



AGENDA

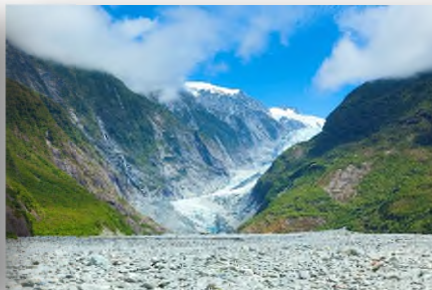
RĀRANGI TAKE

NOTICE OF MEETING OF THE

Hokitika Wastewater Treatment Plant Project Oversight Subcommittee

to be held on **Wednesday 14 December 2022** commencing at **3:00 pm**,
Council Chambers, 36 Weld Street, Hokitika and via zoom.

Chairperson	Her Worship the Mayor Cr Burden Cr Neale Cr Cassin
Iwi Representatives:	Ema Weepu – Ngāti Waewae James Mason Russell – Ngāti Waewae Barry Wilson – Ngāti Maahaki Pauline Adams – Ngāti Maahaki



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual link.

Council Vision:

We work with the people of Westland to grow and protect our communities, our economy, and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. KARAKIA TĪMATANGA OPENING KARAKIA

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

- (7A) Where an item is not on the agenda for a meeting, -
- (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

**5. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS**

Minutes circulated separately via Microsoft Teams and email.

- Hokitika Waste Water Treatment Plant Project Oversight Subcommittee Minutes – 5 April 2022 (Pages 4-8)

6. PROPOSED TERMS OF REFERENCE TO BE ADOPTED

(Pages 9-12)

Simon Bastion, Chief Executive, Westland District Council

7. UPDATE BRIEFING TO THE NEW SUB-COMMITTEE

John Strange, Senior Civil Engineer, Stantec

**DATE OF THE NEXT HOKITIKA WASTE WATER TREATMENT PLANT OVERSIGHT SUBCOMMITTEE
MEETING TO BE CONFIRMED
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



Hokitika Waste Water Treatment Plant Project Oversight Subcommittee Minutes

MINUTES OF THE HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD VIA ZOOM ON TUESDAY 5TH APRIL COMMENCING AT 1.00PM.

The Subcommittee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the Council website.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was performed by Barry Wilson.

2. NGĀ WHAKAPAAHA MEMBERS PRESENT & APOLOGIES

Acting Chairperson	Deputy Mayor Carruthers	
Members	Cr Davidson	
	Cr Martin	E. Weepu, Ngāti Waewae Representative
	J. Douglas, Ngāti Maahaki Representative	James Mason-Russell, Ngāti Waewae Representative
	B. Wilson, Ngāti Maahaki Representative	
Guests	Kylie Huard; Principal Transportation Planner -Stantec	John Strange – Stantec
	John Dunning – Stantec	Andrew Slaney; Processing Engineer - Stantec
	Simon McAulay – Stantec	Jim Bradley; Principal Process Engineer - Stantec

APOLOGIES

No apologies received

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services; Scott Baxendale, Group Manager District Assets, Emma Rae, Strategy and Communications Advisor: Corporate Services, His Worship the Mayor, D. Maitland; Executive Assistant, S. Johnston; Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams, emailed, and was made available on the Council Chambers table.

**4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE
URGENT ITEMS NOT ON THE AGENDA**

There were no urgent items of business not on the Subcommittee Agenda.

5. CONFIRMATION OF MINUTES OF MEETING:

- Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee Inaugural Minutes – 4 August 2021

Moved Deputy Carruthers and seconded Cr Wilson and **Resolved** that the Inaugural Minutes from the Inaugural Meeting 4 August 2021 be received and accepted.

6. PROPOSED AMENDMENT OF TERMS OF REFERENCE

Chief Executive Simon Bastion from Westland District Council spoke to this item:

The purpose of this report is for the Subcommittee to adopt the proposed amendment of Terms of Reference (ToR) for the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee (WWTP).

Moved Deputy Mayor Carruthers, seconded Cr Davidson and **Resolved** that:

- A) The report be received.
- B) The Hokitika Wastewater Treatment Plant Project Oversight Subcommittee adopt the updated Terms of Reference.

7. HOKITIKA WASTEWATER TREATMENT PLANT UPGRADE PROJECT

a. DRAFT OPTIONS ASSESSMENT FRAMEWORK DOCUMENT

John Strange, Senior Civil Engineer, Stantec and Kylie Huard, Principal Transportation Planner, Stantec To speak to the presentation and framework document:

Hokitika Wastewater Upgrade Project Presentation:

- **Agenda**
- **Assessment Framework**
- **Summary of Options Development Phase**
- **Development of Options**
- **Scheme Enhancements** – Jim Bradley from Stantec spoke to this
 - Enhanced level of wastewater treatment
 - Enhanced Biosolids Management
- **Assessment of Options**
 - Fatal flaw assessment
 - Develop scheme options
- **Assessment Criteria**
 - Scope: Investment Objectives
 - Minimum Service Requirements
 - Four Wellbeing's
 - Critical Success Factors

- **Traffic Light Assessment Criteria**

- Green = meets criterion well
- Orange = marginally meets criterion
- Red = fails to meet criterion

- **Multi Criteria Analysis (MCA) Criteria**

Cr Davidson enquired to affordability – noting the size of Hokitika. Chief Executive Simon Bastion advised that currently there is a fixed budget that is targeted to be under for this project as part of the LTP and is approximately \$10 million dollars. Until there is a final design we won't know if this budget is accurate or falling short.

Kylie Huard from Stantec advised the MCA process is not to make a decision, but to inform the decision makers to be able to make the most appropriate and affordable decision for the area.

Cr Davidson asked whether other smaller townships had been looked at to see what systems they are using and to see what is working.

Jim Bradley from Stantec advised that Stantec is involved throughout New Zealand in Wastewater and has a good grasp in what circumstances what has come through as a preferred option and what it's track record has been, and the range of approaches taken from the Māori Cultural Convention in many cases and have been summarising those for several years in terms of many projects. Currently the range of options and places we are in are Gore, Nelson, Rotorua, and Palmerston North, so we are very aware of what is applied where, and in particular this biological trickling filter approach that we developed; led mostly by the Iwi Group in Hastings. So, we are aware of the range of technologies working throughout the Country.

- **Sensitivity Analysis**

- Applies weightings to criteria

- **Draft Key Project Milestones (for discussion)**

- Task
- Outcome
- Who?
- When? (Est date)

Discussion:

Iwi Representative Ema Weepu commented that due to the draft document only being circulated this morning, that Iwi representatives have not had any time to reflect on the information and process it. A further meeting with the Iwi representatives needs to be had to confirm all the things that have been agreed to and need to ensure their whakaaro is correct by their Iwi and ensure it is presented.

Another meeting with Iwi Representatives, John Strange from Stantec and Chief Executive Simon Bastion from Council would be good to ensure everything we consider should be part of this is included. Ema advised that they do want to endorse the assessment processes but need to have some time to meet and discuss.

Iwi Representative Ema Weepu also noted that Carbon Footprint was noted down as a "NO" – there is already a carbon footprint and has this been considered into calculations as we continue to move forward as there is already a carbon footprint on everything we are already doing.

John Strange from Stantec responded regarding the Carbon footprint. The statement made in one of the technical workshops was that Council doesn't currently have a policy or statement, but a desire for a new system would be that it was no greater or less than the current system. The wording that we have included in the document was: 'Relative assessment of whole-of-life carbon footprint (embodied plus operational emissions)' and the Green/Orange/Red assessment descriptions accordingly (see page 11 of the document, item 7).

John Strange from Stantec acknowledged that the document everyone received this morning ideally should have been sent to everyone a week or so ago to enable everyone to read, review and consider and agrees that the entire sub-committee needs time now to review this framework and ask questions.

Kylie Huard from Stantec commented that they are seeking feedback from this document and acknowledged that this may take time. Kylie also advised that they are not seeking endorsement of the document in its current form as it will need to evolve. But is seeking endorsement in support for the process, and views on criteria.

Jim Bradley from Stantec summarised that this is reasonably standard, proven, and robust, and gets a good bill of health through the resource consent hearing process. What's built into this is the RMA approach brought together with your business case approach. A number of these projects are simply done as a resource management RMA case, and as the introduction to your case paper says – 'seeking consents for discharge of contaminants to the environment', an alternative assessment has to be done, and the case history on that is the robustness and thoroughness of it that will be looked at very much by the authorities. So, if you're feeling like "it's a bit over the top", the proof and the approach is very much based on proven case history throughout New Zealand and resource consent cases. If the homework is not done, it's likely that the regional council will soon after application go away and look at the alternatives.

Chief Executive Simon Bastion asked - where in the process would we invite the wider stakeholder group in (i.e.: Regional Council, Department of Conservation, and a few others) that were also interested parties in the outcome?

Kylie Huard from Stantec suggested that wider stakeholders could be involved in the MCA process or assessment along the way. But suggested that prior to the presentation of the shortlisted options to the Oversight Committee Meeting in July, a separate presentation prior to the wider stakeholders could be beneficial to step them through the process and show them what is being done. It purely depends on whether you want the wider stakeholders engaged, or informed.

John Strange from Stantec advised that the wider stakeholders have previously been engaged, that at the Options Workshop, Department of Conservation, Community Public Health, and West Coast Regional Council attended along with the Project Working Group.

Chief Executive Simon Bastion advised that Council would like to ensure there are no surprises for the wider stakeholders, that they know and expect what is coming – particularly regarding resource consent application. End of June would be ideal for a meeting with external stakeholders.

Jim Bradley from Stantec reminded the committee that bringing in such parties as the statutory Ministry of Health, Medical Officers, Regional Council, Department of Conversation, to ensure to put in writing that it is not 'tying them' and isn't limiting the statutory input into the statutory process.

Barry Wilson, Iwi Representative indicated to the committee that he is keen to move on this as soon as possible and quickly and is eager to bring Silverfern Farms in and get them on board and to ensure that they don't use the Westland Milk Products and go out there.

Chief Executive Simon Bastion advised that Westland Milk will not allow them to go out there untreated. It would require a separate resource consent.

John Strange from Stantec gave an update on communications that have been held between Silverfern Farms, Stantec and Council re: where Council is in this process and the Options Assessments that are being worked through. There is a good line of communication.

Chief Executive advised that the objectives for this session have been met. The timeline for this year is very comprehensive and there is a lot of evaluation work for Stantec to do.

Moved Deputy Mayor Carruthers, seconded Cr Jackie Douglas and **Resolved** that the Hokitika Wastewater Treatment Plant Project Upgrade Options Assessment Framework Document provided by John Strange, Senior Civil Engineer from Stantec be received.

Chair closed the meeting.

**DATE OF THE NEXT HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT
SUBCOMMITTEE MEETING TO BE CONFIRMED.
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.07PM

Confirmed by:

Deputy Mayor Carruthers

Date: **To be confirmed at the next scheduled meeting.**

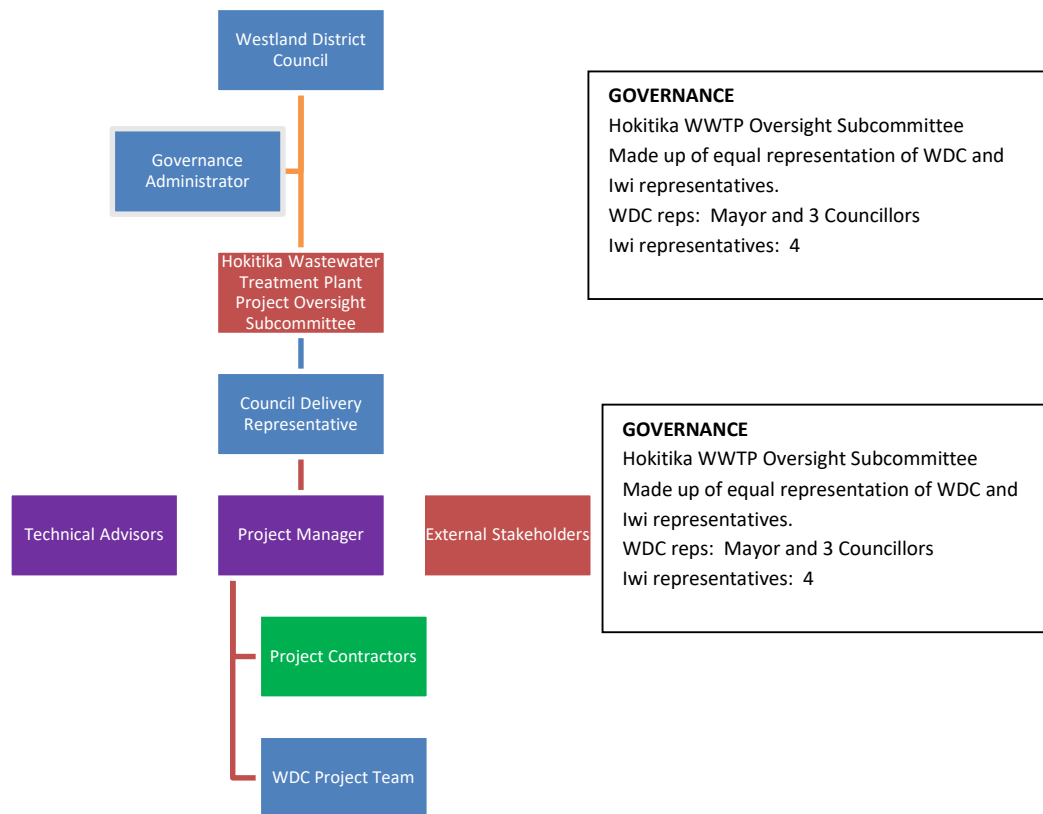


TERMS OF REFERENCE FOR THE HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE

Title	Hokitika Wastewater Treatment Plant Project Oversight Subcommittee
Authorising Body	Mayor/Council
Status	Subcommittee of Council
Quorum	The Chair plus two members, one of which must be an Iwi representative
Adopted by Council	24 November 2022
Administrative Support	Chief Executive’s Office

Purpose

The purpose of the Hokitika Wastewater Treatment Plant (WWTP) Project Oversight Subcommittee is to oversee the Governance of the Hokitika Wastewater Treatment Plant Project. This Subcommittee honours the MoU between Westland District Council (EDC) and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the WDC boundary. The makeup of the Subcommittee represents an equal partnership to ensure stakeholders are represented to provide guidance on the strategy of the project.



Responsibility

The Hokitika WWTP Project Oversight Subcommittee is responsible for the following:

- Defining the overall objectives and values of the Hokitika WWTP project.
- The contribution each proposal would have towards achieving the objectives.
- Financial sustainability of each proposal.
- Ensuring the prioritisation of projects reflects community needs.
- Working closely with all key stakeholders of the project.

In connection with the project, the Subcommittee shall receive regular reports from project management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion.
- Major project milestones, including variance analysis and mitigation strategies.
- Key issues or disputes and proposed mitigation strategies.
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures.
- Assist with bridging project barriers outside the influence of staff.

The Subcommittee will report to Council on a regular basis to provide updates as required.

Delegations to the Subcommittee

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to the Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards, or guidelines that have been established and approved by Council;
- The overall priorities of the Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest, and which are controversial.
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

Power to Delegate

The Hokitika WWTP Project Oversight Subcommittee may not delegate any of its responsibilities, duties or powers.

Membership

The Hokitika WWTP Project Oversight Subcommittee will comprise the following, one of which will be the chairperson:

- Her Worship the Mayor (Chair)
- Cr Burden
- Cr Cassin
- Cr Neale
- Iwi Representatives x 4

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Subcommittee;
- Setting the agenda for Subcommittee meetings in conjunction with the Chief Executive; and
- Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Remuneration

Remuneration for iwi representatives will be \$250.00 per meeting and is to be funded by Westland District Council. A Koha will also be offered for utilisation of the Arahura Marae (when hosting meetings).

Frequency of Meetings

The Subcommittee shall meet as required but not less than quarterly. Every alternative meeting will be hosted by Arahura Marae.

Relationships with Other Parties

- The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.
- The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.
- The Subcommittee acknowledges that there are a number of external stakeholders interested in the outcome of the project and whilst they do not form part of the membership of the Subcommittee, they will be consulted on any aspect of the Subcommittee's work that they will be impacted by.

Contacts with Media and Outside Agencies

- The Subcommittee Chairperson is the authorised spokesperson for the Subcommittee in all matters where the Subcommittee has the authority or a particular interest.
- The Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council on matters outside of the Subcommittee's delegations.
- The Chief Executive will manage the formal communications between the Subcommittee and its constituents and for the Subcommittee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Westland District Council.

Conduct of Affairs

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshops may be held to provide an opportunity for councillors to give guidance to staff on the next steps (direction setting), however, they cannot make decisions or formal resolutions.
- Extraordinary meetings of the Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

Minutes of meetings:

The Committee shall record minutes of all its proceedings.