

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **TUESDAY 8 MAY 2018** commencing at **2.00pm**.

Note: A public forum will be held at 1.30pm prior to the commencement of the meeting.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

1.	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	
2.	<u>CONFIRMATION OF STATUS OF AGENDA</u>	
3.	<u>DISCLOSURES OF INTEREST</u>	
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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	14 March 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Tuesday 13 March 2018 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 March 2018 be confirmed.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 13 MARCH 2018** commencing at **2.00pm**.

Present:

Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mrs R Kereopa
Mrs GA Parson
Mr AW Vink

Attending:

Mr TG Whittaker (General Manager Strategy & Support)
Mrs RJ Gray (Council Support Manager)
Mr L Hughes and Mr P McCabe (Raglan Point Boardriders)
Ms S Marinkovich (Waikato Regional Council)
Ms H Thomson (Representative of Ngaa Uri o Maahanga Trust Board)
Sven Seddon (Youth Representative)
Charlie Irvin (Youth Representative)
Grace Mindoro (Youth Representative)
Mr R Thorpe (Xtreme Waste)
7 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Thomson/Mr Vink)

THAT an apology be received from **Mr Oosten**.

CARRIED on the voices

RCB1803/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Cr Thomson)

THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 13 March 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the youth representatives be given speaking rights for the duration of the meeting.

CARRIED on the voices

RCB1803/02

DISCLOSURES OF INTEREST

Cr Thomson advised members of the Board that she would declare a non-financial conflict of interest in item 6.4 [*Ngaati Maahanga/Hourua Interests in Whaingaroa/Raglan*].

CONFIRMATION OF MINUTES

Resolved: (Mrs Parson/Mr Haworth)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 February 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

RCB1803/03

SPEAKER

Mr Rick Thorpe, Xtreme Waste, was in attendance to provide an update of activities within the community.

Tabled: Debrief: Summer Waste 2017 and preparing for 2018 including a summary of recommendations for discussion by the board and community.

The Chair granted members of the public speaking rights to ask questions of Mr Thorpe.

A representative from Xtreme Waste was invited to attend a meeting for discussion on strategic planning in Raglan.

REPORTS

Discretionary Fund Report to 28 February 2018

Agenda Item 6.1

The report was received [*RCB1803/02 refers*] and discussion was held.

Application for Funding – Raglan Point Boardriders

Agenda Item 6.2

The report was received [*RCB1803/02 refers*]. Mr Hughes and Mr McCabe provided an overview in support of the application and discussion was held.

Resolved: (Cr Thomson/Mr Vink)

THAT an allocation of \$2,000.00 be made to the Raglan Point Boardriders towards the cost of purchasing the safety information signage boards for this financial year, and a further commitment of \$2,000.00 be included in the next financial year's budget.

CARRIED on the voices

RCB1803/04

Waikato Regional Council – Raglan Bus Service
Agenda Item 6.3

The report was received [RCB1803/02 refers].

Tabled: Slides of presentation and Raglan-Whatawhata Services Pamphlet

Ms Marinkovich, Team Leader – Customer Focus Waikato Regional Council, was in attendance to provide an update on the Raglan bus service. Feedback was sought on the initial draft options for route changes and timetable with the introduction of the new double decker bus into the fleet.

Following discussion it was agreed that there would be ongoing communications with the board.

Ngaati Maahanga/Hourua Interests in Whaingaroa/Raglan
Agenda Item 6.4

The report was received [RCB1803/02 refers].

Cr Thomson declared a conflict of interest and did not speak or vote on this item.

Ms Thomson of Ngaa Uri o Maahanga Trust Board was in attendance to discuss the land at Papahua and surrounding areas. Official documents from the period 1800-1900, stamped the Native Land Court of New Zealand, were shown on the screen, identifying the land currently known as Te Kopua, as Papahua. The Te Kopua land was documented as a separate area to Papahua.

Resolved: (Mr MacLeod/Mr Vink)

THAT the Board recognise the name Papahua and seek feedback from the Mayoral commitment made at a meeting on 19 December 2017.

CARRIED on the voices

RCB1803/05

Sport Waikato Sport Plan
Agenda Item 6.5

The report was received [RCB1803/02 refers].

Representatives of Sport Waikato were unable to attend this meeting.

Discussion was held and it was noted that more projects are to be included in the Sport Plan by using the Council framework.

Long Term Plan 2018-2028 Consultation
Agenda Item 6.6

The report was received [RCB1803/02 refers] and a lengthy discussion was facilitated by the General Manager Strategy & Support. It was noted that this item would be a discussion point at the joint community board/community committee workshop to be held on Wednesday 14 March 2018 at Council.

Resolved: (Mr MacLeod/Mrs Kereopa)

THAT the Raglan Community Board makes a submission to Council by 16 April 2018, and encourages members of the community to do likewise.

CARRIED on the voices

RCB1803/06

Community Engagement Update
Agenda Item 6.7

The report was received [RCB1803/02 refers] and discussion was held.

It was agreed that board members would update the Raglan Community Board Engagement Plan.

Youth Engagement Update March 2018
Agenda Item 6.8

The report was received [RCB1803/02 refers] and discussion was held.

Raglan Works & Issues Report: Status of Items March 2018
Agenda Item 6.9

The report was received [RCB1803/02 refers].

Additional issues discussed as follows:

- Railings on the Wainui Bridge – safety issue – service request for footpath to be repaired. Chair to locate a previous report on feasibility of rails.

- Grass Verge (12 Main Road) - Tony to follow up with His Worship the Mayor.

Receipt of Raglan Town Hall Committee Minutes - 1 March 2018

Agenda Item 6.10

The report was received [*RCB1803/02 refers*] and discussion was held.

Raglan Coastal Reserves Advisory Meeting Minutes – 12 February 2018

Agenda Item 6.11

The report was received [*RCB1803/02 refers*] and discussion was held.

It was noted that the Raglan Coastal Reserve Advisory Committee requested the board to look into the alcohol ban and freedom camping with regard to policing these. The Chair agreed to report back to the committee.

Chairperson's Report

Agenda Item 6.12

The report was received [*RCB1803/02 refers*] and discussion was held.

Councillor's Report

Agenda Item 6.13

The report was received [*RCB180*/02 refers*] and discussion was held.

Public Forum

Agenda Item 6.14

Questions raised during the forum were answered during the meeting.

MEMBERS' REPORTS

Mrs Parson provided an update on Raglan Naturally, Inspiring Community Workshop, Community Health Forum, and the Disability Support Group.

There being no further business the meeting was declared closed at 5.41 pm.

Minutes approved and confirmed this day of 2018.

RJ MacLeod
CHAIRPERSON

Open Meeting

To	Raglan Community Board
From	Ian Cathcart General Manager Service Delivery
Date	27 April 2018
Prepared by	Donna Rawlings Projects Team Leader
Chief Executive Approved	Y
Reference/Doc Set #	RCB2018
Report Title	Tourism Infrastructure Fund – Project Update

1. EXECUTIVE SUMMARY

To provide a verbal update (with accompanying slides) to the Raglan Community Board on the Tourism Infrastructure Fund (TIF) project.

2. RECOMMENDATION

THAT the report from the **General Manager Service Delivery** be received.

3. ATTACHMENTS

- TIF Presentation for Raglan Community Board May 2018



Raglan Tourism Infrastructure Fund (TIF) Project

TIF project

- Ngarunui Beach - Main Beach toilets
- Joyce Petchell Park – toilet and carpark
- Cliff Street toilets
- Riria Kereopa Memorial Drive toilets

Joyce Petchell Park¹³

Toilets

- Need – increase capacity
- Solution – replace with higher capacity unit on existing footprint.
 - 3 or 4 pan unit – unisex cubicles
 - Swing doors to increase turnover time
- How should it look?



Carpark

- Upgrade to be completed

Cliff Street

14

- Need – replace end of life facility
- Solution – replace with factory made unit
 - 4 pan unit – unisex cubicles
 - Swing doors increases turnover
 - Entrances to face street
- Where – same footprint / adjacent to existing facility
- There is the intention to remove the trees and shrubs between the existing block and the street
- How should it look?

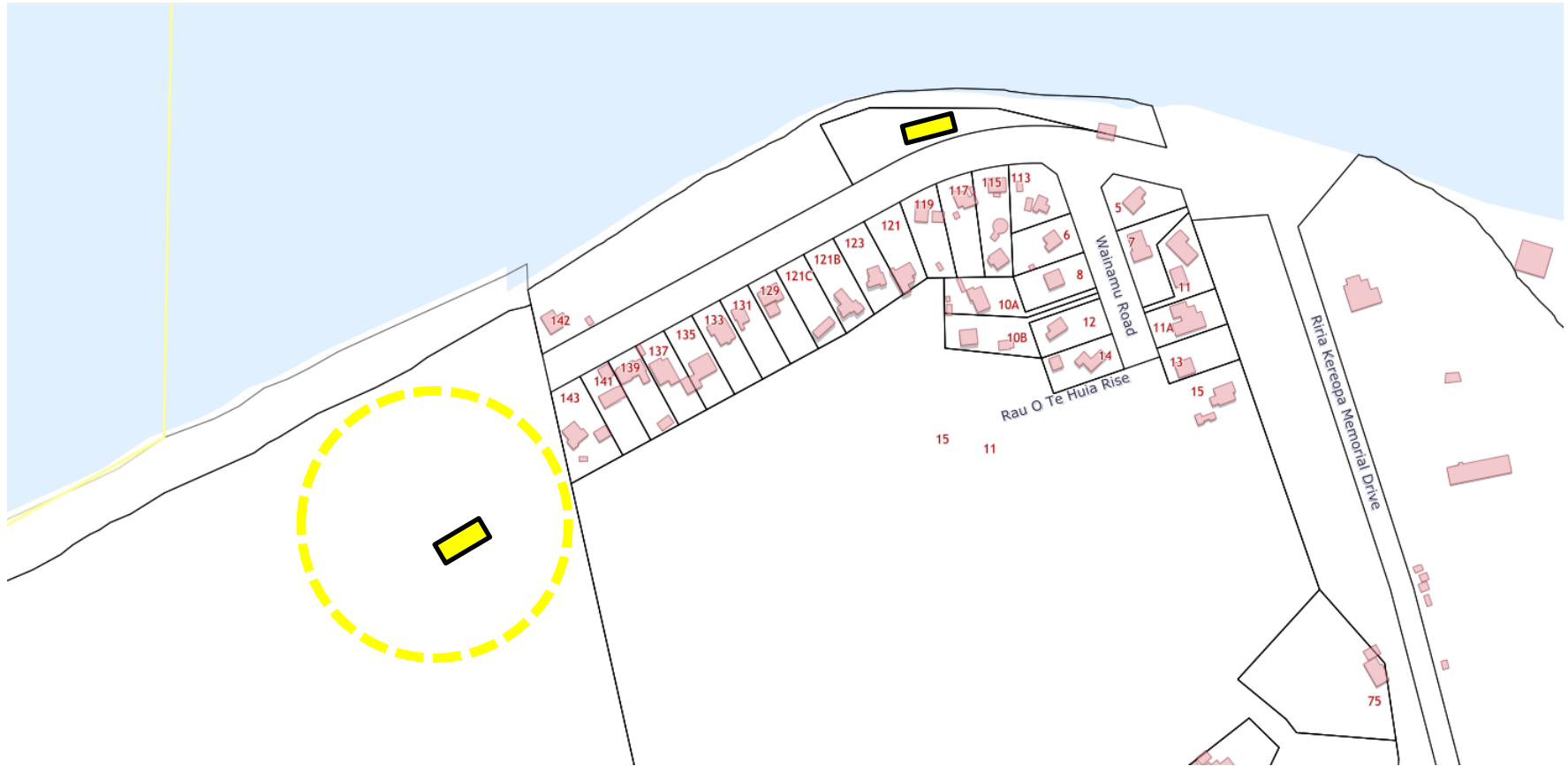


Riria Kereopa Memorial Drive

- Need – replace end of life facility
- Solution – replace with factory made unit
 - 2 pan unit – unisex cubicles
 - 2 individual changing spaces
- Where - TBC
- How should it look?

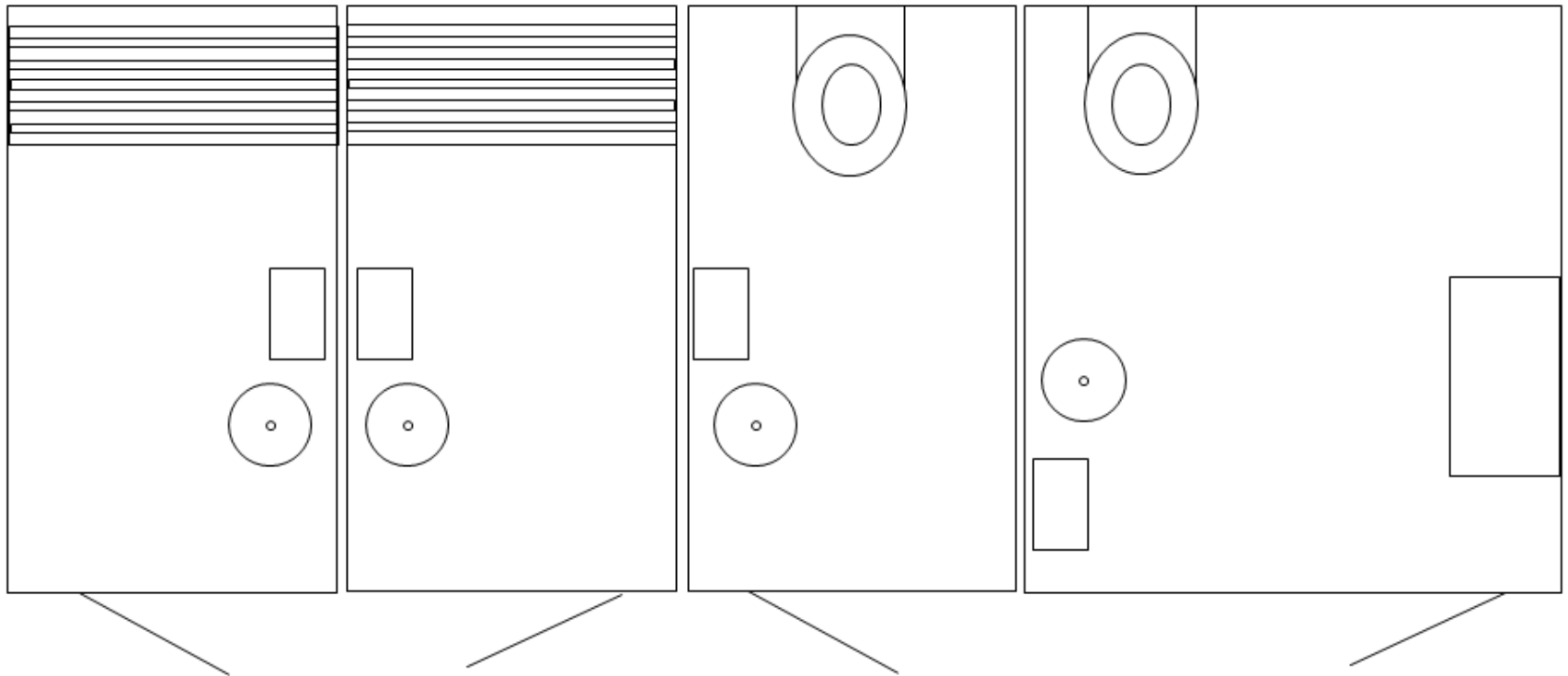


Riria Kereopa Memorial Drive



Riria Kereopa Memorial Drive

Proposal 2 pan unit with individual changing spaces



Ngarunui Beach – Main Beach ¹⁸

- Need – increase capacity
- Solution – install 2 additional vaulted systems
 - Increases to 4 pan unit – unisex cubicles
- Where – adjacent to existing
- Potential additional work – there is the potential to install a sand ladder, dune fencing and planting of the dunes behind.



Toilet Finish

Is there a preference for (refer photos next slide):

- 1) Photo finish - colour or black and white photographs of Raglan, current or historical
- 2) Artist finish – will allow painting by artist follow installation
- 3) Weatherboard look finish
- 4) Simple painted finish

Is preference that all factory made units installed in the town have the same type of finish?

Toilet Finish

Photo Finish



Toilet Finish

Artist Finish



Weatherboard look



Toilet Finish

Painted



Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	17 April 2018
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Youth Engagement Update May 2018

I. EXECUTIVE SUMMARY

This report is to update the Raglan Community Board about youth engagement in the Raglan area and to inform the Board about the next steps forward for youth engagement in 2018.

In December 2017, Council's Youth Engagement Advisor co-facilitated a visioning and community mapping session with Board member Gabrielle Parsons. The minutes of this session is attached. Another meeting to provide feedback from the community mapping exercise has been set for Thursday, 10 May from 6pm to 8pm at the Raglan Community House. This meeting will provide the opportunity for the community to reconnect, share in the collective findings, and commit to new pathways/ priorities at the community level.

The Youth Engagement Advisor is supporting the Raglan Community House in an advisory capacity in the development of a youth programme. The project is being managed by Maryanne Tuao, and supported by University of Waikato Researcher Gianluca Semeraro. More details will be available from Mike Rarere from the Community House.

The youth representatives present at the Board meeting will present a verbal report about their thoughts as a youth representative or about their progress regarding various issues or projects they may wish to discuss.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Minutes of Rangatahi Hui 13 December 2018

Rangatahi Hui, Youth Meeting – Wednesday, 13 December, Kokiri Centre

Present: Shannon Kelly, Maree Haworth, Carla Eyre and Jah, Annie Lorenzen, Lexi Holmes, Margaret Dillon, Angeline Greensill, Sasha Kroon, Rangī Rongo, Lisa Thomson, Charlie Irvin, Sven Seddon, Bex Hollows, Sarah Edwards, Daniel Kereopa, Renee Davenport, Fiona Edwards, Lexie Holmes, Karamea Puriri, Maryann Tuao, Gabrielle Parson

Facilitated by: Gabrielle Parson and Shannon Kelly

Initiated from: Raglan Naturally conversation between Gabrielle and Fiona Edwards and further with the Raglan Naturally Wellbeing Group. Very much supported by Lisa Thomson, Fiona Edwards and Shannon Kelly.

Purpose of meeting: To gather together as a community and start a conversation with and around our rangatahi.

Introductions and sharing: We shared who we were, why we were here and our involvement with our young people. A summary of this from Shannon: I could see there were people passionate and skilled in supporting about at risk young people/ youth suicide/ depression/ mental health/ mindfulness and wellness. Marie, Bex, Sarah, Carla

Youth events / project based activity based stuff / sports / surfing / activities with rangatahi. Sasha, Margaret, Sven, Charlie, Rangī, Lexi, Fiona, Annie, Renee and Daniel, Sarah

Environment: Fiona, Marie, Annie, Daniel, Angeline

Advocacy for issues related to young people: Charlie, Sven, Margaret, Lisa

Visioning: Shannon led a short visioning session for half of the group. These are from everyone's visioning notes:

- Visioning- Amazing!
- Insightful, inclusive and powerful, overwhelmingly very similar themes and dreams
- The three E's - Enjoyment, Employment, Education = Safety
- Everyone together
- Happy
- Connected
- 10/10 school facility
- Feel safe, know where to go for help
- Creative arts
- Working happily
- Kids smiling
- At school
- Enough housing

- Welcoming for all people
- Independent
- Feeling loved
- Self-worth
- Self-identity
- Respectfully
- Young families
- Finding a hope and faith in god
- Music
- Beach
- Culture - positive, love, support
- Employment - young locals in local jobs
- Youth involved in community - decision making/events
- Young people connecting together from all different walks of life
- Young leaders
- Young people finding their strengths and develop them
- Youth events
- Youth group
- Youth practicing skills and self-expression
- Every youth should feel awesome - I AM AWESOME!
- Youth acting and feeling like one, should be part of epic adventures throughout the year
- Youth practicing their skills and strengths
- Youth participating in activities that make them feel good about themselves
- Cool places to do things inside - HUB
- HUB - catered for, youth dedicated, multi choice, feel safe, options for extended sessions, a place for everyone to hang, a place at the beach that's warm and @ night
- Youth having time to themselves, relaxing, enjoyment, comfortable environment, positive vibes all around
- Sporting opportunities all year round
- Heaps of things to play on, skateboards, waka, paddle boards
- Facilities for all - swimming pool, basketball courts, public social places
- Active - Surfing, in the bush, on the maunga, playing sport, skating
- Beach activities for free for kids
- Cricket, rugby, touch

- Playing games as a family, connecting as a family
- Nice smooth ride for skaters
- Basketball- indoor/outdoor courts, all ages playing, friend and family
- Gym, sports gear
- Having heaps of teen ocean athletes - best in NZ
- Access to a wide range of fun activities
- Access to learning whatever skills they want
- Footpaths - easy access, connected, to beaches, cycle ways safe travel, allow for tourist influx, designated cycle ways, out of town for kids who don't live so close
- Clean streets
- Where are the happy places for our youth?
- People not to look at you funny when you say RAS
- Kids hanging in town without people thinking the worst

Community Mapping: Whilst the visioning was happening the rest of us did a brain dump of our community strengths, resources, assets – that we have to support a vision. Skills, places, funding, current projects, organisations, services, free stuff, businesses, volunteers, external resources, young people!

Events and gatherings: Margaret feeding the kids and celebrating, Grandad's Beef, local fishing boats – permits, Maui Dolphin Day, Te Ao Marama Festival Feb 10, Soundsplash

Funding: Raglan Community Charitable Trust, Lions, Raglan Community Board, WDC, WEL Energy, DIA – Lotteries, Trust Waikato

Counsellors and Support: Maree Haworth, Sarah Edwards, half way houses

The Arts: Kapa haka, Naomi and Brian, Arts Centre, Wearable Arts Event, youth bands – Majestic Unicorns and Cloak Bay, Raglan Arts Weekend, Ruth Hare – drama, Patti Mitchley – dance, Natasha Rao

Environment and Gardens: Rick and Liz, Whaingaroa Environment Centre, Solscape, Jonah's Project Jonah – whales

Sports and Recreation: Daniel and Renee – surf training and water safety, Anne Snowden – Surf Lifesaving, Soccer Club, Rugby, Anne Lorenzen – Karioi Maunga, Raglan Rock, Youth Golf, Basketball, Netball – Twilight, Tennis, Sailing Club, Crossfit, Jonathan Rickard, Board riders club, Te Mata Boxing

Youth Groups: Surfside

Places: skate park, pump track, beaches, surf

Education: Soundsplash – survey / workshops / volunteering / arts, Coastguard – boat safety, Schools – Te Uku / Te Mata / Waitetuna / RAS, Poutama Tane, Te Mauri Tau

Pathways – Education to Employment: Chamber of Commerce, Fiona McNabb at Xtreme, RAS, Raglan House – CV's, driver's licencing?

The Kokiri Centre: possibility for learning Practical Skills – butchering / fishing / hunting / cooking / gardens / sharpening tools / skill base / something worth learning. The stage. Training, government training, apprenticeships, tiny houses. Youth Festival Day. Daniel – surfing.

Radio show, Chronicle – Youth Column

Photos: see attached, thank you to Margaret!

Possible Next Steps: We raised the idea of having another meeting early next year to continue the conversations, networking, visioning and community mapping.

Further notes from Shannon: Also, after the meeting a few of us discussed the idea of establishing a regular meeting of networking for those passionate, involved, or keen to collaborate in relation to the youth sector – this could be a great forum to invite funders, new services coming into the area, and a nice space to catch up about what is happening on a local level in terms of events, issues, advocacy and collaboration for projects etc. I'll leave it here in this space, as I think a regular space could be really valuable. However, we would want to see if our community want to do that.

Meeting end: Karakia

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	24 April 2018
Prepared by	Juliene Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507 / 1938492
Report Title	Discretionary Fund Report to 24 April 2018

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 24 April 2018.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Discretionary Fund Report to 24 April 2018

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2017/2018

		1.206.1704
2017/18 Annual Plan		14,271.00
Carry forward from 2016/17		8,078.47
Total Funding		<u><u>22,349.47</u></u>
Expenditure		
17-Nov-2017 Raglan Ink Ltd - 2 classified advertisements 29 June & 6 July 2017	(71.68)	
17-Nov-2017 Raglan House - hire of projector/screen on 7,13,27 Oct and 3 November	(86.96)	
22-Nov-2017 Surfside Christian Life Centre - "Christmas in the Park" event	(3,500.00)	
23-Nov-2017 Whaingaroa Environment Centre - Plastic Free Raglan Project	(2,000.00)	
27-Nov-2017 Raglan Lions Club - cost of the 2017 New Year's Eve parade	(1,775.00)	
10-Dec-2017 Whaingaroa Environment Centre - upgrading the interior working spaces of the centre	(2,000.00)	
11-Dec-2017 Raglan Community Arts Council - commitment to a project	(5,000.00)	
11-Jan-2018 Raglan House - hire of projector at the Treaty Workshop	(21.74)	
21-Feb-2018 Ingrid Huygens Workwise Asso - Treaty of Waitangi Workshop, 07 Oct 2017	(1,500.00)	
14-Mar-2018 Mrs Parson - training workshop - Inspiring Communities	(60.00)	
Total Expenditure		<u><u>(16,015.38)</u></u>
Income / Grant Received		
13-Jun-2017 Grant to support the review of Raglan Naturally (WDC1706/14)	5,000.00	
27-Oct-2017 Raglan Ink Ltd - 1/2 page advertisement 19/10/2017	(334.76)	
14-Nov-2017 Gabrielle Parson - work involved with Raglan Naturally Project	(875.00)	
17-Dec-2017 Gabrielle Parson - work involved with Raglan Naturally Project	(1,909.50)	1,880.74
Net Funding Remaining (Before commitments)		<u><u>8,214.83</u></u>
Commitments		
19-Mar-2018 Raglan Point Boardriders - safety information signage boards for 2017-2018	(2,000.00)	
19-Mar-2018 Raglan Point Boardriders - safety information signage boards for 2018-2019	(2,000.00)	
Total Commitments		<u><u>(4,000.00)</u></u>
Net Funding Remaining (Including commitments) as of 24 April 2018		<u><u>4,214.83</u></u>

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	30 April 2018
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 1918940
Report Title	Raglan Works & Issues Report: Status of Items May 2018

1. EXECUTIVE SUMMARY

To update the Board on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

1. Raglan Works & Issues Report: Status of Items May 2018
2. Raglan – Waters Performance Dashboard Report – January – February 2018
3. Raglan – Waters Performance Dashboard Report –February – March 2018


RAGLAN COMMUNITY BOARD WORKS & ISSUES REGISTER – 2018

Issue	Area	Action	Comments
Whale Bay Access Way	Service Delivery	<p>JUNE: PRK0183/17 – Reoccurring issue at the Whale Bay access way, needs long term solution.</p> <p>Running from the concrete platform at the bottom of the stairs, to the west along the top of the bank, is a huge mud puddle. It happens every winter, and something needs to be done. It is a definite hazard, and not a good look to the multitude of visitors who are using this access to surf or watch the surfers.</p> <p>AUGUST: The Chair to follow up with staff.</p> <p>NOVEMBER: Update please.</p> <p>FEBRUARY: Update please.</p> <p>MARCH: Work not started yet.</p>	<p><i>SEPTEMBER ADDITIONAL COMMENT: Pricing is underway for an extension to the track. Work will not be able to commence until the ground conditions improve.</i></p> <p>NOVEMBER: Prices are being sought to construct a walkway at the bottom of the stairs. The Community Board will be updated with timelines for completion once further information becomes available.</p> <p>FEBRUARY: Work is scheduled for late February/early March start. See <u>attached</u> schedule of works. Construction details can be provided.</p> <p>MARCH: Work is scheduled for late February/early March start.</p> <p>MAY: No update at this stage.</p>
Decorative Lights, Bow Street	Service Delivery	<p>JUNE: Decorative lights still dangling, not completed. Still dangerous – edge chipped off, three in total not right. Bob to email photos to Tony. WEL networks job. Connect or remove? Remove.</p> <p>AUGUST: For discussion in November.</p> <p>SEPTEMBER: Please have Alliance remove the decorative lights on Bow Street, at no cost. Please advise timing for this work.</p> <p>NOVEMBER: Please remove the decorative lights on Bow Street before Christmas.</p> <p>FEBRUARY: Update please.</p>	<p>AUGUST: There is no unsubsidised funding available to replace these decorative lights. The Waikato District Alliance can however remove them at no cost, during the forthcoming LED streetlight upgrade project (unable at this stage to provide a timeframe).</p> <p>NOVEMBER: Lights will be removed during March / April 2018.</p> <p>DECEMBER: No update at present.</p> <p>MARCH: The Raglan Community Board decided to install some Christmas style white decorative lights to the existing</p>

Issue	Area	Action	Comments
		MARCH: Update please	<p>street light poles on Bow street Raglan about four years ago and they would like us to remove these decorative lights during our Waikato new led street light upgrade.</p> <p>Our new larger wattage LED street light upgrade lights will be delivered to New Zealand for Bow Street Raglan in April 2018.</p> <p>Our Waikato street light team is currently in Raglan installing the smaller wattage size of new LED street lights at the moment and will wait for the larger wattage LED street lights to arrive in April before completing the Bow Street decorative light removals.</p> <p>MAY: Due to a delay in delivery in the higher wattage LED's, decorative lights will now be removed at the same time as the scheduled install of those high wattage LED's. Programmed for end of May.</p>

Issue	Area	Action	Comments
Raglan Schedule of Works	Service Delivery	<p>SEPTEMBER: The Community Board would like to understand what CBD clean up works are undertaken by contractors e.g. cleaning of footpaths, the unblocking of drains etc, so that community initiative in addressing some of these things is not in vain, and the community can be “eyes and ears” for the Council, ensuring the contractor is delivering what Council pay for.</p> <p>NOVEMBER: Please provide a schedule of works for Raglan CBD.</p> <p>FEBRUARY: The Community Board would like a list of maintenance type activities (cleaning of cobbles in main street, maintenance of stormwater drains etc.) so they can be our eyes and ears re: what Council’s level of service has been contracted to third parties.</p> <p>MARCH: Chair met with Acting General Manager Service Delivery and was advised that work is in progress. List of forward works requested.</p>	<p>NOVEMBER: Waikato District Alliance’s contractor steam cleans footpaths in Raglan every six months. This has just been completed and due to be done again around April / May 2018.</p> <p>Sumps have also recently been completed and will be due again around April / May 2018.</p> <p>Feedback on quality or issues can be through the Service Request process.</p> <p>FEBRUARY: Work in progress.</p> <p>MARCH: Work in progress.</p> <p>MAY: Inspections for weed spraying will happen in May with works to be carried out end of May/June. Street sweeping completed prior to Easter, sump sucking planned for April and steam cleaning due in May/June.</p>
Wainui Road Gorse and Pampas Grass	Service Delivery	<p>SEPTEMBER: There is a need to spray or remove the gorse and pampas grass on Wainui Road from the Raglan and District Museum out to Whale Bay.</p> <p>NOVEMBER: Update please.</p> <p>FEBRUARY: Chair to follow up.</p> <p>MARCH: Chair meeting with Malibu and view the issues. Chair will report back to the Board</p>	<p>NOVEMBER: Recent spell of wet weather has impacted on planned spraying programmes. Inspections are ongoing and programmes will shortly be finalised. Waikato Regional Council assisting with liaison with adjacent property owners, as both sides of the road boundary will need treating at generally the same time. Will notify once programmes commence.</p> <p>FEBRUARY: Staff undertook a noxious weed removal programme which began in 2017 along the coastline targeting the esplanade reserves from the museum to the one lane bridge. This programme will continue in 2018 as funding permits.</p> <p>MARCH: Comment Needed.</p> <p>MAY: Waikato District Alliance have completed a spray run from outside of the 50kmph zones.</p>

Issue	Area	Action	Comments
4 Wi Neera Street, Raglan Drain	Service Delivery	<p>NOVEMBER: This work is deemed to now have created a dangerous situation for both pedestrians and parked vehicles which are now pushed out into the middle of the road. The police have even commented on the poor outcome. A practical solution is required here that eliminates the public risk and vehicle risk of driving into the drain.</p> <p>FEBRUARY: General Manager Service Delivery investigating.</p> <p>MARCH: Update please.</p>	<p>FEBRUARY: Our current view is that we have replaced the existing culverts and maintained the existing storm water channel. We do not currently have funding to undertake a capital upgrade and pipe the full length of this site as other parts of the network require the capital funding in order to reduce severe risks to motorists. There are no-parking lines in place that people are choosing to ignore, we could look to enforce this and erect additional signage.</p> <p>We could look to programme installing a culvert for the full length of the storm water channel in the new financial year.</p> <p>MARCH: Comment Needed.</p> <p>MAY: We are now looking at a Kerb & Channel option as opposed to installing culverts the full length. Currently engaging survey team to check levels to see for Kerb & Channel. Works will be undertaken in new financial year</p>
Tourism Infrastructure Fund Schedule of Works	Service Delivery	<p>FEBRUARY: The Community Board want to be engaged with in terms of priority and what is proposed before the work is commissioned i.e. want to be part of engagement.</p> <p>MARCH: Watching brief</p>	<p>MARCH: Thank you, noted. The Project Team have been advised.</p> <p>MAY: Staff will be in attendance at the Community Board meeting to discuss this item. The Tourism Infrastructure Fund projects are:</p> <p>Carparks: Joyce Petchell Carpark (Raglan Museum) – Consultant is currently designing the upgrade to the Museum carpark and the parking adjacent to the fire station. Once the design is finalised rubbish bin locations will be determined in consultation with Extreme Waste.</p> <p>Toilets: Works are to include the replacement of the Joyce Petchell Park toilets, two additional composting toilets at Ngarunui Beach, and a new two pan toilet to be built on Riria Kereopa Memorial Drive, after which the existing toilets will be demolished. In addition, Cliff Street toilets will be refurbished or replaced. Council will have designs by end of May and will be able to provide plans for the carparks and the toilets at the Community Board meeting following.</p>

Issue	Area	Action	Comments
Safety Railings on the Wainui Bridge	Service Delivery	<p>MARCH: Concern there is no protection between pedestrian and vehicles on Wainui Bridge. Are Safety Railings an option?</p> 	MAY: Cannot install railing options as heavy and wide loads from trucks/trailers will come into contact with a railing when passing through the bridge.
Grass Verge 12 Main Road, Raglan	Service Delivery	MARCH: Tony Whittaker to investigate.	MAY: Have confirmed Council should be mowing the verge in return for ratepayer mowing Council verge. This should now be in place.
East St, Raglan. Cemetery Access	Service Delivery		MAY: The tender for the construction of the access has been awarded to Fulton Hogan. Construction is programmed to start end of April. Works are expected to take around three weeks.
Kopua Carpark Extension	Service Delivery		MAY: Design is underway for the extension of the Kopua carpark constructed recently. The design is expected to be completed in early May. Fulton Hogan will construct the carpark following completion of the East Street cemetery access.
Raglan Wharf Safety Rails - Dolphin	Service Delivery		MAY: Design is underway to provide handrails for the dolphin. Design is to replicate Kopua Footbridge hand railing.
Raglan Wharf Safety Rails – Wharf Handrail	Service Delivery		MAY: A design is being developed, with design work to be completed by 30 June.

Issue	Area	Action	Comments
District Wide Wastewater Pump station Renewals	Service Delivery		MAY: This involves upgrades or replacement of pump station components across the district. The work sites include Kopua Campground, opposite 34 Kaitoke Street, 11 Wainui Road, opposite 12 Kaitoke Street, 80m west of 41 Wallis Street, 32 Wainui Road, 90C Greenslade Road, and at Raglan Pond – Wainui Road.
Raglan Stormwater Reticulation Extensions	Service Delivery		MAY: This involves upgrades at Stewart Street and Wainui Road. This contract will go out to the market shortly. All works expected to be completed by end of October.
Wastewater Rising Main Renewals			May: Rising main replacements in Kaitoke Street, Tutchen Ave, Wallis Street, Nihinihi Avenue, and Kopus Campground to Marine Parade / Nihinihi Avenue Intersection. Contract is being put out market for tenders in the May. All works are expected to be completed by the end of the calendar year.

FORWARD WORKS PROGRAMME

For the Community Board's information the forward works programme can be found at:

Programme Delivery Projects

<https://www.google.com/maps/d/viewer?mid=17xLvEAYHNRLi6vhkxKejLc5z6JE&ll=-37.533917736799545%2C175.09939685000006&z=10>

Roading Projects

https://www.google.com/maps/d/viewer?mid=1_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.51860014399512%2C175.10095550000005&z=9

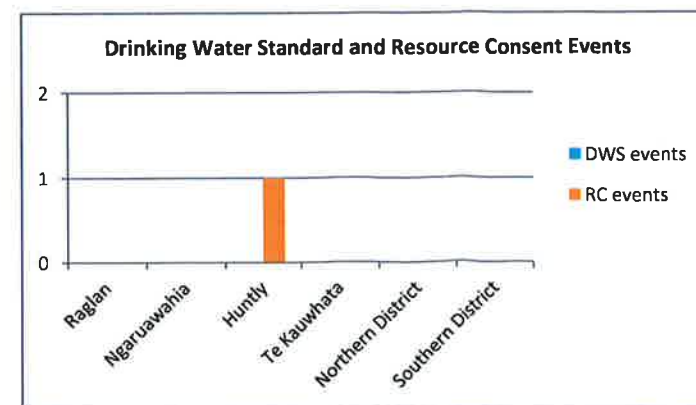
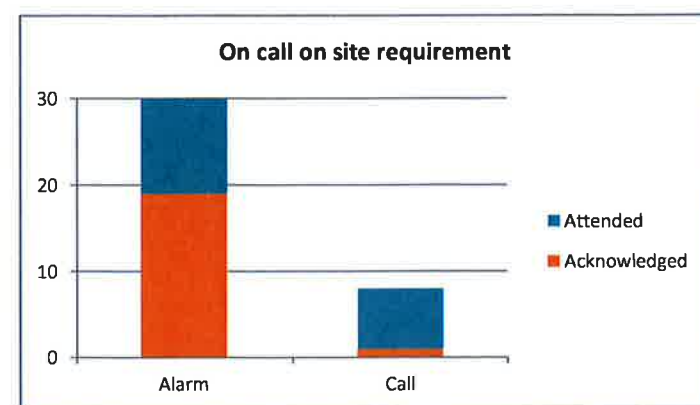
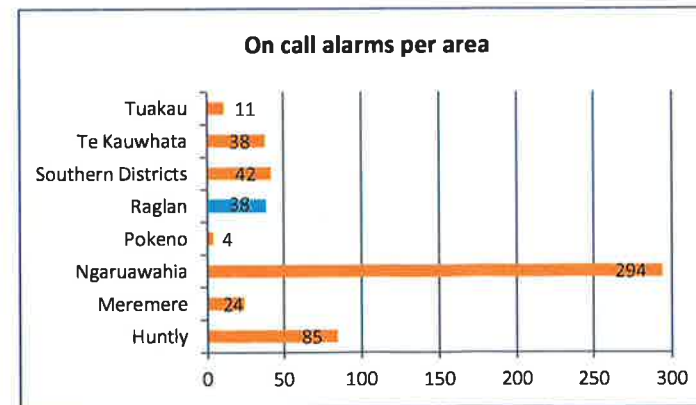
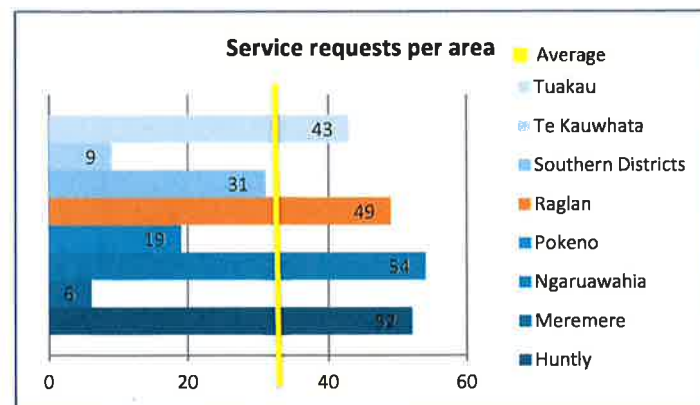
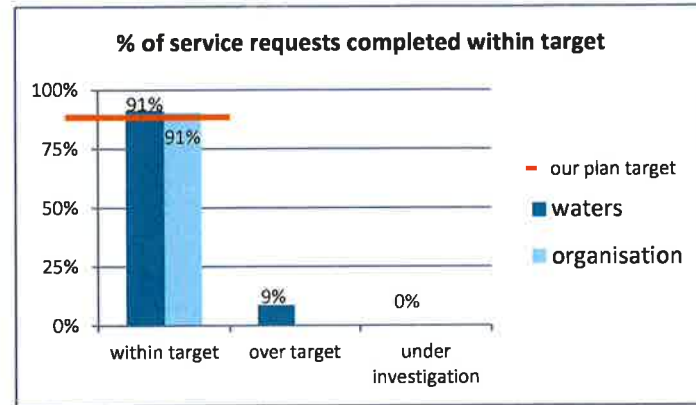
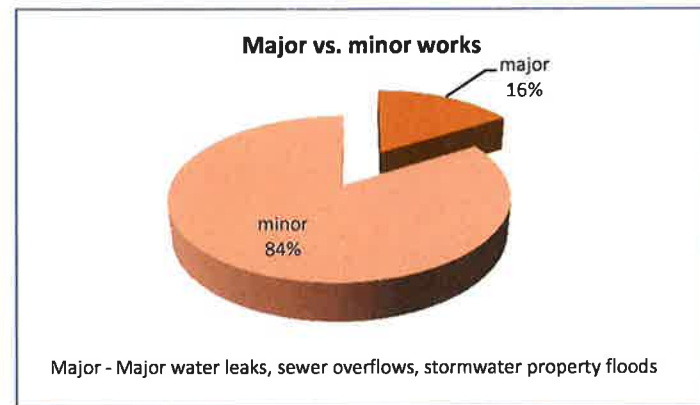
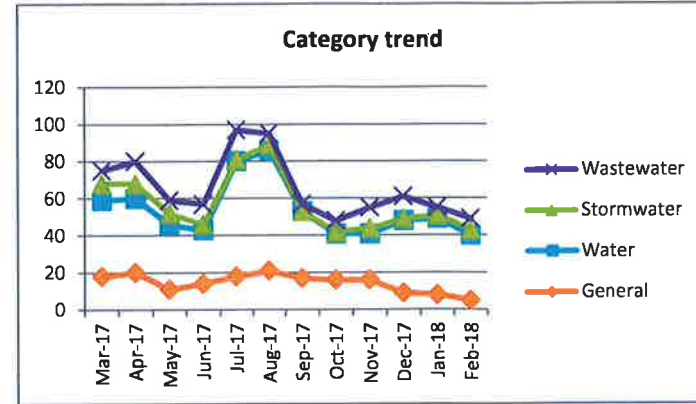
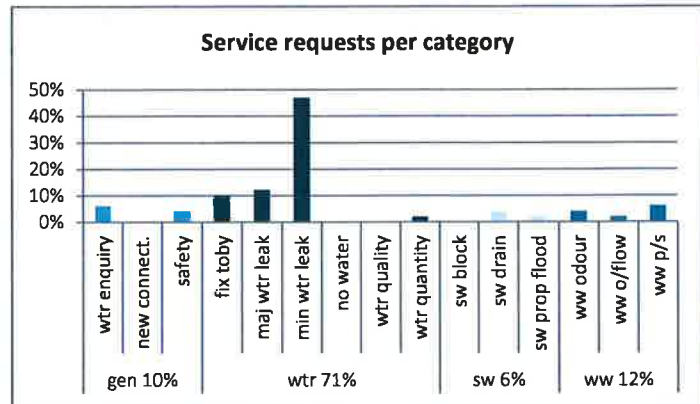
Please note that the web link is updated as projects progress.

Waters Performance Dashboard Report

Programme: Waters – Raglan
 Manager: Karl Pavlovich

Date: January – February 2018
 Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

	Measure	January (16 th)	February	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	1.05 per 1000 connections (15 complaints)	1.19 per 1000 connections (17 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	36 minutes	34 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	61 minutes	105 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	Nil per 1000 connections (Nil complaints)	0.09 per 1000 connections (1 complaint)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.63 per 1000 connections (7 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	Nil	38 minutes
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	Nil	118 minutes
	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.07 per 1000 connections (1 complaint)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	Nil	Nil

Number of Service Requests

	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	YTD
Wtr enquiry	16	16	10	10	16	19	15	11	11	9	7	3	143
New connect.	1	2		4	1	2	1	3	3				17
Safety	1	2	1		1		1	2	2		1	2	13
Toby repair	5	8	9	3	3	1	4	3	1	6	6	5	54
Major wtr leak	4	3	2	4	9	8	5	2	1	5	7	6	56
Minor wtr leak	26	29	23	16	13	18	11	10	20	20	21	23	230
No water	3		1	4	7	4	9	6	3	7	6		50
Wtr quality	3			2	24	25	1	2		1			58
Wtr quantity					6	9	6	2			1	1	25
SW block	3	3	2		1	2		1					12
SW drain	1		2	1		1					1		8
SW property flood	5	5	2	2					3	1	1	1	20
WW odour	1	2	2		2	2		1	6	9	3	2	30
WW overflow	3	4	1	3	2	2	2	3	2	2	1	1	26
WW p/station	3	6	4	8	12	2	2	2	3	1		3	46

Comments

On 5 February 2018 a surcharge at Lorenzen Bay caused two manholes to overflow. One was contained on land and the other had trickled to a tidal pond. The overflow did not reach the water as the tide was out at the time. The overflow was contained and completely sucked out once the wastewater main was unblocked. Regional Council and other key stakeholders were advised and a report was submitted to Regional Council as closure.

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

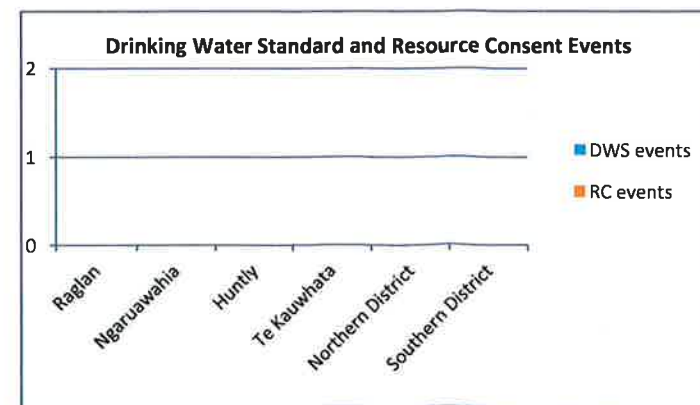
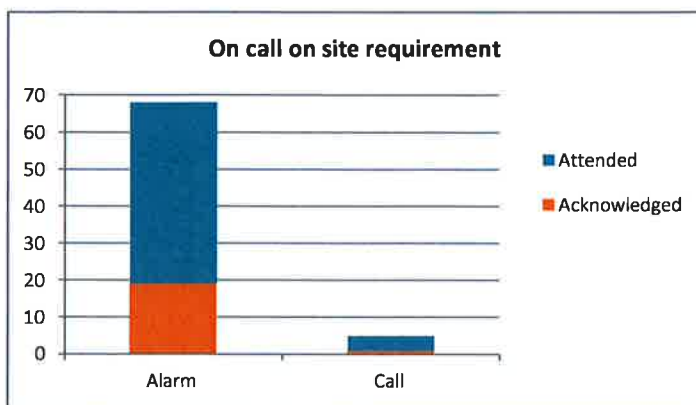
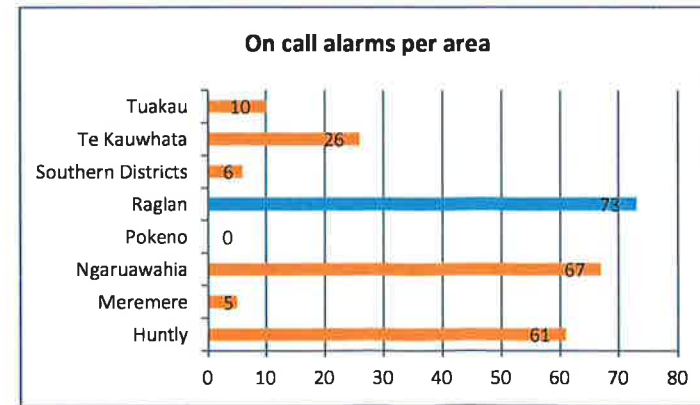
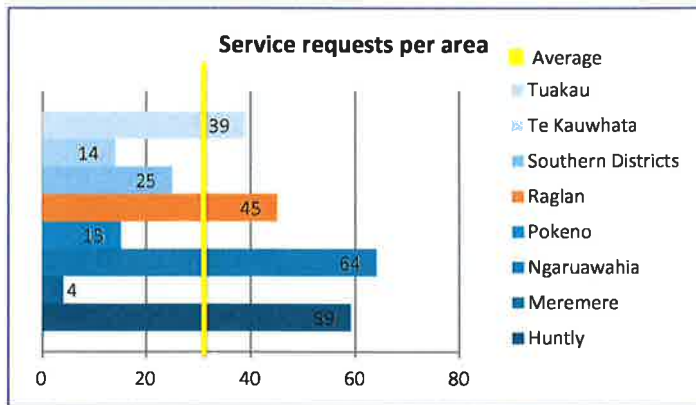
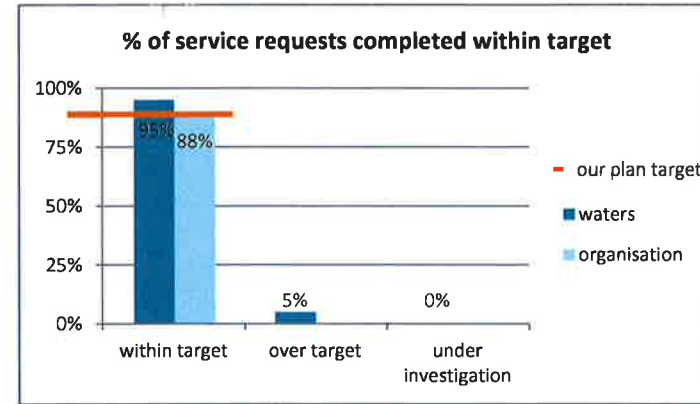
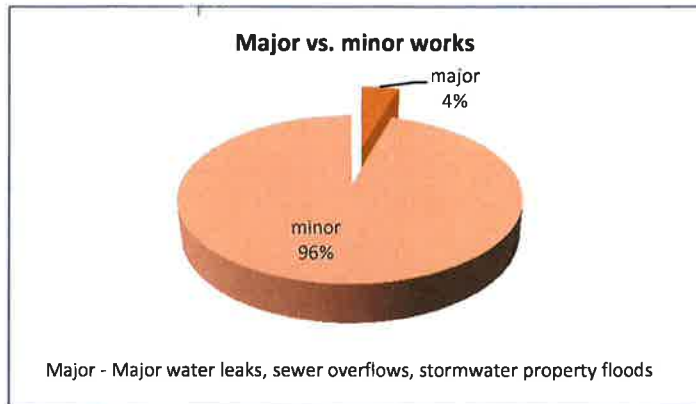
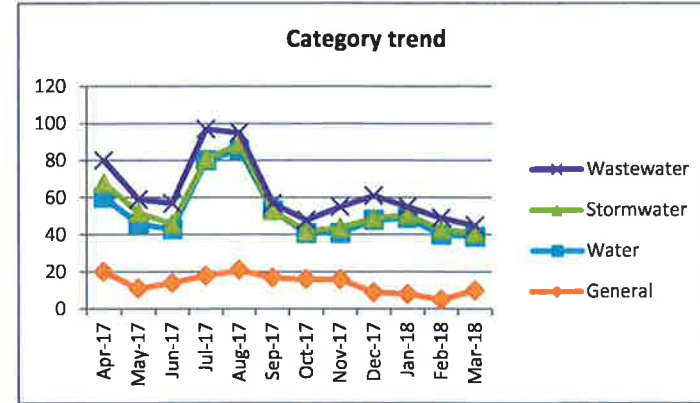
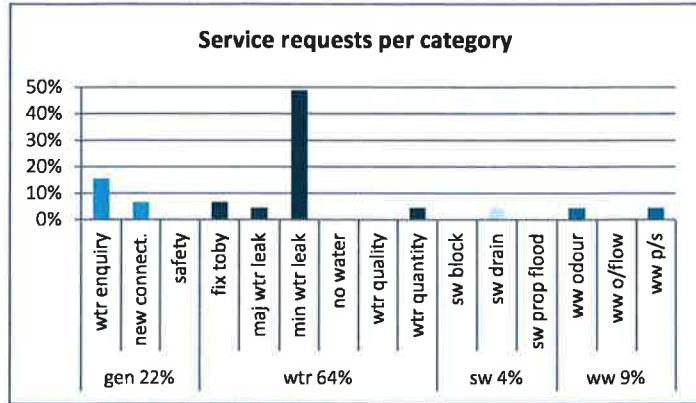
RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Waters Performance Dashboard Report

Programme: Waters – Raglan
 Manager: Karl Pavlovich

Date: February – March 2018
 Version: Final

Service Requests Breakdown



Mandatory Performance Measures – district wide

Measure	Measure	February (16 th)	March	
		Value	Value	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.84 per 1000 connections (12 complaints)	1.95 per 1000 connections (28 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	44 minutes	20 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	98 minutes	49 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
Wastewater	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	Nil per 1000 connections (Nil complaints)	Nil per 1000 connections (Nil complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.27 per 1000 connections (3 complaints)	0.36 per 1000 connections (4 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	Nil	48 minutes
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	Nil	93 minutes
	The number of flooding events (affecting habitable floors)	< 0.3 per 1000 connections	Nil	Nil
	The number of complaints received by WDC about the stormwater system	< 4 per 1000 connections	0.22 per 1000 connections (3 complaint)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	Nil	Nil

Number of Service Requests

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-17	YTD
Wtr enquiry	16	10	10	16	19	15	11	11	9	7	3	7	134
New connect.	2		4	1	2	1	3	3				3	19
Safety	2	1		1		1	2	2		1	2		12
Toby repair	8	9	3	3	1	4	3	1	6	6	5	3	52
Major wtr leak	3	2	4	9	8	5	2	1	5	7	6	2	54
Minor wtr leak	29	23	16	13	18	11	10	20	20	21	23	22	226
No water		1	4	7	4	9	6	3	7	6			47
Wtr quality			2	24	25	1	2		1				55
Wtr quantity				6	9	6	2			1	1	2	27
SW block	3	2		1	2		1						9
SW drain		2	1		1					1	2	2	9
SW property flood	5	2	2					3	1	1	1		15
WW odour	2	2		2	2		1	6	9	3	2	2	31
WW overflow	4	1	3	2	2	2	3	2	2	1	1		23
WW p/station	6	4	8	12	2	2	2	3	1		3	2	45

Comments

- Greenslade Road generator works are “officially” completed. Media release occurred with Councillor Thompson, Robert Ball and Roger Smith.
- WEL networks unplanned power outage on 8 March affected all of Raglan. Generators deployed to the Marae Pump Station and Marine Parade. No overflows occurred.
- Work on the Raglan Asbestos Cement Rising Mains Contingency Plan has started. Initial investigations and site visits with WDC and Downer occurred.
- On 22 March, a major water leak occurred on Rose Street. Leak repaired by serviceman.

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant

RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	26 April 2018
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 31 March 2018.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Year to Date Service Request Report for Raglan Community Board

Service Request Time Frames By Ward for ⁴⁰

RAGLAN

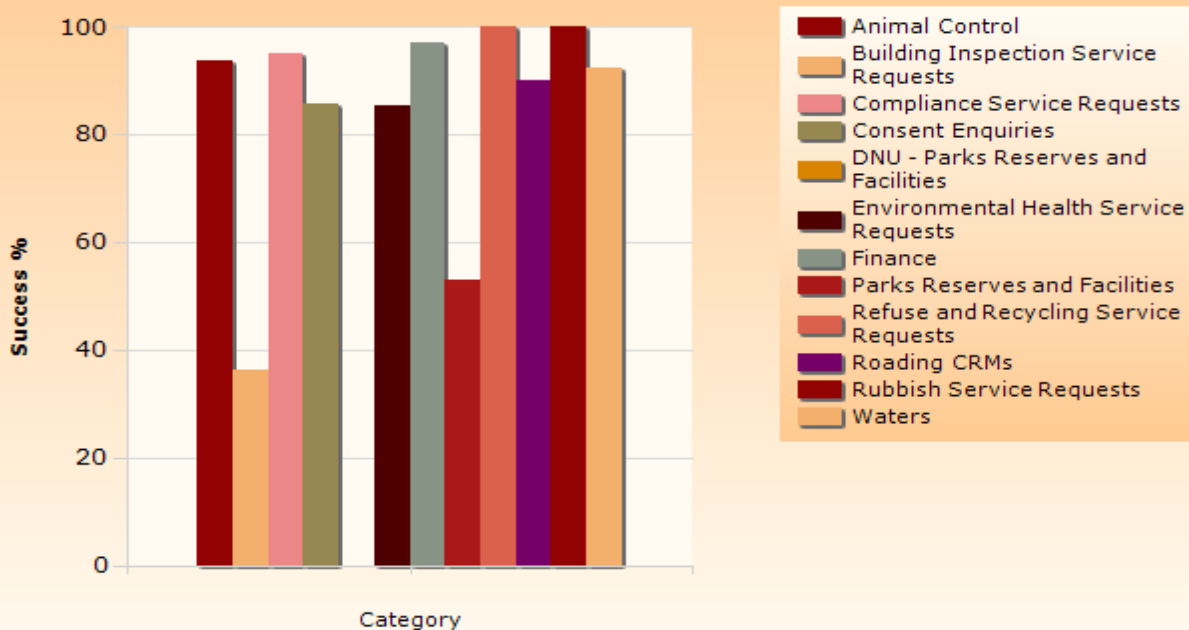


Date Range: 01/01/2018 to 31/03/2018

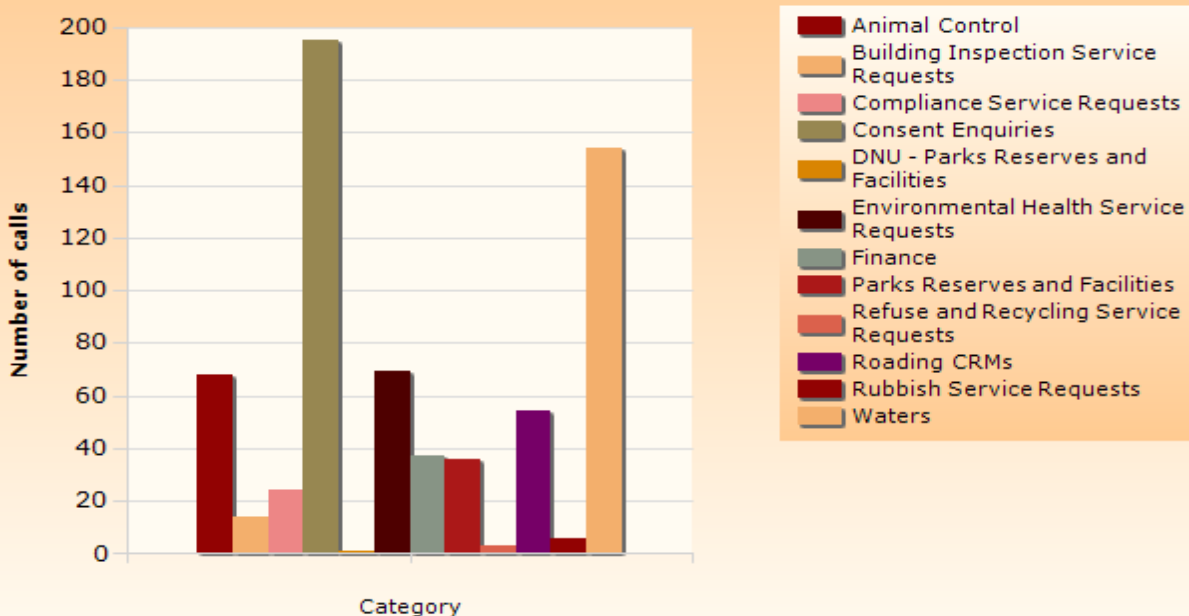
The success rate excludes Open Calls as outcome is not yet known.

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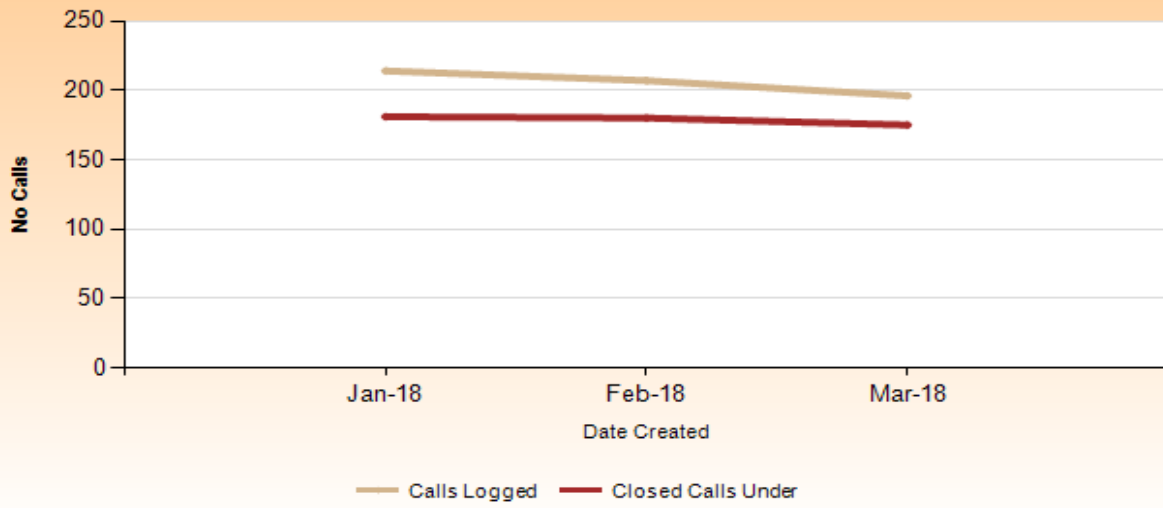
Call Completion % Success by Type



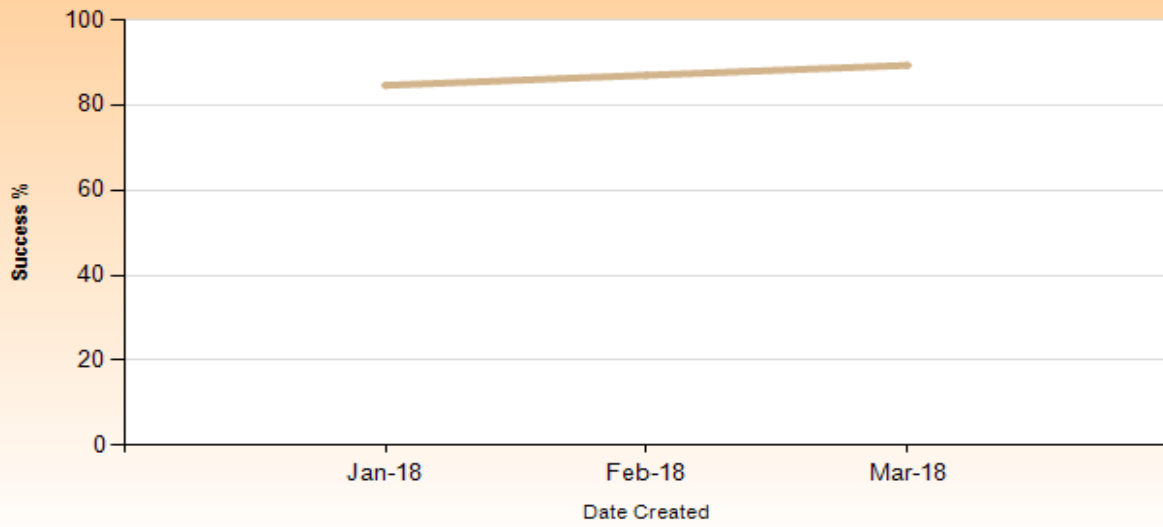
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	68	1	1	4	62	93.94%
	Animal Charges	3			1	2	66.67%
	Dog / Cat Trap Required	1		1			NaN
	Dog Property Visit	26	1			25	100.00%
	Dog Straying - Current	11			2	9	81.82%
	Dog Straying - Historic	3				3	100.00%
	Dog Surrender	1				1	100.00%
	Dog Welfare - Immediate threat to life	1				1	100.00%
	Dog Welfare - Not immediate threat to life	1				1	100.00%
	Dog/Animal Missing	6				6	100.00%
	Dogs Aggression - Current	2				2	100.00%
	Dogs Aggression - Historic	2				2	100.00%
	Dogs Barking Nuisance	5				5	100.00%
	Livestock Trespassing - Current	5			1	4	80.00%
	Livestock Trespassing - Historic	1				1	100.00%
Building Inspection Service Requests							
	Summary	14	2	1	7	4	36.36%
	Building Inspection Service Requests	14	2	1	7	4	36.36%
Compliance Service Requests							
	Summary	24	1	2	1	20	95.24%
	Compliance - Animal By Law	1				1	100.00%
	Compliance - Unauthorised Activity	14	1	2		11	100.00%
	Compliance - Urban Fire Hazard (Dry conds only)	1			1		0.00%
	Illegal parking	8				8	100.00%
Consent Enquiries							
	Summary	195		7	27	161	85.64%
	Onsite Services	13		1	2	10	83.33%
	Planning Process	20		1	6	13	68.42%
	Property Information Request	56		1		55	100.00%
	Rural Rapid Number assignment & purchase of plates	2				2	100.00%
	Zoning and District Plan Enquiries	104		4	19	81	81.00%
DNU - Parks Reserves and Facilities							
	Summary	1	1				NaN
	Trimming of vegetation - Urban	1	1				NaN
Environmental Health Service Requests							
	Summary	69		1	10	58	85.29%
	Environmental Health Complaint	6		1	3	2	40.00%
	Noise Complaint - Environmental Health	2				2	100.00%
	Noise complaints straight to contractor	61			7	54	88.52%

Finance							
	Summary	37			1	36	97.30%
	Rates query	37			1	36	97.30%
Parks Reserves and Facilities							
	Summary	36	2	16	18	52.94%	
	Parks & Reserves - Aerodrome Issues	1				1	100.00%
	Parks & Reserves - Beach Issues	1			1		0.00%
	Parks & Reserves - Boat Ramp and Jetty issues	1			1		0.00%
	Parks & Reserves - Buildings	12	2	4	6		60.00%
	Parks & Reserves - Council owned land	1				1	100.00%
	Parks & Reserves - Graffiti	1				1	100.00%
	Parks & Reserves - Park Furniture	1				1	100.00%
	Parks & Reserves - Reserve Issues	15			8	7	46.67%
	Parks & Reserves - Urgent Public Toilet Issues	3			2	1	33.33%
Refuse and Recycling Service Requests							
	Summary	3	1			2	100.00%
	Refuse & Recycling Contractor Complaints	1				1	100.00%
	Refuse & Recycling Enquiries	2	1			1	100.00%
Roading CRMs							
	Summary	54	1	13	4	36	90.00%
	Bridge Maintenance Non-Urgent	1		1			NaN
	Footpath Maintenance - Non_Urgent	1				1	100.00%
	New Vehicle Entrance Request	7		3		4	100.00%
	Request 4 new street light path sign etc	4		2		2	100.00%
	Road Culvert Maintenance	3		2		1	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Roading Work Assessment Required - OnSite 5WD	17	1	4	2	10	83.33%
	Routine Roding Work Direct to Contractor 5WD Comp	6				6	100.00%
	Street Light Maintenance	5				5	100.00%
	Urgent Roding Work 4Hr Response	1			1		0.00%
	Vegetation Maintenance	8		1	1	6	85.71%
Rubbish Service Requests							
	Summary	6				6	100.00%
	Abandoned Vehicle	4				4	100.00%
	Illegal Rubbish Dumping	2				2	100.00%

Waters							
Summary	154		10	11	133	92.36%	
3 Waters Enquiry	16		1	2	13	86.67%	
3 Waters Safety Complaint - Non Urgent	2				2	100.00%	
Drinking water billing	13				13	100.00%	
Drinking Water Final Meter Read	44		8	2	34	94.44%	
Drinking Water Major Leak	7			2	5	71.43%	
Drinking Water minor leak	42			2	40	95.24%	
Drinking Water Quantity/Pressure	3				3	100.00%	
Fix Water Toby	9				9	100.00%	
New Drinking Storm Waste water connections	5				5	100.00%	
No Drinking Water	1				1	100.00%	
Stormwater Open Drains	2		1		1	100.00%	
Stormwater Property Flooding	1				1	100.00%	
Wastewater Odour	3			1	2	66.67%	
Wastewater Overflow or Blocked Pipe	1				1	100.00%	
Wastewater Pump Alarm	2			1	1	50.00%	
Waters Pump Station jobs - only for internal use	3			1	2	66.67%	
Total	661	7	37	81	536	86.87%	

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair, Raglan Community Board
Date	27 April 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Boat Ramp Report

1. EXECUTIVE SUMMARY

Attached is the feedback from the Raglan Sports Fishing Club as a stakeholder within the community in regard to the Boat Ramp Assets Feasibility Study undertaken by Waikato District Council in April 2017.

At the Raglan Community Board Meeting on 13 February 2018, following discussion on agenda item 5.6 the Board instructed the Chair to engage with the wider community by tabling the study at the Raglan Coastal Reserves Advisory Committee for further consultation and feedback.

2. RECOMMENDATION

THAT the report from the Chair, Raglan Community Board be received;

AND THAT the Board provide feedback on the Boat Ramp Assets Feasibility Study to the Infrastructure Committee

3. ATTACHMENTS

Report Raglan Sports Fishing Club 27 April 2018.

Report from Raglan Sport Fishing Club on the Waikato District Council (WDC) Boat Ramp Feasibility Study

21 April 2018

Introduction

The Raglan Sport Fishing Club have had little notice that this report was needed, we have endeavored to put together a statement in the interest of moving forward this is by no means be complete.

The condition of the three main boat launching facilities for the Raglan Harbour and Manu Bay range from having extremely limited functionality to posing a significant danger and are in dire need of attention, also the supporting infrastructure.

We urge the council to meet with ourselves as major stakeholders and representatives of other user groups to develop solutions for these issues and increase the enjoyment of boat users drawn to the natural beauty of Raglan, our fishery and coastline.

The Raglan Sport Fishing Club was founded in the year 2000 and we currently have 592 members with another 600 angler contacts who fish the area. Although the club was only founded 18 years ago, our club is the largest fishing club in the Waikato with many smaller organisations.

It is a known fact that only 10% of recreational fishers belong to any fishing/boating club, so the Raglan Sport Fishing club undertakes the responsibility of representing all fishers by default who fish out of Raglan. This includes those who visit from other areas. Statistics from previous census and from Sport New Zealand show that 1/3 of the population go fishing. The increasing population of Raglan creates problems moving forward when boat ramps have not been maintained and don't provide for the changing nature of vessels using Raglan.

Tourism in relation to fishing could be a real winner in Raglan. The club have put in a lot of hours into insuring a very healthy fishery off our coast, but we are unable to promote this when the boating facilities are already exhausted. Our main three ramps all have issues that need to be rectified, with Manu Bay being at the top of the list.

Trailer Parking 6.3.3

Comments on Manu Bay Parking, we consider the available parking at the Manu Bay ramp to be acceptable. The ongoing problem with drainage created by the sealing of the top car park needs to be addressed, we have been waiting a long time for this to happen even with CRM forms being completed.

6.4

There is inference here that the Raglan Sport Fishing Club (previously the Manu Bay Fishing Club) have carried out work illegally. This has not happened, we have always had the full permission of either the then Marine Department and Raglan County Council and now WDC. However we can see why this has happened in other places when maintenance has not been a consideration and the quotes for costs are so exorbitant.

6.4.3

Again inference that the Kopua Boat ramp was built without permission from WDC and not permitted. Fully consulted and built to a plan accepted by WDC. This ramp was built with voluntary labour and a lot donated goods. The only thing WDC paid for was the concrete which the club negotiated a special price.

7

Local Government Act

(c) appropriate to present and anticipated future circumstances.

WDC need to adhere to this statement.

Common Law

- Adherence to a standard of reasonable care in the delivery of public assets that could foreseeably harm others or their property.

WDC's current ad hoc approach to boat ramp asset management is not known to have given rise to any documented incidents or non-compliances with the above provisions. We have had incidents which have been reported to WDC. Just no one was listening.

6.2.3

Cracking

We are getting our concrete expert to look at the crack on the Kopua Boat Ramp, we will have the answer when presenting this report to the community board. Surface wear at the Wallace Street (Wallis) or more commonly known the wharf ramp. This was repaired by council staff with a plaster mix put over the exposed steel mesh, this has washed away and we are back to what it was. Theory here don't touch it unless you can do it properly.

Gravel Wash and Ramp Siltation

Waingaro Land Ramp is in need of gravel, this ramp is much used by small boats to excess the harbour. The surrounding area appears to be kept clean by locals attending to the grounds. This work needs to be done.

We do not consider siltation to be a problem with the ramps within the Raglan environment. The only water blasting that should be carried out is on the break wall at Manu Bay. This is so vehicle drivers can use the wall to access their vehicles. This was not needed with the old break wall.

Erosion

Figure 15: The erosion at Manu Bay is far worse now and needs attention this has happened with the building of the new structure at Manu Bay.

6.3.2

Deposition

Figure 16: Raglan Coastguard Boat ramp is no longer used for boat launching. It is now used for Kayackers and Paddle-boarders who can launch from any beach. On inspection we consider all that needs to be done is the removal of any rubble.

Figure 18: The TeAkau boat ramp has very little use but has been repaired at considerable cost to rate payers. This repair consisted of covering the concrete posts with concrete. We consider that the removal of the now exposed posts be carried out by the locals who put them there.

6.3.3

Trailer Parking

There appears to be inference in the first paragraph that parking on the grass at Manu Bay is unacceptable. The two parking areas are separate with the surfing community down one end and the boating community at the other. We would not consider the sealing the area at the boat ramp. However we do want the drainage issues fixed.

6.4

Unauthorised Public Maintenance Works

We wish to reiterate the statement that this has not happened on any of the three main ramps in Raglan.

6.4.3

This statement is an acknowledgement by the writer of his lack of appreciation for what the Raglan Sport Fishing Club and its predecessors have achieved in 45 years of building the break wall and ramp and maintaining the level of protection and enhancing the boating and community involvement at little cost to rate payers. We find this paragraph to be insulting and not factual and needs to be removed from the document.

7.1

Boat Ramp Asset Management Planning

We agree that regular inspections of the ramps within the WDC is needed. A strategy for partnering with key stakeholders for ramp monitoring and maintenance works where appropriate seems to fly in the face of the paragraph unauthorized public maintenance works. Where the RSFC did the work with full permission but are now accused of not having permission. However the club have always been supportive of using our funds and resources to achieve positive outcomes for our members and the public for better boating facilities at Raglan.

7.2

Boat Ramp Distribution

Hauroto Bay is not a public ramp and should be dispensed with.

Joys Point is not a public boat ramp and should be dispensed with

7.2.2.

New Ramps

We are surprised that something for Raglan has not been identified within this section.

7.3

Boat Ramp Delivery Issues – By Area

Kopua Domain Ramp

It is not necessary to incur expense on cleaning this ramp, yes after heavy rain and bit of silt will be present, with the next tide it clears.

The undermining of the ramp edge can be fixed with sand bags as it was on the other side, this work was done some years ago with permission and still stands today. No expense required.

We agree with the statement on ramp usage is limited. This means that no vessels over 6.5 metres and with hard tops can use this ramp.

Coastguard Ramp

This ramp is no longer needed by Coastguard. It needs to have the rubble removed. It is used by kayakers and paddle boarders who can launch from any beach. No additional work needs to be carried out.

Puriri Park Ramp

A concrete ramp is available however no sealed access appears to be present and vehicles seem to be using this ramp and have made a huge mess of the area. With the tidal nature of the area it is only available for a very short time, this area can only by

utilized by paddle boarders and kayakers. Bollards need to be installed to stop vehicle access into this area.

Wallis St Wharf ramp more commonly known as the Wharf ramp. Most useable ramp in Ramp with very restricted parking. All available trailer parking needs to be protected with 48 hour parking as it is now. Any repair that is necessary on this ramp needs to be done properly not as last done by WDC because it is now back to how it was.

The floating pontoon was fund-raised for by the RSFC and installed with the full permission of council who contributed \$17,000 of the \$88,000 necessary. It is now being abused by commercial user's tying up to it for long periods of time. It was not designed to take this pressure in a high tidal flow of the area, it was only meant for offloading and loading of passenger's short term. No wharf fee is paid by these users as in every other area. This money could be used for the upkeep of the pontoon.

The whole wharf area needs more policing both for parking and for the wharf and pontoon use.

Te Uku Landing ramp

We believe this ramp is on Ohautira Road situated by the White Bait stands. Google Earth says the stream is the Oronga however we know it as the Waitetuna Stream. This should only be used for paddle board and kayak use unless more access work can be done to it.

Waingaro Landing ramp

This ramp is much used, by small vessels and the occasional large one on the appropriate tides to access the upper reaches of the harbour. The surrounds appear to be well cared for, however the gravel ramp area needs re-metaling

Te Akau Ramp

This ramp was established by farmers and until recently up kept by the same. WDC have endeavored to make this ramp more useable for the few who utilize this area.

Manu Bay Ramp

The Raglan Sport Fishing Club question the validity of the third paragraph saying that the structure is of the same height and length. Councils own statements show the breakwall 5.67 metres shorter than previous and photos show a distinct height reduction. We have a letter from Raglan Coastguard stating that more incidents have happened in this area. The harbour master is also not that happy with the statements made in the document in relation to Manu Bay. Or is this Bloxam Burnnett & Oliver Ltd (BBO) protecting their liability in being the designers of a disaster area.

Paraph 4 A key aspect to be determined is the level of service. It used to be able to be used in up to 2 ½ metres of sea running. We are now down to less than 1 metre. Interesting to note that at the bottom of paragraph 5 BBO are willing to work with us to

fix it. Why then were we told to get our own engineers report at a cost of \$9700 and now being forced into mediation at a huge cost to the club? Let's get on and fix it. The club have already sourced free of charge most of the necessary materials.

Signage will not make this ramp any more useable.

7.4

Boat Ramp Delivery Issues – General

We do not believe that the three major ramps in Raglan suffer from sedimentation for any length of time. The tide takes care of that. The only area that needs to be water blasted is the break wall at Manu Bay for safe excess for people retrieving their vehicles.

Gravel ramps need to be maintained.

Rubbish: We believe that the dumping of fish offal at boat ramps should be made illegal. Persons doing this should be fined significantly. It is presently legal practice and this should change. As for rubbish bins how much of the actual rubbish can be attributed to boat usage? Because the rest needs to go against the general rate rubbish collection not the funding of boat ramps.

8

Future Boat Ramp Costs/Funding

We find the figures quoted for general maintenance to be exorbitant and wonder where the quotes are coming from for the work being done.

A lot of this work could be done by the ramp users providing the equipment necessary at working bees etc

Table 6

Water Blasting as already outlined does not need to be carried out in the marine environment except on the Manu Bay break wall. How much of the rubbish budget should be attributed to boat ramps?

8.2 Major Ramp repairs/upgrade works

The repairs/upgrades Manu Bay are 30% to 40% less effective. The RSFC was excluded in developing the new break-wall, failure by B.B.O senior environment manager to make sure information was received. Failure by General Manager Service delivery for W.D.C to follow up process make sure boaties took part in the build.

Future up grades coastguard repair are an obscene waste of money \$270,000 just needs a tidy up.

Puriri park 35mtrs seawall under 1mtr high at cost \$3000 per metre is ridiculous. and the area looks like a disaster zone.

Table 7

Why was \$105,873.00 spent on Puriri Park Boat Ramp when it can only be used for little of the tide? Can only be used by paddle boarders and kayakers who can launch from the beach. Boat launching cannot presently happen here because the track to the ramp is not sealed, which means in wet conditions the whole area becomes unusable.

Table 8

Kopua Ramp

Car Park marking will be done by the Raglan Sport Fishing Club, cost to council will be by the paint.

We are getting a report on the crack.

Void filling at the side should be done with sand bagging as was done on the other side and still remains doing its job.

There is a quote for \$40,000 why

Coastguard Ramp

The only necessary item here is clean up deposited material. Leave the ramp alone it is no longer used by Coastguard. This ramp is used by Kayakers and paddle boarders and without the hazardous material it will be fine.

We will look at the 50m of erosion protection/retaining wall and report back.

Puriri Park

Not really useable owing to the tidal nature of the area. Kayakers and Paddle boarders can launch off the beach.

Wallis Street (Wharf) Ramp

This is the only ramp any vessels over 6.50 metres can use, as there are no height or tidal restrictions. However the parking issues in this area are of huge concern. With the present limited area available which is in close vicinity to the ramp which is a necessity to being the skipper of a vessel. We now hear that a lobby group are looking to make what is presently 48 hour parking go to 120 minutes which will exclude trailers from parking there. As already stated in the document there is a requirement to have parking in close proximity to the ramp.

Ramp was repaired recently, lasted a very short time because it was not done properly.

8.3.1 User Pays

The Raglan Sport Fishing Club have installed most of the launching facilities in Raglan, when council has repaid us for this work you may charge us for using the improved facilities. Until that time club members will be charged a much reduced fee.

We have watched the increased usage of our ramps by users that have not contributed a bean. These are the users that need to be targeted.

8.4 Stakeholder Collaborative/Partnership

The writer has again failed to deliver to the Raglan SFC what was what we were told we would get, similar size and proportion and as good if not better level of protection. A 15% reduction in crest length and crest level lower than before no way lives up to future proofing against global warming, seabed rising in the coastal environment.

8.5 Commercial Operators

This report shows the writer has no idea of the amount of commercial usage that is carried out in the Raglan area. A quick count of 8 vessels, there could be more.

9 Conclusion

The Raglan Sport Fishing Club supports the development of a Boat Ramp Strategy which as a major stakeholder we want full input into. We suggest that no works be carried out on any ramp in the Raglan area unless there is an urgent need until this strategy is complete and that some urgency be put to the development of this document.

Omissions

Lorenzen Bay has a photo however no mention in the document. We are not aware of the origins of this ramp. It is only available for use at high tide and has very limited parking.

Ohautaria Ramp

In the upper reaches of the harbour, bollards should really be installed with the amount of mud that is created with vehicular access.

Cliff Street Ramp

This ramp is mentioned photos but no description is made. Available only to Kayakers and paddle boarders.

Ngaruawahia Water Ski Club situated at the back of the Ngaruawahia Golf club which was used by the ski club

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	30 April 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Raglan Kopua Holiday Park Charter

1. EXECUTIVE SUMMARY

The attached report was considered at the Infrastructure Committee meeting held on Tuesday 27 March 2018 and is provided for the information of the members of the Raglan Community Board.

2. RECOMMENDATION

THAT the report from the Chair be received.

3. ATTACHMENTS

Report to Infrastructure Committee and attachments

Open Meeting

To	Infrastructure Committee
From	Tony Whittaker General Manager Strategy & Support
Date	18 March 2018
Chief Executive Approved	Y
Reference #	GOV1318 / 1917632
Report Title	Raglan Kopua Holiday Park Charter and Procedures for the Selection and Appointment of Members

I. EXECUTIVE SUMMARY

Council created a Management Board (“Camp Board”) for the Raglan Kopua Holiday Park a number of years ago. The Board was established via delegation from Council.

Council has previously advised the Raglan Kopua Holiday Park Board they require the board to operate at a more strategic level and leave the management of the Camp to staff delegated to do so via Council’s Chief Executive. To assist with this staff prepared a new Board Charter based on good practice guidelines issued by the Institute of Directors in New Zealand. This Charter has been reviewed and supported by the Audit & Risk Committee of Council.

The Camp Board have requested a number of changes. These changes include separating the Charter from the Rules and Procedures, challenging who the stakeholders are (the Charter provides that the stakeholders are the Raglan Community and Council), and requesting a process for the appointment of Board Members. The Chief Executive had requested the Camp Board spend some time attempting to operate in the spirit of the Charter before making changes. For this reason it is not recommended that changes are made at this time, particularly as new Members are possible through the rotation process.

The Charter provides for rotation / refreshing of Board Members on a three yearly cycle. This is not a process that has operated in the past, other than when vacancies arose following a resignation. In response to the request for a process above, attached to this report is a suggested ‘Procedure for Selection and Appointment of Members’. This requires a transparent and fair process whereby the best candidates are sought, interviewed and appointed to the Board. This also required Council adoption of recommendations from the Camp Board following their process. The Camp Board are currently in the process of giving effect to the first rotation and hence the direction from this procedure is required now.

There is currently discussions being held with regard to the name of the land upon which the Camp is located and hence the name of the Camp, and the constitution of the Iwi representatives on the Board. This paper does not consider these issues. Council’s

Komatua will assist with resolving these issues and a separate paper will be presented to Council to confirm the position.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Infrastructure Committee recommends to Council adoption of the Raglan Kopua Holiday Park Charter and Procedure for Selection and Appointment of Members.

3. CONSIDERATION

3.1 FINANCIAL

The governance arrangements of the camp are funded from its financial operations. The specific amounts payable are determined by the Charter.

3.2 LEGAL

The Camp Board is established via delegation of Council. The Charter and appointment of members requires formal adoption by Council.

3.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Charter provides for the Camp Board to prepare a strategy, business plans and budget.

3.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
✓			Community Boards/Community Committees
✓			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

4. CONCLUSION

Council received an internal audit report in 2017 that recommended clarity around the roles of governance versus management of the camp. The terms of reference, based on the Institute of Directors guidelines for good governance, has been prepared in response. The Procedures for Selection and Appointment of Members also provides direction to the Camp Board in the spirit of good governance.

5. ATTACHMENTS

- Raglan Kopua Holiday Park Charter
- Raglan Kopua Holiday Park Procedures for Selection and Appointment of Members

**Raglan Kopua Holiday Park
Procedures for Selection and Appointment of Members**

1. Purpose

To ensure that there are defined procedures for the selection and appointment of new members to the Board.

The Board will follow a formal and transparent procedure for the selection and recommendation to Council for appointment of new members. These procedures will be implemented to promote understanding and confidence in this process. Council will consider and appoint members following this process and the subsequent recommendation from the Board.

2. Board Composition

The Board Charter requires that the Board comprises a majority of Members with a broad range of expertise, skills and experience. The composition of the Board is regularly reviewed to ensure that the Board continues to have the mix of skills and experience necessary for the conduct of the Raglan Kopua Holiday Park ('the Camp') activities. Candidates for appointment to the Board may be considered where they hold particular experience relevant for the activities of the Camp.

The Board shall ensure that, collectively, it has the appropriate range and expertise to properly fulfil its responsibilities.

The Charter currently provides that the Board consists of:

- a. The Chairperson of the Raglan Community Board
- b. One representative of Raglan Businesses
- c. Two Iwi representatives
- d. One Community representative
- e. Raglan Ward Councillor

These procedures are to be used to make recommendations to Council for (b) and (d) above.

Iwi will select their own appointees and formally advise the Board and Council.

3. Procedure

A formal and transparent procedure for the selection and appointment of new members to the Board helps promote understanding and confidence in that process. The appointment of new members to the Board will be considered by the full Board.

(a) Identification of potential Board candidates

The Board will advertise vacancies as they become available. A 'Job Description' will be available.

(b) Selection

In the circumstances where the Board is required to identify new members for recommendation to Council, certain procedures will be followed by the Board, including:

- determining the skills and experience appropriate for the appointee having regard to those of the existing Members and any other likely changes to the Board;
- agreeing the process and timetable for seeking such a person;
- the preparation of a short list of candidates.

Potential members are to be provided with the responsibilities such an appointment would entail ('Job Description') and the Raglan Kopua Holiday Park Charter. All new members will be required to commit to the Charter.

Candidates would be expected to provide a copy of their resume detailing their skills and experience. The Board would interview the candidate and explain details of the Camp, its operations, policies and expectations.

When considering a candidate the Board will make their assessment pursuant to the following guidelines:

- competencies and qualifications;
- independence;
- other relevant experience/roles held (previously and currently);
- time availability;
- contribution to the overall balance of the composition of the Board;
- depth of understanding of the role and obligations of a governance member.

The Board will make a recommendation in respect to new member appointments which will then be considered and approved by the Council.

(c) Induction

When appointed to the Board, all new members receive an induction appropriate to their experience to familiarise them with matters relating to the Camp's operations, strategies and practices.

To be effective, new members need to have a good deal of knowledge about the Camp and the industry within which it operates. An induction program should enable new members to gain an understanding of:

- the Company's financial, strategic, operational and risk management position;
- their rights, duties and responsibilities of members; and
- the roles and responsibilities of staff, including Council staff and Councillors;

4. Responsibility

The Chairperson of the Board is ultimately responsible for compliance with this procedure, however it is expected that all Members will comply.

Raglan Kopua Holiday Park Board Charter

Part 1 – Interpretation

In this charter:

- *Act* means the Local Government Act 2002
- *Board* means the Board of the Camp
- *Business* means the business of the Camp
- *Camp goals* means the goals of the Camp as set out in part 2
- *Management* means the management personnel of the Camp, including the senior management representative appointed by the Council Chief Executive
- *Management limitations* means the limitations on the actions of management as set out in Part 4
- *Stakeholders* mean the Raglan Community and Council.

Part 1a – Legislative Framework

The Raglan Kopua Holiday Park (‘the Camp’) Board is established pursuant to Clause 30 of Schedule 7 of the Act. Pursuant to Clause 32 of Schedule 7 of the Act the Board shall act according to this Charter.

Part 2 – Camp goals

General

The purpose of the Board is to ensure an efficient, effective and sustainable Raglan Camp operation which is in the long term interests of the Raglan Community and Council, at no direct cost to ratepayers.

The capital and resources of the Camp will be allocated to those assets and activities which will enable it to achieve the Camp goals in a manner that best serves the interests of the stakeholders as a whole.

The Council has appointed the Board to also assist with responsibilities under the Deed of Gift.

Part 3 – Board governance process

Role of the Board

The role of the Board is to effectively represent, and promote the interests of, Council and other stakeholders, with a view to adding long-term value to the Camp and Community. Having regard to its role the Board will oversee the business and affairs of the Camp including, in particular:

- ensuring that the Camp goals are clearly established, and strategies are in place for achieving them (such strategies being expected to originate, in the first instance, from management)
- establishing policies for strengthening the performance of the Camp including ensuring that management is proactively seeking to build the business through innovation, initiative, technology and new products as required
- monitoring the performance of management
- in conjunction with Council, both appointing the Camp Manager, and where necessary, terminating the Camp Manager’s employment (*the terms of employment contract are set by Council*).
- deciding on whatever steps are necessary to protect the Camp’s financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken

- ensuring the Camp's financial statements are true and fair and otherwise conform with law
- ensuring the Camp adheres to high standards of ethics and corporate behaviour
- ensuring the Camp has appropriate risk management and regulatory compliance policies in place, including effective Health and Safety policies and procedures
- ensuring recommendations highlighted in internal audit reports are actioned by management
- ensuring adherence to Council's policies and procedures
- providing reports to the Raglan Community Board and Infrastructure Committee of Council (or its successor)
- ensuring adherence to Council's Code of Conduct.

In the normal course of events, day-to-day management of the Camp will be in the hands of council management.

The Board will satisfy itself that the Camp is achieving the Camp goals.

The Board's relationship with Council

The Council has delegated responsibility for governance of the Camp to the Board in accordance with this Charter and specific delegations included in part 5.

The Board will use its best endeavours to familiarise itself with issues of concern to Council. The Board will regularly evaluate economic, political, social and legal issues and any other relevant external matters that may influence or affect the development of the business or the interests of Council and, if thought appropriate, will take outside expert advice on these matters.

The Board's relationship with other stakeholders

The Board will use its best endeavours to familiarise itself with issues of concern to all relevant stakeholders. The Board recognises that the Camp's long-term survival and prosperity are closely intertwined with the environments and markets within which it operates and the extent to which the Camp is seen as a responsible corporate and community citizen.

Board procedures

The conduct of members will be consistent with their duties and responsibilities to the Camp and, indirectly, to stakeholders. The Board will be disciplined in carrying out its role, with the emphasis on strategic issues, policy and Camp performance. Members will always act within any limitations imposed by the Board on its activities.

Members will use their best endeavours to attend Board meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Board discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the table. Members unable to attend a meeting will advise the chair at the earliest date possible.

Board discussions will be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The chair will, nevertheless, seek a consensus in the Board but may, where considered necessary, call for a vote. All discussions and their record will be open to the public unless there is a specific legislative reason not to.

Subject to legal or regulatory requirements the Board will decide the manner and timing of the publication of its decisions.

Subject to the requirements of this Charter, the Board has sole authority over its agenda and exercises this through the chair. Any member may, through the chair, request the addition of an item to the agenda. The agenda will be set by the chair in consultation with Council Management.

The Board will normally hold meetings in each month of the year except January and will hold additional meetings as required. At each normal meeting the interests register will be updated as necessary and the Board will consider:

- an operational report from the Camp Manager
- a financial report
- specific proposals for capital expenditure
- major issues and opportunities for the Camp.

In addition the Board will, at intervals of not more than one year:

- review the Camp goals
- review the strategies and operating plans for achieving the Camp goals
- approve the annual business plan and budget for submitting to Council
- approve the annual and half-yearly financial statements and reports to Council
- in conjunction with Council management, review the Camp Manager's performance
- review risk assessment policies and controls including insurance covers and compliance with legal and regulatory requirements
- confirm the following year's work plan.

Members are entitled to have access, at all reasonable times, to all relevant information and to management.

Members are expected to strictly observe the provisions of the Act applicable to the use and confidentiality of Camp and Council information. In making policy, the Board will not reach specific decisions unless it has considered the more general principles upon which they are founded, and in reaching other specific decisions the Board will consider the policies against which the decisions are made.

Chair, Deputy Chair and Board Members

Each year, the Board will appoint from among the members a chair and deputy chair. The deputy chair will deputise for the chair in his or her absence or at his or her request.

The chair is responsible for:

- representing the Board to stakeholders
- ensuring the integrity and effectiveness of the governance process of the Board as set out in Part 3
- maintaining regular dialogue with Council Management over all operational matters and consulting with the remainder of the Board promptly over any matter that gives him or her cause for major concern.

The chair will act as facilitator at meetings of the Board to ensure that no member dominates discussion, that appropriate discussion takes place and that relevant opinion among members is forthcoming.

The chair will ensure that discussions result in logical and understandable outcomes.

Board Committees

Board committees will be formed only when it is efficient or necessary to facilitate efficient decision-making. Board committees will observe the same rules of conduct and procedure as the Board unless the Board determines otherwise. Board committees will only speak or

act for the Board when so authorised. The authority conferred on a Board committee will not detract from the authority delegated to Council Management.

Board composition and mix

The composition of the Board will reflect its duties and responsibilities as representative of the interests of stakeholders. The Board will need experience in setting the Camp's strategy and seeing that it is implemented. The Board currently includes representatives of the Raglan community, Iwi and business. Generally, the qualifications for Board membership are the ability and acumen to make sensible business decisions and recommendations, an entrepreneurial talent for contributing to the creation of stakeholder value, the ability to see the wider picture, the ability to ask the hard questions, preferably some experience in the industry sector, high ethical standards, sound practical sense, and a total commitment to furthering the interests of stakeholders and the achievement of the Camp goals. Members will be active in areas which enable them to make a meaningful contribution, addressing the goals and aspirations of the Camp.

Members will be independent of management and free from any business or other relationships which could materially interfere with the exercise of their independent judgement.

Subject to any limitations imposed by Council, it is anticipated that members will hold office initially for three years following their first appointment by Council and retire by rotation.

Members' remuneration

The Council will determine the level of remuneration paid to members. Members will be paid a basic fee as ordinary remuneration in addition to a meeting allowance as detailed in part 5.

Provision of business or professional services by members

Because a conflict of interest (actual or perceived) may be created, members should not, generally, provide business or professional services of an ongoing nature to the Camp.

Other Board appointments

Any member is, while holding office, at liberty to accept other Board appointments so long as the appointment is not in conflict with the Camp business and does not detrimentally affect the member's performance in respect of the Camp. All appointments must first be discussed with the chair before being accepted.

Board and member evaluations

Each year, the Board will critically evaluate its own performance and its own processes and procedures to ensure that they are not unduly complex and are designed to assist the Board in effectively fulfilling its role. Changes will be made where necessary.

Indemnities and insurance

Members of the Board are insured through Council's insurers, while acting in their capacities as members.

Part 4 Council – Board – Management Relationship

Council Responsibilities

Council delegates to the Board responsibility to achieve the Camp goals, as set out in this Charter. The Charter is reviewed and updated every three years by the Council, as custodian of the land upon which the Camp operates, on behalf of the Crown.

The Council:

- will determine the interpretation of this Charter if there is a dispute
- can, at its sole discretion, support Camp funding by either loan or guarantee upon approving a business plan provided by the Board
- will consider requests for Camp development financial assistance as part of Council's annual budgeting process
- will employ all Camp employees and ensure any liability incurred is met.

The Board will link the Camp's governance and management functions through Council's Chief Executive, who will delegate this to the appropriate Council General Manager ('General Manager').

The Council's Chief Executive agrees the levels of staff delegation following consultation with the Board. The Board will agree with the General Manager to achieve specific results directed towards the Camp goals. This will usually take the form of an annual business plan under which the General Manager is authorised to make any decision and take any action within the management limitations, directed at achieving the Camp goals. Appropriate delegations are given to the Camp Manager.

Between Board meetings the chair maintains an informal link between the Board and the General Manager, expects to be kept informed by the General Manager on all important matters, and is available to the General Manager to provide advice where appropriate. Only decisions of the Board acting as a body are binding on the General Manager. Decisions or instructions of individual members, officers or committees should not be given to the General Manager and are not binding in any event except in those instances where specific authorisation is given by the Board.

Accountability of General Manager to the Board

The General Manager, in conjunction with the Chair of the Board, are accountable to the Board for the achievement of the Camp goals, and the General Manager is accountable for the observance of the management limitations. At each of its normal monthly meetings the Board should expect to receive from or through the General Manager:

- the operational and other reports and proposals referred to above
- such assurances as the Board considers necessary to confirm that the management limitations are being observed.

The Camp Manager reports through the General Manager to the Board.

Management limitations

The General Manager is expected to act within all specific authorities delegated to him or her by the Board. The Council may provide direction to the Board as part of the Board's strategic plan. The General Manager is expected to not cause or permit any practice, activity or decision that is contrary to commonly accepted good business practice or professional ethics. In allocating the capital and resources of the Camp the General Manager is expected to adhere to the Camp goals. The General Manager is expected to not cause or permit any action without taking into account the health, safety, environmental and political consequences and their effect on long-term stakeholder value.

The General Manager is expected to not cause or permit any action that is likely to result in the Camp becoming financially embarrassed. The assets of the Camp are expected to be adequately maintained and protected, and not unnecessarily placed at risk. In particular, the Camp must be operated with a comprehensive system of internal control, and assets or funds must not be received, processed or disbursed without controls that, as a minimum,

are sufficient to meet standards acceptable to the Council's external auditors. One of the tools used as a framework is an asset management plan for both on and off balance sheet assets.

In managing the risks of the Camp, the General Manager is expected to not cause or permit anyone to substitute their own risk preferences for those of the stakeholders as a whole (for example, as expressed through a Board approved risk management plan). The General Manager is expected to not permit employees and other parties working for the Camp to be subjected to treatment or conditions that are undignified, inequitable, unfair or unsafe.

Part 5 – Specific Delegations

Duties and Powers

The duties and powers of the Board are:

- a) To manage, maintain and develop the Camp in accordance with this Charter
- b) To manage leases, licences or tenancies of any part of the property or any rights or privileges or concessions over or in relationship to the property in accordance with above objectives in conjunction with the Council Officer responsible for property. All leases, licences or tenancies shall be executed by the Council.
- c) To obtain all funds from leases, licences and tenancies and to seek funds from other sources by appropriate means in line with Council policy.
- d) To place funds in investments approved by the Council.
- e) To accumulate and use funds as the Board may consider necessary and proper to carry out the Camp goals provided that it is in accordance with an annual budget and work programme approved by the Infrastructure Committee of Council (or its successor).
- f) The Council Chief Executive is responsible for all employment related matters (including remuneration) in relation to staff employed at the Camp. Any such matters are to be referred to the Council Chief Executive for resolution
- g) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Board.
- h) To do other such lawful acts as are incidental to or conducive to the objectives of the Board.
- i) To advise the Council of insurance and other requirements such as administrative support and negotiate with the Council a fee for the provision of such services as the Board requires the Council to provide.
- j) To fund any remuneration costs, including payments to Board members, from Camp operations
- k) To report to the Council and Community on the following basis:
 - (i) To the March meeting of the Infrastructure Committee (or its successor):
 - i. Chairperson's Report
 - ii. Detailed Financial Report for the period 1 July - 31 January
 - iii. Draft budget for next financial year outlining significant works
 - (ii) To the September meeting of the Infrastructure Committee (or its successor):
 - i. Chairperson's Annual Report
 - ii. Annual Financial Report.
 - (iii) To the March meeting of the Raglan Community Board:

- i. Chairperson's Report
 - ii. Summary Financial Statement for 1 July-31 January
 - (iv) To the September meeting of the Raglan Community Board:
 - i. Chairperson's Annual Report
 - ii. Summary of Annual Financial Report
- l) To set up and operate a bank account in the name of the Camp.
- m) To set Campground fees and charges.
- n) Cheques can be signed by either:
 - (i) any two Board Members; or
 - (ii) one Board Member and the Camp Manager.
- o) To exercise discretion to determine Camp expenditure in a prudent manner. To undertake procurement in accordance with the Council's procedure for procurement of goods and services.

Membership

- (a) The Board shall consist of:
 - a. The Chairperson of the Raglan Community Board
 - b. One representative of Raglan businesses
 - c. Two Iwi representatives
 - d. One community representative
 - e. Raglan Ward Councillor(Appointments confirmed 1 November 2016)
- (b) The business, Iwi and community representatives may not be members of the Raglan Community Board or the Council.
- (c) The term of office of the Camp Board members shall be three years and members shall retire by rotation three yearly with a right to stand for reappointment.
- (d) A member may resign from office or be removed from office on the unanimous resolution of other members and the endorsement of that resolution by the Council.
- (e) The Council may discharge the Board if it considers that the Board is inadequately performing its duties.
- (f) The Council shall appoint new members to fill vacancies

Member Remuneration

- (a) The chair will be paid a 50 per cent premium over the basic honorarium paid to other members to reflect the additional responsibilities.
- (b) No honorarium or meeting allowance will be paid to the Chairperson of the Raglan Community Board or the Raglan Ward Councillor.
- (c) Board member basic honorarium is \$500 per annum.
- (d) An allowance of \$40 per meeting is paid for authorised meetings.

Accountability

- (a) The Board shall:
 - a. Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified by the Council Chief Executive

- b. Present its Annual Report and Annual Accounts to the September meeting of the Infrastructure Committee (or its successor).
 - c. Present to the Council any other report it is requested to provide.
 - d. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
 - e. Advise the Chief Executive of its meeting schedule.
- (b) Members of the Board shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Board or for any debt or other liability lawfully incurred by the Board.

Procedural Matters

- (a) The Board shall hold such meetings as are necessary for good governance of the Camp.
- (b) The Annual General meeting shall be held at a time suitable for interested parties to make submissions to the Board on the annual operation and budget of the Camp or to discuss other matters as appropriate.
- (c) Special General Meetings shall be held if the Chairperson receives a written request from two or more Board Members or as the Council considers appropriate.
- (d) Minutes of each Board meeting shall be kept, signed by the Chairperson, and forwarded to the Council as soon as practicable.
- (e) Meetings shall be held in the manner acceptable to the Board but in the event of any dispute the Council's approved standing orders shall apply.

When a Board member stands to gain personal profit either directly or indirectly from any activity carried out in relationship to the Camp, that member shall not be able to determine or materially influence, in any way, the Board's decision with regards to that activity.

Cessation of Board

- (a) This Board may be terminated by resolution of the Council.
- (b) If the Board is terminated, any money raised by the Board shall be spent on the Camp as the Council sees fit.

Attachment

- Deed of Gift (To be attached)

Please address correspondence
P.O. Box 222

Telephone Nos. 273 and 2541A

BANK OF NEW ZEALAND BUILDINGS
(FIRST FLOOR)

EARL KENT MASSEY & NORTHGROFT
~~EARL KENT MASSEY~~
BARRISTERS AND SOLICITORS

FREDERICK CARL, K.C.
GEORGE S. KENT, LL.B.
F. O. MASSEY, LL.B.
E. H. NORTHGROFT, M.C., M.B.

ENCL _____

*Swanson Street, Auckland,
New Zealand*

6th
1st February 1923.

The Registrar,
Waikato-Maniapoto District Maori Land Board,
AUCKLAND.

Dear Sir,

Re Papahua No.2 Block

An application to summon a meeting of owners of the above block was lodged in 1920 by Remana Nutana. Remana is now desirous of withdrawing in favour of The Raglan Town Board.

We enclose consent by Remana and shall be grateful if you will arrange for the necessary alteration to the application to be made before the meeting is again summoned.

Yours truly,

EARL KENT MASSEY & NORTHGROFT

per. 

L2 addnd req^d

Auckland,

31st. January 1923.

The President,

Waikato-Maniapoto Maori Land Board,

AUCKLAND.

Sir,

In 1920 I lodged with you an application to summon a meeting of owners under Part 18 of The Native Land Act 1909 to consider a sale of the Papahua No.2 Block to myself. I have now relinquished all interest in the land and request you to substitute the name of the Raglan Town Board in lieu of mine in the application.

I have the honour to be,

Sir,

Your obedient servant,

Remana Nutata

Witness to the signature
of Remana Nutata :

*J. Palmer
Law Clerk
Auckland*

3610

E/T

19th February

3

Memorandum for:-

Messrs Earl, Kent & Massey,
Solicitors,
Auckland.

Papahua Block. 10810.

Your letter of the 6th instant, herein, has been referred to the President. He directs me to inform you that he cannot consent to a withdrawal by the present applicant in favour of the Raglan Town Board.

It will therefore be necessary for the Board to apply de novo and pay the full fee namely £5.

E. P. EARLE.

Registrar.

3611

17603

[M.L.B.—12.]

Application to summon Meeting of Owners under Part XVIII of the Native Land Act, 1909.

(REGULATION No. 49.)

The Native Land Act, 1909.

TO THE MAORI LAND BOARD FOR THE **Waikato-Maniapoto**

MAORI LAND DISTRICT.

I ~~[WE]~~ hereby apply to the Board to summon a meeting of the owners of the

PAPAHUA NO. 2 BLOCK


for the purpose of considering the following proposed resolution:—

That a gift of the said block be made to The Raglan Town Board.

Dated at *Auckland*, this *20th* day of *February*, 1923

The Raglan Town Board
By its Solicitors
Earl Kent Massey & Mathercroft

Applicant

per 

3612

[Ahua Nama 12.]

Tono kia Karangatia he huinga o nga Tangata no ratou te Whenua i raro i Wahi XVIII o te Ture Whenua Maori, 1909.

(REKUREIHANA NAMA 49).

Te Ture Whenua Maori, 1909.

KI TE POARI WHENUA MAORI O TE TARIWA WHENUA MAORI O

Waikato-Maniapoto

KO ahau [Ko ratou] tenei ka tono ki te Poari kia karangatia he huinga o nga tangata no ratou a PAPANUA NAMA 2 PORAKA

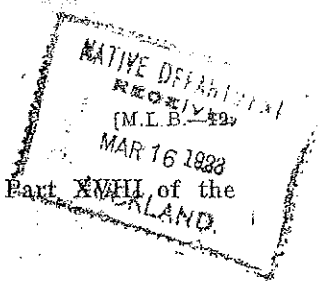
he Whiriwhiri i te motini e whai ake nei— Ko taua Poraka whenua, ka tukua i runga i te Ohā awha pone ki te Poari o Whaingaroa (Raglan)

I tuhia ki _____, i tenei te _____ o nga

ra o _____, 191

Kai tono.

3613



Application to summon Meeting of Owners under Part XXIII of the Native Land Act, 1909.

(REGULATION No. 49.)

The Native Land Act, 1909.

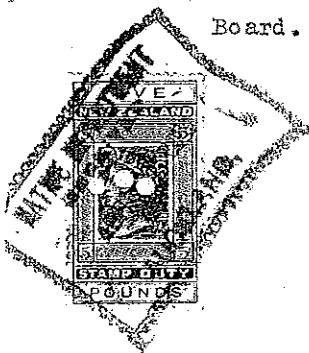
TO THE MAORI LAND BOARD FOR THE Waikato-Maniapoto

MAORI LAND DISTRICT.

I [WE] hereby apply to the Board to summon a meeting of the owners of the PAPAHAUA NO. 2 BLOCK

for the purpose of considering the following proposed resolution:--

That a gift of the said block be made to The Raglan Town Board.



Dated at *Whaka Whaka*, this *23rd* day of *February*, 1913.

Rose Errett

Applicant

3614

[Abua Nama 12.]

Tono kia Karangatia he huinga o nga Tangata no ratou te Whenua i raro i Wahi XVIII o te Ture Whenua Maori, 1909.

(REKUREIHANA NAMA 49).

Te Ture Whenua Maori, 1909.

KI TE POARI WHENUA MAORI O TE TAKIWA WHENUA MAORI O

Waikato-Maniapoto

Ko ahau [~~Ke-
ma~~] tenei ka tono ki te Poari kia karangatia he huinga o nga tangata no ratou a PAPAHAU NAMA 2 PORAKA

hei Whiriwhiri i te motini e whai ake nei:— Ko taua Forska whenua, ka tukua i runga i te Oha awa pone ki te Poari o Whaingaroa (Raglan)

I tuhia ki

, i tenei te

o nga

ra o

, 191

Rore Eructi

Kai tono.

3615

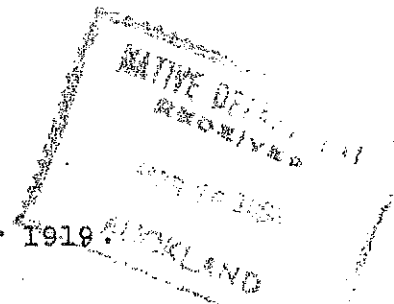
PAPAHUA NO. 2

Area : 34 acres

Title: Freehold Order dated 3rd December 1919.

Owners:

					Address
	1.	Ahiahi Koniria	✓ M	1 2/3 shares	Whatawhata
	2.	<u>Te Aupouri Waata</u>	M	1 1/5	dead
<i>in person</i>	3.	Awarutu te Awaitaia	✓ M	2 2/3	Whatawhata
<i>proxy</i>	4.	Heihei Matini	✓ F	1	"
	5.	Hiki Koniria or Kotuku	F	5/9	<i>Waimanuku</i>
	6.	Hemi Rihimona	M	1 1/5	Waitetuna ?
	7.	Hoana Parihi	F	1	Whatawhata
	8.	Hohi Ihaka	F	1 1/5	<i>Waiapu</i>
<i>proxy</i>	9.	Houkura te Awaitaia	✓ M	2 2/3	<i>Whatawhata</i>
	10.	Hurori Po Kingi	M	1/2	<i>Waiwhaka Rd. Pukekohe</i>
	1.	Kauere Hapati	M	1	Helensville
	2.	Katere Ihaka	F	1 1/5	Whatawhata <i>Waiapu</i>
<i>proxy</i>	3.	Marama Harihari	✓ F	2 2/3	<i>Whatawhata</i>
<i>proxy</i>	4.	Moumou te Whanake	✓ M	1 1/5	"
	5.	Ngapaka Ruihi Puhina	M	1	<i>Imakau</i>
	6.	Pita Waiti	M	1 1/5	<i>Whatawhata</i>
<i>proxy</i>	7.	Rangitapoa Waaka	✓ F	1	"
	8.	Rangiwahia Ihaka	F	1 1/5	Parihaka
	9.	Rore Erueti	✓ M	1/2	Whatawhata
	20.	Tira Matini	F	2/3	"
	1.	Titihua Koniria	F	1 2/3	"
	2.	Toea Manukau	F	2/3	<i>Matangi</i>
	3.	Tomari Kotuku	F	5/9	Helensville



3616

PAPAHUA No.2

24.	Waaka Otene	M	1 1/5 shares	Whatawhata
5.	Wara Whakaari	F	5/9	<i>Whatawhata</i>
6.	Wita Manukau	F	2/3	Matangi
7.	Wiremu Potene	M	1	Kaurou, <i>Raglan</i>
8.	Whare Perengi Ihaka	M	1 1/5	Kawhia
9.	Wharepouri Watene	M	1 1/5	Whatawhata <i>dead</i>
			<u>34 shares</u>	

NATIVE DEPARTMENT
 RECEIVED
 MAR 16 1923
 AUCKLAND
Rogerson

Freehold Order incomplete

Description of boundaries : (Mer.M.B. 21/382)

No.1 - 10 shares The S.end of Block cut off by a line
parallel to S.bdy. and full width of block.

No.2 - 34 shares. Residue

Succession Order

<u>Deceased</u>	<u>Date Death</u>	<u>Date Order</u>	<u>Successors.</u>
Te Aopouri or Te Aupouri Waata or Moanaroa Waata or Haare Waata	17.12.19	3.9.20	Rore Erueti M. Whatawhata

Maori Land Board records shew:

10810. M.A.O. sale to Remana Nutana @ £48 -

15/4/20 adjourned sine die - no quorum.

No v/c on file - Now relinquished in favour of The Raglan
Town Board.

*Correct Search
Earl Kent Massey
22/2/23 per [Signature]*

3617

MINUTES OF MEETING of assembled owners of Papahuedu
held at Raglan on Friday the 8th
day of June 1923, to consider the following proposed resolution:—

That a gift of the said Block be
made to the Raglan Town Board.

Representative of Board. G. Hall

Present:—

In person

Awamutu te Awaitana $2\frac{2}{3}$ acres.

By proxy

Houkura te Awaitana $2\frac{2}{3}$ acres

Marama Haukari $2\frac{2}{3}$ acres

Heihei Matini 1 objects.

Moumou te Whanake $1\frac{1}{2}$ objects

Rangitapu waaka 1. objects.

Chairman proposed:— G. Hall

In view of the fact that the great majority of the owners
reside at Whatawhata, and that the proxies are
informal chairman suggested meeting be adjourned at
Whatawhata. Awamutu agrees to this. Adjourned
accordingly.

T. A. W. Teupaitara
G. Hall

Representative of Board.

3618

Minutes of Meeting of assembled Owners of Papahua
No 2 Block held at Hatawhata on Thursday
the 19th day of October 1923 to consider the following
proposed resolution

That a Gift of the said Block be made to
the Raglan Town Board.

Representative of Board. *Geom Carano.*

Owners present.

In person: Ahiaki Kororia
Awarau to Awarauaia /
Aikei Matini /
Horehore to Awarauaia /
Harama Karikari /
Houmou to H. Kanake /
Rangitapoa Kaeta /
Rore Erueti /

Tatihu in Roman numerals by Henry.

Chairman proposed: *Geom Carano.*

Resolution as per accompanying schedule
"That as a gift of the said block (Papahua No 2)
be made to the Raglan Town Board".

Geom Carano
Rep. of Board.
Rore Erueti
Awarau to Awarauaia

3619

Mr Hudson (Chairman of the Raglan Town Board) explained (through a interpreter) that the Board was anxious to obtain the Block as a Public Reserve. They would derive no benefit from it. It was their intention to connect the Block with the main land by a bridge.

There is a burying ground on the Block and this would be reserved to the native owners and the monument now in the main street would also be transferred by the Board to the Reserve. The land would be vested in the Crown as a Public Domain would never be sold.

Both parties (native owners) would have equal rights over the land.

Rore Eruiti. He quite understood the position & all are agreeable.

Each of the native owners present intimated personally that they were quite agreeable to the gift & asked that the resolution be carried.

The resolution was then put to the meeting & carried unanimously.

"That a gift of the said Block (Papahurua 2) be made to the Raglan Town Board."

Geor. Adams
Rep. of Board

address correspondence
P.O. Box 222

3620
BANK OF NEW ZEALAND BUILDINGS
(FIRST FLOOR)

Telephone Nos. 273 and 2541A

EARL, MASSEY & NORTHCROFT
BARRISTERS AND SOLICITORS

FREDERICK EARL, K.C.
GEORGE S. KENT, LL.B.
F. G. MASSEY, LL.B.
E. H. NORTHCROFT, NOT. PUB.

*Swanson Street, Auckland,
New Zealand*

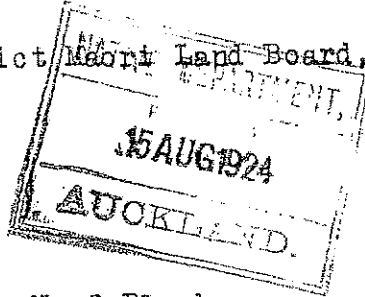
ENCL _____

14th August 1924.

The Registrar,

Waikato-Maniapoto District Maori Land Board,

AUCKLAND.



Dear Sir,

re Papahua No.2 Block

Herewith we enclose Memorandum of Transfer for execution by your Board as agents for the Native owners, vesting in the Raglan Town Board for the purposes of a public reserve, Papahua No.2 Block.

There has been some delay in the completion of this matter, owing to the time taken in the making of the survey. This is now complete, and the survey fees have been paid, the receipt for which we enclose.

We should be grateful if you would arrange for the transfer to be executed by your Board.

Yours truly,

EARL, KENT, MASSEY & NORTHCROFT,

per.

XXXXXXXXXXXXXXXXXXXX
 DEPARTMENT OF LANDS AND SURVEY

TELEGRAPHIC ADDRESS: 'LANDS'

FOR VERBAL INQUIRIES
 PLEASE ASK FOR M

TELEPHONE No. 82 489

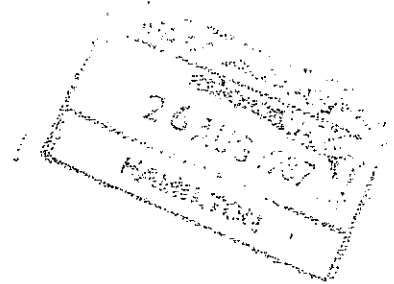


OUR REFERENCE: 8/991 (20/972)
 YOUR REFERENCE: 50549 of 19.8.87
 C/- Department of Survey
 & Land Information
 Private Bag, HAMILTON.
 XXXXXXXXXXXXXXXX
 DISTRICT OFFICE,
 XXXXXXXX
 HAMILTON

24 August 1987

The Registrar
 Maori Land Court
 Private Bag
 HAMILTON

Mr Raupatu



PAPAHUA NO 2 BLOCK

1. Papahua No 2 block is (except for 2 roods 35 perches of road) subject to the Reserves Act 1974.
 - 1.1 5.2.05 perches is part of a local purpose reserve (aerodrome) by NZ Gazettes 1969 p.1970 and 1979 p.1147. The Raglan aerodrome vested in the Raglan County Council by NZ Gazette 1969 p.1970 also.
 - 1.2 The balance of 30.2.00 is part of the Raglan Domain. This area is called the Kopua Recreation Reserve and contains the Raglan Camping Ground. NZ Gazette 1980 p.2705 details classification but ownership remains with the Crown (Department of Conservation) although there is a local board of control, the Raglan Domain Board, which on a voluntary basis exercises day to day management. The Domain Board employs a manager to run the camping ground.
2. The block was gifted in 1923 as a public reserve by the then Maori owners to the Raglan Town Board. At a meeting of assembled owners on 18 October 1923 when the gift proposal was finalized with Raglan Town Board members certain conditions pertaining to the gift were laid down. One of these conditions stated:

"There is a burying ground on the Block and this would be reserved to the native owners".

This burying ground is known as Tuahu and is first recorded on a Survey Office plan in February 1885 (plan no 3809).
3. There was a meeting on 9 March last called by Mrs Eva Rickard as spokesperson for Ngati Mahanga (the original owners of the land) between Ngati Mahangi people, the Raglan Domain Board and myself then Assistant Commissioner of Crown Lands, Department of Lands and Survey.

The conditions pertaining to the gift were aired and among other things I gave an undertaking that on behalf of the Crown I agreed to the return of the burial ground to Maori ownership at no expense to the Maori people concerned. I subsequently put that in writing

3622

to Mrs Rickard on 12 March. I held (and still do) that the Crown (Raglan Town Board/Maori Land Board) was remiss in taking title to the whole of Papahua No 2 Block without first surveying out the Tuahu burial ground.

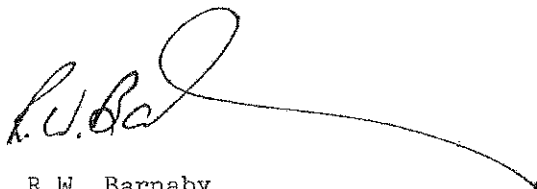
4. Enclosed are:-

- (i) PR 170/4 - title to Papahua No 2 Block as at 3 December 1919.
- (ii) Maori Land Board confirmation of resolution of owners of the Papahua No 2 Block to gift the block as a public reserve to the Raglan Town Board dated 27 November 1923; and a copy of the minutes of the meeting of owners dated 18 October 1923 held at Whatawhata.
- (iii) Transfer document 182007 transferring Papahua No 2 Block to the Raglan Town Board.
- (iv) Subsequent Certificate of Title No. 399/91.
- (v) A copy of SO plan 3809.

5. The extent of the burial ground is not known. SO plan 3809 is the best recorded definition but is inadequate today to determine boundaries. There is only one grave stone in existence - that of Wiremu Neera Te Awaitaia.

Mrs Rickard has agreed to call together all the old people who may be able to contribute something from memory as to the extent of the burial ground - but she has yet to do this. When she has done so, I am to meet her on site to fix points for survey.

6. I think Mr Amos' application is premature. The boundaries of the Tuahu burial ground must first be defined followed by an application from the Minister of Lands for re-vesting pursuant to S.267 of the Maori Affairs Act 1953. This of course presupposes revocation of the reservation by the Minister of Conservation over the burial ground area pursuant to the Reserves Act 1977.

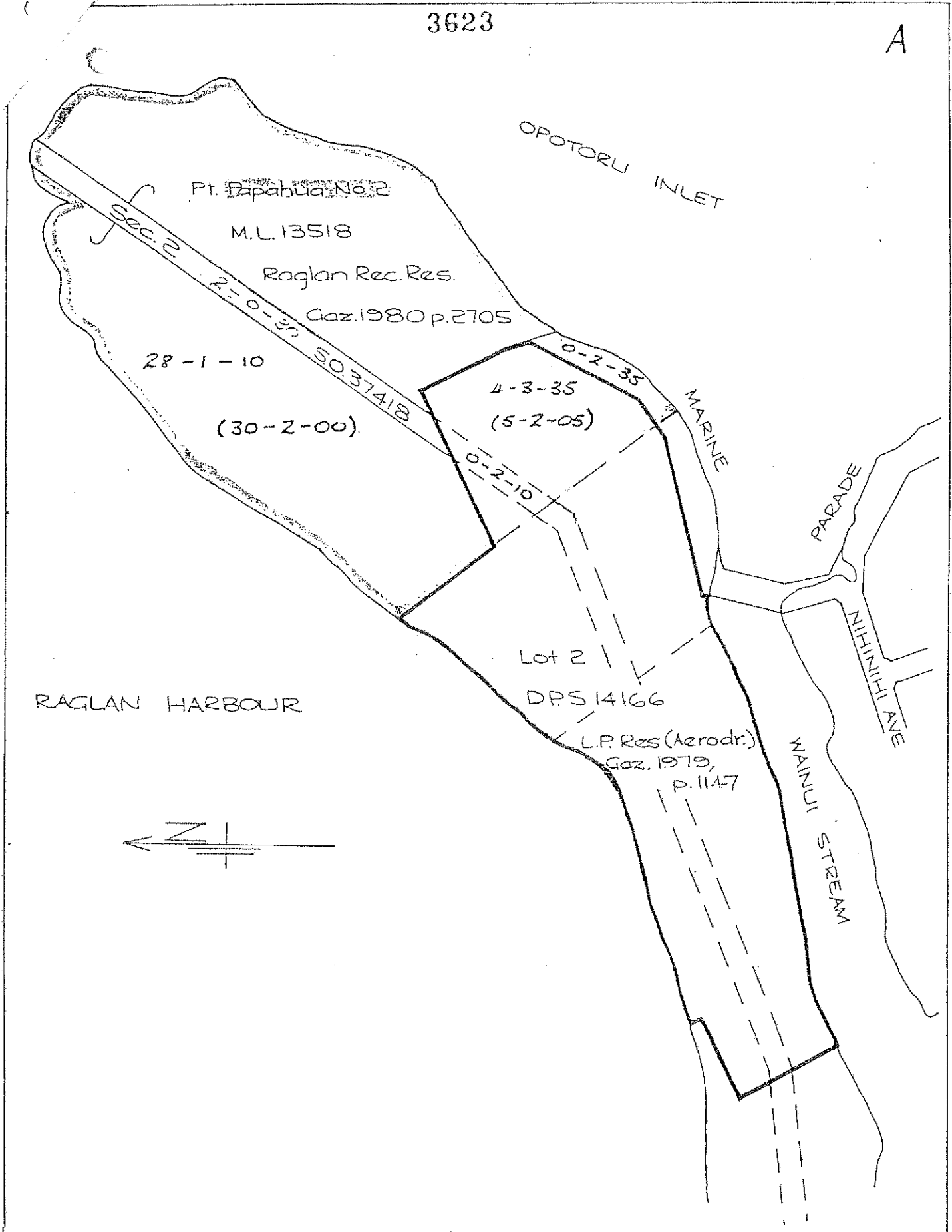

R.W. Barnaby
MANAGER

PS: An illustrative plan is also attached marked 'A'



3623

A



BLOCK 1		KARIOI		SURVEY DISTRICT		SCALE	
LOCAL AUTHORITY RAGLAN COUNTY				STH. AK. LAND DISTRICT			
DRAWN BY CS	CHECKED BY	DATE 12/83	FILE 8/991	REF. PLANS	AIR PHOTOS		



*Te Awaitaia "Wiremu
Neera"*

150th Memorial Celebrations

27th April 1866 - 2016



*Toia mai raa ngaa waka o ngaa taiaauru ki Whaingaroa.
 Ka tuu motuhake te maunga o tuawhakarere aa Karioi.
 Taataahia raa ngaa hoe ki te awa e rere ana ki Oporu.
 Tuia te here taangaengae ki te whenua ki Rokikore,
 Ka maawhiti te tirohanga atu ki te whenua ki Putoetoe.
 Hoea te waka kia anga ki mua ki ngaa tai e pari ana ki Nihinihi.
 Toia mai raa Tainui ki uta ki te one takaroa, toia mai raa ngaa
 mana ki runga o ngaa pari kaarangaranga o te ia kaarohirohi.
 Poua raa ngaa pou whenua ki runga o Papahua, ki te
 urupaa ki te tuahu te takotoranga o te tuupuna i aa Te Awaitaia.*

*Draw the canoes from the western tides, haul them ashore to
 Whaingaroa, where stands Karioi, the mountain of our forebears.*

*Dig your paddle in the current of Oporu,
 Sweeping past Rokikore where memories slumber
 cast your gaze to Putoetoe , follow the current to the landing place at
 Nihinihi where the tide is in full flood*

Haul Tainui! Haul her ashore!

*Stake your post on Papahua,
 It is at Tuuahu, the resting place of the tupuna, Te Awaitaia*

Te Awaitaia was born at Waipa in 1796, son of Te Kata and Purehina, leaders of rank of Ngaati Hourua and Ngaati Mahanga. His leadership qualities emerged when he led military engagements from Kawhia south to Taranaki. Te Awaitaia was of equal rank to Pootatau. As well, he was Pootatau's fighting general, and companion-in-arms to Te Waharoa. While on an expedition to Taranaki to seek satisfaction for the wrongful killing of a close kin, Te Awaitaia met with a missionary who convinced him that the pathway to the resolution of disputes was through peaceful means, not through arms and warfare. In 1835, he was baptised by Reverend James Wallis at Whaingaroa into the Wesleyan church. To reflect his changed political and spiritual status he presented his taiaha to Wallis and adopted the name William Naylor or Wii Neera.



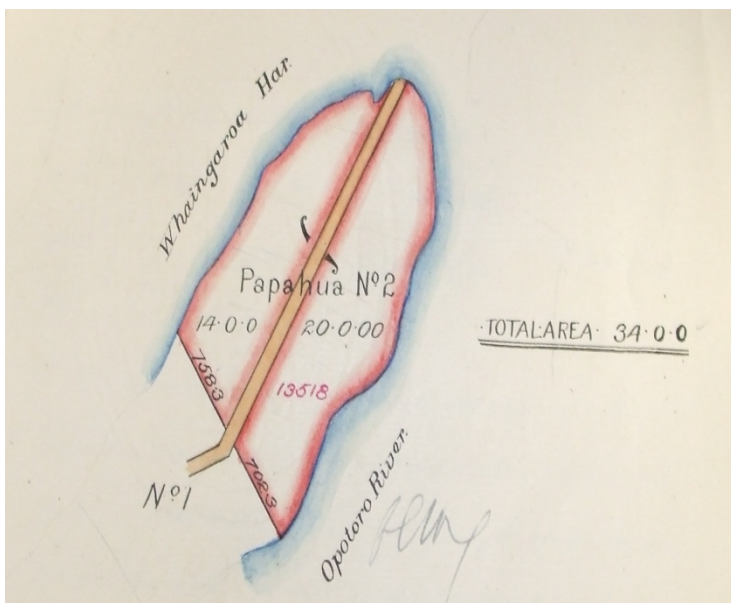
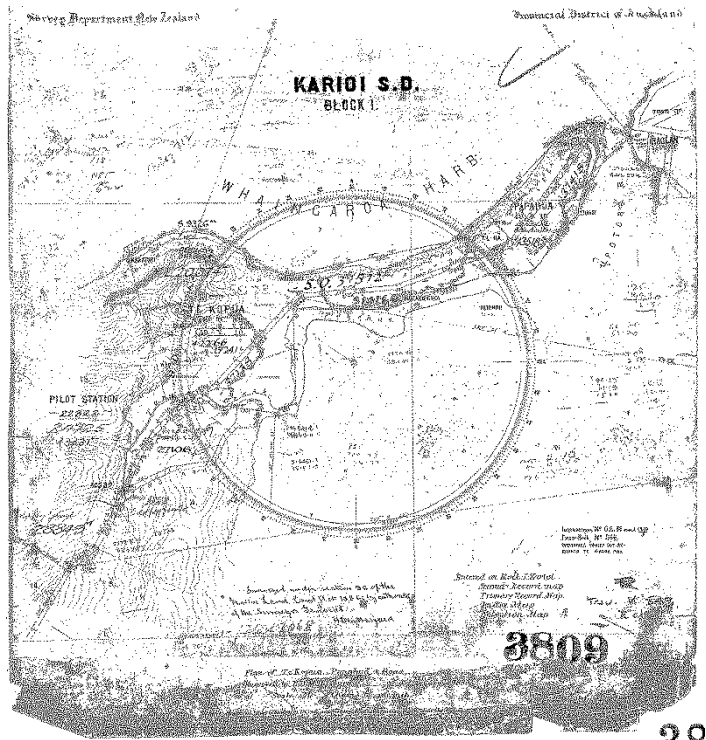
Te Awaitaia built the first church in Whaingaroa, and escorted back to Taranaki those who had been taken captive during the siege of Pukerangiora. As tribal leader of Ngaati Hourua and Ngaati Maahanga, he was a signatory to the Treaty of Waitangi 1840 and attended both the Remuera Conference in 1844 and the Kohimarama Conference in 1860. In 1857, Te Awaitaia built his Courthouse in Whaingaroa where, as Native Magistrate, he adjudicated disputes between Maaori and Paakehaa. He opposed the establishment of a Maaori King, but eventually sent his people to Rangiriri to join the King Movement. He was steadfast in his desire for a distinct Maaori nation. In 1863, when Waikato was invaded by the colonial troops, Te Awaitaia refused to bear arms but his chiefly status and authority were enough to ensure that warfare were not visited upon his tribal domain or the Whaingaroa area.

In April 1866, as he was waiting to meet with Sir George Grey in Kawhia, he took ill with fever and was stretchered back to Whaingaroa by his Ngaati Te Wehi kin. Despite medical help, Te Awaitaia succumbed to fever and in accordance with his final request, was buried here on his tribal land at Papahua in the urupaa known as Te Tuuaahu.

Papahua

The Papahua land consists of 34 acres. In 1923, the Raglan Town Board went to Whatawhata to ask Ngaati Hourua – Ngaati Maahanga to sell the block. The request was refused. Under pressure to sell their land, the owners instead made a decision to transfer the land according to customary practice for use as a public reserve. The conditions attached to the transfer were:

- That the land would never be sold
- That the Raglan Town Board would derive no benefit from the land
- That a bridge would be built between Papahua and the township
- That the memorial monument to Te Awaitaia would be transferred to Papahua
- That Ngaati Hourua and Ngaati Maahanga and the Crown would have equal rights over the land



Transferring rather than selling Papahua meant the right of Ngaati Hourua – Ngaati Maahanga to maintain the relationship with Papahua was assured, and that Ngati Hourua – Ngaati Maahanga and the Crown could freely enjoy the open spaces of Papahua, in keeping with the spirit of peace-making envisaged by Te Awaitaia.

The area along the foreshore, including this burial ground, is called Papahua 3. This land is held under Maaori title to Ngaati Hourua – Ngaati Maahanga.

Putoetoe

Putoetoe was Te Awaitaia's personal residence. It was here that he built his Courthouse where he acted as a native magistrate. "Mahia te Pai" was the inscription on his flag that was hoisted above his Courthouse in 1857. It was an exhortation to act with integrity and compassion.



The memorial monument to Te Awaitaia:



The photograph is of members of Te Awaitaia's immediate family standing next to his monument outside his Courthouse in 1870. Members are from left to right: Toea Te Awaitaia (grand-daughter), Wi Nera Te Awaitaia (son, and holding taiaha), Hetaraka Otene (nephew and successor), Miriama-Toea (daughter), and Atutahi Nikorima Te Rutu (husband of Miriama).

The monument to Te Awaitaia was constructed by the then government. The dedication of the monument coincided with a multi-tribal gathering at Papahua to pay homage and lament the deaths of Te

Awaitaia and other coastal tribal leaders - Te Aoterangi, Kiwihuatahi and Kukutai. Ongoing warfare in previous years had prevented such eulogies being given full expression. Tuukuku was the name of this significant gathering at Papahua

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	27 April 2018
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Raglan Kopua Holiday Park Financial Statements ended 31 January 2018

I. EXECUTIVE SUMMARY

The purpose of this report is to present the Raglan Community Board with the Raglan Kopua Holiday Park Financial Statements for the seven months ended 31 January 2018.

The seven month performance is unfavourable to last year by approximately \$30k, underpinned by higher revenue, but offset by targeted increases in certain costs categories, particularly repairs and maintenance, and staff costs. Overall the performance continues to be positive.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Raglan Kopua Holiday Park Financial Statements ended 31 January 2018

RAGLAN HOLIDAY PARK**SPECIAL PURPOSE REPORT**
for the 7 months ended 31 January 2018

Contents:

Compilation report	1
Directory	2
Approval of financial report	3
Statement of profit or loss	4
Balance sheet	5
Statement of changes in equity	6
Notes to the accounts	7

RAGLAN HOLIDAY PARK BOARD

Compilation report For the 7 months ended 31 January 2018

This is a compilation report to the Board of Management of the Raglan Holiday Park Board.

Scope

On the basis of information you provided we have compiled, in accordance with *Service Engagement Standard No. 2: Compilation of Financial Information*, the special purpose financial statements of Raglan Holiday Park Board for the seven month period ended 31 January 2018, as set out in pages 02 to 11. These have been prepared on the basis disclosed in the notes to the financial statements on page 07.

Responsibilities

You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Directors are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs, and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. Neither we nor any of our employees accept responsibility on any grounds whatsoever, including liability in negligence, for the contents of the special purpose financial statements, to any other person.

No audit or review engagement undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarization of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.



Bizworx Consultancy Limited
Chartered Accountants

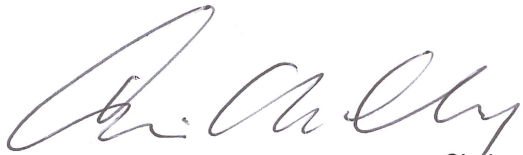
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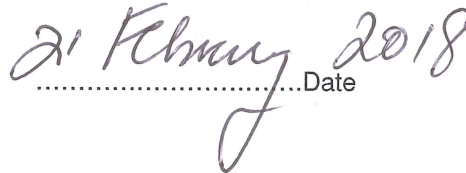
RAGLAN HOLIDAY PARK BOARD**Approval of financial report
For the 7 months ended 31 January 2018**

The Board of Management are pleased to present the approved financial report including the historical financial statements of Raglan Holiday Park Board for the seven month period ended 31 January 2018.

APPROVED

For and on behalf of the Board:


.....Chairperson
Colin Chung


.....Date

RAGLAN HOLIDAY PARK BOARD

Directory

For the 7 months ended 31 January 2018

Name	Position
------	----------

Board Members:

C Chung (Chairperson)	Business Representative
P Storey	Community Representative
L Thomson	WDC Representative
M Rickard	Business and Maori Representative
D Reynolds	Mana Whenua Representative
R MacLeod	WDC Ward Representative

Manager:

P Ryan

Secretary:

J Gibbs

Other Information

Address:

P.O. Box 34
Raglan 3265

Bankers:

Westpac
Raglan

Accountant:

L Wilkins
Bizworx Consultancy Limited
Chartered Accountants
Raglan

Statement of profit or loss
for the 7 months ended 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Income			
Rentals Received	8	1,067,665	930,763
Contracting Receipts		-	1,477
Interest Received		15,542	1,696
Sales of Goods & Services		34,672	37,967
Total Income		1,117,879	971,903
Expenditure			
Accountancy, Consultancy, Legal, & Administration		20,935	18,715
Advertising & Promotion		32,397	36,486
Bank Charges		10,634	6,362
Cleaning, Laundry & Waste Management		38,013	34,299
Commission Paid - Bookings & Sales		5,300	2,088
Communication Costs		8,668	8,304
General Expenses		2	557
Heat, Light, Power & Water		50,176	44,239
Insurance		7,832	7,404
Lease Payments		5,840	2,394
Licenses & Subscriptions		766	4,371
Office Expenses		27,895	26,051
Purchases for Resale		17,118	16,429
Rates		19,025	16,355
Replacements, Repairs & Maintenance - General		104,147	38,133
Repairs & Maintenance - Programmed	5	71,242	17,321
Security		26,154	48,340
Professional Development, Travel & Conferences		3,218	3,951
Vehicle Expenses		7,603	4,963
Wages & Salaries		364,464	310,680
Total Cash Expenditure		821,429	647,442
Non-Cash Adjustments			
Depreciation	5	82,960	80,581
Total Non-Cash Adjustments		82,960	80,581
Total Expenses		904,389	728,023
Net Operating Surplus (Deficit)		213,490	243,880

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

Balance Sheet
as at 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Current Assets			
Cash & Bank	2	769,378	454,196
Westpac Term Deposit	3	783,413	750,000
Accounts Receivable		93,550	62,911
Prepaid Expenses		3,556	3,785
Total Current Assets		1,649,897	1,270,892
Current Liabilities			
Accounts Payable	4	53,030	72,752
Waikato District Council - Current Account		281,662	97,956
GST Accrued		21,437	36,169
Revenue Received in Advance	7	81,568	70,957
Total Current Liabilities		437,697	277,834
Working Capital		1,212,200	993,058
Non-Current Assets			
Property, Plant & Equipment	5	2,876,868	2,805,223
Total Non-Current Assets		2,876,868	2,805,223
Net Assets & Liabilities		4,089,068	3,798,281

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

Statement of Changes in Equity
for the 7 months ended 31 January 2018

	Notes	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Opening Balance January 31 previous year		3,798,281	3,467,144
Movements in Equity 1 February to 30 June previous year	7	<u>77,297</u> 3,875,578	<u>87,257</u> 3,554,401
Net Operating Surplus (Deficit)		213,490	243,880
Closing Balance January 31		4,089,068	3,798,281

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

Notes to the Accounts For the 7 months ended 31 January 2018

1. STATEMENT OF ACCOUNTING POLICIES

Entity Reports

These financial statements are for Raglan Holiday Park Board.

The Raglan Holiday Park Board was established to oversee and govern the operation of the Raglan Holiday Park. The Board's management purpose is to manage the Camping Ground Assets of the Waikato District Council and the people of Raglan / Whaingaroa, generating sufficient income to cover operating costs and provide growth through reinvestment in people and facilities.

The financial statements of Raglan Holiday Park Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

Historical cost

These financial statements have been prepared on a historical cost basis, except for certain assets which have been revalued as identified in specific accounting policies below. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$ except where otherwise indicated.

Specific Accounting Policies

(a) Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probably that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

(b) Accounts receivables

Accounts receivable are recognised at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

(c) Income tax

The Raglan Holiday Park Board is not subject to Income tax.

(d) Goods and services tax (GST)

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable, which are stated inclusive of GST.

(e) Property, Plant & Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

RAGLAN HOLIDAY PARK BOARD

Notes to the Accounts For the 7 months ended 31 January 2018

(f) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

Buildings	40 years
Equipment	3 - 10 years
Furniture, Fixtures, Fittings	5 years
Vehicles	5 years

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

(g) Financial Instruments – financial assets

At initial recognition, the Board determines the classification of financial assets as held at cost, calculated at the transaction price less any associated transaction costs.

(h) Leases – operating leases

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

(i) Employee Entitlements – Accruals

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a charge for holiday pay. An accrual has been made for days in lieu of public holidays that have not been taken.

(j) Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuing year. The annual accounts of the Board are included in the audit of Waikato District Council.

(k) Changes in Accounting Policies

There have been no changes in accounting policies for the year. Policies have been applied on a basis consistent with the previous year.

Notes to the accounts
for the 7 months ended 31 January 2018

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
2 Cash & Bank		
Westpac Cheque Account	457,521	394,880
Westpac Savings Account	298,480	48,224
Cash on Hand	11,488	9,662
Float	1,889	1,430
	769,378	454,196
3 Investments		
Westpac Term Deposit	783,413	750,000
	783,413	750,000
Matures:	27/04/2018	28/07/2017
Interest rate:	3.35%	3.60%
4 Accounts Payable		
Trade Creditors	50,872	70,152
Westpac Credit Card	2,158	2,600
	53,030	72,752

5 Property, Plant & Equipment

	2018			2017		
	Cost/ Value	Accum Depn	Book Value	Cost/ Value	Accum Depn	Book Value
Lessees Alterations	3,761,369	963,976	2,797,393	3,578,465	873,140	2,705,325
Plant & Equipment	282,717	250,692	32,025	282,102	238,306	43,796
Furniture & Fittings	65,585	57,775	7,810	77,196	66,591	10,605
Vehicles	145,740	106,100	39,640	128,132	82,635	45,497
	4,255,411	1,378,543	2,876,868	4,065,895	1,260,672	2,805,223

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
Reconciliation of Net Book Value		
Net book value at 1 July	2,833,960	2,811,814
Assets disposed of		
Depreciation charge for period	(82,960)	(80,581)
Asset acquisition at cost	125,868	73,990
Net book value at 31 January	2,876,868	2,805,223
Assets disposed of 1 February to 30 June		-
Depreciation charge for period 1 February to 30 June		(60,521)
Asset acquisition at cost 1 February to 30 June		89,258
Net book value at 30 June		2,833,960
Depreciation		
Lessees Alterations	53,747	51,367
Plant & Equipment	12,927	14,139
Furniture & Fittings	1,631	1,143
Vehicles	14,655	13,932
	82,960	80,581

Raglan Holiday Park Board has a maintenance programme for painting & refurbishment. In general this work is treated as repairs & maintenance, and is written off in the year of expenditure.

Notes to the accounts for the 7 months ended 31 January 2018

6 Capital Expenditure Commitments

Raglan Holiday Park has several capital projects noted in the Capital Plan that was approved in October 2017. Current projects still in progress include the pump track amenities, recoating the main toilet block floor, the heritage trail, a new par course, meters for power sites, installing a car/boat wash area, upgrading the driveway and entrance, and funds allocated to the multi purpose hall project. The sum of \$1,242,790 is committed but unspent as at 31 January. (2017: \$1,267,107). The Capital Plan is currently being reviewed.

Operating Lease Commitments

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
<i>Lease commitments under non-cancellable operating leases:</i>		
Not later than one year	5,225	3,336
Later than one year and not later than two years	1,947	4,428
Later than two years and not later than five years	-	-
Later than five years	-	-
	7,172	7,764

Raglan Holiday Park Board entered into a rental agreement for photocopier in February 2016. The lease term is for a period of 59 months, and will terminate on 31 December 2020. The new agreement costs \$246 per month.

Raglan Holiday Park Board has entered into rental agreements for EFTPOS equipment. The agreement with Leasetech is for a period of four years at monthly instalments of \$96, and the agreement finishes 30 September 2018. The agreement with Eftco is for a period of three years at monthly instalments of \$45, commencing 29 November 2016.

Raglan Holiday Park Board has entered into a rental agreement for solar-powered waste disposal units, commencing 10 November 2015. The agreement is for a period of three years at monthly instalments of \$433.

7 Movements in Equity 1 February to 30 June previous year

Movements in Property, Plant & Equipment:

Assets disposed of 1 February to 30 June	-	-
Depreciation charge for period 1 February to 30 June	(60,521)	(42,266)
Asset acquisition at cost 1 February to 30 June	89,258	25,232
Movements in Current Assets	122,395	41,100
Movements in Current Liabilities	(73,835)	63,191
Net Movements in Equity 1 February to 30 June	77,297	87,257

**Notes to the accounts
for the 7 months ended 31 January 2018**

	2018 Actual \$ 7 mths	2017 Actual \$ 7 mths
8 Revenue Received in Advance		
Revenue received in advance for caravan sites	34,601	51,359
Other accommodation revenue received in advance (refer Note 5)	46,967	19,598
	81,568	70,957
9 Contingent Losses or Gains		
There were no known contingent losses or gains outstanding as at 31 January (2017: Nil)		
10 Subsequent Events		
There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.		

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Jacki Remihana Acting General Manager Service Delivery
Date	9 March 2018
Prepared by	Karen Bredesen Business Support Team Leader/PA
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	Raglan Kopua Holiday Park, Chairperson's Six Monthly Report, 1 July-31 January 2018

1. EXECUTIVE SUMMARY

The Raglan Kopua Holiday Park Chairperson's Six Monthly Report for the period 1 July-31 January 2018 is attached for information.

2. RECOMMENDATION

THAT the report from the **Acting General Manager Service Delivery** be received.

3. ATTACHMENTS

- Raglan Kopua Holiday Park Chairperson's Six Monthly Report – 1 July-31 January 2018

TO	Infrastructure Committee and Raglan Community Board
DATE	28 February 2018
FROM	Colin KM Chung Chairperson Raglan Kopua Holiday Park Board of Management
SUBJECT	Raglan Kopua Holiday Park Chairperson's Six Monthly Report July-31 January 2018

PURPOSE OF REPORT

The purpose of the Chairperson's Six Monthly report is to keep the Infrastructure Committee/Raglan Community Board of the Waikato District Council fully informed of all significant issues/activities of the Raglan Kopua Holiday Park.

REPORT

Introduction

This report presents a summary of the main issues/activities for the period | July-31 January 2018 and for the most part (sales and net surplus) we are slightly ahead of the previous year.

Issues:

It has been a good first half of the financial year, although full of surprises and challenges. Sales have been up slightly over the same period the previous year and for the most part of winter and spring, time and energy was spent on maintenance and capital works projects.

In September, Pam Ryan started her position as the new camp manager after being appointed by Council. As this was a critical prep time to ready the park for the summer rush, it was fortunate that Jo Hamblyn, then the interim manager, and the interim assistant manager, Haven Tahere, could stay on and assist Pam in the steep learning curve of this important management role in preparation for the oncoming summer rush. Our busy summer period started well with good December sales starting earlier than last year and with January having a couple periods of heavy rain effecting earlier departures, new arrivals kept our park quite full and we were still able to squeeze another 14% growth during December over the previous year. Although we anticipated a slump in sales due to all those rainy spells and unusually cooler weather, surprisingly we netted an increase of 25% growth over last year January's sales. This was largely in part to a new policy of no refunds due to the weather, so quite a few sites were resold again for the same period when vacated by prepaid campers. Campers were well behaved for the most part and very happy with the service and the pleasant smooth running of the park, especially with booking systems and reservation all in place as opposed to the dire mess of last summer. Consequently, we once again had many re-bookings, good comments and ended this period on a very high note. We had a few issues with the security company's service during this busy period, that didn't directly impact on the security or safety of the camp, but poised a very heavy load on management's ability to smoothly oversee operations. This and their contract is now being reviewed and sorted.

Budget/Financial Performance:

We have had an increase in sales of 13% with operating costs increasing 24%, mainly due to a big spend of \$175,000 on planned and general repairs and maintenance, but we were still able to manage a 19% net after depreciation. For the period ending 31 January 2017, we ended with working capital of just over \$1.2M and a net worth of just over \$4M.

Capital Works/Projects:

The capital improvement budget for this year is \$357,850 with \$116,918 already spent before the summer rush on improvements & upgrading of facilities, with a balance of \$240,932 to be used to complete projects before the end of the financial year.

PROPERTY REPORT				
<i>Capital Expenditure Analysis year-to-date</i>	<i>For the period ended 31 January 2018</i>			
Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Pump track, seal, landscaping, amenities	\$0	\$125,000	\$99,454	\$25,546
Boundary survey	\$0	\$600	\$0	\$600
Heritage Trail	\$0	\$5,000	\$0	\$5,000
Driveway upgrade, including entrance	\$0	\$20,000	\$0	\$20,000
Revamp main kitchen and internet room	\$0	\$30,000	\$0	\$30,000
Boat and car wash area and upgrade boat parking	\$0	\$1,200	\$0	\$1,200
Increase security coverage	\$0	\$1,500	\$0	\$1,500
Flooring for Papahua and small toilet block	\$0	\$25,500	\$0	\$25,500
New ride on mower	\$0	\$15,500	\$870	\$14,630
Recoat main toilet block floors	\$0	\$25,500	\$0	\$25,500
Dump station upgrade	\$0	\$1,500	\$0	\$1,500
Meters for powered sites	\$0	\$65,000	\$0	\$65,000
Hand dryers x 6	\$0	\$10,350	\$2,500	\$7,850
Papahua upgrade roof	\$0	\$10,000	\$8,714	\$1,286
Soccer field report	\$0	\$6,200	\$5,380	\$820
Murals - materials and contribution to schools	\$0	\$15,000	\$0	\$15,000
Total	\$0	\$357,850	\$116,918	\$240,932
* Per draft Capital Plan September 2017				
Expenditure on programmed maintenance is		\$59,650	\$71,242	
Expenditure included in wages is			\$0	
Balance left to spend on programmed maintenance				(\$11,592)

Major Maintenance Items:

No major maintenance items are anticipated for this year other than our planned maintenance programme of upgrading, refreshing and replacements of current assets. (approximately \$100,000)

Description of work	Budget	<i>For the period ended 31 January 2018</i>		
		Actual cost to date	Balance to expend	Previous year to date
Replacements - Other	\$54,000	\$22,621	\$31,379	\$13,914
Replacements - Linen & Bedding	\$0	\$4,978	(\$4,978)	\$0
Crockery,utensils,small appliances	\$0	\$2,570	(\$2,570)	\$0
Replace large appliances,furniture,TVs	\$0	\$23,237	(\$23,237)	\$0
Replacements - Tools	\$0	\$1,818	(\$1,818)	\$0
Hardware Supplies	\$0	\$464	(\$464)	\$0
Room Supplies	\$0	\$2,448	(\$2,448)	\$0
Maintenance - Grounds	\$7,000	\$2,494	\$4,506	\$5,547
Maintenance - Plant	\$25,000	\$16,716	\$8,284	\$3,627
Maintenance - Property	\$16,000	\$26,801	(\$10,801)	\$2,576
		\$0	\$0	
Total	\$102,000	\$104,148	(\$2,148)	\$25,664

Health & Safety Issues:

We have no major health or safety issues with either staff or patrons of the park during the past period. A Council contractor, Amourguard was employed to handle 24 hour security service at the camp for the busy summer period under a contract, but unfortunately due to poor communications we are looking at alternative solutions for the rest of the year.

Number of Visitors/Stays:

We can report that we had a small, but significant increase in numbers from clever advertising and promotions over the last year and by having a much bigger on-line presence, we were still able to get good results. We will continue with this strategy especially in the upcoming “shoulder” and “slow” seasons. (Please see attached advertising and promotion budget)

MARKETING EXPENDITURE

<i>Year to date</i>	<i>For the period ended 31 January 2018</i>		
	Forecast cost	Actual cost to date	Balance to expend
Advertising	\$60,500	\$26,651	\$33,849
Design	\$13,000	\$1,043	\$11,957
Marketing	\$10,000	\$6,128	\$3,872
Website Maintenance & Development	\$0	\$2,045	(\$2,045)
Papahua Design & Marketing	\$0	\$0	\$0
Raglan Map - Income	\$0	\$0	\$0
Raglan Map - Expenditure	\$0	\$0	\$0
Total	\$83,500	\$35,866	

Expenditure included in wages is **\$0**

Balance left to spend **\$47,634**

Miscellaneous Items:

Now that the summer is almost over, Pam and her team can get on with the planned programme maintenance, upgrading and refreshing all of the motel units and finish off the projects on the capital improvement budget. Plans to convert the old and tired kitchen cabins to a small group school camp facility is being considered along with plans to proceed with the upgrade of the Papahua Centre kitchen and dining room. The heavy rains during the middle of summer and subsequent flooding of some areas in the camp has us analysing our pumps and drainage systems to find a permanent solution.

A big thank you to Pam, Jo, Haven and their hard-working team for their great effort and the smooth operation over the busy holiday period. We are very proud of their achievements and results and look forward to finishing the rest of the year with their capable management.

Of great concern is the new Charter put up by Council about how the Board of Management should operate, be made up of, its responsibilities and how members are to be appointed or chosen.

The Board look forward to reaching agreement on the many changes put forth by Council on the terms of reference. The major points in reference are outlined in a recent letter to the CEO by one of our Board members, Peter Storey:

We, the Board have worked through the Charter document and drawn up a list of issues that we think need to be addressed.

Please see the attached documents which I have expanded on a bit below.

We feel that it is quite cumbersome and should actually be split into two documents. One being the actual Charter and the other being the Rules and procedures. (See attached.) The Charter should focus on why we are here and who we are answerable to with reference to the deed of gift.

In the first instance we believe there is only one Stakeholder (The Raglan Community) (see attached).

The WDC, employees and contractors are service providers to the Camp and therefore, for the Community. All are, in a limited way, internal stakeholders but not the ultimate Stakeholder.

This could change after the outcome of the Waitangi Tribunal hearing, but as this could well be years away we see no point guessing possible outcomes.

We believe the Board should report in the first instance to the Raglan Community Board and intended changes be presented first, through them and where required Consultation with the Community. Previously it was agreed that the Terms of Reference would be approved by the Raglan Community Board before becoming part of Council's delegations, and we believe the Charter should say something about this process.

The procedure around the appointment of Board members needs to be made clearer and the intention spelled out clearly.

The draft document is silent on these essential procedures.

Currently Members (other than the RCB Chair and Ward Councillor) are on a three year rotation.

As the cycle nears an end the position is advertised in the local paper and applicants are vetted by the Board and an appointment is made by them. If this is to be the procedure then it needs to be spelled out as should any proposed changes.

The document needs to spell out how the Iwi reps are chosen (from within their groups) so as to clear up current interpretations.

The current position is that there is a member representing Maori Business operators and a member representing Ngati Maahunga. The way it has changed is that the Ngati Maahunga have interpreted that they get two positions and the Maori Business position is no longer there.

This needs to be tidied up as the original intention was never that and nor should it be! It was that members from both groups in town have representation, as you know. All parties would find it helpful if the Charter stated the Iwi body that has the authority to nominate each of the two representatives.

The Board should only be involved with the running of the camp business and the remainder of the Papahua block be looked after by another body. The Board could continue to fund any development undertaken on the remainder of the Papahua block through this other body.

Colin K M Chung
Board Chairperson

Open Meeting

To	Raglan Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	02 May 2018
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Community Board Charter

I. EXECUTIVE SUMMARY

The Raglan Community Board (“the Board”) have recognised that Raglan Naturally (the Raglan Community Plan) is a document it is responsible for. It has been identified that the Community Plan is not specified as a role or function within the Board Charter. The Board have hence decided to include this within the Charter.

Some suggested wording for the Board to consider for this purpose is: *prepares, review and owns the Community Plan (Raglan Naturally) and delivery of actions.*

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the **Community Board** confirm the addition to its Charter with regard to the community plan.

3. ATTACHMENTS

NIL

Open Meeting

To	All Community Boards and Community Committees
From	Ian Cathcart General Manager Service Delivery
Date	23 April 2018
Prepared by	Karl Pavlovich Acting Waters Manager
Chief Executive Approved	Y
Reference #	HCB, MMCC, NCB, OTCB, PCC, RCB, TCC, TCB, TKCC 2018
Report Title	Consultation on Proposed Waste Management and Minimisation Plan 2018-2024

I. EXECUTIVE SUMMARY

This report presents the proposed draft Waste Management and Minimisation Plan (WMMP) 2018-2024, Waste Assessment (WA), and a Statement of Proposal for public notification.

Council is required by the Waste Minimisation Act 2008 (WMA 2008) to review and develop an updated WMMP by June 2018. Generally, WAs and WMMPs must be reviewed at least every six years. The WMMP must articulate clearly the Waikato District Council's plan to achieve waste management and minimisation.

The Waste Minimisation Act 2008 also specifies that Council must use the Special Consultative Procedure set out in section 83 of the Local Government Act 2002.

The proposed draft WMMP includes the vision, goals and objectives, work-shopped with Council on 10 April 2018.

As part of consultation, there will be a hearing scheduled for 13 June 2018. The WA and WMMP will then be finalised and presented to Council for adoption.

More information can be found on our website at www.waikatodistrict.govt.nz/wmmp.

We welcome and encourage you to make a submission on the draft WMMP through our website using the online tool www.waikatodistrict.govt.nz/sayit.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Statement of Proposal

Waste Assessment

Waste Management and Minimisation Plan

Submission Form

STATEMENT OF PROPOSAL

THE PROPOSED WAIKATO DISTRICT COUNCIL WASTE MANAGEMENT AND MINIMISATION PLAN 2018-2024 (WMMP)

The development and adoption of the Waikato District Council Waste Assessment (WA) and Waste Management and Minimisation Plan (WMMP) is a legislative requirement under the Waste Minimisation Act 2008 (WMA), and must undergo a Special Consultative Process as set out in Section 44(e) of the Act.

The **Waste Assessment (WA)** is a technical document. The key purpose of the WA is to present a clear picture of what happens with waste in the Waikato District area, what forces are driving current behaviours and outcomes, and to highlight the key issues and the basic options for addressing those issues.

The **Waste Management and Minimisation Plan (WMMP)** presents as clear a picture as possible of what activities Waikato District Council intends to carry out in order to manage and minimise waste in the District.

Reasons for the proposal

The Waikato District Council is required under the Waste Minimisation Act 2008 (WMA) to have a current WA and WMMP in place. The WA and WMMP are reviewed every six years.

The Council has considered the proposed WMMP 2018-2024 and determined it is consistent with the requirements of the WMA 2008.

Summary of Key Changes

The WMMP 2018-2024 intends to focus on the avoidance, reduction, and minimisation of waste, and will make use of opportunities created from resource recovery.

This WMMP sets out Vision, Goals, Objectives, and Targets to guide us towards waste avoidance, reduction and recovery.

The activities are also detailed, and will be carried forward into the long term and annual plans to ensure the resourcing is available to deliver on our plan.

Actions and timeframes for delivery of these proposals are identified in the proposed 2018-2024 Waste Management and Minimisation Plan.

Council proposes for the 6-year term of its next WMMP to continue providing the following current waste services in the Waikato District:

- Council provided kerbside refuse and recycling collection, processing and disposal
- Litter bin servicing and illegal dumping collection
- Ongoing monitoring of closed landfills to ensure that resource consent conditions continue to be met
- Waste minimisation promotion and education
- Management of waste to ensure protection of health

As well as continuing council services, the following proposed activities include:

- a review of waste services and behaviour change programmes to bring them into alignment with the WMMP
- the development of new recycling centres
- the introduction of a Solid Waste Bylaw and a waste operator licensing system
- improved mechanisms for the collection of waste information
- greater co-operation with other councils in the region, Mana Whenua, community groups and the private sector
- advocating for greater central government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

It is expected that the implementation of these proposals will meet forecast demand for services as well as support the Councils' goals and objectives for waste management and minimisation. These goals and objectives will be confirmed as part of the development and adoption of the 2018-2024 Waste Management and Minimisation Plan.

Consultation and submissions

Anyone can make a submission about the proposed Waikato District Council WMMP and we encourage you to let us know your views.

What is a submission?

Submissions are a record of your views/preferences on a particular issue. By making a submission you can ensure that your voice is heard by councillors to assist them in their decision making. Submissions may be sent or given to the Council from any organisation or any member of the public during a time period specified by Council. In most cases submission forms are available at Council offices and libraries and on the 'Say it' page of Council's website.

When can I make a submission?

The submission period for the proposed WMMP opens on 23 April 2018 and closes at 5pm on 23 May 2018.

How can I make a submission?

Any person may make a submission on the content of this proposed WMMP.

Written submissions should follow the format shown in the submission form following this page. This form is intended as a guide only, but is suitable for brief submissions. Please attach additional pages as necessary.

In addition, if you wish to present your comments in person, Council will hear verbal submissions on 13 June 2018 (or as early thereafter as possible). Submitters wishing to be heard in support of their submission must clearly state this in their submission. All submitters wishing to be heard will be contacted to arrange an appropriate time on the date specified.

Please note that written submissions are to be received by Waikato District Council by 5pm on 23 May 2018.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Privacy Act Information - The Local Government Act 2002 requires submissions **to be made available to the public.**

Your contact details are collected:

- So the Council can write and inform you of the decision(s) on your submission(s).
- To arrange a hearing date and time for you to speak (if you choose to).

Your name and address will be publicly available. If you would like your address and phone details (including email address) kept confidential you need to inform us when you send in your submission.

You have the right to correct any errors in personal details contained in your submission. If you do not supply your name and address the Council will formally receive your submission, but will not be able to inform you of the outcome.

Submissions can be:

Online: www.waikatodistrict.govt.nz/sayit

Posted to: Waikato District Council
Private Bag 544
Ngaruawahia 3742

Delivered to: Waikato District Council
Attn: Corporate Planner
15 Galileo Street
Ngaruawahia 3742

Huntly Office
142 Main Street, Huntly 3700

Raglan Office
7 Bow Street, Raglan 3225

Tuakau Office
2 Dominion Rd, Tuakau 2121

Te Kauwhata Office
1 Main Road, Te Kauwhata 3710

Emailed to: consult@waidc.govt.nz
Subject heading should read: 'WMMP' submission

What happens next?

Council will acknowledge each submission received in writing, either by letter or email.

Following the closing of submissions on 23 May 2018, all submissions will be reviewed by Elected Members. Verbal submissions will be heard and all submissions formally considered at a Council meeting on 13 June 2018 (or as soon thereafter as possible). This meeting is open to both submitters and the public to attend.

Important Dates to Remember:

Submissions open – 23 April 2018

Submissions close – 23 May 2018

Hearing of submissions – 13 June 2018

If you have any further queries or would like further copies of the proposed WMMP, please contact Karl Pavlovich, Rob Ball, or Pat Cronin on 0800 492 452.

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Waikato District Council Waste Assessment

February 2018

Prepared by:

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Zenzic Consulting
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Mobile: 021 890 629

Approved by:

Karl Pavlovich
Waters Manager
Waikato District Council

PREFACE

The Waste Assessment (WA) is a technical document. The key purpose of the WA is to present a clear picture of what happens with waste in the Waikato District area, what forces are driving current behaviours and outcomes, and to highlight the key issues and the basic options for addressing those issues.

This document is based on the Waste Assessment Template developed for the Councils of the Waikato and Bay of Plenty regions, and includes reference material from a number of sources.

Issue		Author	Reviewer	Date
1	Version 1	Sandra Murray	Medical Officer of Health	04/01/2017
2	Version 2	Sandra Murray	Patricia Cronin	27/01/2018
3	Final	Sandra Murray	Karl Pavlovich	08/02/2018

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PART I - EXECUTIVE SUMMARY

Waikato District generates an estimated 52,182 tonnes of waste to landfill each year (excluding farm waste) - an average of 750kg per person every year.

Indications are that per capita waste to landfill volumes have increased by approximately 47% compared to 2012. This is higher than with national trends, with a national increase of 20% waste to landfill in the past three years. However, the difference is largely due to changes in the type and amount of waste data we now collect compared to 2012.

In addition, an estimated 112,662 tonnes of rural (on-farm) waste is estimated to be generated in the District (47% of waste).

Based on data obtained from council services and private waste operators, an estimated 71,000 tonnes of material were diverted from landfill (e.g. through reuse, recycling or composting) in the 2016-2017 year. This equates to around 1,020 kg diversion per person per year.

Recyclable material recovered appears to have increased from 0.03 per capita in 2012 to 0.05 in 2016 – a 66% increase. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

However, some caution should be noted as data collection from private waste operators is voluntary, and data quality was low for some operators. Estimates of volumes have been made for some private operators.

Key opportunities for Waikato District are to:

- Review waste services to ensure council are able to meet their waste minimisation objectives, particularly around data on waste flows and effectiveness of waste minimisation initiatives
- Introduce of a waste operator and facility licencing system to increase Councils access to waste flow information, and improve control over waste flows within the District.
- Introduce cost effective waste minimisation by supporting community-based resource recovery activities that promote a zero-waste approach to living – this is likely to include the development of new resource recovery facilities.
- Work with other councils in the region to introduce education programmes, investigate regional facilities and share services (where appropriate)
- Investigate rural waste needs and consider ways to encourage on-farm waste minimisation and resource recovery

Without improving access to waste data, resource recovery facilities and increasing the level of influence council has over waste flows, Waikato District may face cost increases for services and difficulty meeting future resident demand for improved services.

PART 2 - INTRODUCTION

2.1 What is the purpose of the Waste Assessment?

The key function of the Waste Assessment is to form a clear picture of waste flows and management options in the District. It will provide the foundation for Council to update its Waste Management and Minimisation Plan (WMMP) in an informed and effective manner.

It is a technical document that presents as clear a picture as possible of what happens with waste in the Waikato District, what forces are driving current behaviours and outcomes, and from that to highlight the key issues and the basic options for addressing those issues.

2.2 Legislative Context

2.2.1 Waste Minimisation

The principal solid waste legislation in New Zealand is the Waste Minimisation Act 2008 (WMA). The stated purpose of the WMA is to:

“encourage waste minimisation and a decrease in waste disposal in order to

- (a) protect the environment from harm; and
- (b) provide environmental, social, economic, and cultural benefits”.

To further its aims, the WMA requires Territorial Authorities (TAs) to promote effective and efficient waste management and minimisation within their district. To achieve this, all TAs are required by the legislation to adopt a WMMP.

The WMA requires every TA to complete a formal review of its existing WMMP at least every six years. The review must be consistent with the following WMA sections:

- Section 44 of the WMA requires councils to consider the waste hierarchy, ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; have regard to the New Zealand Waste Strategy. Councils must have regard to their most recent Waste Assessment when developing a WMMP and use a special consultative procedure to consult with the public.
- Section 50 of the WMA also requires all TAs to prepare a ‘waste assessment’ prior to reviewing its existing plan.
- Section 51 of the WMA outlines the requirements of a waste assessment, which must include:
 - a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority’s district
 - a forecast of future demands
 - a statement of options
 - a statement of the territorial authority’s intended role in meeting demands
 - a statement of the territorial authority’s proposals for meeting the forecast demands
 - a statement about the extent to which the proposals will protect public health, and promote effective and efficient waste management and minimisation.

This document has been prepared in fulfilment of that requirement.

Further detail on key waste-related legislation is contained in Appendix A.3.0.

2.2.2 Public Health

Protecting public health is one of the original reasons for local authority involvement in waste management. Protection of public health is currently addressed by a number of legislative enactments, including Health Act 1956 and Health and Safety at Work Act 2015.

The Health & Safety At Work (Regulations) 2016 provide added emphasis on workplace health and safety under the Health and Safety at Work Act 2015. This legislation and the associated regulations impact on the choice of collection methodologies and working practices and the design of waste facilities.

Further discussion of the implications of the legislation is contained in Appendix A.3.0.

2.3 Scope

2.3.1 General

The WMA requirements for the waste assessment means that it must take into consideration all waste and recycling services carried out by private waste operators as well as Waikato District Council services.

While Council has data on the waste flows that it controls, data on services provided by private industry is limited. Reliable, regular data on waste flows is important to allow Waikato District Council to plan for the future and to include waste reduction targets in their WMMP.

In preparing this document, reference has been made to the Ministry for the Environment's 'Waste Management and Minimisation Planning: Guidance for Territorial Authorities'.

2.3.2 Period of Waste Assessment

The WMA requires WMMPs to be reviewed at least every six years. This Waste Assessment was developed between August 2017 - February 2018 and informs the 2018-2024 WMMP process.

2.3.3 Consideration of Solid, Liquid and Gaseous Wastes

This Waste Assessment, and the subsequent WMMP, is focused on solid waste, biosolids and special wastes that are managed through solid waste facilities.

Solid wastes include all solid waste material that is disposed of to land or diverted from land disposal, for example general municipal waste and recyclables.

Special wastes included in this WA include sewage millscreenings from the Council's wastewater treatment plant and road sweepings.

Liquid and gaseous wastes (such as refrigerant gases and LPG) are not included except where they interact with solid waste systems.

2.3.4 Consideration of Public Health

Public health issues are dependent on the local context and actions taken. As well as meeting the legislative requirements the key issues that are likely to be of concern in terms of public health include the following:

- Population health profile and characteristics
- Management of putrescible wastes
- Management of nappy and sanitary wastes
- Potential for dog/seagull/vermin strike
- Timely collection of material
- Locations of waste activities

- Management of spillage
- Litter and illegal dumping
- Medical waste from households and healthcare operators
- Storage of wastes
- Management of biosolids/sludges from WWTP
- Management of hazardous wastes (including asbestos, e-waste, etc.)
- Private on-site management of wastes (i.e. burning, burying)
- Closed landfill management including air and water discharges, odours and vermin
- Health and safety considerations relating to collection and handling
- Stockpiling of wastes

Some systems may exacerbate the problem, such as infrequent collection, user-charges, inconveniently located facilities etc. However, in most cases, public health issues will be able to be addressed through setting appropriate performance standards for waste services. It is also important to ensure performance is monitored and reported on and that there are appropriate structures for addressing issues that arise.

This WA and the WMMP will give consideration to public health impacts, with particular consideration of the potential effects on vulnerable groups. Where identified, planning will aim to anticipate, avoid or mitigate issues.

2.4 Strategic Context – National

The following national and international strategies, projects, reviews and plans have been taken into consideration in the preparation of this Waste Assessment.

2.4.1 Review of the effectiveness of the Waste Disposal Levy 2017

For the review period of 1 July 2013 to 30 June 2016, levied waste disposal facilities received a total of 10,681,295 gross tonnes of waste. From this, 1,207,786 tonnes of material were diverted, leaving total net waste to landfill at 9,473,509 tonnes.

Total gross tonnage of waste increased by 16.4% from the 2014 review, while the quantity of waste diverted decreased by 6.3%. As a result, the total net tonnage disposed to levied landfills has increased by 20.1% since the 2014 review¹.

	2010/2013	2013/2016	Difference	% Increase/decrease
Total gross tonnage	9,178,592	10,681,295	1,502,703	16.4%
Total diverted tonnage	1,288,766	1,207,786	-80,980	-6.3%
Total net tonnage to levied landfills	7,889,826	9,473,509	1,583,683	20.1%

Table 1 Total gross, diverted and net tonnages of waste at levied waste disposal facilities

¹ Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

Net waste to levied landfills has increased every year since the levy was introduced (except for 2012). New Zealanders are now producing about 734kg of levied waste per person annually.

The 2017 review also identified that only 11% of consented waste disposal facilities were levied. The report noted “annual levied waste is increasing, indicating that the levy is not currently achieving its objective. Added to this, the majority of New Zealand's waste disposal facilities are exempt from the levy and no data is available about the waste that is disposed at these facilities”.

The Ministry² intends to:

- Develop a clear vision, strategy and set of outcomes for the future direction of the waste disposal levy. Develop an aligned approach to invest funding into projects that are targeted, measurable and provide the greatest returns (over 2 years).
- Invest in developing a national waste data collection and evaluation framework that targets key information to prioritise waste issues and measures effectiveness of the waste disposal levy (over 3 years).
- Develop and implement a staged approach to applying the waste disposal levy across additional classes of landfills and assess the role of a differential rating system (over 5 years).

2.4.2 New Zealand Waste Strategy

Section 44 of the WMA requires councils to have regard to the NZWS when preparing their WMMP.

The 2010 *New Zealand Waste Strategy: Reducing Harm, Improving Efficiency* (NZWS) is the Government's core policy document concerning waste management and minimisation in New Zealand.

The two goals of the NZWS are:

1. Reducing the harmful effects of waste
2. Improving the efficiency of resource use

The NZWS provides high-level, flexible direction to guide the use of the legislation, regulation and conventions that relate to the management and minimisation of waste in New Zealand. These conventions are set out in Section A.5.0.

The flexible nature of the NZWS means that councils are able to decide on solutions to waste management and minimisation that are relevant and appropriate to local situations and desired community outcomes.

For the purpose of this Waste Assessment, the council has given regard to the NZWS and the current WMMP.

2.4.3 International Commitments

New Zealand is party to the following key international agreements:

1. Montreal Protocol – to protect the ozone layer by phasing out the production of numerous substances
2. Basel Convention – to reduce the movement of hazardous wastes between nations
3. Stockholm Convention – to eliminate or restrict the production and use of persistent organic pollutants

² Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

4. Waigani Convention – bans export of hazardous or radioactive waste to Pacific Islands Forum countries

2.4.4 National Projects

A number of national projects are underway, aimed at assisting TAs, business and the public to adopt waste management and minimisation principles in a consistent fashion.

(a) National Waste Data Framework Project

The National Waste Data Framework (NWDF) project, led by WasteMINZ³ sets out a consistent methodology for the collection and categorisation of waste data.

The first stage of the Framework includes data on waste disposed of at levied disposal sites (Class 1 landfills) and information on waste services and infrastructure as well as other areas where practicable. Subsequent stages of the Framework will include more detailed data on diverted materials and waste disposed of at non-levied disposal sites. The Framework will only be successful if it is widely adopted and correctly applied. The implementation report clearly sets out a range of options to move the Framework forwards.

The Council intends to be a part of the implementation of the NWDF by using the categories and terminology of the Framework in the Waste Assessment and the forthcoming WMMP.

(b) National Standardisation of Colours for Bins

In October 2015 WasteMINZ, the Glass Packaging Forum, and councils around New Zealand agreed on a standardised set of colours for mobile recycling and refuse bins, crates and internal office bins⁴.

The recommended colours are:

Bin bodies	For 240 litre and 120 litre wheeled bins, black or dark green should be used. These colours maximise the amount of recycled content used in the production of the bins.
Red	Refuse
Yellow	commingled recycling (glass, plastic, metal and paper combined)
Lime green	food waste and food waste/garden (referring to green) waste combined
Dark Green	garden waste
Light Blue	commingled glass collections (white, brown, green glass combined)
Grey	paper and cardboard recycling

Table 2 Recommended bin and bin lid colours for MGB's

It is intended that any services provided or funded by Waikato District Council will comply with this National Standard.

³ WasteMinz is the largest representative body of the waste, resource recovery and contaminated land sectors in New Zealand

⁴ More information is available from WasteMINZ - <http://www.wasteminz.org.nz/sector-groups/behaviour-change/standardising-the-colours-of-mobile-waste-and-recycling-containers/>

2.4.5 Emissions Trading Scheme⁵

The Climate Change (Unique Emissions Factors) Amendment Regulations 2010 require landfills to surrender New Zealand Emissions Units (NZUs) for Carbon-dioxide equivalent gases (CO₂-e) generated and released into the atmosphere. Landfills are required to surrender units only for methane that is released, not for CO₂, as CO₂ is considered biogenic (part of the natural carbon cycle). The regulations required landfills to begin reporting from January 2012, and to surrender emissions units from January 2013.

The purpose of the ETS is to impose a cost on greenhouse gas generating activities, and provide a market-based incentive to invest in low carbon or carbon reducing activities. In the case of waste management, the ETS should provide an incentive to reduce the amount of biodegradable waste going to landfill as well as encourage better management of landfill methane through landfill gas capture and destruction. How effective this incentive will depend on the price of carbon.

Reviews in 2013, and again in 2016 caused changes to the Act; and it is likely that further changes will be implemented over the next two years as the government elected in 2017 campaigned on climate change policies.

Landfill operators are passing on ETS charge to waste, as well as other related costs such as administration and scheme compliance costs, and risk premiums.

The ETS regulations allow for landfills to reduce their ETS liabilities by applying for a Unique Emissions Factor (UEF). There are two types of UEFs:

- If a landfill captures and destroys methane generated in a landfill through a gas capture system, they can reduce their liabilities in proportion to the amount of methane captured and destroyed by applying for a methane capture and destruction UEF (up to 90% capture and destruction is allowed to be claimed under the regulations).
- Where a landfill can show that they accept less biodegradable waste than is assumed by the default emissions factor they can apply for a 'waste composition UEF'. This means they can then surrender NZUs based on the lower level of emissions they are estimated to generate.

ETS exposure for Waikato District Council is indirect. Landfills compete for tonnage not only against other proximate facilities but against other recovery options. The extent to which landfills pass ETS costs on will determine the extent of exposure for council. Disposal contracts are usually negotiated where there is a council service contract, and ETS costs should be specifically set out in such contracts.

2.5 Local and regional context

The actions and objectives identified in this Waste Assessment reflect, intersect with, and are expressed through other Waikato District Council and regional planning documents.

Key planning documents and waste-related goals and objectives that have been taken into consideration include:

2.5.1 Waikato District 2015-2025 Long Term Plan

⁵ Service Review: Analysis of Current Services (April 2014); Eunomia

The Long-Term Plan (LTP) sets out the following Community Outcomes & Goals:

People

We will develop and maintain relationships and partnerships and provide accessible services, facilities and activities that create a supported, healthy, safe and engaged community.

Economy

We will promote sustainable growth, maintain accessible, safe and connected infrastructure and services, create an attractive business environment and provide sound financial governance.

Energy

We will provide active leadership, empowerment and collaboration in our business environment and we will effectively and sustainably manage natural resources.

The LTP also sets out levels of service for waste services.

Community Outcomes	Level of Service	Performance Measure	Performance Target□ 2017/18	Performance Target□ 2018-25
To ensure communities are well informed about the effects of waste and opportunities they have to reduce waste.	Information on Councils waste and recycling services is available to communities	The percentage of schools in the district that receive solid waste education.	55%	55%
To ensure that our waste and recycling services are efficient and effective and protect our natural environment.	Refuse and recycling services are convenient, reliable and efficient.	The number of times that bags or bins are missed in Council's kerbside collection	<200 per annum	<200 per annum
		The percentage of kerbside collection complaints that are resolved within agreed timeframes.	97%	97%

Table 3 Waste Levels of service (LTP)

2.5.2 Waikato District Plan

WDC are reviewing the District Plan through the same time period that this Waste Assessment is under development. The draft District Plan is expected to be notified for public submission during the first part of 2018.

2.5.3 Future Proof Strategy

Future Proof is a growth strategy specific to the Hamilton, Waipa, and Waikato sub-region and has been developed jointly by Waikato District Council, Waikato Regional Council, and Waipa and Waikato District Councils, as well as Tangata Whenua, the NZ Transport Agency (NZTA) and Matamata-Piako District Council.

The Future Proof growth strategy aims to manage growth in a collaborative way for the benefit of the Future Proof sub-region both from a community and a physical perspective. The growth strategy provides a framework for ongoing co-operation and implementation. This will ensure

the costs and resources required to fund and manage infrastructure such as transport, wastewater, stormwater, recreation and cultural facilities are provided for.

Population figures in this Waste Assessment are taken from the Future Proof Strategy: Planning for Growth 2017 (2016: households= 24,892; population = 69,887).

2.5.4 Waikato Regional Policy Statement

The Regional Policy Statement looks 100 years into the future. This accords well with the purposes of sustainable management of our natural and physical resources, and meeting the reasonably foreseeable needs of future generations. It recognises the long life of community infrastructure, including the fact that many critical infrastructural elements in the region are either the same structures or have been in the same location for the last century. Additionally, the effects of current activities are projected to take many years for their full impacts to be realised.

2.5.5 Waikato-Tainui Environmental Plan

The Waikato-Tainui environmental plan provides high-level guidance on Waikato-Tainui objectives and policies, with respect to the environment, to resource managers, users and activity operators, and those regulating such activities, within the Waikato-Tainui rohe. With regard to waste management the following objective and policy are particularly relevant:

Objective - liquid, solid, and hazardous waste

26.3.3 Liquid, solid, and hazardous waste management is best practice and manages social, cultural, spiritual, economic and environmental effects.

Policy – liquid, solid and hazardous waste

26.3.3.1 To ensure that liquid, solid and hazardous waste management is best practice and manages social, cultural, spiritual, economic, and environmental effects.

Method

(a) The full life cycle of waste from generation to assimilation/disposal is considered in developing waste management strategies.

(b) Manage waste including solid, liquid, gas, and sludge waste, according to the following hierarchy:

- i. reducing the amount of waste produced (including composting and mulching of green waste);
- ii. reusing waste;
- iii. recycling waste;
- iv. recovering resources from waste;
- v. treating residual waste; and
- vi. appropriately disposing of residual wastes.

2.5.6 Maniapoto Environment Management Plan

Geographically, the Maniapoto Environmental Management Plan (the Plan) covers the Maniapoto rohe, including the areas commonly known within Te Ao Māori as Te Rohe Pōtae and Te Nehenehenui.

It is anticipated that the objectives, policies, and actions in the Plan will inform the review, development and implementation of regional and district plans, policies and strategies. The Plan

is also a tool to support the leadership of Maniapoto at the forefront of exercising kaitiakitanga and rangatiratanga within the Maniapoto rohe.

Part 24.0 – Waste Management, includes three policies and a number of activities.

<i>Policy: 24.2.2.1 Incentives and initiatives to reduce the volume of waste are supported.</i>
Actions
(a) Ensure Maniapoto participation and input to initiatives to reduce waste
(b) Require discharge to land activities associated with solid and hazardous waste and by-products to be effectively controlled and monitored
(c) Incentivise systems that promote waste minimisation or deal with waste as close to point of origin as possible
(d) Promote product stewardship initiatives where the costs of waste disposal are met by product manufacturers (imported materials are taxed to cover eventual disposal costs) and other waste generators at source
e) Promote education initiatives on waste minimisation programmes and zero waste – (see Parakore model)
(f) Support and provide for low waste trading practices, including no packaging supermarkets, farmers' markets and bulk suppliers
(g) Establish accessible community recycling, composting facilities, swap or exchange facility for unwanted items
<i>Policy: 24.2.2.2 Waste disposal facilities are appropriately sited and managed to avoid adverse effects.</i>
Actions
(h) Ensure Maniapoto participation and input to any new proposals for waste facilities and review of existing facilities to avoid any adverse effects on Maniapoto values and interests in a manner
(i) Undertake remedial work at closed landfill sites where leaching of contaminants is occurring, or could occur, to prevent contamination of groundwater, waterways, and coastal waters
(j) Ensure disposal facilities are designed and managed to ensure no leaching to or contamination of the environment
(k) Ensure new waste disposal facilities are sited so as to prevent any impact on wāhi tapu, mahinga kai, kura, marae, urupā
<i>Policy: 24.2.2.2 Unsafe disposal of waste, including hazardous waste and by-products, is eliminated.</i>
Actions
(a) Solid and hazardous waste disposal practices are safe and avoid any adverse effects on Maniapoto values and interests

(b) Enforce regulation of disposal of hazardous products
(c) Promote education initiatives to the public regarding appropriate disposal options for different types of waste
(d) Ensure penalties for illegal dumping provide a significant deterrent
(e) Report, investigate and enforce penalties for illegal dumping

2.5.7 Waikato Waste and Resource Efficiency Strategy 2015-18 (WRES)

The Waste and Resource Efficiency Strategy (WRES) describes how Waikato Regional Council will work with key stakeholders to achieve collective regional waste minimisation objectives.

The Strategy has a vision of: “*working together towards a zero-waste region*”.

Two key goals of the strategy are to:

- protect our communities, land, water and air from harmful and hazardous wastes; and
- encourage resource efficiency and beneficial reuse that creates sustainable, economic growth.

The Strategy also contains ten strategic guiding principles:

1. Prioritising waste prevention and reduction
2. Exploring onshore and sustainable solutions
3. Closed loop or cyclical solutions
4. Recognising kaitiakitanga (stewardship)
5. Keeping the big issues in front of decision makers
6. Supporting the valuable role of community enterprise
7. Working collaboratively with others to share responsibilities
8. Advocating for product stewardship
9. Getting the most from external funding
10. Exploring how to lower barriers to waste minimisation

A Waste Strategy Advisory Group (WSAG) was established and includes representation from industry, local authorities (including HCC), community enterprises, Bay of Plenty Regional Council, and the Ministry for the Environment.

The role of the WSAG is to monitor and review the effectiveness of the strategy, provide feedback, advice, and recommend changes, and to report back to their respective organisations. The group also investigates opportunities for joint working at a regional or sub-regional level.

2.5.8 Cross-regional collaboration

The Bay of Plenty and Waikato regional councils are working together on a number of pan-regional collaborative projects that have been identified as priority actions by the constituent councils.

The areas of collaborative work include:

1. Waste assessments and waste management and minimisation planning
2. Solid waste bylaws, licensing and data
3. Education and communication
4. Procurement
5. Rural waste

Projects are currently under way for the first two of these priorities and there is also ongoing collaborative work among the constituent councils of the two regions on rural waste, tyres and education and communication.

2.5.9 Sub-Regional Waste Awareness Group (SWAG).

Waikato District, Hamilton City, Waipa District and Waikato Regional Councils are working together as part of a Sub-Regional Waste Awareness Group (SWAG). The SWAG, in collaboration with the community, developed and is implementing a Sub-Regional Waste Awareness and Communications Strategy. The strategy has the vision of working together towards a zero-waste region.

Collaborating across the sub-region on waste education programs and campaigns increases efficiencies and broadens the reach of the Councils' engagement and supports all Councils in achieving their waste minimisation objectives.

2.6 International considerations

While they do not immediately impact on Waikato District's waste flows, it is worth noting the potential impact of international activities on New Zealand's waste industry.

Much of the recycling collected in NZ is exported, particularly to Indonesia and China. China has in recent years tightened measures around the acceptance of recycled materials. The most recent initiative, translated into English as "National Sword 2017," targets "foreign waste," including plastics, industrial waste, electronics and other household waste materials⁶. It comes four years after China initiated its Operation Green Fence, an imports-enforcement campaign that required a higher standard of recycled product in order to gain approval for import into China.

Restrictions on the acceptance of recyclable material will mean changes to collection and sorting methodologies in order to achieve export standards. This may impact the costs associated with recycling with some estimates indicating recycling costs could double within the 5-10-year period (regardless of collection methodology).

It is recommended that councils indicate these potential increases to the community. Procurement processes and contracts can be used to make recycling proposals more attractive to contractors and share the risks associated with contamination and cleaning up the recycling. Some councils may start to consider in-house service provision (council owned trucks and staff rather than contracted out services).

Also, of concern is the potential for climate change and rising instability to cause unrest in many countries. International conflict and unrest has the potential to disrupt recycling supply chains. As New Zealand has limited processing facilities for kerbside recyclables, we are potentially vulnerable should export markets be disrupted.

2.7 General data limitations, completeness and assumptions

This waste assessment compiles and analyses available information on waste and diverted materials being generated in Waikato District. It considers future demand for waste facilities and services; and reasonably practicable options available to meet demand, while achieving Council's objectives including waste management and minimisation objectives.

The options considered in this waste assessment will be incorporated into Council's draft WMMP for public consultation, prior to formal adoption and implementation.

⁶ <https://resource-recycling.com/recycling/2017/02/21/china-announces-sword-crackdown-illegal-recyclable-material-imports/>

This document was prepared using information gathered from a variety of sources. While every effort has been made to achieve a reasonable degree of accuracy in this assessment, limitations due to the low-level detail and quality of data available should be noted.

The information obtained in this waste assessment was considered appropriate when giving regard to:

- the significance of the information;
- the costs of, and difficulty in, obtaining the information;
- the extent of the Council's resources; and
- the possibility that the Council may be directed under the Health Act 1956 to provide the services referred to in that Act.

PART 3 - THE WASTE PROBLEM

An estimated 235,844 tonnes of waste are generated in the Waikato District annually, with 47.8% of this being waste estimated to be generated on-farm.

Based on information from collectors and facility operators, an estimated 123,182 tonnes of waste were collected by waste services and facilities and services in the Waikato District in 2016/2017.

Of this amount, 52,182 tonnes (22.1%) were sent to landfill and 71,000 tonnes (30.1%) were recovered for reuse or recycling through resource recovery facilities and collection services.

This does not represent all the waste and diverted materials generated in the District as an unknown volume of material is currently collected, re-used, recovered, recycled or disposed of through other means or via facilities out of the District. In addition, provision of information from private waste companies is voluntary, therefore not all information was accessible.

3.1 How much waste is going to landfill from the WDC area?

The identified volumes of waste disposed of to landfill from the Waikato District is summarised in Table 4 below.

Waste disposed of to land	Tonnes (2016/2017)	% of total waste generated (2016/2017)	Tonnes/capita/annum⁷ (2016/2017)
Levied waste to Class I landfills			
Council kerbside refuse	7,522	3.2%	0.11
General waste to landfill	20,000	8.5%	0.29
Special waste e.g. hazardous and medical wastes	60	0.0%	0.00
Wastewater screenings	24,600	10.4%	0.35
Total waste to landfill	52,182	22.1%	0.75
Waste diverted from landfill			
Council kerbside recycling*	3,631	1.5%	0.05
Other waste (diverted)	67,369	28.6%	0.96
Total waste diverted from landfill	71,000	30.1%	1.02
Total waste collected (waste to landfill + diverted waste)	123,182	52.2%	1.76
Farm waste disposed of on-site	112,662	47.8%	1.61
Total waste generated	235,844	100.0%	3.37

Table 4 Summary of waste generated in the Waikato District 2016/2017

*Note: does not include food waste collections now in place in the Raglan area.

Waste disposed of to landfill was equivalent to approximately 0.75 tonnes per person; while diversion from landfill equates to approximately 1 tonne per person.

Note: These figures exclude waste to non-levied landfills, as this amount is unknown. It also excludes waste going to the North Waikato Regional Landfill at Hampton Downs, as most material received by this facility is generated out of the District.

⁷ Future Proof population projections

Of the information provided, a large proportion of the total waste to landfill is comprised of waste from industrial, commercial and institutional (ICI) sources. While data on the source of waste is poor – ICI waste may comprise approximately 65% of the waste sent to landfill. Potentially, this material may be related to the three large scale waste generators in the District - Affco, Brinks Chickens and Goodman Fielder Quality Bakers. It may be useful for council to undertake further investigation and, potentially, provide educative support for these companies in order to reduce waste to landfill.

However, the reliability of estimate for different types of waste varies. Some waste to landfill data comes unverified from private waste operators, while other waste data and wastewater screening tonnages are verifiable as they have been provided by WDC staff or council contractors.

Information from private operators is also variable in terms of data collection methodology, with some data comprised of estimates of tonnages collected within vs without the area. For example, if a collection truck route includes 40% of customers from within the District – the total tonnages WDC collected will be estimated at 40% of the tonnages collected for that route.

3.1.1 Council kerbside refuse collection

The WDC kerbside refuse service collect approximately 9,140 tonnes of refuse per annum. This is an average of 130kg per person per annum, servicing on average 24,892 households. This is approximately 17% of the total waste to landfill for the Waikato District, although this is likely to be an underestimate as not all residents receive a kerbside service.

Tonnages of refuse collected in the different collection areas within the District vary, this is in part related to the differing number of households in each area.

Council provided refuse services				
Area	Service provider	Number of households charged for service	Annual tonnage collected (approx.)	
Raglan	Xtreme Zero Waste	2,632	1,820	
Central	MetroWaste Waikato	15,741	6,000	
Northern area	Smart Environmental	6,606	1,320	
Total refuse (kerbside collections)		24,979	9,140	

Table 5 Summary of council refuse service tonnages

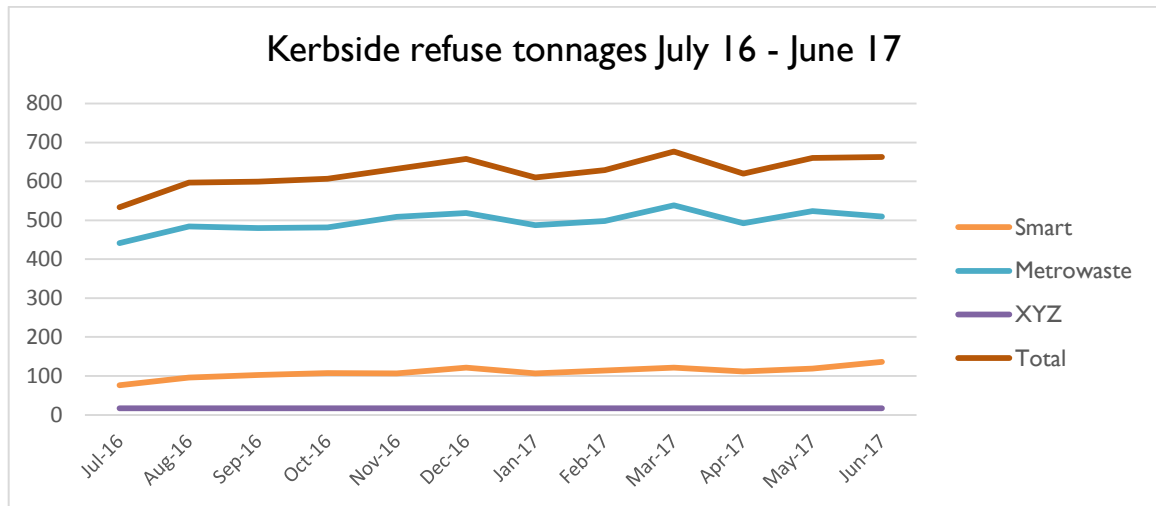


Figure 1 Tonnages of refuse collected from council kerbside collections

The per capita weight of refuse is slightly lower than for similar sized councils in New Zealand. A comparison of the amounts of refuse material collected compared to comparable councils is shown in Table 6 below.

District and year of survey	Kg/capita/annum	Comment
Matamata Piako District 2016	62	Only 66% of properties have kerbside refuse services
Hauraki District 2016	78	Only 73% of properties have kerbside refuse services
Thames Coromandel 2016	131	91% of properties have kerbside refuse services
Waikato District 2016	132	Variable services – bags and MGB bins
Hamilton City 2016	152	a maximum of two bags, not exceeding 60 litres or 20 kilograms

Table 6 Kerbside refuse comparison with other councils

3.1.2 Composition of council kerbside refuse⁸

A compositional audit of council provided kerbside refuse was last undertaken in November 2013 and can be seen in the table below.

Primary category - as % of total	Waikato urban refuse bags	Waikato rural refuse bags	Franklin rural refuse bags	Tuakau 120-litre wheeled bins
Paper	15.9%	17.7%	17.3%	12.8%
Plastics	14.0%	15.9%	14.0%	12.3%
Organics	45.3%	39.7%	38.5%	48.2%
Ferrous metals	2.5%	3.1%	3.2%	3.1%
Non-ferrous metals	0.6%	1.1%	1.1%	1.0%
Glass	3.0%	4.0%	9.8%	2.2%
Textiles	6.1%	5.9%	3.6%	6.1%
Sanitary paper	9.9%	9.3%	8.5%	11.7%
Rubble	0.8%	1.6%	1.5%	0.9%
Timber	0.7%	0.4%	0.4%	0.8%
Rubber	0.1%	0.4%	0.2%	0.5%
Potentially hazardous	1.0%	1.1%	1.7%	0.3%
Refuse set out weight by household	8.37 kg	9.02 kg	11.83 kg	11.22 kg

Table 7 Comparison of kerbside refuse streams

While the compositions of the four kerbside refuse streams were generally similar, both of the rural bag collections contain more recyclable materials and less organic material than the urban collections. Rural households are more likely to compost or use food waste for feeding animals.

In general, urban households in the district set out less refuse than their rural counterparts. However, there is no information as to whether urban and rural households set out refuse with the same frequency. Without being able to compare set out rates, a definitive comparison between set out weights cannot be made. Rural properties may find it less convenient to set out refuse and may do so less frequently.

The average household set out weight for Tuakau wheeled bins was higher than the urban and rural Waikato District refuse bags but lower than the Franklin rural bags. Tuakau households set out the highest weight of sanitary paper, which may be associated with the demographics of the

⁸ Section taken from: Service Review: Analysis of Current Services (April 2014); Eunomia

different areas. A higher proportion of young children usually results in greater quantities of disposable nappies, which are classified as sanitary paper.

An estimate of the composition of council kerbside refuse from 2013 can be seen in the figure below:

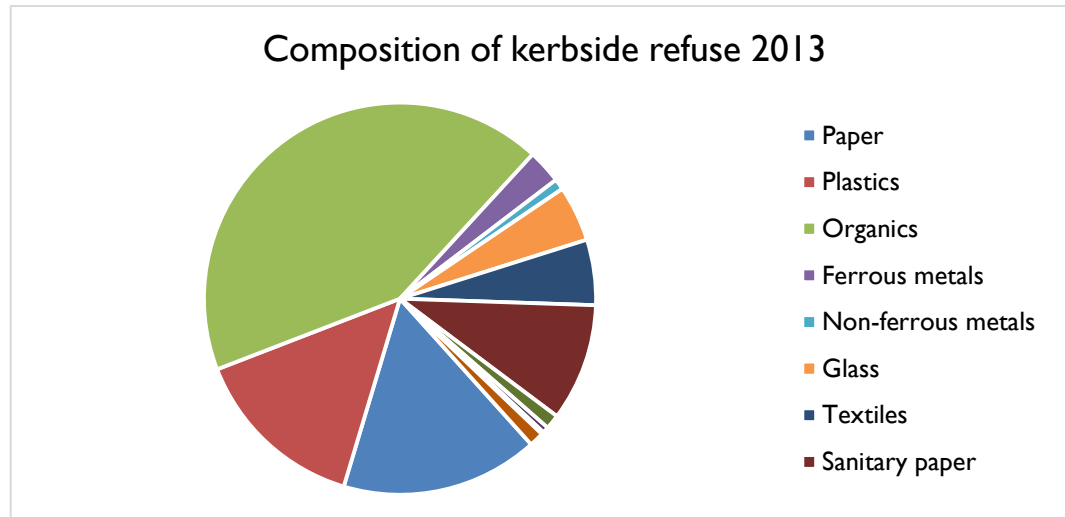


Figure 2 Composition of kerbside refuse 2013

3.1.3 Transfer Stations and other recovery facilities

Transfer stations and other material recovery facilities accept a range of materials such as waste from:

- Construction & demolition (C&D)
- Industrial/commercial/institutional
- Landscaping & earthworks
- Residential
- Special waste e.g. hazardous and medical wastes
- Kerbside waste collections

While it is known that a number of private facilities provide C&D, commercial, landscaping or earthworks disposal – some of these companies did not voluntarily provide data around their tonnages. Therefore, it is not possible to know what proportion of each waste material is being handled by facilities in the District.

3.1.4 Wastewater sludge / biosolids

The sewage sludge in the Waikato district accumulates in ponds, and is de-sludged every 15-20 years. WDC records indicate that approximately 60 tonnes of wastewater screenings are sent to landfill annually.

3.1.5 Road sweepings

Approximately 437 tonnes of road sweepings are collected annually. This material is taken to various disposal facilities including the Waste Management facility in Hamilton, the Envirowaste landfill at Hampton Downs and the Hamilton Organic Centre for composting.

3.1.6 Inorganic collection

Approximately 1000 tonnes of material is collected annually from an inorganic collection provided to parts of the District. All of this material goes to landfill. In 2017 the inorganics collection cost \$285,000 (approximately \$285 per tonne).

3.1.7 Hazardous material

No data is available to identify the volumes of hazardous waste disposed of from Waikato District. Types of hazardous waste collected for disposal include E-waste, medical waste, used oil and oil filters from automotive repairers, commercial hazardous materials disposed of via the private sector and hazardous materials collected by NZTA contractors as part of roadside maintenance.

3.1.8 Farm waste disposed of to land

Waikato District Council has a responsibility to consider all waste generated in the district when planning waste infrastructure and services. This includes farm waste.

The farm waste stream includes materials such as scrap metal, treated timber, fence posts, plastic wraps and ties, crop netting, glass, batteries, and construction and demolition wastes.

The 2014 Rural Waste Surveys Data Analysis: Waikato & Bay of Plenty indicated that over two-thirds of rural waste is organic materials, which the survey found to include animal carcasses and crop residues. The survey identified the three most commonplace rural waste management practices as burning, burial, or bulk storage for an indefinite time.

A comparison of the Waikato/BoP survey with a similar survey carried out in Canterbury indicates data for average tonnages of rural waste is substantially higher in the Waikato / BoP.

Waste Stream	Waikato / BoP survey (tonnes)	Canterbury survey (tonnes)
Average rural waste	31.9	9.3
Average organic/animal waste	3.9	14.0
Average household domestic waste	1.3	0.5

Table 8 Waste generation per farm surveyed in Waikato/BoP and Canterbury⁹

As different farm types create different volumes of waste, NZ Statistics data on farm types specific to the Waikato District, along with average waste volumes for farm type from the national *Rural Waste Risk Assessment and Waste Prioritisation* report have been used as the basis for identifying the volume of farm waste (Table 9 below).

⁹ GHD Rural waste surveys data analysis Waikato & Bay of Plenty July 2014

	Dairy		Livestock		Arable		Horticulture	
Number of Farms	747		1326		42		204	
	Average (t)	Total (t)	Average (t)	Total (t)	Average (t)	Total (t)	Average (t)	Total (t)
Inorganic	1.71	1,277	5.96	7,903	1.80	76	3.32	677
Organic	1.17	874	17.08	22,648	0.80	34	17.82	3,635
Hazardous	6.74	5,035	49.59	65,756	3.42	144	21.92	4,472
Sub-Total (t/farm/annum)	10	7,186	73	96,307	6	253	43	8,784
Total (t/Waikato District)	112,662							

Table 9 Farm waste tonnages for the Waikato District

The 2,319 farms in the District (excluding forestry) are estimated to generate approximately 112,662 tonnes of waste per annum. However, this total includes material such as carcasses which would not normally be considered as solid waste from the council's perspective.

This is an average of 48.5 tonne of waste per farm across the District. However, some farming types create larger volumes of waste than others. For example, livestock farming creates an average of 73 tonnes per farm, while arable farming creates an average of 6 tonne per farm.

Within the livestock category, there is also considerable variation, with piggeries and poultry farming creating considerably more waste than sheep, beef or deer farming (Table 10 below), while horticulture creates high volumes of hazardous waste.

	Inorganic	Organic	Hazardous
Beef cattle (incl. young stock)	0.08	0.2	1.03
Horticulture	3.32	17.82	21.92
Piggery	1.14	3.16	13.07
Poultry	4.03	11.19	18.8
Sheep	0.06	0.2	0.87
Arable	1.8	0.8	3.42

Table 10 Volumes of waste by waste and farm type

It is not currently known how farm waste is being disposed of in the Waikato district. The *Rural Waste Surveys Data Analysis: Waikato & Bay of Plenty* indicates that 80% of farms use a farm dump. Farmers typically burn off a lot of materials in the dump to reduce the volume within the dump and to extend the lifespan of the dump.

In addition, 91% of farms in the Waikato region admitted to having a burn pile, or some form of brazier for waste disposal. All farmers surveyed that used burning had an annual burn off, and at

least 50% had two or more burn piles a year (usually coinciding with a change in farming season). All of the farms surveyed also used bulk storage practices.

3.1.9 Large scale waste generators

The Waikato District has three known large-scale waste generators:

- Affco (Horotui)
- Brinks Chickens (Tuakau)
- Goodman Fielder Quality Bakers (Huntly)

Waste material for these is included in the waste volumes for service providers and facilities. Specific details on the waste generated by these companies is unknown. However, based on available information, as much as 65% of Waikato Districts waste to landfill may be related to industrial, commercial and institutional (ICI) sources - including these three large scale waste generators.

3.1.10 Regional waste stocktake

An estimate of the total volume of waste to landfill in the Waikato region is provided in the 2013 report, *Bay of Plenty and Waikato Regions Waste Stocktake; Report for Bay of Plenty and Waikato Regional Councils* summarised in the table below.

Waste Stream	Bay of Plenty	Waikato	Total	% of Overall waste stream
Kerbside refuse	48,192	78,929	127,121 t/annum	35.9%
C&D waste	8,644	16,629	40,578 t/annum	11.5%
ICI waste	26,997	51,937	126,735 t/annum	35.8%
Landscaping waste	4,680	9,004	21,971 t/annum	6.2%
Residential waste	6,657	12,806	31,248 t/annum	8.8%
Subtotal – General Waste	75,427	145,105	220,532 t/annum	62.3%
Special Waste	3,574	2,853	6,427	1.8%
Total	127,193	226,887	354,080 t/annum	100%
Other Land Disposal Sites – Bay of Plenty and Waikato Regions Combined				
Other diverted materials	T/annum		T/capita/annum	
All waste to other land disposal sites	787,000		1.13 tonnes	
Waste other than natural, excavated material	411,300		0.59 tonnes	

Table 11 Tonnage of waste to landfill from Waikato and Bay of Plenty¹⁰

¹⁰ Source: Bay of Plenty and Waikato Regions Waste Stocktake; Report for Bay of Plenty and Waikato Regional Councils; April 2013

Bay of Plenty and Waikato Regions Waste 2013 Stocktake estimates a total of 354,080 tonnes of waste are disposed of to landfill annually from Bay of Plenty and Waikato Regions. As the tonnage data has been taken from a number of different sources, no specific year has been attached to the figure.

Of the total amount disposed of to landfill, just over one third (35.9%) was kerbside refuse, and a further third was Industrial, Commercial & Institutional (ICI). Construction & Demolition (C&D) waste made up nearly 12% while less than 2% was special waste. The figure for special waste, which primarily includes biosolids, is the least reliable, as the smallest dataset was used for its calculation. The stocktake report also estimates that 787,000 tonnes of material are disposed of at other land disposal sites annually. This is more than twice as much as is disposed of to landfills. Slightly more than half of this waste is other than natural, virgin, excavated materials.

3.2 How much is being recycled or diverted from landfill

Of the total waste collected in the District¹¹, an estimated 56% is reused, recycled, composted or otherwise diverted. Total weights of material recycled or otherwise diverted from landfill in 2016 are shown in Table 12 below:

Waste diverted from landfill	Tonnes	% of total waste collected	Tonnes/capita/annum
Kerbside recycling	3,631	5%	0.05
Other recycling or diversion	65,669	92%	0.94
Composted / vermicomposted	1,700	2%	0.02
Total	71,000	100%	1.02

Table 12 Recycled and diverted material – summary¹²

Of the waste diverted from landfill, 5% was from council kerbside services and 92% from private facilities and services. Only 2% was composted or vermicomposted in either council or private facilities¹².

3.2.1 Council kerbside recycling collections

Recycling tonnages vary across the collection areas due to population differences. Overall approximately 3,631 tonnes of recycling were collected in 2016/2017, with a noticeable upward trend in volumes across the district.

¹¹ Excluding farm waste

¹² Based on information provided by WDC staff and private operators

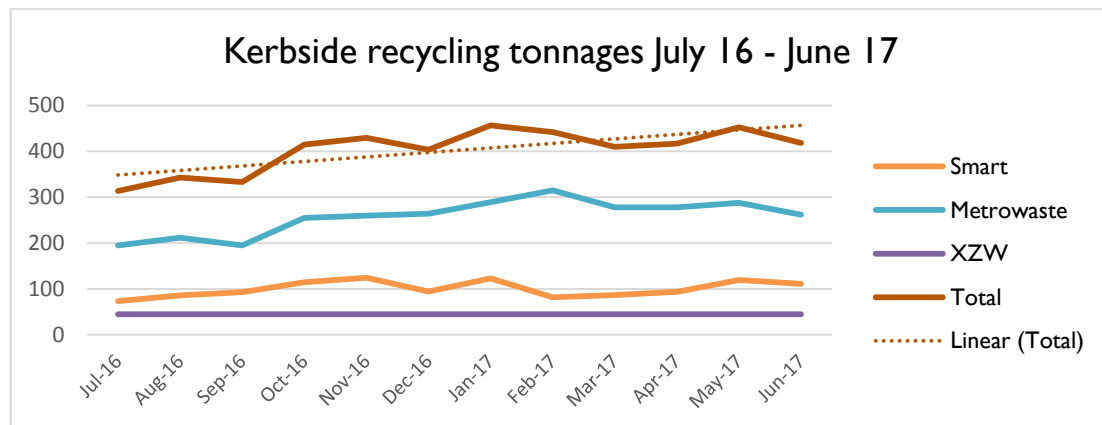


Figure 3 Tonnages of recycling collected from council collections

Note: the Xtreme Zero Waste tonnages are averaged out over 12 months and therefore do not reflect seasonal changes. In addition, the food waste collection trial is not reflected in the figure above. The WDC recycling service accepts plastics 1 and 2 (1-7 in Raglan), glass, steel and aluminium cans; and crates paper and cardboard. This service collected 3,631 tonnes of recyclables in 2016, an average of 52kg per capita per annum.

3.2.2 Council kerbside food waste collection

While a foodwaste service is now in place in Raglan, it did not commence until August 2017. As the data provided in this Waste Assessment is for the period July 2016 – June 2017, food waste tonnages diverted from landfill are not included.

3.2.3 Private recycling services and facilities

Information from private waste and recycling operators is provided on a voluntary basis. As a result, not all operators provided detailed information of recycling volumes, and there were differences in methodology for how volumes were calculated.

Based on information from council and private operators, approximately 67,369 tonnes of waste were diverted from landfill by private services and non-council services. This is 94% of waste diverted from landfill in the District.

It is unclear what materials are being diverted, although it can be identified that organic material makes up only 2-3% of diverted materials.

PART 4 - WASTE INFRASTRUCTURE

The two regional landfills which receive the bulk of waste generated within the Waikato District are the North Waikato Regional Landfill (located within the District) and Tirohia landfills. Both landfills also accept waste from other parts of the Waikato and Auckland Regions.

There are three transfer stations located in the District, at Raglan, Huntly and Te Kauwhata. A number of council provided drop off points are also available. Two large transfer stations and an organics processing centre are also available in nearby Hamilton City.

WDC provides two drop-off centres for recycling and in outlying areas. These are typically a concrete pad and a shipping container or plastic drums to receive material. These are located at Te Mata, and Te Uku.

4.1 Key issues related to waste infrastructure

- Insufficient resource recovery infrastructure in the District to meet future demand
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.

4.2 Waste to land

4.2.1 Landfills

There does not appear to be a need for a council owned landfill to be developed within the District. While some longer-term planning may be required to ensure the Waikato region as a whole has suitable landfill capacity in the 20-50-year term, this is a discussion more suitable as a private venture or a joint council initiative.

Note: Data and information on the volume and composition of waste being received by landfills outside of the area is provided at the discretion of the landfill owner.

The table below lists the landfills that may receive municipal waste from the Waikato District.

Name & Owner/Operator	Accepts	Location	Capacity and Consent
North Waikato Regional Landfill (EnviroNZ)	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited.	Hampton Downs, Waikato District	Consented to 2030
Tirohia Landfill (Waste Management)	Non-hazardous residential, commercial and industrial solid waste, including special wastes. Sludges with less than 20% solid by weight are prohibited. Compostable material is also processed on site.	Tirohia, Hauraki District	Consented to accept 4 million m ³ - approximately 2035

Table 13 Class 1 landfills accessible from Waikato District

(a) North Waikato Regional Landfill (Hampton Downs)

There is one privately owned landfill disposal facility within the Waikato district – North Waikato Regional Landfill (Hampton Downs) owned and operated by EnviroNZ. This landfill receives a high proportion of refuse generated within the district as well as from Auckland and the rest of the Waikato. However, the bulk of material received at Hampton Downs is from outside the district with less than 0.4% of waste coming from within the district.

The Hampton Downs landfill also includes facilities for composting and worm farming - dealing with food waste and green waste from Auckland and Waikato and Tauranga. The food waste and green waste tonnages are growing and is estimated to be at 10k tonnes by mid-2018 due to additional contracts. Bulk scrap steel is also removed from the refuse stream with approximately 20t recycled per annum.

Good monitoring for compliance of resource consents is required for this facility to ensure no material or leachate leaks into the Waikato River; or causes other environmental harm.

(b) Tirohia landfill

Tirohia landfill is located within the Hauraki District Council area, and is owned and operated by Waste Management Ltd.

4.2.2 Closed Landfills

The closed landfills for which the council has ongoing management and monitoring responsibility are located in Huntly, Ngaruawahia, Raglan, Te Kauwhata and Horotiu. The council carries out regular monitoring and inspection of closed landfills to ensure that they are remediated and managed according to the requirements of their resource consents.

Closed Landfill	Status	Consent Number	Expiry
Parker Lane, Tuakau	Consented	950575 – Leachate 950576 – Stormwater 950577 – Air	30 Jun 2035
Kowhai Street, Tuakau	Unconsented	-	-
Elbow Road, Tuakau	Consented	950578 – Leachate 950579 – Stormwater 950580 – Air	31 Jan 2038
Les Batkin Reserve, Tuakau	Unconsented.	-	-
Te Kauwhata	Consented	118817 – Land, water, and air	20 Aug 2029
Huntly	Consented	950586 – Leachate 950587 – Stormwater 950588 – Air	07 Jul 2035
Ngaruawahia	Consent issued but under appeal.	135911.01.01 - Landfill gas to Air 135911.02.01 - Leachate	To be confirmed once appeal decided (approx. 2052)
Raglan	Consented	950582 – Leachate 950583 – Stormwater 950584 – Air	31 Dec 2034

Table 14 Summary of closed landfills in the Waikato District

There are also two closed landfills in the district under private ownership – a Department of Corrections facility at Waikeria, and a timber waste landfill in Pokeno.

4.2.3 Cleanfills

Cleanfill sites accepting less than 2500m³ per annum are permitted under the Waikato Regional Council rules and are not required to provide information to the Council on volumes or composition of accepted material. Monitoring of cleanfills is a responsibility of the Waikato Regional Council.

Risks associated with cleanfills are disposal of unsuitable material (i.e. material not defined as appropriate for cleanfill), settlement, slope failure, and erosion.

Typically, cleanfills are not strongly regulated, although the MfE is investigating the need for further regulation of cleanfills, and in general there is a need for more stringent conditions and monitoring of registered cleanfills as there is some evidence that some cleanfills may be accepting municipal waste.

4.3 Reuse, recycling, recovery and disposal facilities

Transfer Stations and drop off points provide a local option for residents and businesses to drop off their refuse and recycling. As most of these facilities are private providers, provision of information on their activities (including tonnages diverted from landfill) is at the discretion of the business owner. Therefore, council is unable to identify the volume of waste managed by private providers.

4.3.1 Xtreme Zero Waste (XZW) - Raglan

Located at 186 Te Hutewai Rd, Raglan, Xtreme Zero Waste is a community enterprise using business as a tool to meet the needs of their community.

They accept a wide range of materials and aim to divert as much material from landfill as possible. They currently divert approx. 75% of material from landfill.

XZW accepts batteries (nickel cadmium (NiCd), nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), car batteries, clean fill, EWaste, fluorescent tubes, farm chemicals, fridges, freezers, washing machines, furniture, paint, silage wrap, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, waste oil and wood. They do not accept asbestos.

XZW is contracted by Waikato District Council to operate the Raglan Resource Recovery Centre, and provide a weekly kerbside collection for refuse and recycling, empty litter bins and provide Zero Waste Education. They are also trailing a kerbside foodwaste service for the Raglan area.

XZW also provides a reuse shop, metal yard and wood yard, E-waste drop-off, business recycling, consultancy, mentoring, waste audits and site tours.

4.3.2 Huntly refuse transfer station

The Metrowaste owned refuse transfer station at 93 McVie Road, Huntly accepts both commercial and residential refuse and recyclables including car batteries, clean fill, E -waste, fridges, freezers, washing machines, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, tyres, waste oil and wood. Charges apply to most waste which comes across the weigh bridge.

All refuse from the facility is disposed of at the North Waikato Regional Landfill at Hampton Downs. The facility does not accept asbestos, household batteries (nickel cadmium (NiCd),

nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), fluorescent tubes, farm chemicals, furniture, paint or silage wrap.

4.3.3 Te Kauwhata refuse transfer station

The Metrowaste owned refuse transfer station at Rata Street, Te Kauwhata car batteries, clean fill, fridges, freezers, washing machines, greenwaste, metal, rinsed empty farm containers, spray/aerosol cans, waste oil and wood. Charges apply to most waste which comes across the weigh bridge. All refuse from the facility is disposed of at the North Waikato Regional Landfill at Hampton Downs.

The facility does not accept asbestos, household batteries (nickel cadmium (NiCd), nickel-metal hydride (NiMH), lithium ion (Li-ion) and other batteries which contain hazardous metals), fluorescent tubes, farm chemicals, furniture, paint or silage wrap.

4.3.4 Other nearby recovery and refuse facilities

The following facilities receive material from both the Auckland and Waikato regions, but do not record information on volumes sourced from each council area. Therefore, it is not possible to identify how much material from the Waikato District is disposed of to each facility.

(a) Pukekohe Refuse and Recycling Transfer Station

The Pukekohe Refuse Transfer Station owned by Envirowaste is located just over the boundary with the Auckland region at 10 Austen Place, Pukekohe. While the facility accepts both commercial and residential refuse material, there are no free recycling drop off services. All waste into the facility is charged at the weighbridge and some recyclables are separated out of the waste stream (such as metals). They do not provide services for separate paper or plastics recycling.

(b) Waiuku Zero Waste

Located in the Auckland region, the facility at 5 Hosking Pl, Waiuku Zero Waste Ltd is a charitable company formed by two Charitable Trusts for the purpose of running the Waiuku Community Recycling Centre. The facility accepts most types of waste, including general rubbish, green waste, building materials, recyclable materials.

This centre is run by locals for locals and has a focus on re-using, recycling and upcycling as many items as possible from what is brought to the site. These goods are then sold at the on-site shop.

(c) Lincoln Street TS

The Lincoln St TS (also known as the Hamilton Recovery Park) is situated at 60 Lincoln Street, Frankton. The facility is owned by Hamilton City Council and leased to Waste Management (WM). WM contracts site management to Essential Recycling.

Recycling staff recover significant quantities of materials from the transfer pit. These materials are stored temporarily adjacent to the transfer pit before being aggregated and removed. Re-usable items are transferred to the re-use shop for sale.

(d) Sunshine Ave TS

Sunshine Avenue TS is located at 99 Sunshine Avenue, Te Rapa. The facility is owned and operated by EnviroWaste Services Ltd.

The site comprises a recycling drop-off area, which is available for use at no charge, and a transfer shed, which includes separate drop-off areas for residual refuse and green waste. All vehicles carrying waste must stop at the weighbridge kiosk, where the kiosk operator assesses the load.

Bags and small loads are not weighed, but are charged at a flat rate. Vehicles with trailers and trucks are weighed over the weighbridge entering and leaving the facility and are charged by weight. Vehicles carrying only recyclable materials do not stop at the weighbridge kiosk, but proceed directly to the recycling drop-off area.

Sunshine Ave TS receives primarily commercial waste delivered by commercial waste operators. A relatively small number of residents and small businesses use the facility.

4.3.5 Construction & demolition waste facilities

A range of companies provide residential and commercial construction, deconstruction, dismantling and demolition waste and recycling services in or close to the Waikato District. These include:

- Nikau Group (Nationwide)
- The Green Demolition Co Ltd (Pukekohe)
- Thames Demolition (Kopu)
- Jacob Demolition & Building Supplies (Drury)
- Demolition Traders (Hamilton)

4.3.6 Organic material processing facilities

As well as many of the transfer stations and recycling centres accepting green waste and other putrescible waste, the following facilities specifically process organic material that would otherwise be sent to landfill:

- Envirofert (receives green waste from the Auckland, Waikato and Bay of Plenty regions)
- Lowe Corporation (processing of hides, skins and pelts)
- Hamilton Organic Centre (receives green waste from the Hamilton area).

4.3.7 Hazardous Waste facilities

Hazardous waste comprises both liquid and solid wastes that, in general, require further treatment before conventional disposal methods can be used. The most common types of hazardous waste include:

- Organic liquids, such as those removed from septic tanks and industrial cesspits
- Fuel, solvents and oils, particularly those containing volatile organic compounds
- Hydrocarbon-containing wastes, such as inks, glues and greases
- Contaminated soils
- Chemical wastes, such as pesticides and agricultural chemicals
- Household hazardous waste such as garden or kitchen chemicals, bleaches and glues
- Medical and quarantine wastes
- Wastes containing heavy metals, such as timber preservatives
- Contaminated packaging associated with these wastes.

A range of treatment processes are used before hazardous wastes can be safely disposed. Most disposal is either to landfill or through the trade waste system. Some of these treatments result in trans-media effects, with liquid wastes being disposed of as solids after treatment.

A small proportion of hazardous wastes are 'intractable', and require exporting for treatment. These include polychlorinated biphenyls, pesticides, and persistent organic pollutants.

4.3.8 Other destination facilities for recyclables

Recycling processing facilities which may receive material from the Waikato District include¹³:

- O-I NZ Ltd (paper and cardboard)
- SIMS Pacific (metals, plastics, e-waste)
- Oji Fibre Solutions (fibre board)
- Visy MRF (plastic, paper, cardboard, aluminium, steel cans)
- CHH Fullcircle (paper and cardboard)
- South Waikato Achievement Trust (plastic, paper, cardboard, aluminium, steel cans)
- Envirowaste MRF – Taupo (– plastic, paper, cardboard, aluminium, steel cans)
- Smart Environmental MRF – Kopu (plastic, paper, cardboard, aluminium, steel cans)
- International – China / Indonesia / Jakarta (various)

The term ‘recyclables processing facilities’ refers to material recovery facilities (MRFs). At a MRF, dry recyclables/commodities are sorted and bulked for transport to recycling facilities outside the region for processing.

4.4 Assessment of infrastructure and council role

In general, the collection and processing of dry recyclables/commodities from commercial premises is a mature market, with limited opportunity for expansion. The Waikato region has a particularly wide range of recovered materials processing facilities, particularly for scrap metal, organic wastes, including wood wastes, and to a lesser extent, C&D materials such as concrete.

While there are limited facilities for recycling or reprocessing in Waikato District, access to such facilities currently meet the District’s needs. There may be some need to develop repair, reuse and recycling facilities to meet future demand.

Due to its proximity to the main centres of Auckland and Hamilton; and main transport routes; the Waikato District is generally well placed for access to landfills, transfer stations and recyclable processing facilities.

The main issues for infrastructure are around access to reuse and recycling facilities, for example:

- In the northern area, residents are closer to the Pukekohe Transfer Station (located within Auckland Council’s boundary but only 10km away) than the Te Kauwhata Transfer Station (33 km away). The Pukekohe station provides minimal recycling services. For example, it does not collect paper or plastics for recycling. This limits the ability of northern residents to engage in waste minimisation activities beyond council provided services.
- While the Xtreme Zero Waste facility in Raglan provides a wide range of reuse, recovery and recycling options, other parts of the District have considerably less access to such services, potentially leading to landfill disposal of materials that could be recovered.

Population growth, including migration from areas where waste services are more available, may mean community demand for reuse, recovery and diversion facilities will increase.

¹³ This list is not exhaustive, it is extracted from information provided by the waste operators who provided Waikato District Council with data for this waste assessment

PART 5 - WASTE SERVICES

5.1 Key issues related to waste services in Waikato District

This section of the waste assessment has identified the following as being the key issues related to waste services in the Waikato District Council area:

- Increasing quantity of waste to landfill
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management
- Potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- Potential for greater community partnership, engagement and understanding of waste issues

In addition to the above issues, there is potential for Waikato District Council internal roles, responsibilities and systems to be streamlined to improve:

- Data capture and management across all departments within council
- Efficiency and cost effectiveness
- Councils ability to meet the goals and objective of the 2018 WMMP

5.2 Council-provided waste services

WDC provides a range of waste services including:

- Kerbside refuse and recycling collection services
- A food waste collection service in Raglan
- Recycling drop off points and monthly recycling for the Glen Murray area
- Inorganic collections provided throughout the District excluding the Raglan area where a Resource Recovery centre is available central and south area, and properties that used to be part of Franklin District Council
- Refuse and recycling services are only provided to commercial properties in Tuakau. This is due to the area previously being within the Franklin District Council area, with services continued after the amalgamation of the councils of Auckland into Auckland Council. This service is the same as residential services.

Council services are provided in differently throughout the region. The different service areas are separated into four areas of service – Tuakau, North Waikato, Central and Raglan.

5.2.1 Council kerbside refuse collection service

Council refuse services are provided for residential properties, excluding very rural areas. Approximately check households are eligible for a council service. Commercial properties are not included in council service provision except in Tuakau township.

Council provided refuse services			
	Raglan	North & Central	Tuakau township
Receptacle	Either a 60L or a 25L pre-paid bag	Any bag up to 60 litres and up to 20Kg	120L wheelie bin
Frequency	Weekly in all 3 areas in the district		
Funded	User-pays pre-paid bags 60L and 25L bag options	One pre-paid sticker per bag (RRP \$1.50 per sticker)	Pay-per-lift using pre-paid tag (RRP \$3.00 per tag)
Service provider	Xtreme Zero Waste (Raglan)	MetroWaste Waikato (central and southern most areas)	Northern Area (Smart Environmental)

Table 15 Council provided refuse services

5.2.2 Kerbside refuse market share

Waikato District Council operates part user-pays services for refuse. Residents purchase a pre-paid bag, sticker or tag to ensure their refuse is collected. User pays services are shown to encourage waste minimisation, as residents have to pay for the refuse while the recycling is rate-funded and therefore appears “free.” Ensuring recyclables are removed from the refuse stream reduces the cost of refuse disposal.

Manipulation of the refuse price will theoretically provide greater incentive to divert recyclables from refuse and into recycling services. However, there are several disadvantages observed with a user-pays scheme including:

- If the cost of refuse is too low, it may have insufficient diversionary impact
- If the cost is too high it may encourage illegal dumping
- Reducing the size of the MGB bin provided may have similar results (if MGB's are provided) without the risk of loss of market share
- If private refuse collectors operate in the area, a competitive market is created. Council services may become economically unviable as councils are not structured to operate in a competitive market.
- Councils ability to encourage diversion of recyclables and compostable material from the refuse stream is reduced with a high uptake of private services.

In order to meet their obligations under legislation councils have few options. These include:

- Ceasing provision of refuse services and allowing the private sector to provide all services. This runs the risk that less profitable areas do not have a service available to them, services are excessively priced or are inconsistently priced. Council subsidisation may be required.
- Introduce a licensing system to ensure private operators meet standards such as consistent service provision, full service provision across the district, provision of data, provision of recycling services as well as refuse services etc
- Make all services rates funded – ensuring sufficient budget to meet legislative requirements.

All three options reduce the ability for council to disincentive refuse disposal via manipulation of refuse disposal price - an option which can only be used if council maintains a high market share while competing in an open user pays market.

Tauranga City Council has recently made the decision to return to rates-funded kerbside collections for Tauranga. They plan to introduce waste, recycling and compostable collections for all households by the 2020/21 financial year to enable and encourage residents to recycle more and send less waste to landfill.

This decision was to enable Tauranga City Council to have greater influence over the range of materials that could be recycled, which was not possible with privately managed services.

It is recommended that Waikato District Council re-evaluate the funding mechanism for the provision of waste services across the District, in order to identify if the current model is financially sustainable, allows maximum resource recovery and diversion from refuse, allows council to obtain data on waste flows and provides best value for ratepayers.

5.2.3 Council kerbside recycling collection service

Council recycling services are provided for residential properties, excluding very isolated rural areas. Approximately 21,700 households are eligible for a council service. Commercial properties are not included in council service provision, other than in Tuakau. In addition, a - monthly recycling drop off service is available currently available to residents in the rural areas in Northern part of District and 2 in Rural Raglan.

Council provided recycling services			
	Raglan	Central and South	Tuakau / Northern Area
Receptacle	Two council provided 55L crates for glass, plastic, tin and aluminium per household. Paper and cardboard placed inside a box, plastic bag or tied with string and placed next to the recycling crate.		
Frequency	Weekly in all 3 areas in the district		
Funded	Rates funded		
Accepted material	Plastics #1-7 Paper. Glass. Aluminium cans and foil. Steel cans	Plastics #1, 2, and 5. Paper. Glass. Aluminium cans and foil. Steel cans	Plastics #1, 2, and 5. Paper. Glass. Aluminium cans and foil. Steel cans
Service provider	Xtreme Zero Waste (Raglan)	MetroWaste Waikato (in most areas)	Smart Environmental

Table 16 Council provided recycling services

5.2.4 Council drop off points and monthly recycling

As kerbside recycling is unavailable in some parts of the District, Council provides drop off points and monthly recycling in rural ex-Franklin District Council and rural Raglan areas:

(a) Monthly recycling collection

- Glen Murray - Glen Murray Hall carpark. First Saturday of each month from 8.30am-12.30pm.

(b) Recycling points

- Te Uku- Located at the back of the Te Uku Store- 3440 SH23
The Te Uku drop off centre is a modified sea freight container which collects separated recyclables and has a place to drop off pre-paid bags. Some difficulties have been identified related to large seasonal volumes, accessibility to the main road, the size of the catchment area and poor responsibility for aesthetics, illegal dumping. The Te Uku community has increased and may now be sufficient to warrant a kerbside collection rather than the drop off point. The future feasibility of a kerbside service could be evaluated for potential when District-wide service reviews occur.
- Te Mata- Located at the Te Mata School - 778 Te Mata Road.

5.2.5 Food waste collections

Xtreme Zero Waste Raglan operate a kerbside food waste service to approximately 2,000 households in the Raglan

The service commenced in August 2017 and is currently funded by council until 2108/19. After this time the community will be consulted regarding the introduction of a targeted rate to fund the service on a continuing basis from 2019/20.

Information on the performance of the service is limited as it has not yet been in operation for a full year. However, it had an initial 30% put-out rate for bins, and collected 860kg of food waste in its first week of operation.



Figure 4 Raglan food waste HCU

Processing is via a Horizontal Composting Unit (HCU) located at Xtreme Zero Waste in Raglan. The hot-composting process takes 12 weeks and has been designed to handle the average of five cubic meters of food waste anticipated to be collected from the town each week.

5.2.6 Inorganic Collections

An annual inorganic kerbside refuse collection is currently provided to the North, Central and southern areas.

Approximately 1,000 tonnes of material are collected annually from an inorganic collection provided to parts of the District. All of this material goes to landfill. In 2017 the inorganics collection cost \$285,000 (approximately \$285 per tonne).

The inorganic collection is an inefficient and expensive way to service households for bulky waste material. Resources are not recovered from the waste and it is not in alignment with the Waste Minimisation Act 2008, the WDC Waste Management and Minimisation Plan, or the service change consulted on in 2015-16.

It is recommended that council consider changing this service to an alternative service which allows for resource recovery to occur such as an on-property collection or additional resource

recovery centres. This may be facilitated by a period of phasing out the existing service while introducing recovery services.

However, on-property collections with a phone in service can be costly due to the need for multiple trucks (to collect refuse vs recoverable material); or a sorting facility to pull out recoverable material. Costs involved in customer service to manage the phone in booking aspect can also be prohibitive. Therefore, a sound business case would need to be developed showing how the service could be integrated with other services and facilities in order to meet the goals and objectives of the 2018 WMMP.

Additional resource recovery centres, while expensive to establish, reduce the need for an inorganic collection – and can utilise short-distance pick up services year-round rather than an event-based service. This option has potential to cost-effectively maximise resource recovery and minimise waste to landfill.

There is no substantive evidence that ceasing the inorganic collection will lead to increased illegal dumping, particularly if an alternative is available such as a resource recovery centre.

5.2.7 Illegal dumping, abandoned vehicles and litter control and enforcement

Public place refuse & recycling bin emptying and litter collection services are provided under contract. The contract also covers road sweepings.

(a) Litter servicing

International evidence indicates people look for familiar branding when seeing a litterbin. If they are out of their home region, they may not recognise a litter bin in different branding. Therefore, regional or sub-regional standardisation of litter bins, signs and branding may assist in reinforcing litter messaging and could be investigated further.

(b) Illegal dumping

A total of 887 illegal dumping incidents were recorded in the 2016-2017 year. However, tonnage and composition information are not currently recorded by illegal dumping contractors.

Therefore, it is unclear the extent to which illegal dumping is a problem for Waikato District. Improvements in internal data capture systems and the introduction of the Waste Data Framework will improve data quality in this area, and allow a better assessment of illegal dumping activities in the District.

(c) Abandoned vehicles

Abandoned vehicles are collected on behalf of council by various contractors:

- Wills Automotive – Ngaruawahia & surrounds
- Pedens Towing & Salvage – Huntly to Meremere
- Top Garage – Raglan
- Brian Roberts Towing – Meremere to Bombay

5.2.8 Behaviour change programmes

Waste education partnerships with community groups may be beneficial, particularly where they have networks, contacts and low-cost structures for achieving maximum community involvement for waste education and promotion.

WDC currently supports four behaviour change programmes:

- Enviroschools (24 schools) – this is primarily an environmental education program rather than a waste minimisation programme.
- Zero waste education – provided to schools across the district
- Para kore - a marae based zero waste education programme
- Paper4trees – an incentive programme to encourage schools to recycle paper

Current behaviour change programmes have not been recently reviewed for effectiveness, and may not fully meet waste minimisation objectives. A full review of behaviour change programmes is recommended after the adoption of the 2018 WMMP to ensure council support for behaviour change is most effectively contributing towards the goals and objectives of the 2018 WMMP.

In addition, education and minimisation programs are an area where joint working with other councils has the potential to deliver significant benefits. Opportunities include:

- Regional or sub regional education programs for target groups such as farmers
- Regional messaging / branding for litter to account for cross District travel and reinforce litter messages
- Working towards consistent enforcement of litter and illegal dumping

5.2.9 Event waste

Waste minimisation at events is becoming increasingly popular in New Zealand, and the practices involved are increasingly mature and effective. However, events carried out in the Waikato District are not commonly managed in a manner to avoid or reduce waste. This is seen as an area where improvement could be made with some encouragement by council. For example, by promoting companies such as Beyond the Bin event waste management company which operates nationwide, including in the Waikato District.

Waste created at events can be a considerable, and avoidable, volume of waste. Due to growing awareness, around environmental sustainability affects poorly managed waste can leave a bad impression on – particularly international – visitors.

There are a number of factors influencing the amount, and kind, of waste generated at an event. These can include:

- Length of the event (one-day events produce far less waste per person per day than three-day events factoring in camping)
- Community attracted to an event (events that attract people who consume large quantities of alcohol tend produce more waste and more litter)
- Regulation of materials onsite - some events specify what suppliers can bring onsite – e.g. no glass, or compulsory use of biodegradable plates and cutlery
- Deliberate adoption of a waste minimisation strategy during planning and running the event – waste minimisation strategies can substantially reduce waste to landfill if implemented correctly

One company, Beyond the Bin (XZW), provides private event waste management services and operates in the Waikato District.

Waikato District Council could consider developing Event Waste Guidelines to assist event managers in planning for waste generated at events. Guidelines should include details of the consent process for events held in the Waikato District (such as H&S Plan, Traffic Management Plan and Event Waste Minimisation Plan). Completion of these Guidelines, potentially in alignment sub-regionally, is recommended.

5.2.10 Waste Grants

WDC provides rates funded grants through four main grant schemes:

- **Discretionary Grants Fund** - This funding is available for projects happening in Huntly, Taupiri, Raglan, Tuakau or Ngaruawahia and the rural wards of the Waikato district.
- **Conservation Fund** - The Waikato District Council provides the Conservation Fund to assist private land owners undertaking conservation projects on their properties that are within the Waikato district boundaries.
- **Community Wellbeing Trust Fund** - This funding is available for capital projects throughout the Waikato district. The application must also demonstrate broad community support for the project.
- **Heritage Assistance Fund** - The Waikato District Council provides the Heritage Assistance Fund to assist with the conservation, restoration and protection of listed heritage items only, that are within the Waikato district boundaries and are not council-owned.

There is no council funded grant scheme which specifically targets waste minimisation activities. This is reflected in the low level of community engagement in waste minimisation activities across the District.

A specific Waste Minimisation Fund may encourage greater interest in establishing waste reduction, reuse, recovery or recycling initiatives by community groups.

5.3 Funding for council-provided services

All council-provided services are funded out of rates revenue or Waste Levy funding provided by the Ministry for the Environment. The Waste Levy is accumulated from a \$10 per tonne levy (excluding GST) on all waste sent to landfill. The levy was introduced under the Waste Minimisation Act 2008. Disposal facility operators must pay the levy based on the weight of material disposed of at their facility. However, they may pass this cost on to the waste producer such as households and businesses.

Half of the levy money goes to territorial authorities (city and district councils) to spend on promoting or achieving the waste minimisation activities set out in their waste management and minimisation plans (WMMPs).

The remaining levy money (minus administration costs) is put into the Waste Minimisation Fund. The fund is for waste minimisation activities in New Zealand.

WDC received \$255,184.01 levy funding in 2016/17.

Territorial authorities must spend the levy to promote or achieve waste minimisation. Waste management and minimisation plans (WMMP) prepared by each territorial authority set out how the levy will be used.

5.4 Non-Council Services

There are a moderate number of non-Council waste and recycling service providers operating in the District. Many of the private companies operate out of Auckland or Hamilton bases, and simply service the District.

5.4.1 Private refuse and recycling services

Commercial refuse and recycling is collected by a relatively small number of companies who offer a range of services including front end load (FEL) bins, skip bins, hook bins, compactors, and

wheeled bins. They may accept refuse, recycling and/or green waste.

Private operators include:

Commercial waste service providers	
<ul style="list-style-type: none"> • Metrowaste • Envirowaste • Waste Management • Xtreme Zero Waste • Nikau Contractors • Smart Environmental • Lowe Corporation • Franklin Refuse Removal • Daisy Garden Bags 	<ul style="list-style-type: none"> • Fullcircle • Envirofert • Allens United (liquid waste) • Flexi Bin • Salters Cartage • J J Richards • Waikato Garden Bins • Demolition Traders • Greenfingers

Table 17 Commercial refuse and recycling service providers

5.4.2 Private reuse organisations

A number of alternatives for the disposal and sale of reusable items are available in the District, such as charity stores and second-hand stores. These include:

- Salvation Army Opportunity Store (Ngaruawahia)
- River Traders (Tuakau)
- Vintage Love (Pokeno)
- St John Opportunity Shop (Huntly)
- House of Treasures (Te Kauwhata)
- Raglan Vintage & Traders (Raglan)
- Xtreme Zero Waste shop (Raglan)

5.4.3 Soft Plastics recycling scheme

The Packaging Forum provide the voluntary Love NZ Soft Plastics Programme in the WDC area at Countdown stores located in Ngaruawahia and Huntly.

The scheme takes all soft plastic bags including bread bags, frozen food bags, confectionery and biscuit wrap, pasta and rice bags, shopping bags. Customers take their used soft plastics back to participating stores and put them in the recycling bin. Bags are collected from stores and transported to Abilities group in Auckland for sorting and then to Melbourne, Australia for processing.

Information on the volumes collected through this scheme are unavailable.

5.4.4 Para Kore

The Para Kore (Zero Waste) programme works with marae to increase the reuse, recycling and composting of waste materials thereby helping to reduce the extraction of natural resources and raw materials from Papatūānuku.

More than 50 Marae in the Waikato District are part of the Para Kore programme.

5.4.5 Farm waste

A 2014 study into farm waste management practices in the Waikato and Bay of Plenty found that most number of farms used at least one of the 'three B' methods of waste management – bury, burn, or bulk storage on property.

Farmers generally agreed that the 'three B' methods are not ideal and indicate interest in access to better options. However, the 'three Bs' are perceived to have 'no cost' compared to the alternatives.

Discussions with waste service providers indicates that there is an increasing uptake of privately provided farm waste services. In most cases, skip bins are provided 'at the wool shed' for the disposal of farm waste. This is in addition to private refuse services provided for farm households.

Indications are farm waste services are dependent on economic conditions (when times are hard the service is cancelled) but that overall uptake is increasing and there are now private waste services targeted the rural community.

As the Waikato District has a high volume of farm waste being disposed of to land, Council could facilitate the uptake of private farm waste services by providing targeted education and messaging, and working with the farming industry to identify and remove barriers to uptake.

5.4.6 Assessment of non-council (private) waste services

There are a range of services offered by private waste collection operators with prices depending on bin size and frequency of collection.

There may also be further opportunities to support the second hand and reuse markets – perhaps via support for 'upcycling' of waste materials into new or unique items for sale. This occurs well at the Xtreme Zero Waste facility but could be encouraged to expand to other areas.

Reuse and upcycling have additional potential benefits around local job creation.

The main area of concern with private services relates to a lack of visibility around the volume and composition of refuse collected via private services.

The most promising mechanism for obtaining information on volume and composition of material collected by private collectors and operators is the introduction of waste licencing. The introduction of licencing will greatly improve data quality for the development of the next Waste Assessment.

5.5 Sustainable procurement and community benefits

For local government, sustainable procurement (frequently used interchangeably with 'social procurement') utilises procurement procedures and purchasing power to create positive environmental and social outcomes. The council still receives the same delivery of cost effective goods, services and works that a commercial supplier could provide but community organisations and social enterprises are instead contracted.

The procurement processes of large organisations like local government have a significant impact on the local environment and economy. Altering how goods and services are acquired, so that cost as well as environmental and social benefits are given equal value may help WDC to deliver strategic goals and build a stronger community.

5.5.1 Benefits of community involvement in waste issues

Community led resource recovery activities can provide positive outcomes for the local economy via employment creation. More labour-intensive activities such as prevention, waste minimisation and re-use, create (on average) 6 – 8 jobs compared to one created through

sending waste to a landfill¹⁴.

The table below illustrates job growth at five community recycling centres around New Zealand that were previously typical transfer stations.

Employment before and after the development of Community Recycling Centres at various sites in NZ		
	Before development of a Community Recycling Centre	After development of a Community Recycling Centre
Waiuku	1 part-time	5 full time
Wanaka	0	16 full time
Kaikoura	1-2 full time	13 full time
Raglan	2 full time	17 full time, 23 part-time
Kaitaia	2 full time	18 full time, 16 part-time

Table 18 Employment before and after CRC development

Community or social enterprises tend to prioritise employment creation when compared to privately owned waste companies. Social enterprises create a multiplier effect - meaning that the impact of this additional employment to the local economy is larger than their take home pay might suggest.

Calculating the exact amount of return to local economies via staff spending is difficult however one study suggests that for every \$1 spent on staff wages, local economic activity increases by \$2.80 due to local staff spending¹⁵. This compares favorably to organisations which, because of their structure and methodology, take money out of communities – for example by making returns to foreign shareholders.

5.5.2 Key issues and barriers related to community involvement in waste issues

Issues and barriers to new resource recovery activities include:

- **Venue costs:** Commercial leases paid by organisations are expensive and increase regularly. This can contribute to some initiatives becoming financially marginal.
- **Access to processing:** A lack of local processing options means it is uneconomic to provide recycling services for some materials. While facilities do exist regionally, for example e-waste recycling, additional funding would be required for expansion.
- **Operational capacity:** Managing a recycling facility requires operational skills and an understanding of waste markets and waste issues. This capacity is not always available within community groups, nor may council have the internal capacity or institutional knowledge of resource recovery to upskill community groups in these areas.
- **Leadership:** There is a need for leadership in fostering collaboration and integration within council and across community to generate resource recovery and local economic development.

¹⁴ Valuing Recycling Town – Measuring which bucket has the most leaks : 2009 : Gary Kelk : Ministry for the Environment : New Zealand

¹⁵ Valuing Recycling Town – Measuring which bucket has the most leaks : 2009 : Gary Kelk : Ministry for the Environment : New Zealand

Council procurement: Council's procurement approach is traditional and favours large businesses. Community organisations could benefit from a partnership approach to procurement that recognises the social, economic, and environmental benefits of 'buying local'.

PART 6 - REVIEW OF THE 2012-2018 WMMP

This Waste Assessment provides an assessment of the 2012-2018 Waste Management and Minimisation Plan (WMMP) to guide the development of the 2018-2024 WMMP.

The 2012-2018 Waste Management & Minimisation Plan (WMMP) was the first plan developed under the Waste Minimisation Act 2008. A comparison between this first WMMP and the information in this Waste Assessment suggests some progress has been made against the actions set out in the WMMP, but that per capita volumes of waste to landfill have increased. In 2011, the Waikato District sent 509 kg of waste to landfill per capita per year. In 2016 the District sent 750 kg of waste to landfill per capita.

However, this increase is at least in part related to differences in the type of waste measured and methodologies for collecting data between 2012 and 2017. In addition, the lack of accurate data from private waste service and facility providers makes it difficult to assess the exact quantities of waste – both during the development of the first WMMP and the development of this Waste Assessment.

Indications are that waste to landfill volumes has increased by approximately 47% compared to 2012. Recyclable material recovered appears to have increased from 0.03 per capita to 0.05 – a 67% increase compared to 2012. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

For both waste to landfill and diverted materials, 2012 figures were estimates based on audits and regional reports, whereas 2017 figures are based on low quality data obtained via voluntarily provision from some operators. National trends indicate a 20% increase in waste landfill has occurred and it is likely the Waikato District is experiencing a similar increase.

The volumes of waste to landfill and diverted materials for the two periods can be seen in Table 19 below:

Material	Tonnes		Tonnes/ capita/ annum	
	2011	2017	2011 ¹⁶	2017
General waste to landfill ¹⁷	29,794	52,182	0.51	0.75
Recyclables (kerbside)	1,467	3,631	0.03	0.05

Table 19 Comparison of volumes of refuse and recyclables: 2012 WA to 2017 WA * excludes farm waste to land

¹⁶ 2012 population based on 2009 Census data (43,959)

¹⁷ Note: this figure does not include waste to land on rural properties, as this information was not available in 2012.

6.1 Objectives of 2012-2018 WMMP

The objectives of the 2012-2018 WMMP were:

2012 Goals	2012 Objectives	Progress against objective
Goal: Managing waste locally wherever possible and working with the community	Objective: Work in partnership with the local community to develop and expand waste management initiatives.	Ongoing
	Objective: Build the skill capacity of our community wherever possible when delivering our action plan.	Ongoing
Goal: Reduce the amount of waste sent to landfill or other disposal	Objective: Reflect the waste hierarchy, by emphasising and prioritising reduction, reuse, recycling and recovery in our action plan	Ongoing
	Objective: Improve information collection and analysis to ensure we know what waste is in the district, and where it is going.	Partially achieved, further work required
Goal: Lower the total cost of waste management to our community as a whole, while increasing economic benefit through new initiatives and infrastructure	Objective: Use resources more efficiently.	Ongoing
	Objective: Work with the waste sector and other councils near us to increase the range of reuse, recycling and recovery options available in the district, maximising the economic benefit to the community.	Partially achieved, further work required
	Objective: To look for opportunities to recover the value of waste materials locally.	Ongoing
	Objective: Consider the total cost to our community when choosing waste management options.	Achieved
Goal: Reduce the risk of environmental damage	Objective: Consider the environmental impact of all options and seek to choose options with the least overall environmental impact.	Achieved
Goal: To protect public health	Objective: To consider the public health impacts of all waste management options and seek to choose options which effectively protect human health.	Ongoing

Table 20 Progress against 2012 WMMP Objectives

6.2 2012 WMMP Targets

In 2011, the Waikato District sent 509 kg of waste to landfill per capita per year, and the WMMP anticipated that by 2022 the amount going to landfill would be reduced to 338 kg per capita per year. This gave a target of an overall reduction of 33 per cent in waste to landfill per capita by 2022. The table below shows the key initiatives planned in the 2012 WMMP and how they were expected to contribute to achieving the targets. Progress against the 2012 targets can be seen in the Table below:

Proposed initiatives	Estimated tonnes diverted per year (by 2022)	Tonnes diverted per year (2017)	Estimated Kg diverted per capita (by 2022)	Kg diverted per capita (2017)
Improved kerbside recycling	1,467	3,631	25	50
Food waste collection	3,730	Have not completed a full year of service	64	Have not completed a full year of service
Commercial recycling	1,715	Insufficient data	29	Insufficient data
Construction & demolition waste recycling	1,666	Insufficient data	29	Insufficient data
Reuse stores	579	120	10	1.7
Nappy composting	803	Not measurable	14	Not measurable
Total diverted	9,960	71,000	171	1,020
Remaining waste to landfill	18,666	53,800	338	0.77

Table 21 Progress against 2022 targets

6.3 Key Issues of 2012-2018 WMMP

Key issues identified in the 2012-2018 WMMP were:

- The council and community, particularly the business community, need to work more closely together to achieve our goals and objectives.
- Landfill disposal costs are rising – we need to reduce the amount of waste our growing population sends to landfill.
- Recycling is still ending up in refuse bins even with a recycling collection available.
- A large proportion of waste going to landfill is organic waste – this is a particular problem due to the negative environmental impacts.
- Improving our information collection so that we know how our growing business and commercial sectors are managing their waste, and to be more informed and involved in the flows of waste coming into the district from neighbouring districts and cities.

- The council needs to work with the waste sector and other councils to direct and support the growing waste management industry in the district.
- The council needs to provide ourselves with the regulatory tools to enable all of these issues to be managed.

These issues continue to be relevant and further action is required to address them.

6.4 Review of Actions

The 2012-2018 WMMP initiatives are shown alongside an assessment of progress in the table below.

A1 Communication, education and consultation	Progress
A1.1 Community partnerships: Support community waste partnerships where they exist, and encourage establishment of new partnerships.	Ongoing
A1.2 Communication and consultation: Provide for community involvement in waste management planning, whether through partnerships or other means	Ongoing
A1.3 Educate: Provide regular and detailed information about waste services, waste prevention and waste reduction, in partnership with community where possible.	Achieved
A1.4 Regional partnerships: Continue partnership working with other local councils and the regional authority, particularly on regional strategies for the management of organic wastes, hazardous waste, and sewage sludge disposal options. Opportunities for regional coordination will be assessed when reviewing or expanding services.	Achieved
A2 Take direct action, foster new ideas	Progress
A2.1 Waste Management Sector Working Group: A working group will be established for the waste management sector to encourage communication between this sector, the community and the council.	Achieved
A2.2 Direct sector development: Work with the community, waste sector and other councils to encourage development of facilities for diversion of priority waste streams.	Ongoing
A2.3 Support sector development: Establish an internal council team to focus on appropriate waste sector development – definition and policy approach.	Ongoing
A2.4 Lobbying Central Government: Work with other local government organisations to lobby government on various waste management issues such as cleaner production, product stewardship and other waste minimisation schemes.	Ongoing
A3 Change the rules, monitor and feedback	Progress
A3.1 Waste bylaw: Review the existing Franklin district bylaw and revise as appropriate for Waikato district to address issues such as operator licensing,	Not

cleanfill operation, service provision by private sector among others.	completed
A3.2 Review waste charges: Review pricing for all services to ensure true cost waste management is recovered, reuse/recycling is encouraged, and ensure that public funds do not subsidise private operations. Agree any changes to waste charges with community partnerships where these operate.	Underway
A3.3 Enforcement: Investigate options for effective enforcement of bylaw, such as delegating to community partnerships and/or contractors. Review performance of enforcement activity regularly and consult with community to identify key issues to focus enforcement.	Not completed
A3.4 Solid waste analysis surveys: Carry out regular surveys of kerbside collections to identify opportunities and monitor progress. Arrange with contractors for transfer station waste flows to be analysed and monitored.	Not completed
A3.5 Monitor waste flows: Through a waste bylaw (A3.1) collect information and monitor the volumes and movements of waste within, and into/out of the district.	Not Completed
WI Recyclable commodities	Progress
WI.1. Maintain kerbside recycling collection: Continue to provide collection of recyclables at the kerbside, and consider opportunities to expand the collection to new areas of the district	Achieved
WI.2 Expand kerbside recycling collection: Work with contractors and community partnerships to identify ways to expand the kerbside recycling collection. This could include collecting additional amounts of recycling on occasion as negotiated with contractors and community partnerships, and/or providing an additional receptacle which could target specific recyclable material. Alter service as agreed.	Achieved
WI.3 Expand kerbside recycling materials: Identify and investigate additional materials to be included in the kerbside recycling collection based on more detailed waste analysis surveys; negotiate with contractor and/or community partnerships for inclusion where cost/benefit analysis supports inclusion	Completed
WI.4 Commercial recycling collection: Investigate the potential for a commercial recycling collection in parts of the district (for businesses, schools, etc). Work with the Waste Management Sector Working Group to explore options for provision of service and processing. This may mean services are offered by community/private sector, or the council may provide services directly, or a combination of the two. The council should also investigate potential to encourage recycling through bylaw mechanisms. Glass and paper/card are priority materials.	Not Completed
WI.5 Maintain drop-off facilities: Continue to provide drop-off facilities at transfer stations and two other areas.	Achieved
WI.6 Expand drop-off facilities: Investigate options for providing additional drop-off facilities to serve rural areas and busy holiday spots. Negotiate	Achieved

with contractors/ CWPs to provide services.	
W1.7 RTS facilities: Continue to provide refuse transfer station services, but review charging and negotiate with contractors / community partnerships to ensure consistent charging across the district	Achieved
W1.8 Expand RTS facilities: Investigate the capital required to upgrade transfer stations to accommodate reuse (except Raglan), C&D waste recycling (timber, concrete, rubble), and expanded e-waste services.	Not Completed
W1.9 Transport: Continue to transport recyclables to processing/markets	Achieved
W2 Food and garden waste	Progress
W2.1 Food waste collection: Monitor progress of Xtreme Zero Waste trial. Based on outcomes, investigate provision of a user-friendly weekly kerbside food waste collection, including collection and processing options.	Achieved
W2.2 Commercial food waste collection: Investigate the potential for a commercial food waste collection in parts of the district. Work with the Waste Management Sector Working Group to explore options for provision of service and processing.	Ongoing
W3 Inorganic/C&D/litter	Progress
W3.1 C&D waste recycling: Work with the Waste Management Sector Working Group to identify and support options for increasing segregation of C&D waste on site, providing more services for the collection of separated materials, and expanding use of off-site sorting facilities.	Not Completed
W3.2 Inorganic waste: Investigate making the transition from a rate funded inorganic collection to an on-call user pays service	Achieved
W3.3 Litter bins and collection: Continue existing litter bin and loose litter clearance.	Achieved
W3.4 Illegal dumping: Continue to provide a collection service for illegal dumping. Collect information to quantify waste and monitor locations/waste types to identify priority areas for action. Take measures to enforce bylaw and prosecute offenders.	Achieved
W4 Hazardous/liquid/gaseous wastes	Progress
W4.1 Quantify biosolids: Review existing biosolids storage and quantify current and future quantities of biosolids requiring management.	Not Completed

W4.2 Management of biosolids: Consider options for management of biosolids in conjunction with other waste streams, through the Waste Management Sector Working Group, focusing on options for beneficial use. Dispose of biosolids appropriately if alternative processing is not feasible.	Not Completed?
W4.3 Hazardous waste: Continue to offer options for hazardous waste management at transfer stations; monitor volumes and types. Work with contractors and community partnerships to extend the range of items that can be accepted at transfer stations.	Achieved
W5 Residual waste	Progress
W5.1 Residual waste collection: Investigate the potential to reduce residual waste collection frequencies alongside the introduction of a food waste collection, chargeable garden waste collection, and expanded recycling collection. If a food waste collection and expanded recycling collection are used effectively, residual waste should not need to be collected weekly at unnecessary cost.	Achieved
W5.2 Transfer and disposal: Transfer residual waste to an appropriate disposal facility.	Achieved

Table 22 Review of 2012 WMMP Actions

6.5 Summary of progress

Overall, WDC has made good progress for a number of the actions in relation to the 2012-2018 WMMP Action Plan. However, kerbside refuse per capita has increased by approximately 47% and some objectives have not been achieved. Further effort is required to collect accurate data, set up internal systems that can accurately record the information, and to achieve a real reduction in waste to landfill.

This Waste Assessment is intended to assist in the development of the 2018-2024 WMMP in order to continue and build upon the progress made in the 2012-2018 period.

6.6 New Guidance

New Guidance from MfE on Waste Management and Minimisation Planning was released in 2015. The 2012 WA and WMMP, while consistent with the guidance at the time they were written, do not fully align with the new (2015) MfE Guidance.

The new guidance places more emphasis on funding of plans, inclusion of targets and how actions are monitored and reported. In addition, the 2012 documents did not provide for data to be collected accordance with the National Waste Data Framework, as suggested by the new guidance.

PART 7 - FUTURE DEMAND AND GAP ANALYSIS

7.1 Waikato District Council area

Waikato District, in the northern part of Waikato Region is bordered by Auckland on the north and Hamilton on the south. The area takes in much of the northern Waikato Plains and also the Hakarimata Range. The main population centres are Ngaruawahia, Huntly, Raglan, Pokeno, Tuakau and Te Kauwhata.

In November 2010, the Waikato district expanded by approximately 100,000 hectares as a result of boundary changes when the Auckland Council was formed. The Waikato district absorbed a large part of the former Franklin district area. The district's southern boundary with Hamilton City was adjusted in May 2011, with parts of Ruakura and Te Rapa formerly in the Waikato district becoming part of Hamilton City.

The proximity to major population centres and major transport corridors ensures access to several major waste processing and disposal facilities that serve the wider Auckland and Waikato regions.

The main industries in the district are dairy farming, forestry, and coal mining. There is a major coal-fired power station at Huntly and Te Kauwhata is at the centre of a major wine region. The district relies on industry, education and a growing adventure tourism and events industry.

The Waikato River flows through the district and is of great significance to the area – a significance which has been formalised through a Joint Management Agreement between the council and Waikato-Tainui.

7.2 Future Demand

The factors likely to impact future demand for waste minimisation and management vary over time and location and therefore create inherent uncertainties with any predictions.

Factors which influence future demand include:

- Overall population growth
- Economic activity
- Changes in lifestyle and consumption
- Changes in waste management approaches

In general, the factors that have the greatest influence on potential demand for waste and resource recovery services are population and household growth, construction and demolition activity, economic growth, and changes in the collection service or recovery of materials.

7.2.1 Assessment of key towns within the Waikato District¹⁸

The Future Proof Strategy indicated approximately 80% of growth in the Waikato District will be in the areas of Pokeno, Tuakau, Te Kauwhata, Huntly, Pokeno, Tuakau, Ngaruawahia, Raglan and various rural villages.

- Rapidly growing settlement on Auckland's doorstep with potential to become a town catering for an additional 2000 households.
- Sought after by Aucklanders looking for more affordable homes (compared to Auckland) yet within easy commuting distance to the city.

¹⁸ from draft Future Proof Strategy: Planning for Growth 2017

- Rapid development of the existing zoned industrial land with potential for further growth acknowledging existing constraints (topographical, geographical and physical).
- (a) Tuakau
- Planned to accommodate residential growth recognising that many people may choose to live in Tuakau and commute to Auckland to work; with potential to become the biggest town in the Waikato district as growth is less constrained by geological, topographical and network infrastructure compared to Pokeno.
 - Primary satellite town to Pukekohe, and a major service town for the northern Waikato.
- (b) Te Kauwhata
- Principally planned as a residential village with amenity benefits.
 - The village has played and continues to play an important role as a service centre for the farming areas to the east and west and is likely to grow on the back of growth in Pokeno and the lower median houses prices.
- (c) Huntly
- Opportunities for redevelopment and growth, recognising its potential due to affordable housing and accessibility to Auckland and Hamilton.
 - Economic development planned to stimulate positive economic and social outcomes e.g. industrial and residential aspirations potentially providing an employment alternative to coal mining; and services and employment opportunities for surrounding areas.
- (d) Ngaruawahia
- Potential to become the cultural and heritage capital of New Zealand, Ngaruawahia will keep its sense of spaciousness and heritage as a town with a predominantly residential function.
- (e) Raglan
- Seaside settlement that maintains the established desirable character of the Raglan coastal environment. It is a destination town with a high number of holiday houses.

7.2.2 Population growth¹⁹

The report *2014 Review of Demographic, Households and Labour Force Projections for the Waikato Region for the Period 2013 – 2063* estimates the population of Waikato District is projected to grow from 64,910 in 2013 to 82,733 in 2033 (+27.5%), and to 94,862 in 2063 (+46.2%). It also suggests natural growth will peak around 2025 and then diminish, with net migration projected to remain positive – averaging 351 p.a between 2013 and 2033.

¹⁹ Jackson, N.O., Cameron, M. and Cochrane, B, 2014 Review of Demographic, Households and Labour Force Projections for the Waikato Region for the Period 2013 - 2063

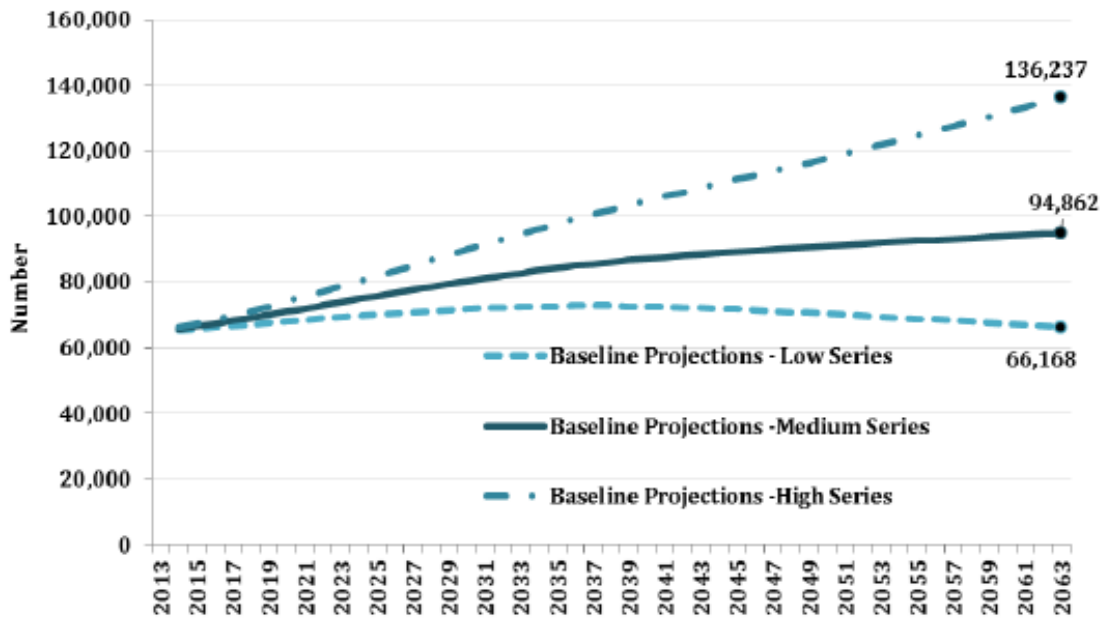


Figure 5 Projected high, medium and low baseline population, Waikato District²⁰

By 2033, 22.2% of the Waikato District’s population is projected to be aged 65+ years, up from 12.2% in 2013. By 2063 that proportion is projected to reach 29.5%.

The age profile of residents is changing with an increasing proportion of elderly residents. Analysis carried out by WRAP (UK) in 2007 found older people generated approximately 25% less food waste than other age groups, once household size factored into analysis. Further research carried out by WRAP has found that those over 65 years old are also more likely to home compost.

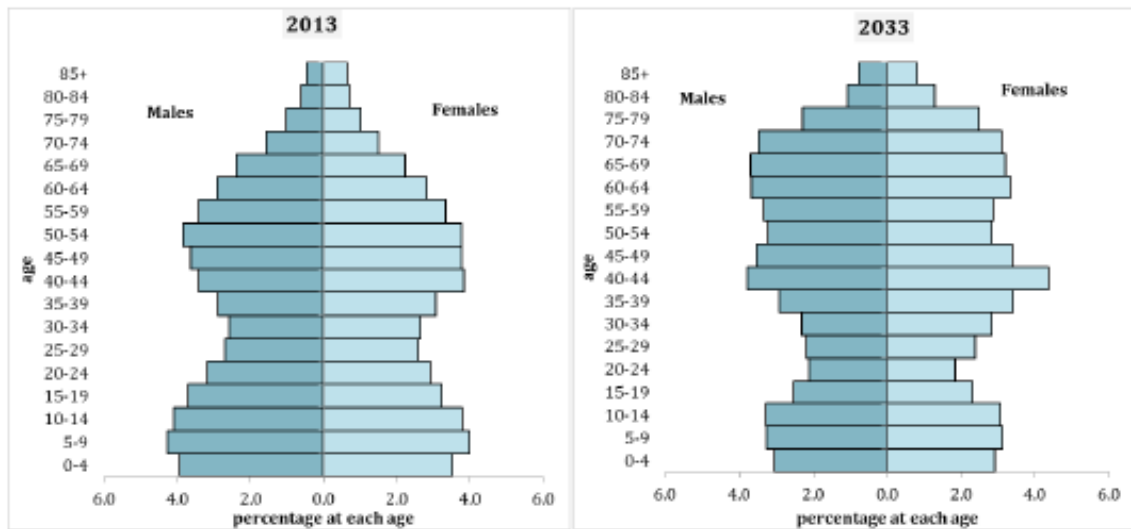


Figure 6 Age-sex structure, percentage of each, 2013-2033, Waikato District²¹

²⁰ Source: 2014 Review of Demographic, Households and Labour Force Projections for the Future Proof Sub-Region for the Period 2013 - 2063

Taking the aging population into account, it may be appropriate to tailor waste minimisation communication campaigns and waste reduction initiatives to an older age group.

Another issue that may emerge as the population ages is an increase in healthcare-related waste generated in the home as healthcare services are increasing pushed to home-based healthcare.

7.2.3 Economic Activity

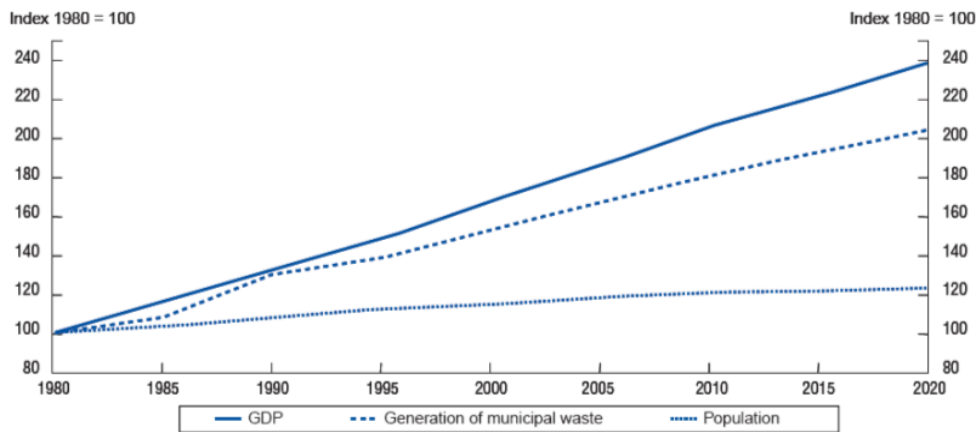
Research from the UK²² and USA²³ suggests that underlying the longer-term pattern of household waste growth is an increase in the quantity of materials consumed by the average household and that this in turn is driven by rising levels of household expenditure.

The relationship between population, GDP, and waste seems intuitively sound, as an increased number of people will generate increased quantities of waste and greater economic activity is linked to the production and consumption of goods which, in turn, generates waste. Figure 7 below shows the relationship between growth in municipal waste in the OECD plotted against GDP and population.

Total GDP is also a useful measure as it takes account of the effects of population growth as well as changes in economic activity. In general, municipal solid waste growth tracks above population growth but below GDP. The exact relationship between GDP, population, and waste growth will vary according to local economic, demographic, and social factors.

In effect as a country becomes richer, the volume and composition of its waste changes. With more money comes more packaging, imports, electronic waste, toys and appliances. Solid waste can thus be used as a proxy for the environmental impact of urbanization.

As Waikato District's population is anticipated to experience a steady growth, increasing +27.5% by 2033, it is likely that Waikato District would experience an approximately similar increase in waste (approximately 30%) generated within that time period assuming no change to waste behavior or resource recovery rates.



Source: OECD 2001.

Figure 7 Municipal waste generation, GDP and population in OECD 1980 – 2020²⁴

²¹ Source: 2014 Review of Demographic, Households and Labour Force Projections for the Future Proof Sub-Region for the Period 2013 - 2063

²² Eunomia (2007), *Household Waste Prevention Policy Side Research Programme*, Final Report for Defra, London, England

²³ EPA, 1999. *National Source Reduction Characterisation Report For Municipal Solid Waste in the United States*

²⁴ Eunomia (2007), *Household Waste Prevention Policy Side Research Programme*, Final Report for Defra, London, England

7.2.4 Changes in Lifestyle and Consumption

Community expectations relating to recycling and waste minimisation are anticipated to lead to increased demand for resource recovery and recycling services. This will include raised expectations for services based on migration and travel.

Consumption habits will affect the generation of waste and recyclables. For example, in New Zealand the production of newsprint has been in decline since 2005, when it hit a peak of 377,000 tonnes, falling to 276,000 tonnes in 2011²⁵.

Conversely, growth in the consumption of electronic products has led to a rapidly increasing problem with electronic waste.

7.2.5 Changes in Waste Management Approaches²⁶

It is anticipated that the methods and priorities for waste management will continue to evolve, with an increasing emphasis on diversion of waste from landfill and recovery of material value. These drivers include:

- The statutory requirement in the Waste Minimisation Act 2008 to encourage waste minimisation and decrease waste disposal – with a specific duty for TAs to promote effective and efficient waste management and minimisation and to consider the waste hierarchy in formulating their WMMPs.
- A requirement in the current New Zealand Waste Strategy 2010 to reduce harm from waste and increase the efficiency of resource use.
- Increased costs of disposing of waste to landfill. Landfill costs have risen in the past due to higher environmental standards under the RMA, the introduction of the Waste Disposal Levy (currently \$10 per tonne) and the New Zealand Emissions Trading Scheme. While these have not been strong drivers to date, there remains the potential for their values to be increased and to incentivise diversion from landfill
- A general trend to introduce more convenient collection systems. In brief, more convenient systems encourage more material recovered. For example, more convenient recycling systems with more capacity help drive an increase in the amount of recycling recovered.
- The waste industry is changing to reflect a greater emphasis on recovery and developing models and ways of working that will help enable effective waste minimisation in cost-effective ways.
- Local policy drivers, including actions and targets in the WMMP, bylaws, and licensing.
- Recovery of materials from the waste stream for recycling and reuse is heavily dependent on the recovered materials having an economic value, particularly for recovery of materials by the private sector. Markets for recycled commodities are influenced by prevailing economic conditions and most significantly by commodity prices for the equivalent virgin materials. The risk is linked to the wider global economy through international markets.

7.2.6 Projections of Future Demand

The analysis of factors driving demand for waste services in the future suggests that changes in demand will occur over time but that no dramatic shifts are expected. If new waste management approaches are introduced, this could shift material between disposal and recovery management.

Population and economic growth are likely to drive moderate increases in the waste generated. The biggest change in demand is likely to come through changes within the industry, with economic and policy drivers leading to increased waste diversion and waste minimisation.

²⁵ http://www.nzherald.co.nz/business/news/article.cfm?c_id=3&objectid=10833117

²⁶ WDC 2015 Waste Services report

7.3 Gap Analysis - Future Demand

The aim of waste planning at a territorial authority level is to achieve effective and efficient waste management and minimisation. An assessment of this was undertaken using a gap analysis based on the information in this Waste Assessment. The following 'gaps' have been identified:

- Insufficient systems in place for obtaining waste data from private operators in the District
- Increasing population affecting waste streams and waste reduction messaging
- Infrastructure to manage increased quantities and some waste streams may be insufficient to meet future demand
- Inadequate internal council systems to collect, record and monitor waste streams
- Potential for improved services targeting the rural sector and C&D waste
- Opportunities for improved sub-regional, regional and national collaboration to achieve reduction and minimisation of waste
- Insufficient leadership from central government to address national waste issues

7.3.1 Key waste Streams to be addressed

Priority waste streams that could be targeted to further reduce waste to landfill could include:

(a) National problematic waste streams

Waste tyres, refrigerant gases, e-waste and packaging waste are national issues and are best managed via national product stewardship schemes. Arguably, councils have little ability to reduce or manage these waste streams due to the scale of the problem and the lack of council control over those waste streams. Such issues are most effectively managed at a national level. WDC, in conjunction with other councils, has the ability to strongly advocate for the introduction of national schemes to assist in the management of these waste streams.

(b) Farm waste

A 2014 study into farm waste management practices in the Waikato and Bay of Plenty found that most number of farms used at least one of the 'three B' methods of waste management – bury, burn, or bulk storage on property.

Farmers generally agreed that the 'three B' methods are not ideal and indicate interest in access to better options. However, the 'three Bs' are perceived to have 'no cost' compared to the alternatives.

Discussions with waste service providers indicates that there is an increasing uptake of privately provided farm waste services. In most cases, skip bins are provided 'at the wool shed' for the disposal of farm waste. This is in addition to private refuse services provided for farm households.

Indications are farm waste services are dependent on economic conditions (when times are hard the service is cancelled) but that overall uptake is increasing and there are now private waste services targeted the rural community.

As the Waikato District has a high volume of farm waste being disposed of to land, Council could facilitate the uptake of private farm waste services by providing targeted education and messaging, and working with the farming industry to identify and remove barriers to uptake.

(c) Construction and Demolition waste

Construction & demolition (C&D) waste may be a waste stream which, if addressed, could significantly reduce the volumes of waste being sent to landfill. The increasing volumes of C&D waste are associated with increases in development activity in the region. Targeted programmes

aimed at reducing waste associated with C&D have been developed both internationally and within NZ with some success. These include resources to assist developers to better predict and manage materials (reducing waste associated with procurement); education around waste management practice and working with waste service providers to ensure infrastructure and services are available to meet demand.

7.3.2 Hazardous Wastes

(a) Household hazardous waste

Continued access to council services for household hazardous waste and used oil is likely to be of benefit for the District. A significant driver for the disposal of household hazardous waste relates to elderly residents moving or disposing of long-held homes. 'Grandads shed' is likely to contain a range of hazardous substances, including a number of harmful chemicals which are no longer available such as DDT, 2,4,5,T, Dieldrin and mercury.

(b) Medical Waste

As hospitals continue to shorten patients' lengths of stay, home health care is increasingly relied upon to address the needs of patients at home. From one point of view, health care in the home environment is more comfortable for patients, offers less risk of infection, saves health care dollars, and lends itself to the promotion of ongoing strategies to improve patients' quality of life.

However, health care produces medical waste which may require specialist treatment and disposal. In the hospital environment medical waste is treated and disposed of appropriately; while for the home healthcare patient, medical waste is problematic.

In most cases, medical waste is prohibited in both the refuse and recycling streams. Some medical waste includes sharp items (e.g. syringes) or bodily fluids – both of which pose risks to waste handlers either during collection or processing of waste.

In addition, medical waste packaging, not being a household item, is sometimes unable to be processed in MRF facilities. For example – hemodialysis may involve containers of saline which are too large to be processed by the largest MRF (Visy). In many cases, the volume of waste created by home healthcare is greater than the normal capacity of kerbside waste receptacles.

Ideally, home healthcare providers will provide waste solutions for the medical waste created. However, barriers to provider responsibility include:

- Lack of awareness of the issue
- Cost
- A belief that council will provide appropriate waste services

An ageing population and healthcare policy indicate home healthcare will increase, and the associated waste problems will become more prevalent.

For non-home healthcare related waste issues, the Pharmacy Practice Handbook²⁷ sets out guidelines for appropriate disposal of medical waste:

4.1.16 Disposal of Unused, Returned or Expired Medicines

Members of the public should be encouraged to return unused and expired medicines to their local pharmacy for disposal. Medicines, and devices such as diabetic needles and syringes, should not be disposed of as part of normal household refuse because of the potential for misuse and because municipal waste disposal in landfills is not the disposal method of choice for

²⁷ <https://nzpharmacy.wordpress.com/2009/06/09/disposal-of-unwanted-medicines/>

many pharmaceutical types. Handling and disposal should comply with the guidelines in NZ Standard 4304:2002 – Management of Healthcare Waste.

In summary, while council is not responsible for home healthcare waste, there is likely to be an increase in queries from home healthcare patients regarding waste services. Working proactively with home healthcare providers and DHB's to assist the establishment of healthcare waste take-back programs may be a suitable solution to the issue.

(c) E-waste

Without a national product stewardship scheme, the e-waste treatment and collection system will continue to provide limited opportunities for resource recovery. Currently, companies tend to cherry-pick the more valuable items, such as computers and mobile phones while products that incur a cost to recycle are sent to landfill unless the product owner is willing to pay for recycling. As a result, the more difficult or expensive items to treat, such as CRT TVs and domestic batteries, will often still be sent to landfill.

The 2015 report *E-Waste Product Stewardship: Framework for New Zealand* commissioned by the Ministry for the Environment, concluded that although priority product status (for mandatory products stewardship) was supported by a number of stakeholders, there was insufficient data to satisfactorily prove the current management of e-waste caused significant environmental harm; and therefore, they could not recommend priority product status.

Improving the framework for capturing data on waste flows has therefore been shown to be a critical factor in the implementation of nationwide waste management schemes.

Introducing a data capture system, such as a waste licencing system under the Solid Waste Bylaw, would assist WDC to identify problematic waste streams, plan for future management, support regional and national initiatives and develop waste management systems for problematic waste streams.

E-waste is a national issue and is best managed via a national product stewardship scheme, however, local services and infrastructure could be strengthened within the city to provide improved access to e-waste recycling; and the ensure e-waste recyclers meet the joint Australian and New Zealand Standard AS/NZS 5377:2013 Collection, storage, transport and treatment of end-of-life electrical and electronic equipment.

PART 8 - OPTIONS

This section sets out the range of options available to Council to address the key issues identified in this Waste Assessment. Options presented in this section would need to be fully researched, and the cost implications understood before being implemented.

8.1 Key issues to be addressed by the 2018 – 2024 WMMP

Issues identified during the development of this Waste Assessment are:

- Increasing quantity of waste to landfill
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management
- Potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- Potential for greater community partnership, engagement and understanding of waste issues
- Insufficient resource recovery infrastructure in the District to meet future demand
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.
- Internal roles, responsibilities and systems do not currently provide an integrated approach to contract management, resource recovery and waste minimisation.

8.2 Options: Data & regulation

8.2.1 Data

Throughout this Waste Assessment, the issue of data availability has been raised as a concern. Issues include:

- Inability to obtain accurate information from private collectors and operators regarding waste flows
- Difficulty planning for future demand due to a lack of knowledge about the status quo
- Inability to support regional or national initiatives to establish nationwide waste management systems by providing data on district waste flows
- Lack of internal council system to collect, record and process data across council departments

Addressing the inability to obtain quality waste data must be a priority. Options for addressing the data issue include:

1. Implementation of a licensing system for waste collectors and operators, potentially in a sub-regional or regional partnership
2. Implementation of a central government waste data collection and management system which includes:
 - a. TA level data collection; and
 - b. Collecting data suitable for TA's to achieve their obligations under the WMA 2008; and
 - c. TA access to data collected by central government
3. Amendments to the Waste Minimisation Act 2008 to obligate waste collectors and operators to provide relevant waste data to TA's

Of these options, only Option 1 is within the control of WDC.

The Ministry for the Environment has stated a key focus area for the next 1-3 years is to “invest in developing a national waste data collection and evaluation framework that targets key information to prioritise waste issues and measures effectiveness of the waste disposal levy²⁸”. However, the report goes on to state:

“A key recommendation by the OECD in its recent environmental performance review for New Zealand was that the Ministry for the Environment needed to improve its access and reporting of data and evidence regarding waste.

Accessing data on quantities and types of waste disposed at waste disposal facilities would provide the Ministry with a deeper understanding of the waste sector in this country. This would enable the Ministry to prepare timely, comprehensive and internationally comparable reports based on sound information to support planning and strategy for the country”; and

“Further attention should be directed towards improving the availability of data from territorial authorities and Waste Minimisation Fund projects, including provision of waste minimisation data and contributions to wider outcomes”.

These comments suggest that any national waste data scheme may be focused on the Ministry for the Environment’s needs for data rather than TA requirements; and also, that data collection may be placed as a further obligation of TA’s regardless of the current difficulty to obtain such data from the private sector.

8.2.2 Solid Waste Bylaw

WDC is one of only a few councils in the Waikato region that does not have a district wide Solid Waste bylaw.

Two issues within the region now provide a compelling case for the introduction of a Solid Waste Bylaw, including waste operator licensing provisions.

Firstly, the Waikato and Bay of Plenty areas have experienced a number of incidents involving tyre piles which have resulted in some councils facing expensive ‘clean-ups’, and have seen tyre piles moved from one council area to another. Concerns have been raised that tyre piles are likely to gravitate to the council area with the least effective regulation for this problematic waste stream.

Secondly, despite councils having a legislative obligation to promote effective and efficient waste management and minimisation within its district, the Waste Minimisation Act 2008 does not provide councils with the ability to obtain data about the volume or composition of waste being collected, transported, processed or disposed of via private waste operators or facilities.

In order to address these two issues, the councils of the Waikato and Bay of Plenty have worked together to develop a regionally aligned template Solid Waste Bylaw to:

- Assist councils to offer similar levels of control of waste in their regions. The Bylaw takes into account the Auckland Council’s Waste Bylaw, in order to avoid Waikato / Bay of Plenty becoming an attractive dumping ground for Auckland’s problematic waste.
- Ensure councils can obtain waste volume and composition information from private operators and facilities in a manner which minimises administrative difficulties for the operator or facility. For example, by having similar reporting requirements, categories of waste, frequency of reporting etc.

The template bylaw also provides the opportunity for regional and sub-regional licensing administration. Options for working together include funding a single administrator who manages

²⁸ Review of the effectiveness of the Waste Disposal Levy 2017, Ministry for the Environment

the licencing systems for all participating councils or offering a single licence which covers multiple council areas. Such co-operation is likely to reduce the administrative burden on waste operators and facilities and avoid resistance.

A regionally consistent Bylaw could help reduce unnecessary administrative burden for private operators, and the unintended consequences of less well-regulated areas becoming a target for undesirable practices, such as cleanfilling, tyre dumping and poorly managed waste facilities. Auckland, Christchurch, Taupo, New Plymouth, Kapiti Coast, Waimakariri and Far North have licensing systems, the requirements vary as do the fees charged. For example, the fees are \$30 in New Plymouth and \$435 plus \$88 per vehicle in Auckland²⁹.

Another option under the template bylaw clauses is to introduce minimum standards. This could be applicable to the E-Waste issue, where e-waste providers frequently fail to meet the Joint Standard for e-waste recycling. The Bylaw could place meeting the Standard as a requirement of holding a Waste Collectors or Waste Operators licence.

8.2.3 Internal systems

Waikato District Council internal systems for data capture and management; contract management, procurement and waste minimisation activities have potential to be streamlined. A review of internal systems may identify areas of efficiency and assist council to meet the goals and objectives of its 2018 WMMP.

8.2.4 Event waste management

Waikato District Council could develop guidelines for events held in the District. Once completed, these would provide better guidance for events and include details of the consent process for events held in the WDC District (such as H&S Plan, Traffic Management Plan and Event Waste Minimisation Plan). It may be advantageous to develop the Event Waste Guidelines as a sub-regional activity with Hamilton City and Waipa District Councils.

²⁹ WDC Waste Services report 2015

8.2.5 Options relating to data and regulation

Data and regulation options				
Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Continue without a Solid Waste Bylaw	None	<p><i>Social/Cultural:</i> uneven understanding of waste flows in the district</p> <p><i>Environmental:</i> minimal ability to guard against environmental degradation through illegal disposal. Minimal ability to require environmental performance standards are met (e.g. recyclable material is separated)</p> <p><i>Economic:</i> No change to current systems.</p> <p><i>Health:</i> Limited ability to monitor and enforce actions of providers and protect public health</p>	<p>A lack reliable information to monitor and plan for waste management in the region</p> <p>A lack of data and controls on private operators limits Councils' ability to effectively manage waste in the region.</p> <p>Constrained ability to plan for and respond to future demand</p>	<p>Council would implement and enforce existing bylaws</p> <p>May not be sufficient for reporting requirement changes signalled by MfE</p>
Implement regionally consistent Solid Waste Bylaw and waste licensing system	<p>Data quality and management</p> <p>Management of key waste streams</p> <p>Increasing quantity of waste to landfill</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p>	<p><i>Social/Cultural:</i> better understanding of the waste flows in the district</p> <p><i>Environmental:</i> would increase diversion from landfill and information about disposal practices and could potentially guard against environmental harm through illegal disposal</p> <p><i>Economic:</i> small increased cost for operators; additional resources will be required to monitor and enforce the regulatory system</p> <p><i>Health:</i> greater monitoring of providers to ensure no adverse health risks occur</p>	<p>Improved bylaws would, as a minimum, require reporting of waste material quantities. Collecting waste data is imperative to planning how to increase waste minimisation across Council provided services and commercial waste streams. The bylaw could also be used to require minimum performance standards. This could be a key mechanism for addressing waste streams currently controlled by the private sector and how they provide their collection services</p>	<p>Council would develop and enforce the bylaw; monitor and report on waste quantities and outcomes.</p> <p>There are opportunities to implement waste licencing as part of sub-regional co-operation to reduce costs and impact on providers.</p>
Audit waste stream every 3-6 years and before and after significant service changes	Data quality and management	<p><i>Social/Cultural:</i> Identifying material streams for recovery could lead to job creation. Better understanding of waste behaviour.</p> <p><i>Environmental:</i> Ability to identify materials and waste streams for potential recovery and reduction in waste to landfill.</p> <p><i>Economic:</i> Operational costs of implementation. Ability to identify materials and waste streams for potential recovery and reduction, giving rise to new</p>	Better information will inform council planning to meet future demand	<p>Plan for and action a SWAP analysis every 3-6 year, with the first audit in 2018.</p> <p>Funding</p>

		business opportunities and reduction of disposal costs <i>Health:</i> A better understanding of the waste problem will highlight key areas for action to improve health outcomes		
Implement National Waste Data Framework and regional collation of data	Data quality and management of data Potential for greater joint working in Council service delivery and regional and sub-regional collaboration	<i>Social/Cultural:</i> improved knowledge of waste flows and better information available to the public on waste and recovery performance <i>Environmental:</i> Improved ability to monitor and manage waste collection and disposal information and make appropriate planning and management decisions <i>Economic:</i> improved understanding of waste flows resulting in better targeted waste and recovery services and facilities <i>Health:</i> Potential for improved data on hazardous and harmful wastes	The Waste Data Framework would enhance the ability to share and collate information improving overall knowledge of waste flows. It currently only covers material to disposal however	Council would implement the Waste Data Framework by putting standard protocols in place for the gathering and collation of data. This would enable sharing and consolidation of data at a regional level
Review internal roles, responsibilities and systems for meeting waste minimisation goals and objectives	Data quality and management of data Internal roles, responsibilities and systems	<i>Social/Cultural:</i> improved knowledge of waste flows. More integrated services. <i>Environmental:</i> Improved ability to monitor and manage waste collection and disposal information and make appropriate planning and management decisions <i>Economic:</i> improved understanding of waste flows resulting in better targeted waste and recovery services and facilities; greater internal efficiency <i>Health:</i> Potential for improved data on hazardous and harmful wastes	Improved ability to meet future demand	Staff time to establish internal systems
Complete Event Waste Guidelines and clarify consenting requirements for Event Waste; potentially as part of a sub-	Greater community partnership, engagement and understanding of waste issues Data quality and management Increasing quantity of waste	<i>Social/Cultural:</i> community will be more aware of waste minimisation issues outside of the home, taking a higher level of ownership of the issue <i>Environmental:</i> services would seek to establish, support and extend positive behaviours that reduce environmental impact <i>Economic:</i> costs borne by event managers <i>Health:</i> Minimise health risks associated with waste	Meet future demand	Regulatory Education and partnerships Opportunities for regional or sub-regional collaboration to maximise

<p>regional collaboration.</p>	<p>to landfill Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p>	<p>management</p>		<p>impact Staff time</p>
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Table 23 Options: Data and Regulation

8.3 Options: Collection services

Three issues identified in this Waste Assessment relate to council provided services. In particular:

- Increasing quantity of waste to landfill
- Increasing diversion of recyclable and compostable material from the refuse stream
- The need to ensure effective and affordable provision of waste services

In order to address these issues, the Waikato District Council may wish to consider the provision of all waste services (refuse, recycling and organic) over the district including affordability, effectiveness, types or service, receptible type and future demand. Any review of waste services should include consideration of:

- User pays refuse services vs rates funded refuse services
- Council provided vs private services
- Utilising social procurement practises

8.3.1 User pays refuse services vs rates funded refuse services

Waikato District Council is one of many councils in New Zealand who have moved towards a user-pays refuse service under the understanding that this would encourage recycling and diversion. However, the potential benefits of user pays have not been realised as competing in a user pays market for the residential refuse waste stream reduces council's ability to obtain data on refuse flows, and reduces council's ability to influence household's waste behaviour via pricing and other mechanisms. Three potential options are for Waikato District Council to:

- resource full commercial marketing and management systems to promote council services and grow market share in a competitive model
- bring refuse services back under a rates system (either permanently or until a mechanism is established to ensure data on waste flows can be obtained, and behaviour change initiatives can be implemented effectively); or
- to fully privatise the refuse service (i.e. council cease providing a private service and leave it to private operators to provide and price the service as they will).

Council may consider bringing refuse services back as a rate-payer funded service in some or all areas in the District, until mechanisms are in place to ensure council can meet its waste minimisation objectives around obtaining data and initiating behaviour change. This may include the development of resource recovery facilities and support for community groups to provide services under a social procurement model. Once some control of waste flow has been obtained, council may re-consider the introduction of user-pays services to stimulate further waste minimisation behaviour.

8.3.2 Council provided vs private refuse services

Council currently ensures the provision of waste services by contracting services to private waste companies. However, other models can be considered including:

(a) Council provided services

A council provided service can be provided either in-house (i.e. council staff, vehicles, plant and equipment) or via a contracted service (where council manages a contractor who delivers a service). Since the 1980's, most councils have contracted waste services to private collectors in order to access expertise, leverage off the contractor's available plant and staff, and bring competitive pricing to the tender process. There has been an expectation that the private sector will provide a more cost effective and efficient service than Council could deliver.

(b) Privately provided services

Private services can operate in a council area either in competition to council services; or as the only providers (i.e. no council funded refuse or refuse/recycling services).

In the Waikato District, the private sector acts in competition to council provided services in only some areas. Private competition reduces the ability for council provided services to be accurately costed out (as market-share can change unpredictably), reduces the ability of council to obtain quality data on waste flows for planning purposes and can adversely impact the effectiveness of waste minimisation measures.

Under this model, the only way council can meet its waste minimisation objectives is to introduce licences to waste operators under a Waste Bylaw.

Where private services are in operation (either in competition with council service or as the only providers) licences regulate operators with specific criteria e.g. provision of data to Council, limits on the percentage of waste allowed to landfill, or regulation of services provided (e.g. if a company provides a refuse service they must provide a recycling service as well or must provide services to all areas in the District).

Licensing would allow Council to establish some degree of regulatory control over private sector waste collections, obtain waste data and enable Council to meet its obligations under the Waste Minimisation Act 2008.

(c) Council vs private services: key issues:

1. Private services run counter to council's legislatively obligated waste minimisation aims as private operators place no limitations on volume or what can be placed inside a bag / bin and may also offer bulk rates, discouraging waste minimisation.
2. Private operators are able to offer cheaper services as:
 - i) The cost of council services includes the cost to provide public-good waste services (such as illegal dumping and litter collection) whereas private operators are not obligated to contribute to these services.
 - ii) Councils are obligated to ensure services are provided to all areas, whereas private operators can 'cherry pick' profitable areas to provide services while council are obligated to provide services in less profitable rural and isolated areas.
3. If a householder does not like council waste minimisation initiatives such as reduction in receptacle size, collection frequency or price, they are able to change to a private collector.
4. Council requires waste data (volume, composition, source and destination) in order to monitor waste minimisation efforts and meet its reporting and planning obligations under the Waste Minimisation Act 2008. Private collectors are under no obligation to provide such information unless under a licencing system.
5. Council will receive customer enquiries and complaints regarding waste services whether it provides a service or not. Managing residents' concerns represents a cost to council.
6. Looking at broader environmental effects, such as greenhouse gas emissions, traffic congestion, and wear and tear on roads, the effects of several vehicles collecting kerbside waste from households are much greater than for a single vehicle doing the same job.

8.3.3 Social procurement

“Sustainable procurement can minimise the environmental impacts of public sector organisations, as well as benefiting society, the natural environment and reducing overall operating costs³⁰.”

³⁰ P.6. APCC: Australia and New Zealand Government Framework for Sustainable Procurement

For local government, social procurement (frequently used interchangeably with 'sustainable procurement') utilises procurement procedures and purchasing power to create positive environmental and social outcomes. The council still receives the same delivery of cost effective goods, services and works that a commercial supplier could provide but community organisations and social enterprises are instead contracted.

The procurement processes of large organisations like local government have a significant impact on the local environment and economy. Altering how goods and services are acquired, so that cost as well as environmental and social benefits are given equal value will help Waikato District Council to deliver strategic goals and build a stronger community.

Community groups within the Waikato District are likely to support the implementation of sustainable / social procurement, particularly in relation to waste services and facilities.

Guidelines to assist local government to implement sustainable procurement, can be found on the New Zealand Government Procurement website³¹.

8.3.4 Organic waste

National data indicates that a third of refuse from householders is organic material such as food scraps. Waikato District Council is currently supporting a food waste kerbside service in the Raglan area (see section 5.2.5). This service, provided under contract by Xtreme Zero Waste, commenced a kerbside food waste service to approximately 2,000 households after a trial that ran from July 2012 to Feb 2013. The service has around 30% put-out rate for bins, and collected 860kg of food waste in its first week of operation.

While the service has not yet been provided for a full year, council will need to assess its effectiveness and decide if a similar service should be rolled out to other communities in the Waikato District during the term of the next 2018-2024 WMMP.

³¹ <http://www.procurement.govt.nz/procurement/for-agencies/guides-and-tools/A-to-Z-guides-tools-templates#st>

8.3.5 Options: Collection Services & Procurement

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Status Quo services and procurement practises.	No effect on any of the key issues.	<i>Social / Cultural / Environmental / Economic / Health</i> - no new impacts	Would not impact on the status quo prediction of demand.	Provides a kerbside recycling service
Review current waste services to: <ul style="list-style-type: none"> • Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents • Assess whether Te Uku warrants inclusion in the kerbside service area 	<p>Increasing quantity of waste to landfill</p> <p>The need to ensure effective and affordable provision of waste services</p> <p>Potential for greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> some improved consistency in approach</p> <p><i>Environmental:</i> impacts depend on outcomes of review</p> <p><i>Economic:</i> shared services could reduce costs and enable access to better quality services.</p> <p><i>Health:</i> Enhanced services could facilitate appropriate disposal and reduce health impacts</p>	Improve ability to meet prediction of demand for waste services and facilities	Provision of services (under contract)
Councils enter into shared service or joint procurement arrangements where there is mutual benefit	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Social/Cultural:</i> some improved consistency in approach.</p> <p><i>Environmental:</i> impacts depend on the collaborative strategies and projects.</p> <p><i>Economic:</i> shared services could reduce costs and enable access to better quality services.</p> <p><i>Health:</i> Enhanced services would facilitate appropriate disposal and reduce health impacts</p>	No significant impact on status quo forecast of future demand	<p>Council to approach neighbouring authorities to form collaborative partnerships on various strategic or operational projects</p> <p>Where services are to be shared there will a need to align service provision and contract dates</p>
Establishment of a social/sustainable procurement model over time	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of</p>	<p><i>Social/Cultural:</i> Supporting community capacity and fostering strong communities</p> <p><i>Environmental:</i> improvement to waste recovery</p>	Could enable management of future demand while also meeting LTP objectives	<p>Changes to council procurement practices.</p> <p>Council recognise the importance of diversity in the mix of scales of</p>

	<p>data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Economic:</i> Could result in benefits for the local economy</p> <p><i>Health:</i> Enhanced services enabling separation of materials could reduce health impacts</p>		<p>economy and localised solutions</p> <p>Councils will support a mix of economic models to target best fit solutions depending on the situation</p>
<p>Monitor the food waste service provided by Xtreme Zero Waste in Raglan, and assess the potential to expand the service to other communities after the service has been in operation for at least two years</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management of data</p> <p>Potential for greater joint working in Council service delivery</p>	<p><i>Social/Cultural:</i> Improved services to residents</p> <p><i>Environmental:</i> Reduced waste to landfill</p> <p><i>Economic:</i> Additional costs to ratepayers</p> <p><i>Health:</i> Vulnerable sectors of the community may not be able to afford increased costs. Potential for animal strike</p>	<p>Would need to be developed to take into account future demand</p>	<p>Council would be service provider (contracted service)</p>
<p>Investigate the introduction of programmes to avoid and reduce food waste; and increase composting and associated behaviours</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/cultural:</i> Community awareness and engagement in the waste minimisation process, taking a higher level of ownership of the food waste issues.</p> <p><i>Environmental:</i> Education programmes would seek to establish, support and extend positive behaviours that reduce environmental impact</p> <p><i>Economic:</i> funded through waste levy funding</p> <p><i>Health:</i> Information regarding health risks of relevant waste materials and appropriate management targeted to audiences needs</p>	<p>Improved ability to meet future requirements</p> <p>Education alone will not support behaviour change. Pathways need to be provided for residents and businesses to take action on education messages and be supported to make behaviour change actions.</p>	<p>Councils would fund and coordinate education and engagement programmes.</p> <p>Programmes may be delivered by community or other partners.</p>

Table 24 Options: Collection services and Procurement

8.4 Options: Infrastructure

8.4.1 Resource recovery

Potentially, resource recovery and recycling services could be expanded via the introduction of additional resource recovery centres based on the Xtreme Zero Waste (Raglan) model.

The Xtreme Zero Waste resource recovery facility is a nationally recognised facility which has been used as a model for similar facilities throughout the country, including Auckland, and Waikato District Council is able to 'tap in to' the wealth of knowledge and experience available at Xtreme Zero Waste. The success of the facility at diverting waste from landfill could be replicated at additional locations in the District. Possible locations include Huntly, Ngaruawahia and Pokeno; and potentially supporting a facility in Pukekohe (jointly with Auckland Council) as per a pre-existing scoping study that Waikato District Council has engaged in.

Some budget has already been accounted for in the Long-Term Plan for a facility at Huntly, however if a facility at Pokeno is to be considered – the purchase of land should be addressed sooner rather than later as land prices in that area are increasing rapidly.

Establishing a resource recovery facility in conjunction with community groups is likely to provide additional benefits, beyond just waste minimisation including job creation, local spending, reuse/repair facilities and community engagement with waste minimisation.

8.4.2 Options: Infrastructure

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Status Quo infrastructure	No effect on any of the key issues.	<i>Social / Cultural / Environmental / Economic / Health</i> - no new impacts	Would not provide any benefit towards meeting prediction of demand.	Provides a kerbside recycling service
Investigate and, where applicable, facilitate the development of additional resource recovery centres similar to the Xtreme Zero Waste facility in Raglan. Possible locations include Huntly, Ngaruawahia and Pokeno and a joint facility with Auckland Council at a Pukekohe location.	<p>Increasing quantity of waste to landfill</p> <p>Poor data quality and management</p> <p>Potential for greater community partnership, engagement and understanding of waste issues</p> <p>Insufficient resource recovery infrastructure in the District to meet future demand</p> <p>Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities.</p>	<p><i>Social/Cultural</i>: improved consistency in approach.</p> <p><i>Environmental</i>: improved environmental outcomes including an increased diversion of waste from landfill</p> <p><i>Economic</i>: local employment, potential for new small businesses to develop to meet reuse/recycling demand. Funded by waste levy and funding applications to the Waste Minimisation Fund (government)</p> <p><i>Health</i>: Enhanced services would facilitate appropriate disposal and reduce health impacts</p>	Increased ability to meet forecast of future demand	<p>Investigation of potential facilities</p> <p>Leadership in collaborative projects with community partners</p> <p>Project management and assistance providing and obtaining funding</p>

Table 25 Options: Infrastructure

8.5 Influence and partnerships

A number of opportunities have been identified for WDC to exert influence and / or partner with others to achieve waste avoidance, reduction or minimisation. These include:

- greater community partnership, engagement to foster understanding of waste issues
- potential for greater joint working in Council service delivery, regional and sub-regional collaboration; and
- advocacy for Product Stewardship.

In addition, there is the potential to establish a Zero Waste Sector Working Group to assist council to encourage the communities towards becoming a 'zero waste communities'. This could be a sub-regional group in collaboration with Hamilton City and Waipa District councils and similar to Waikato/Bay of Plenty Sector Advisory group supporting the regional Councils achieve their waste minimisation goals.

8.5.1 Options relating to influence and partnerships

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Councils' Role
Maintain existing education programmes and partnerships	No change	<i>Social/Cultural:</i> no change in community level of ownership of waste issues	No significant impact on status quo forecast of future demand	No change
Engage in regional cooperation including appointing a regional Coordinator to assist with joint projects. Each Council responsible for own jurisdiction.	A regional coordinator will assist in progressing closer working in a number of areas including solid waste bylaws, education and data	<i>Social/Cultural:</i> improve community level of ownership of waste issues <i>Environmental:</i> improved resource efficiency and reduce harm from waste <i>Economic:</i> Shared funding	Assist in meeting future demand	Continue to develop strategic documents through the joint committee. Funding for agreed projects and initiatives.
Engage in sub-regional co-operation by continuing to work closely with Hamilton City and Waipa District Councils	Data quality and management Greater community partnership, engagement and understanding of waste issues	<i>Social/Cultural:</i> improve community level of ownership of waste issues <i>Environmental:</i> improved resource efficiency and reduce harm from waste <i>Economic:</i> Potential to identify	Assist in meeting future demand	Staff time and potentially some funding identified on a case by case basis.

		<p>areas of job creation</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>		
<p>Establish a Zero Waste Sector Working Group to assist council to encourage the communities towards becoming a 'zero waste communities'.</p>	<p>Data quality and management</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> improve community level of ownership of waste issues</p> <p><i>Environmental:</i> improved resource efficiency and reduce harm from waste</p> <p><i>Economic:</i> Potential to identify areas of job creation</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>	<p>Assist in meeting future demand</p>	<p>Staff time and potentially some funding identified on a case by case basis.</p>
<p>Strongly advocate for effective product stewardship and regulation under section 2 of the WMA2008 and support independent organisations advocating for similar outcomes</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Greater community partnership, engagement and understanding of waste issues</p> <p>Insufficient resource recovery infrastructure in Waikato District to meet future demand</p>	<p><i>Social/Cultural:</i> product take back schemes will require behaviour change by product producers and consumers; potentially better management of hazardous materials.</p> <p><i>Environmental:</i> improved resource efficiency.</p> <p><i>Economic:</i> producer responsibility for key waste streams reduces reliance on council funded services</p> <p><i>Health:</i> product take back will ensure better management of hazardous materials</p>	<p>Product stewardship is specifically enabled in the WMA. Fully enacting this principle will help ensure true costs of products are reflected in their price.</p> <p>Call for the introduction of a container deposit scheme</p> <p>Product stewardship schemes will assist Council to meet future demand by providing effective waste recycling services for products such as e-waste, agricultural chemicals and tyres</p>	<p>Strongly advocate to Government for regulation and product stewardship</p> <p>Work with other councils to call for product stewardship and regulation</p> <p>Work with DHB's and others to establish and implement product take back schemes for medical waste and other materials</p> <p>Support NGO's and other organisations acting to achieve producer responsibility for end of life products</p>
<p>Collaborate with Mana Whenua, community groups and private sector to</p>	<p>Increasing quantity of waste to landfill</p> <p>Potential for greater joint</p>	<p><i>Social/Cultural:</i> potential for downstream job creation</p> <p><i>Environmental:</i> potential</p>	<p>There are waste minimisation activities such as reuse shops that are marginally cost effective in</p>	<p>Council to lead and facilitate</p> <p>Council funding & staff support may be required for both</p>

<p>investigate and (if suitable) implement opportunities to enhance economic development through resource recovery</p>	<p>working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p>enhancement through waste minimisation</p> <p><i>Economic:</i> could result in benefits for the local economy</p> <p><i>Health:</i> Health impacts dependent on the nature of the collaboration.</p>	<p>strictly commercial sense, but provide opportunities for social enterprise/charitable community group. Having all three sectors working together can provide mutual benefits for all.</p>	<p>establishment and ongoing support of opportunities.</p> <p>Council to employ a waste minimisation officer.</p>
<p>Continue existing education programmes including application of the Regional Waste Education Strategy and identify areas where an extension of services would be beneficial e.g. In-schools program extended to Northern areas of the District</p>	<p>Increasing quantity of waste to landfill</p> <p>Data quality and management</p> <p>Potential for greater joint working in Council service delivery and regional and sub-regional collaboration</p> <p>Greater community partnership, engagement and understanding of waste issues</p>	<p><i>Social/Cultural:</i> no change in community level of ownership of waste issues</p> <p><i>Environmental:</i> education programmes aim to establish and support positive behaviours that reduce environmental impact</p> <p><i>Economic:</i> currently funded</p> <p><i>Health:</i> Public informed of health risks of waste materials and appropriate disposal pathways</p>	<p>Awareness of waste issues and behaviour would not change significantly from current situation</p>	<p>Council would continue to fund and coordinate education programmes</p>

Table 26 Options: Influence and partnerships

8.6 Summary table of potential scenarios

The above options can form an almost infinite number of combinations. To simplify consideration of the options, high level scenarios with logical combinations of the above options are laid out in the table below. The scenarios are for illustration and can be amended.

	Status Quo	Scenario 1: Recommended	Scenario 2:
Service Model	No change from current service model	Review current waste services to: <ul style="list-style-type: none"> Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents Assess whether Te Uku warrants inclusion in the kerbside service area 	Review current waste services to: <ul style="list-style-type: none"> Ensure service funding model to ensure Council can remain within a predictable budget, meet future needs and provide good value to residents Include Te Uku in the kerbside service area
Data & regulation	No Solid Waste Bylaw or operator and facility licensing Data not in alignment with National Waste Data Framework	Regionally aligned bylaw with operator and facility licensing, data provision, service standards and receptacle restrictions All reporting to be against the standard reporting indicators under the National Waste Data Framework Regional or sub-regional licensing to reduce compliance costs Investigate utilising social procurement mechanisms for waste services Complete Event Waste Management Guidelines	Regionally aligned bylaw with operator and facility licensing, data provision, service standards, and receptacle restrictions All reporting to be against the standard reporting indicators under the National Waste Data Framework WDC provide licensing provisions separate to other councils in the region Promote social procurement mechanisms for waste services Complete Event Waste Management Guidelines
Organic waste	No expansion of Raglan food waste service	Assess Raglan food waste service and consider options to expand service to other communities where applicable Investigate programmes to avoid and reduce food waste; encourage better behaviours around food waste and increase composting and associated behaviours	Provide a kerbside food waste collection service to all urban households and introduce programmes to avoid and reduce food waste; encourage better behaviours around food waste
Infrastructure	No change to waste	Investigate and, where applicable, facilitate the	Investigate and, where applicable, facilitate the development of additional resource recovery centres.

	infrastructure	development of additional resource recovery centres.	Commit to a minimum of two additional facilities by 2024.
Influence and partnerships	<p>No advocacy for product stewardship</p> <p>Maintain current relationships and level of regional collaboration</p>	<p>Advocate for effective product stewardship and regulation and support independent organisations advocating for similar outcomes</p> <p>Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council would be responsible for own jurisdiction.</p> <p>Collaborate with Mana Whenua, community groups and private sector to investigate and (if suitable) implement opportunities to enhance economic development through resource recovery</p> <p>Continue existing education programmes including application of the Regional Waste Education Strategy</p> <p>Council provides guidance for event waste management programmes</p>	<p>Commit budget allocation for ongoing advocacy programme calling for effective product stewardship and regulation and support independent organisations advocating for similar outcomes</p> <p>Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council responsible for own jurisdiction.</p> <p>Collaborate with Mana Whenua, community groups and private sector to investigate and implement opportunities to enhance economic development through resource recovery</p> <p>Expand existing education programmes including application of the Regional Waste Education Strategy</p> <p>Council provides an event waste management programme</p>

Table 27 Summary: Potential scenarios

PART 9 - STATEMENT OF COUNCIL'S INTENDED ROLE

9.1 Statutory Obligations and Powers

Councils have a number of statutory obligations and powers in respect of the planning and provision of waste services. These include the following:

- Under the WMA each Council “must promote effective and efficient waste management and minimisation within its district” (s 42). The WMA requires TAs to develop and adopt a Waste Management and Minimisation Plan (WMMP).³²
- The WMA also requires TAs to have regard to the New Zealand Waste Strategy 2010. The Strategy has two high levels goals: ‘Reducing the harmful effects of waste’ and ‘Improving the efficiency of resource use’. These goals must be taken into consideration in the development of the Councils’ waste strategy.
- Under the Local Government Act 2002 (LGA) the Councils must consult the public about their plans for managing waste.
- Under the Resource Management Act 1991 (RMA), TA responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities and their controls are specified within district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.
- Under the Litter Act 1979 TAs have powers to make bylaws, issue infringement notices, and require the clean-up of litter from land.
- The Health Act 1956. Health Act provisions for the removal of refuse by local authorities have been repealed by local government legislation. The Public Health Bill is currently progressing through Parliament. It is a major legislative reform reviewing and updating the Health Act 1956, but it contains similar provisions for sanitary services to those currently contained in the Health Act 1956.
- The Hazardous Substances and New Organisms Act 1996 (the HSNO Act). The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.
- Under current legislation and the new Health and Safety at Work Act the Council has a duty to ensure that its contractors are operating in a safe manner.

The Waikato/BoP region Councils, in determining their role, need to ensure that their statutory obligations, including those noted above, are met.

9.2 Overall Strategic Direction and Role

The Councils overall strategic direction and role has been set out in the Waikato District Council 2018-2024 WMMP.

³² The development of a WMMP in the WMA is a requirement modified from Part 31 of the LGA 1974, but with even greater emphasis on waste minimisation.

PART 10 - STATEMENT OF PROPOSALS

Council proposes for the 6-year term of its next WMMP to continue providing the following current waste services in the Waikato District:

- Council provided kerbside refuse and recycling collection, processing and disposal
- Litter bin servicing and illegal dumping collection
- Ongoing monitoring of closed landfills to ensure that resource consent conditions continue to be met; and
- Waste minimisation promotion and education
- Management of waste to ensure protection of health

In addition, based on the options identified in this Waste Assessment and the Council's intended role in meeting forecast demand a range of proposals are put forward. Actions and timeframes for delivery of these proposals are identified in the 2018-2024 Waste Management and Minimisation Plan.

It is expected that the implementation of these proposals will meet forecast demand for services as well as support the Councils' goals and objectives for waste management and minimisation. These goals and objectives will be confirmed as part of the development and adoption of the 2018-2024 Waste Management and Minimisation Plan.

10.1 Statement of Extent

In accordance with section 51 (f), a Waste Assessment must include a statement about the extent to which the proposals will (i) ensure that public health is adequately protected, (ii) promote effective and efficient waste management and minimisation.

10.1.1 Protection of Public Health

The Health Act 1956 requires the Council to ensure the provision of waste services adequately protects public health.

The Waste Assessment has identified potential public health issues associated with each of the options, and appropriate initiatives to manage these risks would be a part of any implementation programme.

In respect of Council-provided waste and recycling services, public health issues will be able to be addressed through setting appropriate performance standards for waste service contracts and ensuring performance is monitored and reported on, and that there are appropriate structures within the contracts for addressing issues that arise.

Privately-provided services will be regulated through local bylaws and uncontrolled disposal of waste, for example in rural areas and in cleanfills, will be regulated through local and regional bylaws. It is considered that these proposals will adequately protect public health.

10.1.2 Effective and Efficient Waste Management and Minimisation

The Waste Assessment has investigated current and future quantities of waste and diverted material, and outlines the Council's role in meeting the forecast demand for services.

It is considered that the process of forecasting has been robust, and that the Council's intended role in meeting these demands is appropriate in the context of the overall statutory planning framework for the Council.

Therefore, it is considered that the proposals would promote effective and efficient waste management and minimisation.

A.1.0 Medical Officer of Health Statement

A draft of the Waste Assessment was provided to the Medical Officer of Health for comment as per the requirements of the Waste Minimisation Act 2008.

The Act states:

Section 51 Requirements for waste assessment

(5) In making an assessment, the territorial authority must—

- (a) use its best endeavors to make a full and balanced assessment; and
- (b) consult the Medical Officer of Health.

Commentary from the Medical Officer of Health is provided below.

The Medical Officer of Health supports the proposed options to improve waste management and minimization, access to quality data, and the proposed focus for activities.

POPULATION HEALTH



Waikato District Health Board

8 February 2018

Sandra Murray
Zenzic Consulting
Sandra@zenzic.nz

Dear Sandra,

Re: Waikato District Council: Waste Assessment. February 2018

Thank you for the opportunity to comment on the 2018 Waste Assessment for Waikato District Council, as per the requirements of Section 51 of the Waste Minimisation Act 2008. I have reviewed the assessment and am pleased to be able to respond and provide some comments.

Effective waste management is critical for good public health outcomes. From a public health perspective, sanitary collection and disposal of solid waste is essential for:

- Human disease control (for example pathogenic wastes and reducing harbourage of human disease vectors such as rats, fleas and mosquitoes)
- Control of health nuisances from dust, odour, pest species or smoke from indiscriminate burning of waste
- Control of health risks from hazardous wastes, such as asbestos
- Prevention of contamination of drinking or recreational water from runoff or leachate
- Public safety, in terms of uncluttered thoroughfares.

This waste assessment is a well written, comprehensive document. It has identified some key issues that are likely to be of concern in terms of public health.

The waste assessment notes that there are a number of gaps in waste data for the district, partly due to private operators and facilities not being required to provide detailed information about waste and recycling volumes. Of particular note is the lack of data available on hazardous wastes. Good quality waste data is important, as it is only through a clear understanding of the amount and composition of the various waste streams that appropriate plans can be put into place to minimise waste. I therefore support activities that may help to address this issue, including the proposed option to implement a regionally consistent solid waste bylaw and waste licensing system.

Farms waste has been identified as contributing to an estimated 47% of all waste within the district. The Rural Waste Survey Data Analysis: Waikato & Bay of Plenty, indicates that 100% of farms burn, bury or bulk store waste on site, and that 50% of rural property had a burn pile or farm dump less than 40 metres from a water course or drain. Such practices risk contamination of waterways and land in the longer term. I therefore encourage Council engagement with farms to help quantify and address



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DHB2

this issue. I support the suggested facilitation of the uptake of farm waste services through a combination of education and the identification and removal of barriers to appropriate waste disposal.

Public Health can be protected in the longer term by minimising the impact of waste on our environment. I therefore support actions that reduce waste to landfill, such as reducing, recycling and reusing. I note that there has been an increase in recyclable material recovered per capita in 2016 compared to 2012, which appears promising. However, waste volumes to landfill have increased over the same period and waste generated is expected to further increase with population growth. Ongoing work in this area will therefore be required.

I acknowledge the success of the Xtreme Zero Waste facility in Raglan for diverting material from landfill. As noted within the Waste Assessment, other parts of the District have less access to such services. I support the proposed option to facilitate the development of additional resource recovery centres within the District, similar to the facility in Raglan.

An estimated 65% of Waikato District's waste to landfill may be related to industrial, commercial and institutional sources. The Waste Assessment has noted that there are three known large scale waste generators, and has suggested that it may be useful for Council to undertake further investigation and potentially provide educative support for these companies in order to reduce waste to landfill. I would support such an initiative by Council and recommend that this be considered as an option to help address the increasing quantity of waste to landfill. Identification and removal of barriers to reducing and recycling of waste by industrial, commercial and institutional sources would also be important.

I note the discussion within the Waste Assessment relating to user pays refuse services versus rates funded refuse services. I recognise the potential benefit of incentivising recycling and reducing waste volumes from a user pays waste collection service, however, protection of public health includes ensuring that this does not lead to inequities for those who may struggle to afford it. Reducing the size of the MGB bin may provide a fairer and more equitable means of encouraging waste reduction. This issue would also need to be considered should the Council decide to fully privatise the refuse service, to ensure that privatisation did not lead to an inequitable outcome for lower socioeconomic groups.

Once again, thank you for the opportunity to comment on the Waste Assessment. The Waikato Public Health Unit recognises that effective waste management contributes to better health outcomes for the community and would like to continue working with the Council in the development of the Waste Management Plan.

Kind regards



Dr Richard Wall
Medical Officer of Health

A.2.0 Glossary of Terms

Term	Definition
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
C&D Waste	Waste generated from the construction or demolition of a building including the preparation and/or clearance of the property or site. This excludes materials such as clay, soil and rock when those materials are associated with infrastructure such as road construction and maintenance, but includes building-related infrastructure.
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households.
ETS	Emissions Trading Scheme
Hazardous waste	Means any waste that contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001 under the Hazardous Substances and New Organism Act 1996; or that meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZS 5433: 2012 – Transport of Dangerous Goods on Land; or that meets the definition for radioactive material included in the Radiation Safety Act 2016.
ICI	Industrial, Commercial, Institutional
Landfill	A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill. See Landfill categories and definitions in Appendix A.2.2 below
LGA	Local Government Act 2002
Managed Fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
MfE	Ministry for the Environment
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
NZ	New Zealand

NZWS	New Zealand Waste Strategy
Putrescible; garden or green waste	Plant based material and other bio-degradable material that can be recovered through composting, digestion or other similar processes.
RRP	Resource Recovery Park
RTS	Refuse Transfer Station
Service Delivery Review	As defined by s17A of the LGA 2002. Councils are required to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions.
Special waste	Waste that fits into significant, identifiable waste streams, usually from a single generator. Special wastes are those that cause particular management and/or disposal problems and need special care. This includes, but is not restricted to, hazardous and medical wastes (including e-wastes).
TA	Territorial Authority (a city or district council)
Waste	Means, according to the WMA: <ul style="list-style-type: none"> a) Anything disposed of or discarded, and b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.
WA	Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed
WMA	Waste Minimisation Act 2008
WMMP	A Waste Management and Minimisation Plan as defined by s43 of the Waste Minimisation Act 2008
WWTP	Wastewater treatment plant

Table 28 Glossary of terms

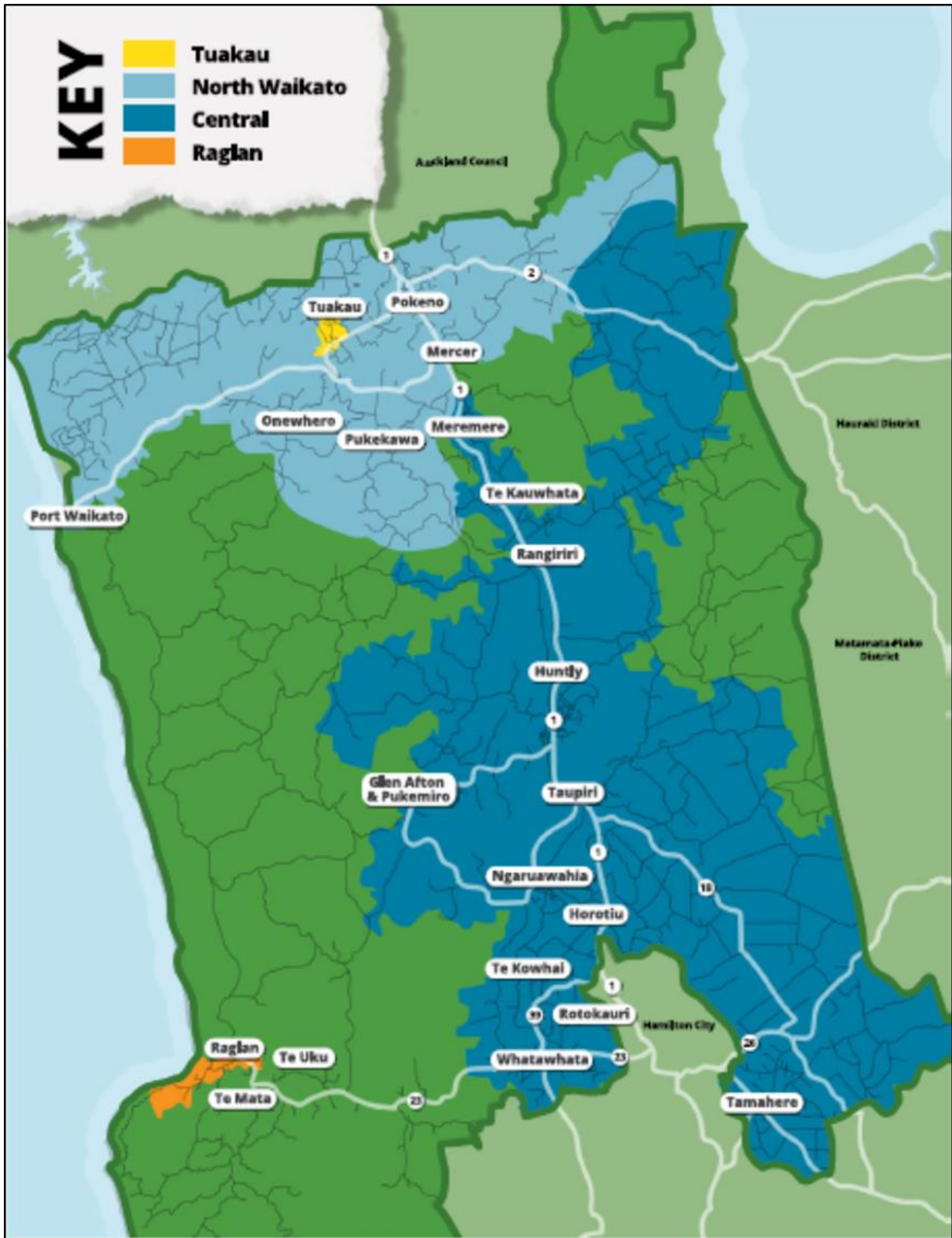
Landfill definitions (From the 'Technical Guidelines for Disposal to Land' (2016))	
WAC	Waste Acceptance Criteria
Class I - Landfill	A Class I landfill is a site that accepts municipal solid waste as defined in the Guidelines. A Class I landfill generally also accepts C&D waste, some industrial wastes and contaminated soils. Class I landfills often use managed fill and clean fill materials they accept, as daily cover.

	<p>Class 1 landfills require:</p> <ul style="list-style-type: none"> • a rigorous assessment of siting constraints, considering all factors, but with achieving a high level of containment as a key aim; • engineered environmental protection by way of a liner and leachate collection system, and an appropriate cap, all with appropriate redundancy; and • landfill gas management. <p>A rigorous monitoring and reporting regime is required, along with stringent operational controls. Monitoring of accepted waste materials is required, as is monitoring of sediment runoff, surface water and groundwater quality, leachate quality and quantity, and landfill gas.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • municipal solid waste; and • for potentially hazardous leachable contaminants, maximum chemical contaminant leachability limits (TCLP) from Module 2 Hazardous Waste Guidelines – Class A4.
<p>Class 2 Landfill</p>	<p>A Class 2 landfill is a site that accepts non-putrescible wastes including C&D wastes, inert industrial wastes, managed fill material and clean fill material as defined in these Guidelines.</p> <p>Although not as strong as Class 1 landfill leachate, Class 2 landfill leachate is typically characterised by mildly acidic pH, and the presence of ammoniacal nitrogen and soluble metals, including heavy metals. Similarly, industrial wastes from some activities may generate leachates with chemical characteristics that are not necessarily organic.</p> <p>Operational controls are required, as are monitoring of accepted waste materials, monitoring of sediment runoff, surface water and groundwater quality, and monitoring of leachate quality and quantity.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • a list of acceptable materials; and • maximum ancillary biodegradable materials (e.g. vegetation) to be no more than 5% by volume per load; and • maximum chemical contaminant leachability limits (TCLP) for potentially hazardous leachable contaminants. <p>For Class 2 landfills, leachability testing should be completed to provide assurance that waste materials meet the WAC.</p>
<p>Class 3 Landfill – Managed/Controlled Fill</p>	<p>A Class 3 landfill accepts managed fill materials as defined in the Guidelines. These comprise predominantly clean fill materials, but may also include other inert materials and soils with chemical contaminants at concentrations greater than local natural background concentrations, but with specified maximum total concentrations. Site ownership, location and transport distance are likely to be the predominant siting criteria. However, as contaminated materials (in accordance with specified limits) may be accepted, an environmental site assessment is required in respect of geology, stability, surface hydrology and topography.</p> <p>Monitoring of accepted material is required, as are operational controls, and monitoring of sediment runoff and groundwater.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • a list of acceptable solid materials; and • maximum incidental or attached biodegradable materials (e.g. vegetation) to be no more than 2% by volume per load; and

	<ul style="list-style-type: none"> • maximum chemical contaminant limits. <p>A Class 3 landfill does not include any form of engineered containment. Due to the nature of material received it has the potential to receive wastes that are above soil background levels. The WAC criteria for a Class 3 landfill are therefore the main means of controlling potential adverse effects.</p>
<p>Class 4 Landfill - Cleanfill</p>	<p>Class 4 landfill accepts only clean fill material as defined in the Guidelines. The principal control on contaminant discharges to the environment from Class 4 landfills is the waste acceptance criteria.</p> <p>Stringent siting requirements to protect groundwater and surface water receptors are not required. Practical and commercial considerations such as site ownership, location and transport distance are likely to be the predominant siting criteria, rather than technical criteria.</p> <p>Clean filling can generally take place on the existing natural or altered land without engineered environmental protection or the development of significant site infrastructure. However, surface water controls may be required to manage sediment runoff.</p> <p>Extensive characterisation of local geology and hydrogeology is not usually required. Monitoring of both accepted material and sediment runoff is required, along with operational controls.</p> <p>Waste acceptance criteria comprises:</p> <ul style="list-style-type: none"> • virgin excavated natural materials (VENM), including soil, clay, gravel and rock; and • maximum incidental inert manufactured materials (e.g. concrete, brick, tiles) to be no more than 5% by volume per load; and • maximum incidental or attached biodegradable materials (e.g. vegetation) to be no more than 2% by volume per load; and • maximum chemical contaminant limits are local natural background soil concentrations. <p>Materials disposed to a Class 4 landfill should pose no significant immediate or future risk to human health or the environment.</p>
<p>Note: The Guidelines should be referred to directly for the full criteria and definitions.</p>	

Table 29 Landfill definitions

A.3.0 Area map of council services



A.4.0 National Legislative and Policy Context

(a) The New Zealand Waste Strategy 2010

The New Zealand Waste Strategy 2010 provides the Government's strategic direction for waste management and minimisation in New Zealand. This strategy was released in 2010 and replaced the 2002 Waste Strategy.

The New Zealand Waste Strategy has two goals. These are to:

- reduce the harmful effects of waste
- improve the efficiency of resource use.

The strategy's goals provide direction to central and local government, businesses (including the waste industry), and communities on where to focus their efforts to manage waste. The strategy's flexible approach ensures waste management and minimisation activities are appropriate for local situations.

Under section 44 of the Waste Management Act 2008, in preparing their waste management and minimisation plan (WMMP) councils must have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy. Guidance on how councils may achieve this is provided in section 4.4.3.

A copy of the New Zealand Waste Strategy is available on the Ministry's website at www.mfe.govt.nz/publications/waste/new-zealand-waste-strategy-reducing-harm-improvingefficiency.

(b) Waste Minimisation Act 2008

The purpose of the Waste Minimisation Act 2008 (WMA) is to encourage waste minimisation and a decrease in waste disposal to protect the environment from harm and obtain environmental, economic, social and cultural benefits.

The WMA introduced tools, including:

- waste management and minimisation plan obligations for territorial authorities
- a waste disposal levy to fund waste minimisation initiatives at local and central government levels
- product stewardship provisions.

Part 4 of the WMA is dedicated to the responsibilities of a council. Councils "must promote effective and efficient waste management and minimisation within its district" (section 42).

Part 4 requires councils to develop and adopt a WMMP. The development of a WMMP in the WMA is a requirement modified from Part 31 of the Local Government Act 1974, but with even greater emphasis on waste minimisation.

To support the implementation of a WMMP, section 56 of the WMA also provides councils the ability to:

- develop bylaws
- regulate the deposit, collection and transportation of wastes
- prescribe charges for waste facilities
- control access to waste facilities
- prohibit the removal of waste intended for recycling.

A number of specific clauses in Part 4 relate to the WMMP process. It is essential that those involved in developing a WMMP read and are familiar with the WMA and Part 4 in particular.

The Waste Minimisation Act 2008 (WMA) provides a regulatory framework for waste minimisation that had previously been based on largely voluntary initiatives and the involvement of territorial authorities under previous legislation, including Local Government Act 1974, Local Government Amendment Act (No 4) 1996, and Local Government Act 2002. The purpose of the WMA is to encourage a reduction in the amount of waste disposed of in New Zealand.

In summary, the WMA:

- Clarifies the roles and responsibilities of territorial authorities with respect to waste minimisation e.g. updating Waste Management and Minimisation Plans (WMMPs) and collecting/administering levy funding for waste minimisation projects.
- Requires that a Territorial Authority promote effective and efficient waste management and minimisation within its district (Section 42).
- Requires that when preparing a WMMP a Territorial Authority must consider the following methods of waste management and minimisation in the following order of importance: Reduction, Reuse, Recycling, Recovery, Treatment and Disposal
- Put a levy on all waste disposed of in a landfill.
- Allows for mandatory and accredited voluntary product stewardship schemes.
- Allows for regulations to be made making it mandatory for certain groups (for example, landfill operators) to report on waste to improve information on waste minimisation.
- Establishes the Waste Advisory Board to give independent advice to the Minister for the Environment on waste minimisation issues.

Various aspects of the Waste Minimisation Act are discussed in more detail below.

The Government has announced a review of the Waste Minimisation Act 2008 to be completed in 2018.

(c) Waste Levy

From 1st July 2009 the Waste Levy came in to effect, adding \$10 per tonne to the cost of landfill disposal at sites which accept household solid waste. The levy has two purposes, which are set out in the Act:

- to raise revenue for promoting and achieving waste minimisation
- to increase the cost of waste disposal to recognise that disposal imposes costs on the environment, society and the economy.

This levy is collected and managed by the Ministry for the Environment (MfE) who distribute half of the revenue collected to territorial authorities (TA) on a population basis to be spent on promoting or achieving waste minimisation as set out in their WMMPs. The other half is retained by the MfE and managed by them as a central contestable fund for waste minimisation initiatives.

Currently the levy is set at \$10/tonne and applies to wastes deposited in landfills accepting household waste. The MfE published a waste disposal levy review in 2017³³. This review notes that for the review period of 1 July 2013 to 30 June 2016, levied waste disposal facilities received a total of 10,681,295 gross tonnes of waste. From this, 1,207,786 tonnes of material were diverted, leaving total net waste to landfill at 9,473,509 tonnes. Total gross tonnage of waste

increased by 16.4% from the 2014 review, while the quantity of waste diverted decreased by 6.3%. As a result, the total net tonnage disposed to levied landfills has increased by 20.1% since the 2014 review.

³³ Ministry for the Environment. 2017. Review of the effectiveness of the waste disposal levy, 2014 in accordance with section 39 of the Waste Minimisation Act 2008. Wellington: Ministry for the Environment

The review goes on to note: “Systems and processes to administer the waste disposal levy are operating efficiently and effectively, and all stakeholders are meeting their obligations relevant to this review as prescribed in the Waste Minimisation Act. However, annual levied waste is increasing, indicating that the levy is not currently achieving its objective. Added to this, the majority of New Zealand’s waste disposal facilities are exempt from the levy and no data is available about the waste that is disposed at these facilities”.

In conclusion, the Ministry intends to develop and implement a staged approach to applying the waste disposal levy across additional classes of landfills and assess the role of a differential rating system. This staged approach will be developed over a 1-5-year period.

(d) Product Stewardship

Under the Waste Minimisation Act 2008, if the Minister for the Environment declares a product to be a priority product, a product stewardship scheme must be developed and accredited to ensure effective reduction, reuse, recycling or recovery of the product and to manage any environmental harm arising from the product when it becomes waste³⁴. No Priority Products have been declared as of May 2015.³⁵

Further details on current schemes are available on: <http://www.mfe.govt.nz/waste/product-stewardship/accredited-voluntary-schemes>

(e) Waste Minimisation Fund

The Waste Minimisation Fund has been set up by the Ministry for the Environment to help fund waste minimisation projects and to improve New Zealand’s waste minimisation performance through:

- Investment in infrastructure;
- Investment in waste minimisation systems and
- Increasing educational and promotional capacity.

Criteria for the Waste Minimisation Fund have been published:

1. Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste and the reuse, recycling and recovery of waste and diverted material. The scope of the fund includes educational projects that promote waste minimisation activity.
2. Projects must result in new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
3. Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals, councils or firms.
4. Projects should be for a discrete timeframe of up to three years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.
5. Funding can be for operational or capital expenditure required to undertake a project.
6. For projects where alternative, more suitable, Government funding streams are available (such as the Sustainable Management Fund, the Contaminated Sites Remediation Fund, or research funding from the Foundation for Research, Science and Technology), applicants should apply to these funding sources before applying to the Waste Minimisation Fund.

³⁴ Waste Management Act 2008 2(8)

³⁵ MfE, Priority waste streams for product stewardship intervention: Consultation Feedback Publication date: April 2015

7. The applicant must be a legal entity.
8. The fund will not cover the entire cost of the project. Applicants will need part funding from other sources.
9. The minimum grant for feasibility studies will be \$10,000.00. The minimum grant for other projects will be \$50,000.00.

Application assessment criteria have also been published by the Ministry.

(f) Local Government Act 2002

The Local Government Act 2002 (LGA) provides the general framework and powers under which New Zealand's democratically elected and accountable local authorities operate.

The LGA contains various provisions that may apply to councils when preparing their WMMPs, including consultation and bylaw provisions. For example, Part 6 of the LGA refers to planning and decision-making requirements to promote accountability between local authorities and their communities, and a long-term focus for the decisions and activities of the local authority. This part includes requirements for information to be included in the long-term plan (LTP), including summary information about the WMMP.

More information on the LGA can be found at ww.dia.govt.nz/better-local-government.

(g) Resource Management Act 1991

The Resource Management Act 1991 (RMA) promotes sustainable management of natural and physical resources. Although it does not specifically define 'waste', the RMA addresses waste management and minimisation activity through controls on the environmental effects of waste management and minimisation activities and facilities through national, regional and local policy, standards, plans and consent procedures. In this role, the RMA exercises considerable influence over facilities for waste disposal and recycling, recovery, treatment and others in terms of the potential impacts of these facilities on the environment.

Under section 30 of the RMA, regional councils are responsible for controlling the discharge of contaminants into or on to land, air or water. These responsibilities are addressed through regional planning and discharge consent requirements. Other regional council responsibilities that may be relevant to waste and recoverable materials facilities include:

- managing the adverse effects of storing, using, disposing of and transporting hazardous wastes
- the dumping of wastes from ships, aircraft and offshore installations into the coastal marine area
- the allocation and use of water.

Under section 31 of the RMA, council responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, noncomplying and prohibited activities, and their controls, are specified in district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.

In addition, the RMA provides for the development of national policy statements and for the setting of national environmental standards (NES). There is currently one enacted NES that directly influences the management of waste in New Zealand – the Resource Management (National Environmental Standards for Air Quality) Regulations 2004. This NES requires certain landfills (e.g., those with a capacity of more than 1 million tonnes of waste) to collect landfill gases and either flare them or use them as fuel for generating electricity.

Unless exemption criteria are met, the NES for Air Quality also prohibits the lighting of fires and burning of wastes at landfills, the burning of tyres, bitumen burning for road maintenance, burning coated wire or oil, and operating high-temperature hazardous waste incinerators.

These prohibitions aim to protect air quality.

(h) New Zealand Emissions Trading Scheme

The Climate Change Response Act 2002 and associated regulations is the Government's principal response to manage climate change. A key mechanism for this is the New Zealand Emissions Trading Scheme (NZ ETS). The NZ ETS puts a price on greenhouse gas emissions, providing an incentive for people to reduce emissions and plant forests to absorb carbon dioxide. Certain sectors are required to acquire and surrender emission units to account for their direct greenhouse gas emissions or the emissions associated with their products. Landfills that are subject to the waste disposal levy are required to surrender emission units to cover methane emissions generated from landfill. These disposal facilities are required to report the tonnages landfilled annually to calculate emissions.

The NZ ETS was introduced in 2010 and, from 2013, landfills have been required to surrender New Zealand Emissions Units for each tonne of CO₂ (equivalent) that they produce. To date however the impact of the NZETS on disposal prices has been very small. There are a number of reasons for this:

- The global price of carbon crashed during the GFC in 2007-8 and has never recovered. Prior to the crash it was trading at around \$20 per tonne. The price has been as low as \$2, but since in June 2015 the Government moved to no longer accept international units in NZETS the NZU price has increased markedly (currently sitting at around \$18 per tonne)³⁶.
- The transitional provisions of the Climate Change Response Act, which were extended indefinitely in 2013 (but have now been reviewed), mean that landfills have only had to surrender half the number of units they would be required to otherwise³⁷.
- Landfills are allowed to apply for 'a methane capture and destruction Unique Emissions Factor (UEF). This means that if landfills have a gas collection system in place and flare or otherwise use the gas (and turn it from Methane into CO₂) they can reduce their liabilities in proportion to how much gas they capture. Up to 90% capture and destruction is allowed to be claimed under the regulations, with large facilities applying for UEF's at the upper end of the range.

Taken together (a low price of carbon, two for one surrender only required, and methane destruction of 80-90%) these mean that the actual cost of compliance with the NZETS has been negligible. Disposal facilities have typically imposed charges (in the order of \$5 per tonne) to their customers, but these charges currently reflect mainly the costs of scheme administration, compliance, and hedging against risk rather than the actual cost of carbon.

The way the scheme has been structured to date also results in some inconsistencies in the way it is applied – for example class 2-4 landfills and closed landfills do not have any liabilities under the scheme. Further, the default waste composition (rather than a SWAP) can be used to calculate the theoretical gas production, which means landfill owners have an incentive to import biodegradable waste, which then increases gas production and which can then be captured and offset against ETS liabilities.

Despite these constraints on the impact of the ETS, there may be potential for the picture to change in the future (to a degree). The United Nations Climate Change Conference, (COP21)

³⁶ <https://carbonmatch.co.nz/> accessed 19 July 2016

³⁷ The two for one transitional provisions are now to be phased out by the Government from 1 January 2017

to be held in Paris France in November – December of 2015, established universal (but non-binding) emissions reduction targets for all the nations of the world. The outcomes could result in growing demand for carbon offsets and hence drive up the price of carbon. The other factor which is likely to come into play is the removal of the transitional provisions from 1 January 2017– meaning that landfills will need to surrender twice the number of NZUs they do currently. Even in a ‘worst case’ scenario however where the transitional provisions are removed and the price of carbon rises dramatically to say \$50 per tonne, the liability for a landfill that is capturing 80% of methane generated would only be \$13.10.³⁸ Therefore while the ETS could have an impact on disposal costs in the medium term this level of impact will likely not be sufficient to drive significant change in the waste sector.

More information is available at www.climatechange.govt.nz/emissions-trading-scheme.

(i) Litter Act 1979

Under the Litter Act it is an offence for any person or body corporate to deposit or leave litter:

- In or on any public place; or
- In or on any private land without the consent of its occupier.

The Act enables Council to appoint Litter Officers with powers to enforce the provisions of the legislation.

The legislative definition of the term "Litter" is wide and includes refuse, refuse, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, waste matter or other thing of a like nature. Any person who commits an offence under the Act is liable to:

- An instant fine of \$400 imposed by the issue of an infringement notice; or a fine not exceeding \$5,000 in the case of an individual or \$20,000 for a body corporate upon conviction in a District Court.
- A term of imprisonment where the litter is of a nature that it may endanger, cause physical injury, disease or infection to any person coming into contact with it.

Under the Litter Act 1979 it is an offence for any person to deposit litter of any kind in a public place, or onto private land without the approval of the owner.

The Litter Act is enforced by territorial authorities, who have the responsibility to monitor litter dumping, act on complaints, and deal with those responsible for litter dumping. Councils reserve the right to prosecute offenders via fines and infringement notices administered by a litter control warden or officer. The maximum fines for littering are \$5,000 for a person and \$20,000 for a corporation.

Council powers under the Litter Act could be used to address illegal dumping issues that may be included in the scope of a council's waste management and minimisation plan.

(j) Health Act 1956

The Health Act 1956 places obligations on TAs (if required by the Minister of Health) to provide sanitary works for the collection and disposal of refuse, for the purpose of public health protection (Part 2 – Powers and duties of local authorities, section 25). It specifically identifies certain waste management practices as nuisances (S 29) and offensive trades (Third Schedule). Section 54 places restrictions on carrying out an offensive trade and requires that the local authority and medical officer of health must give written consent and can impose conditions on

³⁸ Each tonne of waste is assumed under the NZETS to generate 1.31 tonnes of CO₂ equivalent. Therefore one tonne of waste requires 1.31 carbon offsets, which at \$50 a tonne would cost \$65.50. 20% of \$65.50 (the liability if 80% of methane is captured and destroyed) is \$13.10

the operation. Section 54 only applies where resource consent has not been granted under the RMA. The Health Act enables TAs to raise loans for certain sanitary works and/or to receive government grants and subsidies, where available.³⁹

Health Act provisions to remove refuse by local authorities have been repealed.

(k) Hazardous Substances and New Organisms Act 1996 (HSNO Act)

The HSNO Act addresses the management of substances (including their disposal) that pose a significant risk to the environment and/or human health. The Act relates to waste management primarily through controls on the import or manufacture of new hazardous materials and the handling and disposal of hazardous substances.

Depending on the amount of a hazardous substance on site, the HSNO Act sets out requirements for material storage, staff training and certification. These requirements would need to be addressed within operational and health and safety plans for waste facilities. Hazardous substances commonly managed by TAs include used oil, household chemicals, asbestos, agrichemicals, LPG and batteries.

The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.⁴⁰

(l) Health and Safety at Work Act 2015

The new Health and Safety at Work Act, passed in September 2015 replaces the Health and Safety in Employment Act 1992. The bulk of the Act is due to come into force from 4 April 2016.

The Health and Safety at Work Act introduces the concept of a Person Conducting a Business or Undertaking, known as a PCBU. The Council will have a role to play as a PCBU for waste services and facilities.

The primary duty of care requires all PCBUs to ensure, so far as is reasonably practicable:

1. the health and safety of workers employed or engaged or caused to be employed or engaged, by the PCBU or those workers who are influenced or directed by the PCBU (for example workers and contractors)
2. that the health and safety of other people is not put at risk from work carried out as part of the conduct of the business or undertaking (for example visitors and customers).

The PCBU's specific obligations, so far as is reasonably practicable:

- providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

³⁹ From: MfE 2009: Waste Management and Minimisation Planning, Guidance for Territorial Authorities.

⁴⁰ MfE 2009: Waste Management and Minimisation Planning, Guidance for Territorial Authorities

A key feature of the new legislation is that cost should no longer be a major consideration in determining the safest course of action that must be taken.

Health and Safety at Work (Hazardous Substances) Regulations 2016 are due to be released March 2017 and come into effect December 2017. These regulations will place additional controls on the collection, storage, handling and transport of hazardous waste. If a council managed household hazardous waste facility or service is established, they will need to comply with these regulations.

(m) Other legislation

Other legislation that relates to waste management and/or reduction of harm, or improved resource efficiency from waste products includes:

- Hazardous Substances and New Organisms Act 1996
- Biosecurity Act 1993
- Radiation Protection Act 1965
- Ozone Layer Protection Act 1996
- Agricultural Chemicals and Veterinary Medicines Act 1997.

For full text copies of the legislation listed above see www.legislation.govt.nz.

A.5.0 International commitments

New Zealand is party to international agreements that have an influence on the requirements of our domestic legislation for waste minimisation and disposal. Some key agreements are the:

- Montreal Protocol
- Basel Convention
- Stockholm Convention
- Waigani Convention
- Minamata Convention.

More information on these international agreements can be found on the Ministry's website at www.mfe.govt.nz/more/international-environmental-agreements.

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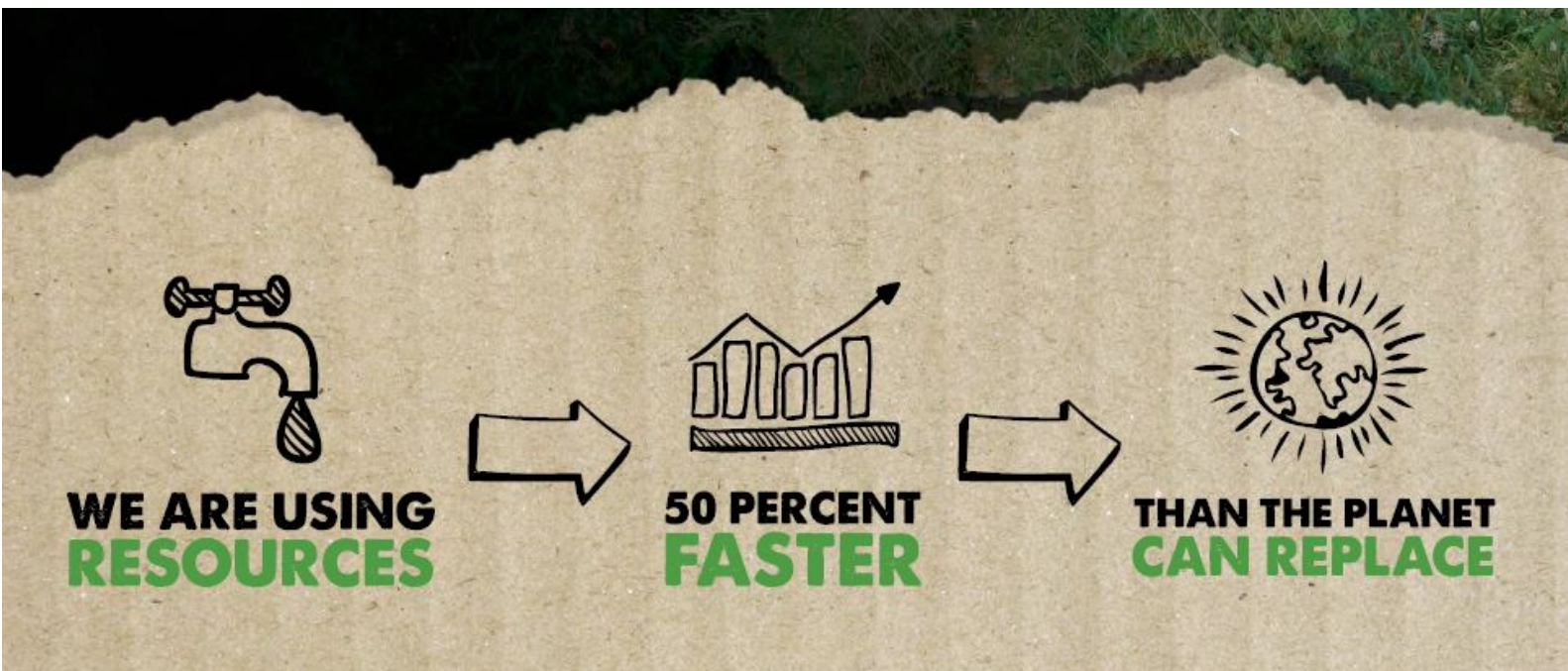
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Waikato District Council Draft Waste Management and Minimisation Plan 2018-2024

April
2018



PREFACE

The information published in this Plan has been prepared in good faith. Readers are responsible for assessing the relevance and accuracy of the content of this publication.

This Waste Management and Minimisation Plan presents as clear a picture as possible of what activities Waikato District Council intends to carry out in order to manage and minimise waste in the District.

A Waste Assessment was completed prior to the development of this Plan and has provided the basis for the Vision, Goals, Outcomes, Activities and Targets set out in this Plan.

Approved by: Waikato District Council

DRAFT

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Executive Summary

Waikato District's current Waste Management and Minimisation Plan (WMMP) was adopted in 2012, and most of the activities from the 2012-2018 WMMP have been completed. However, the District has seen an increase in waste to landfill from all sources (council and private services combined). Factors contributing to this increase include:

- An improved understanding of waste flows within the district.
- Increased availability of solid waste data and changes in methodology around data collection.

Changes to data collection and methodology continue to improve as national industry standards (the Waste Data Framework) are developed and adopted, ensuring that waste data is collected consistently across the country. This will allow better analysis of local, regional and national trends.

Based on information provided by waste operators and facilities in the District, as well as desk-top analysis of national information, the Waikato District generates an estimated 235,844 tonnes of waste each year (including on-farm waste).

Of this, 71,000 tonnes are diverted (to recycling or composting) and 112,662 tonnes is farm waste disposed of via burning, burial or stock-piling on-farm.

The remaining 52,182 tonnes of waste generated are sent to landfill. This equates to around 0.75 tonnes (750 kg) of waste to landfill per person per year. In comparison to the 2012 WMMP, refuse volumes appear to have increased by 47% since 2012 – although this is difficult to accurately gauge due to the changes in data collection methodology associated with the implementation of the Waste Data Framework.

Our improved understanding of waste allows us to create a new baseline of waste flows, based on information in this WMMP. We will use this to assess the effectiveness of future waste minimisation initiatives.

The Waikato District Council 2018 WMMP intends to focus on the avoidance, reduction and minimisation of waste, and we will make use of opportunities created from resource recovery.

This WMMP sets out Goals, Objectives and Targets to guide us towards waste avoidance, reduction and recovery. Twenty-one activities are also detailed, and will be carried forward into our Long Term and Annual Plans to ensure the resourcing is available to deliver on our plan.

As well as continuing kerbside and other council services (such as litter and illegal dumping collections), proposed activities include:

- a review of waste services and behaviour change programmes to bring them into alignment with the WMMP (including, but not limited to, contracting of solid waste services, kerbside refuse service, inorganic collection, food waste and drop off collections)
- the development of new recycling centres
- the introduction of a Solid Waste Bylaw and a waste operator licensing system
- improved mechanisms for the collection of waste information
- greater co-operation with other councils in the region, and with Mana Whenua, community groups and the private sector
- advocating for greater Central Government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

Part A: Managing our waste

1.0 Introduction

This Waste Management and Minimisation Plan (WMMP) sets out how Waikato District Council intends to manage the community's waste. It has been prepared in accordance with the requirements of the Waste Minimisation Act 2008.

The 2012-2018 Waikato District Council WMMP was the first plan developed under the Waste Minimisation Act 2008 and a comparison between 2012 and 2017 suggests moderate progress has been made against the actions set out in the WMMP, but that volumes of waste to landfill have risen.

Information in this WMMP will be taken as the new baseline which we will use to assess the effectiveness of future waste minimisation activities.

Indications are that per capita waste to landfill volumes have increased in the Waikato District by approximately 47% compared to 2012, while recyclable material recovered appears to have increased by approximately 67%. New information available in 2017 also suggests a high volume of rural waste is also being generated and disposed of on-farm in the region.



The high rate of increase in waste per capita is due to:

- Changes in the way we collect information about waste. We now collect more information about more types of waste, from more sources than in 2012.
- Private collectors of waste are less focused on reducing waste to landfill than council collection. Therefore, while council has a focus on reducing waste to landfill, many waste

operators do not. As a result, waste to landfill across the whole of the District has increased.

The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as kerbside recycling has expanded, markets have opened and private operators have moved to exploit these opportunities.

1.1 Why do we need a waste plan?

The Waste Minimisation Act 2008 (WMA) places an obligation on all Territorial Authorities (Councils) to promote effective and efficient waste management and minimisation within their city or district. This includes the adoption of a Waste Management and Minimisation Plan (WMMP) which must be reviewed at least every six years.

This WMMP sets the priorities and strategic framework for managing waste in the Waikato District. Once the plan is adopted, the actions will be carried forward into the Long Term and Annual Plan process to ensure the resourcing is available to deliver the plan's goals and objectives.

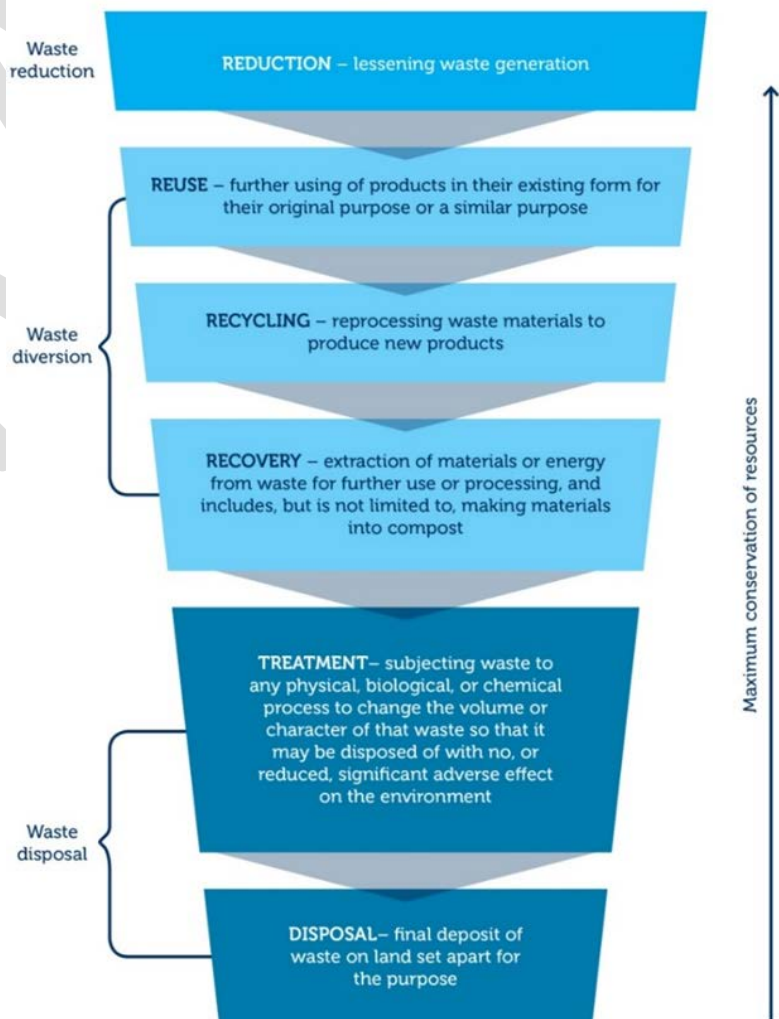
1.2 What does a WMMP have to contain?

The plan must meet requirements set out in the Waste Minimisation Act, including to:

- consider the 'Waste Hierarchy' (see Figure 1)
- ensure waste does not create a 'nuisance'
- 'have regard to' the New Zealand Waste Strategy and other key government policies
- consider the outcomes of the 'Waste Assessment' (see appendix A.3.0)
- follow the Special Consultative Procedure set out in the Local Government Act (2002).

This WMMP covers **all solid waste and diverted material in the District, whether managed by council or not**. Liquid and gaseous wastes are not included except where they interact with solid waste systems. This includes hazardous wastes like chemicals and the outputs from wastewater treatment plants. This does not necessarily mean that council will have direct involvement in the management of all waste – but there is a responsibility for council to at least consider all waste in the district, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

The waste hierarchy



2.0 Vision, objectives and targets

2.1 What does 'Zero Waste' mean?

'Zero Waste' is a philosophy encouraging the redesign of products to so they can be reused, repaired and recycled.

Zero waste encourages designing and managing products to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

The goal is for no waste to be sent to landfills or incinerators but this *is not a target*. It is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to copy cycles that can be seen in nature, where all discarded materials are designed to become resources for others to use¹.

2.2 Our Vision

***Zero waste and resource recovery are an integral part
of our community.***

2.3 Goals

1. Our waste minimisation and management are best practice, and manage social, cultural, spiritual, economic, health and environmental impacts of waste
2. A reduced quantity of material entering the waste stream, increased resource recovery
3. Our nationally recognised, innovative local resource recovery industry is growing
4. Our collaborative partnerships with key stakeholders are growing our "zero-waste communities"
5. Access to good information about waste in the District, in alignment with the National Waste Data Framework

2.4 Objectives

Council Objectives	
1	Waste management practices manage social, cultural, spiritual, economic, health and environmental impacts of waste
2	Waste diversion is increasing and waste to landfill is decreasing
3	Our communities are actively engaging in waste avoidance and minimisation; and becoming "zero-waste communities"
4	Partnerships with others to achieve efficient and sustainable waste minimisation and management, including joint working and co-operation with territorial and regional councils, and central government
5	Contributing to the national discussion advocating for effective product stewardship and a bottle deposit scheme

Table 1 Objectives for the 2018-2024 WMMP

¹ <http://zwia.org/standards/zw-definition/>

Our vision will be realised through the achievement of a set of supporting objectives set out in Table I on the previous page.

We will also work with the private and community sectors, central government and territorial and regional councils to achieve regional objectives.



2.5 Targets

Targets

By 2024, decrease the tonnes/capita/annum of refuse to land (i.e. total refuse disposed of via landfill and/or on-farm waste) from the Waikato District by 5% compared to 2016-17

By 2024, increase the tonnes/capita/annum of diverted material from the Waikato District by 10% compared to 2016-17

By 2024, reduce the per capita kerbside rubbish to landfill by 5% compared to 2016-17

By 2024, increase per capita kerbside diverted material by 10% compared to 2016-17

Table 2 Targets for the 2018 – 2024 WMMP

3.0 What are we going to do?

3.1 Council's intended role

The Council intends to oversee, facilitate and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the District. The Council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities and programmes to provide waste management and minimisation services to the residents and ratepayers of the District.

In addition, the councils in the Waikato/BOP region will continue to work together to deliver the vision goals and objectives set out in this plan.

3.2 Proposed activities

Council proposes to address our waste issues through a combination of maintaining many of the existing services, improve some other services to better meet our waste minimisation objectives; and introduce some new initiatives (as funding allows).

Further details on how these methods will be implemented are provided in the Action Plan overleaf.

3.3 Considerations

This Action Plan outlines high level intentions for actions to meet our obligations under the WMA. Further work may be required to determine the costs and feasibility of some projects, which may impact how, when or if they are implemented. Detailed assessments of some actions will be carried out prior to their implementation.

In some instances, the delivery of the actions set out in this Action Plan will depend on the development or amendment of contractual arrangements with providers, or the availability of resources. The nature of these contractual arrangements cannot be pre-empted and may impact the nature, timing or cost of these projects.

Proposed joint working and joint procurement of waste services may lead to efficiencies, allowing us to do more within our budgets. It will be up to each of the councils to determine whether they want to enter into shared service/joint procurement arrangements with any of the other councils.

Therefore, exactly what services are delivered will ultimately depend on the outcomes of the procurement process.



3.4 Action Plan

The following Action Plan sets out how Waikato District Council intends to work towards the vision, goals, and objectives outlined in this WMMP. It aims to set out clear, practical initiatives that the Council will implement, either on our own or jointly. While the action plan forms part of the WMMP it is intended to be regularly updated to reflect current plans and progress. Under the WMA the plans can be updated without triggering the need for a formal review of the WMMP, as long as the changes are not significant and do not alter the direction and intent of the WMMP.

Theme	Ref	Activities	Timeframe								New or Existing	Potential funding mechanism	Objectives met	
			2018	2019	2020	2021	2022	2023	2024					
Services	1	Review funding model for council services to align with waste minimisation activities (including but not limited to contracting of solid waste services, kerbside refuse, inorganic collection, food waste and drop off collections).	Plan	Plan	Implement	Implement						New	Levy, Rates	1,2,3
	2	Assess the viability of other areas for kerbside services.	Plan	Implement								New	Rates	1,2,3
	3	Consider increasing the use of a social procurement approach to the procurement of waste services to achieve the objectives and targets of the WMMP.				Ongoing						New	Rates	1,2,3,4
	4	Evaluate Raglan food waste service and assess suitability for expansion. Expand if suitable.	Assess		Plan	Implement						New	Levy & Rates (TBC)	1,2,3
	5	Continue litter and illegal dumping services, while improving data collection in alignment with the Waste Data Framework.				Ongoing						Existing	Rates	1,2,3
	6	Monitor, evaluate and manage council provided services and contractors to ensure they meet contractual obligations.				Ongoing						Existing	Rates	1,2,3
	7	Procure council services and waste related contracts as required, ensuring new contracts are in alignment with this WMMP and utilising a social procurement approach.			Plan	Implement						Existing	Rates	1,2,3
Facilities	8	Investigate the development of Resource Recovery facilities in the District, including in Huntly; and implement if feasible. This may be undertaken in partnership with other councils / community groups to provide synergy and efficiencies that align with the goals and objectives of this WMMP.		Plan		Implement						New	Levy & Rates (TBC)	1,2,3,4
Data and Licensing	9	Introduce a Solid Waste Bylaw & licensing system for operators and facilities, aligning with the regional template developed by Waikato Regional Council.	Plan	Implement								New	Levy & Rates (TBC)	1,2,3,4
	10	To support the introduction of a Waste Bylaw and licensing system; develop internal waste data collection and monitoring systems to enable waste data management in alignment with the Waste Data Framework. This may require internal changes to council roles and responsibilities to account for licensing management and enforcement as well as implementation of the activities in this WMMP.	Plan	Implement								New	Levy & Rates (TBC)	1,2,3,4

Theme	Ref	Activities	Timeframe					New or Existing	Potential funding mechanism	Objectives met		
			2018	2019	2020	2021	2022				2023	2024
	11	Undertake Waste Compositional Audit every 3-6 years			Plan + implement				Plan + implement	New	Levy	1,2,3
Event Waste Management	12	Develop Event Waste Management Guidelines and promote to events in the district, including mandatory utilisation for events at Council facilities. This may be undertaken in partnership with other councils.					Planning		Implement	Existing	Levy	1,2,3,4
Behaviour Change	13	Council will provide quality behaviour change programs focused on waste minimisation, and that support the goals and objectives of this WMMP.					Ongoing			Existing	Levy	1,2,3,4
Partnerships	14	Engage in regional cooperation including appointing a Regional Coordinator to assist with joint projects. Each Council would be responsible for own jurisdiction.					Ongoing			Existing	Levy	1,2,3,4,5
	15	Collaborate with Mana Whenua, community groups and private sector to investigate and implement opportunities to enhance economic development through resource recovery.					Ongoing			Existing	Levy	1,2,3,4
	16	Work with business and industry organisations to identify key waste generators and assist businesses to reduce waste and increase recycling (potentially as a sub-regional project).			Plan		Implement			New	Levy	1,2,3,4
	17	Identify and support community and business champions in waste reduction and avoidance.					Ongoing			New	Levy	1,2,3,4
Grants	18	Investigate introducing a Grants scheme (funded through the Waste Levy) for waste minimisation projects - this may be in the form of low interest loans and/or targeted grants.					Plan	Implement		New	Levy	1,2,3,4
Advocacy	19	Advocate for effective product stewardship and regulation and support independent organisations advocating for similar outcomes.					Ongoing			New	Levy	1,2,3,4,5
Council Management	20	Ensure that services provided by Council are in line with and promote current health and safety guidelines; and meet legislative obligations.					Ongoing			Existing	Rates	1,2,3,4
	21	Undertake Waste Assessment and develop and adopt 2024 - 2030 WMMP (by June 2024).							Plan + Implement	Existing	Levy & Rates (TBC)	1,2,3,4

Table 3 Planned Activities 2018 - 2024

Part B: The challenge: Our waste

The Waikato District generates an estimated 235,844 tonnes of waste each year (including farm waste). Of this approximately 52,182 tonnes are sent to landfill, 71,000 tonnes are diverted (to recycling or composting) and approximately 112,662 tonnes is farm waste disposed of via burning, burial or stock-piling on-farm. This equates to around 0.75 tonnes (750 kg) of waste to landfill per person per year.

Refuse volumes per capita appear to be increasing, with an estimated 47% increase since 2012, despite the implementation of activities set out in the 2012-2018 Waste Management and Minimisation Plan. However, much of this apparent increase will be related to differences in measuring data – as some waste streams were not included in 2012 figures. While 2017 data is still of low quality, it is significantly better than data available in 2012.

3.5 How much waste is disposed of to landfill?

An estimated total of 52,182 tonnes of solid waste was disposed of to landfill from Waikato District in the 2016-17 year. Waste disposed of to landfills comprised 22% of the total, and was equivalent to approximately 0.75 tonne per person.

This excludes waste to non-levied landfills, (as this amount is unknown) and waste disposed of at the privately owned North Waikato landfill at Hampton Downs (as this accepts waste overwhelmingly from outside of the District – with less than 0.4% of waste accepted being sourced within the District).

The reliability of the estimates for different types of waste varies. Some waste to landfill data comes unverified from private waste operators, while other waste data and sludge tonnages have been provided by WDC staff or council contractors.

Waste disposed of to land	Tonnes	% of total waste collected	Tonnes/capita/annum
Levied waste to Class I landfills			
Council kerbside refuse	7,522	3.2%	0.11
General waste to landfill	20,000	8%	0.29
Special	60	0%	0.00
Wastewater screenings	24,600	10%	0.35
Total waste to landfill	52,182	22%	0.75

Table 4 Estimated waste disposed of to landfill from the Waikato District

Of the general waste to landfill, only 3.2% was related to council-controlled services. Kerbside refuse was 7,522 tonnes in 2016-17, an average of 110kg per capita per annum. As a proportion of total waste to landfill, kerbside refuse is only 14%.

The average per capita rubbish generation appears to have been steadily increasing since 2012, from 0.51 to 0.75 t/per capita/ per annum (47% increase).

3.6 How much are we diverting from landfill?

Material that is recovered from landfill and re-used, recycled or composted is called 'diverted material'. An estimated 57% of all waste collected (excluding farm waste) is estimated to be recycled or otherwise diverted - this drops to 30% of all waste if farm waste is included in the total waste generated.

Waste diverted from landfill	Tonnes	% of total diverted	Tonnes/capita/annum
Kerbside recycling	3,631	5%	0.05
Other recycling or diversion	65,669	93%	0.94
Composted	1,700	2%	0.02
Total	71,000	100%	1.02

Table 5 Waste diverted from landfill (estimated)

Of the waste diverted from landfill, 5% was from council kerbside services and 92% from private facilities and services. Only 2% was composted in either council or private facilities.

3.7 What difficulties do we face?

The Waste Assessment used as a basis for this WMMP looked across all aspects of waste management in the District and identified the main areas where we could improve our effectiveness and efficiency in managing and minimising waste.



3.7.1 Issues facing the Waikato District

Issues identified during the development of this Waste Assessment are:

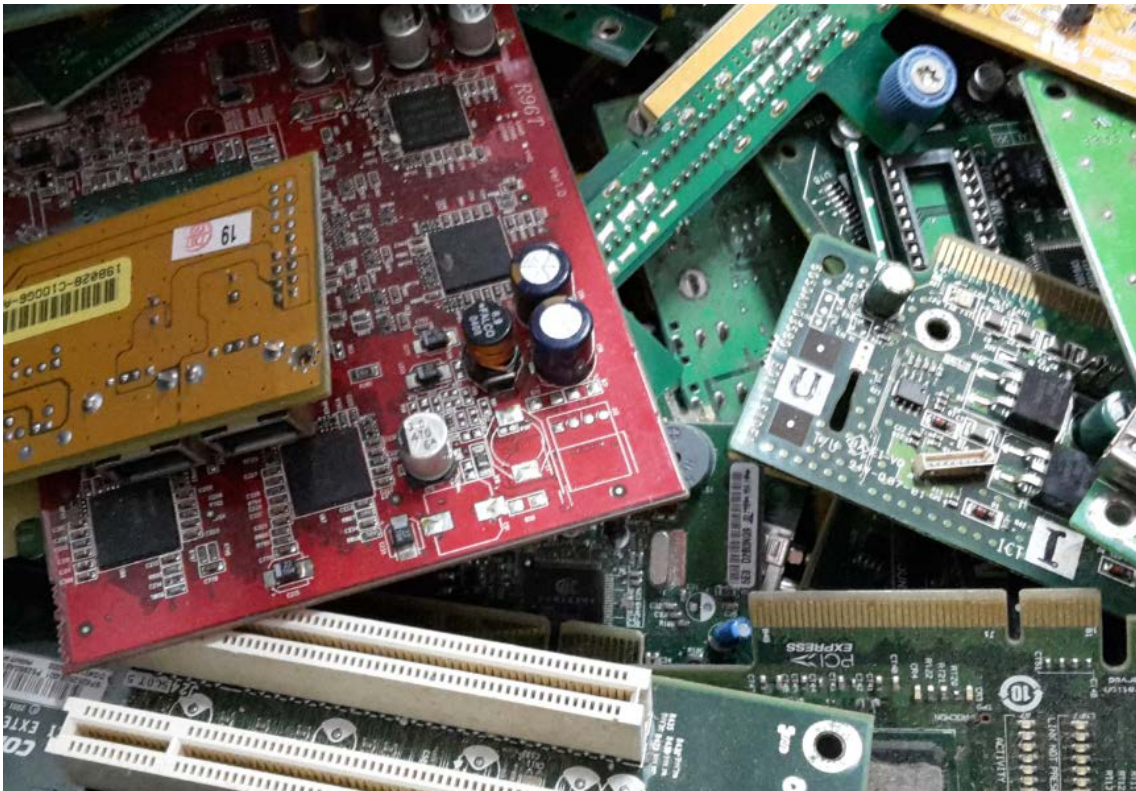
- An increasing quantity of waste to landfill generated by the whole District
- The need to ensure effective and affordable provision of waste services
- Poor data quality and management

- The potential for greater joint working in Council service delivery and regional and sub-regional collaboration
- The potential for greater community partnership, engagement and understanding of waste issues
- Insufficient resource recovery infrastructure in the District to meet future demand and the aims and objectives of this WMMP
- Inconsistent infrastructure provision for resource recovery - while the Raglan area is well serviced for resource recovery, other areas are lacking access to resource recovery, reuse and repair facilities
- Variable commitment to waste minimisation from the private sector, with some private waste operator activities being contrary to waste minimisation objectives

3.7.2 Regional and sub-regional issues

Other significant issues have been identified where regional or sub-regional co-operation can improve outcomes, for example:

- **Data compatibility**
There is a need to improve access to, quality and management of data. Accessible, reliable, nationally and regionally consistent data enables better decision making.
- **Shared Services / Joint Working**
There is likely to be unrealised potential for greater joint working in Council service delivery to create efficiencies in service provision and / or infrastructure development. Key to improving regional and sub-regional collaboration is the development of compatible funding and management models across councils. Projects may include:
 - Joint organic waste management measures
 - Joint rural waste infrastructure
 - Joint resource recovery infrastructure
 - Joint litter and illegal dumping management measures or behaviour change programmes



Some waste streams have been identified as national or regional issues which the council has little control over, for example:

- **Cleanfills**
There is a lack of good information about the number of cleanfills and the tonnages and materials they accept. The ability to manage cleanfills better will require changes to legislation.
- **Producer responsibility**
Waste streams such as E-Waste, agricultural chemicals and their containers; and tyres require Central Government to activate product stewardship and other regulatory mechanisms in order to achieve better waste management outcomes.

Council will use its influence, and work collaboratively with regional and national organisations to address these issues.

3.7.3 Long term and global considerations

While they do not immediately affect the District's waste flows, international activities can have a big impact on New Zealand's waste industry.

Much of the recycling collected in New Zealand is exported to Asia, particularly China. China has in recent years tightened measures around the acceptance of recycled materials, requiring a higher standard of recycled product in order to gain approval for import into China.

Restrictions on the acceptance of recyclable material may mean changes to collection and sorting methodologies in order to achieve export standards. This may impact the costs associated with recycling.

Also, of concern are the effects of climate change and rising unrest in many countries. International conflict has the potential to disrupt recycling supply chains. As New Zealand has few processing facilities for kerbside recyclables, we are vulnerable should export markets be disrupted.

3.7.4 National waste situation and activities

The 2010 New Zealand Waste Strategy: Reducing Harm, Improving Efficiency (NZWS) is the Government's core document concerning waste management and minimisation in New Zealand.

The two goals of the NZWS are:

1. Reducing the harmful effects of waste
2. Improving the efficiency of resource use

The NZWS provides high-level, flexible direction to guide the use of the legislation, regulation and conventions related to the management and minimisation of waste in New Zealand.

As per section 44 of the WMA we have given regard to the NZWS when preparing their WMMP.

Two national projects have also been taken into consideration. These are intended to assist Councils, business and the public to adopt waste management and minimisation principles in a consistent fashion.

a) National Waste Data Framework Project (NWDF)

The National Waste Data Framework (NWDF) project intends to develop national guidelines for the collection and use of waste data and information. The goals and activities in this WMMP aim to align our data collection and use with the NWDF.

b) National Standardisation of Colours for Bins

Until recently, councils and businesses in New Zealand had used a variety of colours to indicate what waste streams can be placed in what bins. This had the potential to create confusion among residents and increase the likelihood of contamination.

There is now a standardised set of colours for mobile recycling and rubbish bins, crates and internal office bins. The Waikato District will align to these standardised colours with council provided services, and we will encourage private collectors to do the same.

3.7.5 Regional/Sub-regional issues and opportunities:

Significant issues where national, regional or sub-regional co-operation is likely to improve outcomes for councils have been identified as:

a) Shared responsibility for waste / product stewardship

The Waste Minimisation Act 2008 places the greatest responsibility for minimising and managing waste on to local councils. However, councils only control a small part of the waste stream and in order to achieve significant waste minimisation other parties need to share the responsibility.

In particular:

- Manufacturers and distributors of products have the ability to control end-of-life waste at the design and manufacturing stages of the product life-cycle.
- Organisations responsible for product or service provision need to plan for the associated waste requirements at end-of-life e.g. agricultural chemical companies collecting old chemicals for appropriate disposal.
- Regional Council and Central Government have the ability to enforce regulations around appropriate storage and disposal of key materials e.g. tyres.
- Central Government has the ability to implement regulatory mechanisms to control key waste streams at a national level e.g. product stewardship schemes for waste tyres, agricultural chemicals, e-waste; or other regulation such as bottle deposit schemes.

Council will have greater influence achieving shared waste responsibility, regulation or product stewardship by presenting a unified voice and working with other responsible organisations including Central Government, Regional Councils, Local Authority Shared Service (LASS), Regional Special Interest Groups (SIG's), industry groups, DHBs and the community.

b) Consistent education and engagement

Providing consistent messaging across the region will support education and behaviour change outcomes. As communities often cross district and city boundaries, consistent education and engagement messages are more effective if implemented over a wider area.

Particular issues in this area include:

- A community lack of knowledge on how to minimise waste, what materials can be recycled, and what services are available for recycling.
- A lack of co-ordination between industry groups, regional council, local councils and waste service providers in the provision of waste messaging and infrastructure/service provision.
- A lack of markets for reclaimed materials. Although some waste materials can be recovered, there may not be a market for the end product. The barriers to market development have not been identified, and therefore it is not clear where efforts could be focused to remove barriers, promote markets for recycled products to consumers and therefore increase the value of recoverable waste materials.

c) Infrastructure capacity

There are gaps in our knowledge of what waste infrastructure will be required regionally in the future, and whether there will be sufficient capacity for future demand. This is particularly relevant if additional services are likely to be developed (e.g. food waste, landfills or transfer stations).

Waste infrastructure planning may need to start 10 or 20 years prior to requirements and is likely to have a high cost associated with development. Therefore, identifying future requirements is a key issue and it is important to identify what may be needed, who may be involved in supplying the infrastructure (public vs private) and the potential funding mechanisms for any facilities (e.g. landfills).

In order for facilities to be financially viable in the long term a minimum volume of material is often required. Smaller councils may not be able to guarantee such volumes, making local facilities financially unviable. Regional development of infrastructure may enable sufficient volume of material to achieve viability.



d) Inconsistent services and data hinder joint working and shared services

While councils in the Waikato and Bay of Plenty area generally recognise that collaboration and developing shared services may lead to improved outcomes and cost savings in service provision, variability in services and data capture can hinder joint working.

For example, a sub-regional and regional contract for a waste service could potentially return costs savings to all participating councils. However, across the region councils may have different methods of provision (council provided vs private services), containers (bags vs wheelie bins vs crates), collection frequencies (weekly vs fortnightly) and different funding mechanisms (user pays vs rates funded). Similarly identifying regional waste volumes can be challenging as different councils collect data and information on different waste streams, using variable methodologies.

Aligning services and data is not an activity that can occur quickly, due to the length of some waste contracts. However, a long-term aim to align services would assist in this process.

3.8 Tangata whenua worldview of waste management

Our tangata whenua seek to ensure that waste management is best practice and manages the social, cultural, spiritual, economic, and environmental effects of waste. This Waste Management and Minimisation Plan is in alignment with this view.

3.9 How do we know all this?

This Waste Management and Minimisation Plan is based on a Waste Assessment (WA) completed in February 2018. A WA is a snapshot of waste flows, volumes, services and facilities provided by both Council and private operators.

The development of a Waste Assessment is a legislative requirement under Section 50 of the Waste Minimisation Act 2008 (WMA). The Waste Assessment sets out the information necessary to identify the key issues and priority actions that will be included in the WMMP.

The 2018 Waste Assessment is attached in Appendix 3 and details:

- a description of the collection, recycling, recovery, treatment, and disposal services provided within the district
- a forecast of future demands
- a statement of options
- a statement of the council's intended role in meeting demands
- a statement of the council's proposals for meeting the forecast demands
- a statement about the extent to which the proposals will protect public health, and promote effective and efficient waste management and minimisation.

The Waste Assessment also sets out more detail on the plans, policies and legislation we have taken into account in the development of this WMMP.

4.0 How well did we do in the last WMMP?

The lack of accurate data from private waste operators makes it difficult to assess the exact quantities of waste – both during the development of the first WMMP and the development of the 2018 WMMP.

Indications are that per capita waste to landfill volumes have increased by approximately 47% compared to 2012. While kerbside refuse has decreased in some council areas, the overall trend for councils and private services combined is an increase.

Recyclable material recovered appears to have increased from 0.03 per capita to 0.05 – a 67% increase compared to 2012. The increase in recyclable material is likely to be a result of a combination of low estimates in 2012 and a genuine increase in recyclable recovery as markets have opened and private operators have moved to take advantage of these opportunities.

For both waste to landfill and diverted materials, 2012 figures were estimates based on audits and regional reports, whereas 2017 figures are based on data obtained via voluntarily provision from operators. In addition, 2017, some waste streams were included in the assessment, which were not included in 2012.

4.1 Future demand

The factors likely to impact future demand for waste minimisation and management include:

- Overall population growth
- Economic activity
- Changes in lifestyle and consumption
- Changes in waste management approaches

In general, the factors that have the greatest influence on potential demand for waste and resource recovery services are population and household growth, construction and demolition activity, economic growth, and changes in the collection service or recovery of materials.

The population of Waikato District is projected to grow 27.5% by 2033, with 22.2% of the population aged over 65 years of age by that time (compared to 12.2% in 2013).

This population change, along with expected economic growth, are likely to drive moderate increases in the amount of waste generated, but no dramatic shifts are expected. The biggest changes in relation to waste demand are likely to come through changes within the waste industry, with economic and policy drivers leading to increased waste diversion and waste minimisation.



In order to achieve effective and efficient waste management and minimisation, an assessment of what could change and what services and facilities would be needed was undertaken as part of the 2017 Waste Assessment. The following potential issues for the Waikato District were identified:

- Insufficient systems in place for obtaining waste data from private operators in the District
- Increasing population affecting waste streams and waste reduction messaging
- Infrastructure to manage increased quantities and some waste streams may be insufficient to meet future demand
- Potential for improved services targeting the rural sector and construction and demolition waste
- Opportunities for improved sub-regional, regional and national collaboration to achieve reduction and minimisation of waste
- Insufficient leadership from central government to address national waste issues

The Actions in this WMMP are anticipated to address these issues and meet future demand for waste services and facilities, to the extent possible within regional, national and international influences; and while ensuring effective and efficient use of council funds.

5.0 Funding the plan

The Waste Minimisation Act 2008 (s43) (WMA) requires that the Council includes information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

5.1 Funding local actions

There are a range of options available to local councils to fund the activities set out in this plan. These include:

- Uniform Annual General Charge (UAGC) - a charge that is paid by all ratepayers
- User Charges - includes charges for user-pays services as well as transfer station gate fees²
- Targeted rates - a charge applied to those properties receiving a particular council service
- Waste levy funding - The Government redistributes funds from the \$10 per tonne waste levy to local authorities on a per capita basis. By law 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund - Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects
- Sale of recovered materials - The sale of recovered materials can be used to help offset the cost of some initiatives
- Private sector funding - The private sector may undertake to fund/supply certain waste minimisation activities, for example in order to look to generate income from the sale of recovered materials etc. Council may look to work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number factors including:

- Prioritising harmful wastes;
- Waste minimisation and reduction of residual waste to landfill;
- Full-cost pricing - 'polluter pays';
- Public good vs. private good component of a particular service;
- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs;
- Protection of public health;
- Affordability; and cost effectiveness.

The potential sources of funding for each of the actions are noted in the tables on pages 8-9 of the WMMP. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long-Term Plan processes. The approach taken will be to implement as many of the activities as possible while controlling costs and, where possible, taking

² Most councils in the region own transfer stations and or landfills and are able to set the fees at these facilities and can derive income from these activities. In accordance with s46 (2) of the Act, the Councils can charge fees for a facility that are higher or lower than required to recover the costs to provide the service, providing the incentives or disincentives will promote waste minimisation.

advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this WMMP will be able to be achieved without overall additional increases to the average household cost.

5.2 Funding regional, sub-regional and national actions

There are a range of waste issues that make sense to collaborate on at a sub-regional, regional or national level where efficiencies can be made through collaborative funding. These include:

- Regionally aligned data collection and reporting systems
- Regionally compatible funding and management models
- Regional consolidation and analysis of data
- Delivery of sub regional, regional, national education initiatives
- Development of regionally consistent bylaws
- Monitoring, reporting, and coordination of regional efforts including the development of future Waste Assessments and WMMPs
- Investigation of regional and sub-regional projects e.g. Joint organic waste management measures; infrastructure; joint litter & illegal dumping management measures or behaviour change programmes



Each Council will provide funding towards agreed regional projects through their Annual and Long-Term Plans. Delivery of each regional project and management of associated regional project budgets will be the responsibility of Waikato Regional Council or a Project Lead Council, who will have agreed guidelines for oversight of the project and responsibility for spending.

Projects will be chosen based on an agreed criterion for funding of regional initiatives.

5.3 Waste levy funding

Council receives, based on population, a share of national waste levy funds from the Ministry for the Environment. It is estimated that at the current rate of \$10 per tonne our council's total share of waste levy funding will be approximately \$255,184 per annum.

The WMA requires that all waste levy funding received by Councils must be spent on matters to promote waste minimisation and in accordance with their WMMP.

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used on education and communication, services promoting and advocating for waste minimisation, policy research and reporting, to provide grants, to support contract costs, or as infrastructure capital.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan – including participating in regional, sub-regional and national activities.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

6.0 Monitoring evaluating and reporting progress

The Waikato District Council Infrastructure Committee will oversee the development and implementation of the WMMP. The Committee is scheduled to meet seven times per year, or more frequently as required. Review of progress and decision making in respect to the WMMP and its implementation will be considered by the Committee as required. Approval for projects with budget implications may be considered at full council meetings.

Two of the actions will contribute to the development of a set of standard indicators for reporting purposes. These are:

- Introduce a Solid Waste Bylaw and licensing system for operators and facilities, aligning with the regional template developed by Waikato Regional Council
- Introduce a waste data collection and monitoring system for council services that is in alignment with the Waste Data Framework and in alignment with the licensing system

Specific metrics for each action will be developed and agreed as part of their implementation.

Part C: Supporting information

Supporting information for the WMMP , including a glossary of terms, is contained in the Waste Assessment document.

ECM Project # **PR-201**

ECM set #

Submission #

Customer #

Property #

Proposed 2018-2024 Waikato District Council Waste Management and Minimisation Plan (WMMP)

Submission form Please provide your feedback by **23 May 2018**

Name/Organisation

Physical address

Postal address **Postcode**.....

Email **Phone**.....

A hearing will be held on 13 June 2018

Do you want to speak about your submission at this hearing? Yes No

Preferred method of contact Email Post

Ethnicity (optional)

Do you support the proposed WMMP 2018 - 2024? Yes No

The Waikato District Council 2018 WMMP intends to focus on the avoidance, reduction and minimisation of waste, and we will make use of opportunities created from resource recovery.

The draft WMMP sets out Goals, Objectives and Targets to guide us towards waste avoidance, reduction and recovery. We intend to continue kerbside and other council services (such as litter and illegal dumping collections); and additional activities are also detailed, and will be carried forward into our long term and annual plans to ensure the resourcing is available to deliver on our plan.

Do you support our proposed Vision and Targets?

Vision	Tick your view	
	Oppose	Support
Zero waste and resource recovery are an integral part of our community.		
Targets	Tick your view	
	Oppose	Support
By 2024, decrease the tonnes/capita/annum of rubbish to land (i.e. total rubbish disposed of via landfill and/or on-farm waste) from the Waikato District by 5% compared to 2016-17		
By 2024, increase the tonnes/capita/annum of diverted material from the Waikato District by 10% compared to 2016-17		
By 2024, reduce the per capita kerbside rubbish to landfill by 5% compared to 2016-17		
By 2024, increase per capita kerbside diverted material by 10% compared to 2016-17		

Written feedback

Postal Address

Waikato District Council, Private Bag 544,
Ngaruawahia 3742 • Telephone 0800 492 452

Online feedback

- www.waikatodistrict.govt.nz/sayit
- consult@waidc.govt.nz

Submissions are public information. Your feedback will be used for purposes such as reports to Councillors, which are made available to the public, media and on our website. If you would like your personal information concealed, please tell us in your submission.

Do you support the key activities proposed in the draft WMMP?

As well as continuing kerbside and other council services (litter and illegal dumping collections), proposed activities include:

- a review of waste services and behaviour change programmes
- the development of new recycling centres
- the introduction of a Solid Waste Bylaw and a waste operator licensing system
- greater co-operation with other councils, Mana Whenua, community groups and the private sector
- advocating for greater central government leadership on waste issues such as the introduction of mandatory product stewardship and a container deposit scheme

Key activities proposed in the draft 2018-2024 WMMP	Tick your view	
	Oppose	Support
<p>Review the funding model for council services to align with waste minimisation activities; including assessing the viability of other areas for kerbside services.</p> <p>This means we will review our current services to make sure they meet the goals of our WMMP. This review may result in changes to the way services are delivered but we will consult with the public on any proposed changes before we introduce them (including, but not limited to, contracting of solid waste services, kerbside refuse service, inorganic collection, food waste and drop off collections).</p>		
<p>Consider increasing the use of a social procurement approach where appropriate for procurement of waste services to achieve the objectives and targets of the WMMP.</p> <p>Social procurement uses procurement procedures and purchasing power to create positive environmental and social outcomes (job creation, waste minimisation, new business opportunities using waste materials).</p>		
<p>Investigate the development of resource recovery facilities, and implement if feasible. This may be undertaken in partnership with other councils / community groups.</p> <p>We currently support a resource recovery facility in Raglan. This activity means we will look into developing new resource recovery facilities but only progress with development when we are sure a facility is feasible and beneficial to the community.</p>		
<p>Introduce a Solid Waste Bylaw & licensing system for operators and facilities, aligning with the regional template developed by council.</p> <p>This will help control commercial waste flows and understand what is happening to waste in the District.</p>		
<p>We will partner with and cooperate with others to meet waste goals and targets.</p> <p>This can potentially provide opportunities to enhance economic development through resource recovery; enable WDC to work with business and industry organisations to identify key waste generators and assist businesses to reduce waste and increase recycling.</p>		
<p>Advocate for effective product stewardship and regulation and support independent organisations advocating for similar outcomes.</p> <p>Waste streams such as E-Waste, packaging, plastic bags, agricultural chemicals and their containers; and tyres require central government to activate product stewardship and other regulatory mechanisms to achieve better waste management outcomes. We propose WDC will use its influence, and work collaboratively with regional and national organisations to address these issues.</p>		

Do you have any other comments on the draft 2018-2024 WMMP?

.....

.....

.....

.....

.....



Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	30 April 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Representation Review 2018

I. EXECUTIVE SUMMARY

At a recent workshop held at Council, the six-yearly representation review was discussed with members of community boards and community committees. Attached is the presentation from that workshop for discussion at this meeting.

2. RECOMMENDATION

THAT the report from the Chair be received;

AND THAT the Raglan Community Board recommends Option as the best fit for the community.

3. ATTACHMENTS

Copy of slides

Waikato District Council

Representation Review 2018

Community Boards, Community Committees,
Iwi briefings, April 2018

Representation Review²⁴²

- What is a representation review?
 - a review of a local authority's membership and basis of election considering
 - number of councillors (excluding mayor)
 - how councillors are elected (wards, 'at large', mixture)
 - if wards, number, boundaries, names, number councillors elected from each
 - if communities and community boards, number, boundaries (can be subdivided), names, number members elected and appointed
-

Representation Review²⁴³

- must be undertaken by all local authorities at least once every 6 years
- last undertaken by Waikato District Council in 2012 with next review in 2018
- prescribed formal process to follow under Local Electoral Act 2001

Representation Review²⁴⁴

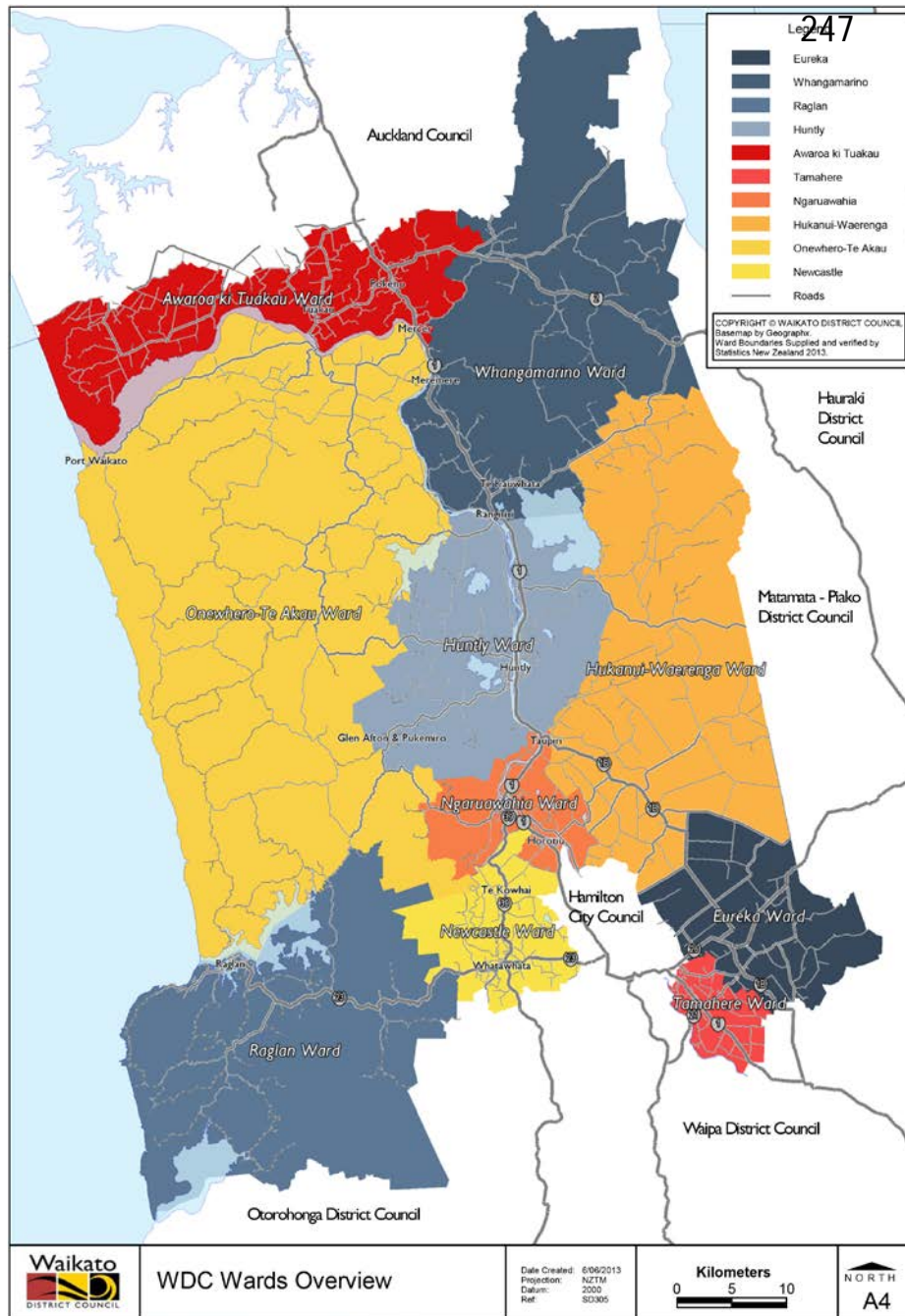
- What needs to be considered?
 - identify communities of interest
 - how to provide effective representation to those communities of interest (number councillors, community boards etc)
 - consider fairness of representation (each councillor represents about the same number of people within +/- 10%)

Representation Review²⁴⁵

- Current arrangements
 - 13 councillors
 - 10 wards (1-2 councillors per ward)
 - 30 community board members
 - 5 community boards (6 members per board)
 - non-compliance +/-10% rule (Awaroa ki Tuakau)

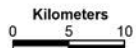
Representation Review

- Awaroa ki Tuakau Ward (2)
- Eureka Ward (1)
- Hukanui-Waerenga Ward (1)
- Huntly Ward (2)
- Newcastle Ward (1)
- Ngaruawahia Ward (2)
- Onewhero-Te Akau Ward (1)
- Raglan Ward (1)
- Tamahere Ward (1)
- Whangamarino Ward (1)
- Huntly Community (6)
- Ngaruawahia Community (6)
- Onewhero-Tuakau Community (6)
- Raglan Community (6)
- Taupiri Community (6)



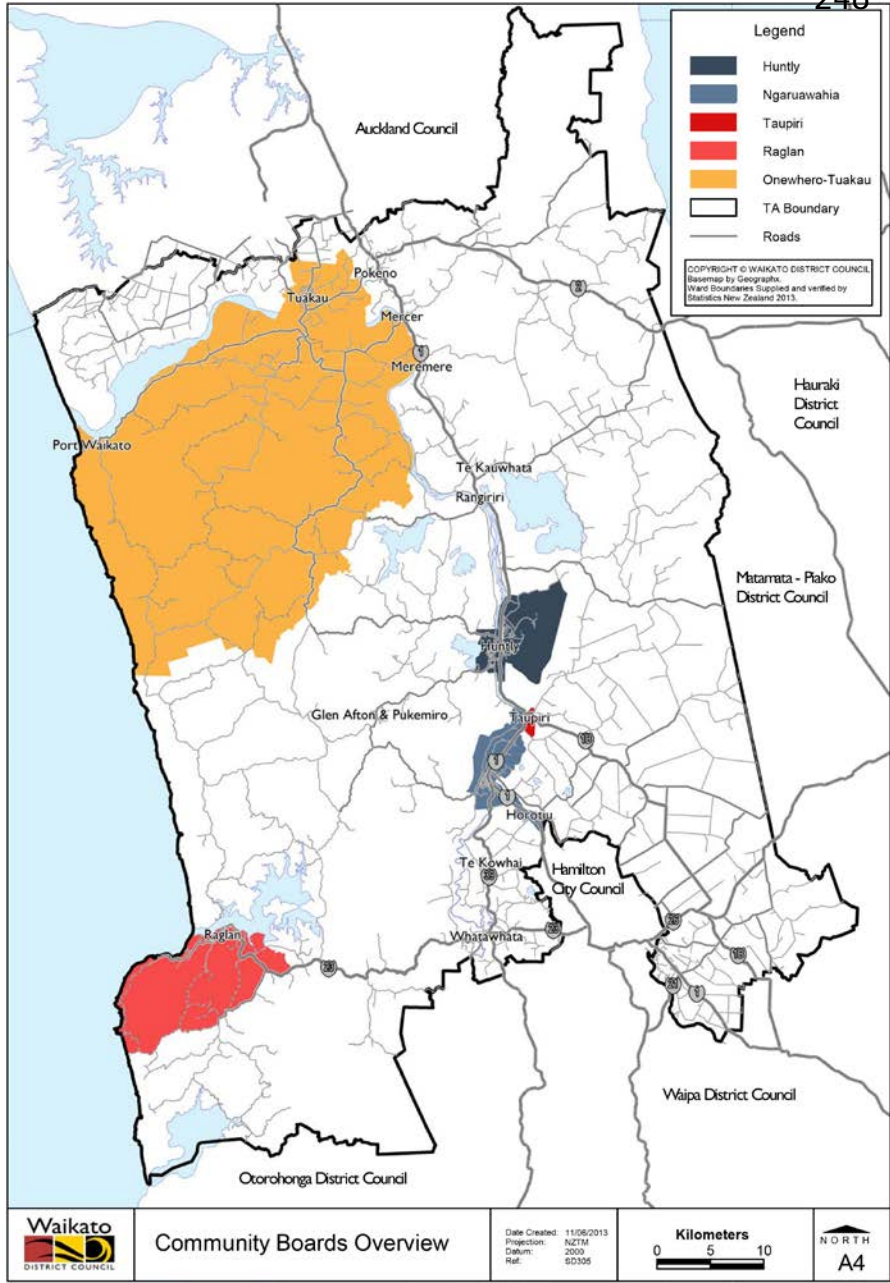
WDC Wards Overview

Date Created: 6/06/2013
 Projection: NZTM
 Datum: 2000
 Ref: SO305



NORTH
 A4





249 Representation Review

- Population Statistics (Estimated Resident Population 30 June 2017)
- Status quo: 73,640/13 members = 5,665 +/- 10% = 5,098 – 6,231
- One ward does not comply with fair representation (+/- 10% rule)

Ward	Pop	Cnrs	Average	Fits Rule	% Variation
Awaroa ki Tuakau	12,850	2	6,425	No	13.42%
Eureka	5,600	1	5,600	Yes	-1.14%
Hukanui-Waerenga	5,800	1	5,800	Yes	2.39%
Huntly	10,300	2	5,150	Yes	-9.08%
Newcastle	5,720	1	5,720	Yes	0.98%
Ngaruawahia	10,400	2	5,200	Yes	-8.20%
Onewhero-Te Akau	5,400	1	5,400	Yes	-4.67%
Raglan	5,790	1	5,790	Yes	2.21%
Tamahere	5,650	1	5,650	Yes	-0.26%
Whangamarino	6,130	1	6,130	Yes	8.22%

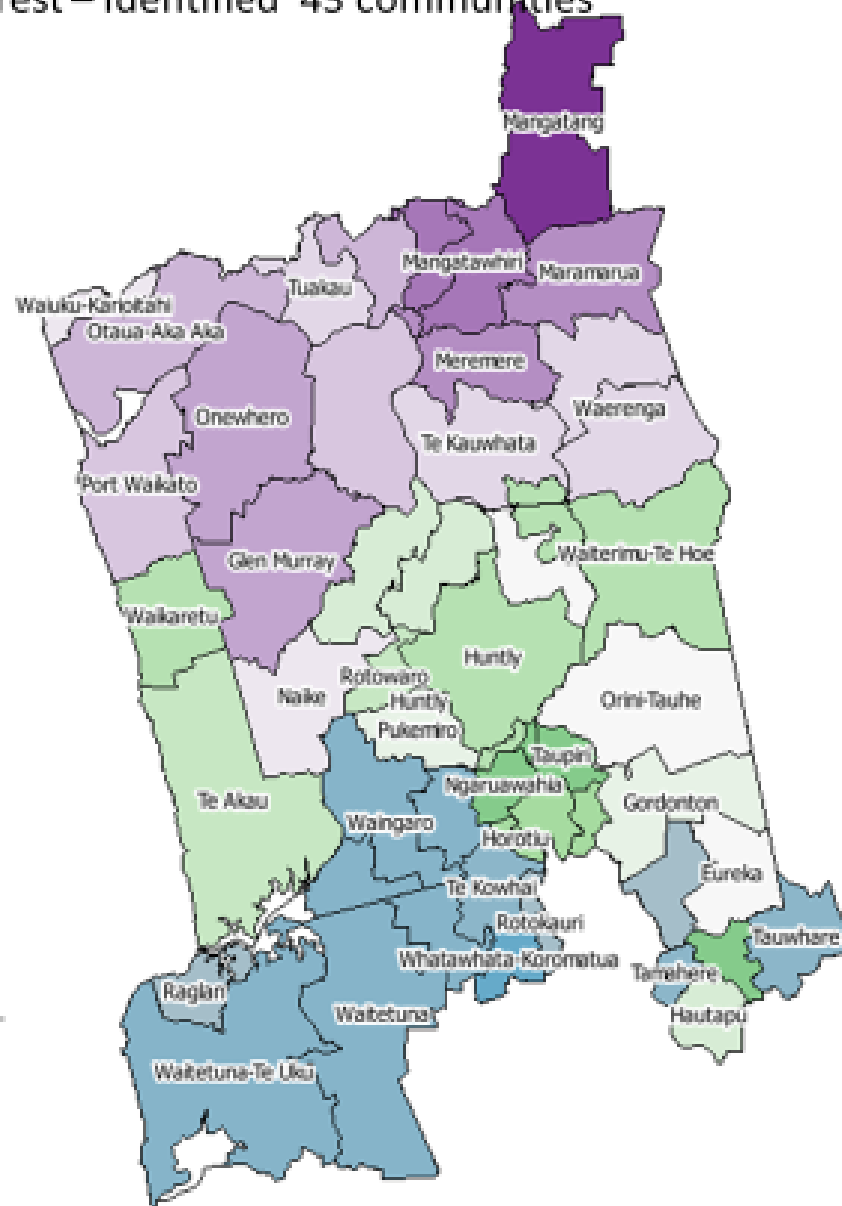
Representation Review²⁵⁰

- Communities of Interest
 - not defined in legislation
 - may mean different things to different people
 - LGC definition describes it a three-dimensional concept
 - perceptual – a sense of belonging to a clearly defined area or locality
 - functional – meet with reasonable economy the community's requirements for physical and human resources
 - political – elected body to represent the interests of all its members
-

Representation Review²⁵¹

- area where one feels sense of community and belonging
- access to daily goods and services
- rohe of local iwi and hapuu
- dependence on shared facilities (schools, shops)
- physical and topographical features may impact
- can change over time (eg Pokeno)

Communities of Interest – Identified 43 communities



Representation Review²⁵³

– Effective Representation

- consider how communities of interest are most effectively represented
 - total number of elected members
 - elected members elected from wards/'at large'/mix
 - ward names, boundaries
 - communities and community boards (retain, alter, disestablish, number, names, boundaries, membership, subdivisions)

Representation Review²⁵⁴

– Fair representation

- population equity (+/- 10% of average)
- generally means each elected member represents about same number of people (within +/-10%)
- one ward does not comply

Representation Review²⁵⁵

- Communities and community boards
 - retain, expand, amalgamate, abolish, subdivide?
 - what is the best number of elected and appointed members?
 - boundaries, names?
 - if subdivided, parts must comply +/- 10%
 - feedback from community boards and community committees

Representation Review²⁵⁶

- Council workshops
 - 19 June 2017
 - overview of upcoming processes
 - electoral system (by 12 September 2017)
 - Māori wards (by 23 November 2017)
 - representation review (from 1 March 2018)
 - representation review criteria
 - communities of interest, effective and fair representation
 - complex, legislative compliance
 - community engagement
 - timetable
-

Representation Review²⁵⁷

– 21 March 2018

- FPP electoral system confirmed
- presentation to Waikato Tainui (19 July 2017)
- no to establishing Māori wards (13 November 2017)
- communities of interest explored (43 communities)
- effective representation discussed
 - number councillors, elected by wards/'at large'/mixture
- fair representation (one ward not comply +/- 10%)
- community boards
 - retain, expand, amalgamate, abolish, subdivide

Representation Review²⁵⁸

- Options considered
 - Option 1: Status quo
 - 13 councillors, 10 wards, 30 community board members, 5 community boards, not complies +/- 10% rule
 - Option 2: Modified status quo
 - 13 councillors, 10 wards, 30 community board members, 4 community boards, complies +/- 10% rule
 - Option 3: Reduced wards, matching community boards
 - 13 councillors, 5 wards (north-south combinations), 30 community board members, 5 matching community boards, complies +/- 10% rule

Representation Review²⁵⁹

- Option 4: Reduced councillors and wards, matching community boards
 - 11 councillors, 3 wards (north/central/south), 18 community board members, 3 matching community boards, complies +/- 10% rule
- Option 5: Mixed wards/at large
 - further investigation required
- Option 6: At large
 - further investigation required

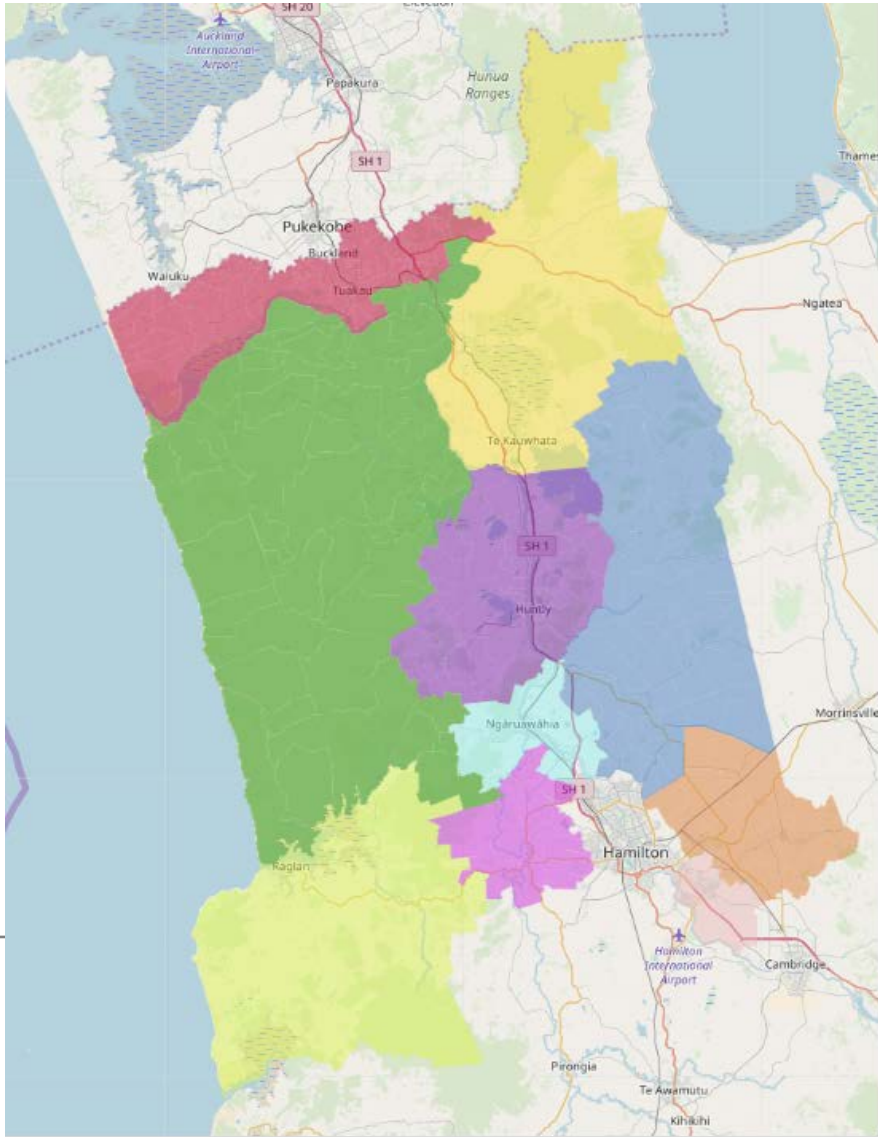
Representation Review²⁶⁰

- initial feedback from councillors
 - retain 13 councillors and 10 wards
 - investigate minimum changes
 - make Awaroa ki Tuakau Ward comply +/- 10% rule (around Mercer area)
 - reconfigure Onewhero-Tuakau Community Board
 - Tuakau Community Board (north of river)
 - balance (south of river) make a community committee

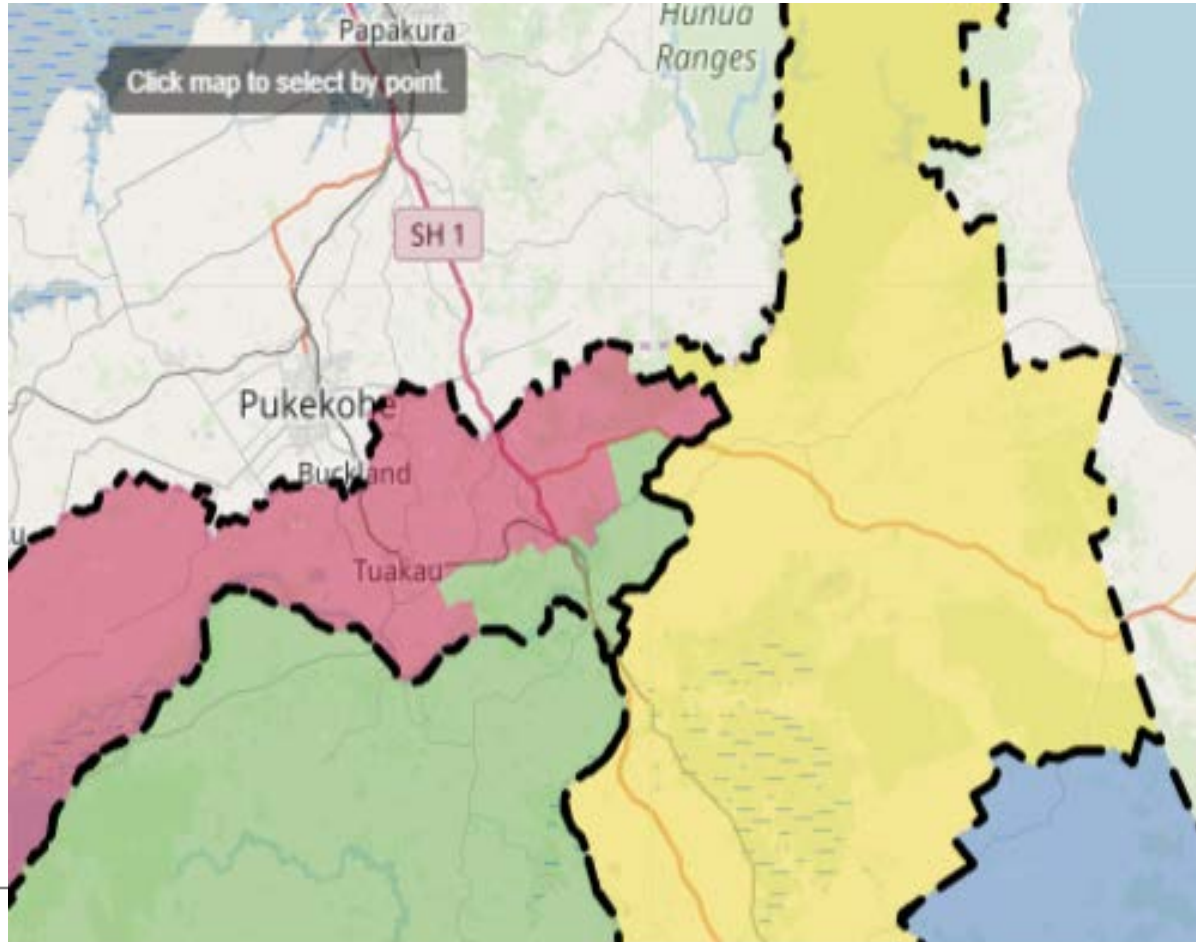
Representation Review²⁶¹

- seek views of Pokeno Community Committee
 - potential Pokeno Community Board or
 - part of new Tuakau-Pokeno Community Board
- investigate merging Taupiri Community Board with expanded (Horotiu) Ngaruawahia Community Board
 - possible subdividing into three
- investigate expanding current Raglan Community Board to match ward boundary
- seek community board, community committee and iwi informal feedback

Representation Review - Option 2

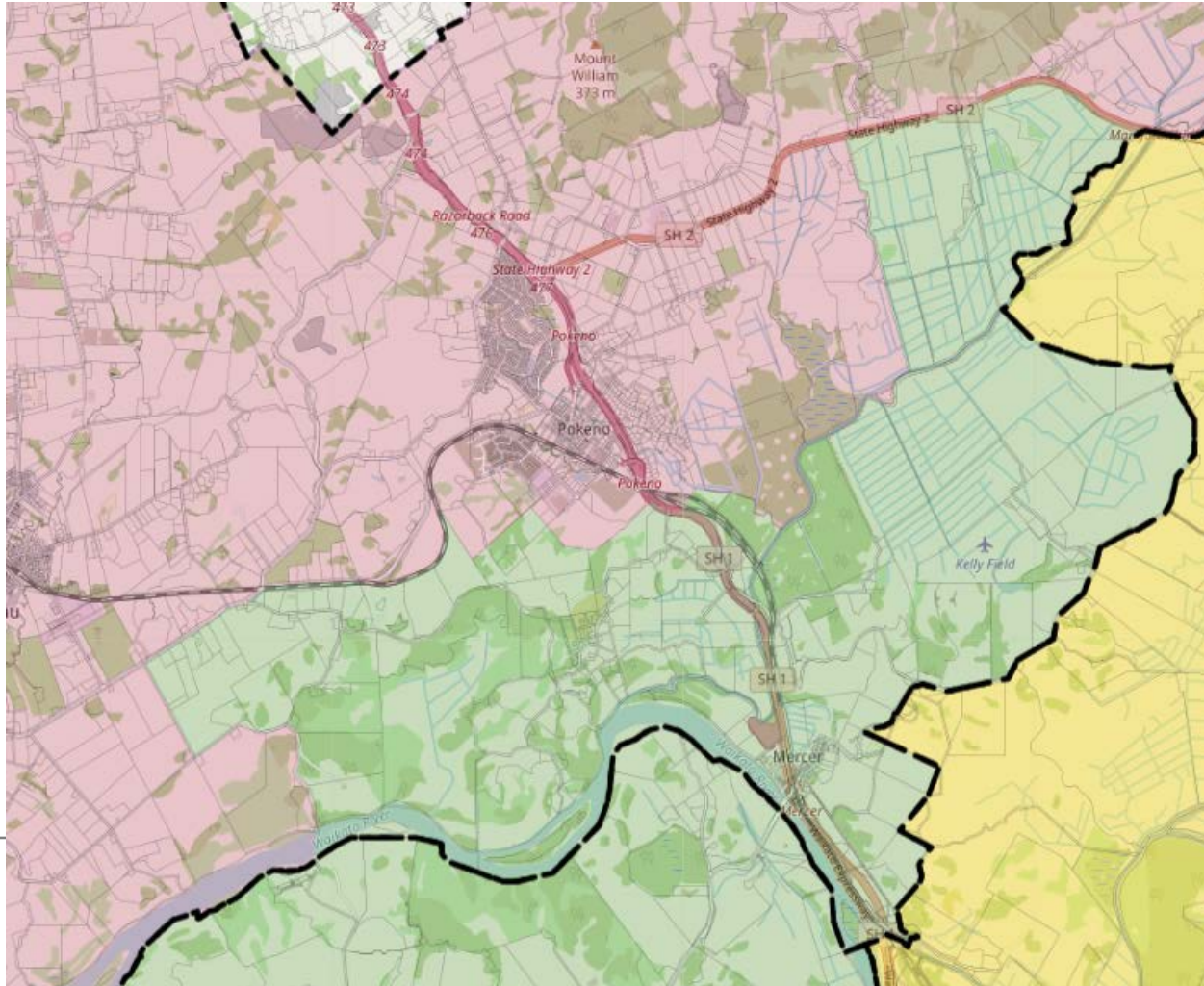


Representation Review - Option 2



Representation Review - Option 2

264



Representation Review – Option 2

265

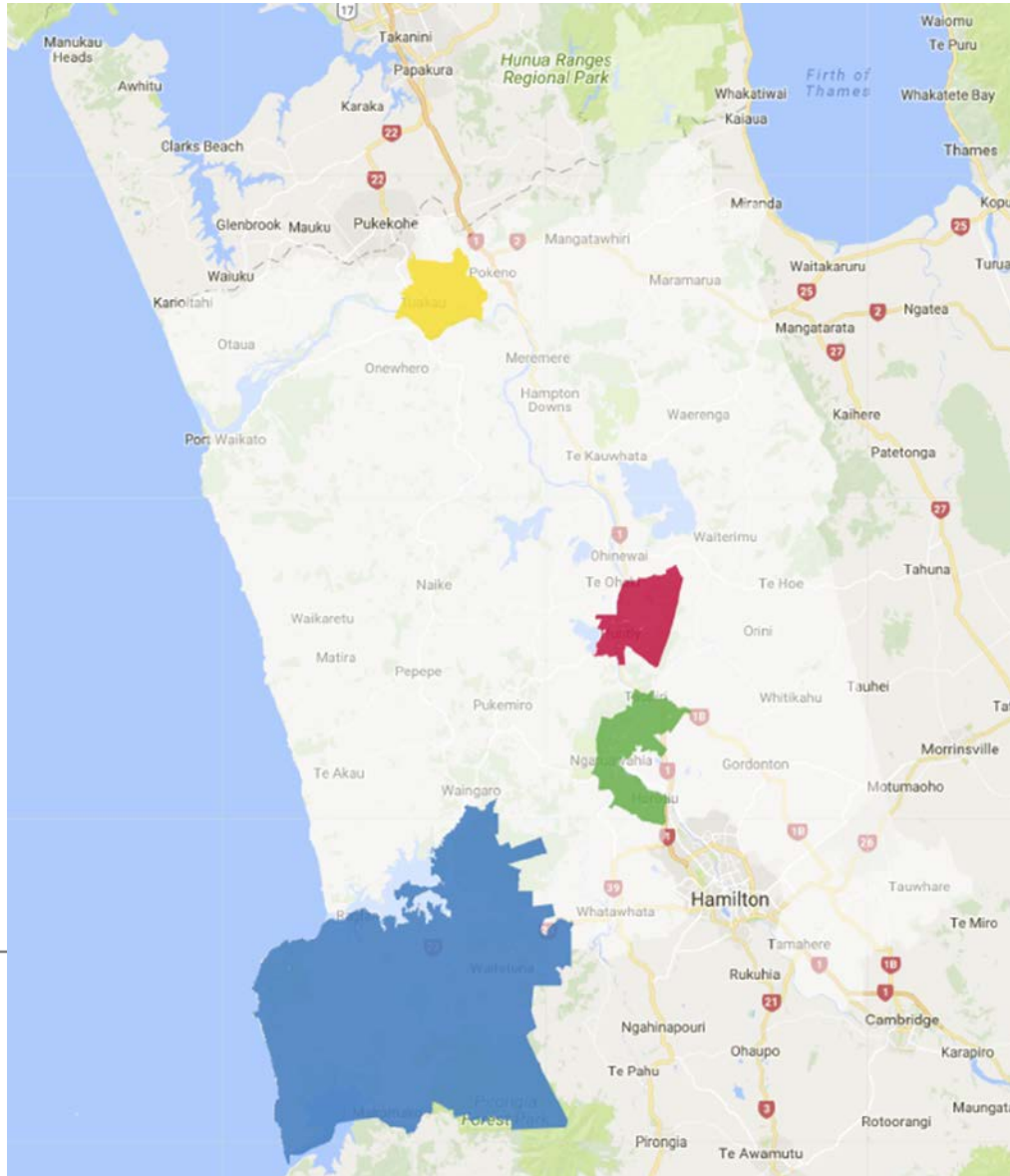
- Population Statistics (Estimated Resident Population 30 June 2017)
- Status quo: 73,640/13 members = 5,665 +/- 10% = 5,098 – 6,231
- Wards comply with fair representation (+/- 10% rule)

Ward	Pop	Cnrs	Average	Fits Rule	% Variation
Awaroa ki Tuakau	12,462*	2	6,231	Yes	+10%
Eureka	5,600	1	5,600	Yes	-1.14%
Hukanui-Waerenga	5,800	1	5,800	Yes	+2.39%
Huntly	10,300	2	5,150	Yes	-9.08%
Newcastle	5,720	1	5,720	Yes	+0.98%
Ngaruawahia	10,400	2	5,200	Yes	-8.20%
Onewhero-Te Akau	5,788*	1	5,788	Yes	-4.27%
Raglan	5,790	1	5,790	Yes	+2.21%
Tamahere	5,650	1	5,650	Yes	-0.26%
Whangamarino	6,130	1	6,130	Yes	+8.22%

*Subject to confirmation by Department of Statistics

Representation Review – Option 2

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Representation Review²⁶⁷

- Preliminary community consultation
 - community board and community committee meetings
 - Raglan, 2pm 23 April
 - Tamahere, 6pm 23 April
 - Tuakau, 6pm 24 April
 - Ngaruawahia, 6pm 26 April
 - iwi hui
 - Ngaruawahia, 11am 27 April

Representation Review²⁶⁸

- Preliminary community consultation
 - Survey Monkey questions
 - Which ward do you currently associate most closely with?
(wards listed)
 - How many councillors (excluding the mayor) do you think is a good number
(5-7, 8-10, 11-13, 14-15, 16-20, 20+)
 - How do you think we should elect our councillors (excluding the mayor)?
ward/'at large'/mixture
 - Which community board do you currently associate with?
(boards listed)
-

Representation Review²⁶⁹

- Should the current community boards be retained?
(boards listed)
 - Should new community boards be established?
 - Are there any other comments to help inform a Council's proposal?
- survey to run 16 April to 5pm, 4 May
 - survey responses provided to councillors for consideration at next workshop 15 May 2018
 - formal consultation June – September 2018

270 Timetable

- Council Workshop 1 19 June 2017
- Council Workshop 2 21 March 2018
- Informal consultation 16 April – 4 May 2018
 - community boards/committees 23-26 April
 - iwi 27 April
- Council Workshop 3 15 May 2018
- Council meeting (initial proposal) 11 June 2018
- Public notice 20 June 2018
- Submission period 20 June – 1 August 2018

271 Timetable

- Hearings 14 – 31 August 2018
- Council meeting (final proposal) 10 September 2018
- Public notice 12 September 2018
- Appeal/objection period 12 Sept – 12 Oct 2018
- Forward material to LGC 30 October 2018
- LGC decision by 10 April 2019

Open Meeting

To	Raglan Community Board
From	Jacki Remihana Acting General Manager Service Delivery
Date	19 March 2018
Prepared by	Karen Bredesen Business Support Team Leader
Chief Executive Approved	Y
Reference/Doc Set #	CDR1101, RCB2018
Report Title	Raglan Coastal Reserves Advisory Meeting Minutes – 12 March 2018 and 9 April 2018

1. EXECUTIVE SUMMARY

The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 12 March 2018 and 9 April 2018 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

2. RECOMMENDATION

THAT the report from the Acting General Manager Service Delivery be received.

3. ATTACHMENTS

- Raglan Coastal Reserves Advisory Committee Minutes – 12 March 2018
- Raglan Coastal Reserves Advisory Committee Minutes – 9 April 2018

Minutes of the Raglan Coastal Reserves Advisory Committee held on 12 March 2018 at 5.30pm

Present: Bob MacLeod, John Lawson, Dan Hishon, Heather Thomson, Lisa Thomson, Frank Turner, Angeline Greensill, Shayne Gold, Sheryl Hart, Anne Snowden

Frank Turner was present at the last meeting

Matters Arising:

- Dog bags are no longer available.
- Painted lines at Te Kopua was approved by iwi.
- Sound Splash get told what the issues are and then they come back to the meeting with how they are going to deal with these ongoing.

Events:

- Bridge to Bridge—Lisa has contacted Sports Fishing Club re being in the same area at the same time and has safety measures in place in the form of Raglan Surf Lifesaving, Coastguard, the fisherman are being briefed that B2B are there. Fishing Club have stated that they do not think there will be many boats going out during the time Swim is on. Lisa explained the exact course for the B2B. Sheryl has some concerns.
- Surf Comp 28—29 April for Backdoor Surf Comp A letter still needs to be sent from Council to Surf New Zealand re the lateness of applications to use Manu Bay. A copy of this letter needs to be tabled to the Advisory. Surf NZ needs to put a letter in the Chronicle re the non-availability of Manu Bay over these two weekends.

General Business:

- Weddings at the Reserve are cutting down Pohutakawa for decorations at weddings. There is a recommendation that wedding users are to pay a booking bond for use of the Reserve.

Angeline/Heather

- Break Water Mediation—calling a meeting of the stake holders then a hui will take place, a report made and then it will go to the infrastructure community. Tim Clark the mediator.
- Erosion at Manu Bay—With the latest storms the erosion is increasing along the break wall. Sheryl's idea is to put rocks behind the gabions. The rocks that could be used are the ones that were dumped on the beach front and others that were put on the other side of the break wall. Take this to Council that this needs to be addressed. Resource consent will be needed.
- Drainage at Manu Bay—take to Council as the job that was done is not successful with the trench not long enough, carpark spaces being taken up. As winter is approaching this is a good time to do it.
- Motion that "The trailer parking at Kapuas Boat ramp be completed" Sheryl/Heather
- Freedom Camping—Community Board asked the Council that a ticketing only process not a warning be what happens ongoing. There has now been designated person in Raglan to do this job. The parking bylaw is being looked at shortly so that some teeth can be put the document. Mayors are developing a working group that have to report back in three weeks. Signage saying where people can go to park as well as you can't park here.

- Boat Ramp Feasibility Study—User pays for the use of boat ramps is coming for all users. This money will be collected and go to Raglan Town and Development fund. An idea that you get a year's membership to the boat ramp which would include parking in the area. Advisory members to read the report and come up with some ideas of what we think is reasonable for fees ie Sports Fishing Club the lowest fee, Ratepayer the next fee. Out of towners a double fee ??? Permit parking is at the bottom of this idea which is the money that goes into the Development Fund.
- All the stones at Manu Bay on the land side of the carpark running adjacent either side of the toilets have moved across the road so that they keep needing to be swept back. Dean put in a service request to the Council. Dean's question "Is this how it is going to be left" and this was a conversation from last year.
- Is Joyce Petchell Park going to lose any of the picnic area?
- Work happening in the reserve on one of the bridges that was unknown to the Friends of Reserve, it would be good to have some communication with the public on which and how to use the reserve when equipment is being fixed.

Meeting closed: 6.35pm

Minutes of the Raglan Coastal Reserves Advisory Committee meeting held on 9 April 2018 at 5.30pm at the Raglan Town Hall

Present: Duncan MacDougall, Frank Turner, Shayne Gold, Dean Hishon, Bob MacLeod, Lisa Thomson, John Lawson, Anne Snowden, Sheryl Hart

Minutes of the Meeting of 12 March read and confirmed.

Frank/Dean

Matters Arising:

- **Bridge 2 Bridge went really well but Sheryl would like information to go to boaties as Notice to Mariners to Maritime New Zealand so that everyone gets to hear.**
- **Surf NZ letter has not been sent from WDC yet but is in progress.**
- **Spelling changed for Kopua in the last minutes and it would be a good time to use the Iwi names for these areas ie Papahua and Opotura Estuary.**

Events:

- **Weddings are to be notified as part of their contract that they are unable to cut down trees, put up large marquees not cutting things down.**
- **Surf comp on may be shorter as there are fewer entries so perhaps half a day. Clarification for Shane**

General Business:

- **Footbridge at Wainui Reserve was to have a new base on it but when they pulled it up they found the beams were rotten so a new one needs to be built. Funding from Council around \$15,000 is available to erect a new bridge.**
- **Objective 13 Farm Management Practice/Operations—This committee needs to decide if the farm is maintained as is or it is made into a more financial business. Duncan is prepared to make a report for the committee on the farm so that we can see if it is the right fit for purpose. Is the farm an operation that the Council should be operating? Discussion to come.**
- **Management Plan presentation still on hold.**
- **Tyres in the Reserve?? We will wait till we hear from Fred Litchwark.**
- **Boat ramp study discussion needs to be reported back to the Community Board in May.**
- **Erosion at Papahua and Manu Bay, Sheryl to do a CRM for. These CRMs need to go in on behalf of the Coastal Reserves Committee.**
- **Planting to happen this winter, Duncan to bring a plan to a meeting.**
- **Sound Splash meeting with Monitoring department and the Police with some positive and negative things. Sound Splash need to appease this committee before next year's event. Issues: transport, drugs and alcohol, the airfield/rugby field (which is best). They are to come back to Council with how these issues are going to be mitigated. This is to go onto the Agenda for next meeting.**
- **Sheryl is doing another CRM for freedom camping. Frank stated that we need to acknowledge the number of freedom campers in our area which seems to not being dealt with. The person locking gates needs to do a drive through and then lock gates.**
- **If we need a gate opened we can ask Mike at the Council.**
- **Bob has put in CRM to stop cars going in behind the bike track and towards the beach. The bollard is being pulled up to make access.**
- **Sheryl shared her Ranger card pursuant to Section 8 Reserves Act and Section 93. Duncan to check this out.**

- We could ask either school or soccer club for marking equipment.
- Mowing at Wainui Reserve—Duncan talked to a CRM from Christine (Friends of Wainui) had been actioned. Are the areas that Friends of Wainui are looking at in the contract with the contractor? The areas appointed were those discussed at the initial meeting last year with Friends of Wainui and Noel with the contractor.
- Stones at Manu Bay on the toilet side of the car park, has this been finished?? Query from Dean because the stones need to be swept back from the road frequently. What is needed is something that holds the stones in. Duncan to check with Noel and Matti about what is here.
- Historic Places sign wanting to be put at Manu Bay from the Raglan Museum in the small garden at the Bay. We need this sign to come to the committee before it is erected. Sheryl to go back to the Museum with this request.
- A new padlock for the gate that goes down to the beach from the Surf Club car park.
- The sand is moving from under the asphalt next to the surf lifesaving club. Maybe we need to get the sand moved more often.
- Surfing schools—we still have not discussed this issue and something needs to be decided well before August so that everyone is on the same page. Do we need a meeting just for this topic. Community Board is looking at a fee for events that come to the local Council for upgrading and use and looking at payment for parking perhaps as one of the ideas that will support our infrastructure. This meeting to be after the Council representative about the Management Plan review has been taken.
- Stacey, Waikato Regional Council, has some planting days arranged and checking what is going on in the area at the moment. Dean suggested to contact Ang at the school. They have been doing the plantings at the end of the soccer field and looking at doing some more at Wainamu and down by the surf club. Stacey works with the Environment Centre as well to get volunteers for these planting days. Heather asked “is planting the best use of time and money considering the huge amount of erosion going on around our harbour and estuary all the time”.

Meeting closed: 6.55pm

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair, Raglan Community Board
Date	27 April 2018
Prepared by	Rose Gray Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Chairperson's Report

I. EXECUTIVE SUMMARY

I need to acknowledge our board members and our Councillor, Lisa Thomson for all the work they do in the community.

- 1.1 **Onsite Meetings** – Waikato District Council- Raglan Acting General Manager Service Delivery, Update of works schedule within the Raglan Community Board area.
- 1.2 **Informal Meetings**- Board Workshop Parking By Law review, RN briefings, WRAP formation of data collection, coordination with WDC Economic Development Team.
- 1.3 **Community participation** – Cr Thompson, and myself, LTP Citizens consultation workshop, parking By-law review and CB Representation and consultation workshop.
- 1.4 **Council delegated role** – Raglan Holiday Park Board as Acting Chair, introduction of the Charter and Procedures for Selection and Appointments of Members: Raglan Coastal Reserves Advisory Committee, as reported in the minutes:
- 1.5 **Council Committee** – attended
 - 1.5.1 Infrastructure Committee, Proposed Waste Management and Minimisation Plan for consultation, Raglan Holiday Park, Chairman's report, financial Statements, Charter.
 - 1.5.2 Strategy & Finance Committee, Waikato Regional Council Long Term Plan, Tourism Six Monthly Report.
- 1.6 **Community engagement** – Attended Senior Citizens AGM, Chamber of Commerce breakfast, attended the ANZAC Day Parade and Ceremony and participated with the RN clean up group.

2. RECOMMENDATION

THAT the report from the Chair, Raglan Community Board be received.

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair, Raglan Community Board
Date	27 April 2018
Prepared by	Rose Gray Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Community Engagement Plan Report

1. EXECUTIVE SUMMARY

Attached is the Raglan Community Board Community Engagement Plan update after some 500 days as a board with actions and key tasks.

2. RECOMMENDATION

THAT the report from the Chair, Raglan Community Board be received;

AND THAT the Board members provide feedback to the Chair

3. ATTACHMENTS

Raglan Community Board Community Engagement Plan 27 April 2018.

Raglan Community Board – Action List and Engagement Plan ²⁷⁹ (last updated 27/04/18)

Actions and Key Tasks

Owner	Originated	Stakeholder	Action/Tasks	Resolution	Progress
Chair/Cr	RCB Charter, delegation to Chair/Cr RCB1612/03/9	<ul style="list-style-type: none"> Raglan Coastal Reserves Committee 	Register of Events Approval of commercial activities and events		RCRC Minutes included as RCB agenda item
Chair/ Cr	RCB Charter, delegation to Chair/Cr RCB1612/03/9	<ul style="list-style-type: none"> Raglan Camp Management Board 	Review Charter and Terms of Reference and update to a governance model	RCMB Minutes - Trial Terms of Ref. WDC ratified	Charter to be adopted at next RCMB meeting
Deputy	RCB Charter, delegation to RCB	<ul style="list-style-type: none"> Town Hall Committee 	Attend quarterly meetings and report to RCB		RCB received THC minutes
RCB members		<ul style="list-style-type: none"> Raglan Naturally Committee 	<ul style="list-style-type: none"> RCB have overall responsibility for the review and update of RN, support RN, receive monthly progress reports from RN Committee and provide feedback to RNC meet 3 monthly with RN Committee 		
Chair	Meet the DHB Candidates	<ul style="list-style-type: none"> DHB Board members 	Community engagement, invite them to RCB meeting		Chair invite
Cr	Officialdom	<ul style="list-style-type: none"> Anzac Day 	Community representation		ANZAC Day
Chair	Invitation from WDC	<ul style="list-style-type: none"> Councillor Workshops (Raglan Related, LTP) 	Chair attendance as required and report to RCB		
Chair	Invitation from WDC	<ul style="list-style-type: none"> Policy & Regulatory Committee meeting 	Chair attendance and report to RCB		
Chair	Invitation from WDC	<ul style="list-style-type: none"> Strategy & Finance Committee meeting 	Chair attendance and report to RCB		
Chair	Invitation from WDC	<ul style="list-style-type: none"> Infrastructure Committee meeting 	Chair attendance and report to RCB		
Members	Invitation from WDC	<ul style="list-style-type: none"> WDC CB & Committee meetings 	Networking between Community boards and Community Committees and report to RCB		<ul style="list-style-type: none"> Quarterly
Cr	WDC Continuous Improvement Programme (CIP)/Cr & RCB	<ul style="list-style-type: none"> WDC 	CIP Waste Education Programme – continue education in community through FB		Ongoing
Members	Feb RCB meeting	Raglan Visitor Infrastructure Study July 2017	Recommended actions; A) Promote awareness of the role of visitors in the local economy B) Raglan Chamber of Commerce C) Transport – Wainui Road safety		<ul style="list-style-type: none"> A) WDC Economic Development team, report to RCB Quarterly

			improvements & a shuttle service feasibility study D) Carparking E) Wayfinding F) Walkways/cycleways G) Arts and Culture/Events		<ul style="list-style-type: none"> B) RCoC report to RCB Quarterly C) include in LTP D) Parking Bylaw review to address RCB E) staff to engage with NZTA Staff report back to RCB on the Trails Strategy adopted Sep 2016 RCB & RCRAC to include in Reserves review
Chair	Include in June agenda		Raglan Character Design – be involved		•
Chair	March RCB meeting	Members	LTP RCB submission by 16 th April	RCB to make a submission	<ul style="list-style-type: none"> Gather members input & submit
Chair/Deputy		RCB actions from Jan planning meeting	All have been covered by CRM raised and included in this document		<ul style="list-style-type: none"> Completed
Chair		WDC	Parking bylaw review		<ul style="list-style-type: none"> Staff report due June meeting
Chair	Feb RCB meeting	Raglan Naturally Committee	<ul style="list-style-type: none"> Add Raglan Naturally to RCB charter Develop MOU (including team roles) between RN and RCB 		<ul style="list-style-type: none"> With TW at WDC Work in progress
Chair	Open Forum at RCB meeting	WDC	Safety Rails on Bridge		<ul style="list-style-type: none"> Staff report due June meeting
WDC	March RCB meeting		Papahua - seek feedback from the mayoral committee		•
Chair	Feb RCB meeting	WDC include in By-law review	Boat ramp report		<ul style="list-style-type: none"> ongoing
Chair	March meeting	RCB	Update RCB Community Engagement Plan (including Action plan)		<ul style="list-style-type: none"> include in agenda reports

Relationships with stakeholders

Relationships with Stakeholders (CBC 2 (b)(v))		Action	Resolutions	
Chamber of Commerce - Cr	Meet with Board	<ul style="list-style-type: none"> Network and report to RCB 		Monthly
Raglan Residents & Ratepayers - Chair	Meet with Board	<ul style="list-style-type: none"> Network and report to RCB 		Monthly

Iwi - Rangi	Delegated by RCB	281	• Network and report to RCB	Ongoing
Xtreme Zero Waste – Tony & PJ	Delegated by RCB		• Network and report to RCB	Ongoing
Community Response Group – Tony	Delegated by RCB		• Network and report to RCB	Ongoing
Waikato Tourism – Lisa and Bob	Invited of working group		• RCB1612/03/7 Network and report to RCB	Quarterly
Medical Centre/Prime – Bob	RCB identified		• Network and report to RCB	ongoing
DHB Raglan Community Health Forum – Bob, Lisa, Gabrielle	RCB identified		•	Quarterly
Museum - Bob			• Network and report to RCB	Annual AGM
Raglan Community Arts Council - Bob			• Network and report to RCB	AGM
Raglan Area School – Lisa BoT member			• Network and report to RCB	Ongoing
Rowing Club – Tony			•	
Raglan Community House – Gabrielle			• Network and report to RCB	Ongoing

Completed

Owner	Originated	Stakeholder	Action/Tasks	Resolution	Progress
Chair/Cr	Chair requested	• Raglan Coastal Reserves Committee	<ul style="list-style-type: none"> Review Terms of Reference RCRC Charter (incl Terms of Reference) was adopted 	RCRC minutes received by RCB	completed
Chair/ Cr	RCMB Charter	• Raglan Camp Management Board	Undertake an annual financial audit	RCMB Minutes	Completed
Chair/Deputy	Stakeholder/rep	• DHB briefing	Wendy Entwistle Consumer Engagement Team at Waikato District Health Board.		completed
Chair/Deputy	Stakeholder/rep	• Meridian Energy briefing	Carly Andersen		• 21 march, completed
Deputy		• Play Centre briefing			Completed

Chair/Deputy		<ul style="list-style-type: none"> • CBEC LGNZ 	282 Training opportunity		Attended
Chair/Deputy		<ul style="list-style-type: none"> • Western Australian Local Government 	Rebecca McCall Western Australian Local Government scholarship offered in partnership between Local Government Professionals WA and Lo-Go Appointment		Didn't eventuate
Board	<i>WRC - Submissions Due 24/02</i>	<ul style="list-style-type: none"> • Waikato Regional Council 	Raglan Bus Improvements Cr, Chair, Deputy, PJ, TO – write a submission from RCB	RCB1612/03/1	completed
Board	<i>WDC - Submissions Due 15/03</i>	<ul style="list-style-type: none"> • WDC 	Boat Ramps Questionnaire – support WDC to get quest. to community	Check resolution no	completed
Board	Agenda	RCB	<ul style="list-style-type: none"> • Review Raglan Priority Projects for inclusion in the Annual/LTP • Recommend current priority projects 	RCB1612/03/3	Completed
Board	Agenda	<ul style="list-style-type: none"> • RCB 	<ul style="list-style-type: none"> • Adopt Raglan Naturally Business Case 	RCB1612/03/6	completed
Board	Agenda	<ul style="list-style-type: none"> • WDC 	Review and add to Community Road Names	RCB minutes date ?	Completed
Board	Agenda	<ul style="list-style-type: none"> • WDC 	<ul style="list-style-type: none"> • Review, and distribute to community stakeholders - Natural Parks Reserve Management Plan 		completed
Cr & Tony Oosten	WDC Continuous Improvement Programme (CIP)/Cr & RCB	<ul style="list-style-type: none"> • WDC 	CIP Waste Education Programme – develop a community education programme.	Check resolution no.	Completed

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	30 April 2018
Prepared by	Gabrielle Parson Raglan Naturally Coordinator
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Raglan Naturally Update

I. EXECUTIVE SUMMARY

RCB and RNC relationship

- RN into RCB Charter - an update from the board members is requested at this meeting.

At RCB Feb 18 meeting it was agreed to draft a summation of clause 4a (The Team Roles), of the RN Project Plan, for inclusion in the Raglan Community Board Charter and that a report be provided to the next meeting for further discussion on the Charter.

- Draft Memorandum of Understanding for discussion and feedback to RNC. See attached.

RN Project Update

- Progress Report - Key Performance Indicators. Refer attachment.
- Final RN Project Plan. Refer attachment. Please note changes to the Raglan Naturally Committee. Kelly Clarkson and Meredith Youngson no longer on committee. We acknowledge the energy and time they brought to this project. We welcome RNC members Heather Thomson (Ngati Mahanga, Tainui, Ngati Hourua, Ngati Whakamarurangi), Denise Reynolds (Ngati Mahanga/Hourua Spokesperson) and Geoff Kelly (Raglan Chamber of Commerce) New members to be endorsed by RCB.

Funding Request & Coordinator Invoice Approval

- RN to RCB Discretionary Fund. See attached Project Budget which has been approved by the RNC. We have secured \$16,320 of the total budget of \$25,000. This is allocated already and we are urgently seeking funds to cover the shortfall in May expenses. The Raglan Naturally Committee are seeking \$3,000 funding through the Raglan Community Board Discretionary Fund to support this community project. This \$3,000 will cover our shortfall for May including a full-day Treaty of Waitangi Workshop facilitated by Ingrid Huygens. We currently have around 100 volunteers involved in this community project and this is just the start as we reach out into all the areas of the community. The updated community plan will have benefits across the community, both during the process in building relationships and connection and after the plan is updated by working toward community partnerships, resilience and effectiveness in actioning our priority projects. Focus Groups are establishing

and working to the Focus Group Worksheet to create Snapshots as the starting point for community-wide consultation and input. We are providing workshops to support the Focus Groups in their work and aligning with the RN Project Plan goals and objectives. A key workshop is the Treaty of Waitangi workshop and we have at least 20 Focus Group members keen to attend.

- Coordinator Invoice – attached for approval and payment please.

Action requested from RNC to RCB

- Invitation to RCB members to attend RNC meeting May 17th, 4-6pm, Poihakena Marae (3 monthly RNC/RCB meeting). RNC Chair will communicate with RCB Chair regarding agenda.
- Clarification needed as to RCB's expectation and requirement of RN Project outcome? Possible agenda item for May RNC meeting?

2. RECOMMENDATION

THAT the report from the Chair Raglan Community Board be received;

AND THAT the Raglan Community Board endorses the following members to the Raglan Naturally Committee:

- **Heather Thomson, Denise Reynolds and Geoff Kelly;**

AND FURTHER THAT \$3,000 be granted to the Raglan Naturally Committee to support their project;

AND FURTHER THAT payment of the coordinator's invoice for the Raglan Naturally Project of \$1,888.00 be approved.

3. ATTACHMENTS

Attachments

Draft Memorandum of Understanding
 Progress Report – KPIs
 RN Project Plan
 Project Budget
 Coordinator Invoice

DRAFT
Memorandum of Understanding

Between
Raglan Community Board
 And
Raglan Naturally Committee

This Memorandum of Understanding (MOU) sets out the terms and understanding between the Raglan Community Board and the Raglan Naturally Committee to review and update the Raglan Naturally Community Plan.

Background

- The Raglan Community Board is responsible for the Raglan Naturally Community Plan review and has delegated this project to a sub-committee, the Raglan Naturally Committee.

The original plan in 2001 was a community driven initiative to provide a framework for Raglan's future development. The 2001 plan indicated that regular reports on the activities carried out under the plan would be made to the Raglan Community Board (RCB) and the RCB would report to the community on the progress of the plan. There was a review of the RN 2001 in 2006 which produced RN 2008. The RN 2008 integrated and updated this to the community priority project list.

In 2016, recognising the value of RN, the community board held an event to celebrate the achievements of RN 2001, and to gauge community interest in reviewing the plan. Community response was positive and names were put forward to form an Interim Steering Group to carry out a review [RCB16111113]. The review process started in late 2016 led by the Interim Steering Group, endorsed by the RCB [RCB1612/03/6]. In July 2017, it was recognised that the Steering Group needed more support and participation from the RCB to drive the review process.

September 2017, the Raglan Naturally Review Committee was endorsed by the RCB and Ms Parson was appointed as Coordinator for the Raglan Naturally review. [RCB1709/05].

February 2018 the RCB confirmed that the responsibility of the community plan be included in the Raglan Community Board Charter. [RCCB1802/06] and that a summation of clause 4a (The Team Roles), of the RN Project Plan, be drafted for inclusion in the Raglan Community Board Charter and that a report be provided to the next meeting for further discussion on the Charter.

Purpose

This MOU will ensure:

- A clear working relationship between RCB and RNC
- The responsibility of the RN Review lies with the RCB
- RCB supports and oversees the Raglan Naturally Committee (RNC)

- The RNC delivers the reviewed RN Community Plan

The above goals will be accomplished and a clear working relationship established by undertaking the following activities:

The responsibility of the RN Review lies with the RCB and so RCB:

- Is responsible for holding and updating the community plan, currently Raglan Naturally (RN). Plan to be updated every three years to align with Council's Long Term Plan (LTP) review.
- Advocates for the community on RN with WDC
- Ensures RN is in the WDC planning and policies for the area.
- Includes priority projects from RN in their submission to WDC for LTP and District Plan reviews.
- Has delegated the review and update to the Raglan Naturally Committee

RCB supports and oversees the work of the Raglan Naturally Committee by:

- the Chair keeping up to date and informed on the project
- the Chair requesting formal monthly reports for inclusion in RCB agenda
- RCB, through the Chair, providing feedback on the report to RNC, within 7 days
- Meeting 3 monthly with RN Committee
- Appointing the RNC members
- Appointing one or more RCB members to sit on RN Committee as RCB RN Committee Rep. RN Rep. to monitor RNC progress and report to RCB. Rep to provide update to RN Committee on RCB work, community issues, projects and developments and to fulfil RNC role.
- Supporting the recommendations from RNC to WDC

The RNC delivers the reviewed RN Community Plan by:

- Appointing a Project Coordinator
- Creating a Project Plan, approved by RCB
- Agreeing on a clear outcome with RCB
- Working to and reporting on the Project Plan

Reporting

See above

Funding

This MOU is not a commitment to funding.

Duration

This MOU is at-will and may be modified by mutual consent of the Chairs of RCB and RNC. This MOU shall become effective upon signature by the Chairs of RCB and RNC and will remain in effect until modified or terminated by either Chair by mutual consent. In the absence of mutual agreement by the Chairs of RCB and RNC this MOU shall end on 31 December 2018.

Raglan Naturally Update Project Key Performance Indicators	KPIs 27 Feb	Progress report - what's been achieved	New KPIs 30 April
1. Delivery of the updated community plan by Nov 2018.	30-Nov	on target	30-Nov
· Focus Groups established	31-Mar	10 Focus Groups, approx 60 volunteers. Focus Group Worksheet created. 2 FG briefing meetings. Coordinators agreed for most FGs. All FG should have met by 12 May at least once.	12-May
· Future Focus Workshop held by	30-Apr	booked, speakers, programme, FG members will attend	5-May
· Treaty Workshop		booked with Ingrid Huygens facilitator, FG members will attend	26-May
· Focus Group Workshop 1 held by	30-Apr	booked with Denise Bijoux, facilitator, FG members will attend	9-Jun
· Focus Group Workshop 2, FG Community Consultation and Snapshots from Focus Groups by	31-May	date moved due to workshop order and facilitator availability	10-Jul
· Community-wide consultation plan finalised to include collation of feedback, creation of final draft, prioritising of projects, mandated by community and plan finalised.	31-May	**on target, bring forward to mid May if possible	15-May
· Management Plan development starts	June	bring this to early June	1-Jun
· Community-wide consultation	June/July	affected by FG workshop changes, is squeezing the work toward the end, need to be very organised with a robust plan, volunteers and Plan Writing team ready	Aug/Sept
· Collating feedback, prioritise projects and community plan draft prepared by	end Sept	**need to plan this phase and decide if this is enough time	end October
· Finalising the community plan	end Oct	**need to plan this phase and decide if this is enough time	end November
2. Funding and Working to Project Budget			
· Monthly reporting	2 and 27 April	missed 2/04 reporting. Project to budget.	1-Jun
· Funding plan	31-Mar	Behind. Recently appointed Lani as funding support, plan due 4/05	4-May
· Sourcing funding	ongoing to meet budget	WEC agreed to act as Umbrella org. for funding. MOU to be established. Sourced \$13,500 in last 3 months. Behind - urgently needing funding for May	ongoing to meet budget
3. Monitoring outcomes – are we working toward the identified outcomes?			
· Monthly reporting on progress to outcomes	2 and 27 April	More work to be done on RN Foundations including Treaty of Waitangi in RN - framework communicated and agreed with FGs. Rangatahi/Youth hui booked. Deb King at RAS Term 2. Need to get Relationship & Comms Plan finalised. Future Focus workshop booked. WDC/RN/RCB relationship being developed. RNC to review this progress in May committee meeting.	1-Jun
4. Community participation & Relationships (including successful partnership between Community, RCB, Councillor and WDC)			
· Relationships & Comms Plan to set targets for community participation & relationship building	31-Mar	Plan is behind but things still happening.. Advert and article in Chronicle. Relationship building happening. Comm. Involvement through FGs. Relationship building between RN and WDC, support from Surya Pandey. Developing MOU RNC & RCB. Working closely with Councillor Thomson.	5-May
· Monthly reporting by Coordinator & Comms on Plan/targets	2 and 27 April	Missed 2/04 report.	1-Jun
5. Included in the Management Plan will be KPIs such as community support, RCB and Council implementation, updating and application of the community plan in the community, outcomes – how is it affecting the development of Whaingaroa.			
	1-Jun	to be developed	1-Jun

Invoice

FROM: Gabrielle Parson, 78a Greenslade Road, Raglan. 021 844 785

Invoice No: 3

TO: Raglan Naturally, c/- Raglan Community Board, 7 Bow Street, Raglan. Resolution No: SF1705/10

Date: 27 March 2018

For Period: 1 February – 26th March 2018

Date	Detail	Weeks	Rate	Total
1/02 to 26/03	Coordination of the Raglan Naturally Update project. See attached report for detail. Approved by the Raglan Naturally Committee – 10 hours per week at \$25 per hour = \$250 per week.	7	250.00	1750.00
	Please note: I am working approximately 25 hours per week and am happy to volunteer my own time as well.			
	TOTAL HOURS			1750.00
Reimbursement for Expenses paid by Gabrielle through internet banking				
9/02	Fiona McNabb – Project Plan review, feedback and writing of Executive Summary. Invoice attached (incl GST)			138.00
	TOTAL OWING			\$1,888.00

Payment – Thank you: Kiwibank, G A Parson, 389004 0803792 01

Raglan Naturally Update

Project Plan 2018

Raglan Naturally Vision (2001)

To generate opportunities for local employment, new business and planned growth, while protecting and enhancing Raglan's unique character and diversity and having special regard for the environment.

Executive Summary

Background

The Raglan Naturally Plan (RNP) was first published in 2001 following an initiative by the Waikato District Council (WDC) in partnership with the Raglan Community Board (RCB) to commission a study to document the aspirations of the local community with respect to the future management of growth and development of Raglan/Whaingaroa. The WDC worked closely with a local study group (Project Team) comprising 13 members, to consult with the community and gather information.

The RNP 2001 identified key areas of project priorities for community infrastructure and facilities, created a roadmap for relationships and responsibilities between the community of Raglan/Whaingaroa, the RCB and the WDC. Mechanisms of update and reporting were established that aimed to ensure the RNP remained current, relevant, in-line with community aspirations and would provide pathways for the community to manage future challenges and opportunities.

A review by WDC in 2008, briefly summarised the intent of the original document and re-affirmed its relevance. A comprehensive project list is detailed but has no ranking, priorities or commitment expressed to complete any of the projects.

Review 2018

In 2016 there was a sense within the RCB that while the RNP was often quoted and held in high regard as a sound and quality piece of work, it has not been updated, used and held by the RCB and Council in the way it was intended. In late 2016 the RCB, having held a public meeting, to assess the continued relevance of RNP, attended by approximately 100 local residents, committed to a second review and detailed update. An interim steering group, secured funding in May 2017 to support a co-ordinator to work closely with a permanent Raglan Naturally Committee (RNC).

The first stage of the 2018 review identified some clear goals for the update of the plan:

- Foundations and values to include:
 - Inclusion of the principles of Te tiriti o Waitangi in RNP
 - Deeper consultation with local iwi
 - Local workshops to expand understanding of Te tiriti o Waitangi
 - Strong environmental focus
 - Community-led development, inclusivity, collaboration and a strength-based process
- Future Focus
 - Stronger focus on future challenges and opportunities including priorities for action
 - Update of growth predictions, economic and demographic data
 - Identify potential impacts of growth and identify actions
- Relationship between community and WDC
 - Create a community designed management plan and structure for RNP
 - Secure agreement and commitment to RNP goals with RCB and WDC
- Ensure sustainability for RNP
 - Process map a management plan to ensure ongoing relevance of RNP
 - Commit to support the work of keeping RNP alive, implemented and visible

Project Plan 2018 The Project Plan 2018, lays out the goals, identifies key roles and accountabilities, provides a budget for completion of the task list and a timeline for delivery of the project by November 2018. The proposal includes the formation of focus groups to update each of the original 15 key areas under the RNP, five workshops (Focus Group Workshops 1 and 2, Future Focus and two Treaty of Waitangi), multiple opportunities for other community engagement and consultation and identifies the teams required to source funding, provide governance, review, communications and marketing.

Please note this Project Plan is a working document for the RN Coordinator and Committee and has lots of detail. You are not required to read through it! Available here for those who wish to see the detail.



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2. Coordinator Job Description_____	23-26
3. Focus Group Brief_____	27-28
4. Communications Plan (draft)_____	29-33
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6. Summary of RN Projects – completed, ongoing, aspirational (being developed)	34

1. Who We Are

Raglan Naturally Committee (RNC): This permanent RN committee was formed in August 2017 to continue the work of the Interim Steering Group and manage the Update Project. The RNC members are:

Tony Mayow, Member of Xtreme Zero Waste, worked in Community Development and with Not-for-profit organisations for many years.

Karamea Puriri, Whaingaroa Raglan Destination Management Organisation (local Tourism), Raglan Chamber of Commerce

Te Aronui Maihi, Manager of the Raglan i-Site

Rangi Kereopa, Raglan Community Board

Anna Cunningham, Whaingaroa Environment Centre

Rolande Paekau, Poihakena Marae Committee

Heather Thomson, Ngati Mahanga, Tainui, Ngati Hourua, Ngati Whakamarurangi

Denise Reynolds, Ngati Mahanga/Hourua Spokesperson

Lisa Thomson, our local Councillor

Geoff Kelly, Raglan Chamber of Commerce

Gabrielle Parson, Raglan Community Board Deputy Chair and Raglan Naturally Coordinator

RNC Minutes from August to January are available. RNC Documents Index is available (this lists all the documents related and created).

Raglan Naturally Interim Steering Group: In 2016, recognising the value of RN, the community board held an event to celebrate the achievements of RN 2001, and to gauge community interest in reviewing the plan. Community response was positive and names were put forward to form an Interim Steering Group to carry out the review. The review process started in late 2016 led by the Interim Steering Group, endorsed by the RCB. The group members were Tony Mayow, Tim Duff, Kelly Murphy, Deb King, Meredith Youngson and Steve Soanes. In July 2017, it was recognised that the Interim Steering Group needed more support and participation from the RCB to drive the review process. It was agreed by the Interim Steering Group and the RCB that a project coordinator be appointed and a permanent committee be formed to build on the work of the Interim Steering Group and to carry forward the review process. It was agreed that the RN Committee would consist of members from the Interim Steering Group and RCB. *Interim Steering Group Minutes from 20/10/16 to 29/5/17 are available.*

2. Raglan Naturally 2001 – a Summary

The opportunity/problem: In 1999 new development and growth raised the need to consider issues and options for Raglan’s future development. Future development could bring unwanted change. The unique character and diversity of the town could be lost. The environment may not be protected. The community cautiously welcomed development and wanted assurance that the environment would be protected and enhanced, rather than degraded.

The solution: Create a community plan to prepare a framework for Raglan’s future. The plan would generate opportunities for local employment, new business and planned growth while protecting and enhancing Raglan’s unique character and diversity. Focus community debate and get people involved in making decisions and taking responsibility for our town. Set direction and common goals, promote consensus and avoid division.

Throughout the process it became clear: the community wanted to have a greater say in the social, environmental and economic development of Raglan.

The project team: WDC through the RCB initiated a study group in 1999. In 2000 RCB appointed 13 community representatives to work with WDC to develop a community plan. The project team defined development issues, looked at the manner in which the residents wished development to occur and identified local priorities.

The outcome: Raglan Naturally 2001 the community plan. A framework to guide decision-making for local planning purpose. The community had the opportunity to have a say in the planning for Raglan’s future. The plan is a united view of the community. The plan represented a common direction – the collective views and aspirations of the diverse community. A celebration of Raglan’s character.

Further outcomes: Short to medium term (during the process and after plan completed) the Community Plan will:

- Focus community debate and get people involved in making decisions and taking responsibility for our town.
- Set direction and common goals, promote consensus, embrace diversity and avoid division
- Safeguard the community and environment from exploitation (community representation at local, national and international levels will be sought).
- Capture all good ideas and identify initiatives suitable for external funding.
- Assist Community Board decision-making and allow more effective use of ratepayer funds
- Ensure the town is able to develop the same facilities that other towns already enjoy
- Help avoid haphazard development
- Help secure support from funding providers (for major projects)
- Influence WDC programme of works during its annual and long-term planning processes
- Show opportunities for individuals and groups to develop new projects and provide goods and services.

How it would work?

- The Plan to be used to secure support from within and outside the community for funding for specific projects
- Reported on regularly to the community board and the public (by the RCB on at least a quarterly basis)
- Annually reviewed – success to be measured and celebrated, info to be checked and updated
- RCB to take active role in promoting the plan to the community
- RCB could use the plan to determine local priorities and to recommend future work programmes to Council.
- Waikato District Council (WDC) will need to take into account the principles and priorities of the local community, as outlined in the community plan and their own Strategic Plan.
- WDC could use the community plan as a basis for developing new policies for desired growth within the district.
- Others will find it an essential planning guide – government agencies, other councils, developers/investors, visitors and tourists.
- The plan will be readily available from local offices and shops.
- WDC undertakes to give a copy of the plan to every new property owner and to supply a copy to those enquiring at any council office or library about any kind of development or activity for Raglan and the surrounding area.
- Central record of activity will be kept at council's office in Bow Street and through RCB progress will be reported to the community on at least a quarterly basis. Maintenance of the plan will keep it up to date and alive.
- A review of the achievements and priorities will be carried out by the RCB at a time to coincide with WDC Annual plan budgeting process.
- Council staff will evaluate how well it is working and report to council (as part of the council's own strategic planning processes – they are required to report to the Council on the way in which a locally developed plan is being utilised).
- All comments or contributions to be made to council staff at the Raglan office.
- RN Project Team will have a part to play in ensuring that the plan is 'working'.

How it has worked well (2001-2016)

Steve Soanes was Council officer for 24 years and was involved in the creation of RN. RN was the highlight of his career as it united the Raglan community and got people really thinking about the issues. Steve emphasized that the RN plan played a part in preventing high-rise buildings on the waterfront and fast food chains in town. Over 400 residents returned the questionnaire about what the community wanted – this was a high level of engagement with community.

Councillor Clint Baddeley used RN as a guide during his 12 years working for the community.

Raglan's Priority Project List came from RN and was held by the community board and Council.

Major decisions were made in line with community aspirations, creating positive developments in Raglan.

RN projects have been completed, are ongoing or are still at the aspirational stage. See Summary of Projects, attachment (6)

How it needs to be improved (2001-2016)

- adding in strong environmental, social, Treaty and Future Focus aspects – to build community resilience and set the tone for the way we can work in the community – the Raglan Naturally way.

- setting up a structure for how RN will be managed and continue to be applied and effective into the future – i.e. how are we going to keep it up to date and get things done?

3. Raglan Naturally Review 2018

The opportunity/problem:

- Raglan Naturally our community plan, has over the past 17 years served to meet the needs of the community and as part of the review these areas were identified as a focus for this Update.

Foundations/Values

- The RN values that have been identified by the Raglan Naturally Committee are; acknowledgement of the Treaty and consultation with Iwi and hapu, strong environment focus, inclusivity (youth, iwi etc), collaboration, community led development and a strength-based process.
- RN 2001 does not acknowledge the Treaty.
- RN 2001 lacked consultation with Maori Iwi and hapu.

Future Focus

- We are not as a community looking into and planning for the future, far enough ahead.
 - There are challenges and opportunities facing us that we need to learn more about and bring to the community's awareness.
 - Whaingaroa is growing and the community wants to ensure it is developing in alignment with the aspirations of the community.

Relationship between community and Council

- The community feels disconnected from the decisions made by the WDC.

Future of RN

- The management plan for RN was never robust enough and was not carried through as planned, therefore it has not been updated, used and held by the community and Council in the way it was intended.

And from what we have gathered over last year – More Opportunity than Problem! The stuff that gets us feeling excited!

There is the feeling that to build on RN 2001 we don't want to only update the list of projects. Whaingaroa in many aspects is very different to 2001 and it seems that what is needed to build on RN 2001 is to create an unhurried process and focus on:

- awareness of the assets we have in our community (organisations, people, relationships, strengths, places) and of the work that has been going on since RN 2001

- to build on the RN Foundations/principles/values – and strengthen the Raglan Naturally way.. the way that we work together as a community
- setting up a structure for how RN will be managed and continue to be applied and effective into the future – i.e. how are we going to keep it up to date and get things done?
- Throughout the process empowering and inspiring the community – by showing them that everyone has something to contribute, by educating about community systems and organisations, by sharing local histories, by learning together about facilitating great conversations and dialogue and holding effective meetings, by giving great examples of other communities’ work.

The solution 2018:

Revise and refresh RN 2001 to produce RN 2018, an updated plan. This plan would be the blueprint for the future development of Whaingaroa and accurately reflect the new challenges and opportunities faced in Whaingaroa.

Foundations/Values

Create strong foundations and values. It is to be a living, breathing document used by everyone in Whaingaroa, promoting a set of inclusive values such as kaitiakitanga and collaboration, which would underpin the way we work, both together and with Council.

Consult with hapu and iwi and imbed the principles of the Treaty into the plan.

Support and initiate community learnings around the Treaty of Waitangi.

Future Focus

The plan to include the challenges and opportunities we face in our future and identify priorities for action.

The plan sets out the known growth stats and predictions. The plan sets out the aspirations of the community. Potential impacts of growth are identified and priorities for action set.

Relationship between community and Council

Create a plan that is written, owned and held by the community - a community driven project in partnership with the community board and council. The Update process to be an example of collaboration with community, RCB and Council. The plan to set out and gain agreement for, a strong and effective working partnership with the community, RCB and WDC

Future of RN

Create a sustainable management plan for RN’s future to ensure it is kept updated, alive, implemented, relevant and visible in the community. Provide the “How” of keeping RN up to date and getting things done!

Detail

The scope of the plan: is the Raglan Ward which the Raglan Community Board sits under. [Raglan Ward Map](#) See attachment (5).

Timing: the update to be completed by November 2018 to produce RN 2018. This to feed into the WDC LTP through RCB.

The outcome 2018:

Raglan Naturally Community Plan 2018. The community has a clear and powerful vision for the future of Raglan underpinned by a successful partnership between community and council.

There is more awareness and understanding of our community assets, organisations and relationships, and how the plan empowers and supports the community to take part in planning and project action.

Foundations/Values

RN has a solid base into the future. RN foundations underpin the way we work both together and with the Council.

We have a plan that includes Iwi and hapu.

The Treaty is imbedded in our plan and we are a community in partnership as per Tiriti o Waitangi.

Future Focus

The community understands how Raglan is growing and the predicted impacts of this growth. The plan includes the community aspirations for the future of Whaingaroa and priorities for action.

We have a resilient community that understands the challenges and opportunities we are facing and has a mechanism for facing those challenges and making the most of the opportunities. Robust future-proof planning is in place.

Relationship between community and Council

Community understands more about how Council works. Council understands our community better. The Council will have the resources and information to make decisions that the community will support. The community will have agreed, direct and clear pathways to consultation and collaboration with the WDC and regional councils.

The plan is a cornerstone of alliance between community and council and binds the partnership with responsibilities to honour the plan and commit to the programmes of work and community aspirations agreed within it.

Future of RN

We have a realistic management plan in place and mechanisms agreed with WDC for ensuring the plan can be actioned.

Further outcomes: Short to medium term (during the process and after plan completed) the Community Plan will:

- Be a vehicle for community discussion
- Focus community debate and get people involved in making decisions and taking responsibility for our town.
- Set direction and common goals, promote consensus, embrace diversity and avoid division
- Safeguard the community and environment from exploitation (community representation at local, national and international levels will be sought).
- Capture all good ideas and identify initiatives suitable for external funding.
- Assist Community Board decision-making and allow more effective use of ratepayer funds
- Ensure the town is able to develop the same facilities that other towns already enjoy
- Help avoid haphazard development
- Help secure support from funding providers (for major projects)
- Influence WDC programme of works during its annual and long-term planning processes
- Show opportunities for individuals and groups to develop new projects and provide goods and services.

The future of RN – possible management options:

More work needs to be done to find the most effective and sustainable option. These are some ideas:

- **Option A:** RCB change the structure of the RCB with every member having a specific role (like the Chair). Then 2-3 members could be responsible for this management.
- **Option B:** Set up an independent community organisation which holds Raglan Naturally as its foundation. Under a trust or inc. society, with a part time paid coordinator.
- **Option C:** RCB agree to manage it within the current Community Board structure. A concern is that with a changing board this could easily slide. Could the current RCB trial Option A in 2019 and then put forward a recommendation for its future? (Unless the board is committed to this process and does it well, it may be difficult to raise the enthusiasm from the RCB or community to then create a community organisation from 2020.)

Notes: I, along with other RN Committee and community members feel there is potential to create a really exciting, successful community organisation in Raglan that can be an example to other communities in our district and potentially further afield. There are examples of this already happening around NZ, in Waitakere, Queenstown and Lyttleton. These are possible objectives:

1. Periodically reviewing and refreshing of the Raglan Naturally Plan driven by community mandate, and overseeing and supporting the implementation of the priority objectives established in the Plan
2. Te Hangai- applying Te Tiriti o Waitangi in the context of Raglan Community development
3. Working in partnership with Iwi and pan-tribal organisations and supporting Maori self-determination and Tino Rangitiratanga
4. Ensuring all members of the various communities in Raglan are engaged in inclusive consultation and decision making on the Plan to maximise ongoing community support and involvement in its implementation
5. Working collaboratively with all key Raglan community and business organisations, and all sectors of local and central government, especially Waikato District Council and the Raglan Community Board
6. Te Whakawhanaungatanga- creating opportunities for Raglan's communities and organisations to connect and learn from each other
7. Fostering and developing community leadership, organisational capacity, sustainability and resilience through training resources and research
8. Supporting, promoting and overseeing the use of the "Raglan Naturally" brand for projects compatible with the Plan
9. Seeking funding, policies and resources which promote the objectives of the Plan and community led development
10. Publicising and promoting Raglan Naturally values objectives and processes where appropriate to learn from and /or assist other communities

4. Project Plan

- (a) **Strategy.** Develop a process for community engagement and consultation that is in line with RN Values and is based on community development principles. Create a partnership with RCB and WDC that ensures the process is independent, community driven and inclusive, while acknowledging and incorporating the strategic goals and resource constraints of WDC. Promote principles of collaboration and partnership within the community and between council and community.

RN 2001 plan consists of:

Introduction/background, The community plan process, How the plan will work (management plan), Description of the community, RN Themes and Thresholds and the Key Areas of Focus. Each area of focus follows the 'threshold' concept. The thresholds are; What we have, What we'll accept, What we aspire to and Priorities for Action.

During the 2018 update the:

Introduction will be updated to include the principles of the Treaty and RN Values

Management plan will be developed by RNC and RCB

Description of the community, including statistics will be updated (to incl. visitor stats)

Thresholds will have *Future Opportunities and Challenges* added; and

under each Key Areas of Focus:

What we have will be updated, including plans (WDC and local) and Who (organisations, groups, committees etc)

What we'll accept, aspire to and don't want will all be updated.

What we see as future opportunities and challenges will be inserted and added to

Priorities for Action will be updated and prioritised

A RN brand and award of endorsement process will be developed

(b) **Process** (The Goals = Foundations, Community Strengths/Assets, Future Focus, RN Future)

PHASE 1 – Planning & Foundations

- *Much work has been done already* by the Interim Steering Group, the Coordinator and the RNC on planning and foundations over the last year. Relationships built, funding sourced, community meetings held, Coordinator appointed, RNC formed, [Facebook page](#) (266 Follows) and monthly newsletter established (114 subscribers), community engagement through Creative Market, meeting 'on the street', Raglan Chronicle and public events.

And to continue this work of Phase 1

- Coordinator and team develops the Project Plan
- RNC updates the Introduction, The community plan process, Description of the community, RN Themes and Thresholds
- RNC gathers stats and predictions on growth in our area
- Coordinator and volunteers form the Focus Groups
- Funding Team – create funding plan and source funding to support the Update
- Comms Team, RCB, WDC, Community Volunteers – support the process
- Build community relationships – everyone!

PHASE 2 – Content Development & Info Gathering

- Focus Groups form, attend 2 facilitated Focus Group workshops, gather information to create Snapshots.
- RNC host workshops for Focus Groups and for community on Treaty of Waitangi and Future Focus.

PHASE 3 – Community-Wide Consultation

- Snapshots are shared with the community as a base/starting point for community consultation.
- Coordinator/RNC/Facilitators - Community consultation around the Snapshots - create questions and engage community in conversations (face to face, open meetings, online, paper and phone survey) and encourage their input.
- RNC and RCB to design RN future management plan to include in draft

PHASE 4 – Content Development to draft, project prioritising and then to final plan

- Revision Team collate the community consultation information and add to the community Snapshots for the RN draft.
- Draft to go to Focus Groups (and community) for comment and prioritising of projects.

- Revision Team collate feedback and with RNC produce the final plan RN 2018 for community mandating.
- Celebrate!

(c) **Workshops.** The workshops will be a key part of the process in Phase 2 and are needed to support the goals for the RN Update. (The Goals = Foundations, Community Strengths/Assets, Future Focus, RN Future)

- Focus Group Workshops 1 and 2 will bring the Focus Groups together on the purpose and values of the RN Update, provide an effective framework to guide clear discussion and communication, brainstorming of content, designing community engagement processes and bringing it all together to create the Focus Group Snapshots. Workshop 1 will be a whole day workshop, Workshop 2 half day. We plan to bring in Denise Bijoux, who is an experienced facilitator with Inspiring Communities, an organisation leading the way in community-led development in NZ.
- Future Focus Workshop to be a 'Think Tank' where 5-6 people talk about the emerging trends and changing climate in their field (economics, social, health, environment, technology, tourism etc) There is conversation around future thinking and planning and how these findings/learnings relate to Whaingaroa. Charlotte Catmur is a Climate Change expert and local resident and is keen to work with us on putting this workshop together.
- Treaty of Waitangi Workshops from Ingrid Huygens (Tangata Tiriti – Treaty People) and local community members will provide rich learning around the Treaty, local histories and forward thinking conversation.
- Further information on these workshops is available.

(d) **Timeline** - see attachment (1)

The timeline sets down the Phases, the specific tasks/milestones and dates.

(e) **Key performance indicators (KPIs)**

1. Delivery of the updated community plan by November 2018.
 - Focus Groups established by 31 March
 - Future Focus Workshop and Focus Group Workshop 1 held by 30 April
 - Focus Group Workshop 2 and Snapshots from Focus Groups by 31 May
 - Community-wide consultation plan finalised 31 May
 - Management Plan development June
 - Community-wide consultation June/July
 - Collating feedback, prioritise projects and community plan draft prepared by end September
 - Finalising the community plan end October
2. Working to budget
 - Monthly reporting
 -

3. Monitoring outcomes – are we working toward the identified outcomes?
 - Monthly reporting on progress to outcomes
4. Community participation & Relationships (including successful partnership between Community, RCB, Councillor and WDC)
 - Comms Plan to set targets for community participation by 31 March
 - Relationship Map to be developed by Coordinator by 15 March
 - Monthly reporting by Coordinator on Relationship Map framework
 - Monthly reporting by Comms Team on Comms Plan/targets
5. Included in the Management Plan will be KPIs such as community support, RCB and Council implementation, updating and application of the community plan in the community, outcomes – how is it affecting the development of Whaingaroa.

5. The Team – Roles

(a) Raglan Community Board (RCB)

- Responsible for holding and updating the community plan, currently Raglan Naturally (RN). Plan to be updated every three years to align with Council's Long Term Plan (LTP) review.
- Advocates for the community on RN with WDC
- Ensures RN is in the WDC planning and policies for the area.
- Includes priority projects from RN in their submission to WDC for LTP and District Plan reviews.
- Can delegate the updating (to the Raglan Naturally Committee (RNC) or other)
- If delegated, the role of RCB during the update process is to:
 - Request formal monthly reports from RN Committee (for inclusion in RCB agenda)
 - Provide feedback on the report to RNC, within 7 days
 - Meet 3 monthly with RN Committee
 - Appoint the RNC members
 - Appoint one or more RCB members to sit on RN Committee as RCB RN Committee Rep. RN Rep. to monitor RNC progress and report to RCB. Rep to provide update to RN Committee on RCB work, community issues, projects and developments and to fulfil RNC role.
 - Support the recommendations from RNC to WDC

Currently RCB have delegated the updating to the Raglan Naturally Committee

(b) Raglan Naturally Committee (RNC)

- RNC is made up of the RN Coordinator, Chair, Secretary and Committee Members who are representatives from identified community organisations/groups (including the Raglan Community Board).

(c) RNC Coordinator

- Manage the process and relationships
- Report to the RNC fortnightly on actions (incl. request for support, spending, approval)
- Report to the RNC and RCB monthly on project progress and targets
- Prepare the Project Plan – including Process and Timeline
- Work with Focus Groups, Support Groups, identified community organisations, RCB and WDC.
- The Coordinator position is a paid part-time position and is a contract with the RNC. See attachment (2) Coordinator Job Description.

- Is not expected to carry out all tasks in contract but is responsible to delegate.
- Key Responsibilities and Tasks
 - Administration and Governance
 - Community Engagement & Consultation
 - Communication and Promotion
 - Reporting
 - Funding
 - Inclusion of the principles of Te Tiriti o Waitangi in RN
 - Relationship Management
 - Other tasks

(d) RNC Chair

- Chairs monthly committee meetings
- Establishes a meeting process to follow, and ensures RNC understands (future focused and supportive to coordinator)
- Support the Coordinator outside of meetings, when required (with skills or information)
- Chairs 3 monthly meeting between RCB and RNC
- Has clear understanding of the Update Process

(e) RNC Secretary

- Organise RNC monthly meetings, including scheduling, agenda, venue, minutes and record keeping.
- May choose to also be a Committee Member

(f) RNC Committee Members

- May include the Secretary
- Are representatives from identified community organisations/groups (including the Raglan Community Board). Act as liaison between RNC and any organisations or communities the member is aligned with.
- Are a RNC contact and liaison for one or more Focus Groups
- Are volunteers
- Communicate their commitment to being on the RNC for the agreed duration of the RN Update
- Keep relevant and updated on the project.
- Promote the RN process wherever possible in the community and communicate key messages from the meetings.
- Espousing and embodying the values of RN in everyday community affairs
- Commit to attend monthly meetings
- Attend key workshops (i.e. Treaty and Future Focus workshops)
- Contribute to the RN Update
- Approve spending
- Appoint Coordinator and oversee their work
- Support the Coordinator outside of meetings, when required (with skills or information)
- Commit to reading Coordinator's fortnightly reports and responding within a week.
- Explore options to manage the long term community oversight of RN (in cooperation with RCB and WDC) and present this to the community for decision and inclusion in RN 2018.
- If members are unable to meet some but not all of these commitments, this needs to be communicated to RNC.

(g) Focus Groups

- There are currently 15 key areas of focus in RN 2001. Focus Groups are likely to work on one each, they may have the capacity to work on two.
- Assemble a group of people with expertise and information about the focus area.
- Work to the RNC Focus Group Brief. See attachment (3).
- Develop the content of the plan to the point where it is returned to the wider community for input.
- We currently have 10 of the 15 Focus Groups in various stages of forming – ie. people committed to the Focus Group, may have a full group, may have met more than once already. This equates to approximately 35 community members as support and volunteers to the process. There is likely to be 60+ people actively involved in the Focus Groups.

(h) Communications and Marketing Group

- Are volunteers
- Promote RN to the community via media, online and possibly through a website
- Develop a Communications and Marketing Plan and budget (with Coordinator). See attachment (4).
- Communicate the 3 key messages that come from monthly RNC meetings.

Will communicate to:

- show how Raglan Naturally has an important role to play in Raglan's future.
- Increase levels of community engagement and support.
- Increase community understanding of what Ragan Naturally is and processes involved.
- Showcase the outcomes already achieved
- Build wider understanding of how to engage with Raglan Naturally
- Establish and maintain regular communications with the community
- Respond to community conversations, referring them to RN process and opportunity to get involved.

(i) Funding Team

- Are volunteers
- Prepares a Funding plan
- Seeks funding and support for the update.
- Investigates and recommends innovative ways of fundraising such as crowd funding, sponsorship and social enterprise that might lead to ongoing sustainability for RN.

(j) Revision Team

- Are volunteers
- Work closely with the Coordinator and provide expert skills to review Snapshot documents created by the Focus Groups, create a document for community wide consultation (including questions/survey), collate feedback from community consultation and create a draft RN 2018. Work with further input to the draft to create the final document, RN 2018.

(k) Waikato District Council

- Encourage communities to develop a community plan as this helps them (the community) think more strategically about the projects/aspirations of their community. However, they also understand that developing a community plan can be resource intensive and many communities do not have the resourcing to develop these plans so understand if they can only submit a list of community projects.

- Provide support to communities to develop community plans as resourcing becomes available. Encourage communities to take full ownership of these plans and will support them in developing these plans where they can.
- How much weight does a plan have in WDC/WRC? Community plans have in the past been used to inform structure plans (land use and infrastructure plans). These, in turn, help to inform the WDC LTP. An example of this was when Raglan Naturally was used to inform Plan Changes 14 – Raglan Rezoning. The better the plan is written and how much the community has been consulted with in developing the plan will help to give weight to the community plan.
- Question to WDC: is there anywhere in the WDC planning documents that refers to community plans and how the WDC works with them?
Response: not specifically that I'm aware of.
- In terms of timing of the development of community plans, this is subject to change depending on who from Council is driving them and the process they are wanting to follow however it shouldn't vary too much. The community plans should be finalised by around March two years prior to the LTP being adopted. LTP's happen every three years so the next one will be adopted prior to 30 June 2019.
- **And from a recent conversation with key Council staff...** Have changed their strategy around community plans. WDC are taking a more 'hands off' approach as they recognise that there is a need for community led development in collaboration with Council. They are working to clarify their role in the development of community plans and are keen to work closely with RN. They see that the Raglan Community Board and RN are 'ahead of the game' in the district, in that they are challenging the way that Council is working in the community and looking at creating a robust, community-led and future focused community plan. Council acknowledge that RN 2018 could provide a blueprint for the way that community plans are developed in this district and a plan that is of real value to the Council.

(l) The Community

- Community organisations, groups, businesses and community members are very supportive of RN update.
- Community members and businesses have offered their volunteer time, skills and products. Community members actively approach the coordinator to get involved.
- Coordinator to develop a volunteer database and simple agreement for volunteers

6. Funding

Funding team to form. Team to create a funding plan and seek funding for the RN Update. RN is not set up as an independent not-for-profit organisation but is currently operating under RCB as a delegated committee. The Whaingaroa Environment Centre have agreed to umbrella Raglan Naturally, on the condition that we work together to create a partnership beneficial to both parties. See below for budget for the project. WDC has allocated \$6,000 to the update. Current balance \$2700.

BUDGET 2018		dated 28/02/18	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	Budget	Will seek Sponsor/Volunteer/Timebank											
Coordinator/s													
10 Months (10 hours per week @ \$25 per hour, \$250 weekly, \$1000 monthly)	10,000		1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Additional coordinator support with specific skills	1,000	Sponsor - CoCommerce + Volunteer	150		300		250		300				
Faciliator for public meetings	?	Volunteer/Timebank											
Facilitated Focus Group Meetings x 4 , venue, refreshments	600						300	300					
Open Consultation Meetings x 2 - venue, equipment hire, refreshments	400								200	200			
Revision Group - info collation, document creation to Draft	?	Volunteers											
Funding Team source funding for update	?	Volunteers											
Communications/Marketing - Community Engagement													
Raglan Chronicle - monthly advert 1/2 page \$380 x 10 months	3,420			380	380	380	380	380	380	380	380	380	380
Creative Market stall - monthly \$20	180			20	20	20	20	20	20	20	20	20	20
RN presence at Community events (Maui Dolphin Day..)	200			40		40		40		40		40	
Promotional materials - flyers, small posters		Volunteer design, Sponsor printing - WDC/local business											
Large Posters x 2 - design and print (\$280 each)	560			280				280					
Website?	?	Volunteer											
Facilitated Workshops													
Focus Group Workshops 1 & 2 - Denise Bijoux (including reimbursement of travel and accom.and gst.)	5005						3494	1511					
Future Focus	500	Volunteers			500								
Treaty - Ingrid Huygens - full day workshop	1500					1725							
Treaty - Community Members - 2 x half day	1500					750		750					
			FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Admin													
Meeting rooms/koha - Kokiri	250				100				150				
Meeting rooms/koha - Poihakena	225			25	25	25	25	25	25	25	25	25	25
Supper Room/Town Hall		sponsor - WDC through RCB/Town Hall Committee											
Printing		sponsor - WDC through RCB/library											
Publishing RN 2018		sponsor/WDC											
	25340	0											
TOTAL		25340	1150	1745	2325	3940	5469	4306	2075	1665	1425	1465	

7. Communications and Marketing

Communications Team to finalise Communications Plan for 2018. See attachment (4) draft Comms Plan.

8. Management Plan

To be developed by the RN Committee and Raglan Community Board.

Attachment 1. Timeline		MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
PHASE 1 - PLANNING & FOUNDATIONS										
Project Planning	Develop Project Plan - approval by RNC	yes								
	Ongoing development of plan									
Admin & Governance										
	Raglan Naturally Committee (RNC)									
	RNC monthly meetings		8	5						
delegate to Secretary	RNC meetings - organising, agenda, minutes, records									
delegate to Chair	RNC meetings - chairing									
	RNC roles		8							
	RNC/RCB 3 monthly meeting			5						
	Project Management Systems - set up, Trello		23							
	Volunteers - set up and maintain a capability matrix, volunteer role descriptions/agreement, delegate jobs, record, join timebank		23							
	Financial - set up and administer financial systems									
	Contacts - set up, share and maintain contact list - to include supporters, volunteers, team members		23							
	Internal Comms manage internal comms to ensure all RN Team/Volunteers are kept updated on the projects' activities, RN documents and contact database		23							
Funding & Support										
	Contact potential funders/funding round dates		9							
	WDC planning and funding, develop relationship/plan		5 meet with Surya Pandey (WDC), 31							
	WEC as umbrella organisation - develop partnership		31							
	Funding Team forms		31							
Funding Team with C support	Funding Plan developed		31							
Funding Team	sources funding to support update	1745	2325	3940	5469	4306	2075	1665	1425	1465

		MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
Reporting	Report fortnightly to RNC on actions (incl. request for support, spending, approval)	5,23	6,20							
	Report monthly to RNC and RCB and WDC (to align with RCB agenda/meeting) on KPIs		2,27							
Foundations										
	Treaty of Waitangi - assists with organisation of workshops and any other required work to ensure alignment of RN and the Treaty.		5 RNC meeting outline for workshop	26 Ingrid Huygens tbc			31			
	Appoint people to support Treaty work/plan/implementation	8								
with Lisa T/Shannon	Rangatahi, Youth meeting		20							
Future Focus	Future Focus Workshop	outline	31							
	Future Focus - plan research post workshop		7							
Relationships & Engagement	create relationship map and identify organisations and individuals	8,15								
	establish and maintain excellent relationships with identified organisations and individuals, in particular Iwi, WDC, RCB, funders and local community organisations	15 plan of how to ongoing								
	respond to recent RN FB									
	attend Creative Market	11	8							
	attend local events	3 Maui Dolphin								
	attend local meetings - see relationship map - make a plan	7 Disability Support, 14 Community Network	Marae Committee 1st 10-12 (1st Sun of month)							
	update to community at public meeting		by 15th							
Coordinator/RCB	Create MOU RCB/RNC		13							
Coordinator/WDC	Planning and Support from WDC, develop relationship/plan/MOU	5,31								

		MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
Communication/Marketing										
Comms Team with C support	Finalise the Comms Plan and a budget		31							
Comms Team	work to the Comms Plan to promote RN to the community	ongoing								
	Oversee a process to review and/or update the RN Brand and logo and any promotion material needed				1					
Facilitators										
	Engage facilitator/s		16							
	Develop facilitator brief?									
Revision Team										
	form revision team		30							
Planning RN's Future										
with RNC and RCB	design RN future management plan to include in draft						aug			
PHASE 2 - CONTENT DEVELOPMENT and INFO GATHERING										
RNC - delegated and supported by Coordinator	updates the Introduction, Community Plan Process, Description of Community, RN Themes and Thresholds		31							
RNC - delegated and supported by Coordinator	gathers stats and predictions on growth			31						
Focus Groups										
	Focus Groups - Spreadsheet		31							
	Focus Groups - Worksheet		31							
	Focus Groups A - receive brief <i>Beautification, Business, Community Wellbeing, The Arts, Education, Environment, Infrastructure, Tourism</i>		9							
	Focus Groups B - receive brief <i>Local Government Planning/Housing, Education, Employment, Home Based Ventures, Industry & Manuf., Public Safety, Recreation, Transport</i>		31							
with Facilitator	Focus Group Workshop 1 (RN process, values, brainstorm community strengths, workshop future challenges/opps, identify who to consult with, develop questionnaire)					9	Denise Bijoux, Inspiring Comm.			
Focus Groups	consult with community & gather info for Snapshot					June				
with Facilitator	Focus Group Workshop 2 (create Snapshot)						9			

		MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
PHASE 3 - COMMUNITY-WIDE CONSULTATION										
Coordinator/RNC/Facilitators	Create plan for community consult			31						
Coordinator	<i>Create survey and oversee production, distribution and collation</i>						31			
Coordinator	Snapshots shared with community as starting point for community consultation					31				
Coordinator/Facilitators	Engage the community (face to face, open meetings, online, paper and phone survey) and encourage their input						aug	sept		
PHASE 4 - CONTENT DEVELOPMENT TO DRAFT 1										
Revision Team with support from C	collate community consultation responses and add to the Snapshots to create the RN draft								oct	
	<i>collect and collate any research data or other information required to inform priority projects identified</i>						aug	sept	oct	
Coordinator	draft to Focus Groups and community for comment and project prioritising								end oct	
Revision Team with support from C	Collate feedback and with RNC produce the final plan, RN 2018									nov
Everyone	Celebrate!									31

RAGLAN NATURALLY COMMUNITY PLAN UPDATE
COORDINATOR CONTRACT DESCRIPTION

BACKGROUND

The Raglan Naturally Committee (RNC) was established with the support of the Raglan Community Board following a community meeting in 2016, to:

- Review and update the Raglan Naturally Plan completed in 2001, by means of a process of community engagement, prioritising and mandating
- Ensure ongoing community ownership and oversight, and maximise community involvement in its implementation

Waikato District Council has resolved to grant a budget towards revision of the Plan. RNC wishes to contract a Coordinator on a short term, part time basis to project manage the process and relationships.

The revision process aims to be completed by November 2018, in time to influence the next Long Term Council Plan.

The Coordinator will report to the Raglan Naturally Committee, a volunteer group, through its Chair, and work with the convenors of working groups, some of which are in existence, key stakeholder groups, and WDC staff as necessary. It is not expected that the contractor will necessarily carry out all tasks, but be responsible for finding people who can, and supporting their work.

It is expected that the contractor will work approximately 15-20 hours per week. The current budget is sufficient for approximately 3 months, which will allow the project to be established. Further funding beyond the initial term will be sought. If funding applications are successful, and if performance is satisfactory, the contract term may be extended.

The position is a contract. The contractor will be expected to pay their own tax and all associated costs from the contract sum of \$25 per hour.

Payment will be made by regular invoices at a frequency to be negotiated.

KEY RESPONSIBILITIES AND TASKS

ADMINISTRATION AND GOVERNANCE	<ul style="list-style-type: none"> • Organise all required meetings of the RNC, including scheduling, agendas, venues, minutes and record keeping, with the Chair • Establish with the RNC, a Charitable Trust or similar legal entity • Set up and administer financial systems within the available budget • Set up and maintain a register of all RN supporters and project groups to facilitate ongoing communication • Set up and maintain a capability matrix to maximise the input from community volunteers
COMMUNITY ENGAGEMENT, CONSULTATION	<ul style="list-style-type: none"> • Oversee the planning, timetable and all aspects of organisation of the consultation/engagement process including selection and briefing of facilitators, recording and communication • Oversee the production, distribution and collation of any surveys required • Ensure all processes maximise participation of all members of Raglan’s communities and are in line with the values of RN • Collect and collate any research data or other information required to inform priority projects identified • Oversee or prepare the final Draft Plan to meet the deadline for a final community mandate
COMMUNICATION AND PROMOTION	<ul style="list-style-type: none"> • Work with the Communications Group to develop and implement a RN communications and promotion strategy • Manage internal communications to ensure all project groups are aligned and informed of each groups activities • Maintain the RN Facebook page • Oversee or prepare any press releases, advertisements etc required • Oversee a process to review and/or update the RN Brand and logo and any promotion material needed
REPORTING	<ul style="list-style-type: none"> • Oversee or prepare regular project progress reports to Raglan Community Board and WDC Report to include update on all aspects of project, see Project Timeline

	<ul style="list-style-type: none"> • Prepare reports to the RNC and RN supporters as required
FUNDING	<ul style="list-style-type: none"> • Work with the Funding Group to develop and implement a funding strategy for the Plan and for any projects which may be set up • Oversee or prepare funding applications as necessary including, as a priority, funding to continue the contract beyond the initial term • Investigate and recommend innovative ways of fundraising such as crowd funding, sponsorship, social enterprise that may lead to ongoing sustainability for RN • Prepare compliance reports as needed for funding organisations
TE TIRITI O WAITANGI	<ul style="list-style-type: none"> • Assist with the organisation of Treaty of Waitangi workshops and any other required work to ensure alignment of RN and Te Tiriti • Provide ongoing support and oversight in conjunction with the Treaty working group
RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Establish and maintain excellent relationships with key organisations and individuals, in particular WDC, RCB, Iwi, funders, and identified local community organisations
OTHER TASKS	<ul style="list-style-type: none"> • Perform such other tasks as may be determined from time to time

SKILLS AND ABILITIES

Project Management, financial	<ul style="list-style-type: none"> • Demonstrated skills in project management including attention to detail in planning, success in meeting deadlines • Experience managing budgets and financial reporting
Computer skills	<ul style="list-style-type: none"> • High proficiency in computer skills including Microsoft Office suite • Facebook use, social media knowledge and skills • General facility with computers and ability to learn new programmes quickly
Community Development, Raglan knowledge	<ul style="list-style-type: none"> • Strong knowledge and commitment to community development • Experience in volunteering and /or community sector organisations governance or management • Knowledge of Raglan community networks • Understanding of the social, economic and environmental issues facing Raglan and their interconnections
Relationships and conflict management	<ul style="list-style-type: none"> • Excellent demonstrated relationship management skills and experience • Demonstrated ability to accept and deal constructively with conflict, and dedication to 'win-win' solutions
Communication Skills	<ul style="list-style-type: none"> • Outstanding written and oral communication skills • Able to communicate well with all ages and levels of society • Knowledge of Te Reo would be an advantage
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the values of Raglan Naturally, especially inclusion and integrity • Self -motivation and self-management, capable of working without close supervision • Well-developed ability to deal with pressure

Raglan Naturally Update

Transport

Focus Group Brief

Welcome to the Raglan Naturally Team! We are in the middle of our community plan update and its now time for Focus Groups to work on the draft content of RN 2018. We do appreciate you volunteering your time and energy and trust it will be rewarding for you. Each Focus Group will be working to the same Brief to provide consistency and keep the project on track.

- 1) To review and update the Transport section of Raglan Naturally to create a draft Snapshot for community wide consultation.
- 2) To work in align with the RN Values:
 - a. Acknowledgement of and inclusion of the principles of the Treaty of Waitangi
 - b. Working in partnership with and consulting with Iwi and hapu
 - c. Environment focus
 - d. Inclusivity (including and hearing all voices)
 - e. Collaboration (many people, groups and sectors working together)
 - f. Community-led development (working together to create and achieve locally-owned visions and goals)
 - g. Strength-based process (focusing on what we have, rather than what we don't have)
- 3) Snapshot to include:
 - a. **What We Have.** Community Strengths. Who's who, what's happening in the community, What/who are our community strengths, assets and resources. What are the projects, related planning documents, relationships and stories to celebrate. How does your focus area connect with other areas of the plan. During this process we hope that relationships will be built and that you are able to help spread the word about RN.
 - b. **Future Focus.** Emerging trends, future challenges and opportunities.
 - c. **What We'll Accept, What We Aspire To, What We Don't Want** – updated
 - d. **Priorities for Action** – updated. What has been achieved, what is in place. New priorities listed.
- 4) Remember 😊 Facilitate the gathering of community ideas/needs/aspirations. This is the Community's plan (not the Coordinator, RN Committee or Focus Group's plan)! You are responsible for gathering information and not for actioning projects or following through on ideas.

Focus Groups ideally to consist of community members with interest and strengths in this area and the main stakeholders in the community. A member of the RN Committee will also join you. Ideally each group would have a 'driver' and an admin person. 😊

RN Review Process and Timing – Summary

Feb/March	Focus Groups form and receive Brief
March/April	Workshop. Future Focus – how do we plan for the future?
April	Workshop. Treaty of Waitangi
April	Focus Group Workshop 1. RN process, Foundations & Values, Community Strengths, Future Challenges/Opportunities, Questions for community.
April/May	Focus Groups consult with identified community groups/organisations/members
May	Focus Group Workshop 2. Bringing it all together to create Snapshots. New projects/priorities identified.
May	Community wide consultation plan finalised (questions, survey, meetings)
June	RN Committee and Raglan Community Board – develop future management plan to include in RN draft.
June/July	Community wide consultation on RN draft.
June/July	Workshop. Treaty of Waitangi
Aug/Sept	Collating community feedback, RN draft, project prioritising,
Oct	Create RN 2018 final for community mandating
Nov	Celebrate!
2019	RN 2018 informs the council's Long Term Plan review RN supports community priorities for local action

Workshops at least one member of the focus group to attend RN workshops and take the responsibility to share with and inform the group.

Community Engagement Opportunities to further your work in engaging with the wider community will be supported through 2-3 public events, through the Chronicle, the RN database and newsletter, the RN market stall and RN Facebook. Here you can present your ideas, findings and questions.

Introduction with Coordinator Gabrielle will run through the Raglan Naturally revision process and timing, communication, information sharing and exchange etc. Please contact Gabrielle to arrange this.

Resources keep in touch about the resources your group needs. The Funding team will be working on gathering funds to support the review process.

Support we will have Communications/Marketing, Funding and Revision Project Support Groups to support you along the way as well as the Coordinator and the RN Committee.

Meeting space available the marae meeting room will be available every Monday from 4-6pm for focus groups – please contact Gabrielle to confirm. The library meeting room is available for RN meetings – please book.

We are looking forward to working together to creating Raglan Naturally 2018 - an inspired vision and guide for our community. A community plan that is alive, connected and growing!

Raglan Naturally - Communications Plan – draft

1. Introduction

Raglan Naturally is entering an important phase as it seeks to re-establish itself as a key voice for the community on all issues.

Its key document is undergoing a major review and Raglan Naturally needs to promote itself within the community, clearly communicate its vision and maximise community engagement to achieve positive outcomes for the Raglan community.

2. Background

The Raglan Naturally Plan (RNP) was first published in 2001 following an initiative by the Waikato District Council (WDC) in partnership with the Raglan Community Board (RCB) to commission a study to document the aspirations of the local community with respect to the future management of growth and development of Raglan/Whaingaroa. The WDC worked closely with a local study group (Project Team) comprising 13 members, to consult with the community and gather information.

The RNP 2001 identified key areas of project priorities for community infrastructure and facilities, created a roadmap for relationships and responsibilities between the community of Raglan/Whaingaroa, the RCB and the WDC. Mechanisms of update and reporting were established that aimed to ensure the RNP remained current, relevant, in-line with community aspirations and would provide pathways for the community to manage future challenges and opportunities.

A review by WDC in 2008, briefly summarised the intent of the original document and re-affirmed its relevance. A comprehensive project list is detailed but has no ranking, priorities or commitment expressed to complete any of the projects.

In August 2016, a celebration of what had been achieved was hosted by the Raglan Community Board, and attracted over 100 people. The idea of refreshing and updating the plan was enthusiastically endorsed by the crowd, who also took the opportunity to register some initial thoughts on new actions and priorities.

Alongside the community, the RN Steering Group, Raglan Community Board, Counsellor Lisa Thomson, Iwi, and Raglan Chamber of Commerce are in support of an update of Raglan Naturally.

The revision of Raglan Naturally would see the original planning process be updated and replicated, to produce an updated version of Raglan Naturally.

This plan would be the blueprint for the future development of Raglan, and accurately reflect the new challenges and opportunities faced in Raglan.

The key aim is to create a plan that will be written, owned and held by this community. A living, breathing document used by everyone in Whaingaroa, promoting a set of inclusive values such as kaitiakitanga and collaboration, which would underpin the way we work, both together and with Council.

3. Strategic Alignment

Goals: What We Want to Achieve - Raglan Naturally Project Plan

Review and update Raglan Naturally 2001 to produce Raglan Naturally 2018 (by November 2018). Review the foundations, culture and values of Raglan Naturally and include Treaty of Waitangi, a stronger environmental element, Whole Community Engagement and a Future Focus. These new learnings to produce strong and representative RN Culture and Values.

Engage with the whole community in an inclusive manner and in line with our Values

The first stage of the 2018 review identified some clear goals for the update of the plan:

- Build on Foundations and values to include:
 - Inclusion of the principles of Te tiriti o Waitangi in RNP
 - Deeper consultation with local iwi
 - Local workshops to expand understanding of Te tiriti o Waitangi
- Future Focus
 - Stronger focus on future challenges and opportunities including priorities for action
 - Update of growth predictions, economic and demographic data
 - Identify potential impacts of growth and identify actions
- Relationship between community and WDC
 - Create a community designed management plan and structure for RNP
 - Secure agreement and commitment to RNP goals with RCB and WDC
- Ensure sustainability for RNP
 - Process map a management plan to ensure ongoing relevance of RNP
 - Commit to support the work of keeping RNP alive, implemented and visible

Objectives: The steps we will take – Raglan Naturally Project Plan

Engage with the whole community

- Develop our Values and Processes for inclusivity and engagement
- Identify different voices, ways of communicating, build relationships with individuals and groups.
- Through RN Facebook page, monthly Newsletter, regular Chronicle, Radio, Raglan 23, Raglan FB Noticeboard
- Face to Face – in the street, Creative market, Focus Group meetings, RN reps at local meetings/events, RN Community Events

4. Overarching Communication Goals

- Communicate how Raglan Naturally has an important role to play in Raglan's future
- Increased level of community engagement and support.
- Increased community understanding of what Ragan Naturally is and processes involved.
- Showcase the outcomes already achieved
- Wider understanding of how to engage with Raglan Naturally
- Establish and maintain regular communications with the community

5. Key Messages

- Raglan Naturally is about planning for the future we want

- It's easy and important to have your say on any issue
- Raglan Naturally is by and for Raglan
- Raglan Naturally is working to make our community a better place
- Raglan Naturally is Raglan's voice within local and central government

6. Communication Measures

Provide a list of how you will measure success.

- Successfully develop a Raglan Naturally website by December 2018.
- Launch and maintain monthly email newsletters from November 2017.
- Increase number of email newsletter subscribers each month.
- Increase engagement numbers from events such as markets.

7. Audiences

List the people that will be communicated to through comms channels:

- Media
- Public
- Stakeholders, including WDC, WRC, iwi

8. Te reo Māori

Te reo Māori should be used and encouraged in all communications where applicable and appropriate.

9. Responsibility

List those that will be overseeing the comms plan and the tactics taking place:

- Raglan Naturally coordinator and RN Committee
- Raglan Naturally communications and marketing group

10. Sign off

List the individuals that will be required for sign-off on material:

- Raglan Naturally coordinator
- Raglan Naturally Committee

11. Budget

12. Timing and Duration

Regular communications, emphasis on events/publicity

Includes Monthly e-newsletter, events, hui, wānanga, Facebook updates, Insta, Twitter? #RaglanNaturally

13. How we will work together

The Communications and Marketing Group will work with the Raglan Naturally coordinator to develop and implement communications activities on various platforms.

14. Risks

List the risks, from a comms perspective, that could have an impact on comms activities and, ultimately, Raglan Naturally

- Risk 1: Raglan Naturally is seen as just another community organisation offering few benefits. This will be mitigated by regular, clear and comprehensive communications.

15.Tactics

Below is a list of suggested tactics

Internal Comms		
Task	Responsible	Deadline
Regular updates of all aspects of Raglan Naturally to Comms and Marketing Group	Gabrielle	Monthly
External Comms		
Task	Responsible	Deadline
Regular column in Chronicle		Ongoing
Monthly e-newsletter		Ongoing
Other		As required
Raglan on the couch		
Events?		

Marketing		
Task	Responsible	Deadline
Advertising for events/meetings		As required
Around town/noticeboards?		

Publications		
Task	Responsible	Deadline
Chronicle		
Other?		

Online / Website		
Task	Responsible	Deadline
Website development?		

Social Media		
Task	Responsible	Deadline
Facebook/Social media – strong imagery including video		Ongoing

Stakeholder Management		
Task	Responsible	Deadline
Briefings to WDC/WRC		
Briefings to Community Board		

16. Justification

If you need to justify any of the tactics outlined above, do so here: