



Whangarei District Council

Uretiti Refuse Transfer Station Management Plan





Whangarei District Council

Uretiti Refuse Transfer Station

Management Plan

Prepared By

.....
Elisha Oldridge
Environmental Planner

Opus International Consultants Ltd

Whangarei Office
Mansfield Terrace Service Lane, 125A Bank St
PO Box 553, Whangarei 0140
New Zealand

Reviewed By

.....
Mark Farrey
Senior Environmental Planner

Telephone: +64 9 430 1700

Facsimile:

Date: 03/10/2016
Reference: 1-13975.00
Status: Final

Whangarei District Council

Uretiti Refuse Transfer Station Management Plan



Contents

Introduction.....	1
1.1 Background	1
1.2 Site Facilities and Refuse Quantities	1
2 Transfer Station Management and Operation	3
2.1 Site Development and Management.....	3
2.2 Refuse Control and Segregation.....	7
2.3 Control of Discharges to Air.....	9
2.4 Maintenance.....	11
2.5 Safety Procedures.....	12

Introduction

This management plan has been commissioned by the Whangarei District Council (WDC), to facilitate the on-going management of the Uretiti Refuse Transfer Station. Its purpose is to formalise the management and operation procedures associated with the refuse transfer station.

The management plan provides objectives and recommendations for the following management and operation procedures:

- Site Development and Management;
- Refuse Control and Segregation;
- Green Waste Disposal;
- Control of Discharges to Air;
- Maintenance; and
- Safety Procedures.

1.1 Background

The Uretiti Refuse Transfer Station, located at Uretiti, serves Uretiti and surrounding areas, including Ruakaka, Bream Bay and Waipu. The land on which the transfer station is located belongs to the Department of Conservation (DOC), but has been leased for a number of years by the Whangarei District Council (WDC). The land has a long established use for refuse disposal, originally as landfill, and for the past 22 years, as a transfer station.

WDC and DOC are to enter into a lease agreement for a period of 9 years and 11 months. The lease is for the use of land by WDC to operate a refuse transfer station and greenwaste facility.

Currently the land is used for the purpose of a Refuse Transfer Station, for Green Waste Disposal and transfer of refuse, excluding hazardous/ toxic or liquid waste products.

This document acts as the management plan for the Transfer Station. The management of the green waste facility is addressed in a separate management plan.

1.2 Site Facilities and Refuse Quantities

The current transfer station consists of 6 bins in total, 3 rubbish bins and 3 recycling bins.

The transfer station collects approximately 90 tonnes of non-putrescible rubbish a month.

The site provides facilities for recycling glass, plastics, cans, paper and cardboard. These recyclables are transferred regularly to Auckland.



Figure 1: Refuse Transfer Station Disposal Area

2 Transfer Station Management and Operation

2.1 Site Development and Management

The appropriate development and management of the Uretiti Transfer Station is important to both WDC and DOC. Both parties will work together to achieve a mutually beneficial use of the site.

The following section of this Management Plan focuses on the management of the transfer station site, and includes discussions and recommendations associated with site management, operator attendance and hours of operation, signs, perimeter fencing and access.

2.1.1 Site Management

2.1.1.1 Objective

- a. To provide ongoing liaison between the Department of Conservation (DOC) and the Whangarei District Council (WDC) to ensure effective management of the site occurs.

2.1.1.2 Discussion

Ongoing liaison is required between DOC and WDC to identify any issues that may arise from the operation and management of the site. Annual meetings (on-site) will provide a forum for discussions of any issues that may have arisen in the previous year.

2.1.1.3 Recommendation

- a. For DOC and WDC to meet on site on an annual basis to discuss and resolve any issues arising from the management and/or operation of the transfer station during the previous year.

Responsibility

WDC and DOC.



Figure 2: Transfer Station Entry

2.1.2 Site Development

2.1.2.1 Objective

- a. To provide for continual improvement of the refuse transfer station to facilitate its operation and management.

2.1.2.2 Discussion

WDC and Northland Waste are making some improvements to the transfer station to improve efficiency and safety. Glass will be collected in bins instead of the current open compartments with the bins being located where the rubbish and scrap bins are currently located. The cardboard and plastic bins will be located at the western end of the station where a rubbish bin is currently located. The two bins will be positioned lengthways and protected from the wind to help prevent windblown litter. The rubbish and scrap bins will be located where the cardboard and glass collection areas are currently. The layout changes are expected to be completed by the end of March 2017. Following the layout change, permanent fall from height barriers and/ or gates will be installed at each loading area.

2.1.2.3 Recommendations

- a. Install safety barriers and signage to prevent fall from height and meet health and safety legislative requirements.
- b. Review opportunities for minor site development annually.

Responsibility

WDC.

2.1.3 Operator Attendance and Hours of Operation

2.1.3.1 Objective

- a. To provide a high level of site safety and overall control in the day to day management of the site.

2.1.3.2 Discussion

Hours

The Whangarei District Council voted on new transfer station hours in February 2016. Transfer station hours are outlined in **Table 1**.

Table 1: Uretiti Transfer Station Hours

Winter Hours		Summer Hours	
<i>Monday- Friday</i>	<i>8:00am- 1:00pm</i>	<i>Monday- Friday</i>	<i>8:00am- 1:00pm</i>
<i>Saturday- Sunday</i>	<i>8:00am- 1:00pm</i>	<i>Saturday- Sunday</i>	<i>8:00am- 5:00pm</i>

The site is monitored during these hours by an on-site attendant who is responsible for keeping the site tidy and secure as well as taking fees and monitoring the waste that enters the facility.

Fees

Fees and charges for rubbish disposal are reviewed annually, As well as for cost recovery they are an incentive to minimise waste. Fees are listed in the Whangarei District Council's fees and charges document.

2.1.3.3 Recommendations

- a. To continue to provide site security and waste monitoring by the on-site attendant.
- b. To keep opening hours and fees in line with Council policy.

2.1.3.4 Responsibility

Refuse Transfer Station Site Manager and WDC.

2.1.4 Signs

2.1.4.1 Objective

- a. To provide information to transfer station users to facilitate the use of the transfer station.
- b. To provide appropriate signage to identify hazards and keep people safe.

2.1.4.2 Discussion

There are existing directional signs on the corner of State Highway One and Uretiti Road that help users locate the transfer station. Additional signs are located at the transfer station entrance, the on-site attendant's office and near the on-site recycling bins. These signs ensure refuse is disposed of at the correct locations.

2.1.4.3 Recommendations

- a. To keep the information on all signs current and to ensure signs include the following information:
 - i. Uretiti Transfer Station;
 - ii. Whangarei District Council;
 - iii. Hours of Operation;
 - iv. The name of the Contractor operating the site;
 - v. To prevent the dumping of wastes such as :
 - » Commercial quantities of refuse;
 - » Hazardous wastes;
 - » Offensive wastes e.g. Putrescible Waste (animal and fish wastes, sewage and septic tank waste); and
 - » Car bodies.

2.1.4.4 Responsibility

Whangarei District Council.

2.1.5 Perimeter Fencing

2.1.5.1 Objectives

- a. To maintain site security.
- b. To prevent unauthorised access.
- c. To contain windblown litter.

2.1.5.2 Discussion

The transfer station perimeter is fully fenced and there are lockable gates at the entrance of the transfer station to prevent unauthorised access to the facility during hours of closure. The fencing is sufficient to ensure security of the site and to contain litter within the site.

2.1.5.3 Recommendations

- a. To maintain the perimeter fencing and entrance gates throughout the life of the transfer station.

Responsibility

Whangarei District Council.

2.1.6 Access

2.1.6.1 Objectives

- a. To provide and maintain all weather access to the transfer station.

2.1.6.2 Discussion

A gravel access road (Tip Road) presently extends from Uretiti Road to the transfer station site. Maintenance of this access road should be carried out as necessary to ensure all weather access is provided at all times for the full range of vehicles using the transfer station facilities.

2.1.6.3 Recommendation

- a. Maintain in good condition the existing gravel road (Tip Road) giving access to the land from Uretiti Road, as well as keeping the access road clean of wind-blown litter.

2.1.6.4 Responsibility

Council's contractor(s).



Figure 3: Tip Road entry to Transfer Station

2.2 Refuse Control and Segregation

Refuse control and segregation is an important aspect in the maintenance of this facility. The promotion of recycling within this facility and the separation of hazardous waste from the waste stream both adhere to the objectives and strategies outlined in the Whangarei District Council Waste Management and Minimisation Plan (2012).

The following section provides a discussion and recommendations for recycling and prohibited wastes at the Uretiti Transfer Station.

2.2.1 Recycling

2.2.1.1 Objectives

- a. To provide adequate recycling facilities.
- b. To promote the separation of recyclables to maximise the value of the recycling and reduce the amount of waste.

2.2.1.2 Discussion

The Whangarei District Council shall promote refuse recycling as part of this Management Plan. Bins are provided for the recycling of glass, plastics, cans, paper and cardboard. This area is separate to both the refuse bins and green waste area. No recyclables are stored on site. Recyclables from collections are deposited at the Uretiti Refuse Transfer station and then transported in bulk to Auckland.

2.2.1.3 Recommendations

- a. To continue to provide recycling bins on site for glass, paper and cardboard, plastics and cans.
- b. To regularly remove these recyclables to an approved recycling centre.

2.2.1.4 Responsibility

Council's Contractor(s) and Refuse Transfer Station Site Manager.

2.2.2 Prohibited Wastes

2.2.2.1 Objectives

- a. To exclude prohibited wastes from the transfer station.

2.2.2.2 Discussion

The following refuse shall be accepted at the transfer station:

- a. Refuse generally accepted as household or domestic refuse.

It is the policy of the WDC that no hazardous waste shall enter the general waste stream. Hazardous wastes and certain offensive wastes as described below are currently not permitted to be placed in the on-site bins. As there is an on-site attendant monitoring the waste that enters the facility, the prevention of Hazardous waste into the waste stream can be controlled. Hazardous wastes consist of any material, which because of its quantity, concentration or chemical characteristics poses a substantial present or potential danger to human and/ or animal health, or to the environment. Such wastes may be reactive, radioactive, flammable, explosive, corrosive, toxic or poisonous, pathogenic, carcinogenic, bio concentrative or persistent in nature. They include:

- Asbestos
- Paint
- Glue
- Oil
- Caustic waste
- Lime
- Resin
- Bitumen Products
- Electro Plating Wastes
- Cosmetic Wastes
- Acid
- Any Schedule Poisons (as identified in the poisons Regulations)
- Any Dangerous Goods (as defined in the Dangerous Goods Regulations)
- Any other Chemical (in liquid or powder form whether of agricultural or industrial use, in sealed drums or otherwise)
- Hazardous Inorganic Chemicals (including heavy metals and blue asbestos).

Other prohibited wastes include:

- Septic Tank Sludge;
- Sewage;
- Grease Trap Waste;
- Abattoir Waste;
- Fish or Meat Processing Waste;

- Dead Animals
- Highly odourous refuse; and
- Car Bodies.

All hazardous and prohibited waste arising from domestic households from domestic households such as oil and batteries should be taken to the Resort Transfer Station.

2.2.2.3 Recommendations

- To decline the acceptance at the refuse station of any prohibited waste and to prevent any hazardous waste entering the general waste stream and Transfer Station.
- To maintain information signs detailing what forms of waste are acceptable.
- The Site Manager to inform WDC of any hazardous waste incident.

2.2.2.4 Responsibility

Site Manager.



Figure 4: Entry Sign

2.3 Control of Discharges to Air

An important aspect of the daily functioning of the Uretiti Transfer Station is the mitigation of any adverse discharges to air. This may include dust and/or odours. The following section provides a

discussion and recommendations for the successful management and mitigation of dust and odours at the Transfer Station.

2.3.1 Dust

2.3.1.1 Objective

- a. To prevent a dust nuisance from arising.

2.3.1.2 Discussion

There is the potential for dust nuisance, especially over summer months. The metalled access road will be the main source of dust during dry weather, although this is currently only a minor issue at the site. Dust can be picked up by the wind alone, but the problem is generally made worse by moving vehicles and equipment, with the degree of nuisance depending on the vehicle speed.

2.3.1.3 Recommendations

- a. To spray dusty road area with water if the dusty road is considered a health and safety risk by site manager.
- b. Loose material that could become airborne and create a dust hazard shall not be permitted.

2.3.1.4 Responsibility

Site Manager.

2.3.2 Odours

2.3.2.1 Objective

- a. To minimise the potential for odours and prevent the development of an odour nuisance.

2.3.2.2 Discussion

The production of odours is strongly dependent on the deposited material and the environmental conditions. The site is exposed and subject to sea breezes as it is located near the coast and as such odours are quickly diluted. The site is permeable and dry therefore less likely to create odours that are associated with anaerobic conditions. As the site is managed by an on-site attendant the prohibiting of offensive wastes can be easily controlled. The exclusion of hazardous wastes reduces the amount of odours that are generated by the refuse transfer station significantly.

2.3.2.3 Recommendation

- a. To remove refuse when the total bin capacity is reached or in the event of any offensive odours.
- b. In any event that odour is recognised as an issue after the bins have been emptied, a deodorising chemical may be applied.
- c. Prohibit dumping of offensive wastes with high odour producing potential through the control of waste by the on-site attendant.

2.3.2.4 Responsibility

Site Manager.

2.4 Maintenance

Maintenance is an important part of the daily functioning of the transfer station, promoting a tidy and aesthetically pleasing facility for the public.

The following section outlines a series of recommendations associated with the management of on-site vermin, wind-blown litter, scavengers and spillages.

2.4.1 Vermin

2.4.1.1 Objective

- a. To control vermin populations on-site and prevent any associated health risks.

2.4.1.2 Discussion

Potential on-site vermin (including rodents and flies) are potential problems at any transfer station site as they can carry diseases, spread germs and constitute a health risk. Permanent bait stations should also be used on site to control vermin. Local residents must be informed of the baiting programme through signage. If regular refuse removal proves insufficient and fly problems become severe, daily application of insecticide may be necessary. In no case, however, should extermination procedures be substituted for prompt and thorough removal of refuse from the site. All relevant legislation and safety standards should be complied with.

2.4.1.3 Recommendations

- a. To remove refuse bins as required.
- b. To install permanent bait stations as required.
- c. If refuse removal proves insufficient to control flies, then daily application of an approved insecticide should be used.
- d. To comply with legal and safety requirements when laying any poisons or carrying out extermination procedures.

2.4.1.4 Responsibility

Whangarei District Council.

2.4.2 Litter

2.4.2.1 Objective

- a. To collect litter from the site and place it in the bins provided.

2.4.2.2 Discussion

Any light weight refuse, which accumulates around the site, outside of the confines of the transfer bins should be considered to be litter. Litter can be dropped from vehicles on their approach to the transfer station but is likely to prove more of a problem where refuse has been unloaded

(particularly when the bins are reaching capacity). At present litter is contained in the facility by the perimeter fencing. Litter can be kept to a minimum by ensuring that the rubbish levels within the bins are monitored, and when necessary, emptied once the bin is nearing full capacity.

2.4.2.3 Recommendation

- a. To clear litter from the perimeter fence and the entire site as required and place into the bins provided. The litter is to be also cleared from the access road as required.

2.4.2.4 Responsibility

Councils Contractor/ Site Manager.

2.4.3 Refuse Spills and Fly Tipping

2.4.3.1 Objective

- a. To clean up refuse spills around the transfer station and keep the site clean and tidy at all times.

2.4.3.2 Discussion

Refuse spills from both refuse vehicles and private vehicles can occur at any point on their approach to and from the transfer station, but their occurrence will probably be confined mainly to the uploading area. Any refuse spills that occur should be cleared up promptly by Council's contractor.

2.4.3.3 Recommendation

- a. To clean up refuse spills promptly, and place refuse into the on-site bins provided.

2.4.3.4 Responsibility

Council's Contractor/ Site Manager.

2.5 Safety Procedures

The following section outlines the safety procedures to be used in the event of an on-site emergency. In addition to the safety procedures that have been developed to alleviate potential on-site emergencies the following section provides contact names and telephone numbers of those individuals/organisations who can be contacted in the event of an emergency.

This management plan does not include Health and Safety Provisions. It is recommended that the requisite Site Health and Safety Plan be developed and bound separately to ensure its prominence. This safety plan should be independently audited in accordance with DOC requirements.

It is important to note that this section does not constitute a Site Safety Plan in terms of the Health and Safety in Employment Act (HSE Act). The Site Safety Plan has been developed as a separate document, which requires the Contractor to comply with the requirements of the HSE Act including ensuring that all work practices and procedures meet the requirements of applicable codes of practice. The current Health and Safety Plan is due to be reviewed and submitted by 31 March 2017.



Figure 5: Health and Safety Sign

2.5.1 Fire

2.5.1.1 Objective

- a. To prevent any outbreak of fire, and if fire does occur to control it effectively.

2.5.1.2 Discussion

No burning of refuse is permitted at the transfer station but fires occur occasionally because of carelessness, vandalism, or because hot wastes are disposed of.

A number of firebreaks have been constructed on-site. This provides a break in the vegetation, which will control the spread of fire in such an event. The firebreaks at the transfer station are:

- A 20-metre wide firebreak, located at the southern end of the site (extending from the existing transfer station to adjacent farmland) has been created through the removal of an area of vegetation surrounding the transfer station.
- A 20-metre deep-firebreak, located at the northern end of the site (extending along the road edge to adjacent farmland), and two bare sand strips, 20 metres in width (situated on either side of the access road) have also been created to control the spread of fire.

The on-site fire breaks will be maintained using a bulldozer and/or slashing to ensure the firebreaks will control the spread of fire in such an event. These will be managed as required.

There is a large water tank (33m³) at the rear of the transfer station to aid in on-site firefighting. This tank is filled by Council, as required.

All equipment operators should keep a fire extinguisher on their machines at all times, since it may be able to put out a small fire and prevent it from spreading. A fire extinguisher and water pump should also be kept onsite at all times.

In all cases of fire, New Zealand Fire Service and WDC should be summoned immediately. The nearest fire station is located at Waipu, approximately ten minutes away. The Fire Brigade can use water from the on-site take, as an auxiliary to their own if needed. In the event of a fire WDC will provide DOC with an incident report of fire events. Furthermore, WDC will accept responsibility for costs incurred by DOC from a fire originating at the Uretiti Transfer Station.

2.5.1.3 Recommendation

- a. In the event of a fire:
 - i. To dial 111 and request NZ Fire Service assistance.
 - ii. To notify WDC Staff on the 24-hour phone number: (09) 430-4200.
- b. Contractors to carry a fire extinguisher on machines at all time.
- c. Site attendant to have a water pump on site during hours of operation.
- d. Not to accept any burning loads.
- e. Maintain the existing firebreaks as required, ensuring that any new vegetation is removed.
- f. To ensure that the on-site water tank is kept full at all times, and if used, is replenished immediately by WDC.
- g. Site attendant and Council's Contractor(s) to carry a mobile phone at all times.
- h. WDC to provide DOC with an incident report in the event of any on-site fire.
- i. WDC to accept responsibility for costs incurred by DOC from an on-site fire.

2.5.1.4 Responsibility

All parties have a responsibility to comply with Health and Safety requirements.

2.5.2 Emergency Contacts

2.5.2.1 Objective

- a. To provide emergency contact telephone numbers for use as necessary.

2.5.2.2 Discussion

It is necessary that the site attendant and Council's Contractor(s) carry a mobile phone at all times.

The following numbers should be used:

- Fire dial 111;
- Ambulance dial 111;
- To contact WDC in an emergency: 430 4200.

2.5.2.3 Recommendations:

- a. Always dial 111 in the first instance.
- b. Dial 430-4200 to notify Council in an emergency.
- c. The site attendant and Council's Contractor(s) carry a mobile phone at all times.

2.5.2.4 Responsibility

Council Contractors.



Figure 6: Recycling Area



Opus International Consultants Ltd
Mansfield Terrace Service Lane, 125A Bank
St
PO Box 553, Whangarei 0140
New Zealand

t: +64 9 430 1700

f:

w: www.opus.co.nz



Whangarei District Council

Uretiti Transfer Station Green Waste Facility

Management Plan





Whangarei District Council

Uretiti Transfer Station Green Waste Facility

Management Plan

Prepared By

Elisha Oldridge
Environmental Planner

Opus International Consultants Ltd

Whangarei Office
Mansfield Terrace Service Lane, 125A Bank
Street
PO Box 553, Whangarei 0140
New Zealand

Reviewed By

Mark Farrey
Team Leader Planning

Telephone: +64 9 430 1700

Facsimile: +64 9 430 1701

Date: 25/07/2016

Reference: 1-13975.00

Status: Final

Approved for
Release By

Mark Farrey
Team Leader Planning



Whangarei District Council

Uretiti Transfer Station Green Waste Facility

Management Plan



Contents

1	Introduction.....	1
1.1	Background	1
1.2	Location.....	1
2	Green Waste Facility Management and Operation	4
2.1	Green Waste Collection Site Management	4
2.2	Operator Attendance and Hours of Operation	5
2.3	Access	5
2.4	Maintenance.....	6
2.5	Signs	7
3	Safety Procedures	8
3.1	Fire	8
3.2	Public Safety.....	10

1 Introduction

This management plan has been commissioned by the Whangarei District Council (WDC), to facilitate the on-going management of the Uretiti Transfer Station Green Waste Disposal Facility Area. Its purpose is to formalise the management and operation procedures associated with the green waste disposal facility area.

1.1 Background

The Uretiti Refuse Transfer Station, green waste disposal area and associated landfill have existed for a number of decades, with the landfill closing several years ago. The Transfer Station and its associated green waste disposal area are still operational, and are currently on land that is leased by Whangarei District Council (WDC) from the Department of Conservation (DOC). This concession is due to expire and in order to renew the concession an updated management plan is required.

The existing management plan was prepared in 2004. The existing management plan covered the entire transfer station operation including refuse control, green waste control and the maintenance of the old landfill site. The new management plan takes a different approach and covers the green waste disposal area only.

1.2 Location

The Uretiti Refuse Transfer Station site is located on Tip Road, Uretiti, 36km South of Whangarei. The Transfer Station services Uretiti and surrounding areas, including Ruakaka, Bream Bay and Waipu.

The green waste area is located east of the refuse control area and north of the old landfill site (**Figure 1**). The area proposed to be leased from DOC for the green waste is displayed in **Figure 2**.



Figure 1: Uretiti Refuse Transfer Station Site



Figure 2: Proposed Lease Plan

1.2.1 Location Suitability

The green waste facility is located on previously cleared land and will continue to be confined within previously cleared land. This land is located within the fixed dune deposits mapped within Bream Bay (Whangarei 1:25000 Geological Map 2009 – GNS Science). As a result the location is slightly elevated (**Figure 3**) and consists of a sandy permeable profile (**Figure 4**). Due to this permeability the ground is well drained, with no adjacent watercourses or drainage lines. As a result and green waste that does accumulate on the site is kept relatively dry, therefore it has less of a tendency to anaerobically decay and release odours or weeds into waterways.



Figure 3: Elevation of Land



Figure 4: Soil Profile

2 Green Waste Facility Management and Operation

The appropriate development and management of the Uretiti Transfer Station Green Waste Disposal Facility is important to both WDC and DOC. Both parties seek to work together to achieve a mutually beneficial use of the site.

This management plan focuses on the development and management of the green waste facility site, and includes objectives and policies associated with site management, operator attendance and hours of operation, access, maintenance, perimeter fencing, signs, fire and chemical spread.

2.1 Green Waste Collection Site Management

At present the Green waste facility is operated as part of the Transfer Station. Green waste is off-loaded by the public to the designated green waste facility. The green waste is stockpiled and is compacted on site weekly or as required to maintain the site in an aesthetically tidy condition and keep the green waste pile at a low level. The onsite attendant ensures that only appropriate green waste is left on this site.

2.1.1 Objective

To promote and provide a well- managed and controlled facility for the collection of green waste.

2.1.2 Recommended Actions

Set processes for open communication between representatives of Whangarei District Council and Department of Conservation to reach agreement on the way forward when any issues arise.

Ensure future management decisions provide for the continuation of the green waste facility as a tidy and organised facility.

Set green waste fees in line with Whangarei District Council's fees and charges policy.

2.2 Operator Attendance and Hours of Operation

The green waste site is monitored by an attendant as part of the Transfer Station. The attendant is responsible for keeping the site tidy and secure as well as monitoring the waste that enters the facility. Council voted on new transfer station hours in February 2016. For Uretiti Transfer Station these are as follows:

Winter Hours		Summer Hours	
Monday- Friday	8:00am -1:00pm	Monday- Friday	8:00am- 1:00pm
Saturday- Sunday	8:00am- 1:00pm	Saturday- Sunday	8:00am- 5:00pm

2.2.1 Objective

To provide a high level of site safety and overall control for the day to day management of the site.

2.2.2 Recommended Actions

Continue to have the green waste facility staffed in incorporation with the transfer station to prohibit the deposition of hazardous waste.

Ensure the green waste site operational hours are in line with Whangarei District Council Policy.

Ensure the maintenance of the facility provides for a tidy and secure site.

Accepted green waste **must only include**:

- General garden plant waste (i.e. trunks, branches, leaves, lawn clippings).

Green waste **should not include** waste from other sources. Some examples include:

- Putrescible waste (i.e. - food scraps); and
- Plant waste from commercial activities (i.e. from horticultural activities such as orchards where large scale use of pesticides/ herbicides was likely).

2.3 Access

Access to the Transfer Station is from Tip Road which connects to Uretiti Road. The road to the transfer station is a well maintained gravel road. The green waste area is separated from the transfer station by fence and gate.

2.3.1 Objective

To provide and maintain access to the green waste facility.

2.3.2 Recommended Actions

Ensure that access to the green waste dumping area is maintained so it is easily accessible to the public.

2.4 Maintenance

Maintenance of the green waste pile is essential to ensuring the site remains aesthetically tidy and reduces the risk of, weed spread, vermin attraction or fire.

2.4.1 Objective

To provide regular maintenance of the green waste area.

2.4.2 Recommended Actions

Ensure the green waste is compacted weekly or as required to maintain the site in an aesthetically tidy condition and keep the green waste pile low.

Ensure green waste is free of non bio-degradable material or plastic before compacting.

During the summer months (December to February) the green waste is to be inspected for fire safety risk:

- Water to be sprayed on green waste if dry tinder conditions become present; and
- Mulch piles to be monitored for heat and steam. Mulch to be dissipated or water to be sprayed if large amount of heat is generated.

Adjacent grassed areas are to be maintained with by bulldozing to keep them clear and/or mulching, slashing and spraying. These areas are to be maintained to ensure fire break is maintained and weeds are kept in check.

2.5 Signs

Signage is used on site for directional and restrictive purposes. Signage should be clear and concise and provide a positive role in the management of the site.

2.5.1 Objective

To provide information to transfer station users to facilitate the use of the transfer station.

2.5.2 Recommended Actions

Ensure all information on signs is current and accurate.

Ensure signage is clear and concise and there is no proliferation of signage.

Provide information on the site including:

- a) Whangarei District Council current logo;
- b) Hours of operation;
- c) Restrictions on the type of waste permitted (as per Section 2.2.2).

Accepted green waste **must only include**:

- General domestic garden plant waste (i.e. trunks, branches, leaves, lawn clippings).

Green waste **should not include** waste from other sources. Some examples include:

- Putrescible waste (i.e. - food scraps);
- Plant waste from commercial activities (i.e. from horticultural activities such as orchards where large scale use of pesticides was likely).

3 Safety Procedures

The following section outlines objectives and policies to prevent and alleviate potential on site emergencies. This Management Plan does not include health and safety provisions. It is recommended that the requisite Site Health and Safety Plan be developed and bound separately to ensure its prominence. This safety plan should be independently audited in accordance with DOC requirements.

Please also note this section does not constitute a Site Safety Plan in terms of the Health and Safety Plan in terms of the Health and Safety in Employment Act (HSE Act). The Site Safety Plan is a separate document which requires the staff to comply with requirements of the HSE Act, including ensuring that all work practices and procedures meet the requirements of applicable codes of practice. Changes will be made to the existing Health and Safety Plan and a new version will be submitted by 31 March 2017.

3.1 Fire

The controlled burning of waste is not permitted at the green waste area but uncontrolled fires can occur because decaying mulch can generate heat, vandalism can occur, or from the disposal of hot waste. These risks are high particularly during dry periods.

3.1.1 Objective

To prevent in the first instance, and control in the second, the outbreak of fire.

3.1.2 Recommended Actions

Prohibit the burning of green waste at the disposal site.

Maintain firebreaks (**Figure 5**) around the green waste area by bulldozing to keep them clear and/or mulching, slashing and spraying.

Maintain adjacent grassed areas by mowing annually.

Ensure the large water tank situated at the rear of the transfer station is filled as required.

Ensure there is a fire extinguisher and water pump on site at all times.

Ensure that machinery operation has a fire extinguisher in the cab.

Ensure that safety plans allow for WDC and the New Zealand Fire Service to be summoned immediately in all cases of fire.

Ensure that safety plans recognise that DOC as the statutory rural fire authority will be responsible for the management of any fires that occur at the green waste facility and should be notified immediately.

Set processes that ensure an incident report is produced by WDC in the event of a fire. Furthermore, WDC will accept responsibility for costs incurred by DOC from a fire originating at the green waste facility.



Figure 5: Current Fire Break

3.2 Public Safety

All efforts are made to ensure public entering during operational hours are not exposed to undue safety risk

3.2.1 Objective

To prevent public safety risk through slips, trips, falls etc.

3.2.2 Recommended Actions

Adjacent grassed areas to be mowed annually.

Green waste dumping area to be accessible via a maintained track at all times (so that public do not need to venture into dumped green waste).

Weekly compaction of green waste is to occur in order to keep height low, or as required.



Opus International Consultants Ltd
Mansfield Terrace Service Lane, 125A Bank
Street
PO Box 553, Whangarei 0140
New Zealand

t: +64 9 430 1700
f: +64 9 430 1701
w: www.opus.co.nz