

SOUTH WAIRARAPA DISTRICT COUNCIL

27 NOVEMBER 2013

AGENDA ITEM D4

UPDATED REPORT ON WASTE MINIMISATION OFFICER

Purpose of Report

The purpose of this report is to report on the confirmed position of a "Waste Minimisation Officer" for the Wairarapa region covering the three councils.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*

1. Executive Summary

Update from the last report to Council dated 26 June 2013, through the development of the Regional Waste Minimisation Plan, the Wairarapa councils have now confirmed the appointment of a Regional Waste Minimisation Officer (RWMO) to coordinate the waste actions for the Wairarapa. A copy of the job description is attached in Appendix 1.

The location of the RWMO will be 3 days in Masterton, 1 day in Carterton and 1 day in South Wairarapa. The successful candidate starts Tuesday 19 November 2013.

Carterton has offered their spare vehicle to this position.

The anticipated scope for this position is:

- Third waste contract administration duties such as KPI's and auditing of the contractor.
- Third promoting waste minimisation initiatives.
- And third working on developing District wide projects from the Regional Waste Plan.

2. Background

In March 2011 Transfield Services waste management functions was removed from their contract with Council. The Council undertook negotiations with Earthcare Services (formerly Greenfingers Ltd), the current MDC/CDC waste services contractor and joined the regional contract for the next five years (2015).

The aim of the negotiation was to re-align the Councils level of service with Masterton and Carterton District combined contract, to obtain best value for this Council and integrate all of its relevant services into one single package of delivery. The re-alignment came at some additional cost to Council principally because the proposed levels of service are a significant improvement to current practice and methodology which has been in place for some period of time. The contract however provides certain of delivery and pricing until 30 June 2015 and has provision for up to a two year extension subject to satisfactory performance and agreement by all parties.

The proposal was to have a single position funded via existing expenditure and waste minimisation funding to work across all three councils, further aligning the three councils waste initiatives and actions laid out in the Regional Waste Management plan.

3. Discussion

3.1 Financial Considerations

The costs for the position are \$23,000 from SWDC covered via existing funds and the waste minimisation levy received.

MFE has advised that Wasteminz levy money can be carried over into the next financial year with an estimated \$15,000 available to be carried forward.

4. Appendices

Appendix 1 - Job Description for Waste Minimisation Officer

Contact Officer: Jean-Paul Irwin, Roading and Utilities Manager,
Infrastructure and Services

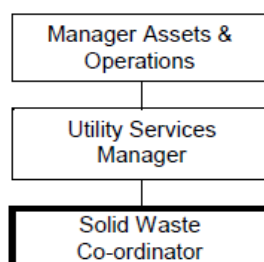
Reviewed By: Mark Allingham, Group Manager Infrastructure and
Services

Appendix 1 – Job Description for Waste Minimisation Officer

POSITION DESCRIPTION

Job Title:	Solid Waste Co-ordinator (vacant)
Responsible To:	Utility Services Manager
Responsible For:	Waste Management and Minimisation
Term:	Full Time, Permanent
Position Purpose:	<p>This job exists to:</p> <p>Administer the joint waste services operation contract and promote the waste management policies of the Masterton District Council (MDC), South Wairarapa District Council (SWDC) and Carterton District Council.</p>
Date:	Updated April 2013

Organisation Context:



Important Functional Relationships:

External

- Ratepayers/Public
- Schools and Community Groups
- Greater Wellington Regional Council
- Ministry for the Environment
- Adjoining Territorial Authorities

Internal

- MDC, SWDC and CDC Council Operational Staff and Asset Managers
- Customer Service Staff
- Communications Officer
- Other staff according to needs and requirements

Committees/Groups

- Regional Waste Steering Committee
- Waste and Recycling Industry Operators
- MDC, SWDC and CDC relevant committees
- WREA committee

Key Result Areas:

The position of Solid Waste Co-ordinator encompasses the following functions or Key Result Areas:

- ☐ Public Community
- ☐ Business Community
- ☐ Waste Management
- ☐ Waste Industry
- ☐ Waste Reduction

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>1 <u>Contracts Administration</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Answer public enquiries & provide information <input type="checkbox"/> Administer solid waste contract <input type="checkbox"/> Provide day to day supervision and technical support for solid waste and transfer station operations <input type="checkbox"/> Audit contract 	<ul style="list-style-type: none"> • Compliance with contract conditions. • Effective management of resources within the contract and Council policies to deliver the Level Of Service
<p>2 <u>Public Community</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Promote the Council's waste minimisation policies to the public throughout the district and in the wider Wairarapa <input type="checkbox"/> Educate the public in the 3R's (Reduction, Re-use, Recycling) <input type="checkbox"/> Ensure an understanding of the 5R's which include Recovery and Residual management <input type="checkbox"/> Prepare and manage annual minimisation resource budgets in conjunction with the Utility Services Manager <input type="checkbox"/> Ensure all programmes respect the kaitiakitanga role of tangata whenua 	<ul style="list-style-type: none"> • Appropriate educational programmes are prepared and implemented in a timely manner and to the required standards • Schools have been assisted regarding Waste Minimisation • Programmes and activities completed within budget and to agreed standards • Agreed timeframes and reporting requirements met • Variances justified • Respond to public enquiries and correspondence related to Waste Minimisation within appropriate timeframes
<p>3 <u>Business Community</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Promote the Council's waste minimisation policies to the business communities throughout the district and in the wider Wairarapa <input type="checkbox"/> Educate the business community re Waste Minimisation <input type="checkbox"/> Facilitate new relationships within the business community 	<ul style="list-style-type: none"> • Commercial residual is 20% (or as agreed) lower than previous year • Local businesses are encouraged to undertake Waste Audits
<p>4 <u>Waste Management</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect and analyse solid waste and recoverable item(s) data <input type="checkbox"/> Encourage Waste Minimisation as being value for money <input type="checkbox"/> Liaise with other local authority officers, Government agencies and national organisations to ensure that developments in the waste management field are brought to the attention of local decision-makers, where appropriate for the Wairarapa <input type="checkbox"/> Seek and identify funding opportunities that may be able to be applied to local and regional initiatives 	<ul style="list-style-type: none"> • Data from the Council's tonnage and/or gated entries, and general residual waste analysed and reported on a quarterly basis. • Council departments or contractors approached and encouraged to implement waste minimisation • Funding opportunities are identified

<p>5 <u>Waste Industry</u></p> <p>❑ Liaise with operators/contractors as needed</p> <p>❑ Implement new services where necessary</p>	<ul style="list-style-type: none"> • Conversant with industry operators/drivers • All improvements/viability are facilitated when opportunity's present themselves
<p>6 <u>Waste Reduction</u></p> <p>❑ Research and identify a wide range of initiatives to implement specific waste minimisation opportunities within Masterton, Carterton and South Wairarapa Districts and develop an awareness of the whole Wairarapa waste management needs</p>	<ul style="list-style-type: none"> • Identification & reporting on waste reduction initiatives

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:

Knowledge/Experience

This appointment calls for a candidate who ideally can demonstrate previous experience and interest across a variety of areas of expertise. These include:

- ☐ Contract management
- ☐ Project management
- ☐ Solid or liquid waste management
- ☐ Waste minimisation and/or cleaner production
- ☐ A general understanding of the Local Government Act 1974 and the Resource Management Act 1991.
- ☐ Understanding Environmental Management Systems
- ☐ Preparing and presenting environmental education programmes including liaison with Enviro school facilitators
- ☐ Preparing and monitoring budgets and financial summaries/reports
- ☐ Researching and preparing reports
- ☐ Data capture and database management

Key Job Competencies

This appointment calls for a candidate who can demonstrate the following skills:

- ☐ Project management
- ☐ Budget preparation and management
- ☐ Report and letter writing
- ☐ Computer applications for word processing, preparing spreadsheets and presentations.
- ☐ Data gathering, manipulation and analysis
- ☐ Time management and day to day organisation and administration
- ☐ Public speaking and presentation
- ☐ The ability to work independently and as a part of the Council's team of Officers

Manager

Date

Position Holder

Date