	1 – not heard	Two applications withdrawn (160258 and 100118A), hearing not required. Commissioners to make decision.
160313	Limited Notified	CC Latner Ltd	20 Robert Street Mangawhai Heads	2 lot residential subdivision of 1,000m2 site	11 – 10 wish to be heard	Applicant has suspended consent.
160285	Limited Notified	Pro Land Matters Ltd	40 Pearson Street Mangawhai	55 lot residential subdivision of large site	25 – not finalised	Hearing yet to be held.



Pearson Street Subdivision Original Site Layout – 55 Lots



Pearson Street Subdivision Amended Site Layout – 48 Lots

The Regulatory Officer has issued four 224 certificates for completed subdivisions, creating eight additional lots, three in the Otamatea area and five elsewhere.

The resource consent debt recovery project has significantly reduced levels of debt from its inception 21 months ago. From an overdue amount of \$908,000 back in May 2015, this has been reduced by \$786,000 with only \$122,000 remaining and in need of follow up. This is an overall decrease in doubtful debt by 92%.

Building control

The total number of building consents received for January 2017 was 38. The combined value of these projects totals \$8,259,636. There were 16 new dwellings and relocates received in the month of January with a value of \$4,742,516 of which eight applications were within Mangawhai at a value of \$2,887,000. There were four commercial consent applications to the value of \$2,501,120. Other consents that amounted to 18 to the value of \$1,016,000 were also received within this period.

Building consent targets were not met for the month of January 2017 as two consents went overdue and the statistics reduced to 92% on time. The average time to process building consents was 16.42 working days.

31 PIM applications were received with 33 processed for the month – with two being issued outside the statutory 20 working days timeframe.

During January there were 49 LIM applications received for building comments; 119 service requests responded to by the Building Consent Authority (BCA) of which 32 were completed by the Territorial Authority (TA). There were 245 building inspections undertaken.

The total number of code compliance certificates issued during January 2017 was 33 with an average of five working days per file. Code Compliance Certificate targets of 100% were met for the month of January.

The BCA received information that a concrete block membrane wall was leaking on a consented dwelling. A notice to fix has been issued and the building company are investigating this allegation against them.

The TA is currently investigating several buildings, some which are consented as sheds, offices or studios which are now being used as dwellings. Often these buildings have issues which can classify them as insanitary and/or dangerous buildings.



Oops! shower waste in wrong place, not uncommon



Engineering fixings midfloor joists also see safety net under trusses

Dog, Stock, Noise, Parking, Bylaws

No further dogs have been reported with regard to stock worrying or attacks during January 2017. Further emphasis has been highlighted to both Council's contractors (Armourguard and Regthedog) with regard to ensuring that no service requests go overdue. This has been reinforced in writing by the Regulatory Manager.

As per usual the month of January has required additional noise and parking monitoring/enforcement due to the increase in holiday makers particularly in the Mangawhai area.

Health and alcohol

No further food operators have been signed up to food control plans (FCP's) during January 2017. Kaipara has a total of 88 food operators currently signed up to (FCP's). A further five are expected to be signed up during February 2017.

The asbestos situation in Dargaville remains under remedial work.

Alcohol applications remain routinely consistent. There are currently 36 applications in progress, which include seven awaiting determination by the District Licensing Committee (DLC) at the hearing scheduled for 10 February 2017. The DLC determined 15 applications during January 2017. The average number of working days for issued applications for January was 16.2 days.

A full hearing of the DLC was held on Friday 20 January 2017 to determine two opposed applications which are currently before the Alcohol Regulatory and Licensing Authority (ARLA) in Wellington. The DLC sanctioned the recommendation to adjourn the hearing of the applications until the matters are heard by the Authority.

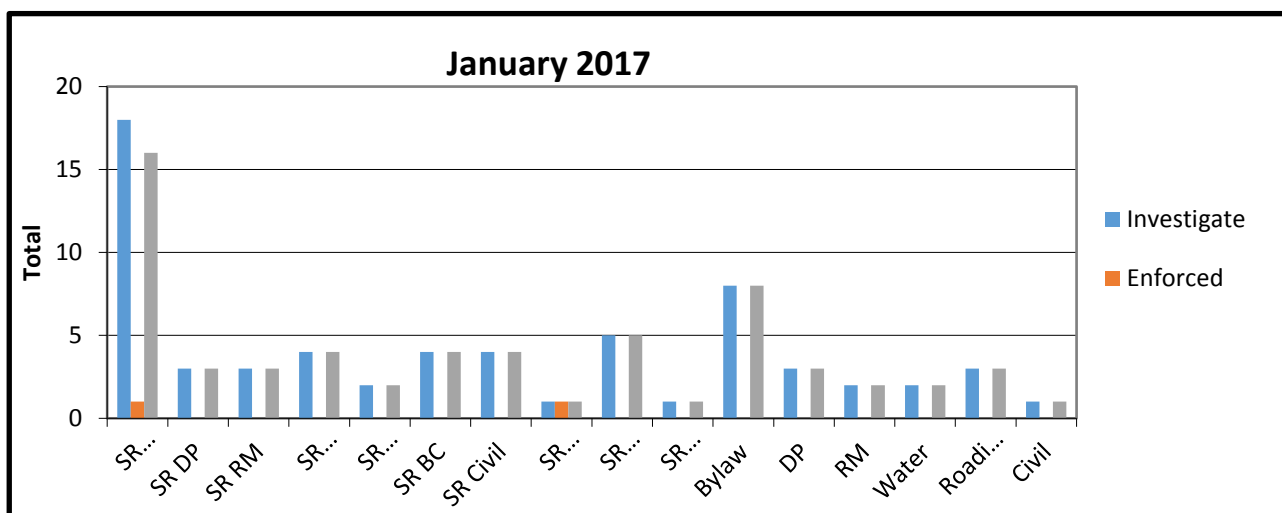


Health and safety – exposed stormwater drain



Food safety audit – Mangawhai restaurant

Monitoring and Compliance Activity



Enforcement

There were 64 investigations carried out in January 2017.

- 2 enforcement actions
- 62 actions Informally resolved.

Activity	Received	Enforcement	Informally Resolved
Bylaws	26	1	25
District Plan	6	0	6
Resource Management Act	5	0	5
Water	3	0	3
Roading	5	0	5
Civil	5	0	5
Building Consents	4	0	4
Health	5	0	5
Parks and Reserves	0	0	0
Litter	1	1	0
Queries	4	0	4
Total	64	2	62

6 Corporate Services

Human Resources

As at 31 January 2017 employment related data:

	Annual Plan Budget	Actual	Variance
Head Count	115	108	7
Full Time Equivalent	111.7	104.7	7
Employment Costs (YTD to January)	\$5.09m	\$5.19m	\$0.10m

The following appointments were made during January:

- Technical Support Officer – Resource Consents
- Technical Support Officer – Building Control
- Team Leader Building Technical Support

The following positions were vacated during January:

- Roading Projects Engineer
- Roading Contracts Administrator
- IT Manager
- Senior Policy Analyst
- Library Assistant/Technical Support
- Technical Support Officer

Health and Safety

There were three minor accidents reported by Council staff, and one by a contractor during January. Additionally there three accidents reported by members of the public at our Pahi and Taharoa Reserves, none of which were linked to Council's campground activities.

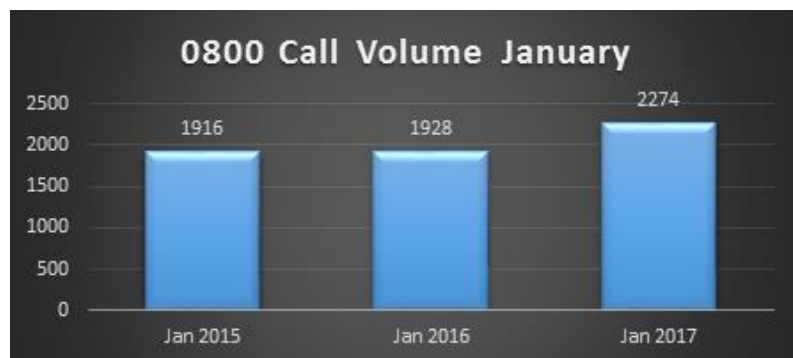
There were also five incidents or near misses reported by Council contractors.

Council officers conducted eight audits of contractor activities during January. Whilst most produced satisfactory results, some areas for improvement were identified and activity managers will be following up on those matters in the forthcoming weeks.

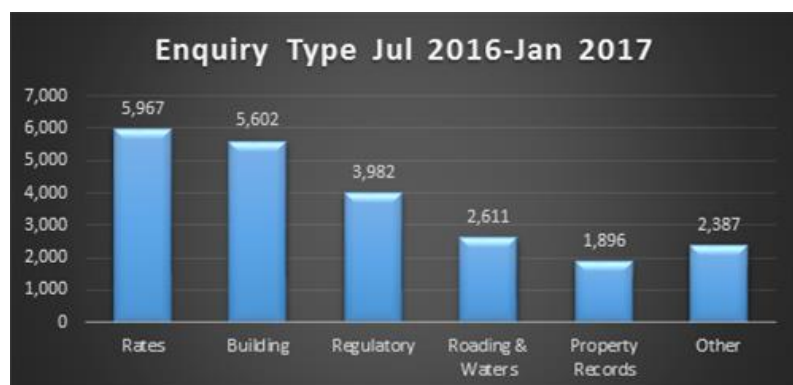
Customer Services

Based on available data (e.g. 0800 telephone calls) and anecdotal evidence, Council's frontline customer service team is experiencing significant growth in the volume of customer enquiry across all channels (counter enquiries, telephone calls, and emails). This is consistent with the increase in economic activity in the district.

For the month of January 2017, 0800 call data compared with the previous two years is as follows:



Customer Enquiry data year to date:



Information services

There are a number of projects underway which are designed to enhance Council's capability to conduct its core business. Two of these projects (the replacement of the PABX and the installation of Customer Service Software) are being delayed pending the identification of suitable Wide Area Network infrastructure that can guarantee call quality. Options for addressing this network infrastructure restriction are being explored with a number of telephony providers.

Recruitment to the vacant IT Manager position was underway with an excess of 70 applications received.

c) Contract acceptances

Contract 842 – Installation of Testable Backflow Preventers Dargaville Raw Watermain 2016/2017

Awarded to Broadspectrum for the tender price of \$39,444.90 (GST excl)

Offered to Broadspectrum under clause E2.2.4 of the Three Waters Operations and Maintenance Contract 798 (Ordered Work) ,within the approved terms of Council's 2016/2017 Water Services budget.

Contract 843 – Installation of Testable Backflow Preventers Maungaturoto Raw Watermain 2016/2017

Awarded to Broadspectrum for the tender price of \$11,544.90 (GST excl)

Offered to Broadspectrum under clause E2.2.4 of the 3 Waters Operations and Maintenance Contract 798 (Ordered Work) ,within the approved terms of Council's 2016/2017 Water Services budget.

Contract 847 – Mangawhai Community Wastewater Scheme Irrigation Extension 2016/2017

Awarded to WaterForce for the tender price of \$256,106 (GST Excl)

1 tender received, within approved terms of Council's 2016/2017 Water Services budget.

Contract 852 – Mangawhai Stormwater Catchment Management Plan 2016/2017

Awarded to MWH for the tender price of \$33,684 (GST Excl)

Lowest price conforming of 3 tenders, within approved terms of Council's 2016/2017 Water Services budget.

d) Looking forward

1	Thursday 16 March	Harding Park/Pou Tu Te Rangi	Dargaville – 2.00pm
2	Tuesday 04 April	Council	Dargaville – 10.00am
3	Monday 08 May	Council	TBC – 10.00am
4	Tuesday 09 May	Mangawhai Community Park	Mangawhai – 10.00am
5	Thursday 11 May	Taharoa Domain Governance	Dargaville - 2.00pm
6	Friday 19 May	Raupo Drainage Committee	Ruawai – 10.00am
7	Monday 12 June	Audit, Risk and Finance	Mangawhai – 2.00pm
8	Thursday 15 June	Harding Park/Pou Tu Te Rangi	Dargaville – 2.00pm
9	Monday 26 June	Council	Dargaville – 10.00am

Chief Executive's Report

Part Two - Financial Report

❖ **31 January 2017**





















January 2017 Financial Report

This report covers:




- Whole of Council Overview;
- Statement of Operating and Capital Performance including commentary on activities;
- Statement of Financial Position; and
- Cash Flow.

Whole of Council Overview

Key Indicators for year to date January are set out in the tables below.

	Year to Date January 2017				Full Year	
	Actual \$000's	Budget \$000's	Variance \$000's	Indicator	Budget \$000's	Forecast \$000's
Total Rates	19,430	18,805	625		32,287	32,331
Operating Subsidies and Grants	3,320	2,869	451		5,302	4,442
Activity Revenue and Other Income	3,445	2,576	869		4,346	5,195
Total Operating Income	26,195	24,250	1,945		41,935	41,968
Employee Benefits	5,188	5,092	(96)		8,614	8,918
Contractors	5,242	5,474	232		9,913	8,505
Professional Services	1,981	2,822	841		4,768	4,910
Repairs and Maintenance	1,797	1,619	(178)		2,798	3,161
Finance Costs	1,811	2,007	196		3,440	3,335
Other Activity Costs	2,978	3,372	394		5,507	6,065
Total Operating Costs	18,997	20,386	1,389		35,040	34,894
Operating Surplus / (Deficit) before Depreciation	7,198	3,864	3,334		6,895	7,074
Capital Subsidies	1,941	2,958	(1,017)		6,355	6,749
Contributions	652	693	(41)		1,190	1,237
Other Capital revenue	451	0	451		150	273
Total Capital Revenue	3,044	3,651	(607)		7,695	8,259
Capital Expenditure	5,493	7,189	1,696		15,863	18,055
Other Capital Payments						
Total Capital Payments	5,493	7,189	1,696		15,863	18,055
Subtotal Capital	(2,449)	(3,538)	(2,303)		(8,168)	(9,796)
Surplus / (Deficit) before Loan Payments and Depreciation	4,749	326	4,423		(1,273)	(2,722)

	June 2016	January 2017	June 2017
Public Debt	64,961	55,450	64,748

Key  Favourable  Unfavourable within 5% of budget  Unfavourable over 5% of budget

- Attachments**
- 1 Statement of Operating and Capital Performances
 - 2 Statement of Financial Position
 - 3 Cash Flow

Statement of Operating and Capital Performance

Note: The above summary provides more detail than the Council and activities statements. These will be expanded to show additional information.

Rates Revenue: The small favourable variance for rates year to date January relates mainly to water by meter billings which are above budget. In January further rates penalties of \$294,000 were applied and rates including penalties totalling \$9,000 were remitted in accordance with Council policy e.g. Uniform Annual General Charges (UAGC's) and Uniform Annual Charges (UAC's) for contiguous properties.

Other Revenues: Regulatory income for January is below budget however revenue continues above budget for the year to date. The short month due to summer holidays has slowed activity however this is expected to be temporary. January revenue at Kai Iwi Lakes is \$85,000 above budget. NZ Transport Agency (NZTA) operating subsidies are above budget for the year to date reflecting higher costs incurred from maintenance operations.

Operating Costs: Activity costs in January are below budget by \$192,000 mainly due to lower professional services and IT costs in district leadership and lower roading costs. The higher costs in water supply and community activities are offset by lower costs in the remaining activities. For the year to date January repairs and maintenance costs are above budget due to water supply costs and community activities. The higher water supply costs are due to the new contract and will continue and the community costs are seasonal and will revert to budget in the coming months.

The reclassification in October of professional charges relating to the treatment of costs from the Northland Transport Alliance (NTA) accounts for much of the lower than budget activity costs for the year to date December. Council costs were previously coded as external and now have been more correctly classified as internal. The offset is in internal recoveries which are above budget due to the new arrangements for the NTA. An additional effect of the new arrangements is that there is a reclassification between solid waste and roading. The balance of year to date lower than budget costs relate to engineering and professional services.

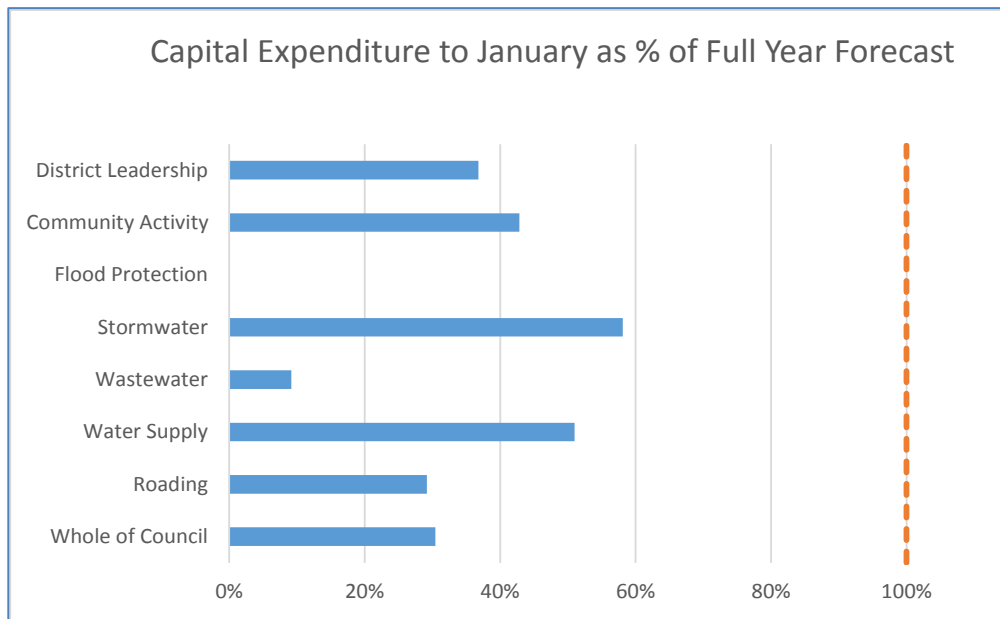
Employee benefits are above budget for the month and year to date. This is expected and was included in forecast one. The higher costs are predominately in regulatory to cope with continued growth and is covered by increased revenue.

Finance costs of \$1,811,000 are \$196,000 below budget reflecting the lower intra year loan balance.

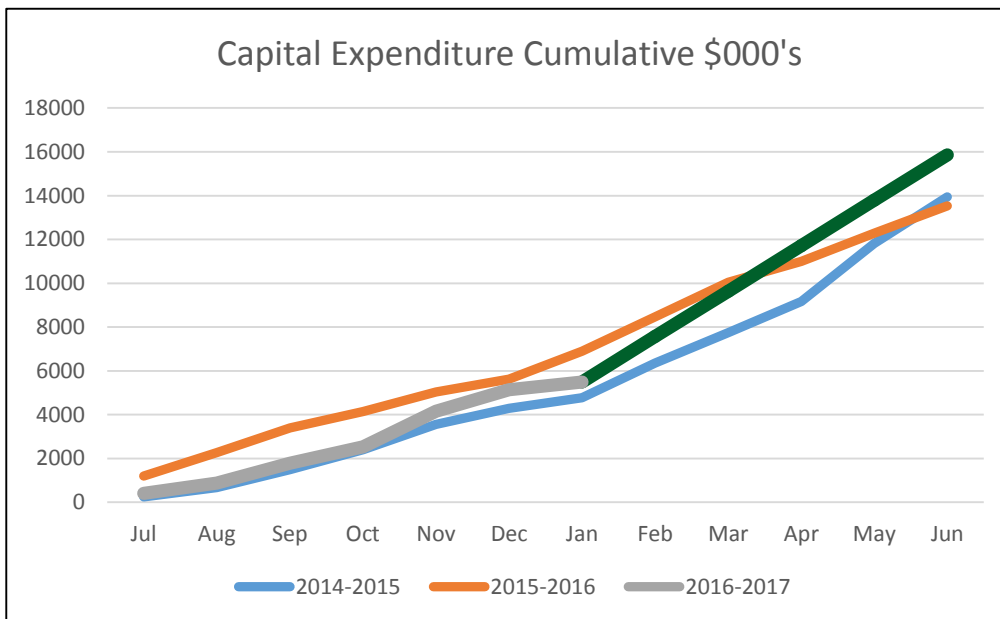
Capital Revenue and Costs: Subsidies within roading are below budget for the month and year to date January reflecting the low capital expenditure spend. The subsidies directly relate to the volume of work performed.

Council capital expenditure of \$5.5 million is below budget by \$1.7 million for the year to date January. The spend to date is 30% of the year's forecast. The major expenditure over the coming months will be roading and other infrastructure and should see high levels achieved during the summer months to meet forecast. A more formal review will be completed with forecast two after completion of the February month end.

The following graph displays the % complete for Council and each activity compared with Forecast One.



The below graph compares the last three year's capital expenditure with the green line the spend required to reach budget.



Development and financial contributions receipts for the year to date were \$652,000 just below budget. The year to date budget for contributions is \$693,000. The actual receipts are made up of development contributions of \$244,000 (Mangawhai Community Wastewater Scheme \$184,000, roading \$54,000 and other schemes \$6,000) and financial contributions of \$408,000. Receipt of contributions is related to the timing of subdivisions and difficult to predict.

No further land was sold in January. Sales for the year to date are:

- 27 Wharfdale Crescent, Mangawhai \$124,000
- 250 Molesworth Drive, Mangawhai \$327,000

Total land sales are currently \$451,000 against a full year budget of \$150,000.

Statement of Financial Position

Trade and Other Receivables have increased with instalment three of rates billed in January. Accrued revenue has decreased with a lower claim against NZTA for January subsidies.

Trade and Other Payables have increased with an accounting entry made to hold the February and March rates billings charged in January.

Public Debt

Public debt has been temporarily reduced to \$55.4 million with the use of the cash held at year end and surplus cash received for the year to date. As the year progresses requirements for committed capital expenditure will reverse this trend. The debt level will be reviewed as part of Forecast Two.

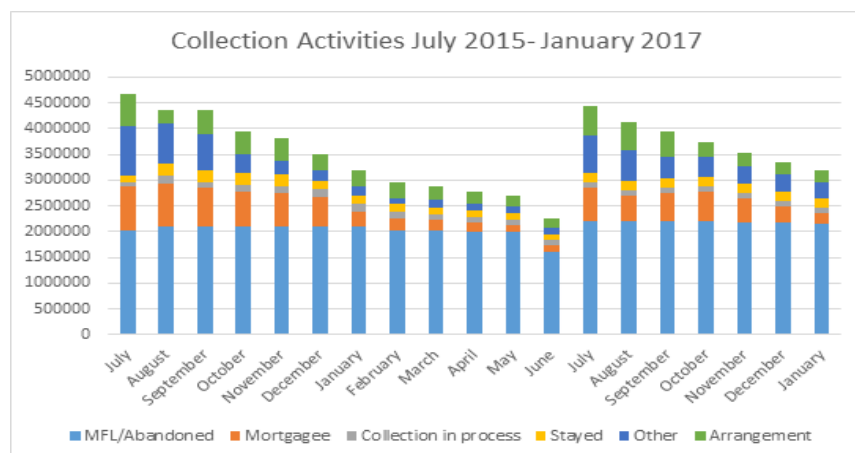
Commentary on Activities

Commentaries are now included on the relevant Statement of Operating and Capital Performance included with this report.

Debtors

Land rates arrears (prior years) at 31 January 2017 are \$1.0 million excluding \$2.0 million arrears for Maori Freehold and Abandoned Land. At 30 June the arrears were \$2.6 million.

The below graph represents land rates arrears collection activities, in July 2016, the 2015/2016 current arrears were restated as prior years arrears.



Other debtors' arrears (older than 30 days) comprising mainly water rates debt, are \$1.1 million. The level of arrears remains at a similar level to previous months with collection activities ongoing. Arrears letters have been sent to more than 400 water rates debtors where materiality and age of debt warrant formal collection procedure.

The table below is a summary of aged debtors at 31 January 2017.

Other Debtors	30 Days		60 Days		90 days		Total Arrears	
Aged Arrears at 31 January 2017	\$ Number		\$ Number		\$ Number		\$ Number	
Resource Consents	25,000	14	1,000	4	73,000	47	99,000	65
Licensing, compliance, pools	5,000	12	-	2	14,000	24	19,000	38
Building Consents	29,000	8	1,000	5	235,000	22	265,000	35
Sundry debtors - housing	-	-	-	-	-	1	-	1
Sundry debtors	91,000	6	3,000	3	62,000	18	156,000	27
Water rates	101,000	278	44,000	138	396,000	557	541,000	973
Total	251,000	318	49,000	152	780,000	669	1,080,000	1,139

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
Whole of Council												
Operating Revenues												
Rates	2,589	2,638	-49	-1.9%	18,609	18,368	241	1.3%	31,537	31,581	Whole of Council Further rates penalties of \$294,000 were charged in January. Activity revenue for January is above budget due to higher Kai Iwi Camp revenues. Activity costs for the month are \$192,000 below budget due to lower costs mainly in District Leadership and Roothing. The capital works completed in January totalled \$350,000 and at \$5.5 million for the half year is 30% of the year's forecast. Finalising and agreeing the Mangawhai Town Plan may delay some projects and roading could finish the year below forecast. For more detail please refer to main financial commentary.	
Rates (Penalties)	285	62	223	356.4%	821	437	384	87.8%	750	750		
Activity Revenue	488	383	105	27.4%	3,235	2,399	835	34.8%	4,043	4,895		
Subsidies and Grants - Operational	310	320	-9	-2.9%	3,320	2,869	451	15.7%	5,302	4,442		
Investments and Other Income	49	25	23	92.0%	210	176	34	19.1%	303	300		
Total Operating Revenues	3,721	3,429	292	8.5%	26,195	24,250	1,945	8.0%	41,935	41,968		
Operating Costs (excl. Depreciation)												
Activity Costs	1,468	1,660	192	11.5%	12,096	13,287	1,190	9.0%	22,986	22,147		
Internal Charges	701	512	-189	-37.0%	5,105	3,584	-1,521	-42.4%	6,144	8,849		
Internal Recoveries	-660	-512	148	-28.9%	-5,203	-3,583	1,620	-45.2%	-6,144	-8,354		
Employee Benefits	794	707	-87	-12.3%	5,188	5,092	-96	-1.9%	8,614	8,918		
Finance costs	257	287	29	10.2%	1,811	2,007	196	9.8%	3,440	3,335		
Total Operating Costs (excl. Depreciation)	2,561	2,654	93	3.5%	18,997	20,386	1,389	6.8%	35,040	34,894		
Operating Surplus/(Deficit) (before Depreciation)	1,159	775	385	49.7%	7,198	3,864	3,334	86.3%	6,895	7,074		
Capital Funding												
Subsidies and Grants - Capital	22	805	-783	-97.3%	1,941	2,958	-1,017	-34.4%	6,355	6,749		
Contributions	49	99	-50	-50.4%	652	693	-41	-5.9%	1,190	1,237		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	1,250	2,500	-1,250	-50.0%	-9,511	-1,883	-7,628	405.1%	-213	-213		
Sale of Assets	0	0	0	0.0%	451	0	451	0.0%	150	273		
Total Capital Funding	1,321	3,404	-2,083	-61.2%	-6,467	1,768	-8,236	-465.7%	7,482	8,047		
Total Capital Funding and Operating Surplus	2,480	4,178	-1,698	-40.6%	731	5,632	-4,901	-87.0%	14,377	15,121		
Capital Payments												
Capital Expenditure	350	1,759	1,408	80.1%	5,493	7,189	1,695	23.6%	15,863	18,055		
Total Capital Payments	350	1,759	1,408	80.1%	5,493	7,189	1,695	23.6%	15,863	18,055		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)												
	2,130	2,419	-289	-12%	-4,763	-1,557	-3,206	206%	-1,486	-2,934		
Memo Accounts												
Depreciation	800	800	0	0.0%	5,600	5,600	0	0.0%	9,600	9,600		
Provisions	0	0	0	100.0%	32	0	-31	-6801.1%	90	60		
Total Memo Accounts	800	800	0	0.0%	5,632	5,600	31	0.6%	9,689	9,659		

Kaipara District Council
Financial Reporting

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary	
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000		
Statement of Operating and Capital Performance													
Community Activities													
Operating Revenues													
	Rates	315	333	-19	-5.6%	2,203	2,210	-7	-0.3%	3,778	3,778	<div>Community Activities</div> <p>Activity revenue is above budget for the month by \$85,000. This relates to Kai Iwi Camp fees above budget for January. For the year to date January revenues are now \$226,000 above budget.</p> <p>Activity costs are above budget for January by \$59,000. Repairs and maintenance is above budget due to higher costs at Kai Iwi and Taharoa Domain \$22,000 and Parks buildings \$10,000. Also higher cleaning costs for toilets of \$15,000. For the year to date January costs are above budget by \$90,000. Higher contractor and repair costs at Kai Iwi, Mangawhai and Taharoa are only partially offset by lower professional services. Forecast one expects costs to be above budget by \$71,000 by year end, however the extra revenue from the Mangawhai and Kai Iwi Camps will offset most of the increase.</p> <p>Capital expenditure of \$52,000 was incurred in January. The year to date January spend now stands at \$775,000, which is 43% of the year's forecast. This is expected to catch up over the balance of the year except for projects impacted by the Mangawhai Town Plan which will most likely be held until the plan is finalised.</p>	
	Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Activity Revenue	195	110	85	76.8%	702	476	226	47.5%	753	804		
	Subsidies and Grants - Operational	0	4	-4	-100.0%	37	29	8	27.0%	50	50		
	Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Total Operating Revenues	509	448	62	13.8%	2,941	2,715	227	8.3%	4,581	4,632		
Operating Costs (excl. Depreciation)													
	Activity Costs	267	208	-59	-28.4%	2,008	1,918	-90	-4.7%	3,184	3,255		
	Internal Charges	63	63	0	-0.1%	440	441	0	0.0%	755	754		
	Internal Recoveries	-25	-25	0	0.0%	-174	-174	0	0.0%	-299	-299		
	Employee Benefits	73	49	-24	-48.5%	361	346	-15	-4.2%	589	601		
	Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Total Operating Costs (excl. Depreciation)	378	295	-83	-28.1%	2,636	2,531	-105	-4.1%	4,229	4,311		
	Operating Surplus/(Deficit) (before Depreciation)	132	153	-21	-13.8%	306	184	122	66.5%	351	321		
Capital Funding													
	Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Contributions	39	42	-3	-6.6%	384	292	92	31.6%	500	496		
	Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	6	6		
	Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Total Capital Funding	39	42	-3	-6.6%	384	292	92	31.6%	506	502		
	Total Capital Funding and Operating Surplus	171	194	-24	-12.3%	689	475	214	45.0%	857	823		
Capital Payments													
	Capital Expenditure	52	5	-48	-1059.9%	775	508	-268	-52.8%	1,373	1,809		
	Total Capital Payments	52	5	-48	-1059.9%	775	508	-268	-52.8%	1,373	1,809		
	Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)	118	190	-72	-38%	-86	-32	-54	166%	-516	-986		
Memo Accounts													
	Depreciation	13	13	0	0.0%	90	90	0	0.0%	154	154		
	Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Total Memo Accounts	13	13	0	0.0%	90	90	0	0.0%	154	154		

Kaipara District Council
Financial Reporting

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary	
31 January 2017		Actual	Budget	Variance		Actual	Budget	Variance		Budget	Forecast One		
		\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	%	\$'000	\$'000		
Statement of Operating and Capital Performance													
District Leadership													
Operating Revenues													
	Rates	358	348	10	2.8%	2,504	2,435	69	2.8%	4,180	4,205	District Leadership Instalment three of rates was charged in January. In addition further rates penalties of \$294,000 were applied in January. There was \$9,000 of adjustments to penalties. At year end an adjustment is made for statute barred rates which will reduce penalties closer to the budget value. Activity revenue year to date January includes payment of \$34,000 for the insurance claim relating to the burglary earlier in the year, recoveries for accounting services to the NTA of \$36,000 and water penalties of \$38,000. Activity costs are below budget for January mainly due to lower management services costs \$71,000 and IT costs \$24,000. For the year to date January costs remain below budget especially in professional services, IT costs and accounting services costs not yet incurred. Finance costs are below budget due to reduced intra year loan balances. Minimal capital expenditure was incurred in January. Spending will be monitored over the coming months and reviewed with Forecast Two.	
	Rates (Penalties)	285	62	223	356.6%	821	437	384	87.8%	750	750		
	Activity Revenue	60	13	47	352.3%	215	93	122	131.5%	159	194		
	Subsidies and Grants - Operational	0	0	0	0.0%	0	26	-26	-100.0%	26	0		
	Investments and Other Income	49	25	24	96.1%	205	174	32	18.3%	298	294		
	Total Operating Revenues	752	448	303	67.6%	3,746	3,166	580	18.3%	5,413	5,443		
Operating Costs (excl. Depreciation)													
	Activity Costs	368	449	81	18.1%	2,556	3,224	668	20.7%	5,456	5,446		
	Internal Charges	18	18	0	0.0%	128	128	0	0.0%	219	219		
	Internal Recoveries	-435	-435	0	0.0%	-3,045	-3,044	1	0.0%	-5,219	-5,220		
	Employee Benefits	425	388	-37	-9.6%	2,794	2,847	52	1.8%	4,740	4,782		
	Finance costs	257	287	29	10.2%	1,811	2,007	196	9.8%	3,440	3,335		
	Total Operating Costs (excl. Depreciation)	633	707	74	10.4%	4,244	5,161	918	17.8%	8,635	8,563		
	Operating Surplus/(Deficit)	118	-259	377	-145.7%	-498	-1,996	1,498	-75.1%	-3,222	-3,120		
	(before Depreciation)												
Capital Funding													
	Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Contributions	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
	Loans Drawn/(Repaid)	1,250	2,500	-1,250	-50.0%	-9,511	-1,883	-7,628	405.1%	587	587		
	Sale of Assets	0	0	0	0.0%	451	0	451	0.0%	150	273		
	Total Capital Funding	1,250	2,500	-1,250	-50.0%	-9,060	-1,883	-7,177	381.2%	737	860		
	Total Capital Funding and Operating Surplus	1,368	2,241	-873	-39.0%	-9,558	-3,879	-5,679	146.4%	-2,485	-2,260		
Capital Payments													
	Capital Expenditure	5	44	39	87.8%	306	595	289	48.6%	626	832		
	Total Capital Payments	5	44	39	87.8%	306	595	289	48.6%	626	832		
Surplus/(Deficit)													
	(before Depreciation, Provisions and Operating Funds)	1,363	2,197	-834	-38%	-9,864	-4,474	-5,390	120%	-3,111	-3,092		
Memo Accounts													
	Depreciation	30	30	0	0.0%	208	208	0	0.0%	357	357		
	Provisions	0	0	0	0.0%	0	0	0	0.0%	89	89		
	Total Memo Accounts	30	30	0	0.0%	208	208	0	0.0%	446	446		

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
Emergency Management												
Operating Revenues												
Rates	15	15	0	0.0%	107	107	0	0.0%	188	183	Emergency Management Little activity in the month or year to date.	
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Activity Revenue	0	10	-10	-100.0%	3	69	-67	-96.3%	118	91		
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0		
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Revenues	15	25	-10	-39.2%	109	176	-67	-37.8%	307	275		
Operating Costs (excl. Depreciation)												
Activity Costs	13	20	7	36.9%	69	156	87	56.0%	260	254		
Internal Charges	3	3	0	0.0%	24	24	0	0.0%	42	42		
Internal Recoveries	0	0	0	0.0%	0	0	0	0.0%	-1	-1		
Employee Benefits	0	0	0	0.0%	0	0	0	0.0%	0	0		
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Costs (excl. Depreciation)	16	24	7	31.5%	93	180	87	48.4%	301	294		
Operating Surplus/(Deficit) (before Depreciation)	-1	1	-2	-170.0%	17	-4	21	-505.5%	6	-19		
Capital Funding												
Subsidies and Grants - Capital	0	10	-10	-100.0%	0	67	-67	-100.0%	115	0		
Contributions	0	0	0	0.0%	0	0	0	0.0%	0	0		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding	0	10	-10	-100.0%	0	67	-67	-100.0%	115	0		
Total Capital Funding and Operating Surplus	-1	11	-12	-108.9%	17	63	-46	-73.6%	121	-19		
Capital Payments												
Capital Expenditure	0	0	0	0.0%	0	0	0	0.0%	153	0		
Total Capital Payments	0	0	0	0.0%	0	0	0	0.0%	153	0		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)	-1	11	-12	-109%	17	63	-46	-74%	-32	-19		
Memo Accounts												
Depreciation	0	0	0	0.0%	0	0	0	0.0%	0	0		
Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Memo Accounts	0	0	0	0.0%	0	0	0	0.0%	0	0		

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
Flood Protection and Control Works												
Operating Revenues												
Rates	53	53	0	0.5%	374	372	2	0.5%	643	639	Flood Protection Spraying work in January was split between the Raupo area and eight other land districts. The extra costs in Hoanga and Awakino for urgent repairs earlier in the year are offset by lower costs in other areas. Capital works are not expected to start until February / March.	
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Activity Revenue	1	0	1	0.0%	6	4	2	45.0%	8	8		
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0		
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Revenues	54	53	1	1.9%	379	376	4	0.9%	651	647		
Operating Costs (excl. Depreciation)												
Activity Costs	34	42	7	17.5%	173	201	28	13.9%	339	371		
Internal Charges	5	5	0	-0.3%	34	34	0	-0.3%	58	58		
Internal Recoveries	0	0	0	-0.1%	-2	-2	0	-0.1%	-5	-5		
Employee Benefits	0	0	0	0.0%	0	0	0	0.0%	0	0		
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Costs (excl. Depreciation)	39	46	7	15.8%	205	232	28	11.9%	392	424		
Operating Surplus/(Deficit) (before Depreciation)	15	7	8	120.3%	175	143	31	21.8%	259	223		
Capital Funding												
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0		
Contributions	0	0	0	0.0%	0	0	0	0.0%	0	0		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding and Operating Surplus	15	7	8	120.3%	175	143	31	21.8%	259	223		
Capital Payments												
Capital Expenditure	0	122	122	100.0%	0	292	292	100.0%	604	674		
Total Capital Payments	0	122	122	100.0%	0	292	292	100.0%	604	674		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)												
Memo Accounts												
Depreciation	8	8	0	0.0%	59	59	0	0.0%	102	102		
Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Memo Accounts	8	8	0	0.0%	59	59	0	0.0%	102	102		

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary	
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000		
Statement of Operating and Capital Performance													
Regulatory Management													
Operating Revenues													
Rates	71	71	0	0.0%	500	500	0	0.0%	861	857	<div>Regulatory</div> <p>Activity revenue for January was below budget by \$12,000 and \$17,000 respectively for building consents and resource consents. This relates to the slow December / January period being shorter working months. Activity remains high. Both areas remain above budget for the year to date January. Environmental and animal management is below budget by \$17,000 in January and above for the year to date.</p> <p>Activity costs are above budget by \$25,000 for the month. This is mainly due to write offs resolving historical debt issues.</p> <p>Overall costs are above budget for the year to date January. The higher costs for external contractors in resource consents and building control are almost offset by savings in animal management and regulatory administration. The increased costs are covered by consent income.</p> <p>Employee costs continue above budget reflecting higher staff costs to ensure consents are within set timeframes. Again the costs are covered by increased revenues.</p>		
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0			
Activity Revenue	193	241	-48	-19.8%	2,186	1,689	497	29.4%	2,894	3,673			
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0			
Investments and Other Income	0	1	0	-66.2%	5	3	2	73.0%	5	6			
Total Operating Revenues	265	313	-48	-15.4%	2,690	2,191	499	22.8%	3,760	4,536			
Operating Costs (excl. Depreciation)													
Activity Costs	135	110	-25	-22.5%	780	750	-30	-4.0%	1,272	1,682			
Internal Charges	84	84	0	0.0%	587	587	0	0.0%	1,006	1,006			
Internal Recoveries	-52	-52	0	0.0%	-363	-363	0	0.0%	-624	-624			
Employee Benefits	195	176	-19	-10.7%	1,327	1,240	-87	-7.0%	2,096	2,335			
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Operating Costs (excl. Depreciation)	362	318	-44	-13.7%	2,331	2,214	-117	-5.3%	3,750	4,400			
Operating Surplus/(Deficit) (before Depreciation)	-97	-5	-92	1802.8%	360	-23	382	-1687.4%	10	136			
Capital Funding													
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0			
Contributions	0	0	0	0.0%	0	0	0	0.0%	0	0			
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0			
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	0	0			
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Capital Funding	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Capital Funding and Operating Surplus	-97	-5	-92	1802.8%	360	-23	382	-1687.4%	10	136			
Capital Payments													
Capital Expenditure	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Capital Payments	0	0	0	0.0%	0	0	0	0.0%	0	0			
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)	-97	-5	-92	1803%	360	-23	382	-1687%	10	136			
Memo Accounts													
Depreciation	1	1	0	0.0%	8	8	0	0.0%	14	14			
Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Memo Accounts	1	1	0	0.0%	8	8	0	0.0%	14	14			

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
Sewerage and the Treatment and Disposal of Sewage												
Operating Revenues												
Rates	602	587	15	2.5%	4,191	4,123	68	1.6%	7,137	7,145	Wastewater Activity costs overall are below budget by \$216,000 as few professional services costs have been incurred so far this year. However chemical desludge costs in Dargaville are above budget by \$27,000. The two year trial is about to finish and options will be considered within the budgetary constraints. Elsewhere lower repair and maintenance costs in Maungaturoto and Mangawhai offset the desludge costs. Capital works continue on the Dargaville pump project and work commencing in Mangawhai. A number of contracts are ready to sign and work is expected to commence in March. The tender for desludge in Maungaturoto is proceeding. Development contributions of \$184,000 have been received for the Mangawhai Community Wastewater Scheme up to January.	
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Activity Revenue	2	0	2	0.0%	32	9	23	245.9%	9	23		
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0		
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Revenues	603	587	17	2.8%	4,223	4,132	91	2.2%	7,147	7,168		
Operating Costs (excl. Depreciation)												
Activity Costs	148	195	47	24.2%	1,207	1,423	216	15.2%	2,430	2,313		
Internal Charges	74	74	0	0.0%	519	519	0	0.0%	889	889		
Internal Recoveries	0	0	0	0.0%	0	0	0	0.0%	-1	-1		
Employee Benefits	0	0	0	0.0%	0	0	0	0.0%	0	0		
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Costs (excl. Depreciation)	222	269	47	17.5%	1,726	1,942	216	11.1%	3,318	3,201		
Operating Surplus/(Deficit) (before Depreciation)	381	317	64	20.1%	2,497	2,190	307	14.0%	3,829	3,967		
Capital Funding												
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0		
Contributions	0	29	-29	-100.0%	184	204	-19	-9.6%	349	404		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	-26	-26		
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding	0	29	-29	-100.0%	184	204	-19	-9.6%	323	378		
Total Capital Funding and Operating Surplus	381	347	35	10.0%	2,682	2,394	288	12.0%	4,152	4,345		
Capital Payments												
Capital Expenditure	36	127	91	71.5%	166	498	332	66.6%	1,198	1,807		
Total Capital Payments	36	127	91	71.5%	166	498	332	66.6%	1,198	1,807		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)												
	345	220	126	57%	2,516	1,897	619	33%	2,954	2,538		
Memo Accounts												
Depreciation	109	109	0	0.0%	760	760	0	0.0%	1,302	1,302		
Provisions	0	-11	-11	100.0%	0	-76	-76	100.0%	-130	-127		
Total Memo Accounts	109	98	11	11.1%	760	684	76	11.1%	1,172	1,175		

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary	
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000		
Statement of Operating and Capital Performance													
Solid Waste													
Operating Revenues													
Rates	69	69	0	0.0%	483	483	0	0.0%	833	828	Solid Waste Activity costs and employee costs are below budget as the new roading shared service is rolled out and costs have been reclassified. Most of the employee budget has been transferred to roading. Internal charges reflect the internal labour costs now being accounted for in a similar manner to roading. Costs for contractors directly associated with solid waste are tracking slightly below budget for the year to date. Management services are below budget however they are expected to be spent later in the year on the Hakaru options.		
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0			
Activity Revenue	19	7	12	188.7%	40	46	-6	-12.1%	79	62			
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0			
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Operating Revenues	88	76	12	16.4%	523	529	-5	-1.0%	911	889			
Operating Costs (excl. Depreciation)													
Activity Costs	47	54	7	13.5%	383	609	226	37.1%	877	733			
Internal Charges	22	9	-13	-143.9%	151	62	-89	-143.9%	106	225			
Internal Recoveries	0	0	0	0.0%	0	0	0	0.0%	-1	-1			
Employee Benefits	0	94	94	100.0%	13	659	646	98.1%	1,190	15			
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Operating Costs (excl. Depreciation)	69	158	89	56.3%	547	1,331	783	58.9%	2,172	972			
Operating Surplus/(Deficit) (before Depreciation)	19	-82	101	-123.3%	-24	-802	778	-97.0%	-1,261	-83			
Capital Funding													
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0			
Contributions	3	0	3	0.0%	24	0	24	0.0%	0	1			
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0			
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	-33	-33			
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Capital Funding	3	0	3	0.0%	24	0	24	0.0%	-33	-32			
Total Capital Funding and Operating Surplus	22	-82	104	-126.5%	0	-802	802	-100.0%	-1,294	-116			
Capital Payments													
Capital Expenditure	0	0	0	0.0%	0	0	0	0.0%	0	0			
Total Capital Payments	0	0	0	0.0%	0	0	0	0.0%	0	0			
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)	22	-82	104	-126%	0	-802	802	-100%	-1,294	-116			
Memo Accounts													
Depreciation	0	0	0	0.0%	0	0	0	0.0%	0	0			
Provisions	0	11	11	100.0%	0	76	76	100.0%	131	98			
Total Memo Accounts	0	11	-11	-100.0%	0	76	-76	-100.0%	131	98			

For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
Stormwater Drainage												
Operating Revenues												
Rates	104	103	1	1.0%	727	727	1	0.1%	1,246	1,238	Stormwater Activity costs are below budget overall. Costs are being minimised with the new contractor and lower professional fees. The major project carried forward from last year has now eventuated with the Pohutakawa Road flooding project land purchased. Work has also commenced on the Dargaville pipe renewals with activity expected to increase in February and March.	
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Activity Revenue	0	0	0	0.0%	0	0	0	0.0%	0	0		
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0		
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Revenues	104	103	1	1.0%	727	727	1	0.1%	1,246	1,238		
Operating Costs (excl. Depreciation)												
Activity Costs	19	34	15	44.5%	132	269	137	51.0%	445	367		
Internal Charges	15	15	0	0.0%	108	108	0	0.0%	186	186		
Internal Recoveries	0	0	0	0.0%	0	0	0	0.0%	-1	-1		
Employee Benefits	0	0	0	0.0%	0	0	0	0.0%	0	0		
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Costs (excl. Depreciation)	34	49	15	30.5%	240	378	137	36.3%	630	552		
Operating Surplus/(Deficit) (before Depreciation)	70	54	16	30.0%	487	349	138	39.5%	616	686		
Capital Funding												
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0		
Contributions	1	1	0	42.0%	6	8	-2	-29.1%	16	12		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	-323	-323		
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding	1	1	0	42.0%	6	8	-2	-29.1%	-307	-310		
Total Capital Funding and Operating Surplus	71	54	16	30.2%	493	358	135	37.9%	309	376		
Capital Payments												
Capital Expenditure	2	18	16	90.0%	330	83	-247	-298.1%	320	568		
Total Capital Payments	2	18	16	90.0%	330	83	-247	-298.1%	320	568		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)												
	69	36	33	90%	163	275	-112	-41%	-10	-192		
Memo Accounts												
Depreciation	31	31	0	0.0%	215	215	0	0.0%	369	369		
Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Memo Accounts	31	31	0	0.0%	215	215	0	0.0%	369	369		

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For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000	
Statement of Operating and Capital Performance												
The Provision of Roads and Footpaths												
Operating Revenues												
Rates	820	820	0	0.0%	5,740	5,740	0	0.0%	9,845	9,840	Roading Operational subsidies are \$470,000 above budget reflecting higher maintenance costs for the year to date. Maintenance works have been higher for the year to date January. Around \$4.2 million, or 63% of the forecast \$6.6 million has now been spent. Overall the rate of maintenance work is expected to reduce over the summer months. Capital subsidies are now \$0.95 million below budget and capital works costs below by \$1.7 million for January year to date. The forecast capital works costs were \$10.9 million for the year. With \$3.2 million completed and contracts let for the sealed network \$3.1 million and minor improvements \$2.5 million, all expected to commence late January, progress will accelerate. In addition a further \$0.9 million is being scoped, designed and tendered. There is a risk not all this work will be complete by June. A number of savings have been made on the recent tenders totalling around \$0.5 million which will reduce the forecast cost for the year. Forecast two which will be completed after the February month end will better confirm the year end position which could be as much as \$1.0 million below forecast. A total of \$54,000 of development contributions has been received. Internal Charges, Recoveries and Employee Benefits The Northland Transport Alliance (NTA) has changed the costing structure for roading. The NTA has brought in-house many of the costs previously incurred with professional engineers. The reclassification in October of professional charges relating to the treatment of costs from the Northland Transport Alliance (NTA) accounts for much of the lower than budget activity costs for the year to date January. Council costs were previously coded as external and now have been more correctly classified as internal. The offset is in internal recoveries which are above budget due to the new arrangements for the Northern Transport Alliance. An additional effect of the new arrangements means there is a reclassification between solid waste and roading. The changes above will streamline both Roading and Solid Waste costs and require less interdepartmental charging.	
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Activity Revenue	15	0	15	0.0%	43	0	43	0.0%	0	19		
Subsidies and Grants - Operational	310	315	-5	-1.6%	3,283	2,814	470	16.7%	5,226	4,392		
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Revenues	1,145	1,135	10	0.9%	9,066	8,553	513	6.0%	15,070	14,251		
Operating Costs (excl. Depreciation)												
Activity Costs	375	476	101	21.2%	4,193	4,248	56	1.3%	7,893	6,615		
Internal Charges	378	202	-176	-87.6%	2,842	1,411	-1,431	-101.4%	2,418	5,005		
Internal Recoveries	-148	0	148	0.0%	-1,618	0	1,618	0.0%	-1	-2,210		
Employee Benefits	101	0	-101	0.0%	693	0	-693	0.0%	0	1,183		
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Operating Costs (excl. Depreciation)	707	678	-29	-4.3%	6,110	5,659	-451	-8.0%	10,310	10,593		
Operating Surplus/(Deficit) (before Depreciation)	439	458	-19	-4.2%	2,957	2,894	62	2.2%	4,761	3,658		
Capital Funding												
Subsidies and Grants - Capital	22	795	-773	-97.2%	1,941	2,891	-950	-32.9%	6,241	6,749		
Contributions	6	27	-21	-77.0%	54	189	-135	-71.5%	324	324		
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0		
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	-78	-78		
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0		
Total Capital Funding	28	822	-794	-96.6%	1,995	3,081	-1,086	-35.2%	6,487	6,996		
Total Capital Funding and Operating Surplus	467	1,280	-813	-63.5%	4,951	5,975	-1,023	-17.1%	11,248	10,654		
Capital Payments												
Capital Expenditure	10	1,354	1,343	99.3%	3,193	4,921	1,728	35.1%	10,621	10,948		
Total Capital Payments	10	1,354	1,343	99.3%	3,193	4,921	1,728	35.1%	10,621	10,948		
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)	457	-74	530	-720%	1,758	1,054	705	67%	627	-294		
Memo Accounts												
Depreciation	515	515	0	0.0%	3,602	3,602	0	0.0%	6,175	6,175		
Provisions	0	0	0	0.0%	32	0	-32	0.0%	0	0		
Total Memo Accounts	515	515	0	0.0%	3,634	3,602	32	0.9%	6,175	6,175		

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For the period ended:		This Month				Year To Date				Whole Year Annual Plan	Whole Year	Commentary		
31 January 2017		Actual \$'000	Budget \$'000	Variance \$'000 %		Actual \$'000	Budget \$'000	Variance \$'000 %		Budget \$'000	Forecast One \$'000			
Statement of Operating and Capital Performance														
Water Supply														
Operating Revenues														
Rates	182	239	-57	-23.8%	1,780	1,672	109	6.5%	2,871	2,869	<div>Water Supply</div> <p>Rates revenue for the year to date January is ahead of budget with water billings tracking higher than budget. This will be monitored over the coming months especially with water restrictions in place.</p> <p>Activity costs are higher due to the work required to locate and repair a leak in Maungaturoto earlier in the year and costs incurred in Dargaville and Ruawai as the new contract scope and rates are bedded in. The higher contractor costs are partially offset by lower professional services and property costs.</p> <p>Capital expenditure costs in January include continuing work on the Baylys Beach mains upgrade \$255,000. To date \$0.7 million has been spent within water supply which is approximately 50% of the year’s plan.</p>			
Rates (Penalties)	0	0	0	0.0%	0	0	0	0.0%	0	0				
Activity Revenue	3	2	1	53.4%	9	14	-5	-35.4%	23	20				
Subsidies and Grants - Operational	0	0	0	0.0%	0	0	0	0.0%	0	0				
Investments and Other Income	0	0	0	0.0%	0	0	0	0.0%	0	0				
Total Operating Revenues	185	241	-56	-23.2%	1,789	1,685	104	6.2%	2,894	2,889				
Operating Costs (excl. Depreciation)														
Activity Costs	62	71	9	12.4%	596	487	-108	-22.2%	830	1,110				
Internal Charges	39	39	0	0.0%	271	271	0	0.0%	464	465				
Internal Recoveries	0	0	0	0.0%	0	0	0	0.0%	-1	-1				
Employee Benefits	0	0	0	0.0%	0	0	0	0.0%	0	0				
Finance costs	0	0	0	0.0%	0	0	0	0.0%	0	0				
Total Operating Costs (excl. Depreciation)	101	110	9	8.0%	867	758	-108	-14.3%	1,294	1,574				
Operating Surplus/(Deficit) (before Depreciation)	84	131	-47	-35.9%	923	927	-5	-0.5%	1,600	1,315				
Capital Funding														
Subsidies and Grants - Capital	0	0	0	0.0%	0	0	0	0.0%	0	0				
Contributions	0	0	0	0.0%	0	0	0	0.0%	0	0				
Rates (Capital)	0	0	0	0.0%	0	0	0	0.0%	0	0				
Loans Drawn/(Repaid)	0	0	0	0.0%	0	0	0	0.0%	-347	-347				
Sale of Assets	0	0	0	0.0%	0	0	0	0.0%	0	0				
Total Capital Funding	0	0	0	0.0%	0	0	0	0.0%	-347	-347				
Total Capital Funding and Operating Surplus	84	131	-47	-35.9%	923	927	-5	-0.5%	1,254	969				
Capital Payments														
Capital Expenditure	245	90	-155	-173.5%	723	293	-430	-147.1%	984	1,418				
Total Capital Payments	245	90	-155	-173.5%	723	293	-430	-147.1%	984	1,418				
Surplus/(Deficit) (before Depreciation, Provisions and Operating Funds)														
	-161	41	-202	-489%	200	635	-435	-69%	270	-449				
Memo Accounts														
Depreciation	94	94	0	0.0%	657	657	0	0.0%	1,126	1,126				
Provisions	0	0	0	0.0%	0	0	0	0.0%	0	0				
Total Memo Accounts	94	94	0	0.0%	657	657	0	0.0%	1,126	1,126				

Attachment 2

As at	Last Month 31/12/2016	This Month 31/01/2017		2016-2017 Annual Plan
31 January 2017	Actual \$'000	Actual \$'000	Movement \$'000	\$'000
Statement of Financial Position				
Whole of Council				
Equity				
Accumulated Funds	376,219	376,650	430	375,619
Restricted Reserves	5,673	5,673	0	5,692
Asset Revaluation Reserve	197,939	197,939	0	210,459
Council Created Reserves	-16,965	-16,965	0	-18,408
Total Equity	562,866	563,296	430	573,362
<i>represented by</i>				
Current Assets				
Cash and Cash Equivalents	412	861	450	682
Other Financial Assets	115	115	0	115
Trade and Other Receivables	3,706	11,123	7,418	7,410
Accrued Revenue	1,676	1,257	-419	1,946
Non Current Assets Held for Sale	186	186	0	210
Total Current Assets	6,095	13,542	7,448	10,363
<i>less</i>				
Current Liabilities				
Trade and Other Payables	5,983	11,229	5,246	9,386
Provisions	139	139	0	188
Employee Entitlements	247	319	72	413
Public Debt	11,200	12,450	1,250	1,064
Total Current Liabilities	17,570	24,137	6,568	11,051
Working Capital / (Deficit)	-11,475	-10,595	880	-688
<i>plus</i>				
Non Current Assets				
Property, Plant & Equipment	623,929	623,480	-450	643,649
LGFA Borrower notes	688	688	0	560
Biological Assets	3,466	3,466	0	2,786
Derivative Financial Assets	0	0	0	0
Other Financial Assets	276	276	0	273
Total Non Current Assets	628,359	627,910	-450	647,268
<i>less</i>				
Non Current Liabilities				
Public Debt	43,000	43,000	0	63,684
Provisions	4,570	4,570	0	4,291
Derivative Financial Liabilities	6,448	6,448	0	5,243
Total Non Current Liabilities	54,018	54,018	0	73,218
Net Assets	562,866	563,296	430	573,362
	0	0		0

Attachment 3

For the year ended:	YTD Actual	Annual Plan
31 January 2017	2016-2017 \$'000	2016-2017 \$'000

Cash Flow Statement

Cash Flow from Operating Activities

Receipts:

Rates	13,635	32,288
Fees, charges and other	4,510	5,511
Grants and subsidies	5,261	11,657
Interest received	8	25
<i>sub total</i>	23,414	49,481

Payments:

Suppliers and employees	13,057	31,552
Taxes (including the net effect of GST)	257	0
Interest expense	1,811	3,440
<i>sub total</i>	15,125	34,992

Net Cash Flow from/(to) Operating Activities	8,289	14,489
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Cash Flow from Investing Activities

Receipts:

Sale of Property, plant and equipment	451	150
<i>sub total</i>	451	150

Payments:

LGFA Borrower notes	128	0
Property, plant and equipment purchases	5,525	15,863
<i>sub total</i>	5,653	15,863

Net Cash Flow from/(to) Investing Activities	-5,202	-15,713
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Cash Flow from Financing Activities

Receipts:

Loans raised (Net)	0	0
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Payments:

Loans repayment (Net)	-9,511	-213
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Net Cash Flow from/(to) Financing Activities	-9,511	-213
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Net Increase/(Decrease) in cash and cash equivalents	-6,424	-1,437
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Cash and cash equivalents at beginning of period	7,285	2,119
Cash and cash equivalents at end of period	861	682

5 Annual Plan 2017/2018

6 Operational and Policy

File number: 1203.01

Approved for agenda ☒
Report to: Council

Meeting date: 14 March 2017

Subject: Petition Cames Road, Mangawhai

Date of report: 06 March 2017

From: Seán Mahoney, Democratic Services Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Council received a petition from residents of Cames Road in February 2017 regarding issues on Cames Road in Mangawhai. The petition and the associated paperwork cover several concerns and also includes some information from 2015. The covering note, which is being taken as the petition, raises issues of concern around the development of 14 sections and the state of the existing road.

The presented petition does not meet Council's current Petitions standards as contained in the current Standing Orders. Council is being asked to note the petitions content and request the Chief Executive to respond to the issues contained in it.

Recommendation

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Petition Cames Road, Mangawhai' dated 06 March 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes that the Cames Road petition does not conform to the current Standing Orders section 16.1 on petitions; and*
- 3 *Notes the content of the "Petition Cames Road"; and*
- 4 *Requests that the Chief Executive reply to the Petitioner.*

Reason for the recommendation

Petitions are an acknowledged way of the community engaging with Council. Council needs to receive and respond to petitions in a timely manner. This petition contains multiple issues which is not accepted under Council's current Petitions Policy and also exceeds the word count for Petitions as contained in Standing Orders. The criteria contained in Standing Orders and the policy are to ensure that Council can deal with issues raised directly from constituents and grounds through a petition rather than through other avenues of feedback, input, consultation or general debate.

Reason for the report

Council received a petition against from residents of Cames Road. The petition states:

"We the residents of Cames Road would like to put forward to the Kaipara District Council our concerns for the development of 14 sections beginning at 203 Cames Road. We are concerned about the state of the road now, let alone when a big development starts. The traffic hazards need sorting. After Auckland and Kaipara councils graded the road it is back to the same state after 2 weeks. The school bus turns and picks up at the top of the concrete hill, signs have gone in but the traffic often passes the bus as it is turning, its very dangerous for the children getting on and off the bus.

14 sections means a possible 28 more permanent cars as most households have 2 these days. 202 is developing 5 sections. Most people bought up here because it is rural. (Or Was)

We require Kaipara council to deal with the possible sealing of Cames Road. Or at least the developers should take on the responsibility."

The document then includes more detail on the background and a 2015 petition. There are then 23 signed supporting documents from local residents.

Issues

The petition lacks clarity around what is being presented, what may have previously been presented and whether the various documents which appear to be in support are the content of the petition or additional context. A number of issues are raised around road use, road condition and associated risks.

Factors to consider

Community views

There are 23 signed supporting documents from local residents.

Policy implications

Nil.

Financial implications

Nil.

Legal/delegation implications

Nil.

Recommended Options

Request the Chief Executive to respond to the petitioners regarding the issues raised.

Next step

The Minute of this meeting item and the actions are sent to the Petitioners as acknowledgement of the petition.

Attachments

- Attachment 1 Petition Cames Road – circulated separately

File number: 1203.01

Approved for agenda ☒
Report to: Council

Meeting date: 14 March 2017

Subject: Petition Shops to Sands Bus Service, Mangawhai

Date of report: 06 March 2017

From: Seán Mahoney, Democratic Services Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Council received a petition from Jan Jacobs on behalf of the Mangawhai Community Planning Group in February 2017 regarding funding for the Shops to Sands Bus Service previously run in Mangawhai. Kaipara District Council had previously funded one third of the cost of this service alongside Northland Regional Council and the Mangawhai Business Development Association. The petition comprised 28 sheets of signatures plus an additional 8 sheets delivered in early March 2017.

The presented petition is in line with Council's Petitions standards as contained in the current Standing Orders. Council is being asked to note the petition's content and request the Chief Executive to report back to Council with a response.

Recommendation

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Petition Shops to Sands Bus Service, Mangawhai' dated 06 March 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes the content of the "Petition Shops to Sands Bus Service"; and*
- 4 *Requests that the Chief Executive reports back to Council on a response to the Petitioner.*

Reason for the recommendation

Petitions are an acknowledged way of the community engaging with Council. Council needs to receive and respond to petitions in a timely manner. This petition contains a clear request for Council to re-instate funding for the bus service previously run by Leabourn buses.

Reason for the report

Council received a petition from Jan Jacobs . The petition states:

"We the undersigned, request the KDC to URGENTLY reinstate the funding for "The Shops to Sands Bus Service", which used to run from 27th DECEMBER-13th JANUARY.

This request arises from the congestion at the Surf Beach.

We suggest that any such bus service provide adequate space for equipment such as surf boards and picnic gear to be carried."

The document also includes a letter from Leabourn's advising of the service arrangements and timetable.

Issues

The petition requests Council to look at reinstating the funding for the service. Leabourn Passenger Service Limited operates the service and has transported 383 people over a 16 day period running over a 6 hour period per day. Whilst the petition contains over 30 sheets of signatures some do not detail the address of the signatory.

Factors to consider

Community views

There are 36 pages of support signed in support of the petition.

Policy implications

Nil.

Financial implications

Nil.

Legal/delegation implications

Nil.

Recommended Option

Request the Chief Executive to report back to Council on the issues raised.

Next step

The Minute of this meeting item and the actions are sent to the Petitioners as acknowledgement of the petition.

Attachments

- Attachment 1 Petition Shop to Sands Bus Service – circulated separately

File number: 3215.0 **Approved for agenda** ☒

Report to: Council

Meeting date: 14 March 2017

Subject: Kaipara District Easter Sunday Shop Trading Policy Adoption

Date of report: 24 February 2017

From: Howard Alchin, Planning Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**

Assessment of significance ☒ **Significant** ☐ **Non-significant**

Summary

This report contains the recommendation from the Easter Sunday Shop Trading Policy Hearing Panel deliberations on submissions for Council's consideration and adoption. The Shop Trading Hours Act 1990 (the Act) was amended in 2016 to enable councils to decide whether retailers in their districts can open on Easter Sunday.

At its 13 December 2016 meeting Council adopted a Statement of Proposal and draft Easter Sunday Shop Trading Policy for Consultation. At that 13 December 2016 meeting Council also resolved that Councillors Curnow, Geange and Joyce-Paki would form a Hearing Panel to hear the submissions on the Easter Sunday Shop Trading Policy. Their role is also to make recommendations to Council on the draft Policy as a result of the submissions received.

Council received 36 submissions from 35 submitters on the draft Easter Sunday Shop Trading Policy. No submitters asked to be heard in support of their submission, therefore the Hearing Panel undertook deliberations on the draft Policy on Tuesday 21 February 2017 at the Northern Wairoa War Memorial Hall, Hokianga Road, Dargaville (Dargaville Town Hall). The Minutes are **Attachment 1**.

There was nearly a 50/50 split in favour and in opposition to the proposed Policy. With most comments appearing favourable. The following themes had arguments for and against the Policy: Religion; Businesses should be able to choose to trade /open or remain closed; Support tourists / visitors to the district; why Easter Sunday?; Time for family; Staffing and other.

The Hearing Panel determined that the Policy could be made clearer so that the Policy does not compel retailers to open; it is a choice, and that workers also can refuse to work without repercussion as prescribed in the Shop Trading Hours Act 1990. It was also determined that the policy needs to be made clearer in terms of areas the Policy is applies to, a map is now included. The Hearing Panel recommendations set out these changes individually and can be viewed in the Policy in **Attachment 2** with a copy of the final wording of the Policy to be recommended to be adopted being shown in **Attachment 3**.

Recommendation

That Kaipara District Council:

- 1 *Receives the Planning Manager's report 'Kaipara District Easter Sunday Shop Trading Policy Adoption' dated 24 February 2017; and*

- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Upholds the Easter Sunday Shop Trading Policy Hearing Panel recommendations as follows:*
- 3.1 *Recommends to Kaipara District Council to apply the Easter Sunday Shop Trading Policy; and*
- 3.2 *Recommends to Kaipara District Council to apply the Easter Sunday Shop Trading Policy across the whole of the Kaipara district; and*
- 3.3 *Recommends to Kaipara District Council to adopt the draft Easter Sunday Shop Trading Policy as final with amendments to the draft Policy as outlined below (final wording of the Policy is shown in attachment 3 of the above-mentioned report):*
- *Move Section 2, 'Objective' to Section 1, and reword as follows, 'The objective of the Easter Sunday Shop Trading Policy (the Policy) is to allow shops the choice to trade on Easter Sunday if they wish to. The Policy neither requires shops to open nor employees to work nor individuals to shop on Easter Sunday'; and*
 - *From Section 3, 'Policy Statement' delete the following words 'OR Kaipara District Council will permit shop trading in the following parts of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (map to be attached)'; and*
 - *In Section 3, 'Policy Statement' reword as follows: 'Kaipara District Council will permit shops to trade in the whole of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (see attached map)'; and*
 - *In Section 4.1(c), 'Exemptions', reword as follows: 'compel shop employees or require shop employees to work on Easter Sunday. For the avoidance of doubt, shop employees' rights are governed by the Act'; and*
 - *In section 5.2, 'Definitions', amend 'district' to 'Kaipara District'; and*
 - *Appends an appropriate map to the policy to show where the Kaipara District Council Easter Sunday Shop Trading Policy applies.*

Reason for the recommendation

In order for Retailers to consider opening for trading on Easter Sunday Council must adopt an Easter Sunday Shop Trading Policy.

Reason for the report

This report is to provide feedback on submissions received to the draft Easter Sunday Trading Policy and to seek Council's endorsement of the Hearing Panel's recommendations.

Background

The Shop Trading Hours Amendment Act 2016 was passed into legislation at the end of August 2016. This amendment to the Act allows councils to determine at a local level if Easter Sunday trading should be allowed in their respective districts. If Council believes that shops should be open on Easter Sunday it is required to state its position in a Policy.

At its 13 December 2016 meeting Council adopted a Statement of Proposal (SOP) and draft Easter Sunday Shop Trading Policy for Consultation. The consultation period is now closed. Council received 36 submissions from 35 submitters on the draft Easter Sunday Shop Trading Policy. No submitters have asked to be heard in support of their submission, therefore the Hearing Panel can now undertake deliberations on the draft Policy. Submissions are in Attachment 3.

At the 13 December 2016 meeting Council also resolved that Councillors Curnow, Geange and Joyce-Paki would form a Hearing Panel to hear the submissions on the Easter Sunday Shop Trading Policy. Their role is also to make recommendations to Council on the draft Policy as a result of the submissions received.

Deliberations on the submissions were held on 21 February 2017 at the Northern Wairoa War Memorial Hall, Hokianga Road, Dargaville (Dargaville Town Hall). Minutes are in Attachment 1 to this report.

Issues

There were 36 submission received from 35 submitters. It was fairly even with regards to the number of submitters for or against the Easter Sunday Shop Trading Policy, with slightly more people being in favour of the proposed Easter Sunday Shop Trading Policy. Comments were considered to be more favourable for a policy. There were 7 submitters who classified themselves as being a retailer, 1 an employee of a retailer, 20 specified that there were neither a retailer nor an employee of a retailer and 7 did not stipulate.

All submitters agreed that the whole district should be treated the same, that is the Policy either applies to the whole district or it should not apply at all. No one area was singled out by submitters, although some specifically mentioned how Mangawhai could benefit from shops being open on Easter Sunday.

Submitter themes for having or not having an Easter Sunday Shop Trading Policy included: Religious reasons; Businesses should be allowed to choose to trade/open or remain closed; Support tourist / visitors to the district; Why Easter Sunday?; Time for family; Staffing and other.

On balance the Hearing Panel considered that an Easter Sunday Shop Trading Policy should be in place. This allows personal choice to be exercised and better caters for the opposing views shown within submissions. That is, submitters that are in favour could choose to work and/or shop on Easter Sunday and submitters who were not in favour of the Policy can choose to not work/or shop on Easter Sunday as they have traditionally done in the past.

The Hearing Panel determined that the Policy could be made clearer so that the Policy does not compel retailers to open; it is a choice, and that workers also can refuse to work without repercussion

as prescribed in the Shop Trading Hours Act 1990. This is to be moved up front of the Policy in the objective section above the background section. It was also determined that the Policy needs to be made clearer in terms of areas the Policy applies to, a map is now included. The Hearing Panel recommendations set out these changes individually and can be viewed in the Policy in Attachment 2 with a copy of the final wording of the Policy to be recommended to be adopted being shown in Attachment 3.

The impact on families and on religious events is considered to be minimal as the Act specifically allows retail employees to decline to work on this day even if it is their normal working day. This means that employees are still empowered by this legislation to spend time with their families or not work due to religious reasons. The Policy recommended allows for personal choice to be exercised. That is, it will allow the personal choice for a retailer to open, it will allow a personal choice to workers and it will allow a personal choice to shop. Without an Easter Sunday Shop Trading Policy these personal choices cannot be exercised.

Factors to consider

Community views

The Policy has gone through a public consultation process and therefore community views have already been sought. No further community views are required at the moment.

Policy implications

The Policy is not considered significant in terms of Council's Significance and Engagement Policy, however in terms of the Shop Trading Act it is considered significant enough to require Council to undertake the special consultation process under the Local Government Act 2002.

Financial implications

There are no financial implications for Council once the policy is in place. However there may be some financial benefits for retail outlets and the economy in general.

Legal/delegation implications

There are no legal obligations that Council needs to consider.

Options

There are essentially two options to consider:

Option A: Accept the Hearing Panel recommendations

Option B: Decline the Hearing Panel recommendations and reconsider the whole Policy.

Assessment of options

Option A will allow businesses the choice to open or not on Easter Sunday. The Policy is to apply across the whole of the Kaipara district which means that any given business may decide for themselves based on their own unique situation whether or not to be open. Workers are protected under the Act in that they can refuse to work even if it is their normal working day without repercussions.

Option B will mean that businesses do not have the choice to open in that they simply remain closed. If Council wishes to reconsider the Policy then submissions would need to be reconsidered by the whole of Council.

Assessment of significance

In terms of Council's Significance and Engagement Policy this is not considered significant.

Recommended option

The recommended option is **Option A**

Next step – A copy of the Policy is to be sent to the Ministry of Business, Innovation, and Employment with an advert advising of the adopted Policy is to be circulated in local papers. All submitters are to be notified.

Attachments

- Attachment 1 – Deliberations Minutes
- Attachment 2 – Policy showing changes as recommend by the Hearings Panel (track Changes)
- Attachment 3 – Easter Sunday Shop Trading Policy to be adopted

Easter Sunday Shop Trading Policy Hearing Panel

Minutes

Meeting:	Easter Sunday Shop Trading Policy Hearing Panel Deliberations on Submissions
Date	Tuesday 21 February 2017
Time	Meeting commenced at 10.00am Meeting concluded at 10.39am
Venue	Conference Room, Northern Wairoa War Memorial Hall (Dargaville Town Hall), Hokianga Road, Dargaville
Status	Draft

Membership

Chair: Councillor Anna Curnow
Members: Councillor Julie Geange
Councillor Karen Joyce-Paki

Staff and Associates:

General Manager Community, Policy Planner, Policy Analyst

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Easter Sunday Shop Trading Deliberations Panel, Tuesday 21 February 2017

1 Opening

1.1 Present

Chair: Councillor Anna Curnow

Members: Councillors Julie Geange and Karen Joyce-Paki

In Attendance

Name	Designation	Item(s)
Venessa Anich	General Manager Community	All
Paula Hansen	Policy Planner	All
Natalie Robinson	Policy Analyst	All (Minute-taker)

Adjournments

Nil

Absences

Nil

1.2 Apologies

Nil

2 Deliberations

2.1 Deliberation Report for Easter Sunday Shop Trading Policy

Policy Planner 3215.0

Moved Geange/Joyce-Paki

That the Hearing Panel for Easter Sunday Shop Trading:

- 1 *Receives the Policy Planner's report 'Deliberation Report for Easter Sunday Shop Trading Policy' dated 13 February 2017; and*
- 2 *Receives the submissions to the draft Easter Sunday Shop Trading Policy, circulated as Attachment 3 to the above report; and*
- 3 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*

- 4 *Recommends to Kaipara District Council to apply the Easter Sunday Shop Trading Policy; and*
- 5 *Recommends to Kaipara District Council to apply the Easter Sunday Shop Trading Policy across the whole of the Kaipara District; and*
- 6 *Recommends to Kaipara District Council to adopt the draft Easter Sunday Shop Trading Policy as final with amendments to the draft Policy as outlined below:*
 - *Move section 2, 'Objective' to Section 1, and reword as follows, 'The objective of the Easter Sunday Shop Trading Policy (the Policy) is to allow shops the choice to trade on Easter Sunday if they wish to. The Policy neither require shops to open, or employees to work or individuals to shop on Easter Sunday'; and*
 - *From Section 3, 'Policy Statement' delete the following words 'OR Kaipara District Council will permit shop trading in the following parts of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (map to be attached)'; and*
 - *In Section 3, 'Policy Statement' reword as follows: 'Kaipara District Council will permit shops to trade in the whole of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (see attached map)'; and*
 - *In Section 4.1(c), 'Exemptions', reword as follows: 'compel shop employees or require shop employees to work on Easter Sunday. For the avoidance of doubt, shop employees' rights are governed by the Act'; and*
 - *In section 5.2, 'Definitions', amend 'district' to 'Kaipara District'; and*
 - *Appends an appropriate map to the policy to show where the Kaipara District Council Easter Sunday Shop Trading Policy applies.*

Carried


3 Closure

The Meeting closed at 10.39am.

Confirmed

Chair

Kaipara District Council
Dargaville

 KAIPARA DISTRICT <small>Two Oceans Two Harbours</small>	Title of Policy	Easter Sunday Shop Trading Policy 2017		
	Sponsor	General Manager Planning and Regulatory	Adopted by	
	Author	Paula Hansen, Policy Planner	Date adopted	
	Type of Policy	Local Policy	Last review date	
	File Reference	3215.0	Next review date	Within 5 years of adoption

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced	18 Nov 2016	Paula Hansen	
1.0		name	Periodic review, minor editing

1. Objective

The objective of the Easter Sunday Shop Trading Policy (the Policy) is to allow shops ~~the techoice~~ to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, employees to work or individuals to shop on Easter Sunday.

2. Background

This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (the Act) which enables Council to establish a local Policy to allow shops to open on Easter Sunday. Under the Act –

“(1) A territorial authority may have a local Easter Sunday shop trading policy to permit shops to open on Easter Sunday in an area comprising –

- (a) the whole of the district; or*
- (b) any part or parts of its district.”*

This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of alcohol Act 2012.

The Policy is required to be reviewed within five years of its adoption.

3. Policy Statement

Kaipara District Council will permit shops to trading-trade in the ~~entirety-whole~~ of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (see attached map).

~~OR~~

~~Kaipara District Council will permit shop trading in the following parts of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (map to be attached).~~

4. Exemptions

4.1 This Policy does not:

- (a) Control the types of shops that may open or their opening hours¹.
- (b) Limit Council's ability to undertake its duties, powers or functions under any other Act (i.e. the regulation of the Sale and Supply of Liquor does not allow alcohol to be sold).

¹ As per the requirements of Part 2, subpart 1, 5A (1A) of the Act.

- (c) ~~Compel shop employees or require shop employees work on Easter Sunday. Address~~For the avoidance of doubt - shop employee rights ~~which~~ are governed by ~~the requirements of~~ the Act².
~~For the avoidance of doubt, shop employees have the right to refuse to work on Easter Sunday.~~

4.2 Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

5. Definitions

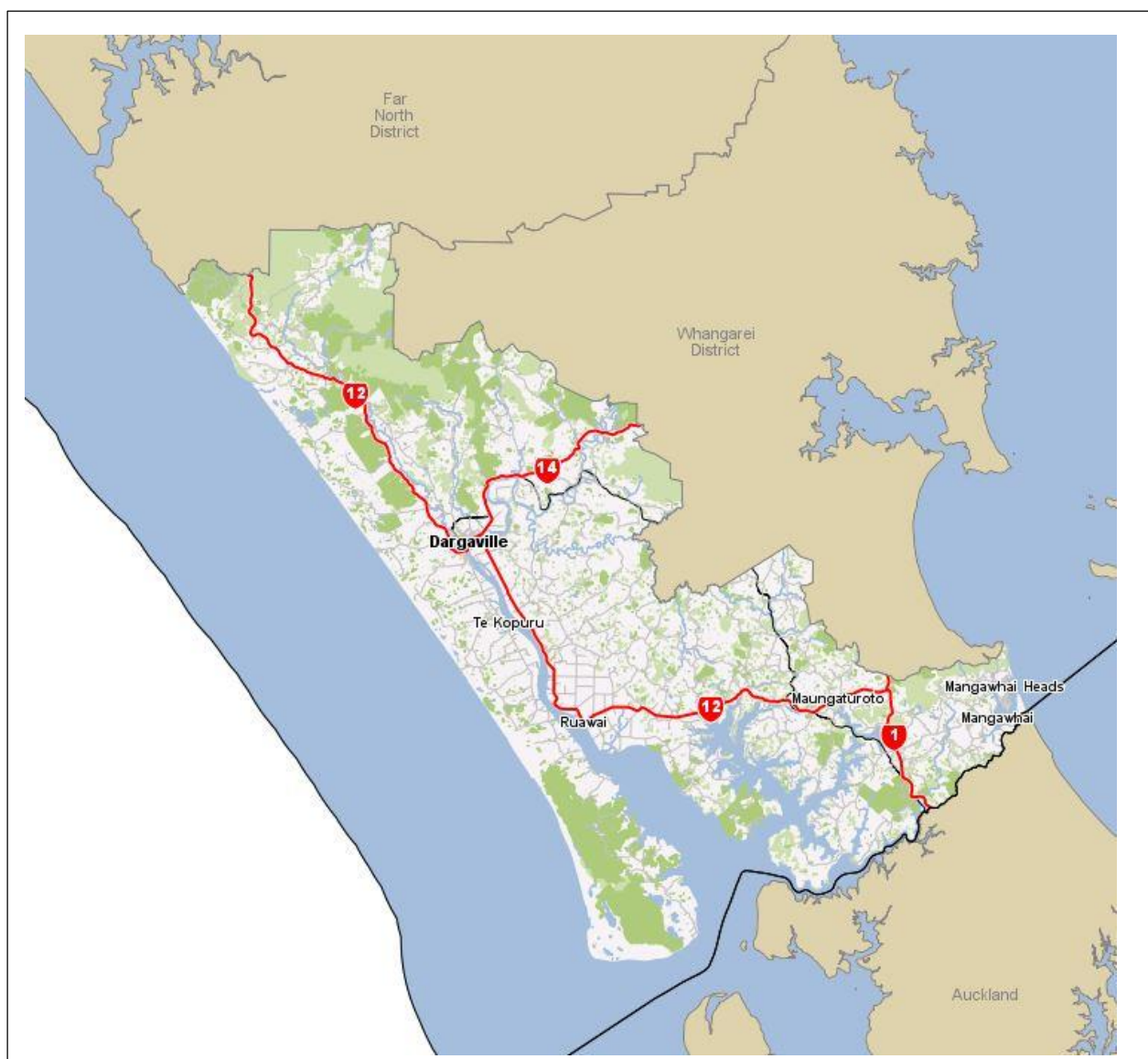
5.1 For the purposes of this Policy a shop is a building, place or part of a building or place, where goods are kept, sold or offered for sale by retail and includes an auction mart and a barrow, stall or other subdivision of a market; but does not include:


- (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products and livestock, or any of them; or
- (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buying the goods to sell them again.

5.2 Kaipara District means the area of jurisdiction of the Kaipara District Council (see attached map).

² Refer to Part 2, subpart 2, 5G – 5L of the Act.

Map of the Kaipara District



 KAIPARA DISTRICT <small>Two Oceans Two Harbours</small>	Title of Policy	Easter Sunday Shop Trading Policy 2017		
	Sponsor	General Manager Planning and Regulatory	Adopted by	
	Author	Paula Hansen, Policy Planner	Date adopted	
	Type of Policy	Local Policy	Last review date	
	File Reference	3215.0	Next review date	Within 5 years of adoption

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced	18 Nov 2016	Paula Hansen	draft
1.0	March 2017	Paula Hansen	Adopted as final
1.1		name	Periodic review, minor editing

1. Objective

The objective of the Easter Sunday Shop Trading Policy (the Policy) is to allow shops the choice to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, employees to work or individuals to shop on Easter Sunday.

2. Background

This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (the Act) which enables Council to establish a local Policy to allow shops to open on Easter Sunday. Under the Act –

“(1) A territorial authority may have a local Easter Sunday shop trading policy to permit shops to open on Easter Sunday in an area comprising –

- (a) the whole of the district; or
- (b) any part or parts of its district.”

This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of alcohol Act 2012.

The Policy is required to be reviewed within five years of its adoption.

3. Policy Statement

Kaipara District Council will permit shops to trade in the whole of the Kaipara district on Easter Sunday as provided for under the Shop Trading Hours Act 1990 (see attached map).

4. Exemptions

4.1 This Policy does not:

- (a) Control the types of shops that may open or their opening hours¹.
- (b) Limit Council’s ability to undertake its duties, powers or functions under any other Act (i.e. the regulation of the Sale and Supply of Liquor does not allow alcohol to be sold).
- (c) Compel shop employees or require shop employees work on Easter Sunday. For the avoidance of doubt shop employee rights are governed by the Act².

¹ As per the requirements of Part 2, subpart 1, 5A (1A) of the Act.

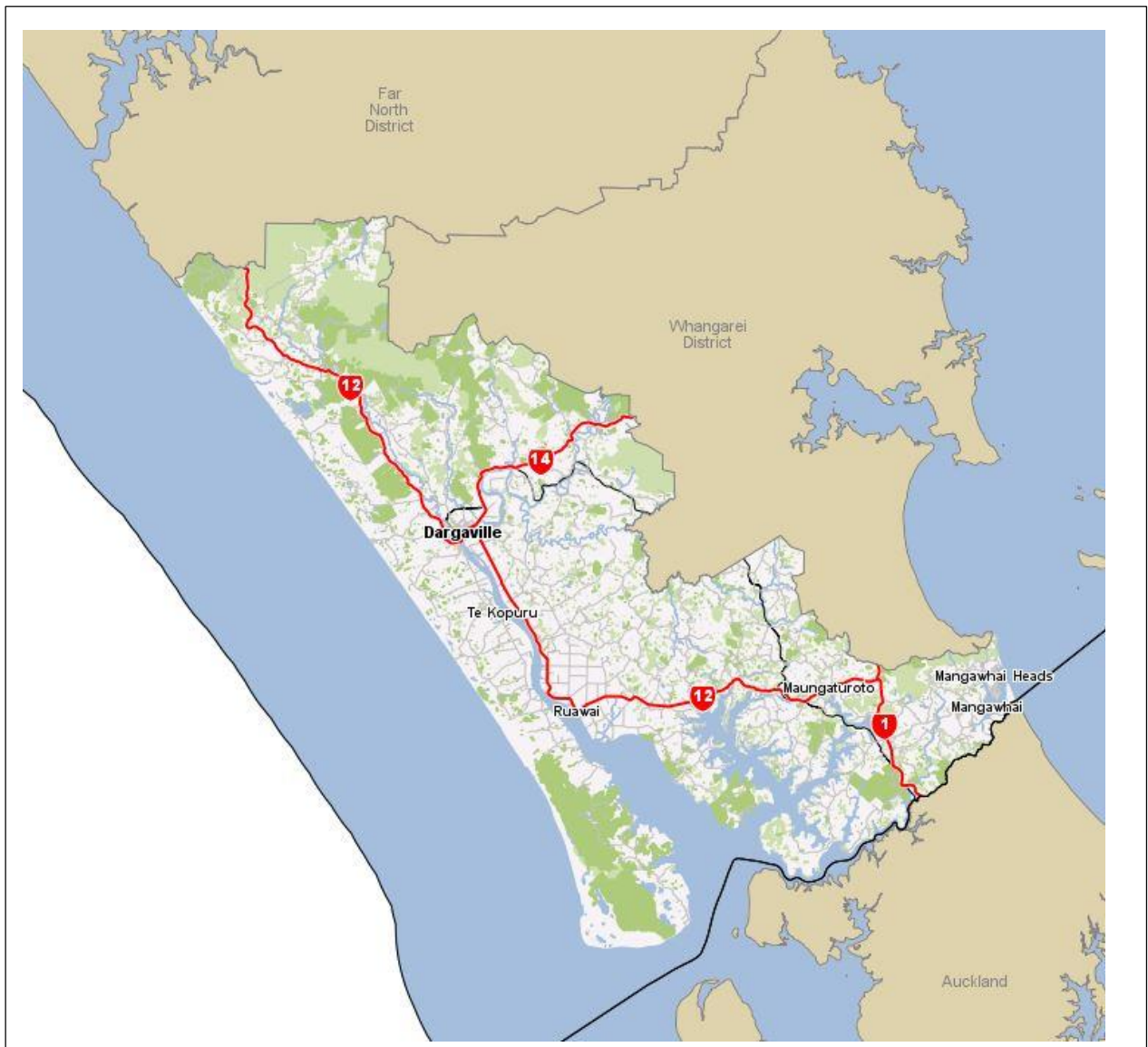
² Refer to Part 2, subpart 2, 5G – 5L of the Act.

- 4.2 Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

5. Definitions

- 5.1 For the purposes of this Policy a shop is a building, place or part of a building or place, where goods are kept, sold or offered for sale by retail and includes an auction mart and a barrow, stall or other subdivision of a market; but does not include:
- (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
 - (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products and livestock, or any of them; or
 - (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buying the goods to sell them again.
- 5.2 Kaipara District means the area of jurisdiction of the Kaipara District Council (see attached map).

Map of the Kaipara District



File number: 2114.03 **Approved for agenda** ☒
Report to: Council
Meeting date: 14 March 2017
Subject: Iwi Relationship Plan
Date of report: 06 March 2017
From: Seán Mahoney, Democratic Services Manager
Report purpose ☐ **Decision** ☐ **Recommendation** ☒ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

In 2014 Kaipara District Council endorsed a strategic overview to managing and maintaining Iwi relationships in the District through an "Iwi Relationship Plan". Iwi have always been identified as a key stakeholder group to consult with. The plan was to formalise an engagement framework for working with iwi.

The Iwi Relationship Plan provides a platform for Council engagement at both a strategic and operational level between Kaipara District Council and key iwi groups. In addition the plan also addresses internal resourcing and support towards maintaining and developing not only the key relationships but internal staff awareness and support of tikanga and kaupapa Maori issues.

Since the plan was implemented Council has continued to support the two key co-governance Committees, has signed off a new Memorandum of Understanding (MOU) with Te Uri o Hau in July 2016 and is negotiating a Mana Enhancing Agreement (MEA) with Te Roroa which will be presented to Council shortly.

Council has continued hosting the Mana whenua forum and a meeting of this forum will consider the Annual Plan in late March 2017.

Council has also continued to build up its internal capability through the staff-led Maori Advisory Group which supports Council officers and elected members in developing cultural competency.

The Iwi Relationship Plan (**Attachment 1**) is presented to give elected members an understanding of the background to date and allow for any opportune input to the Plan.

Recommendation

That Kaipara District Council receives the Democratic Services Manager's report "Iwi Relationship Plan" dated 06 March 2017 and the information contained therein.

Reason for the report

To provide elected members with an opportunity to understand the Iwi Relationship Plan, be updated on progress on the plan and provide for any further clarification or understanding.

Background

Over the years Council has considered a range of engagement frameworks. However its level of commitment had been inconsistent over time and it has been identified that, for a positive and consistent partnership between Council and iwi to develop, a formal relationship plan was required.

Council officers identified six iwi groups in the Kaipara district. The two principal iwi are Te Roroa to the northwest and Te Uri o Hau to the south. Other iwi are Te Runanga o Ngati Whatua, Te Kuihi (with close affiliations to Te Roroa) in the central northwest area (Dargaville), Te Parawhau to the northeast (Tangiteroria and across towards Whangarei) and Ngati Manuhiri to the southeast (Mangawhai south along the east coast).

Te Uri o Hau and Te Roroa have had Settlement legislation implementing their Deeds of Settlement passed. Te Uri o Hau's legislation was passed in 2002 and Te Roroa's legislation was passed in 2008.

Council engages with iwi on plans such as the District Plan, Annual Plan and Long Term Plan and meets with them on an ad hoc basis. It also has a resource consent review process with Te Uri o Hau through Environs Holdings Limited. Te Roroa does not have processes in place to review resource consents and has asked to be made aware only of those resource consents that Council believes would be significant to Te Roroa.

Council has governance partnerships with Te Uri o Hau in respect of Harding Park/Pou Tu Te Rangi and Te Roroa and Te Kuihi in respect of the Domain at Kai Iwi Lakes.

There is a new MOU between Te Uri o Hau and Council which was signed and implemented in 2016.

Council also signed an MOU with Northland Regional Council, Whangarei District Council and Auckland City Council to form the Kaipara Harbour Working Party. This provides political support to the Ngati Whatua treaty settlement on Kaipara Harbour.

Issues

It has been identified that there is a need for Council to develop and implement a formal relationship plan with iwi to improve communication between Council and local iwi and to improve outcomes provided through Council and iwi networks. Council officers have identified areas of discussion that the Mana Whenua Forum may want to focus on. These areas are:

- Governance issues;
- Governance of the Kaipara Harbour;
- Rating of Maori Land;
- Maori Economic Development / Maori Social Development;
- Long Term Planning processes;
- Resource consenting processes.

Iwi have previously indicated that the Mana Whenua Forum is well received.

Council officers believed that it was appropriate for key principles to be established for this partnership between Council and iwi. Council identified the following principles and sought feedback and input from iwi on these principles.

- **Respect:** acknowledgement of the important role that Council and local iwi each play in developing community well-being;
- **Integrity:** acting with positive intentions and goodwill;

- **Inclusiveness:** acting, as appropriate, to involve one another in key decision-making;
- **Awareness:** awareness and understanding of the issues facing local communities and the role that Council and local iwi can play in encouraging community development;
- **Opportunities:** Identify opportunities for potential improvements and changes that realise mutually agreed beneficial outcomes for both Council and iwi;
- **Communication:** early and thorough communication.

The Iwi Relationship Plan assigned certain tasks to Council employees. This needs refreshing in light of staffing changes and, to ensure the plan does not date when staff leave, will be named to roles rather than people.

Factors to consider

Community views

It can be expected that the community would be supportive of Council and iwi formalising an Iwi Relationship Plan.

Policy implications

There are no policy implications associated with this report.

Financial implications

There are no financial implications associated with this report.

Legal/delegation implications

There are no legal or delegation implications associated with this report.

Options

Option A: Receive the Iwi Relationship Plan.

Option B: Receive the Iwi Relationship Plan and provide clarity around where it sees any changes could be made from a strategic governance level.

Assessment of significance

This report does not extend the thresholds set for significance in relation to the Significance and Engagement Policy.

Next step

Council officers will continue to work to the existing plan and the MEA with Te Roroa will be provided to a future Council meeting for consideration.

Attachments

- Attachment 1 – Iwi Relationship Plan 2014

Iwi Relationship Plan

Purpose and Background:

There are six iwi groups in Kaipara. Council officers have considered a variety of different options to enhance the capacity of consultation between Council and local iwi. A Stakeholder Relationship Management Plan was developed last year to assist with developing and maintaining relationships with Stakeholders including iwi.

The purpose of this Iwi relationship Plan (IRP) is to focus solely on the relationship between Council and iwi.

After discussions with iwi it is proposed that Council and iwi continue with the Mana Whenua Forum. The purpose of the Mana Whenua Forum will be to increase the opportunities to develop Maori capacity to participate within the decision-making processes of Council.

Local iwi will have varying interests in Council activities. Some will be interested in the wide range of Council activities and community well-being, while others may be more focused on land and natural resources. This is why it is important for Council to establish regular meetings with local iwi to gain an understanding of the interests, aims and aspirations of local iwi.

Communications Strategy:

A Mana Whenua Forum was held in December 2014. The Acting Chief Executive and Chair of the Commissioners sought feedback from iwi on their preferred option for enhancing communication between Council and local iwi. Iwi indicated that they would like to proceed with the Mana Whenua Forum, with meetings being held quarterly.

These meetings will result in improved communication between Council and local iwi and also improvements in outcomes provided through Council and iwi/Maori networks.

Responsibilities i.e. who will do what:

Below is a schedule showing staff responsibilities in relation to the Mana Whenua forum:

Meeting Scheduling	Barbara Ware	
Agenda Preparation and Distribution	Barbara Ware	
Minute-taking	Linda Osborne	
Staff Advisory Group – will provide advice on protocols, mihi / Mana Whenua agendas etcetera	Brian Armstrong Barbara Dreadon Nicola Hokai Darlene Lang Crystal Paniora Shelley Paniora	Kipi Sarich Pamela White Jessie Wordley

KDC Mana Whenua Forum Attendees	Jill McPherson John Robertson Barbara Ware Linda Osborne Kipi Sarich
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Issues/opportunities of interest:

It is proposed that discussion will be focused on the following areas:

- Treaty of Waitangi/Settlements
- Governance issues including reorganisation of Northland
- Governance of the Kaipara Harbour
- Rating of Maori Land
- Maori Economic Development/Maori Social Development
- Long Term Planning processes
- Resource Consent processes

These meetings may also identify opportunities for potential improvements and changes that realise mutually agreed beneficial outcomes for both Council and iwi.

It is noted that feedback from iwi has indicated that Council should also look to build relationships with Marae communities. There are approximately 20 Marae communities across the District. Council will need to make a decision on how to develop and then maintain these relationships.

Local iwi have also indicated that they value the co-governance arrangements which currently exist between Council and iwi. These co-governance arrangements include the management of Taharoa Domain and Harding Park. It is important that Council and iwi continue with these co-governance arrangements as they provide important collaboration between Council and Iwi.

Iwi concerned:

The iwi groups in Kaipara are:

Iwi	Iwi Area	Rohe extends into these areas	Iwi contacts
Te Uri O Hau	Northern Kaipara/Pouto Area	<ul style="list-style-type: none"> • Northland Regional Council • Kaipara District Council • Auckland Council 	Acting Chief Executive: Deborah Harding Email: dharding@uriohau.co.nz Phone: (09) 459 7001 Ex: 3
			Chair: Rawson Wright Phone: (09) 459 7001

Te Roroa	West Coast from the Hokianga to Tokatoka, including the Waipoua Forest and Kai Iwi Lakes	<ul style="list-style-type: none"> • Northland Regional Council • Far North District Council • Kaipara District Council 	General Manager: Snow Tane (Interim Operations Manager) Email: t.lomas@xtra.co.nz Phone: 09 439 6443
			Chair: Sonny Nesbitt Phone: 09 439 6443
Te Runanga o Ngati Whatua	Tāmaki River in the South to Maunganui Bluff on the West Coast in the North and to Whangarei Harbour on the East Coast.	<ul style="list-style-type: none"> • Northland Regional Council • Auckland Council • Whangarei District Council • Kaipara District Council 	Chief Executive: Allan Pivac Email: Allan.Pivac@ngatiwhatua.iwi.nz Phone: 09 470 0720
			Chair: Rangimarie Naida Glavish Phone: 09 470 0720
Te Kuihi	Dargaville	<ul style="list-style-type: none"> • Kaipara District Council 	
Te Parawhau (Hapu of Nga Puhī)	Tangiteroria across to Whangarei	<ul style="list-style-type: none"> • Kaipara District Council • Whangarei District Council 	
Ngati Manuhiri	Mangawhai to the north and extends south to the Okura river mouth south of Whangaparaoa. The	<ul style="list-style-type: none"> • Northland Regional Council • Auckland Council • Kaipara District Council 	Chief Executive: Terrence (Mook) Hohneck Phone: 09 422 6548

	easterly boundary takes in the islands of Hauturu (Little Barrier), Kawau, Tiritiri Matangi, including interests in Waiheke and others. The western boundary generally follows State Highway 1 running from Kaiwaka South through Wellsford and Warkworth towards Kaipara Flats.		Chair: Marilyn O'Brien-Shearer Phone: 09 422 6548
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Overview of each Iwi/Hapu in the Kaipara:

Te Uri o Hau:

The Te Uri o Hau rohe stretches from Pouto North Head up to Dargaville and across to Mangawhai. The Deed of Settlement between Te Uri o Hau and the Crown was signed on 13 December 2000. Settlement legislation implementing the Deed of Settlement was passed on 17 October 2002.

Collaboration (Currently)

Memorandum of Understanding

There is a Memorandum of Understanding(MOU) between Te Uri o Hau and Council signed on 28 May 2002. The MOU defines how, under the principles of the Treaty of Waitangi, Council and Te Uri o Hau will work as partners. The MOU also outlines what steps will be taken in relation to non-notified Resource Consent applications. These steps are:

Acknowledgement of Area Of Interest:

- Kaipara District acknowledges the Mana of Te Uri o Hau as an affected party to Resource Consents within their Area of Interest as defined by the Deed of Settlement.

Notification of Culturally Significant Areas of Consent Applications:

- Te Uri o Hau will outline to Kaipara District areas where non-notified Resources Consent applications are culturally significant.

Applicant to consult with Te Uri o Hau:

- The applicant will be required to consult with Te Uri o Hau and have the application signed with any comments prior to the Resource Consent application being lodged as a non-notified application.

Decisions notified:

- The decisions on these non-notified applications with comments will be forwarded to Te Uri o Hau.

District Plan Change Initiated

- If the Resource Consent process identifies recurring issues which impacts on Te Uri o Hau, a change to the District Plan would be considered.

Harding Park

The Harding Park Standing Committee and Po Tu Te Rangi joint Management Committee comprise representatives from both Council and Te Uri o Hau. Po Tu o Te Rangi Joint Management Committee is responsible for managing the Po Tu o Te Rangi Pa and the Harding Park Standing Committee is responsible for managing Harding Park and Mount Wesley Cemetery.

Kaipara Harbour

Council also participates in the Integrated Kaipara Harding Management Group (IKHMG) which is led by Te Uri o Hau to deliver on the common vision 'A healthy and productive Kaipara Harbour'.

Stakeholder Relationship

Te Uri o Hau has been identified as a key stakeholder in terms of Council's key Stakeholder Relationship Management Plan. The Chief Executive currently has the primary responsibility for the management of this relationship.

Te Roroa:

Te Roroa rohe stretches along the west coast from the Hokianga to Tokatoka in the Kaipara, encompassing at its heart the Waipoua Forest and Kai Iwi Lakes.

A Deed of Settlement between Te Roroa and the Crown was signed on 17 December 2005. Settlement legislation implementing the Deed of Settlement was passed on 25 September 2008.

Collaboration (Currently)

Taharoa Domain

The Taharoa Domain Governance Committee is a Co-Governance Committee comprising representatives of Te Roroa, Te Kuihi and Council. The purpose of the Committee is to manage the Taharoa Domain in accordance with legislation and also the Taharoa Domain Reserve Management Plan and Business Plan.

Resource Consents

Te Roroa has asked to be made aware of Resource Consents that Council believes would be significant to Te Roroa.

Waipoua Forest Properties

Council officers are currently working with Te Roroa on finding an appropriate solution to deal with the significant rate arrears and penalties incurred by properties in the Waipoua Village. A proposal has been put forward by Council and Te Roroa is now discussing the proposal with iwi and the Trustees.

Stakeholder Relationship

Te Roroa has been identified as a key stakeholder in terms of Council's key Stakeholder Relationship Management Plan. The Chief Executive currently has the primary responsibility for the management of this relationship.

Te Runanga o Ngati Whatua:

The Te Runanga o Ngati Whatua rohe stretches from Tamaki River in the south to Maunganui Bluff on the West Coast in the north and to Whangarei Harbour on the East Coast.

The Deed of Settlement between Ngati Whatua and the Crown was signed on 09 September 2011.

Collaboration (Currently)

Iwi Local Government Chief Executives' Forum

Council is a member of the Northland Iwi and Local Government Chief Executives' Forum which meets every two months in Whangarei in the Boardroom of Te Runanga o Ngati Whatua. This group meets with the key objective of bringing consistency to approaches across iwi organisations and councils.

Kaipara Moana Framework Agreement

Ngati Whatua iwi and the Crown signed a Kaipara Moana Framework Agreement on 18 August 2014. This Agreement indicates the wish of Ngati Whatua iwi to establish one body to provide for the governance of the Kaipara Harbour. The Crown proposes to sign an Agreement in Principle with Ngati Whatua in early 2015, with a Deed of Settlement to be signed later that year. However the relevant local authorities involved (Auckland Council, Northland Regional Council and Kaipara District Council) have written to the Chief Crown Negotiator indicating their view that there are many complex issues to be worked through and that a more cautious approach over an extended timeframe is more likely to deliver the quality outcome the Crown, Ngati Whatua and local authorities are seeking.

Te Kuihi:

The Te Kuihi area of interest is the Dargaville area.

Collaboration (Currently)

Te Kuihi has a representative on the Taharoa Domain Governance Committee.

Te Parawhau (Hapu of Nga Puhi):

The Te Parawhau area of interest is Tangiteroria across to Whangarei.

Council and Te Parawhau are not currently involved in any formal collaboration apart from on an ad hoc basis.

Ngati Manuhiri:

The Ngati Manuhiri area of interest is Mangawhai to the north and extends south to the Okura river mouth south of Whangaparaoa. The easterly boundary also takes in the islands of Hauturu (Little Barrier), Kawau, Tiritiri Matangi, including interests in Waiheke and others. The western boundary generally follows State Highway 1 running from Kaiwaka south through Wellsford and Warkworth towards Kaipara Flats.

Council and Ngati Manuhiri are not currently involved in any formal collaboration.

Council's position on the Treaty of Waitangi:

It is not the role of Council to act as Treaty agents; however the Council endorses the principles of the Treaty of Waitangi and the importance of providing for the economic and social well-being of iwi.

As per Council's Operative District Plan the Council endorses the following principles relevant to the sustainable management of natural and physical resources as being a current reflection of the purpose and intent of the Treaty of Waitangi (as interpreted by the Courts):

- The Principle of Government / Kawanatanga: Article I gives expression to the right of the Crown to make laws and its obligation to govern in accordance with constitutional process (i.e. to make laws applying to everyone). The delegation of resource management powers by the Crown to local authorities under the Act means that those authorities can make policies, set objectives and make rules affecting the management of natural and physical resources, subject to the guarantee of te tino rangatiratanga and recognition of the partnership between Maori and the Crown.
- The Principle of Partnership: The Treaty of Waitangi signified a partnership between Maori tribes and the Crown, exercised with the utmost good faith. The exchange of promises under Articles I and II of the Treaty of Waitangi is seen as an exchange of gifts; the gift of the right to make laws and the promise to do so as to accord the Maori interest appropriate priority.
- The Principle of Te Tino Rangatiratanga: Te tino rangatiratanga (full chiefly authority) over the management of resources (including lands, forests, and fisheries) and other taonga was guaranteed to Maori under Article II of the Treaty of Waitangi. Te tino rangatiratanga includes tribal self-regulation of resources in accordance with Maori cultural preferences. The preservation of a resource base, restoration of iwi self-management and the active protection of taonga, both material and cultural, are necessary elements of the Crown's policy of recognising rangatiratanga.
- The Principle of Active Protection and Consultation: The Treaty of Waitangi obliges the Crown not only to recognise the Maori interests specified in the Treaty, but to actively protect them. The confirmation and guarantee of te tino rangatiratanga given in Article II of the Treaty is consistent with an obligation to recognise and actively protect Maori people in the use of their lands, water, waahi tapu and other protected taonga. Effective, early and meaningful consultation is an integral and necessary component of greater participation by Maori in resource management decision-making and an essential component of the principle of partnership.

- The Principle of Hapu/Iwi Resource Development: Recognition of the ability and need for hapu/iwi to develop their resources in a manner which achieves the purposes of the Act is a fundamental principle embodied in the Treaty of Waitangi. Article II of the Treaty confirmed and guaranteed to Maori the retention of their property rights, and the choice of developing those rights under Article III. To Maori, the efficient use and development of what are in many ways currently under-utilised hapu/iwi resources is an important principle of the Treaty of Waitangi in the context of resource management under the Act. The Treaty of Waitangi recognises the right of Maori to develop those resources in accordance with their own needs and aspirations.

Key Principles:

- **Respect:** acknowledgement of the important role that Council and local Iwi each play in developing community well-being
- **Integrity:** acting with positive intentions and goodwill
- **Inclusiveness:** acting, as appropriate, to involve one another in key decision-making
- **Awareness:** awareness and understanding of the issues facing local communities and the role that Council and local iwi can play in encouraging community development
- **Opportunities:** Identify opportunities for potential improvements and changes that realise mutually agreed beneficial outcomes for both Council and iwi
- **Communication:** early and thorough communication.

Key Messages:

- Council will work effectively and proactively with iwi in the rohe
- Council will focus on establishing an understanding of what issues are of importance to iwi
- Council will focus on creating and nurturing relationships through recognising iwi interests, encouraging participation, overcoming barriers and fostering initiatives to improve iwi capacity.

Legislative Requirements:

Local Government Act 2002

The Local Government Act 2002 places some specific obligations on councils. These obligations are intended to facilitate participation by Maori in local authorities' decision-making processes.

The Act includes requirements for councils to:

- ensure they provide opportunities for Maori to contribute to decision-making process
- establish and maintain processes for Maori to contribute to decision-making
- consider ways in which they can foster the development of Maori capacity to contribute to decision-making processes
- provide relevant information to Maori
- take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu (sacred areas), valued flora and fauna, and other taonga.

Resource Management Act 1991

The Resource Management Act recognises that Māori have a special cultural and spiritual relationship with the environment.

When considering an application for Resource Consent, the Council needs to recognise and provide for the relationship of Māori with their ancestral lands, water, sites, waahi tapu (sacred areas) and other taonga (treasures).

Leonie Guy Hankins

Business and Policy Analyst

Att 1 – Proposed Framework document

Att 2 – Iwi rohe map

Te Runanga O Ngati Whatua



Te Uri o Hau



Te Roroa



File number: 1203.01.01

Approved for agenda ☐
Report to: Council

Meeting date: 14 March 2017

Subject: Local Governance Statement

Date of report: 04 March 2017

From: Seán Mahoney, Democratic Services Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

The Local Government Act 2002 requires all Local Authorities to prepare and make publically available following the triennial election a local governance statement. The statement must contain specific information in accordance with the Act. It must be available within six months of the election. During the triennium Council must update this document as changes occur and as Council sees appropriate.

Recommendation

That the Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Local Governance Statement' dated 04 March 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegate to the Mayor and Chief Executive the authority to approve any editorial changes that may be required to the final document; and*
- 4 *Adopts the Local Governance Statement for the 2016-2019 Triennium.*

Reason for the recommendation

Council must publish the agreed Local Governance Statement within six months of the election of members.

Reason for the report

Council is required to publish a Local Governance Statement within six months of the triennial election.

Background

Council is required by section 40 of the Local Government Act 2002 (the Act) to prepare and make publicly available a Local Governance Statement (the Statement) within six months of the

commencement of any triennium. During the triennium the Council must update its governance statement as it considers appropriate.

This report is officer advice only. Refer to minutes of the meeting for decision.

The Act requires the Statement to include information on:

- the Council's functions, responsibilities, and activities
- local legislation conferring powers on the Council
- Council bylaws
- the electoral system used by Council and the opportunity to change it
- representation arrangements and the opportunity to change these, including the option of Māori wards
- statutory requirements and code of conduct applicable to members' roles and conduct
- governance structures and processes
- meeting processes and protocols
- consultation
- Māori engagement policies and processes
- the organisational structure and the interface between management and elected members
- any adopted remuneration and employment policy
- equal employment opportunities
- planning and policy documents
- public access to elected members
- official information requests

The Act requires the Council to prepare and make publically available the Local Governance Statement within six months of the commencement of the triennium, rather than adopt it. However many Councils deem it best practice for the Local Governance Statement to be reported to Council so that members are fully aware of its contents.

Issues

Most of the content in the Local Governance Statement is already available through Council reports and decisions and documents on the Council website. The statement codifies much of this in one document to allow the public to find out key information about how to engage with Council in a clear and concise manner.

Factors to consider

Community views

The Local Governance statement provides clarity to the wider community about Councils core governance arrangements.

Policy implications

None

Financial implications

None

Legal/delegation implications

Making the statement publically available is a requirement of the Local Government Act.

Options

Option A: Adopt the Local Governance statement and make any suggested amendments for the Mayor and Chief Executive to approve before the end of March 2017.

Option B: Adopt the Local Governance Statement in its current format.

Assessment of options

Option A provides elected members the opportunity to provide feedback and seek clarity before the final version is published

Recommended option

The recommended option is **Option B**

Next step

Finalise the document and publish on the website by the end of March 2017

Attachments

- Draft Local Governance Statement



Kaipara District Council

Local Governance Statement

March 2017

Executive Summary

Kaipara District Council is required under Section 40 of the Local Government Act 2002 to adopt a Local Governance Statement following each Triennial election. The Statement is required to provide the community with information on how Council is organised, how it makes decisions and the ability for the community to engage with Council.

draft

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1 Functions, responsibilities and activities

The purpose of Kaipara District Council is to meet the current and future needs of our communities for good quality local services and infrastructure.

Kaipara District Council has a variety of roles in meeting this purpose. These include:

- Facilitating solutions to local needs;
- Advocating for the district with other agencies;
- Developing local resources;
- Managing and maintaining local infrastructure;
- Environmental management;
- Planning for the future needs of the district.

2 Local legislation

There are a number of Acts of Parliament that apply to Council or are administered by Council. A comprehensive list of these is included as Appendix 1.

In addition Kaipara District Council is also bound by several Acts of local legislation:

- Mangawai Lands Empowering Act 1966 (sic);
- Te Uri O Hau Settlement Act 2002;
- Kaipara District Council (Validation of Rates and other matters) Act 2013.

All of these are accessible via www.legislation.govt.nz

3 Bylaws

Bylaws are generally made under the Local Government Act 2002. However there is some legislation that directs a Council to compile a bylaw, for example the Dog Control Act 1996.

Current Bylaws are:

- General Bylaws 2008 (due for review in 2018)

This is a consolidated bylaw that incorporates a number of activities:

- Activities that can be carried out in public places
- Trading in public places
- Management of solid waste
- Control of advertising signs
- Operation of amusement galleries
- Fires in the open air
- Keeping of animals, poultry and bees
- Management of cemeteries and crematoria
- Management of public libraries
- Management of Council-owned cultural and recreational facilities

- Management of nuisances
- Control of skateboards
- Prohibition of gin traps
- Traffic management
- Management of Council's water supplies
- Management of Rural Land Drainage
- Dog Management Bylaw 2009 (due for review 2019)
 - Enables Council to give effect to The Dog Control Act 1996 and to Council's Policy on Dogs.
- Public Places Liquor Control Bylaws 2009 (due for review 2019)
 - Outlines the days, times and the public places where the consumption of alcohol is prohibited.
- Wastewater Drainage Bylaw 2016 (due for review 2026)
 - Outlines what can go into the public wastewater systems, who can connect and the ability to continuation of discharge, disconnection and other provisions on the public drainage system.

4 The electoral system

Kaipara District Council currently uses the Single Transferable Vote (STV) system. This form of voting is used in all District Health Board elections and by several Local Authorities. STV is a preferential voting system and electors rank candidates in order of preference. The number of votes required for a candidate to be elected is calculated by a quota. The other electoral system permitted under the Local Electoral Act 2001 is the First Past The Post (FPP) system in which electors indicate the preferred candidate(s) and the candidate(s) with the most votes is declared the winner.

Under the Local Electoral Act 2001 Council can:

- a) resolve to change the electoral system to be used at the next two elections; or
- b) conduct a binding poll on the question; or
- c) electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding a poll.

Once changed the system must be used for at least the next two triennial elections.

- a) Change by Council resolution

Council may resolve to change its electoral system not later than 12 September in the year that is two years before the next triennial election (s27 LEA). There is no compulsion to make a decision in this timeframe as the status quo will apply unless a decision is taken.

b) Poll demanded by electors

Council is required to give public notice no later than 19 September in the year that is two years before the year in which the next triennial election is to be held:

- of any resolution passed under s27; and
- of the right of electors to demand a poll, which must be lodged within 90 days.

c) Poll initiated by Council

Council may resolve to hold a poll (s31 LEA) on a proposal on a specific electoral system for the next two triennial elections. Council must resolve to hold a poll no later than 28 February in the year immediately before the year in which the next triennial election is to be held.

Council resolved in September 2011 to retain the STV system for the 2013 and 2016 elections.

5 Representation arrangements

Kaipara District Council has eight Councillors. The district is divided into three wards with three Councillors elected from the Otamatea and West Coast/Central wards and two from the Dargaville ward. The Mayor is elected at large across the district.

Council is required to review its representation arrangements at least once every six years. The last review was conducted in October 2012 which resulted in minor adjustments to the ward boundaries.

The representation review must consider:

- The number of elected members;
- Whether members are elected at large across the district or by wards within the district, or a mixture of both;
- If wards are used, then the boundaries and electorate populations of those wards;
- The potential for Maori wards (elected by voters on the Parliamentary Maori roll);
- Whether to have community boards and, if so, the boundaries and membership of those.

The Local Electoral Act 2001 provides a framework for the review and Council must ensure that the election of members will provide fair and effective representation of communities of interest within the district.

The Act provides for the establishment of separate Maori wards. Council may resolve to create separate Maori wards or conduct a poll on the matter. The community can demand a poll on the matter by initiating a petition signed by 5% of the electors in the district.

Procedure	Deadline	Relevant section
Local authority determines proposed representation arrangements.	Initial proposals must be made: <ul style="list-style-type: none"> no earlier than 01 March in the year before election year by 31 August in the year before election year, if establishing Māori wards/constituencies in time for the deadline for public notice. 	<ul style="list-style-type: none"> 19H (territorial authorities, 19I (regional councils) 19J (community boards) Schedule 1A if establishing Māori wards / constituencies
Local authority gives public notice of "initial" proposal and invites submissions.	Within 14 days of resolution, and not later than 08 September in the year before election year.	19M(1)
Submissions close.	Not less than one month after public notice.	19M(2)(d)
If no submissions then proposal becomes final ¹ .	Public notice to be given when there are no submissions, but no date fixed for doing this.	19Y(1)
Local authority considers submissions and may amend proposal.	Within six weeks of closing date for submissions.	19N(1)(a)
Local authority gives public notice of its "final" proposal.	Within six weeks of closing date for submissions.	19N(1)(b)
Appeals and objections close.	<ul style="list-style-type: none"> not less than one month after the date of the public notice issued under section 19N(1)(b) not later than 20 December in the year before election year. 	19O 19P
If no appeals or objections then proposal becomes final ¹	Public notice to be given when there are no appeals/objections, but no date fixed.	19Y(1)
Local authority forwards appeals, objections and other relevant information to the Local Government Commission ² .	As soon as practicable, but not later than 15 January in election year.	19Q 19V(4)

¹Under section 19V(4) proposals that do not comply with the +/-10% fair representation requirement are subject to confirmation by the Commission.

² Includes any proposal that does not comply with the +/-10% fair representation requirement.

Procedure	Deadline	Relevant section
Commission considers resolutions, submissions, appeals and objections and makes determination.	Before 01 April in election year.	19R
Determination subject to appeal to High Court on a point of law ³ .	Appeals to be lodged within one month of determination.	Clause 2, Schedule 5, <i>Local Government Act 2002</i>

The last Representation Review can be found at:

www.lgc.govt.nz/decisions-and-determinations/view/kaipara-district-council

6 Elected Members roles and conduct

Kaipara District Mayor and Councillors have the following collective responsibilities:

- Representing the interests of Council;
- Formulating Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by Council over a 10 year period;
- Determining the expenditure and funding requirements of Council activities through the LTP and annual planning processes;
- Overseeing, developing and/or approving all Council policies, administration, legal, financial and strategic including formal regional, city and/or district planning matters within Council's geographical area of responsibility;
- Monitoring the ongoing performance of Council against its stated objectives and policies (including formal sign-off of the Annual Report);
- Ensuring prudent use of Council resources;
- Law-making (bylaw);
- Overseeing Council compliance with any relevant Acts of Parliament; and
- Employing, setting performance requirements for, and monitoring the ongoing performance of Council's Chief Executive (under LGA 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf; elected members of Council have no responsibilities for, and cannot direct, any staff employed by Council other than the Chief Executive).

The Mayor's role at a simple level is to provide leadership to the other elected members and the people of the district.

³ Commission determinations may also be subject to judicial review.

The Mayor's relationship to Council has a number of statutory functions under the LGA 2002. Specifically:

- The presiding officer at meetings of Council at which they are present;
- Ensuring the orderly conduct of meetings of Council;
- The ceremonial head of Council;
- A Justice of the Peace (while in office);
- The Mayor has the authority to appoint a deputy mayor, to establish committees of Council and to appoint the Chairs of those committees; ⁴
- The responsibility for leading the development of the district's plans, policies and budgets.

The Deputy Mayor must perform all the responsibilities of the Mayor.

- With the consent of the Mayor to cover a period of absence;
- Without that consent if the Mayor is prevented by illness or other cause from performing their duties;
- If a vacancy for Mayor occurs during the term of Council.

Elected Members also have obligations imposed on them by specific pieces of legislation. These include:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the Code of Conduct and Standing Orders.
- The Local Authorities (Members Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests.
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards in the performance of their duties.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way or using official information for private profit.

The LGA 2002 requires Council to adopt a Code of Conduct. This provides guidelines and principles for the standard of behaviour expected of elected members. It applies not only to elected members conduct between themselves but also with the Chief Executive, Council Staff, the media and the public.

Once adopted the Code continues in force until amended by Council. Council can amend the Code whenever it chooses to, but it cannot revoke the Code without adopting another in its place. Once adopted, amendments to the Code, or the adoption of a new Code, require a resolution supported by 75% or more of the members of Council present at the meeting.

Council adopted a revised Code of Conduct at its meeting on 13 December 2016.

⁴ However refer to Deputy Mayor section

7 Governance structure

Full Council meets each month and Council can establish committees to enable it to work more effectively. These committees can be standing committees which sit for the term or special committees that meet for a specific purpose. Council can delegate to the committee (excluding those functions that must be exercised by full Council) specific functions, duties and powers. Council committees still retain a governance function rather than an operational function, even though they can at times be closer to a specific project or activity than full Council.

The full Council cannot delegate the following decisions however and these must be taken by a full Council. These include (Clause 32(1)(a)-(h) of Schedule 7 of the LGA 2002).

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money, purchase or dispose of assets other than in accordance with the Long Term Plan;
- The power to adopt a Long Term Plan, Annual Plan or Annual Report;
- The power to appoint a Chief Executive;
- Make decisions on representation arrangements;
- The power to adopt a remuneration and employment policy.

The LGA gives the Mayor the power to establish Committees of Council and appoint the Chair if they choose to.

Council's current committee structure is

Committee	Council Members	Note
Audit, Risk and Finance	Councillors Del La Varis-Woodcock, Geange, Joyce-Paki, Larsen and Wade.	Mr Richard Booth will be the Independent Chair of this Committee until 01 November 2017.
Remuneration and Development	Mayor Gent (Chair), Councillors Curnow, Jones and Wethey.	
Raupo Drainage	Mayor Gent.	Ratepayer representatives were appointed in August 2016 for a three year term.
Taharoa Domain Governance	Mayor Gent and Councillor Wade.	Co-Governance Committee
Mangawhai Community Park Governance	Councillors Curnow and Wethey.	Co-Governance Committee
Pou Tu Te Rangi/Harding Park Joint Committee	Councillors Del La Varis-Woodcock and Joyce-Paki.	Co-Governance Committee

Committee	Council Members	Note
Funding	Councillor Larsen.	Overarching Committee for funding application schemes such as Sport NZ Rural Travel Fund and Creative Communities.
Mangawhai Endowment Lands Account	Councillors Larsen, Jones and Wethey.	
Citizens Awards	Mayor Gent and Councillors Curnow, Wade and Wethey.	

The Terms of Reference for all Committees are appended to this Statement as Appendix 2 "Committee Terms of Reference".

Elected members are also appointed to a number of external committees with other parties or councils. As at March 2017 these are:

External Committee Appointments	Members
Joint Civil Defence Emergency Management Group	Jonathan Larsen
Regional Transport Committee	Julie Geange
Sport Northland	Libby Jones
Kaipara Harbour Treaty Settlement Working Party	Greg Gent
Kaipara Harbour Joint Political Committee	Greg Gent
Pouto Priority Catchment Group	Anna Curnow
Northland Chamber of Commerce	Anna Curnow
Local Government New Zealand Zone 1	Peter Wethey

Crown Observer/Crown Manager

In July 2016 under s258 of the LGA 2002, the Associate Minister of Local Government appointed Mr Peter Winder to the role of Crown Manager. The Crown Manager will support Council by taking responsibility for any outstanding and future legal actions relating to the development of the Mangawhai Community Wastewater Scheme and the setting or collection of rates during and prior to the Kaipara Commissioner's term. The Crown Manager will be responsible for taking responsibility for those legal actions on Council's behalf. This will allow the newly-elected Council to focus on the future. The term of office for the Crown Manager begins on the day the newly-elected Council is declared, following the 08 October 2016 local elections and will expire on the day after the date elected members are declared, following the 2019 local elections.

In October 2016 following the triennial elections, the Associate Minister of Local Government appointed Mr Barry Harris to the role of Crown Observer. The Crown Observer will provide support and guidance on matters of governance to the newly elected Council members, Chief Executive and senior managers. The term for the Crown Observer begins on the day the newly-elected Council is declared, following the 08 October 2016 elections and is expected to end by 30 September 2017.

8 Meeting processes

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). All Council and Committee meetings must be open to the public unless there is reason to consider some item in the “public excluded” session of a meeting.

Although meetings are open to the public, members of the public do not have a right to speak, unless prior arrangements are made. LGOIMA contains a list of the circumstances where councils may consider items with the public excluded (these circumstances generally relate to protection of personal privacy, legal privilege or commercial negotiations). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his/her discretion, order the removal of any member of the public for disorderly conduct, or remove any Councillor who does not comply with Standing Orders. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an Ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called with three working days notice. During meetings the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). Council may suspend Standing Orders by a vote of 75% of the members present.

9 Consultation policies

9.1 Special consultative procedure

The Local Government Act 2002 Amendment Act 2014 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, **the special consultative procedure**, is regarded as a minimum process.

Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Plan (**LTP**), Annual Plan or District Plan, it will hold formal meetings with community groups and other interested parties. At these meetings Council will seek views on the matters Council considers important and which identify issues of concern to the community.

9.2 Statutory consultation requirement

Section 82 of the Local Government Act 2002 Amendment Act 2014 sets out a number of principles for when the Council decides to consult.

10 Liaising with Maori

Kaipara District Council put in place an Iwi relationship plan in 2014. This plan recognises the need to develop and maintain strong relationships at different levels with the various Iwi groups in Kaipara. A Mana Whenua forum increases the ability for Iwi and Maori input into Council

decision-making. In addition Council has a Memorandum of Understanding with Te Uri o Hau and is negotiating a Mana Enhancing Agreement with Te Roroa. It does not envisage having any other MOUs or MEAs with other Iwi in the district.

Council also has two co-governance committees in the Taharoa Domain Governance Committee (TDGC) and the Harding Park/Pou Tu Te Rangi Joint Committee (HP/PTTR). TDGC is a Committee between Council, Te Roroa and Te Kuihi. Te Uri o Hau appoints to the Joint Committee. Both of these Committees oversee the Reserve Management Plan for the Park site.

11 Management structure and relationships

The Local Government Act 2002 sets out the role of the Chief Executive. Section 42 explains that a Chief Executive is responsible for

- Implementing the decisions of the local authority;
- Providing advice to members;
- Ensuring all powers and duties delegated to them and to staff are properly performed;
- Ensuring the effective and efficient management of Council's activities;
- Maintaining systems that allow for effective planning and performance;
- Providing leadership for the staff;
- Employing the staff on behalf of the local authority;
- Negotiating the terms of employment of the local authority staff.

Council has a performance agreement with the Chief Executive and manages this through regular performance reviews and a formal Remuneration and Development Committee. Council does not evaluate the performance of any other staff. In reviewing the Chief Executive's performance they need to also consider the performance of the wider team. Council needs to ensure that its expectations of the Chief Executive are documented and included in any agreed performance targets.

Whilst the elected members will have relationships with Council officers, it is important that each respect the other's role and responsibilities. Officers must be able to provide free and frank advice to elected members. It is Council officers who implement decisions, oversee projects and provide advice to Council. Staff are accountable to the Chief Executive and elected members (including the Mayor) cannot direct staff.

12 Remuneration and Employment Policy

Council does not currently have a remuneration and employment policy.

13 Equal Employment Opportunities Policy

Kaipara District Council has a policy of equal employment opportunity for all workers and regards the identification and elimination of any discrimination and the provision of equal opportunities as essential principles in the management of its staff resources.

Council affirms this commitment through a policy of positive action by adopting constructive policies and practices for equal opportunities in all aspects of employment, including recruitment and selection, training and development, education, career path planning and promotions. The objective of this policy is to ensure that for any given position the best available person gets the job.

14 Key approved planning and policy documents

14.1 Long Term Plan

This represents the directions being set for the district's future. It is put together by Council with the assistance of the community and other organisations. It outlines the communities' expectations and describes how Council in partnership with Government agencies and other organisations will work to achieve these. Council's corporate and financial policies as follows are contained in the Long Term Plan: Significance and Engagement Policy on, Policy on Development, Accounting Policies, Treasury Policies, Liability Management Policy, Investment Policy, Revenue and Financing Policy, Rating Policies and Funding Impact Statement.

14.2 District Plan

The District Plan was prepared under the Resource Management Act 1991 and sets out Council's objectives, policies and rules in relation to land use and subdivision activities in the Kaipara district.

14.3 Annual Plan

The Annual Plan is Council's committed level of activity, expenditure and service to the community. It specifies the activities that will be carried out during the year, toward achieving the goals and objectives of the Long Term Plan, how much this work will cost, the targets for the year and the measures that will be used to determine whether the targets have been met.

14.4 Annual Report

The Annual Report sets out Council's achievements and reports on whether the targets forecast in the Annual Plan were reached. An Annual Report is required to be prepared every year.

14.5 Asset Management Plans

Council has prepared draft Plans which provide the framework for maintaining Council's physical assets (i.e. roading, water supply, stormwater, wastewater, community amenities, recreational facilities etcetera). They define the level of service that will be provided and identify the sources and amount of funding required.

14.6 Civil Defence Plan

All territorial authorities are required to have an Operative Plan dealing with district civil defence matters.

14.7 Fire Plan

As part of its responsibilities as the rural fire authority Council is required to prepare a Fire Plan. Part One of the Plan covers operational matters (updated annually) such as resources and staff while Part Two deals with administrative issues.

14.8 Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan

Council is responsible for administering the Kai Iwi Lakes (Taharoa Domain) on behalf of the Crown. The Plan sets out how the governance, operational management and future development of the Domain will be undertaken on an ongoing basis.

14.9 Reserves and Open Space Strategy (ROSS)

The Reserves and Open Space Strategy (ROSS) identifies opportunities and recommends actions to achieve the desired reserves and open space within the district along with a policy framework for the different types of reserves and open spaces.

Copies of the key approved planning and policy documents (and the process for their development and review) may be obtained from the Council Customer Service Centre or from the website www.kaipara.govt.nz.

15 Public access to Council and its Elected Members

Contact details for Mayor and Councillors can be found on the Kaipara District Council website.

Requests for Council services should be made directly to the relevant Council department by calling 0800 727 059.

Council meetings are held in public and the times and venues for these are advertised on the Council website and in local newspapers.

16 Process for requests for official information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made Council must supply the information unless reason exists for withholding it. LGOIMA says that information may be withheld if release of the information would:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Maori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities.

Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to:

Chief Executive
Kaipara District Council
Private Bag 1001
Dargaville 0340

17 Appendices

Appendix 1 Comprehensive List of Legislation

Appendix 2 Committee Terms of Reference

Kaipara District Council – Listing of Legislation**Public General Acts of New Zealand**

There are many general Acts of Parliament that confer powers on the Kaipara District Council and regulate its functions, duties and responsibilities. The most significant of these are as follows:

Building Act 2004

Building Research Levy Act 1969

Burial and Cremation Act 1964

Bylaws Act 1910

Citizenship Act 1977

Civil Defence Emergency Management Act 2002 (Lifelines)

Climate Change Response Act 2002

Construction Contracts Act 2002

Consumer Guarantees Act 1993

Copyright Act 1994

Disputes Tribunal Act 1988

Dog Control Act 1996

Electoral Act 1993

Electricity Act 1992

Employment Relations Act 2000

Energy Efficiency and Conservation Act 2000

Fair Trading Act 1986

Fencing Act 1978

Fencing of Swimming Pools Act 1987

Financial Reporting Act 2013

Fire Services Act 1975

Food Act 2014

Forest and Rural Fires Act 1977

Gambling Act 2003

Gas Act 1992

Goods and Services Tax Act 1985

Hazardous Substances and New Organisms Act 1996

Health Act 1956

Health (Drinking Water) Amendment Act 2007 (an amendment of the Health Act 1956)

Health and Safety at Work Act 2015

Heritage New Zealand Pouhere Taonga Act 2014

Holidays Act 2003

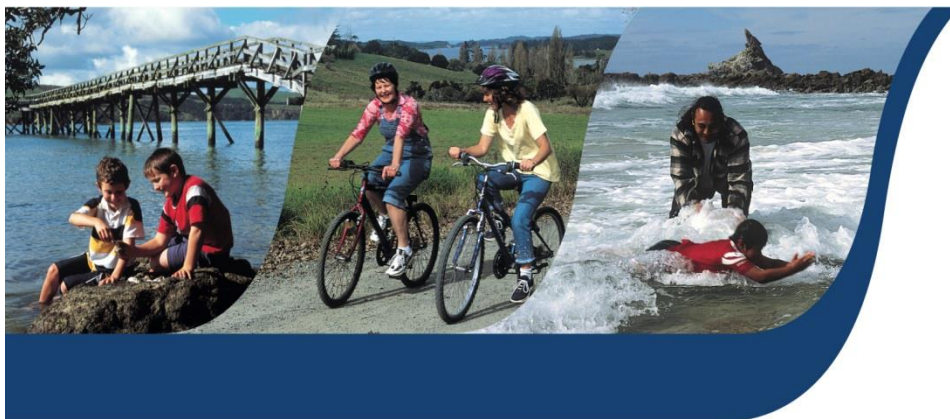
Human Rights Act 1993

Impounding Act 1955

Income Tax Act 2007

Insolvency Act 2006
Kaipara District Council (Validation of Rates and Other Matters) Act 2013
KiwiSaver Act 2006
Land Drainage Act 1908
Land Transfer Act 1952
Land Transport Act 1998
Land Transport Management Act 2003
Land Transport (Road Safety and Other Matters) Amendment Act 2011
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Act 2002 Amendment Act 2012
Local Government (Financial Reporting and Prudence) Regulations 2014
Local Government Official Information and Meetings Act 1987
Local Government (Rating) Act 2002
Major Events Management Act 2007
Mangawai Lands Empowering Act 1966 (sic)
Minimum Wage Act 1983
Municipal Insurance Act 1960
New Zealand Library Association Act 1939
Parental Leave and Employment Protection Act 1987
Plumbers, Gasfitters, and Drainlayers Act 2006
Postal Services Act 1998
Privacy Act 1993
Property Law Act 2007
Protected Disclosures Act 2000
Public Audit Act 2001
Public Bodies Contracts Act 1959
Public Records Act 2005
Public Works Act 1981
Rates Rebate Act 1973
Rating Valuations Act 1998
Reserves Act 1977
Resource Management Act 1991
Resource Management Infringement Offences Regulations 1999
River Boards Act 1908
Sale and Supply of Alcohol Act 2012
Sale of Goods Act 1908
Soil Conservation and Rivers Control Act 1941

Smoke-free Environments Act 1990
Tax Administration Act 1994
Telecommunications Act 2001
Trespass Act 1980
Utilities Access Act 2010
Wages Protection Act 1983
Walking Access Act 2008
Waste Minimisation Act 2008
Wild Animal Control Act 1977
Wildlife Act 1953



Kaipara District Council

Committee Terms of Reference

March 2017

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1 Governance Structure

This document sets out the Terms of Reference for Committees of Kaipara District Council:

The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002.

2 The Role of the Mayor

Section 41A of the Local Government Act 2009 confers a number of powers and responsibilities to the Mayor. The Mayor may:

- Define and promote a vision for the advancement of Kaipara and the people of Kaipara, and to provide leadership to achieve that vision;
- Lead the development of Council plans, policies and budgets (including the Annual Plan and Long Term Plan) for consideration by Council;
- Ensure effective engagement between Council and the people of Kaipara;
- Appoint the Deputy Mayor;
- Establish committees of the governing body (Council) and appoint the chair for each of those committees.
- Ex-officio member of all Committees of Council

3 Committees Bylaws

Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)-(h) of Schedule 7 of the Act):

- (a) the power to make a rate;
- (b) the power to make a bylaw;
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- (d) the power to adopt a Long Term Plan, Annual Plan or Annual Report;
- (e) the power to appoint a chief executive;
- (f) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long term plan or developed for the purpose of the local governance statement;
- (g) (Repealed);
- (h) the power to adopt a remuneration and employment policy.

4 Ambiguity and Conflict

For clarity, matters that are not delegated by Council to a committee or another subordinate decision-making body, or to the Chief Executive or other Council officer, are to be determined by Council.

In the event of uncertainty or dispute as to which Committee is authorised to act in respect of a particular matter, due to ambiguity or conflict between the provisions of the Terms of Reference, the Chief Executive will prepare a written report on the matter for Council's consideration. The decision of Council will be final and binding.

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5 Council Committees

draft

District Licensing Committee Terms of Reference

Reports to:	Full Council
Chair:	Mr Mark Farnsworth
Membership:	Messrs Gordon Lambeth, Mark Vincent
Meeting frequency:	As required
Quorum:	Uncontested applications can be considered by the Chair alone. Where applications require a full hearing three members are required.

Purpose

To administer Council's alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012 (the Act).

Responsibilities

- To consider and determine applications for:
 - Licences and managers certificates;
 - Temporary authority to carry out the sale and supply of alcohol;
 - Variation, suspension or cancellation of licences;
 - Implementing the Taharoa Domain Reserve Management Plan.
- To provide an annual report to Kaipara District Council and the Alcohol Regulatory and Licensing Authority on its functions as prescribed by legislation.

Delegations

To make decisions on applications and renewals with reference to the Sale and Supply of Alcohol Act 2012

Membership review

List members are appointed by the Chief Executive on the recommendation of Kaipara District Council. The current appointee's terms expire in 2020. Other members can be appointed to the list at any time in accordance with the Act.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest.
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest.
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.
- External members will be remuneration in accordance with section 195 of the Sale and Supply of Alcohol Act 2012.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

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Independent Hearings Commissioners' Panel Terms of Reference

Reports to:	Full Council
Chair:	As appropriate
Membership:	The number is determined as appropriate from Messrs Harry Bhana, David Hill, Greg Hill, Les Simmons, Alan Watson, William Kapea and Ms Burnette O'Connor
Meeting frequency:	As required

Purpose

To undertake certain hearings under the Resource Management Act 1991(RMA).

Responsibilities

- The power to hear and decide any of the following RMA matters:
 - Application for a resource consent or change to conditions of resource consent;
 - Notice of objection;
 - Notice of requirement to designate land and alter a designation; for a heritage order or alteration to.
- The power to exercise all procedural powers under the RMA relevant to the matter to be heard from the date selection is confirmed until the final decision is delivered.

Delegations

- All decisions relating to the RMA are delegated to the panel as established.
- Decisions are reported to the next Council meeting for information.

Membership review

List members are appointed by resolution of Kaipara District Council.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest.
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest.
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Panel members are paid by arrangement with Kaipara District Council.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

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Raupo Drainage Committee Terms of Reference

Reports to:	Full Council
Chair:	Ian Beattie
Membership:	The Mayor Greg Gent Hamish Davidson, David Hart, Brian Madsen, Ross McKinley, Ken Whitehead,
Meeting frequency:	Four times a year
Quorum:	Four, one of which must be the Council representative

The Raupo Drainage Committee was established under the 1989 Reorganisation Order to provide Governance of the Drainage District. It is a co-governance Committee between Council and ratepayers.

Purpose

Drainage, stopbanks and flood protection governance in the Raupo Drainage District.

Responsibilities

- Advise Council on the work programme for land drainage maintenance;
- Create a contact point for land drainage issues;
- Feedback between ratepayers combine with above;
- Input into the Asset Management Plan.

Delegations

- To review and make recommendations on a proposed annual work programme and budget;
- To recommend any policy development with regard to Raupo land drainage.

Membership review

- Ratepayer representatives are elected prior to each triennial local body election;
- If a vacancy occurs in the ratepayer representatives then the Committee can co-op an eligible ratepayer for the rest of the term.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest'
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committees interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council and for the Committee in the exercise of its business;
- Any member of the Committee may request a particular item be added to the Agenda through Council's Democratic Services Manager.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.
- External members will be reimbursed their travel to and from duly called meetings of the Committee on the same basis as the Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

Mangawhai Community Park Governance Committee Terms of Reference

Reports to:	Full Council
Chair:	Councillor Anna Curnow
Membership:	Councillor Peter Wethey Messrs Jim Wintle, Maurice Langdon
Meeting frequency:	Four times a year
Quorum:	Three

Purpose

To govern Mangawhai Community Park in accordance with the master plan and work programme.

Responsibilities

- Implementing the Mangawhai Community Park master plan;
- Initiating a review of the Master Plan when appropriate but at least every 10 years;
- Negotiating terms and conditions with external organisations for the use of the Mangawhai Community Park, including all leases and licences to occupy;
- Submitting to the Annual Plan and Long Term Planning process.

Delegations

- Manage the financial affairs of the Mangawhai Community Park;
- Apply for funding from external sources for the enhancement of the Park;
- Administer any Kaipara District Council bylaw or regulation associated with the Park;
- Make recommendations to the Kaipara District Council for the development of policies, bylaws or other regulatory tools for the effective management of the Park.

Membership

Two Kaipara District Councillors, one community representative appointed by Kaipara District Council and the Chair of the Friends of Mangawhai Community Park.

Membership review

The Chair of the Friends of Mangawhai Community Park is re-appointed by the Friends on an annual basis.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business;
- Any member of the Committee may request a particular item be added to the Agenda through Council's Democratic Services Manager.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy;
- External members will be reimbursed their travel to and from duly called meetings of the Committee in line with Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

Taharoa Domain Governance Committee Terms of Reference

Reports to:	Full Council
Chair:	Councillor Andrew Wade
Membership:	The Mayor Greg Gent Ric Parore, Alan Nesbitt.
Meeting frequency:	Four times a year
Quorum:	Three

Purpose

To govern Taharoa Domain in accordance with the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan (RMP) and any legislative framework.

Responsibilities

- Implementing the RMP;
- Initiating a review of the Master Plan for the domain when appropriate but at least every 10 years;
- Meeting all statutory requirements associated with the management and administration of the domain;
- Submitting to the Annual Plan and Long Term Planning process;
- Monitoring the natural environment at Taharoa Domain and the Kai Iwi Lakes and reporting any issues or concerns to Council;
- Overseeing the management of the Kai Iwi Lakes campgrounds.
- Agreeing terms and conditions with external organisations for the use of the domain.

Delegations

- Manage the financial affairs of the Taharoa Domain;
- Apply for funding from external sources for the enhancement of the domain;
- Administer any Kaipara District Council bylaw or regulation associated with the domain;
- Make recommendations to the Kaipara District Council for the development of policies, bylaws or other regulatory tools for the effective management of the domain.

Membership

Two Kaipara District Councillors, one representative appointed by Te Roroa and one representative appointed by Te Kuihi.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;

- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy;
- External members will be reimbursed their travel to and from duly called meetings of the Committee in line with Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

Remuneration and Development Committee Terms of Reference

Reports to:	Full Council
Chair:	The Mayor Greg Gent
Membership:	Councillors Anna Curnow, Libby Jones and Peter Wethey
Meeting frequency:	Twice times a year
Quorum:	Three

Purpose

To oversee the Chief Executive's performance and to make recommendations on Councillor Development.

Responsibilities

- Agree with the Chief Executive the annual performance objectives;
- Conduct the performance review required in the Chief Executive's employment agreement;
- Represent Council in regard to any issues which may arise in respect to the Chief Executive's job description, performance objectives or other matters;
- Oversee any recruitment and selection process for a Chief Executive and make recommendations to Council;
- Oversee any development needs for Councillors and agree annual training plans to achieve these.

Delegations

- The Committee makes recommendations to the full Council;
- The Committee can request expert advice to assist in any matters under consideration.

Membership review

Annually.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

draft

Citizens Awards Committee Terms of Reference

Reports to:	Full Council
Chair:	The Mayor Greg Gent
Membership:	Councillors Anna Curnow, Andrew Wade and Peter Wethey
Meeting frequency:	Once a year
Quorum:	Three

Purpose

To assess nominations in accordance with the Citizens Awards Policy and decide on recipients of Kaipara District Council's Citizens Awards.

Responsibilities

To grant Citizens Awards to residents of the Kaipara district in accordance with Council policy.

Delegations

The Committee has full delegation to grant Citizens Awards.

Membership review

At the start of each calendar year the Ward Councillors will be replaced by another Councillor from the same Ward, until all Councillors have been on the Committee. The rotation will then begin again.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

Audit, Risk and Finance Committee Terms of Reference

Reports to:	Full Council
Chair:	Richard Booth (external appointee)
Membership:	Councillors Victoria Del La Varis-Woodcock, Julie Geange, Karen Joyce-Paki, Jonathan Larsen, Andrew Wade
Meeting frequency:	Four times a year
Quorum:	Four

Purpose

To oversee the risk management and internal control, audit functions, financial and other external corporate reporting and compliance with legislation. Monitoring Council's financial performance against the Long Term Plan and Annual Plan.

Responsibilities

Audit

- Agree audit scope with Management;
- Input into audit scope to the external auditor;
- Consider the audit management letter and take appropriate actions.

Risk

- Ensure a comprehensive risk management framework is in place and operates effectively;
- Identify and monitor risks associated with legislative compliance.

Finance

- Advising and supporting the development of the Long Term Plan and Annual Plan;
- Financial Policies;
- Monitoring the financial performance of Council and recommending actions;
- Recommending the Annual Report to Council.

Delegations

- The Committee makes recommendations to the full Council;
- All necessary powers to meet its responsibilities.

Membership review

Annually.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committees interest;
- Council's Corporate Services Department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

draft

Mangawhai Endowment Lands Account Committee (MELA) Terms of Reference

Reports to:	Full Council
Chair:	To be confirmed
Membership:	Councillors Libby Jones, Jonathan Larsen, Peter Wethey
Meeting frequency:	Once a year
Quorum:	Two

Purpose

To consider applications for grants from the Mangawhai Endowment Lands Account (MELA).

Responsibilities

- Ensure that expenditure for grants from MELA are in keeping with the Mangawai Lands Empowering Act 1966 (sic);
- Assessing applications and allocating funds according to the policy for financial assistance.

Delegations

Distribute the available amount for grants in accordance with policy guidelines.

Membership

The three Otamatea Ward Councillors.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

Harding Park Committee Terms of Reference

Reports to:	Full Council
Chair:	To be confirmed
Membership:	Robbie Sarich, Mathew Wati, Willie Wright, Hal Harding Councillors Victoria Del La Varis-Woodcock and Karen Joyce-Paki
Meeting frequency:	Twice yearly
Quorum:	Three

Purpose

To work alongside the Pou Tu Te Rangi Joint Management Committee to manage the Pou Tu Te Rangi, Harding Park and Old Mount Wesley Cemetery Reserve area.

Responsibilities

- Implementing the Reserve Management Plan;
- Managing any financial resources of the Reserve;
- Managing and maintaining any licences to occupy in accordance with the Reserve Management Plan;
- Setting the Annual Works Programme;
- Meeting as a Joint Committee with the Pou Tu Te Rangi Joint Management Committee

Delegations

- The Committee makes recommendations to the full Council for any policies or developments required;
- Administering any bylaw or regulation associated with the Park.

Membership

- The membership of the Harding Park Committee is the same as the members of the Pou Tu Te Rangi Joint Management Committee. The membership is three members nominated by Te Uri o Hau Settlement Trust and three appointed by Kaipara District Council, of which two must be Councillors.
- The Chair of the Harding Park Committee will be the same as the Chair of the Pou Tu Te Rangi Joint Management Committee and must be one of the Te Uri o Hau appointees.
- Membership will be reviewed after each triennial election.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with the Council's Annual and Long Term Plans.

draft

Funding Committee Terms of Reference

Reports to:	Full Council
Chair:	To be confirmed
Membership:	Councillor Jonathan Larsen List members from the community (to be confirmed)
Meeting frequency:	Four times a year
Quorum:	Three

Purpose

- Allocate funding in accordance with the Creative New Zealand Creative Communities scheme;
- Allocate funding in accordance with the Sport NZ Rural Travel Fund scheme.

Responsibilities

- Assess applications for funding in line with local priorities and criteria established by the funder;
- Ensure accountability for the funds expended by applicants and that all funds are accounted for.

Delegations

- Administer the Creative Communities scheme and decide on allocations twice a year;
- Administer the Rural Travel Fund and decide on allocations twice a year.

Membership review

Annual review of community list representatives.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest.
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committees interest.
- Council's Corporate Services Department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with Council's Annual and Long Term Plans.

File number: 2105.45 **Approved for agenda** ☒

Report to: Council

Meeting date: 13 March 2017

Subject: Council Appointments to the Kaipara Community Health Trust

Date of report: 02 March 2017

From: Seán Mahoney, Democratic Services Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**

Assessment of significance ☐ **Significant** ☒ **Non-significant**

The Kaipara Community Health Trust (KCHT) is an independent, non-government organisation. It was formed in 1995 when local surgical services were greatly reduced and Dargaville hospital was under threat of closure.

The KCHT Deed requires that four of the 12 Trustees are appointed by Kaipara District Council in accordance with the historic four ward boundaries (Otamatea, Central, West Coast and Dargaville). Two of the existing Trustees have completed a three year term on the KCHT Board. Trustees are allowed to serve a total of three terms of three years each and both Trustees, Anna Curnow (Central) and Brenda Jackson (West Coast), have expressed an interest in serving a second term.

Council resolved at its meeting on 13 December 2016 to re-appoint Anna Curnow and Brenda Jackson for a three month period to allow for an expression of interest process to be run. In response to this process no further interest was received. However Council should note that in accordance with the Trust Deed and rules the Trustees are to reside in the areas they are representing. Brenda Jackson is currently listed on the electoral register as residing in the Dargaville Ward rather than the old West Coast Ward.

Recommendation

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Council Appointments to the Kaipara Community Health Trust' dated 02 March 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Re-appoints Anna Curnow to the Kaipara District Health Trust as the Central Ward appointee with effect from 01 December 2016; and*
- 4 *Re-appoints Brenda Jackson to the Kaipara District Health Trust as the West Coast Ward appointee with effect from 01 December 2016.*

Reason for the recommendation

The Trust Deed requires four of the Trustees to be appointed by Council. The existing Trustees have indicated a desire to continue and there has historically been low levels of interest when an Expression of Interest process has been undertaken. Whilst Brenda Jackson is not on the electoral register for West Coast she does reside between two properties, one in Waipoua Forest and the other (where she is registered) in Dargaville where she runs a family business.

Reason for the report

The KCHT Deed states that the Central and West Coast ward positions on the Trust are appointed by the Mayor or Commissioners taking into account the profile of the community and the users of health services in the Kaipara area. A Trustee may be selected to serve the needs of both the Central and West Coast areas if the Mayor believes that this is appropriate.

Background

KCHT's existing Trustees for the West Coast and Central wards completed a three year term on the Trust Board. Under the Trust Deed they can serve a further two, three-year terms and have indicated a desire to do so.

Issues

The Trust Deed still allows for four Trustees for each of the historic ward boundaries in Kaipara district. Council could decide to appoint Anna Curnow across both the West Coast and Central areas as allowed under the Trust Deed (extract **Attachment 1**) This would have the advantage of aligning the Trustees ward areas with the current Council ward structure. It would however reduce the Trustee numbers by one and require Brenda Jackson to either step down or be appointed to the Trust at its discretion. No request has been made to do this and the Trust values Brenda's input.

Under the Trust Deed the terms of the Trustees will still run from 01 December 2016 for a three year period.

Factors to consider

Community views

The ward-based Trustees provide a localised link for the community to KCHT.

Policy implications

There are no policy implications to making this decision.

Financial implications

There is no financial implication or commitment created by Council approving these re-appointments.

Legal/delegation implications

Under the Trust Deed the Mayor or Commissioners have the authority to make these appointments.

Options

Option A: Re-appoint both the existing Trustees.

Option B: Appoint Anna Curnow as the generic Trustee to serve the needs of both the West Coast and Central areas.

Assessment of options

Option A provides for continuity and for the Trust to continue with representation from the historic constituencies of Council. Option B would allow for a re-alignment with Council's boundaries.

Assessment of significance

This decision does not trigger the Significance and Engagement Policy.

Recommended option

The recommended option is **Option A**.

Next step

Send letters to the re-appointed representatives and Kaipara Community Health Trust.

Attachments

- Attachment 1 Extract from Trust Deed
- Attachment 2 Email from Brenda Jackson
- Attachment 3 Letter from Kaipara Community Health Trust, 26 September 2016

"Moved that the Kaipara Community Health Trust resolved on 12 August 2013 to alter the Rules comprised in Appendix B of the Trust Deed dated the 30th day of October 1995, and also the Rules amendment dated 20th March 2006, by the replacement of clauses:

IN THE MATTER OF

the Charitable Trusts Act 1957

AND IN THE MATTER OF

Kaipara Community Health Trust ("the Trust")

I, RODNEY SUDLOW of Dargaville, Trust Chairman, hereby give notice that the Board of the Trust resolved on the 12 August 2013 to alter the Rules comprised in Appendix B of the Trust Deed dated the 30th day of October 1995, and also the Rules amendment dated 20th March 2006, by the replacement of clauses:

Ward representation. II. (A)

- a. (2) One trustee residing in that area of the Kaipara District now known as the Dargaville Ward.
- b. (3) One Trustee residing in that area of the Kaipara District previously known as the West Coast Ward.
- c. (4) One Trustee residing in that area of the Kaipara District previously known as the Central Ward.
- d. (5) One Trustee residing in that area of the Kaipara District now known as the Otamatea Ward.

The trustees (2) (3) (4) and (5) above to be appointed by the Mayor or Commissioners of the territorial authority responsible for those areas and in making such appointments the Mayor or Commissioners shall take into account the profile of the community and the users of the Health services in the Kaipara area. Where the Mayor or Commissioners believe there is a specific need for a trustee to meet a particular need, a trustee may be selected to serve the needs of both the Central and West Coast areas of the Kaipara District and the Mayor or Commissioners may appoint a generic trustee to meet that specific need.

e.(6) One trustee being either a duly qualified Barrister and Solicitor of the High Court of New Zealand or Legal Executive, resident and/or practicing in the Kaipara area. In the event that no expression of interest is received the Mayor or Commissioners may be requested by the Board to forward for trustees consideration the name of a member of the public who the Mayor or Commissioners believe would be able to make a worthwhile contribution to the Trust. Any such nomination from

the Mayor or Commissioners must be confirmed by a majority of trustees and a final appointment made by resolution of the Board.

f. (7) One trustee being a suitably qualified Accountant resident and/or practising in the Kaipara area. In the event that no expression of interest is received the Mayor or Commissioners may be requested by the Board to forward for the trustees consideration the name of a member of the public who the Mayor or Commissioners believe would be able to make a worthwhile contribution to the Trust. Any such nomination from the Mayor or Commissioners must be confirmed by a majority of trustees and a final appointment made by resolution of the Board.

g.(8) One trustee being a representative of the business community in the Kaipara District, resident in the Kaipara District and appointed by the local Business Associations or similar groups.

II (E) The term of office of all permanent trustees appointed in terms of clause II (C) shall be three years from the 1st of December in the year in which they are appointed. By the 31st August of every such third year the Board will write to each of the bodies and/or persons responsible for appointing trustees in terms of these rules advising such bodies and/or persons of the requirement to appoint such Board members to the Board before the 31st October of that year for the ensuring three years such new trustees so appointed to take office from 1st December of that year. Where a trustee is appointed to a vacancy which occurs outside the usual appointment timeframes, the date of appointment will be that of the letter of appointment and the term of office shall be three years from the 1st December in the year in which they are appointed."

Rodney Sudlow / Paul Brienne

Carried

DATED the 12th day of August 2013



Rodney Sudlow Justice of the Peace
Chairman of Kaipara Community Health Trust

Sean Mahoney

From: Debbie Evans <devans@kcht.co.nz>
Sent: Thursday, 23 February 2017 7:24 AM
To: Sean Mahoney
Subject: RE: Appointments to Health Trust

[REDACTED]

From: Brenda Jackson [mailto:Brenda.Jackson@kaipara.govt.nz]
Sent: Wednesday, 22 February 2017 11:09 p.m.
To: Debbie Evans <devans@kcht.co.nz>
Subject: letter of confirmation ; Re address

To Whom it May Concern,

This is to clarify that my residential address is State Highway 12, Waipoua Forest,
This has been our family property for the last 20 years
I reside at this address 3 - 4 nights per week
Otherwise my alternative address is our family business, Central Hotel, Victoria Street, Dargaville
Due to the remoteness of our Waipoua property please forward all communications to the Central Hotel
Yours Sincerely
Brenda Jackson

From: Sean Mahoney [mailto:smahoney@kaipara.govt.nz]
Sent: Wednesday, 22 February 2017 3:16 p.m.
To: Debbie Evans <devans@kcht.co.nz>
Subject: Appointments to Health Trust

[REDACTED]

[REDACTED]

Thanks

Sean



Sean Mahoney Democratic Services Manager
Kaipara te Oranganui | Kaipara District Council, Private Bag 1001, Dargaville 0340
Freephone: 0800 727 059 | 09 439 3602 021 434 228
smahoney@kaipara.govt.nz | www.kaipara.govt.nz
Opening Hours: Monday - Friday 8 am to 4.30 pm

Kaipara Community Health Trust

PO Box 363, Dargaville 0300
09 439 5050 ph, 09 439 6930 fax, devans@kcht.co.nz



26 September 2016

Kaipara District Council
Private Bag 1001
Dargaville 0300

Dear Sean

Mayoral/Commissioner Appointments: Two Trustee Positions – Representing the West Coast Ward and the Central Ward on the Kaipara Community Health Trust

In November 2016 Anna Curnow the Central - Ward Representative and Brenda Jackson West Coast Ward (Commissioner/Mayoral Appointments) will have each completed their first three-year term on the Kaipara Community Health Trust Board.

Both Anna and Brenda have expressed an interest in serving a second term. Under our Trust Deed, people are able to serve a total of three terms (9 years).

Extracts from KCHT Trust Deed:

"Ward representation. II. (A)

- a. (3) One trustee residing in the West Coast Ward of the Kaipara District Council (4) One trustee residing in the West Coast Ward of the Kaipara District Council."*
- b. "The trustees (2) (3) (4) and (5) above to be appointed by the Mayor or Commissioners of the territorial authority responsible for those areas and in making such appointments the Mayor or Commissioners shall take into account the profile of the community and the users of the Health services in the Kaipara area. Where the Mayor or Commissioners believe there is a specific need for a trustee to meet a particular need, a trustee may be selected to serve the needs of both the Central and West Coast areas of the Kaipara District and the Mayor or Commissioners may appoint a generic trustee to meet that specific need. "*

"II (E) The term of office of all permanent trustees appointed in terms of clause II (C) shall be three years from the 1st of December in the year in which they are appointed."

"(G) No Board member shall hold office either for more than 3 successive terms of 3 years each or for a total of 9 years if such terms are not successive."

Below is a brief introduction to KCHT, our History, Board, Mission etc.

Our History

In 1993/94 there was a significant shift in health care nationally, with one of the outcomes being the Dargaville community was advised by the Crown Health Enterprise (Northland Health) they were going to close down, and sell off, the Dargaville Hospital, mainly as a result of the move to centralise the provision of surgery into bigger centres.

This sparked a community outcry, with a series of public meetings and the 'Save the Hospital Committee' was formed. By 1995 this committee had held over 70 different meetings. The eventual outcome was a 'Joint Venture Agreement' which was formed between the community and Northland Health.

The Dargaville community with the assistance of a government grant of \$1.9m purchased a 46% share in the Hospital Site, now to be called the 'Total Health Care Centre'. The grant money was used to refurbish some of the existing Hospital and more specifically to build an adjoining facility where the Medical Centre would relocate to create a place of centralised/coordinated care of health services. Surgical services did not continue, but the Total Health Care Centre was to provide more seamless services between the health providers all located on the same site.

To do this the 'Save the Hospital Committee' became a legal entity to be known as the 'Kaipara Community Health Trust' (KCHT). The Trust Deed requires that the twelve Trustees, on behalf of their community be the 'guardian' for health services, and to act in a manner that enhances and retains quality health services locally for our communities to access.

The Kaipara Community Health Trust has a Charity Entity Status Registration (CC20458, dated 2008) previously having been an Incorporated Society (817408, dated 24 July 1996) and performs under a Trust Deed.

Our Board

The twelve Trustees represent the Kaipara Community; four appointments are Kaipara District Council Mayoral or Commissioner Appointments from the Ward boundaries (Otamatea, Central, West Coast and Dargaville). A suitably qualified Accountant, a duly qualified Barrister and Solicitor of the High Court of New Zealand or Legal Executive, a Business Representative, two health Professionals, an Aoroa Rural Women of New Zealand and two Trustees appointed by the Runanga Ngati Whatua.

Mission Statement

To ensure there are health services available locally for people in our community to access.

Board Meetings

The Board meets quarterly, in Dargaville, on the third Wednesday of the month. Meetings normally start at 6.00 pm and finish around 9.00pm. A meal is provided. Subcommittees meet when required.

File number: 4201.03 **Approved for agenda** ☒

Report to: Council

Meeting date: 14 March 2017

Subject: **Waste Minimisation and Management Plan Draft for Public Consultation : Approval**

Date of report: 06 March 2017

From: Henri Van Zyl, Roding and Solid Waste Manager

Report purpose ☒ **Decision** ☐ **Recommendation** ☐ **Information**

Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

The Waste Minimisation Act 2008 requires Council to review and adopt a Waste Minimisation and Management Plan every six years (Section 50). Prior to final adoption Council must undertake the special consultative procedure set out in s83 of the Local Government Act 2002 (**Attachment 3**). This Plan will also form the basis for future Solid Waste Asset Management Plans.

The purpose of the Waste Minimisation and Management Plan is to set out how Council will progress efficient and effective waste management and minimisation in the Kaipara district. It paves the way forward, considering current policy and the legal framework and Kaipara District Council's vision, with an overarching suite of guiding goals and objectives.

The review of the 2017 Waste Minimisation and Management Plan has been completed and a draft Waste Minimisation and Management Plan [May 2016] (**Attachment 1**) is now ready to be adopted by Council to follow the special consultative procedure. Following a submission period of not less than one month a hearing will be held for submitters who wish to be heard. The submission period could run alongside the Annual Plan engagement process. Council needs to consider the make-up of the Hearing Panel and select members and include that as a resolution of this report.

Recommendation

That Kaipara District Council:

- 1 *Receives the Roding and Solid Waste Manager's report 'Waste Minimisation and Management Plan Draft for Public Consultation : Approval' dated 06 March 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the draft Waste Minimisation and Management Plan [May 2016] for Special Consultative Procedure, as prescribed by Section 44 of the Waste Minimisation Act 2008; and*
- 4 *Appoints a Hearing Panel.*

Reason for the recommendation

Council's Waste Minimisation and Management Plan is legally required under the Waste Minimisation Act to be reviewed every six years and is now due for review.

Reason for the report

To seek Council approval to adopt the draft Waste Minimisation and Management Plan [May 2016] for special consultative procedure and to appoint a Hearing Panel.

Background

Waste Minimisation and Management Plan:

In 2008 central government introduced the Waste Minimisation Act. The aim of the Act is for Territorial Authorities to 'encourage waste minimisation and decrease waste disposal'. This is to 'protect the environment from harm' and 'provide environmental, social, economic, and cultural benefits'.

Council's Mission Statement to "Work with the community to preserve our heritage, enhance our environment, and provide the best possible services and facilities to make Kaipara an excellent place to live" recognises this.

Central government has imposed a \$10.00 per tonne levy on all waste that goes to landfill. A portion of this levy is returned to Council quarterly and is to be used on waste minimisation initiatives that reduce, reuse, recycle, recover, treat or dispose of waste.

Currently Council spends the majority of the returned levy on supporting the recycling initiative that is undertaken by the refuse contractor, Kaipara Refuse. Other initiatives that have been supported are the preparation of the Waste Minimisation and Management Plan, Paper for Trees initiative, upgrades to the Dargaville Transfer Station to make recycling easier and safer for participants, and to subsidise Love Kaipara's pilot scheme around educating the community about solid waste management and recycling. These have all been at zero cost to the ratepayer and have been funded out of the levy returned from central government.

The Waste Minimisation Act 2008 requires Council to review and adopt its Waste Minimisation and Management Plan every six years (Section 50). The review requires a draft to undertake the special consultative procedure set out under s83 of the Local Government Act 2002 (**Attachment 3**). This document will also form the basis for future Solid Waste Asset Management Plans.

The purpose of the Waste Minimisation and Management Plan is to set out how Council will progress efficient and effective waste management and minimisation in the Kaipara district. It paves the way forward, considering current policy and the legal framework and Kaipara District Council's vision, with an overarching suite of guiding goals and objectives.

The process of reviewing the current Waste Minimisation and Management Plan to date has been completed by Tonkin and Taylor in conjunction with key Council staff. The review has consisted of the development of a current "Waste Assessment". The Waste Assessment establishes the planning foundations for the Waste Management and Minimisation Plan by describing the waste situation, setting the vision, goals, objectives and targets for the district, and developing options for meeting future demand.

Following approval of the draft Waste Minimisation and Management Plan [May 2016] by Council, a public consultation process is required to be undertaken by following the special consultative procedure as set out by the Local Government Act 2002. Consideration should be given to undertaking the public consultation process alongside the Annual Plan engagement process. Council needs to appoint a Hearing Panel to hear submissions and to make recommendations to Council. In the past the Hearing Panel has typically consisted of three appointed councillors, however it is a Council decision as to how they wish to proceed with this. Following any amendments made to the draft Waste Minimisation and Management Plan as recommended by the Hearing Panel, it will need to be considered and then a final Waste Minimisation and Management Plan adopted by Council. It needs to be noted that under s43 and s44 of the Waste Minimisation Act 2008 (**Attachment 4**) the Waste Minimisation and Management Plan can be amended at any time in the future provided the correct procedure is followed.

Issues

Some of the key changes of the reviewed Waste Minimisation and Management Plan [May 2016] are as follows:

- Building on collection service availability – drop-off for holiday homes, funding for kerbside recycling;
- Looking at litter to optimise (service versus cost);
- Continuing with education focus;
- Improving reporting through the use of a bylaw to capture information.

Factors to consider

Community views

Once the draft Waste Minimisation and Management Plan [May 2016] is approved, it will be put out for public consultation, amended if deemed necessary and then a final Waste Minimisation and Management Plan adopted by Council. This gives the community the opportunity to submit their views for consideration and to be heard by the Hearing Panel.

Policy implications

There are no known policy implications.

Financial implications

Based on the 2010 Waste Minimisation and Management Plan, Council's cost for waste management services have, where possible, been covered by users of that service. This means Council funding has been restricted to providing top-up funding where services are not commercially viable rather than wholesale funding of services. Examples include:

- Providing a grant to support kerbside recycling;
- Providing partial operational funding for the transfer station at Dargaville;
- Cleaning up illegal rubbish;
- Servicing of litterbins across the district.

Once the final Waste Minimisation and Management Plan is adopted, Council will then need to consider any funding associated with the management of solid waste and the various future options identified as part of the development of its Long Term and Annual Plans.

Legal/delegation implications

There are no known legal implications.

Options

Option A: Approve the draft Waste Minimisation and Management Plan [May 2016] for public consultation.

Option B: Approve the draft Waste Minimisation and Management Plan [May 2016], with amendments, for public consultation.

Option C: Do not approve the draft Waste Minimisation and Management Plan [May 2016] for public consultation.

Assessment of options

Option A: The current draft Waste Minimisation and Management Plan [May 2016] has been prepared by Tonkin and Taylor in conjunction with key Council staff. It is viewed that it has followed a robust process to produce the draft Waste Minimisation and Management Plan.

Option B: Council may decide that some amendments are required prior to public consultation. Any changes required by Council will be undertaken prior to releasing the draft Waste Minimisation and Management Plan for public consultation.

Option C: This would put Council in a position of being non-compliant with statute. Potentially Waste Levy contributions from central government could be suspended until the review of the Waste Minimisation and Management Plan has been completed.

Assessment of significance

Not significant in relation to the Significance and Engagement Policy as:

- It does not involve more than \$3,000,000 or more budgeted expenditure;
- It does not involve \$300,000 or more unbudgeted expenditure;
- The decision will not impact by increasing individual rate levies by 10%;
- There is no transfer of ownership or control of a strategic asset to or from the Council; and
- The level of service will remain the same.

Recommended option

The recommended option is **Option A**.

Next step

Release the draft Waste Minimisation and Management Plan for public consultation.

Attachments

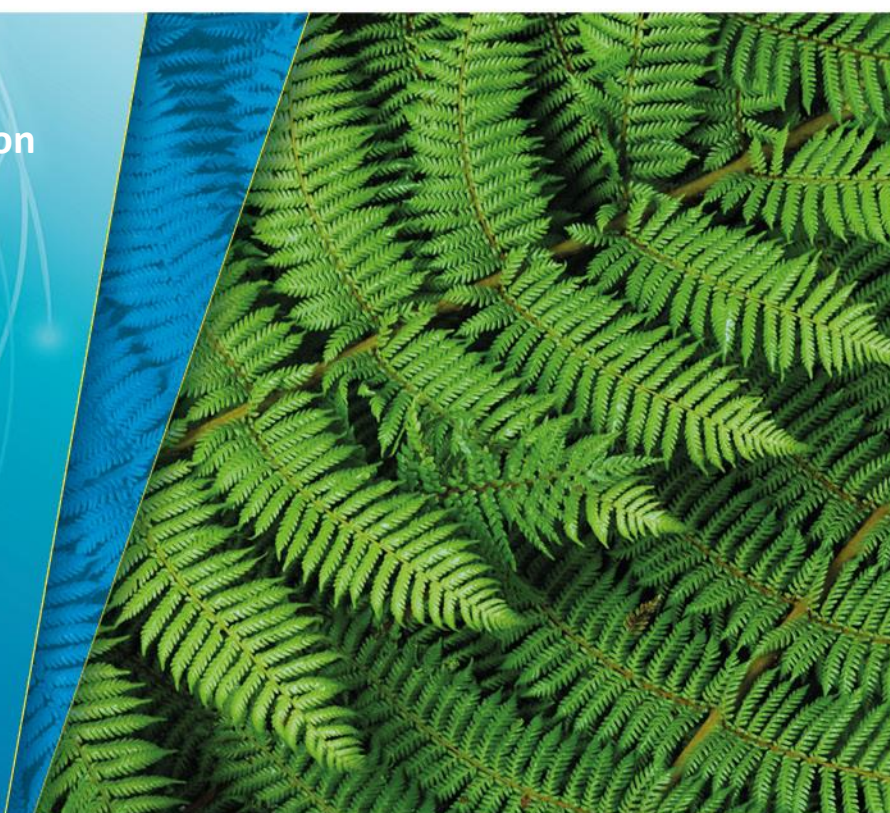
- Att 1 Draft Version of Kaipara Waste Minimisation and Management Plan [May 2016]
- Att 2 Draft Version of District Waste Assessment

- Att 3 S83 LGA 2002
- Att 4 S43,s44 & s50 Waste Minimisation Act 2008
- Att 5 Current Waste Minimisation and Management Plan



Kaipara Waste Minimisation and Management Plan

Prepared for
Kaipara District Council
Prepared by
Tonkin & Taylor Ltd
Date
May 2016
Job Number
86096.v0.0



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Appendix A : Kaipara Waste Assessment (2016)

Part A – Strategy

1 Introduction

Purpose of the plan

This Waste Minimisation and Management Plan (WMMP) sets out how the Council will progress efficient and effective waste management and minimisation in the Kaipara District. It paves the way forward, considering current policy and the legal framework and Kaipara District vision, with an overarching suite of guiding goals and objectives.

This Waste Minimisation and Management Plan fulfils Council's obligations under the Waste Minimisation Act (WMA) (2008).

Scope of plan

This Waste Assessment and the associated Waste Minimisation and Management Plan covers solid waste generated in the Kaipara District.

Current status of plan

May 2016

The plan is the draft of a new plan developed to replace the 2010 Waste Minimisation and Management Plan. This document will be revised and updated following public consultation prior to be adopted by Council as a framework and guide for waste minimisation and management activity in the Kaipara District from 2016 to 2022.

Plan Review

Once adopted this plan needs to be reviewed no later than 6 years from adoption. The plan will be reviewed within this timeframe, earlier if a change in circumstances provokes a review of Kaipara's waste minimisation and management policy framework.

2 The waste situation

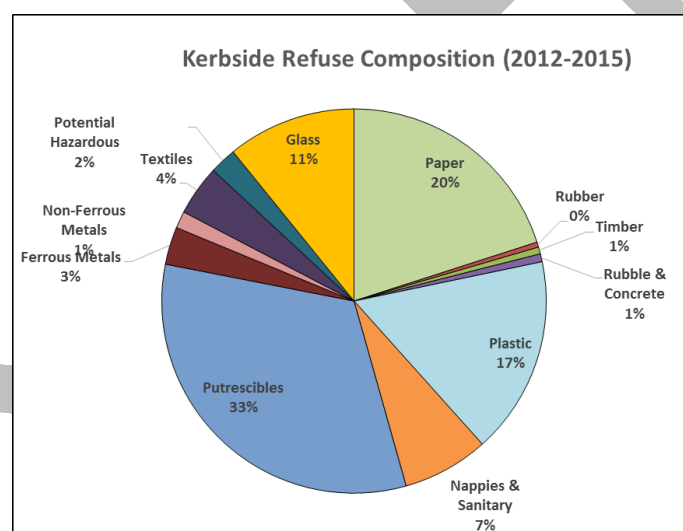
2.1 Volume and Composition of Waste and Diverted materials

2.1.1 Waste Composition

Waste composition audits provide information about the make-up of a waste stream, and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies.

Within the Kaipara District refuse bag audits have been undertaken by Kaipara Refuse (KR) since 2012, in accordance with the Ministry for the Environment's Solid Waste Analysis Protocol (2002). The survey regime is to undertake one such audit each year, allowing for seasonal variation by alternating the times of the year at which the audit is undertaken. This means that a full waste profile is provided every four years. The waste composition suggested by the audits is presented in Figure 1.

Figure 1 Kerbside Refuse Composition 2012-15



The composition data presented is consistent with data reported in other parts of the country for kerbside material. Material taken directly to landfill or transfer station (self haul) material tends to have a larger proportion of bulk items (timber, rubble) and the putrescible fraction has a higher proportion of garden rather than food waste. Summary figures are noted in Table 1: Bag and Self Haul Composition.

Table 1: Bag and Self Haul Composition

Primary Category	Refuse Bag	General Waste
Paper	17%	12%
Plastic	18%	14%
Putrescibles	37%	32%
Ferrous Metals	3%	3%
Non-Ferrous Metals	1%	1%
Glass	12%	4%
Timber	1%	13%
Other	11%	22%
TOTAL	100%	100%

2.1.2 Kerbside and Self Haul Waste Quantities

Estimated total waste, recycling, refuse (kerbside and self hauled to transfer stations) is presented in Table 2.

Table 2: Estimated Waste Quantities 2011 - 2015¹

Reporting year	Total waste	Estimated Recycle	Total refuse	Estimated Kerbside refuse	Estimated Self-haul refuse	Estimated diversion rate
2015	5,509	950	4,559	1,965	2,593	17%
2014	4,540	844	3,695	1,663	2,032	19%
2013	4,486	854	3,632	1,634	1,998	19%
2012	4,272	715	3,557	1,601	1,956	17%
2011	4,059	577	3,482	1,567	1,915	14%

Total refuse quantities, measured in tonnes leaving each transfer station, were obtained from the transfer station operators for the Waste Assessment. All measurements occur as material leaves the transfer station to be transported to landfill or sold. This means there is no breakdown of where this waste originates - kerbside or self haul from households (Municipal Solid Waste or MSW), businesses (Commercial and Industrial or C&I) or construction activity (Construction and Demolition or C&D). Data is only available from 2013 onwards.

Some material collected from businesses in the district is transported directly to Puwera Landfill for disposal. The quantity of material handled in this way has not been quantified - Council has no access to the information.

Kerbside refuse in Kaipara District is collected in compactor trucks and consolidated at Awakino or Hakaru transfer station prior to transport to landfill. Neither transfer station has a weighbridge so kerbside waste entering the transfer station is estimated rather than measured. For the figures presented in Table 2 kerbside **refuse** and **recycling** quantities have been estimated based on serviced households, average bag weights (from contractor waste audits) and collection cycles.

The remainder of the material leaving the transfer station destined for landfill is assumed to be material transported directly to the transfer station i.e. self haul.

The data summarised in Table 2 suggests a diversion rate around 17% based on materials disposed of or recovered at the transfer stations and via the kerbside collections. This data does not include commercial waste transported directly to Puwera Landfill or materials collected for recycling or composting by Little River Transport or Bernie's Compost or directly from businesses.

The estimate recyclables figure for 2014 comprises approximately 40% paper/cardboard, 6% plastic, 25% glass and 30% metals.

There was a significant (20%) increase in waste captured in the collection and transfer station network from 2013 to 2014. Kaipara Refuse noted that there is an increase in rural properties using the roadside collection service, this accounts from some of the increase. It is possible that this is also being reflected in the capture of materials at the two transfer stations in the District.

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farm, materials captured as part of commercial activity (scrap metal, industrial by-products) and waste materials managed within manufacturing operations (for

¹ Grey font indicates estimated figures.

example biosolids from food processing operations applied to land). This means that both waste disposed to landfill and waste diverted/recovered are likely to be underestimated.

2.1.3 Collection and drop-off system performance

Combining the waste composition data with data on the quantity of waste disposed of to landfill and recycled provides a basis for determining the capture of various materials 'available' in the waste stream. A summary assessment drawing on estimated quantities and composition is presented in Table 3.

The available data for bags (Kaipara specific) and general waste (NZ generic) suggests there are opportunities to capture additional recyclable material through the transfer stations and kerbside collections including organic material, timber, metals, paper, plastics and glass. Specifically:

- While **paper/cardboard** recovery is reasonable it should be possible to increase the capture of paper and cardboard at both kerbside and transfer stations.
- **Plastic** recovery is low, again it should be possible to increase the capture of materials at both kerbside and transfer stations.
- **Organic** waste recovery is under-estimated (there are no figures for material captured by Bernie's Compost in Dargaville) but there is a significant amount of material that could be targeted.
- **Metals** recovery is at a good level
- **Glass** recovery is at a reasonable level.
- The generic composition figures suggest there could be a significant amount of **timber** available for recovery in the general waste stream.

Table 3: Kaipara Waste Management System Performance

Bags		General		Recovery		
	Composition	Tonnes/Yr	Composition	Tonnes/Yr	Tonnes/Yr	Recover %
Total	100%	1,966	100%	2,593	950	17%
Paper	17%	334	12%	311	367	36%
Plastic	18%	354	14%	363	54	7%
Organics²	37%	727	32%	830		See note ²
Ferrous³	3%	59	3%	65	282	69% See note ³
Non Ferrous³	1%	20	1%	16		See note ³
Glass³	12%	236	4%	109	247	42%
Timber⁴	1%	20	13%	337		See note ⁴
Other	11%	216	22%	563		

² Some material captured by Bernie's Compost, figures not available i.e. recovery T and % are underestimates.

³ This figure does not include materials handled by scrap metal dealers i.e. recovery T and % are underestimates.

⁴ No Kaipara specific data, some material captured at transfer stations

2.2 Infrastructure and Services

2.2.1 Collection

Weekly collection of household refuse within Kaipara district is undertaken as a user pays service with two companies providing refuse bag collections. Collection is available kerbside in urban settlements, and in some rural areas from designated collection points. Bag based kerbside recycling collection is available in urban areas, but a district wide service is not currently in place.

Some waste (both refuse and recycling) from commercial and industrial premises in Kaipara District is currently collected and disposed of outside the District. For example, Countdown in Dargaville operates a waste management system where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed, and the residual waste is disposed of direct to Puwera Landfill.

Litter bins are provided in the urban centres and key reserves throughout the District. Litter bin collection is undertaken by the contractor at least three times per week, increasing to daily between December and March where visitor numbers significantly increase the population of some areas.

Illegal dumping is also cleaned up by council contractors in response to reported incidents. For both abandoned vehicles and illegal litter, costs are recovered (where possible) from the perpetrator and infringements are issued where a perpetrator is identified.

2.2.2 Waste Transfer and Processing

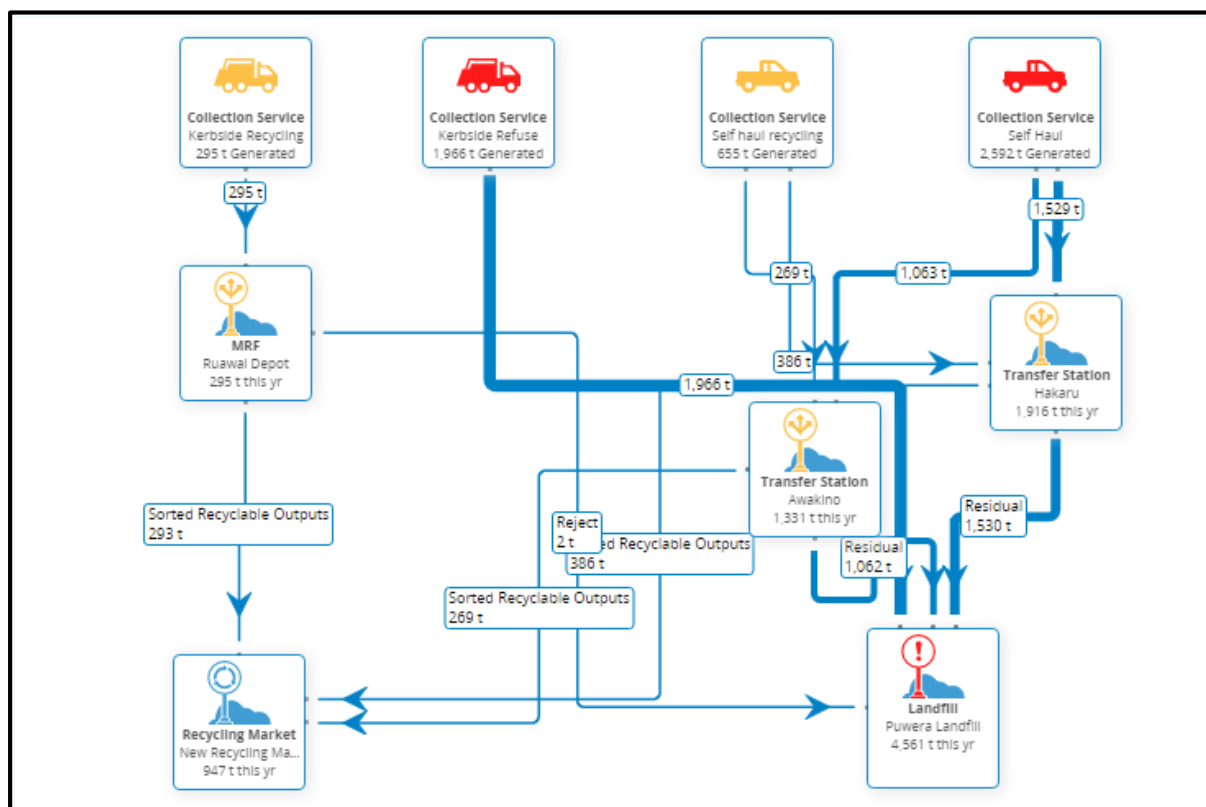
Transfer stations, where waste can be dropped off by the public, are located at closed landfill sites on Awakino Road (near Dargaville) and at Hakaru (near Mangawhai). The two transfer stations are operated under contract to KDC. Both sites provide refuse and recycling facilities for public usage. Approved bags are accepted free of charge, and charges for vehicle loads vary depending on vehicle size and the refuse type. A small number of items, typically inorganic items that could be reused, are manually removed from the waste stream by transfer station staff for recycle or sale.

No weighbridge is currently installed at either site. All quantities received at each site are estimated through volume. Refuse is weighed as it enters Puwera Landfill in Whangarei.

A simple sorting facility run by KR at Ruawai sorts the recycling from Awakino Transfer Station and the kerbside and rural collections. Public drop-off is available at this site during working hours.

The Kaipara waste management system and estimate quantities for 2015 are presented in Figure 2. Facility details are provided on the following pages. Figure 2 is a screen shot from a model of the Kaipara waste management system developed during the development of the Waste Assessment.

Figure 2: Waste Flow Diagram - Collection, Processing and Disposal



2.2.3 Costs for Waste Management

Based on the 2010 Waste Minimisation and Management Plan council costs for waste management services have where possible been covered by the users of that service. This means council funding has been restricted to providing top-up funding where services are not commercially viable rather than wholesale funding of services. Examples include:

- Providing a grant to support kerbside recycling.
- Providing partial operational funding for the transfer station at Awakino.
- Funding clean-up of illegal dumping across the District.
- Funding servicing of litter bins across the District.

The 2015-25 Long Term Plan sets the budget for the waste management activity from 2015 - 2018 with provision to make amendments if required through the Annual Plan process. Funding is largely from general rates with revenue also sourced via targeted rates and internal charges. Expenditure is dominated by payments to staff and suppliers with finance costs and internal charges also featuring. This mix of funding and expenditure is projected in the Long Term Plan to continue to 2025.

2.3 Summary of district-specific issues

2.3.1 Waste data - issues and constraints (Section 2.4 of the Waste Assessment)

While there is some information available about the quantity and composition of waste generated in the Kaipara District the data is incomplete. The available data needs to be interpreted considering that:

- There is a mix of volume based estimates and measured weights.
- The source of waste is not always clear.
- There is no data on coverage, set out rate or participation rates for kerbside collection.
- The data regarding quantity of waste collected or processed is not complete. For example:
 - The quantity of waste collected at kerbside (estimates based on average bag rate and subscribers only)
 - The quantity of waste composted at Bernie's compost has not been quantified
 - The quantity of waste collected and transported directly to Puwera Landfill has not been quantified
 - The quantity of waste generated on rural properties and processed or disposed on site has not been quantified.

There is a by-law in place that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, set out and participation rates. Implementation of the by-law in close consultation with collection and processing companies operating in the Kaipara District will improve the availability and quality of data available.

There is also potential to improve the reporting of waste materials handled by contractors on behalf of council. Reporting on activity as part of contract obligations should include appropriately detailed reporting on waste source, quantity and destination.

2.3.2 Waste Infrastructure - Issues Identified (Section 3.5 of the Waste Assessment)

In collating and considering information about the delivery of waste services in the Kaipara District, a number of issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases the issues also present opportunities for council, the community and/or the private sector to improve waste minimisation and management in the District. The issues identified include:

- Illegal dumping of household waste including pre-paid bags placed in the wrong locations.
- Rural waste increasingly entering the council waste management system
 - Increasing demand for collection in rural areas
 - Increasing quantity of materials entering District transfer stations
- Low diversion rate compared to other parts of New Zealand
 - Low participation in the user pays recycle collection contributing to low diversion rates for paper/cardboard, plastics, cans and glass
 - Very limited services available for organic waste collection
- Ongoing cost of closed landfill management incl need to complete closure works - capping and leachate treatment
- Litter bins over-flowing including use by households, particularly holiday homes in Mangawhai and bins throughout Kaipara located in isolated areas

3 Policies, plans and regulation

3.1 Summary of guiding policies, plans and legislation that affect the WMMP

There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the Kaipara District. These are summarised in Table 4, further detail is provided in the Kaipara Waste Assessment (2016).

Table 4 Selected Relevant Policy for waste in Kaipara District

Kaipara District	Northland Region	National
Kaipara Long Term Plan 2015-2025	Northland Regional Policy Statement	Waste Minimisation Act 2008
Kaipara Solid Waste Asset Management Plan	Northland Regional Air Quality Plan	Health Act 1956
General Bylaws 2008 - Part 4 (Solid Waste)	Northland Regional Coastal Plan	Hazardous Substances and New Organisms Act 1996
Kaipara District Plan	Northland Regional Water and Soil Plan	Resource Management Act 1991
		Local Government Act 2002
		Climate Change Response Act 2002
		NZ Waste Strategy 2010
		NZ Emissions Trading Scheme

3.2 Statutory requirements

A WMMP must contain a summary of the council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the council will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- a objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district
- b methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including -
 - i collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and
 - ii any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and
 - iii any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority
- c how implementing the plan is to be funded
- d if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and a council's most recent waste assessment.

4 Vision, goals, objectives and targets

4.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals Objectives framework set out in the previous Waste Minimisation and Management Plan. The relationship between Vision, Goals and Objectives is illustrated in Figure 3⁵ and defined in Table 5⁵.

Figure 3: Vision, goals, objectives and targets

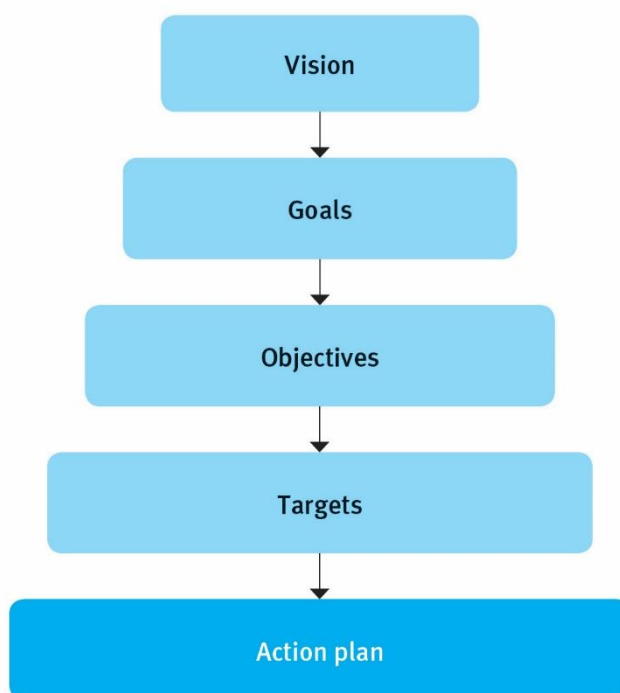


Table 5 provides definitions for vision, goals, objectives and targets.

Table 5: Definitions for vision, goals, objectives and targets (adapted from MfE 2015)

Vision	Kaipara's aspirational outcome - providing an overall direction and focus.
Goal	What a Kaipara wants to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving Council's vision for the WMMP.
Objective	The specific strategies and policies to support the achievement of the goals. Objectives are 'SMART' (specific, measurable, achievable, relevant and timely).
Target	A clear and measurable way to determine how well the council is achieving its goals. Targets should also be SMART.

⁵ Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

4.2 Vision, goals, objectives and targets

The vision for waste minimisation and management in the Kaipara District is

To make it easy to recycle and manage waste in the Kaipara District and promote the efficient use of resources.

The goals for waste minimisation and management in the Kaipara District are:

To maximise the diversion of waste from landfill

To provide for services to residents that represent great value

To maximise local employment and business opportunities

The objectives for waste minimisation and management in the Kaipara District are:

To reduce the quantity of recoverable material entering landfill

To provide safe, environmentally sustainable and hygienic refuse collection and disposal

To reduce illegal dumping

To improve available information on waste generation, diversion and disposal

To improve community understanding of issues and opportunities for waste management in the Kaipara District.

To avoid materials becoming waste

To support combined local government and waste sector activities

Table 6 (overleaf) provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste minimisation and management in the Kaipara District.

Table 6: Vision - Goals - Objectives - Targets

Vision:	<i>To make it easy to recycle and manage waste in the Kaipara District and promote the efficient use of resources.</i>	
Objective	Relevant Goal(s)	Target(s)
3. To reduce the quantity of recoverable material entering landfill	To maximise the diversion of waste from landfill	3.1 To decrease the annual quantity of waste disposed of to landfill from the Kaipara District to below 200 kg per capita per year (equates to > 30% diversion). 3.2 To increase the quantity of material recycled through council controlled services from 2014 figure of 530 T ⁶ . 3.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020 (To Be Confirmed).
4. To provide safe, environmentally sustainable and hygienic refuse collection and disposal	To provide for services to residents that represent great value	4.1 Achieve resident satisfaction of > 70 % (refuse) and 55% (recycling) ⁶ . 4.2 To implement licensing in accordance with the current (2016) bylaw no later than Mar 2018.
5. To reduce illegal dumping	To provide for services to residents that represent great value	5.1 To respond to illegal dumping incidents within 72 hours. 5.2 To report on the quantity of illegally dumped material each year.
6. To improve available information on waste generation, diversion and disposal	To provide for services to residents that represent great value To maximise local employment and business	6.1 To implement licensing including data provision required by 2017. 6.2 To publish a summary of available data on waste generation and management with each annual report from 2017/18.
7. To avoid materials becoming waste	To maximise the diversion of waste from landfill	7.1 To support the provision waste education to the community including supporting regional and national waste reduction programmes.
8. To support combined local government and waste sector activities		6.1 To actively participate in the WasteMINZ forums.

⁶ From 2015-2025 LTP

4.3 Council's intended role

(Section 6.3 of the Waste Assessment)

Council will continue to adopt a user pays approach to delivery of waste minimisation and management services in the District. Where there are services with a public good component council will provide funding in whole or in part. Examples include servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills. Where services can be provided on a commercial basis Council will allow the private sector to do so. Examples include refuse collection from households and commercial premises and processing of some waste and materials streams.

Council will continue to own and support the operation of some key infrastructure for waste minimisation and management in the District. This includes the two transfer stations and remaining collection cages in rural areas.

Council will provide information on waste minimisation and management to the community and make staff available for education purposes. Council will also work closely with other promoters of effective waste minimisation and management including Northland Regional Council and the WasteMINZ Behaviour Change Sector Group.

4.4 Protecting public health

A key objective of any waste minimisation and management system is to protect public health. Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. From a health protection perspective the risk of actual public health impacts can be reduced by avoiding where possible and carefully managing contact with waste. In practice this means:

- Containing waste effectively. This involves:
 - Appropriate containers at point of generation e.g. workspace, kitchen, ...
 - Appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
 - Regular collection or disposal
 - Suitable collection and transport vehicles.
 - Disposal at a well operated landfill including adequate daily, intermediate and final cover.
- Excluding as far as possible vermin⁷ that may spread waste or associated contaminants.

KDC will address the health impacts of waste minimisation and management in the District through the implementation of the WMMP.

⁷ For example rodents, other stray animals, insects (flies, wasps).

5 Options for achieving effective and efficient waste management and minimisation

(Based on Section 7 of the Waste Assessment - for the Draft WMMP only)

5.1 Introduction

Section 51 of the WMA requires that a waste assessment contains a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the district and to meet the goals set out in Section 4. The preferred options from this assessment will be incorporated into WMMP as methods and feature in the Action Plan.

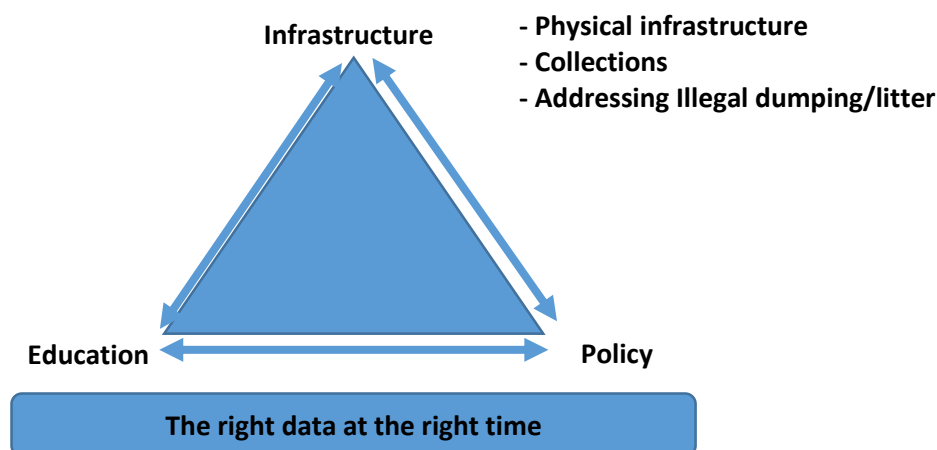
For the Kaipara District the total quantity of waste generated is not forecast to increase significantly over the life of this plan with static population and economic activity. Data suggests there is potential for material from rural properties entering the system more than in the past. Options considered need to allow for this.

The available data suggests that there is potential to increase the diversion of material from the current estimate of 15-20%. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.

5.2 Identifying options

There are a wide range of approaches to providing waste minimisation and management services and programmes that could be adopted in Kaipara. A useful way to consider options is the model set out in Figure 4. Simply put, effective waste minimisation and management relies on a combination of infrastructure (including collection), education/information and regulation or policy. These are supported by having the right data to inform strategic and operational decision making.

Figure 4: Effective Waste Minimisation and Management



For this waste assessment options have been identified by considering key challenges for waste minimisation and management in the Kaipara District (Refer Section 2.3) referencing approaches adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials⁸ (see Section 2.1.3).

Based on the model set out in Figure 4 options considered have been grouped as follows.

Infrastructure

- Providing **collection** services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins;
- Providing **physical infrastructure** - fixed location or mobile drop off facilities, waste processing and/or disposal facilities;
- **Managing the negative impacts of waste** - litter/illegal dumping clean-up, closed landfills

Education

- Changing behaviour - **education** programmes targeting schools, businesses and/or households
- Contributing to national education/information programmes

Policy

- Implementation of licensing provisions in the existing by-law (service level, litter, data provision)
- Data collection via licensing of waste operators (as above)
- Targeted data collection, for example waste surveys
- Making information on waste issues and opportunities available.
- Grant co-funding for projects that deliver on the goals and objectives for waste minimisation and management

These options focus on the priority waste streams identified through the review of the current situation in Section 2 and summarised in Table 7.

Table 7: Priority wastes and waste sources

Recyclable materials	Other materials requiring active management include:	Waste sources
• Paper/Cardboard	• Hazardous waste	• Rural waste
• Plastics	• Difficult or special waste	• Industrial processing
• Organic Waste	• General waste	
• Metals		
• Glass		
• Timber		

5.3 Options for the future

(From Section 7.4 of the Waste Assessment)

Based on the analysis and discussion presented in the Waste Assessment (Section 7) the following options are to be included in the action plan for the Kaipara District Council Waste Minimisation and Management Plan.

Infrastructure actions

⁸ Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber

- Drop-off locations in rural areas - determine community interest
- Investigate the provision of a targeted rate funded recycling collection service (crate or wheelie bin based)
- Develop a proposal for the 2018/19 Annual Plan to promote home composting across the district
- Investigate the implementation of 'dry' waste sorting at Hakaru and Awakino Transfer stations
- Consult with the community on the best solution for litter bins - remove litter bins or provide additional capacity.

Education actions

- Update and maintain information on waste and recycling collection and drop off services in the Kaipara District (via reporting required under the solid waste bylaw).
- Disseminate information to all residents (including holiday makers/temporary residents)
- Support Northland Regional Council environmental education activities for schools, homes and businesses

Policy Actions

- Develop options for funding of the recycling collection system (bins, bags, crate) for community consultation in 2018/19
- Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability. These criteria will also form the basis for contract/grants.
- Develop an implementation plan for the existing solid waste provisions in the District Bylaw (Part 4). This will focus on implementing licensing (Part 4, Section 419) including reporting arrangements. With a small number of collection providers operating in the District Council is in a position to develop pragmatic but effective reporting requirements. This will require consultation with the collection providers prior to formally notifying the license regime. Council should target implementation of a licencing regime no later than Mar 2018.
- Reporting on progress against the targets in the WMMP in Annual Reports.

6 Funding the plan

6.1 Plan implementation funding

The funding of the implementation of this Waste Minimisation and Management Plan will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund support of the existing recycling collection and contestable grants (subject to Annual Planning process and approvals) for activities that promote or achieve the Goals and Objectives of this Waste Minimisation and Management Plan.

Details of funding sources, quantities and allocation can be found in Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

6.2 Grants and advances of monies

As part of the implementation of the Waste Minimisation and Management Plan Council will develop criteria for making grants available from Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with Council expecting 50% or more contribution from partners other than council.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

6.3 Waste minimisation levy expenditure

The Long Term Plan and Annual plan allocate all of the Levy funding received by Council for the support of kerbside recycling in the district. Subject to consideration as part of the 2018/19 Annual Plan process up to 15% of the Levy funds received by Council will be made available for activities that promote and or help the community to achieve their Vision, Goals and Objectives for waste minimisation and management.

7 Monitoring, evaluating and reporting progress

This Waste Minimisation and Management Plan will only have an impact in the Kaipara District if appropriate action is taken to achieve the Vision - Goals - Objectives. The Targets (Section 4.2, Table 6) provide high level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

7.1 Monitoring and evaluation

The assessment of the current situation highlighted gaps in information about waste generation, collection, processing and management in the Kaipara District. In some cases information exists but is not available to council⁹ while in others data is not currently available¹⁰.

Progress in achieving the Vision - Goals - Objectives of this Waste Minimisation and Management Plan will be monitored by collecting the data outlined in Table 8.

Table 8: Data Source and Description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processing	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in the Action Plan are focussed on securing the information noted in Table 8. For example introducing licensing (based on the existing by-law) and improving reporting under existing and future council contracts.

Evaluation of the data collected will focus on measuring progress against the targets set out in Section 4.2, Table 6. The periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.

⁹ For example regarding private sector collection services.

¹⁰ For example regarding the number of households participating in the kerbside recycling collection service.

7.2 Reporting

Progress on implementing this Waste Minimisation and Management Plan will be reporting in the Kaipara District Council's Annual report each year. Reporting will note current performance against the targets based on available information. In the early stages of the Plan implementation it is likely that there will be significant gaps in the available data limited Council's ability to quantify progress.

Part B – Action Plan

8 Introduction

This Action Plan sets out the programme of action for achieving the Vision - Goals - Objectives and targets of the Waste Minimisation and Management Plan, as described in Part A – Strategy (Section 4), and should be considered in conjunction with the full Waste Minimisation and Management Plan.

This Action Plan covers the full life (six years) of the Waste Minimisation and Management Plan but provides more detail for years one and two. The Action plan sets out actions with operational and financial implications for Kaipara District Council.

Consistent with Council's operational planning obligations under the Local Government Act 2002 activities set out in this Action Plan will need to be reflected in the relevant Kaipara Long Term Plan and Annual Plan¹¹. This means the plan should be reviewed as part of the annual planning process (with a focus on 12-18 months of future activity) and Long Term Planning process (with a focus on a 3-5 year horizon).

The operational planning and funding implications of the activities set out in this Action Plan are noted in the Action Planning tables.

¹¹ Currently 2015-20325 Long Term Plan and 2016/17 Annual Plan

9 Funding structure [see also Part A, section 6]

(Repeating Section 6.)

9.1 Plan implementation funding

The funding of the implementation of this Waste Minimisation and Management Plan will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund support of the existing recycling collection and contestable grants (subject to Annual Planning process and approvals) for activities that promote or achieve the Goals and Objectives of this Waste Minimisation and Management Plan.

Details of funding sources, quantities and allocation can be found in Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

9.2 Grants and advances of monies

As part of the implementation of the Waste Minimisation and Management Plan Council will develop criteria for making grants available from Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with Council expecting 50% or more contribution from partners other than council.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

9.3 Waste minimisation levy expenditure

The Long Term Plan and Annual plan allocate all of the Levy funding received by Council for the support of kerbside recycling in the district. Subject to consideration as part of the 2018/19 Annual Plan process up to 15% of the Levy funds received by Council will be made available for activities that promote and or help the community to achieve their Vision, Goals and Objectives for waste minimisation and management.

10 Targets and measurement

The Targets set out in Section 4.2, Table 6 of Part A of this Waste Minimisation and Management Plan provide a high level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets, inform refinement of existing actions and development of future actions.

Progress in achieving the Vision - Goals - Objectives of this Waste Minimisation and Management Plan will be monitored by collecting the data outlined in Table 9 (repeating Table 8 from Section 7 Monitoring, evaluating and reporting progress).

Table 9: Data Source and Description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processing	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in this Action Plan are focussed on securing the information noted in Table 9. For example introducing licensing (based on the existing by-law) and improving reporting under existing and future council contracts.

Periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan. Table 10 links Targets to measures noted in Table 9. Table 11 provides definitions for key measures.

Table 10: Measuring progress against Targets

Target	Measure
1.1 To decrease the annual quantity of waste disposed of to landfill from the Kaipara District to below 200 kg per capita per year (equates to > 30% diversion).	T of waste per capita
1.2 To increase the quantity of material recycled through council controlled services from 2014 figure of 530 T ¹² .	T of waste recycled per year
1.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020 (to be confirmed).	Participation rate
2.1 Achieve resident satisfaction of > 70 % (refuse) and 55% (recycling) ¹² .	Survey results - satisfaction
2.2 To implement licensing in accordance with the current (2016) bylaw no later than Mar 2018.	Licensing implemented including quality of service
3.1 To respond to illegal dumping incidents within 72 hours of being informed of the incident.	Time to clean up Illegal dumping incidents
3.2 To report on the quantity of illegally dumped material each year.	T of waste cleaned up from illegal dumping incidents per year
4.1 To implement licensing including data provision required by Mar 2018.	Reporting commenced
4.2 To publish a summary of available data on waste generation and management with each annual report from 2017/18.	Summary reporting on Waste Minimisation and Management Plan in Annual Report
5.1 To support the provision waste education to the community including supporting regional and national waste reduction programmes.	Waste education activity noted in Summary Report for Target 4.2
6.1 To actively participate in the WasteMINZ forums.	Activity noted in Summary Report for Target 4.2.

Table 11: Measure Definitions

Measure	Definition
T of waste per capita	Total quantity of waste disposed of to landfill (from contract and by-law reporting) divided by Kaipara usually Resident Population
T of waste recycled per year	Total quantity of waste recycled or recovered (from contract and by-law reporting) divided by Kaipara usually Resident Population
Participation rate	The % of households in Kaipara District that use the kerbside recycling service in a 3 week survey period (based on a sample of households no less than
Residents satisfaction	[Measure as defined in LTP 2015-2025]

¹² From 2015-2025 LTP

T of illegal dumped material	Total quantity of illegally dumped material picked up by Kaipara District contractors per year.
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11 Action plan

The action plan asset out in the following pages has been developed to enable the Kaipara District Council and Kaipara community to work towards achieving the Vision - Goals - Objectives set out in the Waste Minimisation and Management Plan. The Action provides a detailed plan of action for years one and two with long term actions mentioned but not detailed. Where actions have operational or financial implications they need to be confirmed in the Councils core planning documents - the Long Term Plan and Annual Plan.

The Waste Assessment recommended the following options be included in an action plan for the Kaipara District Council Waste Minimisation and Management Plan.

Infrastructure actions

- Drop-off locations in rural areas - determine community interest
- Investigate the provision of a targeted rate funded recycling collection service (crate or wheelie bin based)
- Develop a proposal for the 2018/19 Annual Plan to promote home composting across the district
- Investigate the implementation of 'dry' waste sorting at Hakaru and Awakino Transfer stations
- Consult with the community on the best solution for litter bins - remove litter bins or provide additional capacity.

Education actions

- Update and maintain information on waste and recycling collection and drop off services in the Kaipara District.
- Disseminate information to all residents (including holiday makers/temporary residents)
- Support Northland Regional Council environmental education activities for schools, homes and businesses

Policy Actions

- Develop options for funding of the recycling collection system (bins, bags, crate) for community consultation in early 2018/19.
- Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop an implementation plan for the existing solid waste provisions in the District Bylaw (Part 4). This will focus on implementing licensing (Part 4, Section 419) including reporting arrangements. With a small number of collection providers operating in the District Council is in a position to develop pragmatic but effective reporting requirements. This will require consultation with the collection providers prior to formally notifying the license regime. Council should target implementation of a licensing regime no later than Mar 2018.
- Reporting on progress against the targets in the WMMP in Annual Reports.

11.1 Action planning tables

(Proposed as part of this draft Waste Minimisation and Management Plan

Table 12: Infrastructure Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Infrastructure				
a. Determine community interest in additional/new rural drop off locations Develop proposal for 2018/19 Annual Plan	February 2018	Rates (existing)	1, 2	2.1
b. Determine community interest in new holiday home drop off locations Develop proposal for 2018/19 Annual Plan	February 2018	Rates (existing)	1, 2, 3	3.2
c. Investigate provision of a universal recycling collection (refer k. for funding options) Develop proposal for 2018/19 Annual Plan <i>Implementation</i>	February 2018 <i>Subject to Annual Plan process</i>	Rates (existing) <i>Targeted rate</i>	1, 2	1.1, 1.2, 1.3
d. Develop a proposal for the 2018/19 Annual Plan to promote composting <i>Implementation</i>	February 2018 <i>Subject to Annual Plan process</i>	Rates (existing) <i>Rates (existing)</i>	1, 5	1.1
e. Investigate the 'dry' waste sorting at Hakaru and Awakino Concept developed with contractors including pilot trial Develop proposal for 2019/20 Annual Plan (subject to Pilot Trial) <i>Implementation</i>	December 2019 February 2020 <i>Subject to Annual Plan process</i>	Rates/Contractors Rates (existing) <i>To be determined</i>	1, 2	1.1, 1.2
f. Consult with the community on the best solution for litter bins Develop concepts and trial, seek community feedback Develop proposal for 2018/19 Annual Plan (subject to Pilot Trial) <i>Implementation</i>	December 2017 - June 2018 February 2018 <i>Subject to Annual Plan process</i>	Rates (existing) Rates (existing) <i>To be determined</i>	2, 3	3.2

Table 13: Education Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Education Actions				
g. Update and maintain information on the Kaipara District Council website	June 2017, ongoing	Rates (existing)	4, 5	5.1, 4.2
h. Disseminate information on waste services to all residents Prepare material for dissemination Circulated to all residents	June 2017 Oct 2017, ongoing	Rates (existing) Rates (existing)	4, 5	5.1
i. Support Northland Regional Council environmental education activities	Ongoing	Rates (existing)	6	5.1
j. Participate in national education/advocacy activities	Ongoing	Rates (existing)	6	5.1, 6.1

Table 14: Policy Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Policy Actions				
k. Investigate options and alternatives for funding of recycling collection (linked to Action c.)	As for Action c.	As for Action c.	1, 2	1.1, 1.2, 1.3
l. Develop criteria for making grants available from Waste Levy funds Develop criteria grant funding <i>(future contestable fund ?)</i>	June 2019 <i>Subject to council approval</i>	Rates (existing) <i>Council levy fund</i>	1, 5	1.1, 5.1
m. Develop an implementation plan for the existing Solid Waste Bylaw Discuss reporting requirements with waste sector in Kaipara <i>Pilot including reporting forms and data storage/reporting</i> <i>License all waste collectors and processors in Kaipara</i>	July - Oct 2017 <i>From Oct 2017</i> <i>By March 2018</i>	Rates (existing) Rates (existing) <i>License fees</i>	2, 4	2.2, 4.1
n. Reporting on progress against the targets in the WMMP in Annual Reports Draft reporting outline for 2017/18 Annual Report (using existing data) Improve reporting on council contracts (Awakino, Hakaru, Collections) Ongoing Report on WMMP Targets	Oct 2017 From June 2017 Each Annual Report	Rates (existing) Rates (existing) Rates (existing)	4	4.2

Table 15: TimeLine

12 **Applicability**

This report has been prepared for the exclusive use of our client Kaipara District Council, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

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CHP
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Appendix A: Kaipara Waste Assessment (2016)

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Kapiara District Waste Assessment

Prepared for
Kaipara District Council
Prepared by
Tonkin & Taylor Ltd
Date
June 2016
Job Number
86096.v0.0



Exceptional thinking together

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Acknowledgements

This document is based on the template set out in the Ministry for the Environment's document Waste Assessment and Waste Minimisation and Management Planning, A Guide for Local Authorities.

COUNCIL STAFF

INDUSTRY STAKEHOLDERS

Draft

Introduction

This Waste Assessment establishes the planning foundations for a waste management and minimisation plan (WMMP) for Kaipara District by describing the waste situation, setting the vision, goals objectives and targets for the district, and developing options for meeting future demand. Much of the information presented in this Waste Assessment will be summarised in the final WMMP.

This Waste Assessment contains three parts:

- Part 1 – the waste situation (where are we now?)
This covers policy context, the current waste situation, including waste flows, waste infrastructure and services, and forecast of future demand. This will be summarised in the final WMMP.
- Part 2 – where do we want to be?
Part 2 includes the vision, goals, objectives and targets for the waste assessment, which will form part the draft WMMP.
- Part 3 – how are we going to get there?
Part 3 identifies options and assesses the suitability of each option (as required by Section 51 of the Waste Management Act 2008 (WMA)) and includes a summary of the outcome of consultation with the Medical Officer of Health. The preferred options from the Part 3 assessment will be presented in the WMMP.

Scope

This Waste Assessment and the associated Waste Minimisation and Management Plan covers solid waste generated in the Kaipara District. The focus is on materials entering the waste management system (collection, processing and disposal). Other materials are relevant but not specifically addressed including wastewater treatment solids, industrial by-products and materials re-used on site.

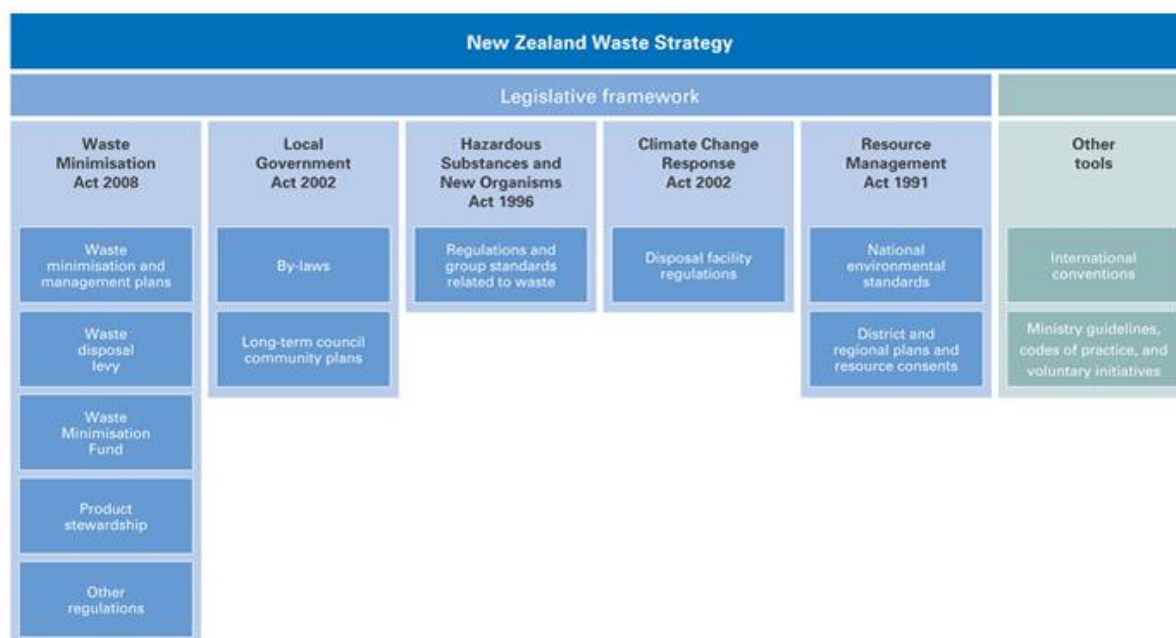
PART 1 - THE WASTE SITUATION

Draft

1 Policy Context

The New Zealand Waste Strategy¹ (NZWS) provides a useful summary of the New Zealand policy context for waste minimisation and management. A diagram from the NZWS laying out the policy context is reproduced as Figure 1

Figure 1: Policy Context for Waste minimisation and Management in New Zealand¹



There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the Kaipara District. These are summarised in Table 1 and the remainder of Section 1.

Table 1 Selected Relevant Policy for waste in Kaipara District

Kaipara District	Northland Region	National
Kaipara Long Term Plan 2015-2025	Northland Regional Policy Statement	Waste Minimisation Act 2008
Kaipara Solid Waste Asset Management Plan	Northland Regional Air Quality Plan	Health Act 1956
Kaipara District General Bylaws 2008 - Part 4 (Solid Waste)	Northland Regional Coastal Plan	Hazardous Substances and New Organisms Act 1996
Kaipara District Plan	Northland Regional Water and Soil Plan	Resource Management Act 1991
		Local Government Act 2002
		Climate Change Response Act 2002
		NZ Waste Strategy 2010
		NZ Emissions Trading Scheme

¹ The New Zealand Waste Strategy: Reducing harm, improving efficiency (ME1027), 2010.

1.0 Statutory requirements for WA and WMMP

This Waste Assessment establishes the planning foundations for the Kaipara Waste Minimisation and Management Plan (WMMP) by describing the waste situation, setting the vision, goals objectives and targets for the district, and developing options for meeting future demand.

A WMMP must contain a summary of the council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the council will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- a objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district
- b methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including -
 - i collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and
 - ii any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and
 - iii any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority
- c how implementing the plan is to be funded
- d if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and a council's most recent waste assessment.

1.1 Local Policy

1.1.1 Council's Long Term Plan (2015-25)

Kaipara District Council (KDC) must produce a Long Term Plan (LTP) every three years. The LTP must include information on activities, goods or services provided by Council, and specific funding and financial management policies and information.

The KDC 2015 LTP notes the Council vision to *make Kaipara District a place where it is easy to live-easy to enjoy nature, easy to join in and easy to do business*. To achieve this vision, KDC propose to make sure that;

- Rates remain affordable
- People and businesses have access to necessary services
- People can succeed in business creating jobs and futures
- The quality of the environment is maintained

These goals guide policy making decisions within the Council, and outline to the public the rationale behind KDC's policies for the next 10 years.

With regard to solid waste management, KDC proposes a service that provides for an 'affordable, hygienic, refuse collection and disposal that is environmentally sustainable, meets our statutory requirements and the needs of our communities'. Typically KDC, in order to minimise costs and

reduce rate increases, aims to maintain the existing basic levels of service within the user-pays system. Table 2 details the planned improvement programme for waste from 2015 to 2025 as set out in the 2015 LTP.

Table 2: Solid Waste Activity from 2015 LTP

Solid Waste - Improvement Programme 2015/2025

Year 1 Planned improvement/change 2015/2016	<ul style="list-style-type: none"> • Look to cost and potential implement actions from Hakaru Landfill Management Plan. • Resource Consent renewals (as they expire). • Undertake final District Waste Audit.
Year 2 Planned improvement/change 2016/2017	<ul style="list-style-type: none"> • Undertake basic condition assessment of physical assets and update asset data into BizeAssets. • Resource Consent renewals (as they expire).
Year 3 Planned improvement/change 2017/2018	<ul style="list-style-type: none"> • Development of Zero Waste initiatives through Waste Minimisation Education/Incentives. • Resource Consent renewals (as they expire).
Years 4-10 Planned improvement/change 2018/2025	<ul style="list-style-type: none"> • Resource Consent renewals (as they expire). • Capping of Landfill sites – Hakaru and Dargaville. Develop long term management plans for closed landfills. • Resource Consent renewals (as they expire). • Investigate options for permanent removal of litterbins in key public areas.

The draft Annual Plan for 2016/17 has no significant changes from the activities and expenditure anticipated in the 2015-2025 Long Term Plan.

1.1.2 Solid Waste Asset Management Plan (2014)

Solid waste assets that KDC is responsible for can be classified into four key groups; Transfer Stations, Closed Landfills, Collection Cages and Public Litterbins. The Solid Waste Asset Management Plan (AMP) outlines how KDC manages these assets to ensure that stakeholder expectations are met and regulatory compliance requirements are met within optimised lifecycle management strategies for the next 10 year period, and considering longer timeframes. Overall, KDC manages some \$45,000 (excluding land) of solid waste infrastructure assets².

KDC funding to maintain these assets is typically sourced from general rates (some two thirds of the funds) and Internal Charges and Overheads Recovered. Some \$1.58 million is forecasted for the 2015/16 financial year, indexed against inflation. The bulk of the costs likely to arise in the 10 year (LTP) forecast horizon is related to operational costs, with just \$280,000 (indexed against inflation) allocated annually to capital works. Funding Impact Statements are included in the LTP.

Future capital works include the capping of Awakino Landfill and Hakaru Landfill with estimates of \$600,000 and \$800,000 respectively.

With respect to the Hakaru (closed landfill) site, the Council currently spends around \$125,000 annually on the removal and disposal of leachate from the site. An investigation of options surrounding the disposal of leachate at the site along with post capping remedial works is underway.

Other assets likely to require renewal or major refurbishment over the twenty year planning period are: leachate control devices, monitoring boreholes, capping, minor stormwater and other site assets. Minor assets including litterbins are replaced as operational expenses, and are not capitalised.

² Kaipara District Council Solid Waste Asset Management Plan, 2014

1.1.3 General Bylaws 2008 – Part 4 (Solid Waste)

Part 4 (Solid Waste) of the General Bylaws 2008 relates to controlling the collection of refuse for areas where Council offers such a service, and the disposal of refuse to landfills. It details requirements including permitted receptacle type, residential and trade waste disposal, recycling, and the ownership of the waste stream.

1.2 Regional Policy

1.2.1 Northland Regional Policy Statement

The Northland Regional Policy Statement (RPS) provides a broad direction and framework for managing Northland's natural and physical resources. These include land, water, air, soil, minerals, plants, animals and all built structures. The RPS has recently been reviewed with the new Northland Regional Policy Statement taking effect from May 2016.

The RPS includes Policy 5.2.1, to *Encourage development and activities to efficiently use resources, particularly network resources, water and energy, and promote the reduction and reuse of waste.*

1.2.2 Northland Regional Plans

There are currently three Regional Plans operating in the Northland Region; the Regional Air Quality Plan, Regional Coastal Plan and Regional Water and Soil Plan. A proposed new single plan will amalgamate and replace these plans. The draft release of the new Regional Plan is scheduled for public consultation in August 2016. Of the current plans, Section 19.1 of the Regional Water and Soil Plan 2004 outlines the rules for solid waste discharges.

Disposal of small volumes of waste (defined as less than 12m³/property/year) onto or into rural or residential land is a permitted activity (i.e. does not require resource consent) within Northland subject to a number of restrictions. Chiefly, measures must be taken to ensure the effects of these waste disposal sites on surface water and groundwater are minor. The waste disposed must not include offal, dead stock, agrichemical containers or hazardous wastes. Composting is also permitted if rules regarding discharge of contaminants are met and no offensive odour or other nuisance is discernible from the boundary of the property.

Where the conditions outlined for these permitted activities in the plan are not able to be met the applicant must apply for resource consent. No refuse related activities are noted as non-complying or prohibited.

1.3 National Policy

1.3.1 Waste Minimisation Act 2008

The Waste Minimisation Act 2008 (WMA (2008)) sets a framework to encourage a reduction in the amount of waste generated and disposed of in New Zealand, minimising the environmental harm of waste and providing economic, social and cultural benefits for New Zealand.

The main elements of this Act include;

- A levy imposed on all waste that is landfilled
- Product stewardship schemes for businesses and organisations
- Allows local authorities to create by-laws relating to waste management and minimisation
- Requires waste operators undertake waste reporting

- Establishes a Waste Advisory Board to give independent advice to the Minister for the Environment on related issues

Territorial authorities, such as Kaipara District Council, are required by the WMA (2008) to promote waste management and minimisation within the territorial authority's district. Part of this responsibility involves the creation and adoption of a Waste Management and Minimisation Plan (WMMP), updated every six years, which details current and planned objectives and policies, methods and funding for achieving effective and efficient waste management and minimisation. This plan must also have regard for the New Zealand Waste Strategy (see below). The Plan must also consider the following methods of waste management and minimisation (listed in descending order of importance):

- reduction:
- reuse:
- recycling:
- recovery:
- treatment:
- disposal.

1.3.2 The New Zealand Waste Strategy 2010

While the Waste Minimisation Act outlines the regulatory requirements of businesses and organisations, the New Zealand Waste Strategy provides high-level strategic direction around where to focus effort to manage waste, and ways in which this can be achieved. The key aim of the Strategy is to 'Reduce Harm, Improving Efficiency'. This aim is further defined as

- reducing the harmful effects of waste on both the environment and human health, and
- improving the efficiency of resource use to reduce the impact on the environment and human health and gain any potential economic benefits.

The strategy highlights other tools and legislative requirements that businesses and organisations should consider when reviewing waste management.

1.3.3 Other National Policy

As noted in Table 1 there are several other policy documents of relevance to waste minimisation and management in Kaipara. These noted below with content drawn from the MfE Guide for Waste Minimisation and Management Planning³.

Local Government Act 2002

The Local Government Act 2002 (LGA) provides the general framework and powers under which New Zealand's democratically elected and accountable local authorities operate.

The LGA contains various provisions that may apply to councils when preparing their WMMPs, including consultation and bylaw provisions. For example, Part 6 of the LGA refers to planning and decision-making requirements to promote accountability between local authorities and their communities, and a long-term focus for the decisions and activities of the local authority. This part includes requirements for information to be included in the long-term plan (LTP), including summary information about the WMMP.

³ Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

Resource Management Act 1991

The Resource Management Act 1991 (RMA) promotes sustainable management of natural and physical resources. Although it does not specifically define 'waste', the RMA addresses waste management and minimisation activity through controls on the environmental effects of waste management and minimisation activities and facilities through national, regional and local policy, standards, plans and consent procedures. In this role, the RMA exercises considerable influence over facilities for waste disposal and recycling, recovery, treatment and others in terms of the potential impacts of these facilities on the environment.

Under section 30 of the RMA, regional councils are responsible for controlling the discharge of contaminants into or onto land, air or water. These responsibilities are addressed through regional planning and discharge consent requirements. Other regional council responsibilities that may be relevant to waste and recoverable materials facilities include:

- managing the adverse effects of storing, using, disposing of and transporting hazardous wastes
- the dumping of wastes from ships, aircraft and offshore installations into the coastal marine area
- the allocation and use of water.

Under section 31 of the RMA, council's responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities, and their controls, are specified in district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.

In addition, the RMA provides for the development of national policy statements and for the setting of national environmental standards (NES). There is currently one enacted NES that directly influences the management of waste in New Zealand – the Resource Management (National Environmental Standards for Air Quality) Regulations 2004. This NES requires certain landfills (eg, those with a capacity of more than 1 million tonnes of waste) to collect landfill gases and either flare them or use them as fuel for generating electricity.

Unless exemption criteria are met, the NES for Air Quality also prohibits the lighting of fires and burning of wastes at landfills, the burning of tyres, bitumen burning for road maintenance, burning coated wire or oil, and operating high-temperature hazardous waste incinerators. These prohibitions aim to protect air quality.

Climate Change Response Act 2002, New Zealand ETS

The Climate Change Response Act 2002 and associated regulations is the Government's principal response to manage climate change. A key mechanism for this is the New Zealand Emissions Trading Scheme (NZ ETS). The NZ ETS puts a price on greenhouse gas emissions, providing an incentive for people to reduce emissions and plant forests to absorb carbon dioxide.

Certain sectors, including landfill operators, are required to acquire and surrender emission units to account for their direct greenhouse gas emissions or the emissions associated with their products. Landfills that are subject to the waste disposal levy are required to surrender emission units to cover methane emissions generated from landfill. These disposal facilities are required to report the tonnages landfilled annually to calculate emissions.

Litter Act 1979

Under the Litter Act 1979 it is an offence for any person to deposit litter of any kind in a public place, or onto private land without the approval of the owner.

The Litter Act is enforced by territorial authorities, who have the responsibility to monitor litter dumping, act on complaints, and deal with those responsible for litter dumping. Councils reserve the right to prosecute offenders via fines and infringement notices administered by a litter control warden or officer. The maximum fines for littering are \$5,000 for a person and \$20,000 for a corporation.

Council powers under the Litter Act can be used to address illegal dumping issues that may be included in the scope of a council's waste management and minimisation plan.

Health Act 1956

The Health Act 1956 places obligations on councils (if required by the Minister of Health) to provide sanitary works for the collection and disposal of refuse, for the purpose of public health protection (Part 2 – Powers and duties of local authorities, section 25). The Act specifically identifies certain waste management practices as nuisances (section 29) and offensive trades (Third Schedule). The Health Act enables councils to raise loans for certain sanitary works and/or to receive government grants and subsidies, where available.

2 Waste Quantity and Composition

2.1 Timeframe

This document focuses primarily on the period between 2010 and 2015. Waste quantities, composition and flows prior to this period are detailed in the Kaipara District Council Waste Minimisation and Management Plan 2010 (WMMP-10). Where appropriate comparison has been made between the quantities and predictions made in this report and what has actually happened.

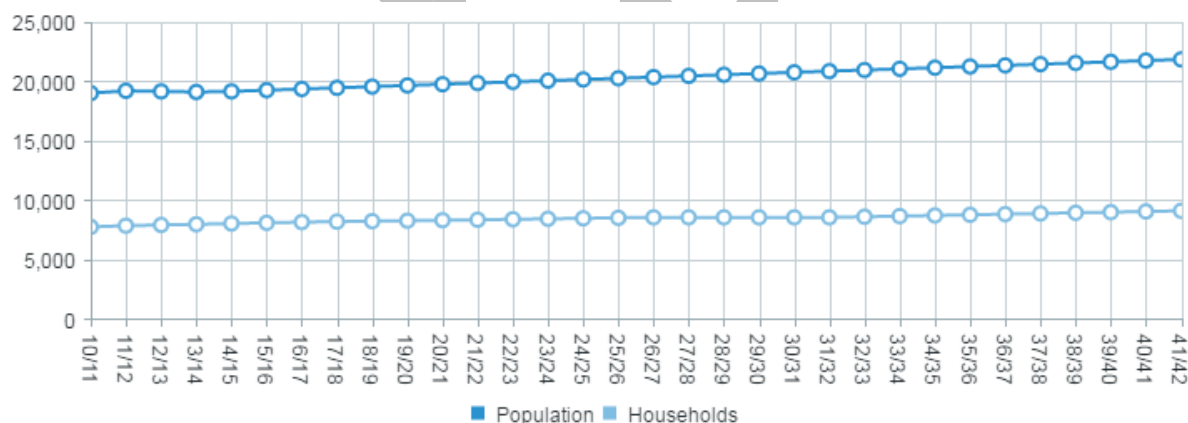
2.2 Population

The Statistics New Zealand 2013 census found that Kaipara district had 18,960 residents, up from 18,132 recorded during the 2006 census. This equates to an increase of some 120 persons per year, or 0.7%. Population projections⁴ for the district predict population growth to decrease to an average of 0.3% per year, with some 19,750 residents in the district by 2021. Dwelling numbers are also expected to increase at a slightly higher rate than population growth, with occupancy decreasing to some 2.4 persons per dwelling (from 2.6).

This change in population differs from that predicted in the previous WMMP, where it was expected to see a small decrease in population from 2016 onwards. This change is likely to increase the volumes of waste generated by the district beyond that expected in the previous WMMP.

The growth in population is not evenly distributed across the District. Population in the west is relatively static while population in the south east (around Mangawhai) is growing. Historically Mangawhai has had a high proportion of holiday homes but data⁵ is suggesting a growth in usually resident population i.e. there is shift towards permanent residents rather than holiday homes.

Figure 2: Projected Population and Household Increase



2.3 Waste Composition

Waste composition audits provide information about the make-up of a waste stream, and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies.

⁴http://www.stats.govt.nz/browse_for_stats/population/estimates_and_projections/SubnationalPopulationProjections_HOTP0631UpdateOct12.aspx

⁵ Kaipara District Council Environmental Scan, Kaipara District Council, 2014.

Within the Kaipara District, refuse bag audits have been undertaken by Kaipara Refuse (KR) since 2012, in accordance with the Ministry for the Environment's Solid Waste Analysis Protocol (2002). The survey regime is to undertake one such audit each year, allowing for seasonal variation by alternating the times of the year at which the audit is undertaken. This means that a full waste profile is provided every four years. Audits completed by KR are summarised in Table 3 and Table 4 (2012-2015).

Table 3 Kaipara Refuse - Kerbside Waste Audits

Dates	Season	Number of Bags	Average Weight (kg)
30th April to 4th May 2012	Autumn	156	6.55
21st to 25th October 2013	Spring	136	6.93
9th to 13th February 2015	Summer	130	5.77
10th to 14th August 2015	Winter	103	5.59

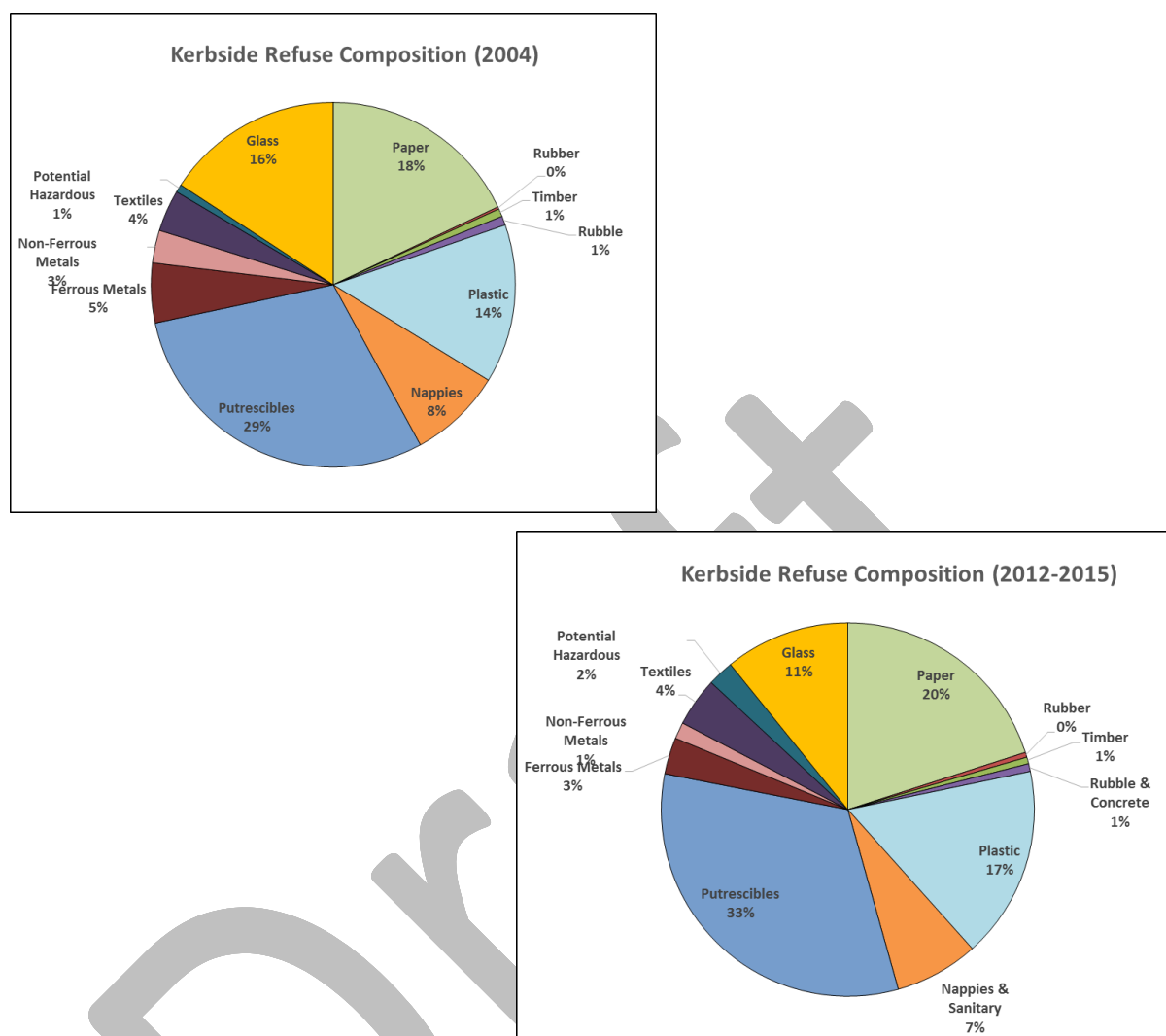
A previous audit was undertaken in February 2004, and was documented in the WMMP-10. No recycling service was available when this audit was undertaken.

Table 4 below compares the proportion of each component observed in the 2004 audit with the averages of the recent KR audits. Between 2004 and 2015 there has been a reduction in the proportion of glass in kerbside refuse from 16% to 12%. Proportions of plastics and putrescibles have increased to 18% (from 14%) and 37% (from 30%) respectively. There has been little change to the proportion of paper in kerbside refuse. No comparison has been made for components that make up less than 10% of the waste stream, as the total volumes are very small and can be significantly skewed by an isolated event.

Table 4 Comparison of 2004 and 2012-15 Waste Audits - kerbside refuse

Primary Category <u>Audit Years</u>	Proportion of total		Change
	<u>2004</u>	<u>2012-2015</u>	
Paper	18%	17%	-8%
Plastic	14%	18%	26%
Nappies	8%	5%	-
Glass	16%	12%	-26%
Putrescibles	30%	37%	24%
Textiles	4%	3%	-
Potential Hazardous	1%	3%	-
Ferrous Metals	5%	3%	-
Non-Ferrous Metals	3%	1%	-
Rubber	0%	0%	-
Timber	1%	1%	-
Rubble	1%	1%	-
TOTAL	100%	100%	

Figure 3 Kerbside Refuse Composition 2004 and 2012-15



The composition data presented is consistent with data reported in other parts of the country for kerbside material. Material taken directly to landfill or transfer station (self haul) material tends to have a larger proportion of bulk items (timber, rubble) and the putrescible fraction has a higher proportion of garden rather than food waste. Summary figures are noted in Table 5: Bag and Self Haul Composition.

Table 5: Bag and Self Haul Composition

Primary Category	Refuse Bag	General Waste
Paper	17%	12%
Plastic	18%	14%
Putrescibles	37%	32%
Ferrous Metals	3%	3%
Non-Ferrous Metals	1%	1%
Glass	12%	4%
Timber	1%	13%
Other	11%	22%
TOTAL	100%	100%

2.4 Waste Quantities

2.4.1 Kerbside Waste Quantities

Kerbside refuse in Kaipara District is collected in compactor trucks and consolidated at Awakino or Hakaru transfer station prior to transport to landfill. Neither transfer station has a weighbridge so kerbside waste entering the transfer station is estimated rather than measured.

Another method for estimating kerbside waste quantities is to build up quantities based on serviced households, average bag weights (from KR waste audits) and collection cycles. The Kaipara Environmental Scan⁶ provides a picture of urban vs. rural properties in the district based on Statistics New Zealand data. For example in 2014/15 waste quantities can be estimated as follows:

No. of urban households x Average refuse bag weight (6 kg) x 52 weeks
6,300 households x 0.006 T/bag x 52 weeks = 1,965 T/year kerbside refuse

No. of urban households x Average recycle bag weight (3 kg) x 52 weeks x 30%
6,300 households x 0.006 T/bag x 52 weeks x 30% = 295 T/year kerbside recycling

There is no data available on set out or participation rates for refuse or recycling collection. This calculation assumes around 80% coverage⁷ of the KR and NW kerbside/roadside refuse collection service and close to 100% set out⁸ and participation⁹ rates for refuse collection.

Based on similar (user pays) kerbside recycling collection services in other parts of New Zealand participation rates are likely to be in the range 30-50%. The calculation above assumes 100% set out (52 weeks per year) and 30% participation. A similar quantity of material would be collected with 75% set out and 40% of households participating.

The remainder of the material recorded as leaving the transfer station destined for landfill is assumed to be material transported directly to the transfer station i.e. self haul.

Some material collected from businesses in the district is transported directly to Puwera Landfill for disposal. The quantity of material handled in this way has not been quantified - Council has no access to the information.

2.4.2 Waste quantities at Refuse Transfer Stations

Total refuse quantities, measured in tonnes leaving each transfer station, were obtained from KR and NW for this assessment. All measurements occur as material leaves the transfer station to be transported to landfill or sold. This means there is no breakdown of where this waste originates - kerbside or self haul from households (Municipal Solid Waste or MSW), businesses (Commercial and Industrial or C&I) or construction activity (Construction and Demolition or C&D). Data is only available from 2013 onwards.

When waste was landfilled within Kaipara District estimates based on volume of waste landfilled was the only information available regarding refuse disposal. With the closure of both Awakino and Hakaru landfills quantities of materials are able to be better estimated based on measurement of material leaving the site. Both transfer stations act as measuring points for landfilled waste and recycling. Additionally with collecting of recycling and subsequent sorting these quantities can be used with the waste audit data to estimate the recognition rate¹⁰ for various targeted materials.

⁶ Kaipara District Council Environmental Scan, Kaipara District Council, 2014.

⁷ i.e. 80% of the households have access to the roadside collection service, based on 'urban' areas within the district.

⁸ Set out = % of serviced properties that set out their collection container (bag) on a given week

⁹ Participation = % of serviced properties that set out their collection container (bag) at least once with a 3 week cycle.

¹⁰ The percentage of materials in the waste stream from households or businesses participating in a collection service that are captured for recycling.

Recycling quantities are approximate only, due to the commercial nature of the collection. These are estimated at 300 tonnes per year, or 6 tonnes per week. Recycling volumes from Hakaru Transfer Station are estimates only.

The data summarised in Table 6 suggests a diversion rate around 17% based on materials disposed of or recovered at the transfer stations and via the kerbside collections. This data does not include commercial waste transported directly to Puwera Landfill or materials collected for recycling or composting by Little River Transport or Bernie's Compost *[Note: Little River Transport and Bernie's Compost are no longer operating. Council now provides this service via Awakino Road Transfer Station – 06 March 2017]* or directly from other private businesses.

Table 6: Estimated Waste Quantities 2011 - 2015¹¹

Reporting year	Total waste	Estimated Recycle	Total refuse	Estimated Kerbside refuse	Estimated Self-haul refuse	Estimated diversion rate
2015	5,509	950	4,559	1,965	2,593	17%
2014	4,540	844	3,695	1,663	2,032	19%
2013	4,486	854	3,632	1,634	1,998	19%
2012	4,272	715	3,557	1,601	1,956	17%
2011	4,059	577	3,482	1,567	1,915	14%

The estimate recyclables figure for 2014/15 comprises approximately 40% paper/cardboard, 6% plastic, 25% glass and 30% metals.

There was a significant (20%) increase in waste captured in the collection and transfer station network from 2013 to 2014. KR noted that there is an increase in rural properties using the roadside collection service, this accounts from some of the increase. It is possible that this is also being reflected in the capture of materials at the two transfer stations in the District.

2.4.3 Unquantified Waste

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farm, materials captured as part of commercial activity (scrap metal, industrial by-products) and waste materials managed within manufacturing operations (for example biosolids from food processing operations applied to land). This means that both waste disposed to landfill and waste diverted/recovered are likely to be underestimated.

2.5 Collection and drop off system performance

Combining the waste composition data with data on the quantity of waste disposed of to landfill and recycled provides a basis for determining the capture of various materials 'available' in the waste stream. A summary assessment drawing on estimated quantities and composition is presented in Table 7.

The available data for bags (Kaipara specific) and general waste (NZ generic) suggests there are opportunities to capture additional recyclable material through the transfer stations and kerbside collections including organic material, timber, metals, paper, plastics and glass. Specifically:

- While **paper/cardboard** recovery is reasonable it should be possible to increase the capture of paper and cardboard at both kerbside and transfer stations.

¹¹ Grey font indicates estimated figures.

- **Plastic** recovery is low, again it should be possible to increase the capture of materials at both kerbside and transfer stations.
- **Organic** waste recovery is under-estimated (there are no figures for material captured by Bernie's Compost in Dargaville) but there is a significant amount of material that could be targeted.
- **Metals** recovery is at a good level
- **Glass** recovery is at a reasonable level.
- The generic composition figures suggest there could be a significant amount of **timber** available for recovery in the general waste stream.

Table 7: Kaipara Waste Management System Performance

	Bags		General		Recovery	
	Composition	Tonnes/Yr	Composition	Tonnes/Yr	Tonnes/Yr	Recover %
Total	100%	1,966	100%	2,593	950	17%
Paper	17%	334	12%	311	367	36%
Plastic	18%	354	14%	363	54	7%
Organics¹²	37%	727	32%	830		See note ¹²
Ferrous¹³	3%	59	3%	65	282	69% See note ¹³
Non Ferrous¹³	1%	20	1%	16		See note ¹³
Glass¹³	12%	236	4%	109	247	42%
Timber¹⁴	1%	20	13%	337		See note ¹⁴
Other	11%	216	22%	563		

There are other materials present in the waste stream that require careful management to avoid negative impacts. These include:

- Hazardous waste (chemicals, e-waste, used oil, asbestos)
- Difficult or special waste (tyres, bulk waste, dead animals)
- General waste (household and commercial waste)

Waste from certain sources can also present challenges or opportunities and is worthy of consideration. Examples include:

- **Rural waste** - waste from the business of farming including agricultural plastics (wrap and chemical containers), unwanted chemicals, timber and machinery (including maintenance related waste like used oil).
- Waste from **major processing sites** - examples include waste treatment residuals (for example sludge), packaging (pallet wrap, broken pallets) and containers (cleaners, ingredients, maintenance products).

¹² Some material captured by Bernie's Compost, figures not available i.e. recovery T and % are underestimates.

¹³ This figure does not include materials handled by scrap metal dealers i.e. recovery T and % are underestimates.

¹⁴ No Kaipara specific data, some material captured at transfer stations

2.6 Waste quantity and composition data - issues and constraints

While there is some information available about the quantity and composition of waste generated in the Kaipara District the data is incomplete. The available data needs to be interpreted considering that:

- There is a mix of volume based estimates and measured weights.
- The source of waste is not always clear.
- There is no data on coverage, set out rate or participation rates for kerbside collection.
- The data regarding quantity of waste collected or processed is not complete. For example:
 - The quantity of waste collected at kerbside (estimates based on average bag rate and subscribers only)
 - The quantity of waste composted at Bernie's compost has not been quantified
 - The quantity of waste collected and transported directly to Puwera Landfill has not been quantified
 - The quantity of waste generated on rural properties and processed or disposed on site has not been quantified.

There is a by-law in place (refer Section 1.1.3) that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, set out and participation rates. Implementation of the by-law in close consultation with collection and processing companies operating in the Kaipara District will improve the availability and quality of data available.

There is also potential to improve the reporting of waste materials handled by contractors on behalf of council. Reporting on activity as part of contract obligations should include appropriately detailed reporting on waste source, quantity and destination.

3 Waste infrastructure and services

3.1 Collection

Weekly collection of household refuse within Kaipara district is undertaken as a user pays service with two companies providing refuse bag collections. Collection is available kerbside in urban settlements, and in some rural areas from designated collection points. Bag based kerbside recycling collection is available in urban areas, but a district wide service is not currently in place.

Illegal dumping is an issue in the District. There is a high level of awareness of this issue and frequent service requests are generated. Council also provides an abandoned vehicle service in conjunction with the Solid Waste activity.

3.1.1 Residential Collection

Kaipara Refuse (KR) provides bag based refuse and recycling collection throughout the district. Northwaste (NW) provides refuse bag collection to residents in parts of the district, but no recycling service. Both NW and KR operate under a user-pays system, where residents purchase bags for refuse and recycling. The bags are distinctive for refuse (blue and green for KR and NW respectively) and recycling (yellow, KR service only). No council subsidy is provided for refuse collection, however KDC uses the Waste Minimisation Levy distributed from central government to partially subsidise the recycling service.

Kerbside collection of bags is available in all urban areas in the district, and the service extends to some properties on easily accessible rural roads. Collection for rural properties is available for refuse left at a number of collection points in an approved bag. Alternatively, the public may take household refuse and recycling to the two transfer stations in the district, see section 3.2.

KDC has previously installed collection cages at a number of the rural designated collection points. Council and KR are working to replace these cages with collections in their catchments. KR has indicated that there has been an increase in materials collected from rural properties with more residents making use of the cage or roadside collection services.

Collection frequency is typically weekly. However, the frequency increases over the summer period as there is greater demand. An extended collection service is also provided in parts of Mangawhai during the Christmas holiday period.

Garden waste collections are available close to Whangarei.

3.1.2 Commercial or Industrial Waste

Some waste (both refuse and recycling) from commercial and industrial premises in Kaipara District is currently collected and disposed of outside the District. For example, Countdown in Dargaville operates a waste management system where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed, and the residual waste is disposed of direct to Puwera Landfill (see Section 3.3). Waste Management NZ Ltd also service some locations with material transported directly to Puwera.

3.1.3 Litter and Illegal Dumping

Litter bins are provided in the urban centres and key reserves throughout the District. Litter bin collection is undertaken by the contractor (currently KR) at least three times per week, increasing to daily between December and March where visitor numbers significantly increase the population of some areas.

Illegal dumping is also cleaned up by council contractors in response to reported incidents. For both abandoned vehicles and illegal litter, costs are recovered (where possible) from the perpetrator and infringements are issued where a perpetrator is identified.

3.2 Waste Transfer and Processing

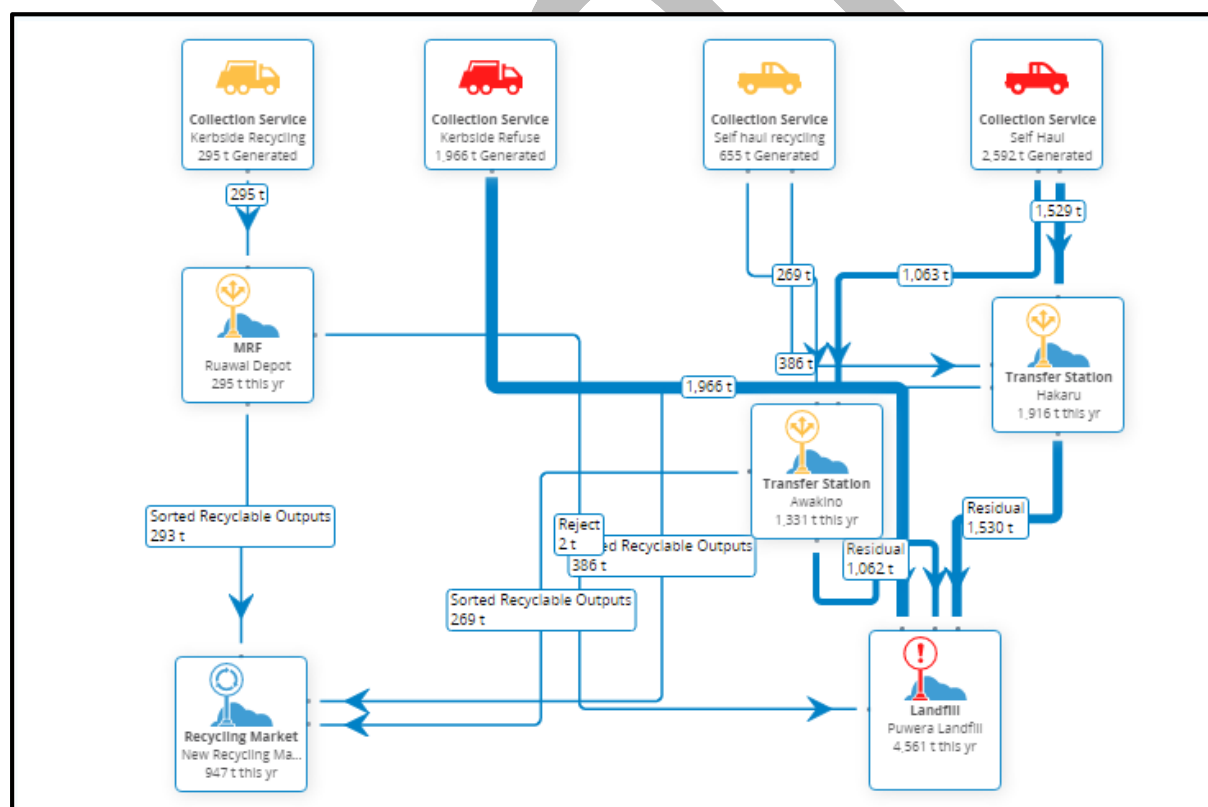
Transfer stations, where waste can be dropped off by the public, are located at closed landfill sites on Awakino Road (near Dargaville) and at Hakaru (near Mangawhai). The two transfer stations are operated under contract to KDC. Both sites provide refuse and recycling facilities for public usage. Approved bags are accepted free of charge, and charges for vehicle loads vary depending on vehicle size and the refuse type. A small number of items, typically inorganic items that could be reused, are manually removed from the waste stream by transfer station staff for recycle or sale.

No weighbridge is currently installed at either site. All quantities received at each site are estimated through volume. Truck scales are used to weigh material as it leaves each transfer station.

A simple sorting facility run by KR at Ruawai sorts the recycling from Awakino Transfer Station and the kerbside and rural collections. Public drop-off is available at this site during working hours.

The Kaipara waste management system and estimate quantities for 2015 are presented in Figure 4. Facility details are provided on the following pages. Figure 4 is a screen shot from a model of the Kaipara waste management system developed during the development of this Waste Assessment.

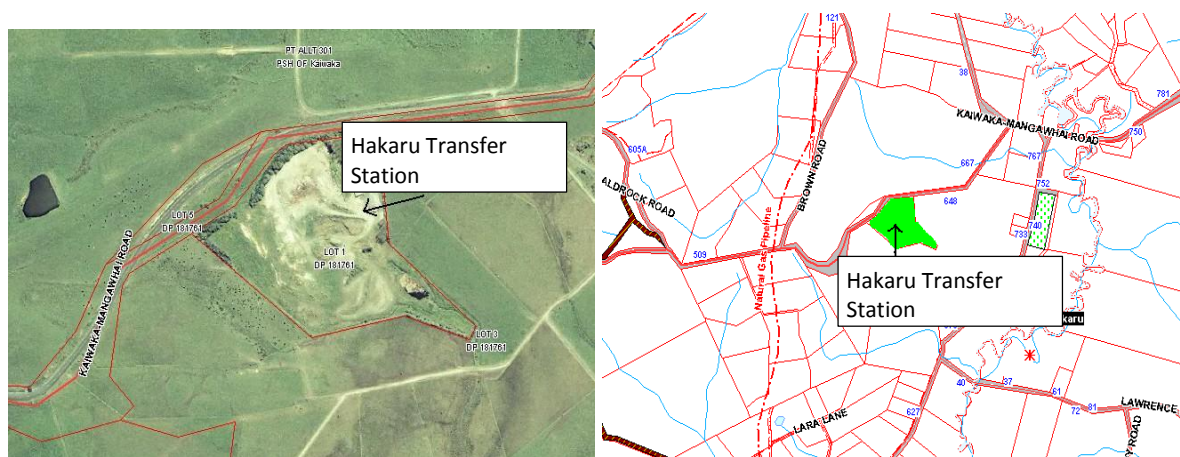
Figure 4: Waste Flow Diagram - Collection, Processing and Disposal



3.2.1 Hakaru Transfer Station

Hakaru Transfer station is owned by Council and run under contract by NW. The facility caters for the south-eastern area of the District which includes the communities of Mangawhai, Kaiwaka, Maungaturoto and their surrounds and is located approximately six kilometres east of Kaiwaka on the Kaiwaka-Mangawhai Road.

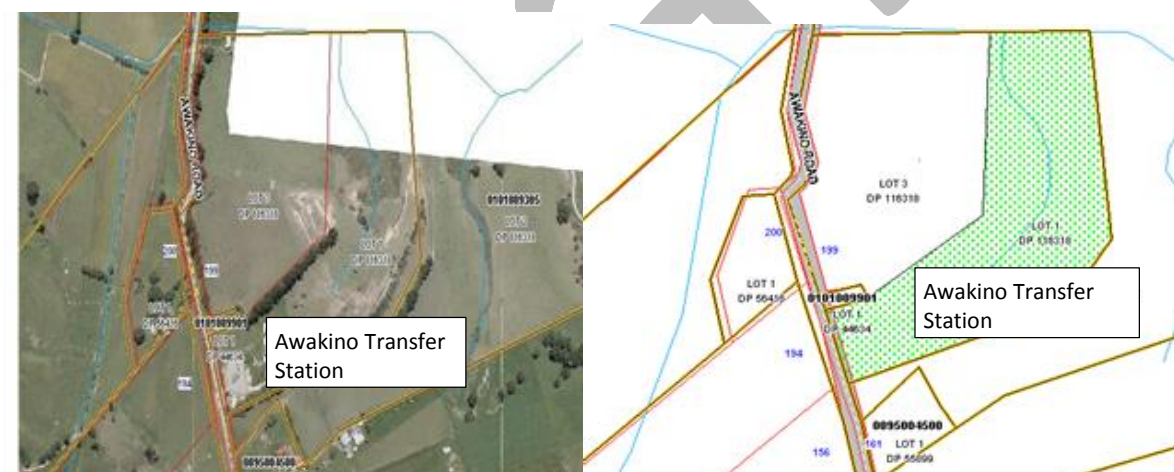
Figure 5: Hakaru Transfer Station¹⁵



Awakino Road Transfer Station

Awakino (or Dargaville) transfer station is operated by KR, caters for the north-western area of the District which includes the communities of Dargaville, Te Kopuru, Baylys and the surrounding communities and is located on the outskirts of Dargaville in a semi-rural location. Costs are noted in Section 3.4.

Figure 6: Awakino (Dargaville) Transfer Station¹⁶



¹⁵ Images from Kaipara District Council Asset Management Plan 2014 - Solid Waste, 2014.

¹⁶ Images from Kaipara District Council Asset Management Plan 2014 - Solid Waste, 2014.

3.2.2 Kaipara Refuse (KR) Premises (recycle drop-off), Ruawai

The KR premises in Ruawai provides for drop off of recyclable material materials during working hours. This site is also where kerbside recycling is sorted by hand prior to dispatch to market.

Kaipara Refuse employs approximately 30 staff of which around half live at the Kaurilands Skills Centre Trust, which is a residential facility for intellectually disabled adults. Some of these Kaurilands residents are employed to sort the recycling from the roadside collection service.

Figure 7: Kaipara Refuse Depot - Ruawai¹⁷



3.2.3 Bernie's Compost (Dargaville)

Bernie's Compost, on Beach Road in Darville, accepts green waste for windrow composting. The compost product is bagged or sold in bulk from their premises.ⁱ

3.3 Landfills

There are no active landfills in Kaipara District. All residual waste is transported to Northland Regional Landfill (Puwera) near Whangarei.

There are several closed landfills in the District that Council continues to in accordance with resource consents issued by Northland Regional Council under Kaipara District Council's Waste Asset Management Plan.

The following former landfill sites are known to the Council:

- Hakaru (Site of Hakaru Transfer Station)
- Dargaville (site of Awakino Transfer Station).
- Parawanui (Site is partially forested)
- Glinks Gully
- Te Maire
- Ruawai (Access Rd)
- Pahi
- Mosquito Gully
- Kellys Bay
- Tinopai
- Kaiwaka
- Omamari
- Mangawhai
- Bickerstaff Rd Mgto

¹⁷ Image from Kaipara Refuse website (www.kaipararefuse.co.nz, accessed 30 April 2016).

Only Hakaru landfill has a leachate collection system. This involves collecting and removing leachate for disposal at an appropriate treatment facility. Currently this system collects additional surface flow from the surrounding area. This system is to be modified to be more efficient and minimise the cost of removal and treatment by eliminating uncontaminated water prior to collection on site.

3.4 Costs for Waste Management

3.4.1 Council Funding

Based on the 2010 Waste Minimisation and Management Plan, Council costs for waste management services have where possible been covered by the users of that service. This means Council funding has been restricted to providing top-up funding where services are not commercially viable rather than wholesale funding of services. Examples include:

- Providing a grant to support kerbside recycling.
- Providing partial operational funding for the transfer stations at Awakino and Hakaru.
- Funding clean-up of illegal dumping across the District.
- Funding servicing of litter bins across the District.

The 2015-25 Long Term Plan sets the budget for the waste management activity from 2015 - 2018 with provision to make amendments if required through the Annual Plan process. Funding is largely from general rates with revenue also sourced via targeted rates and internal charges. Expenditure is dominated by payments to staff and suppliers with finance costs and internal charges also featuring. This mix of funding and expenditure is projected in the Long Term Plan to continue to 2025.

3.4.2 User Charges

Collection and drop-off services also attract user charges. Published rates (at April 2016) include:

- KR refuse bag (60 L, blue): \$3.00 per bag
- NW refuse bag (60L, green): \$3.00 per bag
- KR recycling bag (30L, yellow): \$1.50 per bag

Charges at the Awakino Transfer Station are noted in Figure 8.

Figure 8: Dargaville (Awakino) Transfer Station Charges¹⁸

Dargaville Transfer Centre	
Opening Hours:	
Mon - Fri:	9:00am - 4:00pm
Sat - Sun:	9:00am - 12:00pm
(Not open on Public Holidays)	
Dargaville Transfer Centre Charges:	
Rubbish Bags (small)	\$3.00
Rubbish Bags (large)	\$5.00
Rubbish (per loose metre)	\$48.00 + GST
Car Tyre	\$6.00 (with rim + \$3.00)
Truck Tyre	\$20.00
4WD & Light Commercial Vehicle Tyre	\$15.00
Fridge & Gas Bottle Decommissioning	\$6.00
Green Waste	\$25.00 per metre
E-Waste Price List:	
Computer Monitors	\$15.00
Laptops	\$10.00
Printers (small)	\$15.00
Photocopiers (small)	\$50.00
Photocopiers (large)	\$70.00
TV's	\$20.00
DVD's & VCR's	\$10.00

3.5 Waste Infrastructure - Issues Identified

In collating and considering information about the delivery of waste services in the Kaipara District, a number of issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases the issues also present opportunities for council, the community and/or the private sector to improve waste minimisation and management in the District. The issues identified include:

- Illegal dumping of household waste including pre-paid bags placed in the wrong locations
- Rural waste increasingly entering the council waste management system
 - Increasing demand for collection in rural areas
 - Increasing quantity of materials entering District transfer stations
- Low diversion rate compared to other parts of New Zealand
 - Low participation in the user pays recycle collection contributing to low diversion rates for paper/cardboard, plastics, cans and glass
 - Very limited services available for organic waste collection
- Ongoing cost of closed landfill management including need to complete closure works - capping and leachate treatment
- Litter bins overflowing including use by households, particularly holiday homes in Mangawhai.

¹⁸ Sourced from Kaipara Refuse website on 30 April 2016
http://www.kaipararefuse.co.nz/Kaipara_Refuse/Dargaville_Transfer.html

4 Delivery of Waste Minimisation and Management Services

Council has adopted a user pays approach to delivery of waste minimisation and management services in the District. Where there is a community desire for specific service but difficulty in making the service fully commercial viable council has providing supporting funding. Services with a public good component are funded by council, for example servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills.

Council owns some of the key infrastructure for waste minimisation and management in the district. This includes the two transfer stations and remaining collection cages in rural areas.

Council provides information on waste minimisation and management on their website and makes staff available for education purposes. Northland Regional Council has a comprehensive environmental education programme targeting schools, households and businesses.

The private sector has a strong role in delivery of waste minimisation and management services in Kaipara District. Refuse and recycling collection are provided directly to households and businesses funded by user charges with council supporting the recycling collection. Drop-off for recyclables (Kaipara Refuse and Little River Transport) and green waste (Bernie's Compost) are also provided by the private sector with limited involvement from council.

5 Forecast of future demand

Forecasts of waste 'generated' have been developed using population projections, historic waste quantities and the emerging factors such as the increasing participation of rural properties in the kerbside collection service. In this context waste generation refers to material entering the waste management system i.e. collected or taken to transfer stations.

There are several factors which point towards significant uncertainty in the forecasts, these need to be factored into any decisions made based on forecast demands. These factors include:

- The observed increase in waste from rural properties entering the collection and transfer station system - it is not clear whether this growth will continue and at what level;
- The impact of the current (regional and national) focus on rural waste, it is possible there will be a resulting significant increase in commercial quantities of rural waste such as plastic wrap, chemical containers and treated timber (fencing/construction).
- The observed growth in permanent residents in the south east of the district.

Figure 9 provides a summary of forecast waste generation. Figure 10 shows waste flows and projected quantities based on the projections in Figure 9 and the existing waste management infrastructure.

Figure 9: Forecast Waste Generation (Kerbside, Self Haul)

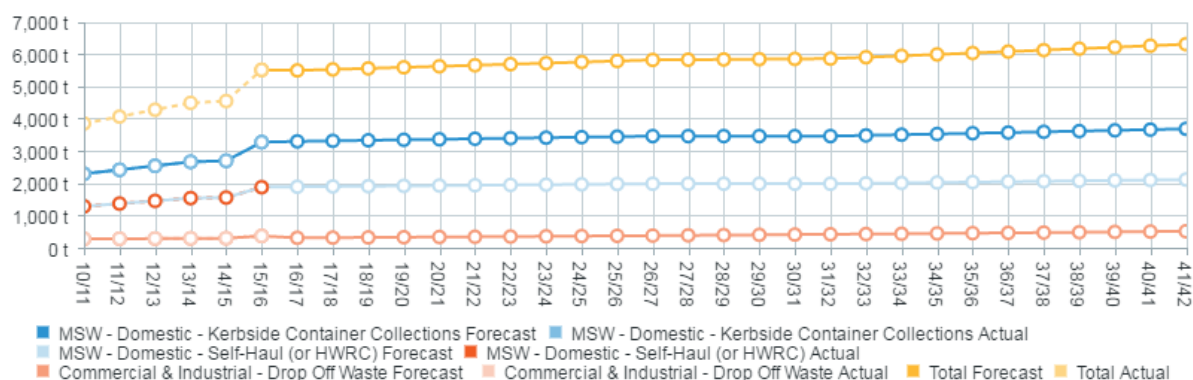
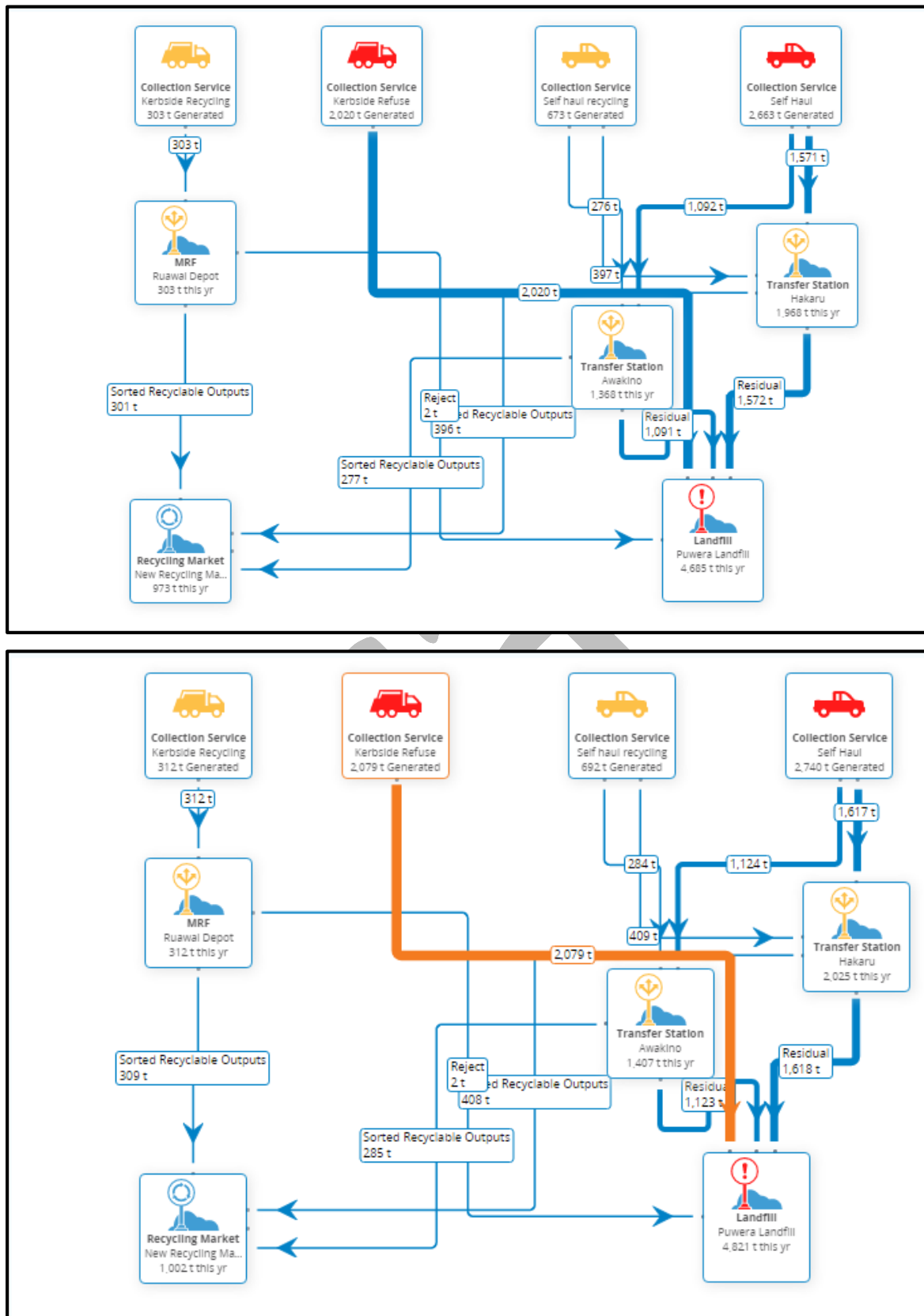


Figure 10: Forecast Waste Flow in 2020 and 2030



PART 2 - WHERE DO WE WANT TO BE?

6 Where do we want to be?

6.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals Objectives framework set out in the previous Waste Minimisation and Management Plan. The relationship between Vision, Goals and Objectives is illustrated in Figure 11¹⁹ and defined in Table 8¹⁹.

Figure 11: Vision, goals, objectives and targets

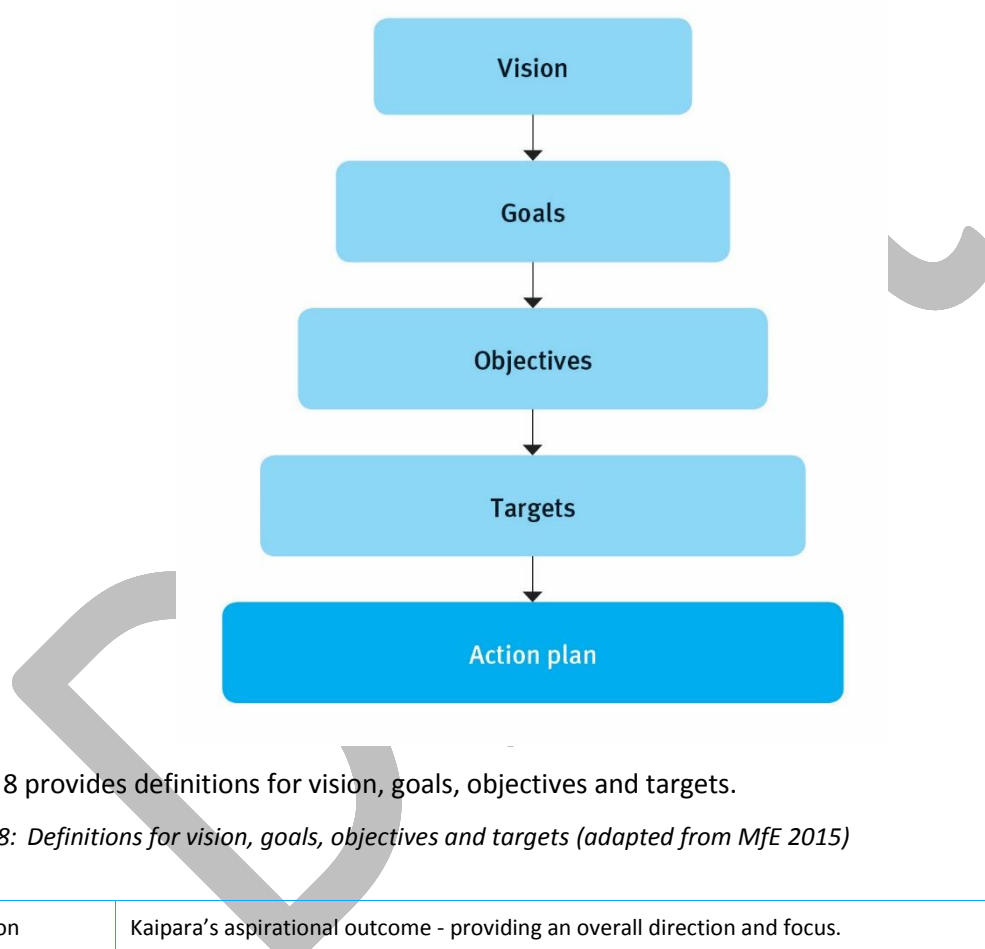


Table 8 provides definitions for vision, goals, objectives and targets.

Table 8: Definitions for vision, goals, objectives and targets (adapted from MfE 2015)

Vision	Kaipara's aspirational outcome - providing an overall direction and focus.
Goal	What a Kaipara wants to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving Council's vision for the WMMP.
Objective	The specific strategies and policies to support the achievement of the goals. Objectives are 'SMART' (specific, measurable, achievable, relevant and timely).
Target	A clear and measurable way to determine how well the council is achieving its goals. Targets should also be SMART.

¹⁹ Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

6.2 Vision, goals, objectives and targets

The vision for waste minimisation and management in the Kaipara District is

To make it easy to recycle and manage waste in the Kaipara District and promote the efficient use of resources.

The goals for waste minimisation and management in the Kaipara District are:

To maximise the diversion of waste from landfill

To provide for services to residents that represent great value

To maximise local employment and business opportunities

The objectives for waste minimisation and management in the Kaipara District are:

To reduce the quantity of recoverable material entering landfill

To provide safe, environmentally sustainable and hygienic refuse collection and disposal

To reduce illegal dumping

To improve available information on waste generation, diversion and disposal

To improve community understanding of issues and opportunities for waste management in the Kaipara District.

To avoid materials becoming waste

To support combined local government and waste sector activities

Table 9 (overleaf) provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste minimisation and management in the Kaipara District.

Table 9: Vision - Goals - Objectives - Targets

Vision:	<i>To make it easy to recycle and manage waste in the Kaipara District and promote the efficient use of resources.</i>	
Objective	Relevant Goal(s)	Target(s)
1. To reduce the quantity of recoverable material entering landfill	To maximise the diversion of waste from landfill	1.1 To decrease the annual quantity of waste disposed of to landfill from the Kaipara District to below 200 kg per capita per year (equates to > 30% diversion). 1.2 To increase the quantity of material recycled through council controlled services from 2014 figure of 530 T ²⁰ . 1.3 To increase participation in kerbside recycling to over 70% of serviced households by XXX.
2. To provide safe, environmentally sustainable and hygienic refuse collection and disposal	To provide for services to residents that represent great value	2.1 Achieve resident satisfaction of > 70 % (refuse) and 55% (recycling) ²⁰ . 2.2 To implement licensing in accordance with the current (2016) bylaw no later than Mar 2018.
3. To reduce illegal dumping	To provide for services to residents that represent great value	3.1 To respond to illegal dumping incidents within 72hrs. 3.2 To reduce the quantity of illegally dumped material.
4. To improve available information on waste generation, diversion and disposal	To provide for services to residents that represent great value To maximise local employment and business	4.1 To implement licensing including data provision required by 2018. 4.2 To publish a summary of available data on waste generation and management with each annual report from 2017/18.
5. To avoid materials becoming waste	To maximise the diversion of waste from landfill	5.1 To support the provision of waste education to the community including supporting regional and national waste reduction programmes.
6. To support combined local government and waste sector activities		6.1 To actively participate in the WasteMINZ forums.

²⁰ From 2015-2025 LTP

6.3 Council's intended role

Council will continue to adopt a user pays approach to delivery of waste minimisation and management services in the District. Where there are services with a public good component council will provide funding in whole or in part. Examples include servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills. Where services can be provided on a commercial basis Council will allow the private sector to do so. Examples include refuse collection from households and commercial premises and processing of some waste and materials streams.

Council will continue to own and support the operation of some key infrastructure for waste minimisation and management in the District. This includes the two transfer stations and remaining collection cages in rural areas.

Council will provide information on waste minimisation and management to the community and make staff available for education purposes. Council will also work closely with other promoters of effective waste minimisation and management including Northland Regional Council and the WasteMINZ Behaviour Change Sector Group.

6.4 Protecting public health

A key objective of any waste minimisation and management system is to protect public health. Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. From a health protection perspective the risk of actual public health impacts can be reduced by avoiding where possible and carefully managing contact with waste. In practice this means:

- Containing waste effectively. This involves:
 - Appropriate containers at point of generation e.g. workspace, kitchen, ...
 - Appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
 - Regular collection or disposal
 - Suitable collection and transport vehicles.
 - Disposal at a well operated landfill including adequate daily, intermediate and final cover.
- Excluding as far as possible vermin²¹ that may spread waste or associated contaminants.

KDC will address the health impacts of waste minimisation and management in the District through the implementation of the WMMP.

²¹ For example rodents, other stray animals, insects (flies, wasps).

PART 3 - HOW ARE WE GOING TO GET THERE?

7 Options Identification and Analysis

7.1 Introduction

Section 51 of the WMA requires that a waste assessment contains a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the district and to meet the goals set out in Section 6. The preferred options from this assessment will be incorporated into WMMP as methods and feature in the Action Plan.

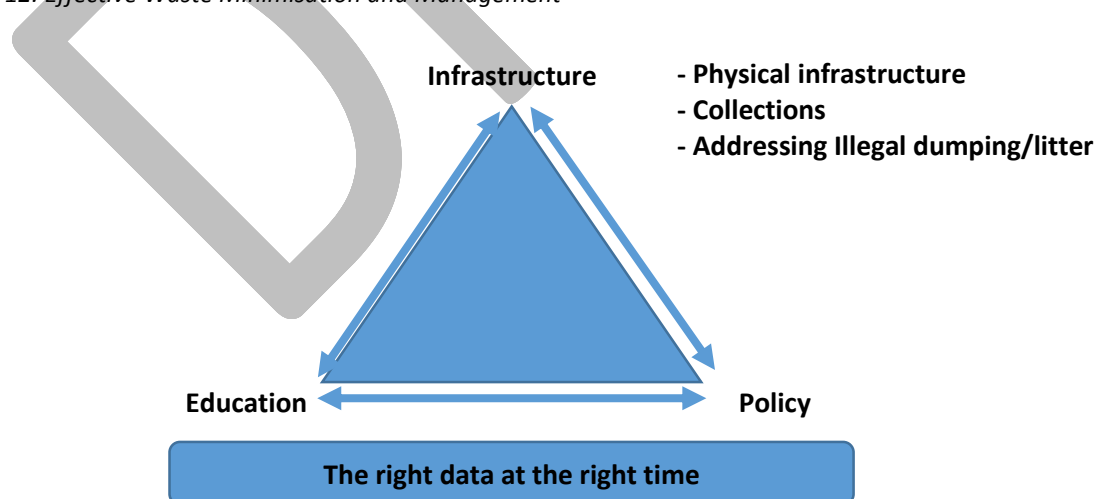
For the Kaipara District the total quantity of waste generated is not forecast to increase significantly over the life of this plan with static population and economic activity. Data suggests there is potential for material from rural properties entering the system more than in the past. Options considered need to allow for this.

The available data suggests that there is potential to increase the diversion of material from the current estimate of 15-20%. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.

7.2 Identifying options

There are a wide range of approaches to providing waste minimisation and management services and programmes that could be adopted in Kaipara. A useful way to consider options is the model set out in Figure 12. Simply put, effective waste minimisation and management relies on a combination of infrastructure (including collection), education/information and regulation or policy. These are supported by having the right data to inform strategic and operational decision making.

Figure 12: Effective Waste Minimisation and Management



For this waste assessment options have been identified by considering key challenges for waste minimisation and management in the Kaipara District (Refer Sections 2.5 and 3.5), referencing approaches adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials²² (see Section 2.5).

²² Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber

Based on the model set out in Figure 12 options considered have been grouped as follows.

Infrastructure

- Providing **collection** services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins;
- Providing **physical infrastructure** - fixed location or mobile drop off facilities, waste processing and/or disposal facilities;
- **Managing the negative impacts of waste** - litter/illegal dumping clean-up, closed landfills

Education

- Changing behaviour - **education** programmes targeting schools, businesses and/or households
- Contributing to national education/information programmes

Policy

- Implementation of licensing provisions in the existing by-law (service level, litter, data provision)
- Data collection via licensing of waste operators (as above)
- Targeted data collection, for example waste surveys
- Making information on waste issues and opportunities available.
- Grant co-funding for projects that deliver on the goals and objectives for waste minimisation and management

These options focus on the priority waste streams identified through the review of the current situation in Section 2.5 and summarised in Table 10.

Table 10: Priority wastes and waste sources

Recyclable materials	Other materials requiring active management include:	Waste sources
• Paper/Cardboard	• Hazardous waste	• Rural waste
• Plastics	• Difficult or special waste	• Industrial processing
• Organic Waste	• General waste	
• Metals		
• Glass		
• Timber		

7.2.1 Collection Options

The current collection system is well used by residents across the district with the majority of the costs recovered through bag sales. Council supports the recycling collection with a grant funded by Waste Levy funds from the Ministry for the Environment. There is some illegal dumping (of generic rubbish bags and a range of bulky wastes). Wheelie bins are available in parts of the district but bag based collection dominates.

As noted previously, the percentage of waste materials diverted from landfill is relatively low (15-20%), with many other areas in New Zealand achieving 30% diversion or more. The number of households participating in the user pays recycling collection has not been quantified but is estimated to be in the range 30-40%. This compares with a typical, rates funded, collection in New Zealand where participation rates are in the range 80-90%. This has an impact on the capture of recyclable materials. Another likely factor is the capacity of the recycling container - a 30 L bag compared to the more typical 45 - 60L crate and/or 140-240L wheelie bin.

There is a refuse bylaw in place with provisions covering licencing and quality of service. The by-law has not been actively implemented with no licensing regime implemented and limited data provision from waste collectors operating in the District.

Current arrangements

- Refuse collection available from private sector providers, funded by bag sales.
- Recycling collection available from private sector providers funded by bag sales and a grant from council.
- Refuse bylaw in place but not actively implemented by council

Issues

- Illegal dumping of household waste including pre-paid bags placed in wrong location
- Increasing demand for collection in rural areas
- Low participation in the recycle collection contributing to low diversion rates
- Very limited services available for organic waste collection

Refuse Collection

The current refuse collection system is fully funded by user charges. Council has no detailed Information on participation in the collection service or quantity of materials collected. There are some issues with bags placed in the wrong location, for example areas not serviced by roadside collection. There are also examples of illegal dumping of household refuse. Considering approaches adopted elsewhere council could consider:

- A council run user pays collection service i.e. council selling refuse bags with collection services provided by council or a contractor on their behalf. This is a common approach across NZ e.g. Whangarei, South Waikato and Wellington. This is similar to the current system and cost to households would be similar to the current user charges - \$150 per year based on one bag per week.
- A council run, targeted rate funded refuse bag service i.e. council providing bags and an associated collection service funded by a targeted rate for serviced properties. There are examples of this approach in New Zealand e.g. Hamilton, New Plymouth. Considering similar systems in other parts of New Zealand and current user charges for refuse collection in Kaipara a rates funded system of this type is anticipated to cost \$130 - \$150 per serviced household as a targeted rate.
- A council run, targeted rate funded refuse wheelie bin service i.e. council providing a wheelie bin collection service for refuse funded by a targeted rate for serviced properties. There are examples of this approach in New Zealand e.g. Auckland, Whakatane, Greymouth. Considering similar systems in other parts of New Zealand a rates funded system of this type of service is anticipated to cost \$100 - \$125 per service household as a targeted rate.

Objective:

Avoid illegal dumping of household refuse by providing a universal service

Objective:

Avoid illegal dumping of household refuse by providing a universal service

Recycle collection

The current recycling collection system is funded by user charges and a grant by council. Council has no detailed Information on participation in the collection service or quantity of materials collected. Considering approaches adopted elsewhere council could consider:

- A council run, targeted rates funded recycle bag service i.e. council providing bags and an associated collection service funded by a targeted rate for serviced properties. Costs would depend on the size of the bag, current costs are around \$75 per year for a small bag each week and would be expected to increase to up to \$100 per year for a larger bag.

Objective:

Increase recycling by providing a universal service

- A council run, targeted rates funded recycle crate based service i.e. council providing recycle crate(s) and an associated collection service funded by a targeted rate for serviced properties. This is the most common approach currently employed in New Zealand e.g. Whangarei, Hamilton, Nelson, Wellington. Charges per household are in the range \$50-\$100 per household each year typically levied as a targeted rate.
- A council run, targeted rates funded recycling wheelie bin service i.e. council providing a wheelie bin collection service for recycling funded by a targeted rate for serviced properties. Many new services/contracts for recycling are employing this approach, examples include Auckland, Whakatane and Greymouth. Charges for this service depend on the specific service configuration but are likely to be in the range \$75-\$125 per household.

Objective:

Increase recycling rate by providing a convenient and universal service

Objective:

Increase recycling by providing a convenient and universal service

Organic waste collection

There are limited organic waste collection services available in parts of the district close to Whangarei. Councils around New Zealand are increasingly looking at offering organic waste collection services to address the high proportion of organic waste in refuse bags or bins. Existing services in New Zealand target garden waste (Whakatane, commercial services) or garden and food waste (Christchurch, Selwyn, Timaru). Auckland Council are considering a food waste only service to avoid competing with existing commercial garden waste collections.

Considering approaches adopted elsewhere council could consider:

- A council run, targeted rates funded organic waste collection service i.e. council providing a bag or bin based collection service funded by a targeted rate for serviced properties. Examples in New Zealand include Whakatane, Christchurch and Timaru.
- A council run, targeted rates funded organic waste collection service with individual properties able to opt in to the service i.e. council providing a bag or bin based collection service funded by a targeted rate for properties that have joined the service. Examples in New Zealand include Selwyn and South Taranaki.

Objective:

Increase recovery by providing a universal service

Objective:

Increase recovery by providing a service

Options considered

- Coll 1 Rates funded refuse bags
- Coll 2 Rates funded refuse wheelie bin
- Coll 3 Rates funded recycle crate
- Coll 4 Rates funded recycle wheelie bin
- Coll 5 Opt in organic waste collection
- Coll 6 Rates funded organic waste collection

Refer also to by-law implementation (level of service and area of service)

7.2.2 Physical Infrastructure Options

The physical infrastructure in Kaipara is adequate to handle the quantity of waste generated in the District including future projections. The percentage of waste materials diverted from landfill is relatively low (17-18% diversion based on the data collected for this Waste Assessment) with most areas around New Zealand achieving 30% diversion or more.

The data also suggests that rural residents are making increasing use of the collection system. This along with national initiatives to improve the management of rural waste streams (for example plastic wrap, chemical containers and treated timber) suggests there may be an increase in the quantity of material generated in rural areas.

Current arrangements

- Two transfer stations in the District, funded largely by user charges. The transfer stations have adequate capacity for current and anticipated waste quantities including any increase in materials from the rural sector.
- Recycling drop-off at each of the Transfer Stations, Little River Transport in Dargaville and Kaipara Refuse in Ruawai.
- Commercial composting at Bernie's Compost in Dargaville

Issues:

- Low diversion - recyclables, organic waste
- Rural waste increasingly entering the council waste management system - household collections and transfer stations.

Drop-off points

The existing bag cages provide some of the function of small rural transfer stations with a focus on domestic quantities of waste. In practice they have attracted illegal dumping and Council is working actively to remove the remaining cages with KR providing roadside collection as a replacement service. Anecdotally some of the increase in material collected across the district is from rural properties, potentially reflecting a move from managing waste on site (farm dumps and/or burning) to using collection or drop-off services for household waste. This suggests there may be an appetite in the rural sector for using waste collection or drop-off services and an increased willingness to pay for those services. Council could consider:

- Providing additional drop-off locations to service rural parts of the District with examples in other parts of New Zealand including permanent rural transfer stations and mobile drop-off points. The current transfer stations have capacity to accept additional materials i.e. new locations would be targeting convenience for users rather than addressing capacity gaps. Drop-off locations could also target holiday home users in the southern part of the District

Objective:

Avoid illegal dumping of household refuse by providing a convenient service

Processing

There is potential to undertake additional organic waste processing within the District. Bernie's Compost accepts garden waste for composting in Dargaville but there is no similar operation in the southern part of the district.

Residential and rural properties across the District generally have adequate space for on site composting of garden and suitable food wastes. The current recyclable material sorting operation (Ruawai) is adequate for the district. Council could:

- Promote home composting as an option to reduce the amount of material entering the collection system. Examples in other parts of New Zealand include providing information including composting classes, negotiating subsidised deals for composting bins and in some cases providing subsidised bins.
- Consider sorting of mixed dry waste loads - commercial or construction waste. This could occur at each of the transfer stations or another location.

Objective:

Reduce waste entering the waste 'system'.

Objective:

Increase the capture of material at transfer stations

Disposal

All waste from the district is currently disposed of at the Puwera Landfill near Whangarei. There is potential for material to be transported south to Waste Management NZ's Redvale Landfill in Silverdale. Material from the south of the District has been transported to Redvale in the past but Puwera is closer²³ i.e. Council or their contractor would need to negotiate a lower disposal rate.

Options considered:

- Infr 1 Additional drop-off locations in rural parts of the district
- Infr 2 Establish commercial scale composting in the southern part of the District
- Infr 3 Promote home composting
- Infr 4 Implement commercial and construction waste sorting at transfer stations
- Infr 5 Transfer residual waste Redvale Landfill

7.2.3 Options to manage the negative impacts of waste

In the context of waste minimisation and management it is important to recognise that there are negative impacts of waste generation and management. Some of these are historical - closed landfills - and some are related to mis-use of existing systems or illegal activity.

Management of closed landfills across the District is planned with appropriate budgets allocated through the Long Term and Annual Planning process. No change is proposed to the currently planned activity.

As noted in the discussion on refuse collection there is some illegal dumping associated with the bag cages provided in some rural parts of the District. Council is progressively removing the cages with KR providing a replacement roadside collection service.

With a significant number of holiday homes in the southern part of the District (Mangawhai and surrounds) there are examples of street litter bins being used for household waste by weekend visitors. Some litter bins are highly utilised by park/facility users leading to overflowing. In other parts of New Zealand these issues have been addressed by removing litter bins, configuring the bins to prevent the deposit of large waste items and/or increasing capacity. Taupo District Council, Waikato District Council (Raglan) and Thames Coromandel District Council (Whiritoa) are all using the Big Belly system combining small openings, a compactor bin system and remote notification of contractors when the bins are full.

Current arrangements include:

- Programme of monitoring and works at closed landfills
- Illegal dumping collected by council contractors
- Litter bins in selected locations around the District, serviced under contract to the council

Issues:

- Ongoing cost of closed landfill management including the need to complete closure works - capping and leachate
- Illegal dumping, particularly around cages.
- Litter bins over-flowing, used by households particularly holiday homes in Mangawhai

There are two options to address issues with litter bin use - limiting size of waste accepted and increase capacity or removal.

²³ Hakeru to Redvale Landfill 80km, Hakeru to Puwera Landfill 55km.

Awakino Transfer Station to Redvale Landfill 150 km, Awakino Transfer Station to Puwera Landfill 60km.

- Removal with associated signage and other communications material has been successful in other parts of New Zealand - encouraging the public to take their waste with them rather than leaving it in public places.
- Capacity can be increased by providing additional bins or introducing automated compactor style systems.

Objective:
People take litter home

Objective:
Increase capacity

Options considered

Imp 1 Remove litter bins

Imp 2 Provide additional bins or capacity within existing bins

Refer also to by-law implementation (level of service and area of service) and additional drop-off locations.

Draft

7.2.4 Education Options

Providing clear information is an important aspect of successfully implementing a successful waste minimisation and management system or programme. Information needs to clearly explain what is required of system users including for visitors to the District. Communications should also set out the costs and benefits of waste minimisation and management. Put another way information should explain **why** it is important to minimise waste and **how** to use the systems available to residents and businesses in the District.

Education activities in Kaipara include:

- Supporting schools providing education for sustainability under the NZ Curriculum. This is focussed on helping students (and by extension their families) **why** it is important to effectively minimise and manage waste. Northland Regional Council coordinate Enviroschools activity across Northland including waste education²⁴.
- Providing simple and clear information for households and businesses explaining **how** to use the waste management systems and services available in the district. There is limited information available on the Kaipara District Council website, however some of this is out of date. Information on **why** it is important to effectively minimise and manage waste can also be disseminated. Northland Regional Council provides information for homes and businesses across Northland on 'waste and pollution'²⁵.

In all cases information on **why** it is important to effectively minimise and manage waste draws on material generated by other organisations. In addition to the Northland Regional Council material the WasteMINZ Behaviour Change Sector Group maintains a resource library and provides a focal point for collaboration between councils on waste education activities.

Actions proposed:

- Updating information on collection and drop off services for waste and recoverable materials in the Kaipara District including consideration of how to make information easily available to permanent and temporary residents. Examples will include information on the Kaipara District Council website, in local media, in council newsletters.
- Actively promoting education activities and resources including Northland Regional Council's waste, pollution and Enviroschools.

7.2.5 Policy Options

Providing the right policy framework for effective waste minimisation and management is a critical component of Kaipara District Council's role. This includes the Kaipara District Plan, funding initiatives under the Waste Minimisation and Management Plan and regulation under a bylaw. This Waste Assessment considers funding and by-law components.

Funding

Services for households and businesses are largely funded through user charges. As noted in the discussion on collection options there is potential to consider funding of services through targeted rates - effectively compulsory user charges recovered through the rating system. There is also potential fund activities through general rates - current examples in Kaipara include collection of litter and illegal dumped material.

While services are current funded by user charges there have been examples of Council providing short term funding to determine whether the service is viable in the long term. There is potential for council to provide funding for new initiatives on a targeted or contestable basis.

²⁴ Refer <http://www.nrc.govt.nz/For-Schools/Enviroschools/Enviroschools-in-Northland/>

²⁵ Refer <http://www.nrc.govt.nz/Environment/Waste-and-pollution/>

Regulation

The Council's General bylaws covers Solid Waste (Part 4) with provisions covering receptacles, recycling, disposal of materials, collection of trade refuse and licencing of collectors including data provision. The by law has not been actively implemented, for example no licensing system is in place.

Actions proposed:

- Develop options for collection system (bins, bags, crate - including funding) for community consultation in 2018.
- Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop an implementation plan for the existing solid waste provisions in the District Bylaw (Part 4). This will focus on implementing licensing (Part 4, Section 419) including reporting arrangements. With a small number of collection providers operating in the District Council is in a position to develop pragmatic but effective reporting requirements. This will require consultation with the collection providers prior to formally notifying the license regime. Council should target implementation of a licencing regime no later than Mar 2018.
- Regular reporting on progress against the WMMP targets as part of the Kaipara District Annual Report.

7.3 Assessing options

7.3.1 Assessment Criteria

The options noted above need to be considered in light of Council's strategic direction for waste minimisation and management. This means assessing their ability to contribute to the vision, goals and objectives noted in Section 4 while providing good value for money. The criteria used for assessing options are noted in Table 11 below

Table 11: Assessment Criteria

Criteria	Goal/Objective	Comment
Cost (rates)	To provide for services to residents that represent great value	Options that minimise council funding requirements are preferred
Cost (household)	To provide for services to residents that represent great value	Options that minimise cost to households or businesses are preferred
Landfill disposal/ Diversion %	To maximise the diversion of waste from landfill	Options that make it easy to avoid waste or divert unwanted material from landfill are preferred, measured as anticipated % diversion.
Local economic development opportunities	To maximise local employment and business opportunities	Options that provide opportunities for local businesses and community groups are preferred
Compatibility with existing system	Addressing implementation risk(s)	Options that minimise change/disruption are preferred
Technology risk	Addressing implementation risk(s)	Options that employ well established technology are preferred - the simpler the better.
Market risk	Addressing implementation risk(s)	Options that have a secure market for the outputs are preferred e.g. for compost or recyclable materials
Community views	Addressing implementation risk(s)	Options that are, or are likely to be supported by the community are preferred.

7.3.2 Infrastructure Options Assessment

Table 12 and Table 13 summarise the assessment of collection and physical infrastructure options respectively.

Table 12:- Collection Options Evaluation

Criteria	Current	Coll 1 Rates funded bag	Coll 2 Rates funded wheelie bin	Coll 3 Rates funded recycle crate	Coll 4 Rates funded recycle wheelie bin	Coll 5 Opt in organic waste collection	Coll 6 Rates funded organic waste collection
Cost (rates)	No rate	Est \$130/yr	Est \$150/yr	Est \$50/yr	Est \$75/yr	Est \$250/yr	Est \$200/yr
Cost (household)	\$150/yr refuse Est \$75/yr recycle	\$130/yr refuse Est \$75/yr recycle	\$150/yr refuse Est \$75/yr recycle	\$150/yr refuse Est \$50/yr recycle	\$150/yr refuse Est \$75/yr recycle	\$150/yr Est \$250/yr org	\$150/yr Est \$200/yr org
Landfill disposal/ Diversion %	15-20%	15-20%	15-20%	>20%	>30%	>30%	>40%
Local economic development opportunities	Local provider	Local provider	Local provider but may attract out of town provider	Local provider but may attract out of town provider	Local provider but may attract out of town provider	Local provider but may attract out of town provider	Local provider but may attract out of town provider
Compatibility with existing system	No change	Minimal change	Significant change	Significant change	Significant change	Minimal change	Significant change
Technology risk	Common approach	Common approach	Common approach	Common approach	Common approach	Common approach	Relatively common approach
Market risk	Minimal market risk	Minimal market risk	Minimal market risk	Some market risk	Some market risk	Some market risk	Uncertain market
Community views	Unlikely to have a strong view	Likely to be supportive	Likely to be supportive	Likely to be supportive	Likely to be supportive	Unlikely to have a strong view	Likely to be supportive
Summary score	29/40	26/40	23/40	30/40	29/40	24/40	23/40
Conclusion		Do not progress	Do not progress	Investigate	Investigate	Do not progress	Do not progress

Table 13: Physical Infrastructure Options Evaluation

Criteria	Current	Infr 1 Additional drop off locations	Infr 2 Commercial composting	Infr 3 Promote home composting	Infr 4 Waste sorting	Infr 5 Waste to Redvale
Cost (rates)	No change	Increase	User pays - no change	Promotion cost, subsidy for bins?	Subsidy	Increase vs. Puwera
Cost (household)	No change	No change	No change	No change	No change	Increase vs Puwera
Landfill disposal/ Diversion %	No change	No change	Incr diversion	Increase diversion but hard to measure	Incr diversion	No change
Local economic development opportunities	Local provider	Incr employment	Incr employment	No change	Incr employment	No change
Compatibility with existing system	No change	Additional system components required	Additional system components required	No change	Make use of available space at transfer stations	No change
Technology risk	Common approach	Common approach	Common approach	Common approach	Relatively new in NZ	Common approach
Market risk	Minimal market risk	Minimal market risk	Unproven markets	Minimal market risk	Unproven markets	Minimal market risk
Community views	Unlikely to have a strong view	Likely to be supportive	Unlikely to have a strong view	Unlikely to have a strong view	Unlikely to have a strong view	Unlikely to have a strong view
Summary score		28/40	26/40	31/40	27/40	28/40
Conclusion		Explore with the community	Do not progress at this stage - supplier led	Develop proposal for 2018/19 Annual Plan	Investigate with transfer station operators.	Do not progress at this stage - supplier led

7.3.3 Assessment summary

Collection

The assessment summarised in Section 7.3.2 suggests that several options are not worthy of further consideration at this point in time. These include alternative funding or service options for refuse collection and consideration of organic waste collection services.

Improving the delivery of kerbside recycling services warrants further investigation focussing on determining community support for a universal (targeted rate funded) service and understanding likely costs for delivery of various service options in the Kaipara District.

Physical Infrastructure

The assessment summarised in Section 7.3.2 identified several strategies for pursuing infrastructure improvements.

Targeting increased convenience for rural residents through additional drop off locations is considered worthy of further investigation recognising that residents may consider investing rate payer funds in additional services is warranted. A key target benefit of this change would be reducing illegal dumping in rural parts of the district by providing convenient drop off locations.

Several infrastructure options are likely to be developed and implemented by the private sector rather than council if at all. This includes commercial composting and exploring alternative disposal locations.

Promotion of home composting warrants investment - waste treated and reused prior to entering the waste management 'system' saves time and effort by council and contractors. The next stage in developing this concept is to develop a proposal for consideration as part of the 2016/17 Annual Plan process. Options for consideration include providing education material, subsidised composting courses and subsidised composting equipment (bins, ...).

The assessment concluded there is merit in working with the transfer station operators to investigate dry waste sorting at each of the transfer station sites. Each site has adequate space and with limited throughput some capacity with staff and equipment. A workable proposal will consider a range of issues including managing health and safety risks, how to motivate transfer station users to keep waste dry, funding of sorting activity including equipment costs, and ownership of recovered materials and any related revenue.

Options to manage the negative impact of waste

The two options to manage litter and associated illegal dumping impacts have very different benefits and challenges. Removing litter bins will reduce litter related costs but potentially result in illegal dumping issues without appropriate communication support. Providing additional bins or increasing capacity will increase costs but with careful design it may be possible to reduce or maintain costs at present levels.

Given the balance benefits and challenges the logical next step is to present the two options to the community for feedback.

Education Options

The education activities proposed are relatively low cost and provide a key supporting role for other actions explored and proposed in this Waste Assessment.

Policy Options

The education actions proposed support other actions (funding for collection) or provide a key supporting role for other actions explored and proposed in this Waste Assessment.

7.4 Preferred options

Based on the analysis and discussion presented in the preceding sections the following options should be included in an action plan for the Kaipara District Council Waste Minimisation and Management Plan.

Infrastructure actions

- Drop-off locations in rural areas - determine community interest
- Investigate the provision of a targeted rate funded recycling collection service (crate or wheelie bin based)
- Develop a proposal for the 2018/19 Annual Plan to promote home composting across the district
- Investigate the implementation of 'dry' waste sorting at Hakaru and Awakino Transfer stations
- Consult with the community on the best solution for litter bins - remove litter bins or provide additional capacity.

Education actions

- Update and maintain information on waste and recycling collection and drop off services in the Kaipara District.
- Disseminate information to all residents (including holiday makers/temporary residents)
- Support Northland Regional Council environmental education activities for schools, homes and businesses

Policy Actions

- Develop options for funding of the recycling collection system (bins, bags, crate) for community consultation in early 2018.
- Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop an implementation plan for the existing solid waste provisions in the District Bylaw (Part 4). This will focus on implementing licensing (Part 4, Section 419) including reporting arrangements. With a small number of collection providers operating in the District Council is in a position to develop pragmatic but effective reporting requirements. This will require consultation with the collection providers prior to formally notifying the license regime. Council should target implementation of a licensing regime no later than Mar 2018.
- Reporting on progress against the targets in the WMMP in Annual Reports.

8 Statement of proposals

To come, a statement of:

- options available to meet the forecast demands of the district, with an assessment of the suitability of each option
- the council's intended role in meeting the forecast demands
- the council's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
- the extent to which the proposals will
 - iv ensure that public health is adequately protected
 - v promote effective and efficient waste management and minimisation.

Draft

9 Consultation with the Medical Officer of Health

To come, based on response from Medical Officer of Health.

Draft

10 Applicability

This report has been prepared for the exclusive use of our client Kaipara District Council, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

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CHP


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Appendix A: Vision - Goals - Objectives Workshop




Workshop outline

- Where are we now
- Setting vision
 - Context
 - How we operate, defining success
- Prioritising action
- Options
 - Identify potential activities
 - Evaluate



Where are we now?

- Part 1 of the Waste Assessment
- Data
 - Waste generation (material entering the waste 'system')
 - Landfill vs. diversion
 - Forecasts
- Infrastructure
 - Collections
 - Transfer Stations
 - Other (composting, recycle drop off, scrap metal)



Where are we now?

- Current generation – relatively low, implies not capturing all data, rural waste disposed of on site
- Forecasts – growth in per capita waste generation, growth in waste to landfill and recycle (step change with intro of kerbside)
- Current collection system – limited data, potentially not capturing all C&I waste
- Current waste flow – need better data on diversion

Vision

Compliance	Risk Management	Good Practice	Leadership

Vision

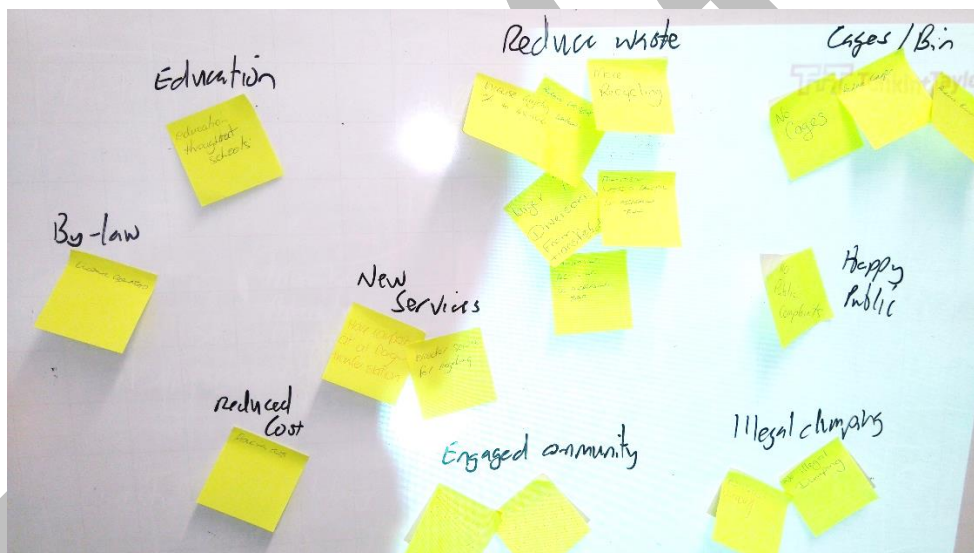
Compliance	Risk Management	Good Practice	Leadership
Consents By laws Reactive External driver	Monitors Proactive Planning Enforcing.	Benchmarking National Stds By-laws Good wrap LOS compared to others	Political Leadership Fit for purpose.

Vision

	Compliance	Risk Management	Good Practice	Leadership
Regulation	●	●		
Council operations			● ●	● ●
Collection services			●	● ●
Drop-off services			●	● ●
Rural waste	●			●

- Now
- In the future

Vision – Defining Success



Vision, Goals and Objectives (from MfE)

Vision	An aspirational outcome that is desired, or 'where you want to be'. It should provide an overall direction and focus.
Goal	Describes what a council wants to achieve through their WMMP. The goal should not be aspirational; it should be achievable. It is a major step in achieving the council's vision for the WMMP.
Objective	Establishes the specific strategies and policies to support the achievement of the goals. Objectives should be 'SMART' (specific, measurable, achievable, relevant and timely).
Target	Provide a clear and measurable way to determine how well the council is achieving its goals. Targets should also be SMART.

Vision, Goals and Objectives (2010)

- Vision** *To provide for the waste management needs of Kaipara District and promote working towards zero waste through efficient and effective waste management in the community.*
- Goals** *Target the major products produced by the community
Embraces the concept of users pays
Focus on reducing the quantities of waste produced*
- Objectives** *To provide environmentally sustainable and hygienic refuse collection and disposal
To promote awareness of, encourage and facilitate waste minimisation and a decrease in waste to landfill
To create affordable opportunities to reduce or divert waste
To increase the available information regarding waste.
To ensure that waste producers and individuals take responsibility for their own waste.*

Vision, Goals and Objectives (proposed)

- Vision** *To provide for efficient and effective waste management in the Kaipara District and promote the efficient use of resources.*
- Goals** *To maximise diversion
To minimise cost to residents
To maximise local employment and business opportunities*
- Objectives** *To reduce the quantity of recyclable material entering landfill
To reduce the quantity of organic waste entering landfill
To provide environmentally sustainable and hygienic refuse collection and disposal
To reduce illegal dumping
To improve available information on waste generation, diversion and disposal
To improve community understanding of issues and opportunities for waste management in the Kaipara District.
To avoid materials becoming waste*

Appendix B: Draft Vision - Goals - Objectives

Note on Vision - Goals - Objectives

Draft

Memo

To:	Error! Unknown document property name.	Job No:	86096.v0.0
From:	Error! Unknown document property name.	Date:	June 2016
cc:	Error! Unknown document property name.		
Subject:	Kapiara District Waste Assessment		

Tonkin and Taylor Limited are supporting the Kaipara District Council in the review of their Waste Minimisation and Management Plan (WMMP). The review needs to be completed in 2016 in accordance with the requirements of the Waste Minimisation Act 2008.

The Act requires preparation of a Waste Assessment to inform the review of the Plan. The Waste Assessment considers the current situation in the District, develops a Vision, Goals and Objectives framework and considers a range of options for achieving effective waste minimisation and management in the District. A draft Vision - Goals - Objectives framework is set out on the following page. The framework from the 2010 WMMP is also included for reference.

The Act requires that the community be given an opportunity to comment on the draft Waste Assessment and Waste Minimisation and Management Plan. The Special Consultative Procedure set out in the Local Government Act must be used.

An indicative timeline for the plan review process is set out below:

Month	Activity
April	Confirm the Vision – Goals – Objectives framework Finalise the summary of the current situation and options summary/evaluation Draft Waste Assessment + Waste Minimisation and Management Plan
May	2nd May Council Briefing - Draft Waste Assessment and Plan 24th May Council Meeting - Approval to consult on Draft Waste Assessment and Plan
June	Community engagement
July	Community engagement, Hearings early July Revision of draft Waste Assessment and Waste Minimisation and Management Plan
August	8th August Council Briefing - Final Waste Assessment and Waste Minimisation and Management Plan 23 August Council Meeting - Adoption of Waste Assessment and Plan

With this timeline putting adoption close to the Council elections in October there is a need to avoid making decisions on matters of significance. In practice the Waste Assessment and Plan sets the framework for decisions. We anticipate drafting actions recognising the need for the new council to make decisions on matters of significance and most likely in the context of Annual Plan deliberations

8-Mar-17

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	2010	2016 (Proposed)
Vision	To provide for the waste management needs of Kaipara District and promote working towards zero waste through efficient and effective waste management in the community.	To make it easy to recycle and manage waste in the Kaipara District and promote the efficient use of resources.
Goals	Target the major products produced by the community Embraces the concept of users pays Focus on reducing the quantities of waste produced	To maximise the diversion of waste from landfill To provide for services to residents that represent great value To maximise local employment and business opportunities
Objectives	To provide environmentally sustainable and hygienic refuse collection and disposal To promote awareness of, encourage and facilitate waste minimisation and a decrease in waste to landfill To create affordable opportunities to reduce or divert waste To increase the available information regarding waste. To ensure that waste producers and individuals take responsibility for their own waste	To reduce the quantity of recoverable material entering landfill To provide environmentally sustainable and hygienic refuse collection and disposal To reduce illegal dumping To improve available information on waste generation, diversion and disposal To improve community understanding of issues and opportunities for waste management in the Kaipara District. To avoid materials becoming waste To support combined local government and waste sector activities
Comment	The Vision linked to the NZ Waste Strategy 2002. The Goals had a strong focus on user pays with the current services reflecting that focus.	The draft Vision links to the District Vision (where it is easy to live) The draft goals focus on reducing reliance on landfill, quality of service and creating local economic opportunities. The objectives provide a framework for address core issues for the district - quality of service, illegal dumping, community understanding of waste issues

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are inconsistent with specific requirements of the procedure so prescribed are not to be observed by the local authority in respect of that consultation.

Section 82(1)(f): replaced, on 8 August 2014, by section 23 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

82A Information requirements for consultation required under this Act

- (1) This section applies if this Act requires a local authority to consult in accordance with, or using a process or a manner that gives effect to, the requirements of section 82.
- (2) The local authority must, for the purposes of section 82(1)(a) and (c), make the following publicly available:
 - (a) the proposal and the reasons for the proposal; and
 - (b) an analysis of the reasonably practicable options, including the proposal, identified under section 77(1); and
 - (c) if a plan or policy or similar document is proposed to be adopted, a draft of the proposed plan, policy, or other document; and
 - (d) if a plan or policy or similar document is proposed to be amended, details of the proposed changes to the plan, policy, or other document.
- (3) In the case of consultation on an annual plan under section 95(2), instead of complying with subsection (2), the local authority must prepare and adopt a consultation document that complies with section 95A.
- (4) Nothing in this section applies where the special consultative procedure under section 83 is required to be used.
- (5) Nothing in this section limits the application of section 82.

Section 82A: inserted, on 8 August 2014, by section 24 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

83 Special consultative procedure

- (1) Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must—
 - (a) prepare and adopt—
 - (i) a statement of proposal; and
 - (ii) if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and
 - (b) ensure that the following is publicly available:
 - (i) the statement of proposal; and
 - (ii) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and

- (iii) a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
 - (c) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
 - (d) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
 - (e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—
 - (i) is given a reasonable opportunity to do so; and
 - (ii) is informed about how and when he or she may take up that opportunity.
- (2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.
- (3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.

Section 83: replaced, on 8 August 2014, by section 25 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

83AA Summary of information

A summary of the information contained in a statement of proposal must—

- (a) be a fair representation of the major matters in the statement of proposal; and
- (b) be in a form determined by the local authority; and
- (c) indicate where the statement of proposal is available; and
- (d) state the period within which persons interested in the proposal may present their views to the local authority.

Section 83AA: inserted, on 8 August 2014, by section 25 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

83A Combined or concurrent consultation

- (1) Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure in relation to any decision or matter, it may (but is not required to) carry out the consultation at the same time as, or com-

Part 4

Responsibilities of territorial authorities in relation to waste management and minimisation

42 Territorial authorities to encourage effective and efficient waste management and minimisation

A territorial authority must promote effective and efficient waste management and minimisation within its district.

Compare: 1974 No 66 s 538

Waste management and minimisation plans

43 Waste management and minimisation plans

- (1) For the purposes of section 42, a territorial authority must adopt a waste management and minimisation plan.
- (2) A waste management and minimisation plan must provide for the following:
 - (a) objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district:
 - (b) methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including—
 - (i) collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and
 - (ii) any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and
 - (iii) any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority:
 - (c) how implementing the plan is to be funded:
 - (d) if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.
- (3) A territorial authority may amend its waste management and minimisation plan or revoke it and substitute a new plan.
- (4) A waste management plan adopted under Part 31 of the Local Government Act 1974 as at the commencement of this section must be treated as if it were a waste management and minimisation plan adopted under this section, and this Part applies to the plan accordingly.

44 Requirements when preparing, amending, or revoking plans

In preparing, amending, or revoking a waste management and minimisation plan, a territorial authority must—

- (a) consider the following methods of waste management and minimisation (which are listed in descending order of importance):
 - (i) reduction:
 - (ii) reuse:
 - (iii) recycling:
 - (iv) recovery:
 - (v) treatment:
 - (vi) disposal; and
- (b) ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and
- (c) have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy; and
- (d) have regard to the most recent assessment undertaken by the territorial authority under section 51; and
- (e) use the special consultative procedure set out in section 83 of the Local Government Act 2002 and, in doing so, the most recent assessment undertaken by the territorial authority under section 51 must be notified with the statement of proposal.

45 Joint plans

Two or more territorial authorities may jointly prepare and adopt a waste management and minimisation plan for the whole or parts of their districts, and sections 43 and 44 apply accordingly, with all necessary modifications.

46 Funding of plans

- (1) A territorial authority is not limited to applying strict cost recovery or user pays principles for any particular service, facility, or activity provided by the territorial authority in accordance with its waste management and minimisation plan.
- (2) Without limiting subsection (1), a territorial authority may charge fees for a particular service or facility provided by the territorial authority that is higher or lower than required to recover the costs of the service or facility, or provide a service or facility free of charge, if—
 - (a) it is satisfied that the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan; and

*Review of waste management and minimisation plans***50 Review of waste management and minimisation plan**

- (1) A territorial authority must review its waste management and minimisation plan—
 - (a) not later than 1 July 2012; and
 - (b) then at intervals of not more than 6 years after the last review.
- (2) Before conducting a review, the territorial authority must make an assessment under section 51.
- (3) If, after the review, the territorial authority considers that the plan—
 - (a) should be amended or revoked and a new plan substituted, it must act under section 44;
 - (b) should continue without amendment, it must use the special consultative procedure set out in section 83 of the Local Government Act 2002 and, in doing so, notify the assessment with the statement of proposal.

51 Requirements for waste assessment

- (1) A waste assessment must contain—
 - (a) a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's district (whether by the territorial authority or otherwise); and
 - (b) a forecast of future demands for collection, recycling, recovery, treatment, and disposal services within the district; and
 - (c) a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option; and
 - (d) a statement of the territorial authority's intended role in meeting the forecast demands; and
 - (e) a statement of the territorial authority's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure; and
 - (f) a statement about the extent to which the proposals will—
 - (i) ensure that public health is adequately protected;
 - (ii) promote effective and efficient waste management and minimisation.
- (2) An assessment is not required to contain any assessment in relation to individual properties.
- (3) Information is required for an assessment to the extent that the territorial authority considers appropriate, having regard to—
 - (a) the significance of the information; and

Kaipara District Council

Waste Minimisation and Management Plan 2010



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Quality Information

Date	24 September 2010
File Location	
Prepared by	Daniel Wood
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Draft 2			
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Post Production Amendment Record

Amendment 1			
Amendment 2			

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1 Introduction

1.1 What is the Waste Minimisation and Management Plan (WMMP)

Under the Waste Minimisation Act 2008 a Territorial Authority must 'promote effective and efficient waste management and minimisation within its district'¹. A WMMP is prepared and adopted as a requirement to achieve that purpose. Under section 43 of the Waste Minimisation Act 2008, a plan must contain the following:

- Objectives, policies and methods for achieving the above purpose;
- Details of funding; and
- Any framework for awarding grants or advances (if any) to promote waste management or minimisation.

Kaipara District Council's (Council) 2008 Refuse Asset Management Plan (AMP) determines standards, levels of service and funding levels to maintain a sustainable and affordable refuse service across the district. This will become the document on which future Refuse Asset Management Plans will be based.

1.2 Goals and Vision

1.2.1 Mission Statement for Kaipara District

We will work with the community to preserve our heritage, enhance our environment, and provide the best possible services and facilities to make Kaipara an excellent place to live.

Council recognises that its first responsibility is to the people of the district. We are a service provider to the community and a facilitator to achieve the defined Community Outcomes. Council will, in partnership with the community, facilitate, plan and encourage growth and achieve these Community Outcomes:

Sustainable economy

Waste minimised by affordable user-pays charges on waste collection and disposal

Strong communities

Communities have a specific collection day on which they may place their user-pays bagged refuse for collection

Safety and good quality of life

Communities are able to dispose of refuse in a hygienic and sustainable manner

Special character and healthy environment

Transfer stations, landfills and removal of illegally dumped rubbish minimise possible environmental impacts

¹ Section 42 of the Waste Minimisation Act 2008

1.2.2 Goal of this plan

Council aims to produce a plan that targets the major products produced in the community, embraces the principle of user pays and focuses on reducing the quantities of waste produced.

The vision of this Waste Management and Minimisation Plan is:

To provide for the waste management needs of Kaipara District and promote working towards zero waste through efficient and effective waste management in the community.



2 Background and Context

2.1 Legislative Context

The following legislation requirements provide context for this WMMP.

Waste Minimisation Act 2008 (WMA)

This is the key legislation behind the WMMP. This Act aims to promote waste minimisation and lessen waste disposed of in landfills to protect the environment and provide associated benefits. A key aspect to the Act is the differentiation of diverted material from waste; waste is that which is discarded.

Part 4 of the Act sets the responsibilities of Council. This is to 'promote effective and efficient waste management and minimisation within its district.' In respect to this WMMP the Act provides requirements for content, the process of preparation, and the funding of the plan and waste management activities. Part 3 of the Act establishes a levy at the rate of \$10 per tonne or equivalent. A share of 50% of the total levy may be paid back to the territorial authority for use in waste minimisation activities. This share is based on the district population, and the adoption or review of a WMMP.

In relation to preparation of a WMMP plan, section 44 of the Act sets out what is required when preparing a plan:

44 Requirements when preparing, amending, or revoking plans

In preparing, amending, or revoking a waste management and minimisation plan, a territorial authority must—

(a) consider the following methods of waste management and minimisation (which are listed in descending order of importance):

- (i) reduction;*
- (ii) reuse;*
- (iii) recycling;*
- (iv) recovery;*
- (v) treatment;*
- (vi) disposal; and*

(b) ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and

(c) have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy; and

(d) have regard to the most recent assessment undertaken by the territorial authority under section 51; and

(e) use the special consultative procedure set out in section 83 of the Local Government Act 2002 and, in doing so, the most recent assessment undertaken by the territorial authority under section 51 must be notified with the statement of proposal.

Prior to reviewing the WMMP Council is required to undertake a waste assessment (s50). This was last undertaken in 2004. Section 51 relates to this waste assessment and states:

51 Requirements for waste assessment

(1) A waste assessment must contain—

(a) a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's district (whether by the territorial authority or otherwise); and

(b) a forecast of future demands for collection, recycling, recovery, treatment, and disposal services within the district; and

(c) a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option; and

(d) a statement of the territorial authority's intended role in meeting the forecast demands; and

(e) a statement of the territorial authority's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure; and

(f) a statement about the extent to which the proposals will—

(i) ensure that public health is adequately protected:

(ii) promote effective and efficient waste management and minimisation.

(2) An assessment is not required to contain any assessment in relation to individual properties.

(3) Information is required for an assessment to the extent that the territorial authority considers appropriate, having regard to—

(a) the significance of the information; and

(b) the costs of, and difficulty in, obtaining the information; and

(c) the extent of the territorial authority's resources; and

(d) the possibility that the territorial authority may be directed under the Health Act 1956 to provide the services referred to in that Act.

(4) However, an assessment must indicate whether and, if so, to what extent, the matters referred to in subsection (3)(b) and (c) have impacted materially on the completeness of the assessment.

(5) In making an assessment, the territorial authority must—

(a) use its best endeavours to make a full and balanced assessment; and

(b) consult the Medical Officer of Health.

Local Government Act 2002 (LGA 2002)

Part 6 of this Act requires the identification of community outcomes and the compiling of a Long Term Council Community Plan, which affects this WMMP. Other parts of this Act contain provisions that allow for the making of bylaws and set down the consultation procedure for assessing and approving this plan.

Health Act 1956

This Act contains provision for a local authority to be required to provide certain sanitary works (including refuse collection) if necessary.

Resource Management Act 1991

The Resource Management Act 1991 is perhaps the most widely encountered legislation in New Zealand today. This requires the creation and controls the contents of district plans, all dealings with resource consents, and generally effects on the environment. It has the accepted definition of the environment, effect and sustainability.

This Act controls the environmental effects relating to waste management. It therefore influences the effects of the actions in the WMMP. This is particularly relevant to land uses and discharges associated with waste.

Hazardous Substances and New Organisms Act 1996

This Act relates to waste through controls on import, handling, production and disposal of hazardous substances. Where certain quantities of hazardous substances are collected and/or stored, this Act sets out requirements for storage and management (including training and certification).

Climate Change Response Act 2002

Waste disposal falls under part 6 of the 3rd Schedule of this Act which qualifies those undertaking waste disposal as participants. The waste sector does not come under the Act until 1 January 2011. Voluntary reporting can occur until 31 December 2011.

2.2 New Zealand Waste Strategy (NZWS) and Reviews

Central Government has the ability to directly affect the amount of waste generated or reused by industry through voluntary accords, legislation, and national standards. In March 2002, Central Government published the NZWS. This Strategy adopts the vision:

“Towards Zero Waste and a Sustainable New Zealand”

The strategy sets targets, although councils are encouraged to set their own targets in line with the strategy. These targets address waste minimisation (in regard to reducing quantities), organic waste (in regard to diversion), special wastes (relating to businesses taking responsibility for their waste), hazardous wastes, contaminated sites, organochlorines, trade wastes, and waste disposal (regarding fees and charges, and upgrading and closing landfills).

The strategy recognises that previously waste has been addressed with ‘end of pipe’ solutions,² and that a more effective approach would be to produce less waste in the first place. In the past there has been a direct link between the rate of economic growth and the amount of waste we produce. The long term challenge is to break this link.³ The NZWS has three goals that underpin the national vision:

- Lower waste’s environmental and economic costs and risks to society.
- Reduce environmental damage from disposal of waste.
- Increase economic benefit by using material resources more efficiently.

With these goals are five core policies for waste management. These are:

- A sound legislative basis for waste minimisation and management (addressed by the Waste Minimisation Act).
- Efficient pricing (reflecting the true cost of waste disposal as far as practicable).
- High environmental standards (to protect the environment and public health).
- Adequate and accessible information, recognising that information is vital for the success of initiatives.
- Efficient use of materials (which offers to have the biggest long-term impact on waste reduction).

2.3 Local and Regional Stakeholders

Northland Regional Council has a responsibility to:

- Control discharges to the environment from landfills through issuing and enforcing Resource Consents (including leachate, odour and landfill gas).
- Monitor the environmental effects of activities such as landfills in relation to water and air.
- Prevent or mitigate any adverse effects of the storage, use, disposal, or transportation of hazardous substances.
- Promote environmentally acceptable waste disposal methods such as sanitary landfills and transfer stations.
- Provide opportunities for waste minimisation that are consistent across geographical areas, and provide an integrated workable framework.

Council takes the view that waste produced by a person or business remains ultimately the responsibility of that person or business. However, some processes of waste production are beyond the influence of Council. Therefore Council emphasises the need to assist with the responsibility of using resources efficiently and reducing and dealing with waste by:

² New Zealand Waste Strategy, MfE March 2002

³ New Zealand Waste Strategy, MfE March 2002

- Enabling refuse collection and disposal services.
- Promotion of waste reduction, reuse, recycling and resource recovery.
- Providing policy direction in the Kaipara District Plan and Waste Minimisation and Management Plan.
- Preventing and mitigating “nuisances” such as pests, litter and odour.
- Controlling the use, development and protection of land to prevent or mitigate any adverse effects of the storage, use, disposal, or transportation of hazardous substances.
- Managing landfills in accordance with resource consents from Northland Regional Council and Kaipara District Council.

Central, Regional and Local Government can only do so much under legislation and generally is limited to managing waste already created. Other groups which can play a key role in waste minimisation are discussed below.

2.3.1 Industry, Retailers and Individuals

More effective than any of the initiatives in this plan, is the decision of each individual or organisation to proactively minimise the amount of waste they produce. Individuals, households, businesses and manufacturers have the responsibility to ensure resources are used efficiently and to reduce their waste. Much can be undertaken by organisations early in the supply chain and by consumers. This is one of the key principles of the NZWS.

It is the choice of manufacturers whether to produce items in a form that can be readily reused and which minimises potential waste through packaging and production. Retailers are a conduit for these to be supplied and to inform consumers of the alternatives to items that produce more waste.

Consumers should consider the implications of the products and services they purchase or invest in. Many incentives within this plan rely on behaviour and choices of users of products or services, and the resultant waste generated. Consumer choice can minimise waste through purchasing goods that can be reused, recycled or recovered.

Decisions made every day by individuals affect the amount of waste produced. For example, putting used paper out for recycling instead of in a rubbish bin, or choosing items with minimal packaging. Consumer choice in purchasing greatly influences waste production. The success in achieving the goals of this plan relies heavily on the consumer subscribing to the values underpinning it.

2.3.2 Kaitiakitanga/Stewardship

Council supports the view of the NZWS, in that the Maori concept of Kaitiakitanga or Guardianship expresses an integrated view of the environment and recognises the relationship between all things. It represents the obligation of current generations to maintain the life sustaining capacity of the environment for present and future generations. Fulfilling this obligation means managing waste to reduce the potential to have adverse environmental effects. Values important to Maori shall be recognised in all waste management activities.

2.4 Relationship with other Documents

Document	Summary
Regional Context	
Regional Policy Statement (RPS)	<p>This is a document detailing the overall policies managing the environment in the region. It includes policies that relate directly to waste and hazardous substances, and also to land use in general.</p> <p>The RPS for Northland includes objectives relating to reduction of waste produced and associated requirements for disposal, and promotes efficient and environmentally sound management of waste. These are detailed in section 25 of the RPS.</p>
Regional Water and Soil Plan for Northland	<p>This plan, and the following air plan, reiterate and implement the policies established in the RPS. Section 8 of the Plan relates to discharges. This summarises sources including sewage, industrial and solid waste (landfill) discharges. The plan then details issues relating to these discharges and formulates objectives and policies in regard to them, as well as specific policies relating to solid waste. Rules in relation to solid waste are detailed in Section 19.</p>
Regional Air Plan (RAP)	<p>As above this plan reiterates and implements the RPS. Of particular relevance to waste management, RAP Rule 12 requires no odour or dust to be apparent at the boundary of the property.</p>
Local Context	
Long Term Council Community Plan (LTCCP) Long Term Plan (LTP)	<p>As a mandatory requirement of LGA 2002, this strategic plan must be adopted every 3 years and cover a planning period of at least 10 years. It sets out Council's funding and financial policies for the long-term management of Council's assets, and analyses the impact strategic goals will have on levels of service and long-term funding needs. The Asset Management (AM) Plan's financial projections are incorporated in the LTCCP consultation process. The LTP:</p> <ul style="list-style-type: none"> • Describes the activities of Kaipara DC and Community Outcomes • Provides integrated decision making and co-ordination of resources • Provides a long-term focus for Council's decisions and activities
Annual Plan	<p>A document produced annually to update information reported on within the LTCCP including its objectives, intended activities, performance, income and expenditure. This is an action plan on Council's projects and finances for each particular year between the review years of the LTP, detailing events considered of sufficient community impact or interest to affect LTP policies. The Annual Plan shows how that year of the LTCCP will be funded and will provide detailed financial forecasts for the first 3 years, with summary forecasts provided for years 4 to 10.</p>
Long Term Funding Impact Statement (LTFIS)	<p>Council's LTFIS includes financial projections. The financial projections for Council's asset groups are taken from the financial forecasts in the AM Plan.</p>
District Plan	<p>This core document incorporates policies and objectives for landuse in Kaipara District, and designations for future works incorporated in the AM Plan.</p>
Bylaws, Standards and Policies	<p>These tools for asset creation and subsequent management are needed to support asset management tactics and delivery of service.</p> <p>Part 4 of the General Bylaws relate in particular to Solid Waste, including household refuse, trade refuse and recycling.</p>

Ministry for the Environment (MfE) Guidelines

This is a selected list of publications. For a full list refer to <http://www.mfe.govt.nz/issues/waste>

Ministry for the Environment Guidelines	Purpose ⁴
Calculation and payment of the Waste Disposal Levy: Guidance for Waste Disposal Facility Operators.	This is a guide to help waste disposal facility operators meet their obligations under Part 3 of the WMA and the Regulations. It includes examples of how to calculate the tonnage of waste the levy must be paid on, submit the returns, and make payments to the levy collector.
A Guide To The Management of Cleanfills.	Outlines the regulatory framework for cleanfills, definitions of cleanfills and cleanfill material, and sets out siting, design and operation considerations.
A Guide To Landfill Consent Conditions.	Assists in the development and effective enforcement of appropriate and effective resource consent conditions for landfills. This outlines approaches setting consent conditions for operating and closed landfills
A Guide To Closing and Closed Landfills.	To increase awareness of risks associated with closed landfills and outline the best practical methods to manage closed landfill sites effectively.
Landfill Full Cost Accounting Guide for New Zealand.	To assist decision-makers to implement a consistent full cost accounting approach to landfill management.
Waste Management and Minimisation Planning: Guidance for Territorial Authorities	Guidance to territorial authorities on the development of a waste management and minimisation plan.
Solid Waste Analysis Protocol and Summary Procedures	To facilitate the collection of consistent and reliable data on solid waste.
Environmental Performance Indicators. Summary of Proposals for Waste, Hazardous Substances and Toxic Contaminants.	A summary of environmental indicators proposed for monitoring waste and hazardous substances, and the effects of toxic contaminants on land, air, water and the health of ecosystems and people.
What's in Your Waste? A Resource for Trade Businesses.	Provides information for businesses and regulators on types of wastes produced from different trade businesses, and ways they can be disposed of.
Hazardous Waste Guidelines. Landfill Waste Acceptance Criteria and Landfill Classification.	Outlines a nationally consistent approach to the disposal of waste to landfills.
The New Zealand Waste Strategy. Towards Zero Waste and a Sustainable New Zealand.	Sets in place a framework for addressing minimisation and management of waste.
The 2002 Landfill Review and Audit.	Provides a clear picture of the risks associated with landfills by assessing relative risks on a consistent basis nationwide.
Review of Targets in the New Zealand Waste Strategy (2006).	Reviews targets set in the NZWS 2002 with amendment based on assessment of current progress.

2.5 The Waste Hierarchy

Section 44 of the WMA refers to the requirements of a WMMP and considerations for its documented methodology. The accepted hierarchy, discussed in the New Zealand Waste Strategy, is shown in Figure 1. Note that the term 'treatment' is also included in the Act, but this has been removed as there is minimal treatment involved in solid waste management. The exception to this is hazardous waste, although this is not undertaken by the Kaipara District Council.

⁴ Courtesy of MfE website, <http://www.mfe.govt.nz/issues/waste>

The effective waste hierarchy, often referred to as the “5R’s” (Reduction, Reuse, Recycling, Recovery and Residual waste disposal), is used to reduce the residual component of the waste stream towards zero. The 5R’s are listed in descending order of desirability. Reducing waste is the most desirable method of addressing waste problems, while residual waste disposal is the least desirable.

The 5 'R's of Waste Management

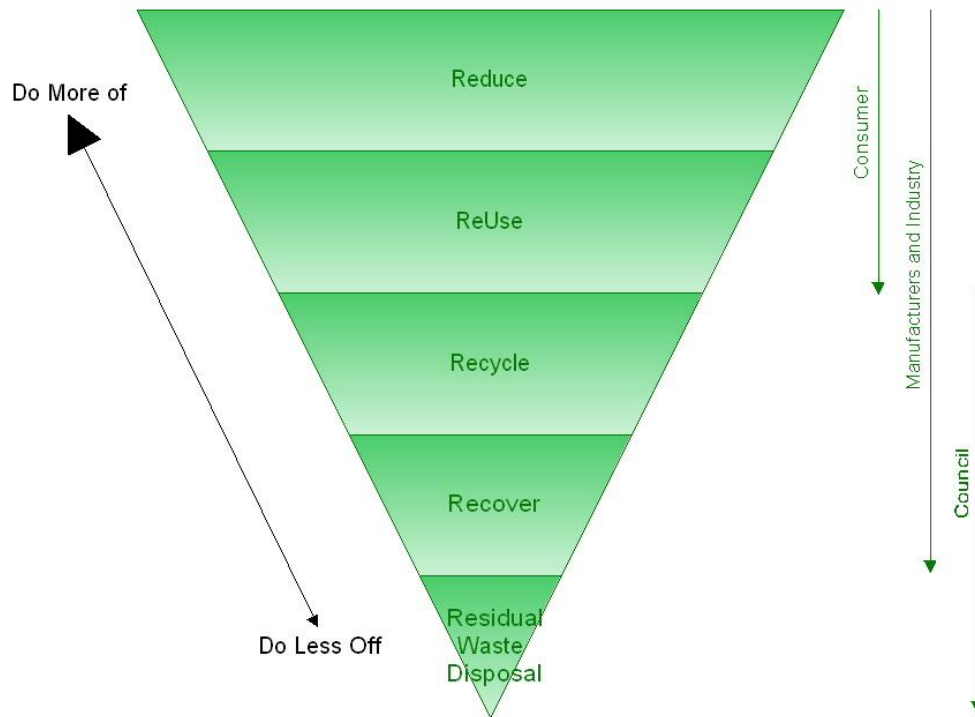


Figure 1 The Waste Hierarchy

Each step downwards involves additional expense, less efficient use of resources and results in more waste entering landfill. It is therefore desirable to do more of the upper tiers. Council influence over waste management occurs below reuse. In this respect the most effective measures to minimise waste and use resources efficiently are governed by the choices made by manufacturers and industry, and more significantly by the consumer.

Key Principles to Guide Waste Management Approaches

In developing the WMMP, nine key principles were used to cover the District’s solid waste management issues:

1. Waste minimisation initiatives will be applied in the priority order stated in the waste hierarchy.
2. Education will be provided to all members of the Community, enabling and encouraging them to attain the District’s solid waste mitigation objectives.

3. Community responsibility will be fostered to encourage the Community to take ownership of disposal of its waste.
4. Commitment to protect and enhance the environment will be demonstrated. Council will avoid, remedy or mitigate adverse effects involved with solid waste management.
5. Application of the waste management strategy will be across the District, but will be flexible and integrate with regional initiatives.
6. Costs and charges will be transparent, and as far as practicable, people who are disposing of solid waste should meet the costs of managing the waste they seek to dispose of.
7. Consultation will be undertaken to provide the public with information on the issues, and possible options, in order to involve them in developing the WMMP. Council will work towards the attainment of wider community economic benefits, as well as protecting the environment and ensuring affordability.
8. Central Government policies will be utilised in this WMMP. Submissions on Government policies related to this WMMP will be made.
9. Measurements and reporting will be undertaken to show how effective initiatives are to date.

3 Existing Services and Facilities

Council provides two refuse disposal sites where waste can be dropped off. These are at the transfer stations located at Awakino Road (Dargaville) and the closed landfill site at Hakaru. These sites include limited recycling facilities. Weekly refuse bag collections are made in urban centres and some rural areas, with kerbside recycling in the urban areas. The continued use of recycling services, particularly those at Council facilities, is evidence of community interest in waste minimisation initiatives. In addition these have been established with limited financial support from Council. This indicates that the services are economically viable with cost to the operator regained through the sale of bags and collected materials.

Council also owns a number of closed landfills that require ongoing maintenance and monitoring.

Illegal dumping is an issue in the District. There is a high level of awareness of this issue and frequent service requests are generated. Council also provides an abandoned vehicle service in conjunction with the Solid Waste activity.

3.1 Refuse and Recycling Collection

The Council provides weekly refuse collection service for the urban settlements of Dargaville, Te Kopuru, Kellys Bay, Glinks Gully, Baylys Beach, Pouto, Mangawhai, Ruawai, Paparoa, Tangiteroria, Maungaturoto and Kaiwaka. This refuse must be left at the collection point in an approved bag. An extended collection service is also provided in parts of Mangawhai during the Christmas holiday period. The collection also extends to some properties on easily accessible rural roads. Alternatively householders may take household refuse to the Dargaville Transfer Station in an approved bag where it is accepted at no charge.

Kerbside recycling was implemented in 2008 as a private initiative. It is collected along with the refuse in Dargaville, Paparoa and Maungaturoto. Recycling collects plastics 1-7, paper and cardboard, cans and glass. As with refuse this must be left at the collection points in the approved bag which is sold by the recycling contractor.

Refuse collection is undertaken under contract to Council. This operates under a user-pays system, which covers the cost of the service. This is implemented through the purchase of the bags which are distinctive for refuse and recycling. Recycling is not contracted through Council, but has been undertaken as an independent initiative with a limited subsidy. As recycling is undertaken as a commercial operation with a set subsidy the actual quantities are commercially sensitive and have not been able to be quantified in this plan.

Collection points

In a number of locations collection 'cages' have been constructed. These are located at:

- | | |
|--|--|
| 1) Bull Road, Mangawhai | 13) Redhill Road, Aratapu |
| 2) Tangowahine Settlement East Road, Tangowahine | 14) Aranga Coast Road, Maunganui Bluff |
| 3) Pouto Road, Pouto Point | |
| 4) Waihue Road, Waihue | |
| 5) Omamari Road, Omamari Beach | |
| 6) King Road, Mangawhai | |
| 7) Coal Hill Road, Mangawhai | |
| 8) Heatley Road, Whakapirau | |
| 9) Hoanga Road, Hoanga | |
| 10) Tara Road, Mangawhai | |
| 11) Petley Road, Paparoa | |
| 12) Glinks Road, Glinks Gully | |



The purpose of these is to provide an “animal-proof” location for placement of refuse and recycling for collection. This enables a more efficient collection in these small and/or spread out settlement with periodic occupation outside of the day of collection. Problems have arisen in connection with these cages, including vandalism and illegal dumping. For this reason any cages that are damaged or destroyed will not be replaced.



Funding

Kerbside refuse collection is funded in its entirety through bag sales. Litter collection (below) is funded through rates.

3.2 Litter Collection

Litter bins are provided throughout the settlements identified above and cleared weekly in conjunction with refuse collection. They are also located in key reserves. More frequent clearances of bins in Mangawhai occurs during holiday periods. Litter control is also provided in urban centres. This activity is funded by Council out of rates income (the Uniform Annual General Charge (UAGC)).

3.3 Landfills

The Council no longer operates a landfill within the district. All residual waste is transported from transfer stations or refuse collection to the landfill at Redvale in Rodney District.

3.4 Transfer Stations

The Council operates transfer stations in Awakino Road, Dargaville and on the site of the Hakaru landfill (now closed). Both sites are designated under the RMA.

No weighbridge is currently installed at either site. All quantities are initially estimated through volume. On collection from the transfer station truck scales are used to confirm quantities.

3.4.1 Resource Recovery (Re-Use)

A limited number of items are manually removed from the waste stream on arrival. These are generally inorganic items that can be reused. In some instances where economical these items are stored for sale at the landfill site. No recoverable material is collected with the household refuse collection.

3.4.2 Recycling

The total volume of material currently recycled within the District is not accurately known. From past audits and observation it is expected to be less than 10 percent of the waste stream. All recyclable material is accepted with a charge except for some metals, as described below. These are accepted without charge and sold on to recover costs.

Paper and Cardboard

Paper and cardboard are collected and stockpiled for collection and recycling by Kaipara Recyclers.

Glass

Glass is accepted and stored for collection in bins by Kaipara Refuse.

Plastic

Plastics are separated at the Transfer Stations and sorted for collection by Kaipara Recyclers.

Metals

Non-ferrous metals are separated at the transfer stations. This includes white-ware. Scrap steel is separated at the Awakino Road facility and transported to Auckland. Hakaru collects scrap steel, including roofing iron, which is collected by a private contractor and removed from the site.

General Waste

General and remaining waste is accepted at the stated gate charge and disposed of in bins which are removed to landfill.



Metal being collected at Dargaville Transfer Station

3.4.3 Greenwaste

Greenwaste is accepted with mixed refuse at transfer stations. There are currently no facilities to separate greenwaste for diversion.

The most recent solid waste audit prepared by WasteNot (February 2004) showed that the proportion of greenwaste in household refuse bags is low (3.5% by weight $\pm 2.3\%$). It is therefore likely that most greenwaste is already diverted from landfill.

3.4.4 Hazardous Waste

Household quantities of selected hazardous wastes are accepted at transfer stations at a charge, although bulk quantities are not. Hazardous wastes are stored on site in secure containers away from the areas of activity and disposed of by Northland Regional Council.

3.4.5 Other

Batteries

Lead acid car batteries are collected at the Transfer Stations. These are stored before being sold to a private contractor.



General waste prior to removal to landfill

Silage wrap

This is an initiative undertaken by the Northland Regional Council in addition to a twice yearly collection. Awakino Road transfer station is a drop off point for silage wrap. Wrap is received at \$20 per full liner.

More information can be found at www.nrc.govt.nz/Environment/Waste-and-pollution/For-farming/Silage-wrap-collection

3.5 Closed Landfills

Closed landfills are governed in accordance with resource consents issued by Northland Regional Council under Council's Refuse Asset Management Plan. A number of illegal landfills have also been identified, and for which no consents are currently in place. All are visited on a regular basis. The following landfills are known to the Council:

Location	Consent #	Capped	Lined	Fenced	Leachate collection	Comments
Omamari	4814	✓	✓	✓		
Dargaville (Awakino Road)	4433		✓	✓		Partially capped. Site of transfer station.
Parawanui	4811	✓	✓	✓		Site is partially forested.
Glinks Gully	4810	✓	✓			
Te Maire		✓	✓	✓		Consent for this landfill has expired
Ruawai (Access Rd)	7234	✓	✓	✓		
Pahi	2257	✓	✓	✓		
Mosquito Gully	7227	✓	✓			
Kellys Bay	7226	✓	✓			
Tinopai	4812	✓	✓	✓		Fenced but needs gate
Kaiwaka	4809	✓	✓	✓		
Hakaru	7562			✓	✓	Site of Transfer Station
Mangawhai	4816	✓	✓	✓		
Kaihu						Noted as illegal landfills - no Regional Council Consent
Tangiteroria						Noted as illegal landfills - no Regional Council Consent
Pouto Point						Noted as illegal landfills - no Regional Council Consent
Ruwai (Te Kowhai)						Noted as illegal landfills - no Regional Council Consent

Only Hakaru landfill has a leachate collection system. This involves collecting and removing leachate for disposal at an appropriate treatment facility. Currently this system collects additional surface flow from the surrounding area. This system is to be modified to be more efficient and minimise the cost of removal and treatment by eliminating uncontaminated water prior to collection on site.



Glinks Gully closed landfill

4205.01

60097822 AEAD KDC WMMP 2010 final to client 240910.doc

3.6 Enforcement

3.6.1 Illegal Dumping

Illegally dumped refuse is any item or items deposited together on public property by a person without Council's permission, and includes hazardous waste. This differs from litter in that it usually involves intent and larger quantities.

In Kaipara, illegally dumped material is removed as required by Council contractors. Where the amount is small or located at a collection point, this may be referred to the refuse collection service to reduce cost. Collection of illegal dumping can be expensive as the District is large and has a low population density. Rate payers are encouraged to note illegal dumping activities and report them to Council. If possible details relating to the dumper should be noted. To date the community understanding of illegal dumping is high and reporting has been actively undertaken.



3.6.2 Abandoned Vehicles

Council has a yearly budget and staff tasked to manage abandoned vehicles. These are inspected and assessed. Vehicles beyond reuse are collected at minimal charge from a contractor who sells them on as scrap. Where this is not the case they are towed and secured in storage by Council staff for a set period, then disposed in the same manner as scrap. Where the owner is located and they are required to remove the vehicle from public areas.

In recent years the requirement for this service has been minimal. Increases in the value of scrap metal have led to wrecks that would normally be dumped being recovered by the owner as scrap metal.

3.7 Other Initiatives

There are a number of initiatives targeting specific waste in the district. This plan has minimal influence over these projects as they are undertaken by independent operators. However these projects do influence waste management and minimisation and are therefore encouraged by Council.

3.7.1 Recycling

All recycling in Kaipara is undertaken as a private initiative. Refer section 3.1 above.

3.7.2 Greenwaste

Householders are encouraged to undertake their own composting initiatives for household organic waste. In addition to this, there are occasional greenwaste recovery initiatives undertaken as commercial operations within the District.

3.7.3 Silage Wrap

In addition to the Awakino Road transfer station, silage wrap is collected by the Northland Regional Council on a twice yearly basis. Further in support of this Northland Regional Council has additional collection points at:

- J De Boer Haulage (Awakino Point East Road)
- Kaurilands Ruawai Depot
- Phoenix Landscaping (Mangawhai)

Northland Regional Council should be contacted directly in regard to this service prior to drop off.

3.7.4 Agrichemical Collection

Northland Regional Council offers a free collection and disposal of agrichemicals, and including empty containers. For further information contact them on 0800 002 004. Details of the service is available on the NRC website; www.nrc.govt.nz/Environment/Waste-and-pollution/For-farming/Silage-wrap-collection

4 Waste Audits and Quantities

4.1 Waste Statistics and Composition

To provide Council with data for its waste management planning process, an audit of kerbside refuse was conducted in the District by WasteNot Ltd in 2004. This audit was conducted in accordance with the Ministry for the Environment's Solid Waste Analysis Protocol (2002). The audit was undertaken from Monday 9 February to Friday 13 February 2004. A sample of 300 refuse bags was undertaken over three days collected for the kerbside refuse audit. The sample was collected from throughout the District and from both urban and rural households. The sample is equivalent to approximately 2.3 tonnes of domestic refuse, representing the refuse output from 172 households. The contents were sorted into the 12 primary categories recommended by the Protocol and 12 categories based on the recyclability of the material.

In 2004, recyclable materials accounted for 38.2% of the domestic kerbside refuse. Since that time recycling of selected waste streams has been implemented. Collection of recycling serves conservatively 30% of the resident population. The quantities diverted from total waste indicate a 12% diversion rate, suggesting that recycling is being successfully diverted through kerbside collection. Additional collection could be implemented through increased collection territories. This will need to be assessed as to sustainability, but the subscription to the service appears successful where it is available.

Compostable materials account for 27% of material, as indicated in Table 2. No initiative for collection has been undertaken and it is assumed that this remains in the waste stream.

Since 2004 the population has grown marginally (2%) although total quantities of waste (estimated since 2007) have remained relatively static. The approximate 5% decrease in waste to landfill has been accredited to diversion.

Table 1 Refuse Composition 2004

Primary category	Proportion of total	Mean weight/ household set out
Paper	18.0%	2.42 kg
Nappies & sanitary	8.3%	1.11 kg
Plastic	14.1%	1.89 kg
Glass	15.8%	2.13 kg
Ferrous metal	5.3%	0.71 kg
Non-ferrous metal	2.9%	0.39 kg
Putrescible	29.6%	3.99 kg
Rubble & concrete	0.8%	0.10 kg
Timber	0.7%	0.09 kg
Rubber	0.2%	0.02 kg
Textiles	3.7%	0.50 kg
Potentially hazardous	0.7%	0.10 kg
TOTAL	100%	13.45 kg

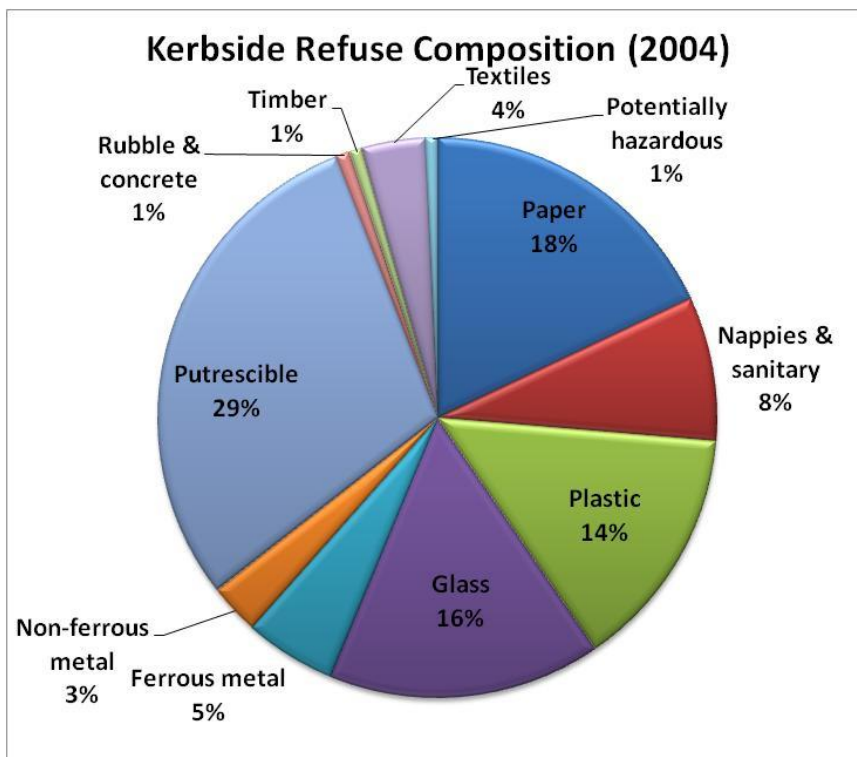


Table 2 Divertible Proportion of Refuse

	Proportion of total	Weight/ household
Recyclable materials		
Paper – recyclable	15.2%	2.03 kg
Plastic – PET - #1	1.8%	0.25 kg
Plastic – HDPE - #2	1.5%	0.20 kg
Glass – bottles/jars	14.9%	2.01 kg
Ferrous metal – steel cans	3.8%	0.50 kg
Non-ferrous metal – aluminium cans	1.0%	0.14 kg
Total recyclable	38.2%	5.13 kg
Compostable materials		
Putrescibles – kitchen waste	23.8%	3.20 kg
Putrescibles - greenwaste	3.5%	0.47 kg
Total compostable	27.3%	3.67 kg
Total divertible (recyclable + compostable)	65.5%	8.80 kg

The proportion of glass bottles measured during the audit may have been abnormally high due to the audit occurring immediately after the Waitangi Day long weekend. Consumption of alcoholic beverages, and hence generation of glass containers, is generally higher during long weekends.

4.2 Future Trends and Demands

4.2.1 Waste Quantities

Waste quantities have not been measured effectively in the past, when waste was landfilled within Kaipara District. With the closure of both Awakino and Hakaru landfills quantities of materials leaving the site are able to be better estimated. Both transfer stations act as measuring points for landfilled waste and recycling. Additionally with collecting of recycling and subsequent sorting these quantities can be measured against the waste audit to measure effectiveness.

Recycling quantities are approximate only, due to the commercial nature of the collection. These are estimated at 300 tonnes per year, or 6 tonnes per week.

Table 3 - Residual Waste

Site	2006	2007	2008	2009
Awakino	2400*	2231	2222	2132
Hakaru	1150*	1150*	1150*	1200
Total to Landfill	3550 tonnes	3381 tonnes	3372 tonnes	3332 tonnes
Diverted		300* tonnes	300* tonnes	300* tonnes
Total	3550 tonnes	3681 tonnes	3672 tonnes	3632 tonnes

* indicates estimated or extrapolated quantities.

4.2.2 Growth in Kaipara District

Kaipara's population is forecast to increase by 150 persons in the years 2007-11⁵ to approximately 18,750 persons. All but high estimates from Statistics New Zealand projections indicate a decrease in population after 2016 or before. However numbers of households are projected to continue increasing, if to a lesser amount, past this time. Projections of population (based on the medium series) indicate a decrease in all age groups below 60 and increase in all above over the years 2006 to 2031⁶. Potentially this demographic change is less likely to produce large amounts of waste compared to households with children. Again, the effect of this is lessened due the current household structure of 2.6 people⁷ currently in the District.

4.2.3 Conclusion

There are no indicators to suggest predictable increases in waste quantities likely to occur in the life of this plan.

Currently there appear to be few apparent drivers to indicate any significant change in the production of waste in Kaipara District in the lifetime of this plan. Existing waste diversion appears to be successful based on estimated quantities. It is therefore desirable that the current practice remain in place. Additional recycling 'territories' are likely to return a similar proportion, and these should be reviewed to determine the likely sustainability of any estimated services to offer a further decrease in waste to landfill.

⁵ Statistics New Zealand figures released December 2007

⁶ Ibid.

⁷ 2001 Census, Statistic New Zealand

5 Review of Progress

5.1 LTCCP Progress and Goals

The LTCCP identifies the contribution of refuse management in regard to Community Outcomes and sets the following Key Performance Indicators (KPI's):

Table 4 - LTCCP KPI's

Contribution to Community Outcomes	Performance measure	Performance Targets (for the financial year) Bold figures indicate results achieved				
		Baseline 2008/09	2009/10	2010/11	2011/12	2012/13 - 2018/19
Rubbish collected and disposed to landfill in a safe and affordable manner	Percentage satisfaction with refuse collection service (NRB)	73%	75%	75%	75%	75%
	Percentage satisfaction with transfer disposal facilities (NRB)	73%	75%	75%	75%	75%
Minimising illegally dumped rubbish for a cleaner, healthier environment	Volume of illegally dumped rubbish	80m3 (200 m3)	75m3	74m3	73m3	72m3

Bold indicates confirmed figures

This indicates further effort is required to raise satisfaction levels around safe and affordable rubbish collection and disposal, and also to reduce the volume of illegally dumped rubbish (although evidence suggests that this is trending downwards with existing measures).

5.2 Annual Plan

The Annual Plan sets and analyses targets associated with performance against the provision of refuse collection in the District. These are discussed below.

Performance Targets	2007-8	2008-9	Comment
Provision of user-pays domestic refuse collection on a weekly basis in locations agreed to by the contractor	Achieved	Achieved	Domestic collections in all urban areas of the District.
Provision of a user-pays disposal in both the west and east of the District	Achieved	Achieved	Facilities in Dargaville and Hakaru.
No abatement notices issued for any publicly available refuse disposal facility in the District	Achieved	Achieved	
No abatement notices issued for any closed Council operated refuse disposal site	Achieved	Achieved	
Monthly random audit of litter removal contractor shows at least 90% compliance with contract specifications.	Not measured	Not measured	Other measures indicate that targets are being met. Contractor is met monthly and compliance issues discussed.

5.3 New Zealand Waste Strategy Targets

The NZWS set targets for the national implementation of the strategy. These were then reviewed nationally in 2006, and some amendments made. The tables below present the progress where applicable to working towards national compliance with this strategy.

5.3.1 Waste Minimisation

To Be Implemented By	Ministry for the Environment Targets	National Progress (2006 review) ⁸	Kaipara progress 2010
2001-02	Local Authorities will report their progress on waste minimisation / management for their Annual Reports in 2001-02, and quantitatively annually from then onwards.	Good progress but not fully achieved. 86% of territorial authorities report their waste management and minimisation activities to their communities.	Achieved. Annual reports include details of the activities associated with Refuse, which includes waste minimisation/management.
December 2005	At least ten major businesses will be participating with Central and Local Government to develop and promote waste minimisation programmes within their sector.	Target achieved ahead of due date.	Not applicable to Council
December 2005	95% of the population will have access to community recycling facilities.	Target achieved. 97% of the New Zealand population have access to community recycling facilities.	Achieved in Kaipara. In addition to kerbside collection of refuse and recycling, there are two transfer stations in the district.
December 2005	Territorial Local Authorities will ensure that building regulations incorporate reference to space allocation for appropriate recycling facilities in multi-unit residential and commercial buildings.	Target unable to be achieved nationally. However, progress on space allocation for recycling facilities is being made.	Not applicable to Council
December 2005	All Councils will ensure that waste minimisation procedures have been addressed for all facilities and assets they manage, and set target reductions based on public health, environmental and economic factors.	Target not achieved. 72% of territorial authorities and regional authorities have implemented waste minimisation strategies as of 2006.	Achieved. Implemented through this and the previous plan.

5.3.2 Organic Wastes

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2003	All Territorial Authorities will have instituted a measurement programme to identify existing organic waste quantities and set local targets for diversion from disposal.	Target not achieved. Only 41% of territorial authorities have implemented a formal measurement regime.	Not applicable to Council

⁸ Targets in the New Zealand Waste Strategy: 2006 Review of Progress, MfE, April 2007

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2005	60% of garden waste will be diverted from Landfill and beneficially reused, and by December 2010 the diversion of garden waste from Landfill to beneficial use will have exceeded 95%.	Unable to be measured. Only a small portion of organic waste in New Zealand is handled by territorial authorities, yet a sizeable portion is diverted from landfill (estimated that 55%). A sizeable portion of green waste is composted by processes outside the measureable stream, such as home composting.	Not achieved. No diversion. 2004 waste audit identified a low proportion of green waste suggesting household recycling is in place.
December 2007	A clear quantitative understanding of other organic waste streams (kitchen waste) will have been achieved through the measurement programme established.	Target achieved ahead of date. Solid waste analysis in 2004 showed 23% waste to landfill was organic. Subsequent studies have provided additional data and understanding.	Achieved through waste audit.
December 2007	More than 95% of sewage sludge currently deposited of to landfill will be composted, beneficially used or appropriately treated to minimise the production of methane and leachate.	Unable to be measured.	Unable to be measured.
December 2010	The diversion of commercial organic waste from Landfill to beneficial use will have exceeded 95%.	Future target date. There is little data as much of this leaves the measurable waste stream through alternatives to landfill disposal implemented outside the influence of the territorial authority.	Future target date. As yet no data.

5.3.3 Special Wastes

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2005	Businesses in at least eight different sectors will have introduced extended producer responsibility pilot programmes for the collection, reuse, recycling or appropriate treatment and disposal of at least eight categories of special waste.	Target achieved nationally.	Not applicable to Council. Target achieved nationally.

5.3.4 Construction and Demolition Wastes

As waste of this type is low and is likely to be transported directly to landfill outside the district, construction waste is difficult to measure. There are small amounts arriving at transfer stations but these are not of a quantity to allow for efficient diversion and collection.

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2005	All Territorial Authorities will have instituted a measurement programme to identify existing construction and demolition waste quantities, and set local targets for diversion from Landfills.	Target not achieved. Variations in quantity and disposal to landfill outside the ownership of territorial authority lead to a lack of data.	Not achieved. Low quantities of construction waste arriving at transfer stations do not allow for efficient collection.
December 2008	There will have been a reduction of construction and demolition waste to Landfills of 50% of December 2005 levels measured by weight.	Unable to be measured. As above.	Unable to be measured definitively. Quantities collected at transfer stations minimal.

5.3.5 Hazardous Wastes

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2005	An integrated and comprehensive national hazardous waste management policy will be in place that covers reduction, transport, treatment, and disposal of hazardous wastes to effectively manage risks to people and the environment.	Target achieved. <i>Policy Framework to Reduce and Safely Manage Hazardous Waste</i> was published in 2004 and updated in 2006.	Nationally achieved. Not applicable to Council
December 2004	Hazardous waste will be appropriately treated before disposal at licensed facilities and current recovery and recycling rates will be established for a list of priority hazardous waste.	Not fully achieved, but significant progress to realisation.	Achieved. Domestic quantities of hazardous waste are collected and stored at transfer stations. These are then collected by Northland Regional Council for disposal.
December 2012	Recovery and recycling rates for priority hazardous waste will increase 20%.	Future target date. Limited data available through MfE documentation.	Unable to be measured.

5.3.6 Waste Disposal

To Be Implemented By	Target	National Progress (2006 review)	Kaipara progress 2010
December 2003	Local Authorities will have addressed their Revenue and Finance Policy to ensure that full cost recovery can be achieved for all waste treatment and disposal processes.	Target achieved. The implementation of LTCCP's has set in place a transparent process in consultation with the community in which finances are considered in conjunction with the local community.	Achieved. All refuse collection and disposal is self funded through bag sales.

December 2005	Operators of all Landfills, clean fills and wastewater treatment plants will have calculated user charges based on the full costs of providing and operating the facilities, and established a programme to phase these charges in over a timeframe acceptable to the local community.	Target achieved. 51% of TA's charge on a user pay basis for refuse, and 98% charge for access to landfill. There are constraints in charging, but these are managed at a local level.	Not applicable to Council. No active landfills.
December 2005	All clean fills will comply with clean fill disposal guidelines.	Unable to be measured. With this being a 'permitted activity' in many parts of New Zealand, many smaller sites are operated without monitoring or measurement of quantities conditional on certain thresholds.	Not applicable to Council
December 2010	All substandard Landfills will be upgraded or closed.	Future target date. There has been a significant improvement both in the number of lined and compliant landfills, and the closer of many substandard landfills.	Achieved. All landfills in the District Have been closed. All but two sites have been capped and those that have not been are monitored. Private landfills are subject to Regional Plan.

6 Strategic Direction

Through new legislation and direction from Central Government, and a growing awareness in the community, Council is looking at the way we approach refuse. The primary incentive is to provide an efficient and affordable means to implement a healthy, clean collection and disposal service to residents across the District. This will achieve positive public health outcomes. In addition, options for reducing, reusing, recycling and recovery of resources will reduce the impact of solid waste on the environment. All objectives and policies need to be considered with the limitations of the District. Kaipara has a small population which is located in numerous small settlements spread over the District, with no high density housing. This is unlikely to change during the life of this plan. Initiatives need to be both sustainable and economically feasible.

6.1 Objectives

- 1 To provide environmentally sustainable and hygienic refuse collection and disposal, in accordance with statutory requirements
- 2 To promote awareness of, encourage and facilitate waste minimisation and a decrease in waste to landfill in order to decrease adverse environmental impact and increase environmental, social economic and cultural benefits.
- 3 To create affordable opportunities to reduce waste or divert it from the waste stream.
- 4 To increase the available information regarding waste management to increase diversion of waste. This includes waste composition, funding regimes and the real cost of waste.
- 5 To ensure that waste producers and individuals take responsibility for their own waste.

6.2 Policies

6.2.1 Towards Zero Waste

Waste should not be considered inevitable or someone else's problem. The NZWS presents a vision of minimising waste and optimising waste management, aimed at the ultimate goal of zero waste to landfill. This vision is considerate of the environment and resources. Three goals representing a commitment to sustainable development underpin this vision:

- **Society** - lower waste's costs and risks to society
- **Environment** - reduce environmental damage from generation and disposal of waste
- **Economy** - increase economic benefit by using material resources more efficiently.

All waste has a cost associated with it. While the initial cost of products that avoid waste may be above those that don't, the subsequent waste that is generated incurs cost as a later stage.

Policies

- | | | |
|-----|--|-------------|
| 1.1 | Council will encourage cleaner production and other waste minimisation initiatives in Kaipara District where these have clear benefits towards Zero Waste | Obj 2 |
| 1.2 | Council will lead by example through internal purchasing supportive of waste minimisation (reduction, reuse, recycling and recovery) where this is economically feasible. | Obj 2, 3, 4 |
| 1.3 | Council will promote safety and good quality of life outcomes by providing communities with the ability to minimise waste and to dispose of refuse in a hygienic and sustainable manner. | Obj 1 |
| 1.4 | Council will emphasise that responsibility for waste lies upon the producer of that waste and will undertake waste management on that basis. | Obj 2, 5 |
| 1.5 | Council will encourage education initiatives aimed at raising awareness of waste minimisation and zero waste. | Obj 2 |

Methods

Awareness Raising

Awareness of the waste diversion options available and the benefits of moving towards zero waste is important to further the incentives for waste minimisation in this plan. Both these and private initiatives, where these are sustainable, have many positive benefits both economically and environmentally. It will also clarify the true cost of waste and emphasise the value of waste minimisation. Behaviour change is required to make this plan a success.

Businesses and industries that take the initiative and pursue these goals within the District will be recognised as working towards zero waste in the District. This may include mention on the Council website.

Leading by example

In order to lead by example and where it is deemed to be economically viable, the Council will endeavour to purchase products and services that encourage and result in waste minimisation and use green production methods.

6.2.2 Refuse and Litter Collection

Refer section 3.1 for details of refuse collection. The Council is committed to continuing the current level of service. Council also encourages any increase in the recycling currently undertaken.

Policies

- | | | |
|-----|--|--------------|
| 2.1 | That Council will continue to provide a sustainable district wide refuse collection and be able to meet community expectations | <i>Obj 1</i> |
| 2.2 | Council will provide and fund litter collection in urban areas | <i>Obj 1</i> |

Methods

Refuse Collection

Communities have a specific collection day on which they may place their user-pays bagged refuse for kerbside collection. In addition some collective refuse collection points are specified. In some instances these have a cage to allow for placement and protection of approved refuse bags at times other than the specified day. However this has proven problematic due to illegal dumping at these points which is difficult to police. Some of these cages have been destroyed and will not be replaced.

Litter Bins

Litter within litter bins is collected by the contractor during the scheduled refuse collection. As these are used by the wider community and provide common benefit they are funded through rates.

6.2.3 Illegal Dumping

Illegal dumping can be due to a lack of convenient waste management services and disposal facilities or the cost of using those services. Materials prohibited from land fill may also be dumped unless alternative management programmes are readily available and attractive. A study of the costs and benefits to illegal dumpers found that to reduce the volume of illegal dumping, the cost of legal disposal would need to be decreased and the cost of illegal dumping penalties increased. However, other research undertaken indicates that socio-economic factors are not an adequate predictor of illegal dumping and that some individuals will choose to engage in illegal dumping despite the convenience or efficiency of the collection and disposal services.

Policies

- | | | |
|-----|--|--------------|
| 3.1 | Council will endeavour to provide a convenient and cost effective household refuse and domestic waste collection service covered by user charges available to all residents of Kaipara District. | <i>Obj 1</i> |
| 3.2 | Council will take an aggressive approach to the issue of illegal dumping, with a view to prosecuting those people who illegally dump. | <i>Obj 5</i> |

Methods

Service Availability

Household refuse and recycling collection is available in urban areas and where economically feasible. Transfer stations are open in both the east and west of the district. These accept domestic quantities of waste and recyclables and are sized and operated to most cost effectively achieve their purpose.

Enforcement

Kaipara District polices and controls refuse and illegal dumping through bylaws and the Litter Act 1979. Signage is placed in areas which have a known history of illegal dumping. Where dumping occurs Council arranges for its removal.

Illegally Dumped Refuse Removal

Where illegally dumped refuse is reported an assessment is made of the urgency of removal. If the waste is a hazard or located in a remote location, removal may be implemented immediately using Council staff. Where the waste presents no risk to health and safety, and/or located on a waste collection route, use of a collection contractor may be used and the waste collected on a scheduled collection run.

Abandoned Car Removal

Kaipara District Council undertakes an abandoned car removal operation. The vehicle is first assessed and the owner located. In the first instance the owner is asked to remove the vehicle. If not and if the vehicle is of minimal value it is removed and recovered as scrap. Valuable vehicles are stored to enable further assessment to be made.

6.2.4 Reduction

Reduction is the first and most effective form of waste minimisation. Overall this is the most effective means of minimising waste and associated cost of management. It relies on the consumer choice to implement through purchasing products in both the households and business that avoid the creation of waste. In this aspect it is also the most cost effective means of waste minimisation. All other means have a direct cost associated with them in spite of some income from recycling.

Policies

- 4.1 Councils will make residents and visitors aware of the waste that they produce and encourage them to take responsibility for the waste they generate. Obj 5
- 4.2 The cost of total waste generated will be determined and distributed on a user pays basis. Obj 5

Methods

Personal Responsibility

Council relies on people's civic duty in taking responsibility for their waste. Visitors to the District and recreation sites such as beaches are expected to remove any litter that they generate. The District includes many isolated and secluded locations where there are few opportunities to police or influence this behaviour. A lack of disposal options in these areas and an awareness of responsibility for waste is intended to emphasise the convenience of reducing waste at source.

User Pays

A user pays approach is intended to cover all aspects of waste minimisation. This will be implemented wherever waste passes from the consumer to the Council (i.e. refuse collection, transfer stations and enforcement). This will encourage individuals and organisations to take responsibility for any waste that they generate. As the generation of waste (and its eventual removal from the household) incurs a financial disincentive, reduction and reuse of waste overall is

the primary inclination. Reduction is the most cost effective means for this cost to be minimised in the community. In addition this policy also encourages recycling of waste, through cheaper disposal options (i.e. bags) as recycling compared to refuse for landfill.

Education

Education and awareness raising is a key aspect of waste minimisation. Education creates awareness of how the Council is acting to work with the community to create opportunities for working towards Zero Waste. As all action towards this goal is based on the cooperation and subscription of the community this is a key element of this plan. Council may consider the introduction of an education programme where this would be effective and economical.

6.2.5 Reuse

Reuse of items represents not only an environmental and community good in waste diversion, but also offers a direct benefit to members of the community.

6.2.5.1 Policies

- 5.1 Suitable items will be offered at no charge at the transfer station to the public for removal and reuse *Obj 2*
- 5.2 Where waste categories suitable for reuse become definable, facilities for affordable systematic removal from the waste stream and collection at the transfer station will be implemented. *Obj 2, 3*

Methods

Transfer Stations

Items identified and assessed as being of a condition that will require minimal repair are removed from the waste stream on arrival at the transfer station. Currently this is limited in types of items, but as new classes of items are identified this practice will be expanded. Items are made available for removal by visitors to the transfer station. Items which have been diverted from the waste stream and not taken within a realistic time are disposed of.

Potential items that may be collected for reuse in the future include furniture, tools, electronic appliances, and books.

6.2.6 Recycling and Recovery

Waste volumes to landfill will decrease, as public awareness of initiatives such as recycling increases. Recycling is encouraged but plays a relatively minor role in waste minimization due to low volumes of materials produced, and the high costs of collection, transport and sorting. The private recycling operation relies on sufficient quantities to maintain current service levels. Council will also support regional or national initiatives intended to reduce the production of 'problem' wastes at source.



Policies

- 6.1 Council will encourage the operation of kerbside recycling in a sustainable and efficient manner *Obj 2, 3, 5*
- 6.2 Council will provide for transfer stations in Dargaville and Hakeru that will accept and store recyclable or recoverable items. *Obj 1, 2, 3*
- 6.3 Council will support recycling initiatives in the District and seek central government support for them through incentive schemes where applicable *Obj 2, 3*

- | | | |
|-----|---|-------------|
| 6.4 | Council will encourage consideration of new incentives and markets for recycled or recovered waste. | Obj 2 |
| 6.5 | Council will encourage and promote kerbside recycling throughout the community. | Obj 1, 2, 3 |

Methods

Kerbside Recycling

Kerbside recycling has occurred in Kaipara District since 2008 as a private venture. This involves purchase of an approved recycling bag from the recycling contractor which partially funds the service. This is left alongside the approved refuse bag on collection day where the service is available.

Transfer Stations

Both transfer stations accept recyclable and recoverable items at a cost. This is waived for some materials, and for prepaid approved bags. Recyclable or recoverable items are stored until a suitable quantity is accumulated for removal.

Council recycling

Council will endeavour to include waste minimisation principles in its purchasing and other practices where economically viable. This will include adopting recycling practices for relevant items used in its offices.

Additional options

Additional options for recycling and recovering will be considered as they are identified. This may include additional collection and storage at transfer stations if suitable quantities are found within the waste stream. Potential items include tyres, car bodies, firewood, clothing and electronic devices.

6.2.7 Residual Waste Disposal

All residual waste, including household refuse bags, is taken to the approved landfill facility; the Redvale Waste Facility at Dairy Flat in Rodney District. A new refuse facility planned in Whangarei including a regional resource recovery park may offer Kaipara an alternative with reduced transportation costs.

Increasing statutory requirements results in Council facing greater compliance and monitoring for any new, existing and closed landfills.



Policies

Waste being collected for residual disposal

- | | | |
|-----|--|----------|
| 7.1 | Council will use existing landfill facilities outside the District for all residual waste disposal, and not establish a landfill for municipal use within the District | Obj 1, 2 |
| 7.2 | Waste will be sent for deposit only at an appropriately approved and consented landfill. | Obj 2 |
| 7.3 | All closed landfills will be monitored in accordance with consent conditions and will be maintained compliant with those consents. | Obj 2 |
| 7.4 | All closed landfills without consent will be routinely maintained and remedial works undertaken as required. | Obj 1 |

Methods

Landfill

No new municipal landfill is proposed within Kaipara District. Domestic quantities and including trailers of waste are collected at transfer stations and transported to the Redvale facility in trucks. There are contractual agreements in place to facilitate this.

Closed landfills

There are a number of closed landfills around the District. These are all identified, consented and monitored. The most recently closed was the landfill at Hakaru. Wherever possible, closed landfills are fenced. Monitoring is undertaken as per the requirements and conditions of the associated resource consents. Remedial actions are undertaken as necessary and with available funds.



6.2.8 Difficult and Hazardous Waste

Parawanui closed landfill

Council at present has no particular involvement in the provision of hazardous waste storage and disposal facilities other than for domestic quantities. It advises people on the storage of hazardous wastes and endeavors to ensure that such wastes are not disposed of where they will reach landfill. Signage is maintained at transfer stations advising of the prohibition on hazardous waste disposal under Council's bylaws. The signage directs people to the specific storage and disposal facilities.

Policies

- 8.1 Council will receive selected hazardous waste in domestic quantities only at transfer stations. *Obj 1, 5*
- 8.2 Council will encourage independent and approved initiatives to collect and dispose of hazardous waste where this can be demonstrated as sustainable. *Obj 1, 5*

Methods

Transfer Stations

Domestic quantities of hazardous waste are collected at transfer stations and stored for collection when a suitable quantity is amassed. This is then removed by the Regional Council for appropriate disposal.

6.2.9 Monitoring

An effective and cost-efficient monitoring and reporting system is essential for measuring progress in implementing the Strategy and achieving its targets. Council currently has no weighbridge. Quantities are estimated through volume and using truck scales.

Policies

- 9.1 Waste quantities, including diverted waste, will be monitored and recorded to ascertain trends and opportunities and monitor the effectiveness of this plan *Obj 4*
- 9.2 Waste composition will be monitored to determine opportunities for further diversion from the waste stream. *Obj 4*

Methods

Waste audits and quantities

Waste quantities are measured as they are sent to landfill. Recycling is collected through a private incentive and quantities are commercially sensitive. At time of writing a new waste audit is pending. This will include the contents of refuse bags which will be sampled and the contents measured and categorised.

6.2.10 Funding

Pricing policies are crucial to comprehensively managing and minimising waste. The environmental effects of production, distribution, consumption and disposal of goods and services incur cost. In spite of returns for recycling and recovery, neither activity is cost neutral. Wherever possible the effects and costs are determined. The producer is then charged as closely as possible to the point they occur. In the case of refuse this is covered through the cost of bags. Recycling is funded through bags with additional funding through rates to recognise the value this brings to the wider community. In both instances bags may be deposited at transfer stations at no additional charge.

This principle encourages minimisation of environmental effects by ensuring full environmental costs are reflected in product and service prices, and paid as closely to their source as possible. The cost to the user should not create a deterrent to using the service. To be sustainable user pays charges must be affordable.

Full cost accounting guidelines and charging policies have been developed by Central Government.

Policies

- | | | |
|------|---|--------------------|
| 10.1 | Pricings for all waste activities will reflect the full costs associated with waste management and disposal, but take into account the ability for the user to pay. | <i>Obj 5</i> |
| 10.2 | Council will provide for refuse collections through sales of refuse bags. | <i>Obj 1, 2, 5</i> |
| 10.3 | In calculating the pricing for waste management the costs of implementing waste minimisation throughout Kaipara District will be considered. | <i>Obj 3, 5</i> |

Methods

Collection

Refuse collection is funded entirely from the cost of the bags. Unofficial bags are not received. The cost of litter bin collection is funded through rates and collected concurrently with refuse. In consideration of the value to the wider community, recycling is partially subsidised through rates.

Transfer Station charges

Where waste is delivered in a prepaid approved bag, it is considered that this cost has been covered by the sale of that bag. In these instances no additional charge will be required. All other waste, including reusable, recyclable and recoverable items, deposited at transfer stations will be charged in consideration of the costs of disposal relevant to the Council.

Waste levy

The waste levy charge will be passed on to those using the service at the point of contact. Income returned from the waste levy will be utilised to promote waste minimisation throughout the District.

7 Implementation

The following details the progress made in waste management and minimisation since the last plan in 2005.

7.1 Facilities and Development

Preparation and Maintenance of a Waste Management and Minimisation Plan

The preparation and future reviews of this plan are to promote effective and efficient management of waste minimisation in Kaipara District.

Closure of Hakaru and New Transfer station

Since the last plan Hakaru landfill has been closed and an additional transfer station has subsequently been developed on the site. This closure has created additional opportunities for assessing waste prior to disposal. Previously all material went directly onto the landfill. Transport out of the District now requires a preliminary assessment of the waste and opportunities for diversion from the waste stream. Additionally the interface with waste management staff when depositing material at the transfer station and the incurrance of the charge emphasises the ownership of the waste and the obligations therein.

New Dargaville Transfer and Recycling Facility

This is now consented and operational on the site of the Awakino Landfill. New consents are currently being sought for renewal. The facilities include refuse collection and diversion of material for recycling and recovery. There is limited and some ad hoc reuse collection in site. Hazardous substances in domestic quantities are also collected and stored appropriately for removal once a suitable quantity has amassed. Refuse is collected in bins located in a concrete enclosure. These are then collected and transported out of the district to landfill.

Currently the consents for this facility are being renewed.

Awakino and Hakaru Landfill Capping

This work is scheduled for 2012 to 2014. No capping has been implemented. A leachate collection system has been installed at Hakaru. This is collected and disposed of in an appropriate treatment facility.

Closed Landfills

The number of closed landfills were not addressed in the previous plan. These are numerous and widespread. Consents are in place for all that were previously the direct responsibility of the Council. There remain a number for which the Council has no previous responsibility but which have been noted and inspected regardless.

Additional Collection

The District now has kerbside recycling. This is undertaken through a private incentive with partial cost recovery through bag sales plus a subsidy from Council. Recycling is left in an official bag alongside the official refuse bag on collection day.

7.2 Education and Promotion

Council does not currently have any education strategies or programmes relating to waste minimisation, although this is acknowledged as a key aspect of this plan which will therefore be made available as a public document. Dependent on demand, available funding and staff, education programmes on key issues for the District may include:

- School visits and material for inclusion in school curriculum activities on waste and recycling
- Fact sheets available on the council website and civic locations. These could also be included in local or community newspapers
- Advertisements (radio, newspaper)
- Website materials, such as this plan.

Issues that can be identified to assist in public subscription to zero waste include:

- The benefits of the diversion of waste and an awareness of the true cost of waste
- The availability of diversion opportunities at both transfer stations and through kerbside collection
- Green purchasing and its benefits
- Packaging and reuse

7.3 Auditing, Data Collection and Reporting

7.3.1 Waste Audits

The most recent waste audit was undertaken in 2004 by WasteNot. This was conducted in accordance with the Ministry for the Environment's Solid Waste Analysis Protocol (2002). A new waste audit will be required to assess the effectiveness of this plan in the next 2 years.

7.3.2 Gate Audit and Record Keeping

Past records are not complete. This has now been addressed. All waste to landfill must pass through either Hakaru or Awakino including that collected at the kerb. A record of all waste passing through these points is used to determine quantities and can be used to assess the effectiveness of waste minimisation incentives. Further diversion and additional measurement is required to record quantities and the effectiveness of this plan.

7.4 Funding

Wherever practical and equitable, waste management is funded on a user pays basis, and to address the true cost of waste. A number of waste management activities are funded from the general rates, where producer of the waste is broad. Management of this waste typically provides a 'good' to the wider community in general, rather than a benefit to a select group. This includes recycling and recovery of waste. Council considers that the provision of environmentally acceptable, low risk closed landfill facilities, and litter control, confer a district-wide benefit to all ratepayers, which is the rationale for this funding.

An example of this is litter bins. These are provided for use at no charge the producer of the waste. They serve the function of collecting waste that would normally cause nuisance or health concerns to members of the public. Closed landfills are similar. These present a risk to the community if not managed appropriately. The responsibility for these lies in the community of the past, as this group gained the benefits of easy disposal. Unfortunately the cost of managing the site has passed to the current community who must do so to minimise the potential effects to both themselves and future generations.

Funding has not differed significantly compared to the previous plan. Both litter collection (including public bins) and illegal dumping (including abandoned vehicles) remain funded out of the general rates, or uniform annual charge (UAC). An additional subsidy is now paid to partially fund and maintain kerbside recycling to ensure the service remains viable and recognise the value this offers the greater community.

User pays services (in relation to point source payment) are currently:

- Household refuse collection – This is now paid for via an official bag. This entirely funds the collection of refuse from the kerbside to the landfill.
- Recycling is paid for in a similar bag purchase, but does not involve the Council⁹. All bag sales are undertaken by a private contractor.
- Landfill/ transfer station disposal – users of these facilities pay disposal charges which cover some of the costs of running the facilities. Where a deficit occurs between the contracted cost and the revenue from disposal fees the difference is recouped by rating.

⁹ Except for provisional of a small subsidy from rates

7.4.1 Privately Funded Services

Some waste management services are provided and controlled by the private sector. Companies that provide these services charge the recipients of the service directly. Users of private waste collection services are often businesses. Examples of services provided include:

- Commercial refuse collections
- Kerbside recycling collections – as above.
- Private commercial organic refuse collection (pig food)

8 Future Options in Waste Minimisation and Management

8.1 Future Directions

Quantities of waste and diverted material remain low. While reduction of overall waste is a key aim of this plan, the current levels of recycling are sustainable providing a quantity of material that allows a commercial operation to operate with minimal subsidy from Council. The main area of overall potential waste reduction is the increase in separation of recoverable and recyclable materials in the waste stream. Associated with this is the encouragement to minimise or eliminate non-recoverable items used by the consumer. This relies on the consumer as the immediate generator of this waste. Current national initiatives to highlight this need to be coordinated with a local awareness of the cost of waste. Current subscription to recycling, where available, indicates a good level of awareness of this service.

Opportunities therefore remain for material that is currently not diverted from the waste stream. Refuse that is currently left for kerbside collection may still contain either recyclable material that is not separated and therefore 'lost' to the landfill, or waste that could be replaced with a divertible alternative. This can be addressed in two ways; Firstly increased awareness on the part of the waste producer. This includes a knowledge of services and the value of utilising them. Financial incentives of cheaper bags for recycling emphasises this further, and is currently practiced.

Secondly additional opportunities for diversion can be created. This involves offering a collection point for these items. The opportunity for undertaking this currently exists at transfer stations, where storage areas for select items can be created. This provides a hub for collection for reuse, recycling or recovery. The remaining waste to landfill can then be further analysed to determine quantities for further recovery.

8.2 Future Options

8.2.1 Education

Spreading the philosophy of the 5 R's (reduction, reuse, recycling, recovery and residual waste) is important for moving towards zero waste. Each element represents a tier in addressing the true cost of waste in both economic and physical resources. Currently waste issues are addressed at school level to a satisfactory standard, and no additional material at this level is planned. If requested to do so by the school, Council will provide a staff member to talk to pupils in support of this if staff are available.

Where a new incentive is created, such as diversion of a new waste classification, this will be publicised as appropriate. In order to promote zero waste in a broader sense, Council will utilise existing material from Central Government sources. This will be either promoted directly on enquiry or through a link on the Council Website.

8.2.2 Transfer Station Development

The transfer stations offer an effective means to intercept waste destined for landfill not disposed of in refuse bags. Sites provide the opportunity for sorting and storing material for more efficient collection. Improvements that are being considered are as follows:

Reuse store

Both sites offer the opportunity for collection of common household items such as books, kitchenware, tools and clothing. These will be held for an appropriate period during which they will be offered for sale at a minimal cost or donation and removal by members of the public.

Additional diversion areas

At present there are some opportunities for diversion. These include metal for recovery, paper and glass for recycling, car batteries and hazardous material for treatment. Additional diversion categories that are being considered for collection and storage are:

- Silage wrap – these are collected at various locations in the District including Awakino Road. If it should prove efficient to do so Hakaru will also accept this material for the same charge. This will require coordination with Northland Regional Council.
- E-waste – this is an identifiable group which includes all waste associated with computers and mobile phones. There is a yearly E-waste day with various collection points through New Zealand. Transfer stations may be able to collect this waste all year and store it for disposal with the coordinated collection on that day.
- Tyres – Tyres are a significant waste item for which there are organised disposal options. By collecting these at the transfer stations the Council may be able to effect a more effective and efficient disposal.
- Refrigerant Gases – gases within the cooling systems of household refrigerators and freezers may be ozone depleting. White ware will be collected and disposed of as per the current practice. Removal of the refrigerant in a cost effective manner will be investigated.
- Greenwaste – this offers benefits to residents but requires significant investment for efficient and safe collection, processing and storage. Collection and processing of compostable material will require significant outlay to implement. It would first require a suitable facility, consented and maintained. Additionally quantities arriving at transfer stations appear from current investigation to be low suggesting household composting. Collection of useful quantities of waste may prove expensive. It is preferable that private initiatives, subject to the appropriate consents, be encouraged. Inclusion of such waste in kerbside bags can also be discouraged through increased cost, although this may lead to additional problems of illegal dumping. Ideally encouragement of home composting through information may lead to a better result. This waste category will be monitored to assess the feasibility of collection at a future time

8.2.3 Waste analysis

Information is important to assess the waste types entering the waste stream, and the effectiveness of Councils initiatives. As waste is currently being taken out of the District, quantities to landfill are constantly recorded. Similarly quantities of diverted waste from transfer stations are recorded on collection. Recycling from kerbside collection is a private initiative with only partial Council subsidy and therefore quantities are commercially sensitive, but known in general magnitude. The most significant area for analysis is the contents of kerbside refuse. This will be investigated in regard to options for monitoring.

A new waste audit is required and should be undertaken within 2 years of this plan being accepted. Further sorting for diversion will assist in this and measuring the effectiveness of this plan.

8.2.4 Closed Landfills

Closed landfills present a challenge for management. They offer no alternatives for cost recovery but incur expense due to legal requirements. Options for payment of true cost exist where the landfill is active and collecting gate fees. However this is a modern realisation and traditional waste management techniques in New Zealand did not typically take this into account.

Improvement of Hakaru leachate collection system

Being the most recently closed landfill and actively decomposing, Hakaru generates leachate which is collected. This incurs expense through collection and disposal. It has become apparent that while effective in containing the leachate, an amount of additional seepage is increasing the quantity unnecessarily. Modifications to the collection system are being considered to eliminate uncontaminated flows into the system.

Awakino and Hakaru Landfill Capping

Neither Awakino or Hakaru landfills are currently capped. Significant expenditure is required in 2012/13 to cap Awakino in Dargaville and in 2013/14 to cap Hakaru.

9 Definitions

9.1 Waste

Council has chosen to adopt the NZWS definition of waste. These are as follows:

WASTE is any material, solid, liquid or gas that is unwanted and/or unvalued, and discarded or discharged by its owner.

GREEN WASTE includes lawn clippings, weeds, branches, plants or other vegetable matter. Shreddable green waste means uncontaminated green waste with a diameter less than 200mm but excludes flax, bamboo, toi toi or noxious weeds. There can be no containments, e.g. no rocks, steel, timber, dirt, concrete, rope or rubbish etc, within the green waste.

HAZARDOUS WASTE can be solid, liquid or gaseous in nature, and may present hazards to human health, the environment and property requiring special management controls. Hazardous waste includes chemicals, infectious and radioactive materials, and by nature are often complex mixtures of substances. A national definition of hazardous waste is being developed to provide consistency in defining hazardous waste.

ORGANIC WASTE includes food, green or garden waste and biosolids.

SOLID WASTE is generated as solids or converted to a solid form for disposal. Solid waste includes common household waste, e.g. paper, plastic, glass, metals, appliances, and kitchen and garden waste, as well as a range of industrial and commercial waste, e.g. construction and demolition waste, organic waste from agricultural and food processing, and mine and quarrying tailings. Most solid waste is disposed of in Landfills or cleanfills. Some solid waste, e.g. medical waste generated by hospitals, is hazardous or potentially hazardous and requires controlled disposal, often through high temperature incineration.

9.2 Other Terms

CLEANFILL MATERIAL means material that does not undergo any physical, chemical or biological transformations that will cause adverse environmental effects or health effects once it is placed in a clean fill, i.e. inert material such as clay, soil, gravels, concrete and rubble.

DISPOSAL means final deposit of waste on land set apart for the purpose. (LGA 1974)

HOUSEHOLD REFUSE includes wrapped cold ashes, sweepings, dust, paper, bottles, wrapped bones, and waste food, cans, cartons, or other food containers, or other refuse resulting from domestic housekeeping. Official Council rubbish bags are intended for the disposal of 'household rubbish', i.e. domestic waste which cannot be recycled or composted and is non hazardous.

HSNO means the Hazardous Substances and New Organisms Act 1996.

ILLEGALLY DUMPED REFUSE means any item, or collection of items deposited together, deposited on public property by a person without Council's permission.

INORGANIC REFUSE means all refuse arising from residential properties of an inorganic nature, including but not restricted to furniture, appliances, cut up motor vehicles or parts, carpet, bric-a-brac and other discarded items. Inorganic Refuse excludes non-complying items.

KERBSIDE RECYCLING means the roadside collection of materials separated for the purposes of recycling.

LANDFILL means a controlled site for the deposition of solid waste on land.

LITTER includes any refuse, rubbish, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, or waste matter, or any other thing of a like nature (from the Litter Act 1979).

MULTI-UNIT BUILDING means a building which contains more than one separate household or family.

NON-COMPLIANT BAG means any refuse bag that does not display the official Kaipara District Council logo, or does not meet the requirements for collection, e.g. the bag is not out by 7.30am, contains unwrapped sharp objects, heavy items and exceeds the maximum weight of 10kg, contains garden refuse, hot ash, corrosive or inflammable liquids, dangerous substances or is not securely tied.

NON-COMPLYING MATERIALS are materials that are not allowed to be put at a Transfer Station as the site is not designed for the material or is inappropriately presented.

RECOVERY means extraction of materials or energy from waste for further use or processing, and includes, but is not limited to, making materials into compost (LGA 1974).

RECYCLING is the reprocessing or remanufacturing of material into a new or different product, e.g. old newspapers can be reprocessed to make egg cartons

REDUCTION means lessening waste generation (LGA 1974).

REFUSE BAG means any refuse in a refuse bag that is placed on the kerbside for collection and disposal. This bag displays the official Kaipara District Council logo.

REUSE is the repeated or continued use of a product or item in its original form.

Closure

Kaipara District Council
Dargaville