



# AGENDA

RĀRANGI TAKE

NOTICE OF EXTRAORDINARY MEETING OF THE

## Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

to be held on **Tuesday 5 April 2022** commencing at **1.00 pm** via Zoom.

---

Chairperson: Deputy Mayor Carruthers

Members: His Worship the Mayor (ex-officio)

Cr Martin

J. Russell, Ngati Waewae Representative

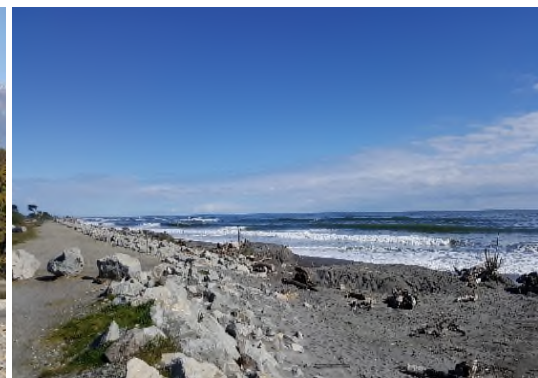
B. Wilson, Ngati Maahaki Representative

Cr Davidson

E. Weepu, Ngati Waewae Representative

J. Douglas, Ngati Maahaki Representative

---



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual 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. CONFIRMATION OF MINUTES OF MEETINGS**

- Inaugural Minutes - 4 August 2021.

### **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. PROPOSED AMENDMENT TO TERMS OF REFERENCE**

Pages 4-8

- Simon Bastion, Chief Executive, Westland District Council

## **6. HOKITIKA WASTE WATER TREATMENT PLANT UPGRADE PROJECT**

### **a. DRAFT OPTIONS ASSESSMENT FRAMEWORK DOCUMENT**

Stantec's Hokitika Wastewater Upgrade Project team will present on the draft options assessment framework. The framework outlines the 'sieving' process and assessment criteria that will be used to assess individual components and potential wastewater schemes. The project team is seeking to discuss and gather feedback on the document. Note the framework may need to evolve throughout the process, hence the team is seeking approval for the process and initial criteria from the Oversight Subcommittee, cognisant that future updates may be required.

- John Strange, Senior Civil Engineer, Stantec
- Kylie Huard, Principal Transportation Planner, Stantec


### **b. NEXT STEPS**

The project team will present on the business case process going forward, including the key outcomes and outputs of each step. The team is seeking input and feedback on these stages to ensure they align with Council processes, and for the Subcommittee to provide advice on who should be involved in each stage.

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

## TERMS OF REFERENCE

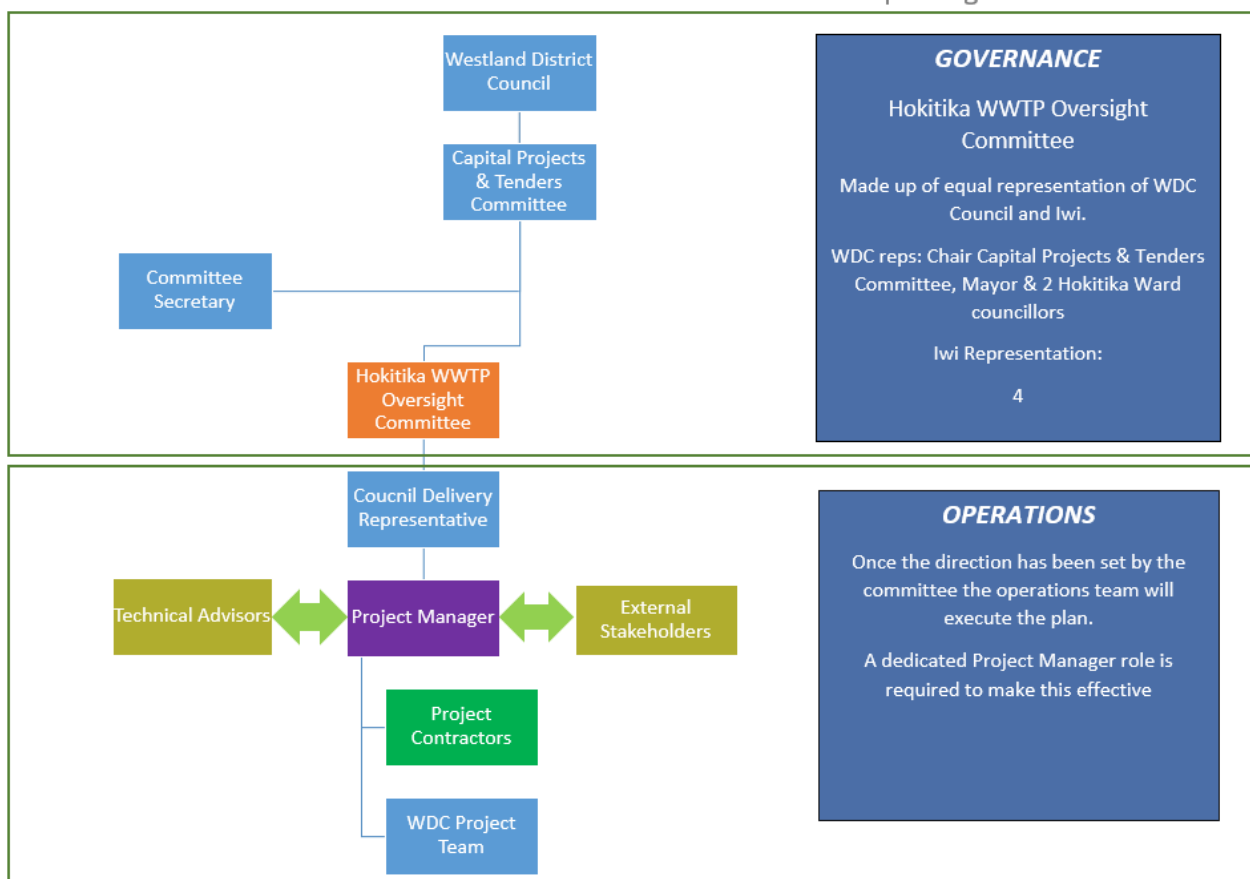
### Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

	<b>Authorising Body</b>	Mayor / Council
	<b>Status</b>	Subcommittee of the Capital Projects and Tenders Committee
	<b>Title</b>	Hokitika Waste Water Treatment Plant Project Oversight Subcommittee
	<b>Approval Date</b>	27 May 2021
	<b>Adopted Date</b>	4 August 2021
	<b>Term of the Subcommittee</b>	Until the end of the Triennium
	<b>Administrative Support</b>	Chief Executive Office
	<b>Quorum</b>	The Chairperson and any two members, one of which must be an Iwi Representative.

#### **Purpose**

The purpose of the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee is to oversee the Governance of the Hokitika Waste Water 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 is to ensure stakeholders are represented to provide guidance on the strategy of the project.

## Hokitika Waste Water Treatment Plant Governance & Reporting Structure



### 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.

Report to the Capital Projects and Tenders Committee via the Council delivery representative on a regular basis to provide updates as required.

### DELEGATIONS TO THE SUBCOMMITTEE:

Hokitika Waste Water Treatment Plant Project Oversight Subcommittee – Adopted 4 August 2021, Amended [DATE]

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to 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 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:

- Chairperson (Chair of the Capital Projects and Tenders Committee)
- Ex-Officio – Mayor
- Iwi Representatives x 4
- Hokitika Ward District Council Representative x 2

### **Chairperson**

The Chairperson is responsible for:

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

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

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

### **Remuneration**

Hokitika Waste Water Treatment Plant Project Oversight Subcommittee – Adopted 4 August 2021,  
Amended [DATE]

Remuneration for iwi representatives will be \$250.00 per meeting or workshop and be funded by Westland District Council. A Koha will also be offered for utilisation of the Arahura Marae (when hosting). His Worship the Mayor or the Chair of the WWTP Subcommittee have the authority to sign off Iwi Representative payments for processing.

### **Quorum**

The quorum at any meeting of the Oversight Subcommittee shall be the Chairperson and any two members, one of which must be an Iwi Representative.

### **Frequency of Meetings**

The Oversight 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 Oversight 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 Oversight 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 Oversight Subcommittee Chairperson is the authorised spokesperson for the Oversight Subcommittee in all matters where the Oversight Subcommittee has authority or a particular interest.
- Oversight Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Oversight Subcommittee's delegations.
- The Chief Executive will manage the formal communications between the Oversight Subcommittee and its constituents and for the Oversight 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 District Council.

### **Conduct of Affairs**

The Oversight 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:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.

Hokitika Waste Water Treatment Plant Project Oversight Subcommittee – Adopted 4 August 2021,  
Amended [DATE]

- Extraordinary meetings of the Oversight 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.

The Oversight Subcommittee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by the  
Hokitika WWTP Project Oversight Subcommittee on the 4 August 2021 and amended on [DATE]**