



Date: Tuesday, 3 December 2024
Time: 1:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Late Reports

Infrastructure and Regulatory Committee Meeting

3 December 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Mr Chris Olsen, Cr Benita Cairns

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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8 GENERAL ITEMS

8.1 SOLID WASTE WORKING GROUP

Author: Mike Hardie, Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices:

1. Solid Waste Working Group Terms of Reference [↓](#)
2. Solid Waste Working Group Invitation Example [↓](#)

1. PURPOSE

- 1.1 This report provides information for Committee on the formation of the Solid Waste Working Group. A recommendation to Council may be required.

RECOMMENDATION

The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 Following the LTP consultation period it was decided that a Solid Waste Working Group be formed to have governance, community, and technical aspects come together to pave the way forward for Solid Waste Management and Minimisation
- 2.2 There were and still are a number of different Solid Waste aspects that are on the table for discussion and progressing, including Landfill future, Kerbside collection, and waste minimisation.
- 2.3 Due to all the differing views, levels of understanding, and timelines, it was decided that this group can work on key principles and items to help progress in the best interests of the community.

3. TERMS OF REFERENCE & GROUP FORMATION

- 3.1 Two Elected Members, Group Manager Assets & Infrastructure, and the Property & Solid Waste Manager meet and progressed a terms of reference for this group. Please see attached.
- 3.2 During this process of setting the terms of reference, an invitation list was created from LTP submitters and local knowledge of key people that could be involved, and invitations sent for the Working Group. Please see attached. A key stakeholder list was formed also with differing expertise to add to the working groups work plan.
- 3.3 The Working Group will meet before the Christmas break to outline the intentions and workplans moving forward, and there will be regular meetings early 2025 in order to progress some key items.

4. DIRECTION

- 4.1 It is requested that the Committee provide direction around the need to make this an official committee of Council, or if it continues to work under this current more informal model.
- 4.2 It is requested that the Committee provide any priorities around Solid Waste that they consider the most important to start focusing on.

Further Information

N/a

References (to or from other Committees)

N/a



WAIROA SOLID WASTE WORKING GROUP TERMS OF REFERENCE

Introduction

The Wairoa District Council (WDC) is excited to develop a new Waste Management and Minimisation Plan (WMMP) that aims to improve our solid waste services. This plan will introduce major changes to how Wairoa as a whole community deals with waste. This will include (but not limited to) a new kerbside service, future disposal solutions, and important upgrades to resource recovery facilities.

We want to make sure that the WMMP reflects the needs and ideas of the wider community, tangata whenua, and other stakeholders, including neighbouring councils and industry representatives. Community-wide conversations with the public will be a key part of this process.

Purpose of the Solid Waste Working Group

The Solid Waste Working Group (WG) serves as a platform for diverse community voices and stakeholders to be heard as we shape the future of solid waste management in Wairoa. The vision of the WDC centres on a thriving economy, desirable lifestyles, treasured environments and connected communities. This will be the foundation of which the WMMP will be developed from.

By involving the WG early, we hope to gather valuable input that will help us create a meaningful and appropriate WMMP that can be shared with the wider public for further comment.

Guiding Principles of the Solid Waste Working Group

The Working Group will commit to uphold and practice the following tikanga Māori principles:

Rangatiratanga

- Encouraging cultural sharing and learning among all members to foster understanding and respect for Māori traditions and practices.

Whakawhanaungatanga

- To respect the views and varying opinions of each other
- Approach issues and options with an open mind



Kotahitanga

- Keep discussions confidential when needed.
- Aim for consensus in decision-making whenever possible.
- Maintain a collective and community focussed viewpoint
- Recognise that not all members may agree on every decision, however the rationale for decisions is fully understood and accepted.

Kaitiakitanga

- Valuing the concept of kāinga (home) in discussions about waste management, viewing the land and community as a collective responsibility.

Tika and Pono

- Integrate tikanga Māori practices into discussions, ensuring cultural protocols are observed and respected.

Working Group Mandate

The Working Group's goals are to:

- Actively collaborate and explore ideas to reach an agreed approach to the WMMP.
- Share their personal and professional experiences to help develop a robust and diverse and relevant WMMP for the District.
- Provide feedback to the WDC Solid Waste Project Team on proposed actions that align with the WMMP.
- Serve as a sounding board to understand community views and guide waste service provision across the Wairoa District.
- Be the first point of review of the WMMP.
- Help shape the direction of public engagement and assist in sharing information with relevant parties.
- Ensure that the final WMMP delivers efficient and effective waste management services that consider local community opinions, while upholding the principles of kaitiakitanga (guardianship) over our natural resources.

The final decision to adopt the WMMP will ultimately rest with the Wairoa District Council. The WDC will acknowledge and take into consideration the contributions and valuable input the WG has made to developing the WMMP when making their decision.



Membership

The membership of the WG is voluntary and will include members of the community, working alongside WDC representatives, who have shown an interest in being involved, and can collectively bring an understanding of the solid waste needs of the district as a whole.

The WG will draw from a diverse range of community insight, including tangata whenua and external experts where required.

Timeline and Key Dates

The WG will operate for a fixed term, allowing enough time to make a meaningful contribution to the draft WMMP, while being aware of critical dates. A tentative timeline will be presented and confirmed at the first meeting of the WG.

Meeting Frequency

The WG will agree to meet regularly on predetermined dates. The frequency of meetings will align with the confirmed timeline and key dates as mentioned above.

Where possible, the WG will avoid making changes to the scheduled dates or cancelling meetings, unless this cannot be avoided.

Quorum

Meetings will be for WG members only, unless it is agreed by the WG to invite others' who can contribute to the overall purpose of the WG. It is acknowledged that the voluntary capacity of members may mean that not everyone will be available for all meetings. A minimum of four members must be present for a meeting to proceed.

Agendas and Minutes

The WDC Solid Waste Project Team will call for agenda items from WG members via email, seven days in advance of a meeting and will distribute the agenda, minutes and the relevant documents within five days of the meeting.

Any other business to be included will be determined by the WG at the time of meeting, and will be based on time constraints and relevance.

Reporting

All minutes and other documents produced by the WG will be shared with the WDC. The WG will have the capacity to make recommendations to the committees of the WDC as they see fit. Any recommendations will require a consensus from the WG to proceed to any WDC committee.

The WDC Solid Waste Project Team will be responsible for coordinating all of the above.



Member Responsibilities

All members are expected to:

- Attend all meetings.
- Come prepared and review materials in advance.
- Be punctual and adhere to project timelines.
- Stay focused on project goals and outcomes.
- Focus on the matters at hand rather than matters that are out of scope.

WDC Solid Waste Project Team will be responsible for:

- Coordinating the preparation and distribution of relevant material in a timely manner and ensuring that all members receive required documents and information that is fit for purpose.
- Preparing and presenting reports based on WG recommendations to the relevant WDC committees.
- Updating the WDC on progress of the development of the draft WMMP.

Meeting Facilitator will be responsible for:

- Leading efforts to build consensus among differing viewpoints.
- Keep meetings focussed on the agenda and to time
- Allowing for all voices to be heard during discussion points.
- Seeking clarification on items that may be contentious or may seem out of scope
- Updating the Council on WG progress alongside the WDC Solid Waste Project Representative.
- Representing the group at Council meetings when necessary.
- Promoting the use of meeting procedures when required to ensure clear and concise decision-making.

With everyone working together, we aim to create a successful Waste Management and Minimisation Plan that serves the Wairoa District well. Thank you for your commitment to this important kaupapa.



TĒNĀ KOE [REDACTED]

You have been identified as someone who has an interest in solid waste management.

The Council sees many advantages for the community to be involved in shaping solid waste management for the Wairoa District into the future.

As a result, the Solid Waste Working Group has been formed which will be made of Council staff and elected representatives, and members of the public.

The vision is to create a meaningful Waste Minimisation and Management Plan that will serve our District well, and we would like your help.

On Behalf of the WAIROA DISTRICT COUNCIL,

You are invited to join the

SOLID WASTE WORKING GROUP

If you are interested in being part of this exciting new development that aims to improve our solid waste services, please fill in the details below and return to:

[REDACTED] by **Thursday 5 December**

Name	
Phone	
Are you interested in being a member of the Solid Waste Working Group?	
What is the area of waste you are most interested / passionate about?	

The first Solid Waste Working Group meeting will be held on Tuesday 10 December, 2024 at the Wairoa Airport.

Please indicate your preferred time: **12PM – 2PM** or **2PM – 4PM**