

File number: 3215.0 **Approved for agenda**
Report to: Council
Meeting date: 14 November 2017
Subject: Waste Management and Minimisation Plan 2017/2022 Adoption
Date of report: 11 October 2017
From: Henri Van Zyl – Roading and Solid Waste Manager
Report purpose **Decision** **Recommendation** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

This report contains the recommendation from the Waste Management and Minimisation Plan Hearing Panel deliberations on submissions for Council's consideration and adoption.

The Draft Waste Management and Minimisation Plan 2017/2022 (WMMP) was completed in March 2017. At its 26 May 2017 meeting Council adopted a Statement of Proposal and draft Waste Management and Minimisation Plan for consultation.

At the 14 August 2017 meeting Council also resolved that Councillors Curnow, Geange and Wade would form a hearing panel to hear the submissions on the draft WMMP. Their role is also to make recommendations to Council on the draft WMMP as a result of the submissions received.

Council received four submissions on the draft WMMP 2017/2022. One submitter had asked to be heard in support of their submission, but declined the invitation due to unavailability on the particular day of hearings. The Hearing Panel undertook deliberations on the draft WMMP on Tuesday 12 September 2017 at the Northern Wairoa War Memorial Hall, Hokianga Road, Dargaville (Dargaville Town Hall). The Minutes from the deliberations are attached (**Attachment 1**).

Themes of the submissions include:

- The cost to recycle at the Dargaville Transfer Station;
- Submitter wanting a Wheelie Bin Recycling Collection introduced and free recycling;
- Support of the WMMP (suggestion to include images with regards to rural recycling);
- Rural recycling and public knowledge of waste minimisation activities; and
- Recommended improvements to the Draft WMMP document prior to adoption.

The Hearing Panel determined that the WMMP should have all references to private business names removed and replaced with Contractors for Council.

Recommendation

That Kaipara District Council:

- 1 *Receives the Roading and Solid Waste Manager's report 'Waste Management and Minimisation Plan 2017/2022 Adoption' dated 11 October 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 *Accepts the report and recommendations of the Waste Management and Minimisation Plan Hearings Panel from its meeting on 12 September 2017; and*
- 4 *Having considered the report and recommendations of the Waste Management and Minimisation Plan Hearings Panel, accepts those recommendations and adopts the amended Waste Management and Minimisation Plan 2017/2022, noting that section 1.3 'Current status of plan' will be updated to reflect Council's decision.*

Reason for the recommendation

The Waste Minimisation Act 2008 requires Council to review and adopt its Waste Management and Minimisation Plan every six years (Section 50).

Background

The Waste Minimisation Act 2008 requires Council to review and adopt its Waste Management and Minimisation 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. This document will also form the basis for future Solid Waste Asset Management Plans.

The purpose of the Waste Management and Minimisation Plan (WMMP) 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.

Issues

There were four submissions received from four submitters.

Themes of submissions include:

- The cost to recycle at the Dargaville Transfer Station;
- Submitter wanting a Wheelie Bin Recycling Collection introduced and free recycling;
- Support of the WMMP (suggestion to include images with regards to Rural recycling);
- Rural recycling and public knowledge of waste minimisation activities; and
- Recommended improvements to the Draft WMMP document prior to adoption.

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.

Policy implications

The Policy is not considered significant in terms of Council's Significance and Engagement Policy,

however s83 of the Local Government Act 2002 requires Council to undertake the special consultation procedure when reviewing its WMMP.

Financial implications

Once the final WMMP 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 Solid Waste Asset Management Plan, Long Term and Annual Plans.

Legal/delegation implications

Section 43 of the Waste Minimisation Act 2008 states that a territorial authority must adopt a WMMP.

Options

There are essentially two options to consider:

Option A: Accept the Hearing Panel's recommendations and adopt the amended WMMP 2017/2022 (refer **Attachment 3**).

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

Assessment of options

Option A – will allow for amendments to be made as recommended by the Hearing Panel and adoption of the final WMMP. This will allow Council to progress with efficient and effective waste management and minimisation within the Kaipara district.

Option B - The Waste Minimisation Act 2008 requires Council to review and adopt a WMMP every six years (Section 50). Until a WMMP is adopted Council will be in contradiction to the Act and is at risk of not receiving its share of the Waste Levy fund that is paid out quarterly.

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 adopted WMMP is to be sent to the Ministry for the Environment.

Attachments

- Attachment 1 – Deliberations Minutes
- Attachment 2 –Draft Plan showing changes as recommend by the Hearings Panel (track changes)
- Attachment 3 – Final Plan with changes applied.

Waste Management and Minimisation Plan Hearings Panel

Minutes

Hearing	Waste Management and Minimisation Plan Hearings Panel
Date	Tuesday 12 September 2017
Time	Meeting commenced at 10.09 am Meeting concluded at 10.37 am
Venue	Northern Wairoa War Memorial Hall, Hokianga Road, Dargaville
Subject	Hearings and Deliberations

Membership

Chair: Councillor Julie Geange

Members: Councillors Anna Curnow and Andrew Wade

Staff and Associates:

Roading and Solid Waste Manager, Infrastructure Technical Officer, Administration Assistant

Seán Mahoney
Governance Services Manager

Contents

1	Opening.....	3
1.1	Present.....	3
1.2	Apologies	3
2	Submissions and Deliberations	3
2.1	Deliberation Report for the Waste Management and Minimisation Plan	3
3	Closure.....	4

Kaipara District Waste Management and Minimisation Plan Hearings Panel
Tuesday 12 September 2017
1 Opening
1.1 Present

Hearings Panel

Chair: Councillor Julie Geange

Members: Councillors Anna Curnow (attended via audio link) and Andrew Wade

In Attendance

Name	Designation	Item(s)
Henri van Zyl	Roading and Solid Waste Manager	All
Donna Powell	Infrastructure Technical Officer	All
Lisa Hong	Administration Assistant	All (Minute-taker)

1.2 Apologies

Nil

2 Submissions and Deliberations
2.1 Deliberation Report for the Waste Management and Minimisation Plan
Roading and Solid Waste Manager 4201.03/2016WMR/RD
Moved
That the Hearings Panel for the Waste Management and Minimisation Plan:

- 1 *Receives the Roothing and Solid Waste Manager's report 'Deliberation Report for the Waste Management and Minimisation Plan' dated 31 August 2017; and*
- 2 *Receives the submissions to the draft Waste Management and Minimisation Plan, circulated as Attachment 1 (submissions) and Attachment 3 (Plan) to the above-mentioned 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 Waste Management and Minimisation Plan across the entire Kaipara district; and*

- 5 *Recommends Kaipara District Council adopt the draft Waste Management and Minimisation Plan subject to minor amendments to be finalised Councillor Julie Geange, as delegated by the Hearings Panel.*

Carried

3 Closure

The meeting closed at 10.37 am.

Kaipara District Council
Dargaville

Kaipara District Council

**Waste Management and
Minimisation Plan 2017/2022**

May 2017

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Acknowledgements

This document was compiled originally by Tonkin + Taylor at the request of Kaipara District Council in June 2016 and after review by Council was subsequently amended by Council.

Kaipara District Council acknowledges Tonkin + Taylor input and assistance with creating this final draft document.

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Table of contents

Part A – Strategy	1
1 Introduction	1
1.1 Purpose of the plan	1
1.2 Scope of plan	1
1.3 Current status of plan	1
2 The waste situation	2
2.1 Volume and composition of waste and diverted materials	2
2.2 Infrastructure and Services	5
2.3 Summary of district-specific issues	6
3 Policies, plans and regulation	8
3.1 Summary of guiding policies, plans and legislation that affect the WMMP	8
3.2 Statutory requirements	8
4 Vision, goals, objectives and targets	<u>1040</u>
4.1 Background	<u>1040</u>
4.2 Council’s intended role	<u>1343</u>
4.3 Protecting public health	<u>1343</u>
5 Options for achieving effective and efficient waste management and minimisation	14
5.1 Introduction	<u>1444</u>
5.2 Identifying options	<u>1444</u>
6 Monitoring, evaluating and reporting progress	<u>1646</u>
6.1 Monitoring and evaluation	<u>1646</u>
6.2 Reporting	<u>1747</u>
Part B – Action Plan	<u>1848</u>
7 Introduction	<u>1849</u>
7.1 Action planning tables	19
8 Funding structure	<u>2222</u>
8.1 Plan implementation funding	<u>2222</u>
8.2 Grants and advances of monies	<u>2222</u>
8.3 Waste minimisation levy expenditure	<u>2222</u>
9 Targets and measurement	<u>2323</u>

Part A – Strategy

1 Introduction

1.1 Purpose of the plan

This Waste Management and Minimisation Plan (WMMP) sets out how Kaipara District 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.

~~At the writing of this plan Council only have two preferred contractors, however this does not exclude private contractors from operating within the Kaipara District.~~

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

1.2 Scope of plan

This WMMP covers solid waste generated in the Kaipara district.

1.3 Current status of plan

May 2017

This 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 being adopted by Council as a framework and guide for its waste management and minimisation activity in the Kaipara district from 2017 to 2022.

Plan review

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

2 The waste situation

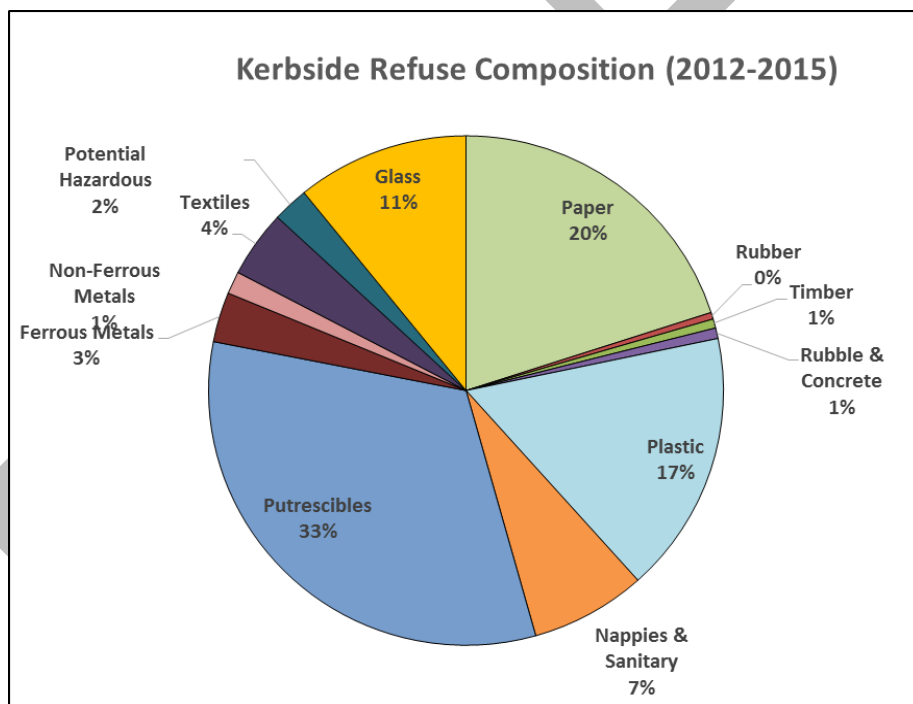
2.1 Volume and composition of waste and diverted materials

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) Councils Current Service Provider (Eastern and Western Waste and Recyclables Collection, Disposal and Transfer Station Operations Contractor) 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~~.

Figure 1 Kerbside Refuse Composition 2012/2015



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) tends to have a larger proportion of bulk items (timber, rubble etcetera) and the putrescible fraction has a higher proportion of garden rather than food waste. Summary figures are noted in Table 1. [Note: No private contractors operating in the district have contributed information to this process.](#)

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%	21%
TOTAL	100%	100%

2.1.2 Kerbside and self-haul waste quantities

Estimated total waste, recycling, and refuse (kerbside and self-hauled to transfer stations) quantities are 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), businesses (Commercial and Industrial) or construction activity (Construction and Demolition). 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 Dargaville](#) or Hakaru transfer stations 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

¹ Table 2: **Bold** font indicates estimated figures.

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~~ 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 that were collected for recycling or composting by private operators, ~~such as Little River Transport or Bernie's Compost, or directly from businesses. (Note: At the time of producing the Waste Assessment both Little River Transport and Bernies Compost were operating, they have since ceased to trade).~~

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 Council's Contractors noted that there is an increase in rural properties using the roadside collection service, this accounts ~~from~~ for 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 Kaipara district.

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farms, materials captured as part of commercial activity (scrap metal, industrial by-products) and waste materials managed within manufacturing operations (for example bio-solids 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~~ 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 that was captured by ~~Bernie's Compost~~ private operators 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; and
- 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/Year	Composition	Tonnes/Year	Tonnes/Year	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 note2
Ferrous³	3%	59	3%	65	282	69%
Non Ferrous³	1%	20	1%	16		See note3
Glass³	12%	236	4%	109	247	42%
Timber⁴	1%	20	13%	337		See note4
Other	11%	216	22%	563		

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 however a district-wide kerbside collection service is not currently in place.

Some waste (both refuse and recycling) from commercial and industrial premises in the 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 Pwera Landfill.

Litterbins are provided in the urban centres and key reserves throughout the district. Litterbin 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.

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

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

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

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 (in Dargaville) and at Hakaru (near Mangawhai). The two transfer stations are operated under contract to Kaipara District Council. 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 volumes. Refuse is weighed as it enters Puwera Landfill in Whangarei.

A simple sorting facility run by ~~Kaipara Refuse a private company~~ at Ruawai sorts the recycling from the ~~Awakino-Dargaville~~ Transfer Station and the kerbside and rural collections. Public drop-off is available at this site during working hours.

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 ~~Awakino-Dargaville~~ transfer station;
- Funding clean-up of illegal dumping across the district; and
- Funding servicing of litterbins across the district.

The Long Term Plan 2015/2025 sets the budget for the waste management activity from 2015 to 2025 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

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; and

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- 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 that was composted ~~at by Bernie's Compost~~ private operators 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 onsite has not been quantified.

There is a bylaw 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 bylaw 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

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 Council's 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 the need to complete closure works - capping and leachate treatment.
- Litterbins 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
		NZS 4454:2005 Composts, soil conditioners and mulches.
		Guidelines for safe application of Biosolids to Land in New Zealand

3.2 Statutory requirements

A WMMP must contain a summary of a council’s objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how a 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.

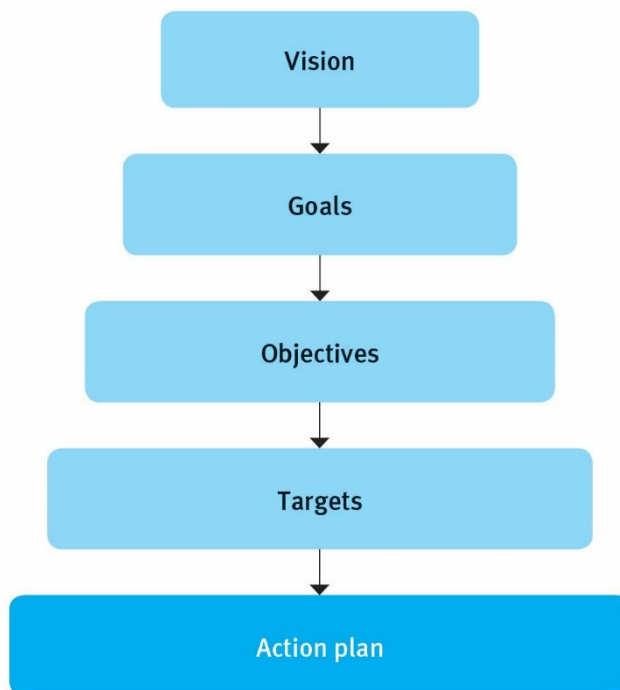
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4 Vision, goals, objectives and targets

4.1 Background

The preparation of this Waste Assessment has included a review of the Vision - Goals - Objectives framework set out in the previous WMMP. The relationship between Vision, Goals and Objectives is illustrated in [Figure 2](#)⁵ and defined in [Table 5](#).

Figure 2: 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 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 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.

Table 6: Vision - Goals - Objectives - Targets

Vision:	To reduce waste and increase recycling and resource recovery for the protection of the environment and human health.	
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 200kg 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 530T ⁶ . 1.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020.
2. To provide safe, environmentally sustainable and hygienic refuse collection and disposal.	To provide for services to residents that represent great value. To provide for the safe and efficient disposal and collection of residual waste.	2.1 Achieve resident satisfaction of > 70 % (refuse) and 55% (recycling). 2.2 To implement licensing in accordance with the current (2016) bylaw no later than March 2018.
3. To reduce illegal dumping and associated negative environmental impact.	To provide for services to residents that represent great value.	3.1 To respond to illegal dumping incidents within 72 hours. 3.2 To report on the quantity of illegally dumped material each year.
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 2017/2018.

⁶ From LTP 2015/2025

5. To avoid materials becoming waste.	To maximise the diversion of waste from landfill.	<p>5.1 To support the provision of waste education to the community including supporting regional and national waste reduction programmes.</p> <p>5.2 To support contractors in providing economic and sustainable recycling opportunities.</p>
6. To support combined local government and waste sector activities.	To ensure compliance and knowledge of current and relevant legislation.	6.1 To actively participate in the WasteMINZ forums.

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4.2 Council's intended role

Council will continue to adopt a user pays approach to delivery of waste management and minimisation 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 litterbins, 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 management and minimisation in the district. This includes the two transfer stations and remaining collection cages in rural areas (or suitable alternatives).

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

4.3 Protecting public health

A key objective of any waste management and minimisation 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.

Kaipara District Council will address the health impacts of waste management and minimisation 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

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.

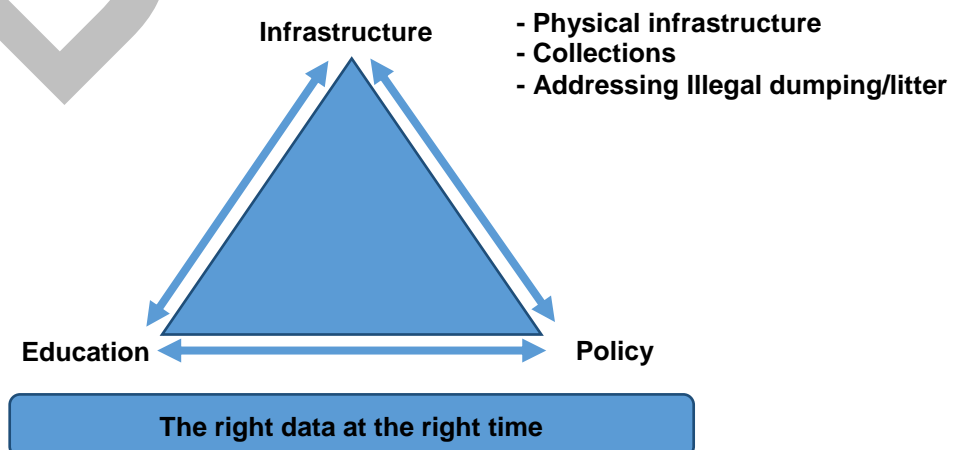
For the Kaipara district the total quantity of waste generated is not forecast to increase significantly over the life of this plan with relatively low growth projected. Data suggests there is potential for material from rural properties entering the system more than in the past. Options considered need 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 management and minimisation services and programmes that could be adopted in Kaipara. A useful way to consider options is the model set out in [Figure 3](#) — [Figure 3](#). Simply put, effective waste management 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 3: Effective Waste Minimisation and Management



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Options have been identified by considering key challenges for waste management and minimisation 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 3](#) 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, and litterbins;
- 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, and managing 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 bylaw (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 management and minimisation.

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		

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

6 Monitoring, evaluating and reporting progress

This Waste Management and Minimisation 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 [Table 6](#)) provide high level measures of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

6.1 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 however is not available to Council⁹ while in other cases data is not currently available¹⁰.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in the following Table.

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	Bylaw data requirements
Waste processing	Materials processed	Bylaw data requirements
Council contact database	Illegal dumping incidents	
Customer surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	Bylaw 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

⁹ For example regarding private sector collection services.

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

Some of the activities in the Action Plan are focused on securing the information noted in [Table 8](#). For example introducing licensing (based on the existing bylaw) 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, [Table 6](#). The periodic review of the Action Plan (see Section 7.1 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.

6.2 Reporting

Progress on implementing this WMMP will be reporting in 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 limiting Council's ability to quantify progress.

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Part B – Action Plan

7 Introduction

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

This Action Plan covers the full life of the WMMP 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 District Council 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.

The Waste Assessment recommended the following options be included in an action plan for the Kaipara District Council WMMP (see [table 9](#), [table 10](#) and [table 11](#) below).

¹¹ Currently Long Term Plan 2015/2025 and Annual Plan 2016/2017

7.1 Action planning tables

Table 9: Infrastructure Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Infrastructure				
a. Determine community interest in additional/new rural drop-off locations. Develop proposal for Long Term Plan 2018/2028.	February 2018	Rates (existing)	1, 2	2.1
b. Determine community interest in new holiday home drop-off locations. Develop proposal for Long Term Plan 2018/2028.	February 2018	Rates (existing)	1, 2, 3	3.2
c. Investigate provision of a universal recycling collection. (refer Action "1." for funding options). Develop proposal for Long Term Plan 2018/2028. Implementation	February 2018 Subject to Long Term Plan process	Rates (existing) Targeted rate	1, 2	1.1, 1.2, 1.3
d. Develop a proposal for the Long Term Plan 2018/2028 to promote composting. Implementation	February 2018 Subject to Long Term Plan process	Rates (existing) Rates (existing)	1, 5	1.1
e. Investigate the 'dry' waste sorting at Hakaru and Awakino <u>Dargaville</u> Transfer Stations. Concept developed with contractors including pilot trial. Develop proposal for Annual Plan 2019/2020 (subject to pilot trial). Implementation	December 2019 February 2020 Subject to Annual Plan process	Rates/Contractors Rates (existing) To be determined	1, 2	1.1, 1.2

Action	Timeline	Funding	Objective(s)	Target(s)
f. Consult with the community on the best solution for litterbins. Develop concepts and trial, seek community feedback. Develop proposal for Annual Plan 2019/2020 (subject to Pilot Trial). Implementation	December 2017-June 2018 December 2018 Subject to Annual Plan process	Rates (existing) Rates (existing) To be determined	2, 3	3.2
g. Assist the Refuse contractor in researching and establishing alternative economic recycling markets.	Ongoing	Rates (existing)	5	5.2

Table 10: Education Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Education Actions				
h. Update and maintain information on the Kaipara District Council website.	June 2017, ongoing	Rates (existing)	4, 5	5.1, 4.2
i. Disseminate information on waste services to all residents. Prepare material for dissemination. Circulate to all residents	June 2017 October 2017, ongoing	Rates (existing) Rates (existing)	4, 5	5.1
j. Support Northland Regional Council environmental education activities.	Ongoing	Rates (existing)	6	5.1
k. Participate in national education/advocacy activities.	Ongoing	Rates (existing)	6	5.1, 6.1

Table 11: Policy Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Policy Actions				
l. 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
m. Develop criteria for making grants available from Waste Levy funds. Develop criteria grant funding. (future contestable fund)	June 2019 Subject to Council approval	Rates (existing) Council Waste Levy fund	1, 5	1.1, 5.1
n. Develop an implementation plan for the existing Solid Waste Bylaw. Discuss reporting requirements with waste sector in Kaipara. Pilot including reporting forms and data storage/reporting. Licence all waste collectors and processors in Kaipara	July - Oct 2017 From Oct 2017 By March 2018	Rates (existing) Rates (existing) Licence fees	2, 4	2.2, 4.1
o. Reporting on progress against the targets in the WMMP in Annual Reports. Draft reporting outline for Annual Report 2017/2018 (using existing data). Improve reporting on Council contracts (Awakino, Dargaville , Hakaru, Collections). Ongoing Report on WMMP Targets	October 2017 From June 2017 Each Annual Report	Rates (existing) Rates (existing) Rates (existing)	4	4.2

8 Funding structure

8.1 Plan implementation funding

The funding of the implementation of this WMMP will come from user charges, ratepayer funds, levy payments returned to Council, and potentially targeted rates.

User charges will fund kerbside refuse and recycling collection and the disposal or management of materials at transfer stations.

Ratepayer funds will provide public good focused services. Examples include supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litterbin 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 WMMP.

Targeted Rates could be used to fund kerbside recycling collection and the disposal or management of the materials at transfer stations.

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.

8.2 Grants and advances of monies

As part of the implementation of the WMMP, 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, however 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 management and minimisation. 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.

8.3 Waste minimisation levy expenditure

In addition to the support of kerbside recycling in the district, and subject to consideration as part of the Long Term Plan 2018/2028 process, up to 25% of the Levy funds received by Council may be made available for activities that promote and/or help the community to achieve Council's Vision, Goals and Objectives for waste management and minimisation.

9 Targets and measurement

The Targets set out in Section 4 [Table 6](#) of Part A of this WMMP 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 WMMP will be monitored by collecting the data outlined in Section 6 [Table 8](#).

Some of the activities in this Action Plan are focused on securing the information noted in [Table 8](#). For example introducing licensing (based on the existing bylaw) and improving reporting under existing and future Council contracts.

Periodic review of the Action Plan (see Section 7.1 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 12](#) links Targets to measures noted in [Table 8](#). [Table 13](#) provides definitions for key measures.

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Table 12: 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 200kg per capita per year (equates to > 30% diversion).	Tonnes of waste per capita.
1.2 To increase the quantity of material recycled through Council controlled services from 2014 figure of 530T ¹² .	Tonnes of waste recycled per year.
1.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020.	Participation rate.
2.1 Achieve resident satisfaction of > 70% (refuse) and 55% (recycling) ^{12,12} .	Survey results – satisfaction.
2.2 To implement licensing in accordance with the current (2016) bylaw no later than March 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.	Tonnes of waste cleaned up from illegal dumping incidents per year and cost.
4.1 To implement licensing including data provision required by March 2018.	Reporting commenced.
4.2 To publish a summary of available data on waste generation and management with each annual report from 2017/2018.	Summary reporting on Waste Management and Minimisation Plan in Annual Reports.
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.
5.2 To support contractors in providing economic and sustainable recycling opportunities.	Additional recycling opportunities available.
6.1 To actively participate in the WasteMINZ forums.	Activity noted in Summary Report for Target 4.2.

¹² From LTP 2015/2025

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Table 13: Measure Definitions

Measure	Definition
Tonnes of waste per capita.	Total quantity of waste disposed of to landfill (from contract and bylaw reporting) divided by Kaipara usually Resident Population.
Tonnes of waste recycled per year.	Total quantity of waste recycled or recovered (from contract and bylaw reporting).
Recycling opportunities available.	Bi-annual report detailing types of recycling and quantities, options investigated, outcome of investigation and additional materials added to the recycling service options.
Participation rate.	The % of households in Kaipara district that use the kerbside recycling service in a three week survey period.
Residents satisfaction.	[Measure as defined in the LTP].
Tonnes of illegally dumped material.	Total quantity of illegally dumped material picked up by Kaipara district contractors per year.

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Kaipara District Council

**Waste Management and
Minimisation Plan 2017/2022**

May 2017

DRAFT



Acknowledgements

This document was compiled originally by Tonkin + Taylor at the request of Kaipara District Council in June 2016 and after review by Council was subsequently amended by Council.

Kaipara District Council acknowledges Tonkin + Taylor's input and assistance with creating this final document.

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Table of contents

Part A – Strategy	1
1 Introduction	1
1.1 Purpose of the plan	1
1.2 Scope of plan	1
1.3 Current status of plan	1
2 The waste situation	2
2.1 Volume and composition of waste and diverted materials	2
2.2 Infrastructure and Services	5
2.3 Summary of district-specific issues	6
3 Policies, plans and regulation	8
3.1 Summary of guiding policies, plans and legislation that affect the WMMP	8
3.2 Statutory requirements	8
4 Vision, goals, objectives and targets	10
4.1 Background	10
4.2 Council’s intended role	13
4.3 Protecting public health	13
5 Options for achieving effective and efficient waste management and minimisation	14
5.1 Introduction	14
5.2 Identifying options	14
6 Monitoring, evaluating and reporting progress	16
6.1 Monitoring and evaluation	16
6.2 Reporting	17
Part B – Action Plan	18
7 Introduction	18
7.1 Action planning tables	19
8 Funding structure	22
8.1 Plan implementation funding	22
8.2 Grants and advances of monies	22
8.3 Waste minimisation levy expenditure	22
9 Targets and measurement	23

Part A – Strategy

1 Introduction

1.1 Purpose of the plan

This Waste Management and Minimisation Plan (WMMP) sets out how Kaipara District 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.

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

1.2 Scope of plan

This WMMP covers solid waste generated in the Kaipara district.

1.3 Current status of plan

May 2017

This 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 being adopted by Council as a framework and guide for its waste management and minimisation activity in the Kaipara district from 2017 to 2022.

Plan review

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

2 The waste situation

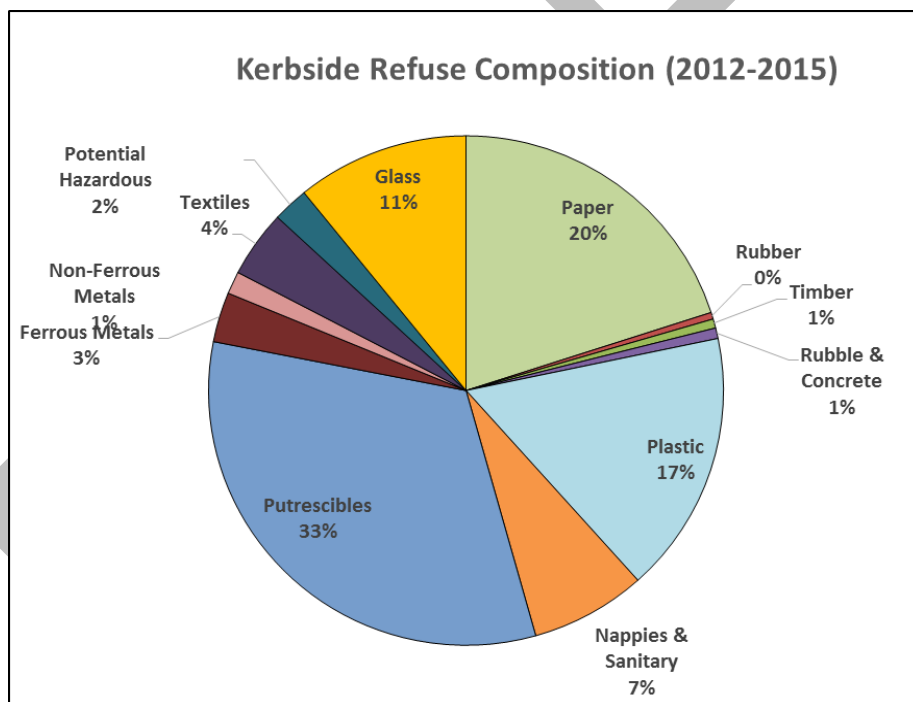
2.1 Volume and composition of waste and diverted materials

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 Council's Current Service Provider (Eastern and Western Waste and Recyclables Collection, Disposal and Transfer Station Operations Contractor), 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 2012/2015



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) tends to have a larger proportion of bulk items (timber, rubble etcetera) and the putrescible fraction has a higher proportion of garden rather than food waste. Summary figures are noted in Table 1. Note: No private contractors operating in the district have contributed information to this process.

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%	21%
TOTAL	100%	100%

2.1.2 Kerbside and self-haul waste quantities

Estimated total waste, recycling, and refuse (kerbside and self-hauled to transfer stations) quantities are 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), businesses (Commercial and Industrial) or construction activity (Construction and Demolition). Data is only available from 2013 onwards.

Some material collected from businesses in the district is transported directly to Pwera 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 Dargaville or Hakaru transfer stations 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.

¹ Table 2: **Bold** font indicates estimated figures.

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 that were collected for recycling or composting by private operators.

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. Councils Contractors noted that there is an increase in rural properties using the roadside collection service, this accounts for 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 Kaipara district.

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

- 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/Year	Composition	Tonnes/Year	Tonnes/Year	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 note2
Ferrous³	3%	59	3%	65	282	69%
Non Ferrous³	1%	20	1%	16		See note3
Glass³	12%	236	4%	109	247	42%
Timber⁴	1%	20	13%	337		See note4
Other	11%	216	22%	563		

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 however a district-wide kerbside collection service is not currently in place.

Some waste (both refuse and recycling) from commercial and industrial premises in the 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.

Litterbins are provided in the urban centres and key reserves throughout the district. Litterbin 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 Some material captured by private operators, figures not available i.e. recovery tonnes and % are underestimates.

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

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

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 (in Dargaville) and at Hakaru (near Mangawhai). The two transfer stations are operated under contract to Kaipara District Council. 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 volumes. Refuse is weighed as it enters Puwera Landfill in Whangarei.

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

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 Dargaville transfer station;
- Funding clean-up of illegal dumping across the district; and
- Funding servicing of litterbins across the district.

The Long Term Plan 2015/2025 sets the budget for the waste management activity from 2015 to 2025 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

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; and

- 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 that was composted by private operators 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 onsite has not been quantified.

There is a bylaw 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 bylaw 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

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 Council's 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 the need to complete closure works - capping and leachate treatment.
- Litterbins 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
		NZS 4454:2005 Composts, soil conditioners and mulches.
		Guidelines for safe application of Biosolids to Land in New Zealand

3.2 Statutory requirements

A WMMP must contain a summary of a council’s objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how a 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.

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4 Vision, goals, objectives and targets

4.1 Background

The preparation of this Waste Assessment has included a review of the Vision - Goals - Objectives framework set out in the previous WMMP. The relationship between Vision, Goals and Objectives is illustrated in Figure 2⁵ and defined in Table 5.

Figure 2: Vision, goals, objectives and targets

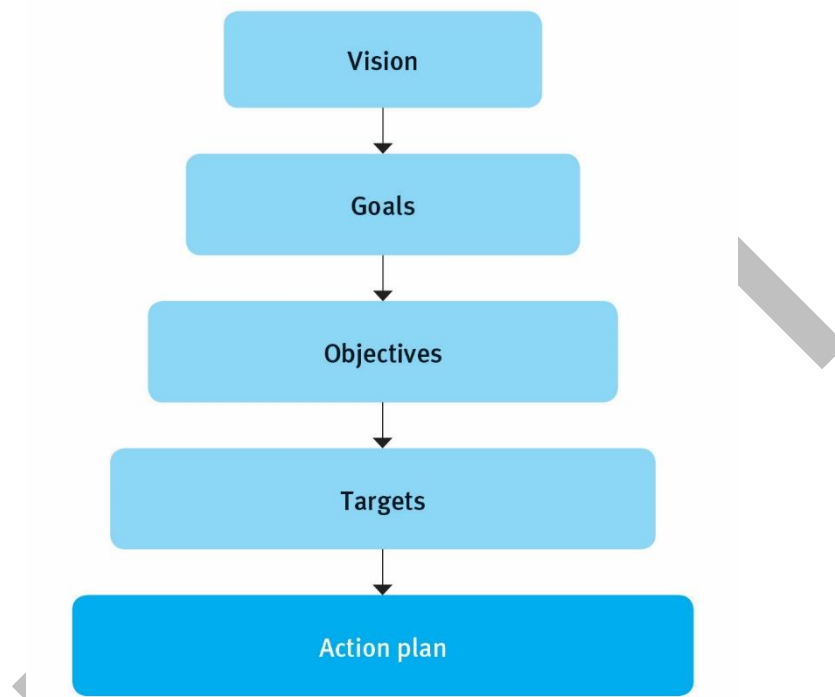


Table 5 provides definitions for vision, goals, objectives and targets.

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 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 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.

Table 6: Vision - Goals - Objectives - Targets

Vision:	To reduce waste and increase recycling and resource recovery for the protection of the environment and human health.	
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 200kg 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 530T ⁶ . 1.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020.
2. To provide safe, environmentally sustainable and hygienic refuse collection and disposal.	To provide for services to residents that represent great value. To provide for the safe and efficient disposal and collection of residual waste.	2.1 Achieve resident satisfaction of > 70 % (refuse) and 55% (recycling). 2.2 To implement licensing in accordance with the current (2016) bylaw no later than March 2018.
3. To reduce illegal dumping and associated negative environmental impact.	To provide for services to residents that represent great value.	3.1 To respond to illegal dumping incidents within 72 hours. 3.2 To report on the quantity of illegally dumped material each year.
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 2017/2018.

⁶ From LTP 2015/2025

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. 5.2 To support contractors in providing economic and sustainable recycling opportunities.
6. To support combined local government and waste sector activities.	To ensure compliance and knowledge of current and relevant legislation.	6.1 To actively participate in the WasteMINZ forums.

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4.2 Council's intended role

Council will continue to adopt a user pays approach to delivery of waste management and minimisation 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 litterbins, 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 management and minimisation in the district. This includes the two transfer stations and remaining collection cages in rural areas (or suitable alternatives).

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

4.3 Protecting public health

A key objective of any waste management and minimisation 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.

Kaipara District Council will address the health impacts of waste management and minimisation 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

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.

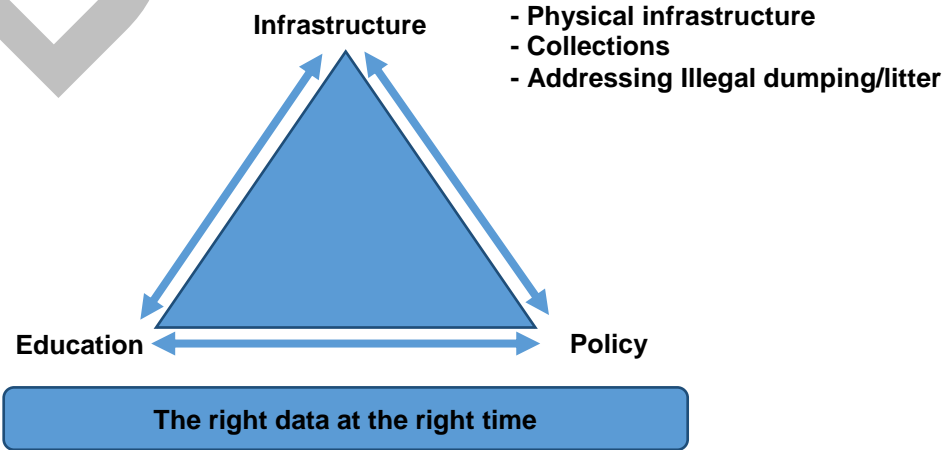
For the Kaipara district the total quantity of waste generated is not forecast to increase significantly over the life of this plan with relatively low growth projected. Data suggests there is potential for material from rural properties entering the system more than in the past. Options considered need 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 management and minimisation services and programmes that could be adopted in Kaipara. A useful way to consider options is the model set out in Figure 3. Simply put, effective waste management 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 3: Effective Waste Minimisation and Management



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Options have been identified by considering key challenges for waste management and minimisation 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 3 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, and litterbins;
- 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, and managing 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 bylaw (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 management and minimisation.

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		

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

6 Monitoring, evaluating and reporting progress

This Waste Management and Minimisation 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 [Table 6](#)) provide high level measures of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

6.1 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 however is not available to Council⁹ while in other cases data is not currently available¹⁰.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in the following Table.

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	Bylaw data requirements
Waste processing	Materials processed	Bylaw data requirements
Council contact database	Illegal dumping incidents	
Customer surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	Bylaw 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 focused on securing the information noted in [Table 8](#). For example introducing licensing (based on the existing bylaw) and improving reporting under existing and future Council contracts.

⁹ For example regarding private sector collection services.

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

Evaluation of the data collected will focus on measuring progress against the targets set out in Section 4, [Table 6](#). The periodic review of the Action Plan (see Section 7.1 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.

6.2 Reporting

Progress on implementing this WMMP will be reporting in 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 limiting Council's ability to quantify progress.

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Part B – Action Plan

7 Introduction

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

This Action Plan covers the full life of the WMMP 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 District Council 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.

The Waste Assessment recommended the following options be included in an action plan for the Kaipara District Council WMMP (see [table 9](#), [table 10](#) and [table 11](#) below).

¹¹ Currently Long Term Plan 2015/2025 and Annual Plan 2016/2017

7.1 Action planning tables

Table 9: Infrastructure Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Infrastructure				
a. Determine community interest in additional/new rural drop-off locations. Develop proposal for Long Term Plan 2018/2028.	February 2018	Rates (existing)	1, 2	2.1
b. Determine community interest in new holiday home drop-off locations. Develop proposal for Long Term Plan 2018/2028.	February 2018	Rates (existing)	1, 2, 3	3.2
c. Investigate provision of a universal recycling collection. (refer Action "1." for funding options). Develop proposal for Long Term Plan 2018/2028. Implementation	February 2018 Subject to Long Term Plan process	Rates (existing) Targeted rate	1, 2	1.1, 1.2, 1.3
d. Develop a proposal for the Long Term Plan 2018/2028 to promote composting. Implementation	February 2018 Subject to Long Term Plan process	Rates (existing) Rates (existing)	1, 5	1.1
e. Investigate the 'dry' waste sorting at Hakaru and Dargaville Transfer Stations. Concept developed with contractors including pilot trial. Develop proposal for Annual Plan 2019/2020 (subject to pilot trial). Implementation	December 2019 February 2020 Subject to Annual Plan process	Rates/Contractors Rates (existing) To be determined	1, 2	1.1, 1.2

Action	Timeline	Funding	Objective(s)	Target(s)
f. Consult with the community on the best solution for litterbins. Develop concepts and trial, seek community feedback. Develop proposal for Annual Plan 2019/2020 (subject to Pilot Trial). Implementation	December 2017-June 2018 December 2018 Subject to Annual Plan process	Rates (existing) Rates (existing) To be determined	2, 3	3.2
g. Assist the Refuse contractor in researching and establishing alternative economic recycling markets.	Ongoing	Rates (existing)	5	5.2

Table 10: Education Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Education Actions				
h. Update and maintain information on the Kaipara District Council website.	June 2017, ongoing	Rates (existing)	4, 5	5.1, 4.2
i. Disseminate information on waste services to all residents. Prepare material for dissemination. Circulate to all residents	June 2017 October 2017, ongoing	Rates (existing) Rates (existing)	4, 5	5.1
j. Support Northland Regional Council environmental education activities.	Ongoing	Rates (existing)	6	5.1
k. Participate in national education/advocacy activities.	Ongoing	Rates (existing)	6	5.1, 6.1

Table 11: Policy Actions

Action	Timeline	Funding	Objective(s)	Target(s)
Policy Actions				
i. 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
m. Develop criteria for making grants available from Waste Levy funds. Develop criteria grant funding. (future contestable fund)	June 2019 Subject to Council approval	Rates (existing) Council Waste Levy fund	1, 5	1.1, 5.1
n. Develop an implementation plan for the existing Solid Waste Bylaw. Discuss reporting requirements with waste sector in Kaipara. Pilot including reporting forms and data storage/reporting. Licence all waste collectors and processors in Kaipara	July - Oct 2017 From Oct 2017 By March 2018	Rates (existing) Rates (existing) Licence fees	2, 4	2.2, 4.1
o. Reporting on progress against the targets in the WMMP in Annual Reports. Draft reporting outline for Annual Report 2017/2018 (using existing data). Improve reporting on Council contracts (Dargaville, Hakaru, Collections). Ongoing Report on WMMP Targets	October 2017 From June 2017 Each Annual Report	Rates (existing) Rates (existing) Rates (existing)	4	4.2

8 Funding structure

8.1 Plan implementation funding

The funding of the implementation of this WMMP will come from user charges, ratepayer funds, levy payments returned to Council, and potentially targeted rates.

User charges will fund kerbside refuse and recycling collection and the disposal or management of materials at transfer stations.

Ratepayer funds will provide public good focused services. Examples include supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litterbin 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 WMMP.

Targeted Rates could be used to fund kerbside recycling collection and the disposal or management of the materials at transfer stations.

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.

8.2 Grants and advances of monies

As part of the implementation of the WMMP, 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, however 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 management and minimisation. 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.

8.3 Waste minimisation levy expenditure

In addition to the support of kerbside recycling in the district, and subject to consideration as part of the Long Term Plan 2018/2028 process, up to 25% of the Levy funds received by Council may be made available for activities that promote and/or help the community to achieve Council's Vision, Goals and Objectives for waste management and minimisation.

9 Targets and measurement

The Targets set out in Section 4 [Table 6](#) of Part A of this WMMP 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 WMMP will be monitored by collecting the data outlined in Section 6 [Table 8](#).

Some of the activities in this Action Plan are focused on securing the information noted in [Table 8](#). For example introducing licensing (based on the existing bylaw) and improving reporting under existing and future Council contracts.

Periodic review of the Action Plan (see Section 7.1 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 12](#) links Targets to measures noted in [Table 8](#). [Table 13](#) provides definitions for key measures.

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Table 12: 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 200kg per capita per year (equates to > 30% diversion).	Tonnes of waste per capita.
1.2 To increase the quantity of material recycled through Council controlled services from 2014 figure of 530T ¹² .	Tonnes of waste recycled per year.
1.3 To increase participation in kerbside recycling to over 70% of serviced households by 2020.	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 March 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.	Tonnes of waste cleaned up from illegal dumping incidents per year and cost.
4.1 To implement licensing including data provision required by March 2018.	Reporting commenced.
4.2 To publish a summary of available data on waste generation and management with each annual report from 2017/2018.	Summary reporting on Waste Management and Minimisation Plan in Annual Reports.
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.
5.2 To support contractors in providing economic and sustainable recycling opportunities.	Additional recycling opportunities available.
6.1 To actively participate in the WasteMINZ forums.	Activity noted in Summary Report for Target 4.2.

¹² From LTP 2015/2025

Table 13: Measure Definitions

Measure	Definition
Tonnes of waste per capita.	Total quantity of waste disposed of to landfill (from contract and bylaw reporting) divided by Kaipara usually Resident Population.
Tonnes of waste recycled per year.	Total quantity of waste recycled or recovered (from contract and bylaw reporting).
Recycling opportunities available.	Bi-annual report detailing types of recycling and quantities, options investigated, outcome of investigation and additional materials added to the recycling service options.
Participation rate.	The % of households in Kaipara district that use the kerbside recycling service in a three week survey period.
Residents' satisfaction.	[Measure as defined in the LTP].
Tonnes of illegally dumped material.	Total quantity of illegally dumped material picked up by Kaipara district contractors per year.

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File number: 1203.01

Approved for agenda
Report to: Council

Meeting date: 14 November 2017

Subject: Kaipara District Council schedule of meetings for 2018

Date of report: 13 October 2017

From: Seán Mahoney, Democratic Services Manager

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

Setting the meeting dates for 2018 will provide for transparency and clarity as to when and where Council will conduct its business.

Recommendation

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Kaipara District Council Schedule of Meetings for 2018' dated 13 October 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 Kaipara District Council meeting schedule for 2018, detailed in the above-mentioned report and set out below, and publishes it on the Kaipara District Council website*

Meeting dates

*Holds its **Ordinary meetings of Council at 10.00am** according to the schedule as follows:*

<i>Wednesday 28 February 2018</i>	<i>Wednesday 22 August 2018</i>
<i>Wednesday 28 March 2018</i>	<i>Wednesday 26 September 2018</i>
<i>Thursday 24 April 2018</i>	<i>Wednesday 24 October 2018</i>
<i>Wednesday 23 May 2018</i>	<i>Wednesday 28 November 2018</i>
<i>Wednesday 27 June 2018</i>	<i>Wednesday 19 December 2018</i>
<i>Wednesday 25 July 2018</i>	

*Holds its meetings of the **Audit, Risk and Finance Committee** (time and venue to be advised) on the following dates:*

<i>Wednesday 14 March 2018</i>	<i>Wednesday 12 September 2018</i>
<i>Wednesday 13 June 2018</i>	<i>Wednesday 12 December 2018</i>

<i>Holds its meetings of the Taharoa Domain Governance Committee at 2.00pm in the Northern Wairoa War Memorial Hall conference room, Dargaville on the following dates:</i>	
<i>Thursday 08 February 2018</i>	<i>Thursday 9 August 2018</i>
<i>Thursday 10 May 2018</i>	<i>Thursday 15 November 2018</i>
<i>Holds combined meetings of the Harding Park Committee Pou Tu Te Rangi Joint Management Committee at 2.00pm in the Lighthouse Function Centre Dargaville Museum Dargaville on the following dates:</i>	
<i>Wednesday 7 March 2018</i>	<i>Wednesday 5 September 2018</i>
<i>Wednesday 6 June 2018</i>	<i>Wednesday 5 December 2018</i>
<i>Holds its meetings of the Raupo Drainage Committee at 10.00am in the Raupo Drainage Board Office, Wharf Road, Ruawai on the following dates:</i>	
<i>Thursday 15 February 2018</i>	<i>Thursday 16 August 2018</i>
<i>Thursday 17 May 2018</i>	<i>Thursday 15 November 2018</i>
<i>Holds its meetings of the Mangawhai Community Park Governance Committee at 10.00am in the Council Offices, Mangawhai on the following dates:</i>	
<i>Monday 19 February 2018</i>	<i>Monday 20 August 2018</i>
<i>Monday 21 May 2018</i>	<i>Monday 19 November 2018</i>
Reason for the recommendation	
Setting the meeting dates required for the Ordinary meetings of Council and the meetings of all Council Committees for the year provides transparency and certainty as to when Council will conduct its business for the forthcoming year.	

Reason for the report

Council needs to consider a programme for when it will meet during 2018. The Local Government Act 2002 (Schedule 7, Clause 19) outlines that Council must either adopt a schedule of meetings or the Chief Executive is required to give notice of each meeting no less than 14 days before each meeting date.

Background

Setting the meeting dates required for the Ordinary meetings of Council and the meetings of all Council Committees for the coming calendar year, provides transparency and certainty as to when Council will conduct its business in 2018.

Issues

Council Committees have been scheduled to meet four times a year though these decisions will also be endorsed by the relevant Committees.

Council has expressed its desire to move meetings around the district. Staff are proposing to hold the February, April, June, July, September and December meetings in Dargaville at the Northern Wairoa War Memorial Hall conference room, with the remainder to be spread throughout the district. Locations

1203.01

will be finalised before the 2018 meetings begin.

Meeting dates

<i>Holds its Ordinary meetings of Council at 10.00am according to the schedule as follows:</i>	
<i>Wednesday 28 February 2018</i>	<i>Wednesday 22 August 2018</i>
<i>Wednesday 28 March 2018</i>	<i>Wednesday 26 September 2018</i>
<i>Thursday 24 April 2018</i>	<i>Wednesday 24 October 2018</i>
<i>Wednesday 23 May 2018</i>	<i>Wednesday 28 November 2018</i>
<i>Wednesday 27 June 2018</i>	<i>Wednesday 19 December 2018</i>
<i>Wednesday 25 July 2018</i>	
<i>Holds its meetings of the Audit, Risk and Finance Committee (time and venue to be advised) on the following dates:</i>	
<i>Wednesday 14 March 2018</i>	<i>Wednesday 12 September 2018</i>
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<i>Thursday 17 May 2018</i>	<i>Thursday 15 November 2018</i>
<i>Holds its meetings of the Mangawhai Community Park Governance Committee at 10.00am in the Council Offices, Mangawhai on the following dates:</i>	
<i>Monday 19 February 2018</i>	<i>Monday 20 August 2018</i>
<i>Monday 21 May 2018</i>	<i>Monday 19 November 2018</i>

Factors to consider

Community views

The community is likely to have an interest in Council and Committee meetings. Having a schedule that can be relied upon if they choose to attend supports their interest (see schedule table

Attachment 1).

Policy implications

No implications.

Financial implications

No implications.

Legal/delegation implications

No delegation is required.

Options

There are three options. Adopt the schedule of meetings, dates, times and venues; choose to not adopt a schedule at this point; or adopt a revised or amended schedule.

Option A: Adopt the recommended schedule of meeting dates, times and venues for the period through to December 2018.

Under Schedule 7 of the Local Government Act 2002 notification of a schedule of meetings constitutes a notification of every meeting on the schedule. This is considered best practice and will provide clarity and certainty.

Option B: Not adopt a new schedule of meeting dates, times and venues for the period.

Council could choose not to adopt the new dates however this would mean in effect that unless clause 22 of Schedule 7 of the Local Government Act 2002 applies, the Chief Executive must give notice in writing to each member of the time and place of a meeting not less than 14 days before the meeting. This is not considered best practice and does not provide certainty and clarity for the organisation or the community.

Option C: Adopt an amended schedule of meeting dates, times and venues for the period.

Council may elect to adopt an amended schedule of dates, times and venues. This would constitute a notification of every meeting on the schedule under Schedule 7 of the Local Government Act 2002 and would provide clarity and certainty to the community and organisation.

Assessment of options

Options A and C would both ensure Council is compliant with the requirements of the Local Government Act 2002 with regards to notifications of meetings.

Assessment of significance

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Council's Significance and Engagement Policy details thresholds and criteria that Council has determined it should consider in deciding whether a decision is significant.

Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is not considered to have a high degree of significance.

Recommended option

The recommended option is **Option A**.

Next step

Details of the meetings for Committees will be presented to the relevant Committee for approval. All dates will be published on Council's website www.kaipara.govt.nz.

Attachment

Nil

7 Public Excluded Council Agenda items: 14 November 2017

Recommended

That the public be excluded from the following part of the proceedings of this meeting namely:

- Confirmation of minutes 26 September 2017
- Electricity – Contract Extension
- Chief Executive Recruitment - Verbal

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act, 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of minutes 26 September 2017	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Electricity – Contract Extension	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Chief Executive Recruitment (Verbal)	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.