

CENTRAL HAWKE'S BAY



**I hereby give notice that a Environment and Regulatory Committee Meeting will be held on:**

**Date:** Thursday, 22 March 2018  
**Time:** at the conclusion of the Risk and Audit Committee meeting  
**Location:** Council Chamber  
28-32 Ruataniwha Street  
Waipawa

# **AGENDA**

## **Environment and Regulatory Committee Meeting**

**22 March 2018**

*Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.*

**Monique Davidson**  
**Chief Executive**

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## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Notice is hereby given that a meeting of the Environment and Regulatory Committee will be held in the Council Chamber, 32 Ruataniwha Street, Waipawa on **Thursday, 22 March 2018** commencing following the Risk and Audit Committee.

**PRESENT:** Councillor D N Tennant (Chairman)  
Councillors T R Chote, B W Muggerridge, I G S Sharp and Her Worship the Mayor Walker

**IN ATTENDANCE:**

M R Davidson	Chief Executive
Josh Lloyd	Group Manager, Community Infrastructure and Development
B M Smith	Group Manager, Corporate Support and Services
L A Collecutt	Governance and Support Officer
Roger C A Maaka	Maori Consultative Committee Representative

### 1 APOLOGIES

### 2 DECLARATIONS OF CONFLICTS OF INTEREST

### 3 STANDING ORDERS

#### RECOMMENDATION

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

#### RECOMMENDATION

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

### 4 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

#### RECOMMENDATION

THAT Council has read the reports associated with items 5.1, 5.2, 5.3 and 6.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

**5 REPORT SECTION****5.1 CONFIRMATION OF MINUTES****File Number:** COU1-1412**Author:** Leigh Collecutt, Governance and Support Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Environment and Regulatory Committee Meeting Minutes - 30 November 2017**PURPOSE**

Attached are minutes of the Environment and Regulatory Committee meeting held 30 November 2017

**RECOMMENDATION**

THAT the minutes of the Environment and Regulatory Committee meeting held 30 November 2017, as circulated be confirmed as true and correct.

**CENTRAL HAWKE'S BAY DISTRICT COUNCIL**

Minutes of a meeting of the Environment and Regulatory Committee held in the Council Chamber, 32 Ruataniwha Street, Waipawa on **Thursday 30 November 2017** commencing at **1.33 pm**.

**PRESENT:** Councillor D N Tennent (Chairman)  
Councillors T R Chote, B W Muggerridge, I G S Sharp and Her Worship the Mayor Walker

**IN ATTENDANCE:**

P S McKinley	[Land Transport Manager]
T R Cook	[Regulatory Services Manager]
B E Way	[Utilities Manager]
B M Smith	[Chief Financial Officer]
S J Thrush	[Technical Services Manager]
D C Moorcock	[Corporate Administrator]
Roger C A Maaka	[Maori Consultative Committee Representative]
Annand	[Councillor]
Burne-Field	[Councillor]
Minehan	[Councillor]

#### 1.0 APOLOGIES

#### 2.0 DECLARATIONS OF CONFLICTS OF INTEREST

No conflicts of interest were reported for minuting.

#### 3.0 STANDING ORDERS

**RESOLVED:**

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Cr Sharp / Her Worship the Mayor Walker  
CARRIED

#### 4.0 CONFIRMATION OF MINUTES

**RESOLVED:**

THAT the minutes of the Environment and Regulatory Committee Meeting held on 7 September 2017, as circulated, be confirmed as true and correct.

Her Worship the Mayor Walker / Cr Sharp  
CARRIED

## 5.0 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

### RESOLVED:

THAT the Committee has read the reports associated with items 6.0 and 7.0 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

Her Worship the Mayor Walker / Cr Sharp  
CARRIED

## 6.0 POLICY REVIEW

During the presentation the following was discussed:

- The Chief Financial Officer and Regulatory Services Manager spoke to the report.

### RESOLVED:

***That the Environment and Regulatory Committee recommend to Council:***

THAT the following policies listed below be adopted:

- 2.6 Dangerous and Insanitary Buildings Policy
- 4.1 Solid Waste Policy

### The reason for the decisions is

That it meets the purpose of local government as stated below.

*The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.*

Her Worship the Mayor Walker / Cr Chote  
CARRIED

## 7.0 WASTEWATER UPDATE

During the presentation the following was discussed:

- The Technical Services Manager spoke to the report.
- Query on the progress with the smell issues at Waipukurau.
- Update requested on the remedial remedies that have been proposed.

**RESOLVED:**

THAT the wastewater treatment update be received.

Crs Chote / Sharp  
CARRIED

**8.0 DATE OF NEXT MEETING**

**RESOLVED:**

THAT the next meeting of the Environment and Regulatory Committee be held on 22 March 2018.

Her Worship the Mayor Walker / Cr Muggerridge  
CARRIED

**9.0 TIME OF CLOSURE**

There being no further business the meeting closed at 2.00 pm.

**Confirmed this 22<sup>nd</sup> Day of March 2018**

.....  
**CHAIRMAN**

**5.2 LEACHATE TO LAND UPDATE****File Number:** COU1-1412**Author:** Harry Robinson, Utilities Engineer**Authoriser:** Josh Lloyd, Group Manager - Community Infrastructure and Development**Attachments:** Nil**PURPOSE**

The purpose of this report is to provide the Environment and Regulatory Committee an update on the Leachate to Land project

**RECOMMENDATION**

- (a) That the Leachate to Land Update be received as read

**BACKGROUND / PREVIOUS COUNCIL DECISIONS**

Leachate collected from the Central Hawke's Bay Landfill (Farm Rd Landfill) is currently tankered from site to the Waipukurau and/or Waipawa Wastewater Treatment Plants for treatment.

Historically, leachate generated from the landfill flowed by gravity to a clay and HDPE lined pond from which it was removed by tanker. In July 2007, the liner beneath the pond failed due to water pressure build up from an underground spring.

As a result the pond has not been used since that time, with leachate from the landfill being extracted directly from the drainage pipe coming from the landfill. This effectively uses the landfill to store leachate when abstraction cannot match leachate generation. If too much leachate is stored within the landfill, it could potentially result in greater quantities of leachate seeping through the landfill's lining system and into the surrounding environment.

Council wishes to reinstate a pond or alternative storage system and at the same time review the overall leachate management at the landfill to determine whether on-site treatment and disposal would be more effective than transferring the leachate to Council's Wastewater Treatment plants.

This work is being prioritised now and will remain a focus until a solution is reached.

**DISCUSSION**

In order to meet the requirements of the project, the following milestones are required with estimated timings dependent on the availability of contracting and consulting resource.

Item	Date Estimate
<ul style="list-style-type: none"> <li>Review a concept design drawn up by Tonkin+Taylor in 2011, including capping the expired cell</li> </ul>	June 2018
<ul style="list-style-type: none"> <li>Review recent, current and projected leachate flow data to confirm the concepts for an irrigation to landfill cap system</li> </ul>	June 2018
<ul style="list-style-type: none"> <li>Apply for a Resource Consent</li> </ul>	June 2018
<ul style="list-style-type: none"> <li>Determine whether an outline Plan of</li> </ul>	Sept 2018



Item	Date Estimate
Works under the National Environmental Standards for Assessing and Managing Contaminants in Soil to Protect Human Health, is required.	
<ul style="list-style-type: none"> <li>• Review leachate storage options</li> </ul>	June 2018
<ul style="list-style-type: none"> <li>• Design and cost solution (irrigation system)</li> </ul>	June 2018
<ul style="list-style-type: none"> <li>• Implement solution</li> </ul>	June 2019

## RISKS

There are risks associated with leachate to land irrigation, such as:

- Contamination of stormwater discharges
- Odour
- Contamination of surface soils on the landfill cap
- High winds and potential for spray drift outside the irrigation area, particularly if workers are working close by
- Potential for clogging of the pipe system with deposits from the leachate
- Potential for high ammonia concentrations to adversely affect grass growth on the cap
- Maintaining/mowing the vegetation growth on the irrigated area, as it will be unable to be grazed
- Contractual costs to run the irrigation system

The aim of raising these with Council is to acknowledge the risks, be aware of them and gain sufficient knowledge and expertise to employ the correct systems to render them manageable.

## COSTS

Council are not in a position at this point to be able to give accurate figures for the cost of setting up an irrigation system or the savings to be gained from one, as the figures we have to hand are dated and unreliable.

We are confident that we will be in a position to present revised figures at the next update.

## CONSENTING ISSUES

A Resource Consent will be required to permit Leachate to Land irrigation. Part of the application process is to have a topography survey done of the completed cell to be irrigated. This has now been done and our consultants, Tonkin+Taylor, have been instructed to proceed with the Resource Consent application.

## NEXT STEPS

It is anticipated that at the next update we will be in a position to present:

- revised figures for costs and savings
- revised costs for either repairing the present leachate store or replacing it
- a list of unknown costs, if any.

It is anticipated that by the end of the current financial year we will be in a position to:

- devise a plan and obtain costs for capping the existing cell
- design and cost an irrigation system.

### 5.3 WASTE WATER REVIEW AND INVESTIGATION UPDATE

**File Number:** COU1-1412

**Author:** Josh Lloyd, Group Manager - Community Infrastructure and Development

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** Nil

#### PURPOSE

The purpose of this report is to provide the Environment and Regulatory Committee with an update on the progress to date, and key timelines going forward, for the review and improvement of the Waipukurau and Waipawa waste water treatment plants.

#### EXECUTIVE SUMMARY

This paper provides an overview of the work underway to improve the Waipukurau and Waipawa waste water treatment plants. A terms of reference has been drafted and will be provided to Council on 5<sup>th</sup> April 2018. Critically, the project will encompass planned improvements to both Waipawa and Waipukurau treatment plants and will seek to complete the planning and solution selection phase in 2019 with physical works beginning in 2020.

#### RECOMMENDATION

That the Waste Water Review and Investigation Update is received as read.

#### BACKGROUND

The collection, transmission, treatment and disposal of wastewater is a function of the Central Hawke's Bay District Council (Council) permitted by the Local Government Act 2002. Council exercises this function by providing wastewater systems in Waipawa, Waipukurau, Otane, Takapau, Porangahau, and Te Paerahi on behalf of each of the communities serviced.

The Waipawa and Waipukurau treatment plants were upgraded between 2013 and 2015 by WaterClean Technologies Ltd. The upgrades divided existing ponds into multiple sections and saw the installation of tertiary treatment processes. Despite these upgrades, neither of the two plants have achieved full resource consent compliance, in particular for ammonia.

In 2017 additional upgrades were made to the Waipukurau plant, following in these, Council were faced with needing to respond to the generation of significant hydrogen sulphide odours. Further work was completed late in 2017 to mitigate the odour issue.

Council was issued an enforcement order in July 2017 with respect to non-compliant discharges of E. coli at Waipawa. The enforcement order mandated a 2 stage approach with stage 1 comprising a review of systems and additional monitoring and stage comprising the production of a formal report on findings and continued increased levels of monitoring. In the period since the E.coli breach, Council has successfully controlled E.coli levels and has completed stage 1 of the enforcement order. HBRC have agreed to produce a joint submission with Council to the Environment Court seeking to alleviate the burden of completing stage 2 and instead allow Council to focus resources and funds on developing a long term solution for Waipawa (that work being part of scope for this project).

## TERMS OF REFERENCE

A terms of reference for the proposed upgrade to Waipukurau and Waipawa has been drafted, is being reviewed and will be presented to Council on 5<sup>th</sup> April 2018. Key inclusions and elements of the terms of reference include:

- A single project will seek to review and improve both Waipawa and Waipukurau
- The project will take a long-term and wide view of waste treatment in the district
  - The integration of systems beyond Waipawa and Waipukurau will be included in scope
  - Active intervention and engagement with upstream stakeholders (waste creators) will be included in scope (this will likely necessitate a trade waste review and re-calculation)
- 18 months will be allowed for planning, design, solution selection and consultation
- Physical works will begin in 2020
- Additional budget will be sought for physical works (not covered in LTP)
- A project team and governance structure will be established
  - Teams will include internal and external staff
- New levels of project management discipline will be utilised
  - The DMAIC six sigma cycle will be utilised
- All aspects of the project will be consultative with a selected and diverse project reference group. If it emerges, the group will contain HBRC, Iwi, Trade Waste contributors, environment groups and community leaders.

## TIMELINE

The deliverables and timelines below are intended to realise benefits that support the objectives of the project. Critically, project establishment and planning to the point of a preferred solution being recommended is expected to be delivered in 2018. Physical works to implement the preferred solution/s are planned to occur in 2019 and 2020.

Objective Supported	Deliverable	Description	Timing
<b>Year 1-2:</b>			
All – general project mgmt. practice	Team Charter	Produce a team charter outlining structure and working behaviours of the project team	2018
	Project Mgmt Plan	Produce a project mgmt. plan that outlines the approach and controls to managing the project	2018
	Project governance	Establish governance structures including the formation of project team and project reference team.	2018

Objective Supported	Deliverable	Description	Timing
	Consultation	Consult with project reference group	Ongoing
Develop a comprehensive and measured understanding of the current problems at Waipawa and Waipukurau;	Expert assessment	Compile expert advice of current issues at both Waipawa and Waipukurau	2018
	Problem statement	Use expert advice and own knowledge to produce formalised problem statement/s. These expected to be technical.	2018
Develop a shared realisation of the requirements now and for the future of the Waipawa and Waipukurau treatment schemes (an assessment of 'what good looks like');	Project success criteria	Publish project success criteria. Short and long term criteria included.	2018
	Solution selection criteria	Publish criteria against which potential solutions will be evaluated.	2018
Develop a clear and concise assessment of works required to bridge the gaps between performance and expectation;	Works specification	Publish a detailed specification of key elements that must be addressed. This will be agnostic of solutions.	2018
Conduct an evaluation of potential solutions against success criteria and reach a shared view on a preferred solution; and	Submission framework	Determine and communicate the approach to be used by those wishing to submit potential solutions for consideration	2018
	Solution evaluation document	Prepare a document summarising the solutions considered. This to include the evaluation against defined criteria	2018
	Preferred solution	Publish and communicate the preferred solution. This to include a final paper to Council	2019
Engage with the	Communication plan	Produce a	2018

Objective Supported	Deliverable	Description	Timing
public and all affected parties about requirements, expectations, experiences and suggestions.		communication plan tailored to the requirements of all stakeholders	
	Governance Reporting	Weekly update reports to be sent to governance group (incl project team).	On-going
	Council Reporting	6-weekly updates to be provided to Council	On-going
<b>Year 2-3:</b>			
Engage a preferred contractor for works;			2019
Develop a timeline for works;			2019
Implement preferred solution;			2020
Monitor effectiveness of solution; and			TBC

### NEXT STEPS

The final terms of reference will be submitted to Council for approval on 5<sup>th</sup> April 2018. Following receipt and approval of that document, work will begin as per the timelines outlined above. Updates on progress will be provided to Council at following Committee meetings.

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>6.1 - Annual Strategic Review and Business Unit Update of BCA</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**7 DATE OF NEXT MEETING**

**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 13 June 2018.

**8 TIME OF CLOSURE**