

SERVICE DELIVERY COMMITTEE AGENDA



Time: 9.00am
Date: Tuesday 21 April 2020
Meeting: Audio Visual Meeting

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SERVICE DELIVERY COMMITTEE AGENDA



AGENDA ITEMS

1 MEMBERS

Chairperson

GRP Webber

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EM Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas

2 APOLOGIES

3 DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

4 LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

5 CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.

SERVICE DELIVERY COMMITTEE AGENDA



REPORTS

Reports will follow this agenda in sequential order.

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 21 April 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Service Delivery meeting held on 18 February 2020.

2 RECOMMENDATION

That the open and public excluded minutes of the Service Delivery Committee meeting held on 18 February 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Service Delivery Minutes – 18 February 2020
PE Service Delivery Minutes – 18 February 2020 (*Circulated separately*)

SERVICE DELIVERY COMMITTEE MINUTES



Time: 9.00am
Date: Tuesday 18 February 2020
Venue: Council Chambers, Waipa District Council, 101 Bank Street,
Te Awamutu

1 PRESENT

Chairperson
GRP Webber

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas

2 APOLOGIES

There were no apologies.

3 DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

Councillor L Brown declared an interest in item 13.

4 MINUTES OF PREVIOUS MEETING

RESOLVED

15/20/01

That the open and public excluded minutes of the Service Delivery Committee meeting held on the 10 December 2019, having been circulated, be taken as read and confirmed as a true and correct record.

Cr O'Regan/ Cr St Pierre

5 LATE ITEMS

There were no late items.

6 CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/20/02

That the order of the meeting be confirmed.

Cr A Brown/ Mayor Mylchreest

7 WATER SERVICES QUARTERLY REPORT

The purpose of this report was to provide information on the activities pertaining to the Water Services Team's activities for October 2019 to December 2019. The report contained matters that were of a purely administrative nature, or information that did not require a decision from Council.

Network Team Leader Sarah Pitches, presented the report and took questions from the Committee.

Ms Pitches advised that the Three Waters Master plan had identified the need for a future reservoir in Cambridge which would store treated water. Group Manager Service Delivery Dawn Inglis advised that the location of the reservoir would be investigated during the development of business cases for the Long Term Plan.

Discussion was held around the current water shortage and the need for everyone to conserve water.

RESOLVED

15/20/03

That the information contained in the report (document number 10221287) of Martin Mould, Manager Water Services, be received.

Cr L Brown/ Cr B Thomas

8 CONTRACTS SIGNED UNDER DELEGATION

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

RESOLVED

15/20/04

That the information contained in the Monthly Schedule of Contracts Signed under Delegated Authority (Document Number 10357173) be received.

Cr A Brown/ Cr M Gower

9 IMPLEMENTATION - SPEED LIMIT BYLAW 2019

Over 200 new speed limits came into effect on 4 November 2019 across the district. The changes which included 40km/h limits in Cambridge and Te Awamutu town centres, reduced speeds near schools and more 60km/h and 80km/h limits in rural areas, are now in place.

The purpose of the report presented by Xinghao Chen, Transportation Planning Engineer, was to provide a summary of speed limit implementation and a brief plan for the next stage of the speed management project. More public engagement is scheduled for late April.

Manager Transportation Bryan Hudson advised that the Government has released a blueprint of the way forward to tackle unsafe speed. Based on feedback from Local Government around how cumbersome, costly and lengthy the implementation of a Speed Bylaw is, Council would have a 10 year management plan instead of a Bylaw. The plan would document what Councils goals are to tackle unsafe speed and indicate what the speed limit on the road should be and also places where roading improvements could be made. Details are yet to be received but Mr Hudson was confident that the changes now implemented do follow changes signalled by the Government.

Mr Hudson advised of improved pedestrian accessibility in our urban areas.

RESOLVED

15/20/05

That,

a) The Implementation – Speed Limit Bylaw 2019 report (document number 10221956) of Xinghao Chen, Transportation Planning Engineer, be received.

Cr Stolwyk/ Cr Pettit

10 HANLIN ROAD ROUNDABOUT PROJECT – CENTRAL ISLAND FEATURE

Previously Council had undertaken consultation on the Hanlin Road roundabout. Included in the consultation were questions regarding what should be in the centre of the roundabout. In response to feedback received, staff have progressed an option for the central island feature. It is now proposed that this feature be endorsed by Council so that further consultation can be commenced with Iwi and the community.

Asset Management Team Leader Transportation Paul Strange, presented the report and took questions from the members.

It was noted that the central island feature needed to be relevant and Iwi had to be consulted. It was also noted the importance of this feature to be of a suitable standard as a new entranceway to Cambridge.

RESOLVED

15/20/06

That

- a) *The report titled Hanlin Road Roundabout Project - Central Island Feature (document number 10355901) of Paul Strange, Asset Management Team Leader Transportation, be received;*
- b) *The Service Delivery Committee endorses the installation of a central Island feature within the Hanlin Road roundabout, subject to sufficient funds being available within existing approved contract budgets.*
- c) *The Service Delivery Committee endorses the sculpture and lighting art feature proposal of this report for further engagement with Iwi and the community.*

Chairperson Webber / Cr O'Regan

11 STATE HIGHWAY AGREEMENT FOR MAINTENANCE FOR APPROVAL

Bryan Hudson, Manager Transportation, presented his report to the members titled "State Highway Corridor Maintenance Agreement between New Zealand Transport Agency and Waipa District Council".

Mr Hudson advised that the NZ Transport Agency (NZTA) has worked with all Councils in the region to update and standardise a new Agreement covering State Highway Corridor Maintenance. This Agreement clarifies the responsibilities of NZTA and Council where highway and local road control activities overlap.

The previous Agreement (a Memorandum of Understanding) is dated 2011, and since that time the Cambridge section of the expressway has opened and NZTA has adopted a

new maintenance contract delivery model for highways in our District.

Mr Hudson advised that the new Agreement offers clarification in some areas, but the principles remain the same as the 2011 Memorandum of Understanding. He advised that the agreement does not impose any extra cost or responsibilities on Waipa District Council.

RESOLVED

15/20/07

That

- a) *The report titled State Highway Corridor Maintenance Agreement between New Zealand Transport Agency and Waipa District Council (document number 10356610) of Bryan Hudson, Manager Transportation, be received;*
- b) *The Service Delivery Committee resolves to enter into the State Highway Corridor Maintenance Agreement dated July 2019 with the NZ Transport Agency as set out in Appendix 1 of this Report (document 10356602) and delegates authority to the Chief Executive to sign the Memorandum of Understanding on Council's behalf.*

Cr O'Regan/ Mayor Mylchreest

12 COMMUNITY REQUESTS TO UPGRADE HALL STREET - CAMBRIDGE

Mr Bryan Hudson, Manager Transportation, advised that Hall Street Cambridge residents have made repeated requests to Council over the years to complete street infrastructure including missing kerb and channel and sealing to gravel areas. Completing this work would address current resident issues such as water ponding, potholing and tree debris build up.

Mr Hudson advised that the cost of meeting this request is \$345,000 to \$1,250,000, depending on whether a full or partial upgrade is constructed. A partial upgrade is not recommended as this is likely to have a detrimental effect on significant street trees.

Mr Hudson advised that the project is not funded in the LTP 2018-2028 and needed to be considered with other level of service improvement projects in the development of the LTP 2021-2031. A business case is being prepared for this purpose which would inform Council of all urban streets in the district where similar treatments are being requested.

It was suggested that Group Manager Service Delivery Dawn Inglis, Manager Transportation Bryan Hudson along with Councillor Webber and Council Arborist Chris Brockelbank, meet with the residents of Hall Street to hear their feedback on the options presented.

RESOLVED

15/20/08

That

- a) *The Community Requests to Upgrade Hall Street, Cambridge report of Bryan Hudson, Manager Transportation, be received.*

Cr Pettit/ Cr Stolwyk

13 CHILD CANCER AND GUARDIANS' CHARITY RIDE – REQUEST FOR APPROVAL OF TEMPORARY ROAD CLOSURE

[Councillor L Brown had declared an interest in this item and took no part in discussions or deliberations]

Ulysses Club of New Zealand Inc has applied to Council for permission to temporarily close the following roads as required under the Local Government Act 1974 to enable the Child Cancer and Guardians' Charity Ride on Sunday, 1 March 2020.

The temporary road closure is for parts of:

- Selwyn Lane - between Mahoe Street and Gorst Avenue
- Gorst Avenue – between Selwyn Lane and Arawata Street

from 7.00am to 1.00pm on the above day.

These sections of Selwyn Lane and Gorst Avenue will be closed to vehicle traffic during the above time.

RESOLVED

15/20/09

That

- a) *The report titled Child Cancer and Guardians' Charity Ride – Request for Approval of Temporary Road Closure (document number 10352508) of Julie Taylor, Transportation Safety Officer, be received;*
- b) *The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974:*

the temporary road closure of parts of:

- *Selwyn Lane - between Mahoe Street and Gorst Avenue*
- *Gorst Avenue – between Selwyn Lane and Arawata Street*

from 7.00am to 1.00pm on Sunday, 1 March 2020.

- c) *The Service Delivery Committee authorises for the approved road closure to be publicly notified in accordance with the provisions of the Local Government Act 1974.*

Mayor Mylchreest/ Cr Gower

14 TARGA BAMBINA EVENT 2020 – REQUEST FOR APPROVAL OF TEMPORARY ROAD CLOSURE

Club Targa Inc has applied to Council for permission to temporarily close the following roads as required under the Local Government Act 1974 to enable it to run the Targa Bambina Event on **Sunday, 8 March 2020**.

The temporary road closure is for the following sections of road to vehicle traffic at the times indicated.

Note that roads partly in other district council areas are included (in grey) for completeness, and closures must also be advertised and actioned by these councils to authorise the event. The resolutions below refer only to roads in Waipa district.

7.40am to 12.10pm

- **Whitehall Road** – between 200m from Karapiro Road to Brunskill Road; includes intersections with: Dunning Road and French Pass Road
- **Brunskill Road** – between Whitehall Road and Te Miro Road; includes intersection with: Oliver Road
- **Te Miro Road** – between Brunskill Road and Waterworks Road
- **Waterworks Road** – between Te Miro Road and Chepmell Road
- Chepmell Road – between Waterworks Road and Bell Road
- Bell Road – between Chepmell Road and 300m from Morrinsville-Walton Road

12.10pm to 4.40pm

- **Mangare Road** – between 200m from Rotongata Road to Pukewhau Road; includes intersections with: Landing Road and Huirimu Road
- Pukewhau Road – between Mangare Road and 200m from Waipapa Road

1.05pm to 5.35pm

- **Aotearoa Road** – between Waipapa Road and Kahorekau Road
- Kahorekau Road – between Aotearoa Road and 20m from Waipapa Road

1.40pm to 6.10pm

- **Oreipunga Road** – between 1km from Arapuni Road and Maungatautari Road; includes intersections with: Pohara Pa, Westlea Road, Makgill Road, Finlay Road, Plantation Road, and Roberts Road.
- **Maungatautari Road** – between Oreipunga Road and Stokes Road
- **Stokes Road** – between Maungatautari Road and Head Road
- **Head Road** – between Stokes Road and Maungatautari Road
- **Maungatautari Road** – between Head Road and 200m from Hicks Road; includes intersection with Taane Road.

To assist with the stage security, the closure is also to include up to 100 metres of each adjoining road, from where it intersects with this road closure. Vehicles may be able to gain access to these roads during certain times of the closure, provided safety is not compromised. Approval must be given by the Targa Base Manager.

RESOLVED

15/20/10

That

- The report titled Targa Bambina Event – request for approval of temporary road closure report (document number 10353415) of Julie Taylor, Transportation Safety Officer, be received;*
- The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974, the temporary closure of the following roads on **Sunday, 8 March 2020, between 7.40am and 12.10pm** for the Targa Bambina Event:*
 - **Whitehall Road** – between 200m from Karapiro Road to Brunskill Road; includes 100 metres of intersections with Dunning Road and French Pass Road
 - **Brunskill Road** – between Whitehall Road and Te Miro Road; includes 100 metres of intersection with Oliver Road
 - **Te Miro Road** – between Brunskill Road and Waterworks Road
 - **Waterworks Road** – between Te Miro Road and the district Waipā Boundary
- The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974 the temporary closure of the following roads on **Sunday, 8 March 2020, between 12.10pm and 4.40pm** for the Targa Bambina Event:*

- **Mangare Road** – between 200m from Rotongata Road to the Waipa district boundary; includes 100 metres of intersections with Landing Road and Huirimu Road
- d) *The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974 the temporary closure of the following roads on **Sunday, 8 March 2020, between 1.05pm and 5.35pm** for the Targa Bambina Event:*
- **Aotearoa Road** – between Waipapa Road and the Waipa district boundary
- e) *The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974 the temporary closure of the following roads on **Sunday, 8 March 2020, between 1.40pm and 6.10pm** for the Targa Bambina Event:*
- **Oreipunga Road** – between 1km from Arapuni Road and Maungatautari Road
 - **Maungatautari Road** – between Oreipunga Road and Stokes Road
 - **Stokes Road** – between Maungatautari Road to Head Road
 - **Head Road** – between Stokes Road and Maungatautari Road
 - **Maungatautari Road** – between Head Road and 200m from Hicks Road
- f) *The Service Delivery Committee authorises for the approved road closures to be publicly notified in accordance with the provisions of the Local Government Act 1974.*

Chairperson Webber/ Cr Coles

15 WAIPA FUN RUN – REQUEST FOR APPROVAL OF TEMPORARY ROAD CLOSURE

St Peter's Catholic School has applied to Council for permission to temporarily close the following roads as required under the Local Government Act 1974, to enable the Waipa Fun Run to take place on Sunday, 15 March 2020.

The temporary road closure is for:

- Alpha Street - between Victoria Street and Bryce Street
 - Dick Street – between Alpha Street and Duke Street
 - Duke Street – between Victoria Street and Halley’s Lane
- between 6.00am and 11.30am on the above day.

These sections of Alpha Street, Dick Street and Duke Street will be closed to vehicular traffic during the above time.

RESOLVED

15/20/11

That

- a) The report titled Waipa Fun Run – request for approval of temporary road closure (document number: 10228625) from Julie Taylor, Transportation Safety Officer, be received.*
- b) The Service Delivery Committee approves, in accordance with sections 319(h) and 342, and section 11 of Schedule 10 of the Local Government Act 1974:*
the temporary road closure of parts of:
 - **Alpha Street** - between Victoria Street and Bryce Street
 - **Dick Street** – between Alpha Street and Duke Street
 - **Duke Street** – between Victoria Street and Halley’s Lanebetween **6.00am and 11.30am** on **Sunday, 15 March 2020**.
- c) The Service Delivery Committee authorises for the approved road closure to be publicly notified in accordance with the provisions of the Local Government Act 1974.*

Cr Stolwyk/ Cr St Pierre

16 CAMBRIDGE AUTUMN FESTIVAL – REQUEST FOR APPROVAL OF TEMPORARY ROAD CLOSURE

Cambridge Autumn Festival Trust has applied to Council for permission to temporarily close the following road as required under the Local Government Act 1974, to enable an art market as part of the Cambridge Autumn Festival on Sunday, 29 March 2020.

The temporary road closure is for part of Empire Street between Alpha Street and Duke Street from 7.00am to 4.00pm on the above day.

This section of Empire Street will be closed to vehicular traffic during the above time.

RESOLVED

15/20/12

That

- a) *The report titled Cambridge Autumn Festival – request for approval of temporary road closure (document number: 10228305) from Julie Taylor, Transportation Safety Officer, is received.*
- b) *The Service Delivery Committee approves, in accordance with sections 319(h) 342, and section 11 of Schedule 10 of the Local Government Act 1974:*

the temporary road closure of part of Empire Street – from Alpha Street to Duke Street

from 7.00am to 4.00pm on Sunday, 29 March 2020.
- c) *The Service Delivery Committee authorises for the approved road closure to be publicly notified in accordance with the provisions of the Local Government Act 1974.*

Cr Stolwyk / Cr Pettit

17 RESOLUTION TO EXCLUDE THE PUBLIC

No papers

(Section 48, Local Government Official Information and Meetings Act 1987)

RESOLVED

15/20/13

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

The general subject of the matter to be considered while the public is excluded, the reason for this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<i>Item No.</i>	<i>Minutes/ Report of:</i>	<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
18	<i>Programme Manager 3 Waters – M McIntyre</i>	<i>27-19-18 Cambridge Wastewater Treatment Plant Desludging Increase to Approved Contract Sum</i>	<i>Good reason to withhold exists under section 7</i>	<i>Section 48(1)</i>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

18	<i>To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	Section 7(2)(i)
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Cr Pettit/ Cr L Brown

**18 27-19-18 CAMBRIDGE WASTEWATER TREATMENT PLANT DESLUDGING
INCREASE TO CONTRACT SUM**

Circulated separately

This item was taken within the public excluded section of the meeting.

There being no further business the meeting closed at 10.22am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Operations Team Leader - Transportation
Subject: **KERBSIDE RECYCLING AND PLASTIC TYPES 3-7**
Meeting Date: 21 April 2020
File Reference: 10369483

1 EXECUTIVE SUMMARY

The significant reduction in export markets for recycling plastic types 3-7, and the fledgling market in New Zealand for these materials means that if Council continues to collect these materials in its kerbside recycling service, they will go to landfill. There is an increased cost to ratepayers of collecting, sorting and landfilling materials and making a change to plastics collected now will help reduce this cost.

Many Councils around New Zealand are in the position of either never having collected these plastics or are in the process of ceasing to collect them.

It is possible that there may be a market for them again in future, and in particular plastic type 5 has potential to be more widely recycled in New Zealand. However, it would be very risky and costly to continue to collect and stockpile all plastics. The recommendation is to advise Waipa residents to cease placing 3,4-6,7 plastic types in the kerbside recycling bins. Type 5 plastics should still be collected and either stockpiled or landfilled until a market establishes.

In addition, we are advised by our kerbside recycling contractor that there is an oversupply of recycled paper and cardboard in the market, and in the absence of new local or export markets for these materials it is possible that some of this material may end up going to landfill in future. This material would, however, still continue to be collected and we will monitor the market, report back and take decisions to landfill only if required.

A communications plan will be developed to help make this change.

Appendix A describes plastic types 1-7.

2 RECOMMENDATION

That

- a) *The Kerbside Recycling and Plastic Types 3–7 report (document number 10369483), of Jennifer Braithwaite, Operations Team Leader – Transportation, be received;*
- b) *As soon as practicable, Council amends the Kerbside Recycling Services Contract 27-18-56 to cease collection of plastic types 3-7 until such time as a market for some or all of these plastics is re-established. Type 5 plastic would continue to be collected in anticipation that a market will be available this year;*
- c) *Council commences a significant communications plan with the community to support this change in recycling practice when the pandemic alert level allows normal recycling sorting to resume;*
- d) *Staff continue to monitor the collection of paper and cardboard and recycling opportunities, and report back to the Service Delivery Committee once there is more certainty regarding this.*

3 OPTIONS AND ASSESSMENT

Waipa District Council’s kerbside recycling collection service includes the collection of all plastic types coded 1-7 as co-mingled recycling. In recent weeks we have become aware of changes in the commodity markets for plastic types 3-7 in that they are no longer readily recyclable, and currently have a negative market value (ie, Councils are paying to send these materials to landfill rather than selling them as a commodity).

It is therefore critical that Waipa residents are made aware of these changes for plastic types 3,4-6,7, and that they are no longer collected in the kerbside recycling collection.

Plastic Types 3-7

Our recycling collection contractor, Metallic Sweeping Ltd, has advised, by way of a Notice to Engineer, that markets are no longer taking containers made from plastics 3, 4, 6 and 7, and a continued market for type 5 plastic is doubtful. The issue with these plastics was highlighted and discussed at the recent WasteMINZ Territorial Authorities’ Officers (TAO) Forum 2020, and documented in their corresponding paper [‘The Truth about Plastic Recycling in Aotearoa New Zealand’](#).

Bottles made from plastics 1 and 2 are widely accepted in kerbside recycling because there are high volumes of these materials and they are easily recycled and turned into other useful products. The market for these plastic types both here in New Zealand and offshore currently is reasonably robust.

The problem with plastics 3, 4, 6 and 7 is that they are lower-value plastics, are frequently contaminated and are harder to recycle and to make into new products, which affects the value of these materials in international commodity markets. Based on costs at contract tender time there is a \$10,000 to 15,000 annual cost to sort and dispose of these plastics, which will be saved if they are not collected.

As a consequence of there being no market for these types of plastics, recycling operators and some Councils are baling and storing the material in the hope that the market may change, or landfilling this material. Other Councils though have stopped collecting these plastic types altogether. Examples include:

- Napier City, type 1,2 only
- Hutt City, type 1,2 only from May 2019
- Tauranga City, type 1,2 only
- Hamilton City, type 1,2 presently but new contract in 2020 will include other types

Plastics No 5

Historically plastic type 5 was also treated as a lower volume and value plastic, however onshore opportunities for recycling this plastic have been identified with several companies exploring opportunities for their plants to process this plastic. Metallic Sweeping advises that Visy is hoping to process plastic 5 by July 2020 if they are able to secure funding, but there is no certainty at this stage. We will continue to watch for development of this plastic market and we should continue to collect it, but acknowledge that until a reliable market is established it will likely go to landfill.

Paper and Cardboard

In addition we are advised by our kerbside recycling contractor that there is an oversupply of recycled paper and cardboard in the market. While some companies or Councils may choose to store these materials for a time, they are very bulky, pose a fire risk and have to be stored indoors to avoid deterioration. It is possible that in the absence of new local or export markets for paper and cardboard, that some of this material will end up going to landfill in future. We will continue to monitor this situation and report back and make a decision to landfill if necessary.

Recommendation

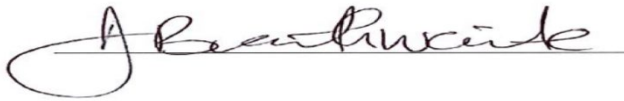
It is recommended that Waipa District Council stops collecting plastics 3,4-6,7 as recycling, given the markets are no longer accepting these plastics.

We will continue to collect plastic 5 based on the assumption that a market will be available this year, but will avoid creating a significant stockpile of plastic.

Public Communication

The change to no longer accepting plastics 3,4-6,7 as recycling will not be easy for the public. It takes time to change behaviour and we envisage that for months to come we will continue to receive these plastics in the wheelie bins, have to sort it from plastics 1 and 2 and landfill this material.

The focus for communications should be a simple and strong message about the readily recyclable plastic types 1 and 2 when they are presented cleanly, along with promoting the reduction in use of type 3-7 plastics. Council would use messaging guidance from Wastminz and the Ministry for the Environment to be as consistent as possible with the national message.



Jennifer Braithwaite
OPERATIONS TEAM LEADER - TRANSPORTATION



Reviewed by Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 STATUTORY AND POLICY REQUIREMENTS

Legal and regulatory considerations

Local Government Act 2002

s.10 Purpose of Local Government

This issue affects Council's ability to provide waste minimisation and recycling services in an efficient, environmentally sound and cost effective way for households.

Consultation and Engagement

Public engagement and education is required to make change to the kerbside recycling service being run, but this is not subject to consultation using the special consultative procedure.

Council policy or strategy

The kerbside recycling service is an action under Council's Waste Management and Minimisation Plan 2017-2023.

Activity 1, Continue existing kerbside recycling. This is funded by a targeted rate.

Appendix A

Description of Plastic Type 1-7

SYMBOL	TYPE OF PLASTIC	PROPERTIES	COMMON USES
 PET	PET Polyethylene Terephthalate	Clear, tough, solvent resistant, barrier to gas and moisture, softens at 70°C	Soft drink and water bottles , salad domes, biscuit trays, salad dressing and peanut butter containers, fleece clothing and geo-textiles
 HDPE	HDPE High Density Polyethylene	Hard to semi-flexible, resistant to chemicals and moisture, waxy surface, opaque, softens at 135°C, easily coloured, processed and formed	Crinkly shopping bags, freezer bags, milk bottles , ice cream containers, juice bottles, shampoo, chemical and detergent bottles, buckets, rigid agricultural pipe, milk crates
 PVC	PVC Unplasticised Polyvinyl Chloride PVC-U Plasticised Polyvinyl Chloride PVC-P	Strong, tough, can be clear, can be solvent welded, softens at 75°C Flexible, clear, elastic, can be solvent welded	Cosmetic containers , electrical conduit, plumbing pipes and fittings, blister packs, wall cladding, roof sheeting, bottles Garden hose, shoe soles, cable sheathing, blood bags and tubing, watch straps, commercial cling wrap
 LDPE	LDPE Low density Polyethylene LLDPE Linear low density Polyethylene	Soft, flexible, waxy surface, translucent, softens at 80°C, scratches easily	Cling wrap , rubbish bags, squeeze bottles, black irrigation tube, black mulch film, rubbish bins, shrink wrap
 PP	PP Polypropylene	Hard but still flexible, waxy surface, softens at 145°C, translucent, withstands solvents, versatile	Dip pottles and ice cream tubs, potato chip bags, straws, microwave dishes, kettles, garden furniture, lunch boxes, blue packing tape, automotive parts
 PS	PS Polystyrene	Clear, glassy, rigid, brittle, opaque, semi-tough, softens at 95°C. Affected by fats and solvents	CD cases, plastic cutlery, imitation 'crystal glassware', low cost brittle toys, video cases, water station cup , safety helmets
 EPS	EPS Expanded Polystyrene	Foamed, light weight, energy absorbing, heat insulating	Foamed polystyrene hot drink cups, hamburger take-away clamshells, foamed meat trays , protective packaging for fragile items, insulation, insulation panels
 OTHER	OTHER Letters below indicate ISO code for plastic type including SAN (styrene, acrylonitrile), ABS (Acrylonitrile butadiene styrene), PC (polycarbonate), Nylon, degradable plastic e.g. PLA	Includes all other resins, multi materials (e.g. laminates) and degradable plastics. Properties dependent on plastic or combination of plastics	Packaging , car parts, appliance parts, computers , electronics, water cooler bottles, medical devices,

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Operations Team Leader - Transportation
Subject: **SECTION 17A REVIEW OF STREET CLEANING SERVICES**
Meeting Date: 21 April 2020
File Reference: 10372073

1 EXECUTIVE SUMMARY

The purpose of the report is to present for endorsement the completed service delivery review for street cleaning services.

Under Section 17A Local Government Act 2002, there is a statutory requirement for local authorities to review the cost-effectiveness of current arrangements for meeting community needs for good quality infrastructure, local public services and local regulation. The review must consider the costs and benefits of different options for funding, governance and delivery including, but not limited to:

- a) in-house delivery
- b) delivery by a CCO, whether wholly owned by the local authority, or a CCO where the local authority is a part owner
- c) another local authority
- d) another person or agency (for example central government, a private sector organisation or a community group).

The statutory trigger point for undertaking a service delivery review is:

- a) when considering any significant changes to a level of service
- b) within two years of expiration of a contract or other binding agreement relating to the delivery of a service
- c) in any case, within six years from the last review under section 17A

The trigger point for this review is item (b) above due to the current contract for street cleaning services expiring in June 2020. The review is prepared in line with the Society of Local Government Managers (SOLGM) guidance and templates.

Reference can also be made to report 10380502 which recommends a 12 month extension of the existing contract to 30 June 2021, when the 2021-24 LTP budget is more certain and the Covid-19 pandemic will have less impact on retendering.

The recommended and most appropriate option for the continuation of these services beyond June 2021 is the following option in accordance with 17A (4)(b)(iv):

‘responsibility for governance and funding is exercised by the local authority, and responsibility for delivery is exercised by another person or agency’.

This option maintains the ‘status quo’ as the street cleaning service is currently delivered through a measure and value contract. It is more cost effective to outsource this service as there are suitable contractors that specialise in street cleaning services and have mechanical brooms and vacuum systems designed for the removal of litter and detritus from streets, sumps and kerb and channel. In addition, contracting out this service continues to be common practice with all our neighbouring local authorities and customarily provides a cost-effective and responsive service.

2 RECOMMENDATION

That

- a) *The Section 17A Review of Street Cleaning Services report (document number 10372073), of Jennifer Braithwaite - Operations Team Leader, be received;*
- b) *The Service Delivery Committee endorses the service delivery review outcomes in accordance with Section 17A Local Government Act 2002, which is for Council to undertake governance and funding of the activity, and to contract out the delivery of the service to a suitable contractor or service provider in accordance with sections (17A (4)(b)(iv) and 17A(5)).*
- c) *Staff work on completing a tender for street cleaning services with the new contract to commence on 1 July 2021.*

3 OPTIONS AND ASSESSMENT

Scope of Service

The purpose of the street cleaning service is to maintain a consistent standard of cleanliness within the town centres and urban residential streets across the district.

The specific activities for this service include:

- Sweeping and cleansing of streets, car parks and footpaths; all streets in the CBD and residential areas are subject to frequency-based mechanical sweeping operations. Footpaths are cleaned and washed manually with hot washes carried out several times a year.

- Litter bins; litter bins are regularly emptied, ensuring that litter bins do not overflow at any time, including removing excess waste placed around litter bins.
- Litter, fly-tipping, graffiti and dead animals in the urban areas; litter and fly-tipping are removed from footpaths, streets and berms. Graffiti on roads and where visible from a public place or boundary fence is removed.
- Cleaning of sumps; the build-up of litter and detritus is regularly removed from existing sumps and grates for cleanliness and to safe guard the drainage system from the risk of flooding.
- Maintenance of street furniture and bus stops.
- Seasonal leaf collection; removal of all autumn leaf fall from the berms in accordance with the leaf collection programme.

Rationale for Service Provision

The Council provides street cleaning services to promote a safe, clean and aesthetically pleasing network. Cleaning streets and catchpits also reduces sediment or detritus entering the stormwater system and flowing through to waterways. Council's 'Visual Intervention Strategy' sets out the minimum standards of cleanliness that must be maintained, and is designed to ensure a consistent and rational approach to street cleaning and maximising and preserving the life of Council assets. The service is described under Section 8.8.1 Maintenance-Sealed Road Overview in the current Activity Management Plan.

The delivery of the service also contributes to achieving the following community outcomes as detailed in Council's Long Term Plan (LTP):

- 'Efficiently using resources to deliver services without unreasonably burdening future ratepayers'.
- 'Building vibrant neighbourhoods and liveable communities'.
- 'We will continue to monitor, review and improve the services we provide to ensure they are value for money'.

Other key documents that influence the delivery of our services including national and regional policy statements:

- Government Policy Statement on Land Transport Funding
- Waipa Integrated Transport Strategy
- Waikato Regional Land Transport Plan
- Transport Activity Management Plan

Present Arrangements

Governance Arrangement

Waipa District Council has the right to make binding decisions about the overall objectives for the provision of services to achieve the objectives, community outcomes and strategic vision as set out in the LTP.

Funding Arrangement

The financial resource for this service is provided by district rates and funding from the New Zealand Transport Agency (NZTA) under the environmental maintenance work category. NZTA provides varying levels of subsidy depending on the activity, with 51% subsidy for activities such as graffiti and 15% subsidy for general street sweeping. Litter bins, car parks and street furniture services are not subsidised.

Delivery Arrangement

Street cleaning services in Waipa comes under the responsibility of the Transportation Operations Team, which oversees the day-to-day management and monitoring of the contract, as well as customer interface.

The operational aspects are currently delivered through the CBD and Urban Street Cleaning Contract with Metallic Sweeping Ltd, as the incumbent contractor. Services cover a range of activities including:

- sweeping and cleansing of streets, car parks and footpaths
- emptying of litter bins
- removal of litter, fly-tipping, graffiti and dead animals in urban areas
- cleaning of sumps
- maintenance of street furniture and bus stops
- seasonal leaf collection.

The contractor is required to maintain a consistent standard of cleanliness across the urban towns as per the objectives of Waipa's 'Visual Intervention Strategy', and as specified throughout the contract document.

In order to achieve these standards, the contractor delivers the service through a combination of mechanical and manual work at defined frequencies, and comprising of the following resources:

Resource	Quantity	Notes
Operations Manager	1	
Mechanical sweeping and sucker vehicle + driver	2	Carrying out scheduled sweeping and cleaning sumps according to frequencies defined in contract
Caged vehicles + driver	5	Routine cyclic work, that is, emptying litter bins, dealing with general litter, detritus, fly-tips, graffiti and for the leaf fall collection

Last Review

In May 2015 a service delivery review of all road maintenance activities was undertaken which included street cleaning services. The results of this review for street cleaning was to maintain the status quo; that is, continue with the traditional measure and value contract model.

Performance of Service

The contractor's performance is measured against output based key performance indicators (KPIs) set by the Council. This means the Council stipulates a set of cleanliness requirements they wish to achieve with a street cleansing programme.

There are 12 separate indicators that are used for assessing the cleanliness standards, and where necessary ensure rectification of failures within relevant response times. Council defines effective performance when the contractor has met the KPIs each month according to a scoring method which grades each activity as being achieved or not.

Over a 15 month period from February 2018 to April 2019, the performance assessment averaged a 93% achievement. This is the basis for making judgements about the effectiveness both of the current arrangements and future arrangements.

The common areas of customer complaints, requests for service, and other feedback is during the leaf fall season, which brings heavier amounts of detritus on a daily basis. In 2019 we also had a spate of CRMs about bus shelter cleanliness. A revised programme of monitoring will be developed by staff for a future contract, to better monitor standards of cleaning in these areas.

Staff Perspective of Effectiveness of Current Service

Street cleaning under the current arrangement has been an effective way of collecting human derived litter and organic matter, and in generally keeping the streets clean and tidy and in meeting the aesthetic objectives. Regular inspection and cleaning has also aided in the prevention of litter entering the stormwater system and reducing the occurrence of stormwater pollution and drain blockage.

Staff monitor the performance of services to ensure contractual compliance, maintain a customer focused service and ensure good financial control. They routinely undertake cleanliness inspections to ensure standards are being met. A random sample of streets are inspected each fortnight where it is recorded if streets are at the standard and any areas needing rectification.

Establishing a benchmark against similar authorities has been hard to present as other authorities have their own levels of service, and there is no national or regional survey with which to compare cleanliness standards.

Overall though, staff are of the opinion the delivery of the service has been satisfactory and the required standards of cleanliness are at least achieved, with a very good response to Council or customer requests.

Total Cost in Providing Service

The total operating costs of the service over the past five years to June 2020 is estimated at \$2,856,500.

The total operating cost of the service over the next five years from July 2020 is estimated at \$3,409,000. Funding is included in the 2018-2028 Long Term Plan (LTP) and will be included in the 2021-2031 LTP for this activity.

Street cleaning is one activity under the NZTA Environmental Maintenance work category. Waipa District Council's spend in total on environmental maintenance sits around the median of similar Councils (from Road Corridor Activity Management Plan 2018-28 version 3, page 125).

Contract costs are increased annually by a cost fluctuation adjustment reflecting labour, fuel and material cost increases. Being a growing district there are typically 2-3km of additional urban streets added to the contract annually from new subdivisions. This increases leaf collection, street sweeping and catchpit cleaning activities.

Analysis of Options

Preferred Option

Governance and funding by Waipa District Council with service delivery subject to a measure and value contract is the preferred option- S17A(4)(b)(iv). This is the 'status quo' option.

The measure and value contract model offers a "no surprises" approach when allocating budgets and managing the forward works programme. The measure and value approach allows Council to dictate the work and spend the budget where it is most needed. The flow on effect from this is setting a fair and equal standard across the network where all wards get the right intervention. The traditional model makes the contractor fully accountable for the network outcomes.

Contracting out the street cleaning service is more cost effective than performing these services in-house and less cumbersome than a shared service with another local authority. For example, if Council ran the service we would need to employ a work supervisor, extra staff, purchase or lease expensive specialised sweeping and vacuuming trucks and other equipment.

Enhancements to Recommended Option

RAMM Contractor is a very effective tool for the management and administration of the delivery of a service. It provides an interface for programming, claiming, budget management and the work approval process.

It also provides GPS tracking functionalities. It is a cost effective enhancement that aids in keeping track of the service crews in real time which can be monitored by staff in the office. It allows you to easily verify the service if you are ever questioned by customers or others. This tool is used on other road maintenance contracts and can

be employed on this contract in future to provide good information on work completed, and to help administer the contract.

Other Reasonable Practicable Options

1. Governance, funding and delivery by Waipa District Council - S17A(4)(a)

Benefits:

- High level of service can be achieved with full control
- Ability to react quickly to urgent or high priority situations.

Costs:

- High capital investment to purchase purpose built street sweeping and vacuum sucking machines and other plant
- Purchase or lease of a depot
- Employment and management of extra staff.

2. Governance and funding is shared with neighbouring local authority or other shared governance arrangement, and responsibility for delivery is by way of a contract or other agreement - S17A(4)(c)(iv)

Benefits:

- Sharing of administration costs.

Costs:

- Increased costs due to having another layer in the process
- Potential loss of in-house control over quality and service and less responsiveness if resources are shared.

Otorohanga District Council's Roading Manager was asked if they would consider a shared service arrangement for street cleaning. As they are less than two years into a potential nine year street cleaning contract they are unable to form any shared arrangement for some time. One potential area of concern they did have was the different levels of service requirements between the Councils. If there was a change in current delivery arrangements their preference would be a regional partnership approach that includes Councils such as Waitomo, Hamilton and Waikato.

Implementing a shared service arrangement is a major change initiative. It requires significant commitment both in terms of resources and in terms of energy and a lot of time for careful planning with a robust set of ground rules, while considering the different requirements of all parties. However, at this point in time Otorohanga Council is fully committed to their current delivery arrangement.

Community engagement

Street cleaning is an important and high profile activity, and has a significant impact on the reputation of the Council and public perception of the local townships.

The service will be delivered via a highly structured, measured and reviewed process. It is appropriate for public engagement of the service to be at the 'inform' level as public satisfaction can be measured through customer surveys and contract performance criteria.



Jennifer Briathwaite
OPERATIONS TEAM LEADER



Reviewed by Bryan Hudson
TRANSPORTATION MANAGER



Approved by Dawn Inglis
GENERAL MANAGER SERVICE DELIVERY

1 Statutory and policy requirements

Legal and regulatory considerations

Local Authorities are required to conduct a review of service delivery under Section 17A of the Local Government Act 2002

Subsection (2)(b), states a review must be undertaken:

within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function;

d) *s.10 Purpose of Local Government*

This service review ensures that Council continues to meet the current and future needs of communities for good-quality local infrastructure, local public services in a way that is most cost effective for households and businesses.

Consultation and Engagement

An assessment of this report against Council's Significance and Engagement Policy suggests that engagement should be limited to informing the public.

Council policy or strategy

The service is described under Section 8.8.1 Maintenance-Sealed Road Overview in the current Activity Management Plan (AMP). Street cleaning, footpath maintenance, car park maintenance, litter bin servicing, leaf fall removal, sump cleaning are all activities identified in the AMP and funded in the current LTP, and there is no departure from Council policy in this review or service strategy.

SERVICE DELIVERY COMMITTEE REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: RESOLUTION TO EXCLUDE THE PUBLIC
Meeting Date: 21 April 2020

1 RECOMMENDATION

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

The general subject of the 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1 27-14-51 Urban Street Cleaning – Contract Extension 2.1 27-14-52 Street Lighting Maintenance-Contract Extension	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
1.1 2.1	Section 7(2)(i)	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>