

# AGENDA

## RĀRANGI TAKE

NOTICE OF THE ORDINARY MEETING OF THE

# Hokitika Wastewater Treatment Plant Project Oversight Subcommittee

to be held on **Wednesday 8 February** commencing at **3.00 pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom.

<b>Chairperson:</b>	Her Worship the Mayor Cr Burden Cr Neale Cr Cassin
<b>Iwi Representatives:</b>	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.

(Pages 4-7)

- **Hokitika Waste Water Treatment Plant Oversight Subcommittee Meeting – 14 December 2022**

## **6. PRESENTATION:**

### **Hokitika Wastewater Project – Potential Wastewater Schemes**

(Page 8)

#### **Short-List for Endorsement**

John Strange, Senior Civil Engineer, Stantec & Jim Bradley, Technical Director, Environmental & Public Health, Stantec

**DATE OF THE NEXT HOKITIKA WASTE WATER TREATMENT PLANT  
OVERSIGHT SUBCOMMITTEE MEETING – TBC  
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 IN COUNCIL CHAMBERS AND VIA ZOOM ON WEDNESDAY 14 DECEMBER 2022, COMMENCING AT 3.00PM.

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 by: James Mason-Russell
2. **NGĀ WHAKAPAAHA**  
**MEMBERS PRESENT & APOLOGIES**

<b>Chairperson</b>	Mayor, Helen Lash	
<b>Members</b>		
	Cr Burden	Cr Cassin
	Cr Neale	E. Weepu, Ngāti Waewae Representative
	B. Wilson, Ngāti Maahaki Representative	James Mason-Russell, Ngāti Waewae Representative
	P. Adams, Ngāti Maahaki Representative	
<b>Speaker</b>	John Strange – Senior Civil Engineer - Stantec	

### **APOLOGIES**

No apologies received

### **STAFF PRESENT**

S. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets, 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. MINUTES OF MEETING:

- Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee Extraordinary Minutes – 5 April 2022

Moved Barry Wilson and seconded Cr Burden and **Resolved** that the Minutes from the Extraordinary Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting 5 April 2022 be received and accepted.

## 6. PROPOSED TERMS OF REFERENCE TO BE ADOPTED

Chief Executive Simon Bastion from Westland District Council spoke to this item and advised that the purpose of this report is for the Subcommittee to adopt the proposed Terms of Reference (ToR) for the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee (WWTP).

Noting the only change in the Terms of Reference is the reporting line – report now goes to the full Council and no longer the Capital Projects and Tenders Committee which has been disestablished.

Moved Cr Cassin, seconded, Emma Weepu and **Resolved** that:

- A) The Hokitika Wastewater Treatment Plant Project Oversight Subcommittee adopt the Proposed Terms of Reference.

## 7. UPDATE BRIEFING TO THE NEW SUB-COMMITTEE

John Strange, Senior Civil Engineer, spoke to the summary that had been outlined in an email to the Subcommittee as below:

### Work To Date:

- Project outcome statement, process, and partner/stakeholder involvement agreed by Oversight Subcommittee in August 2021.
- Problems and benefits of investment defined by Project Working Group at a Workshop #1 in September 2021, and then endorsed by Oversight Subcommittee in October 2021.
- Technical elements of the project defined by Project Working Group (plus West Coast Regional Council staff) at Workshop #2 in October 2021. This included: scope, risks, constraints, and dependencies.
- Draft Strategic Case Report was issued to Westland District Council for review in November 2021 which set out: The purpose, background, strategic context, case for investment, existing arrangements and needs, potential scope and key technical requirements, main benefits and risks, key constraints, and dependencies.

### Options Development:

- Potential Options for key elements of the Wastewater Treatment Plant explored by Project Working Group (which included representatives from West Coast Regional Council, Department of Conservation, and Community Public Health) at Workshops in November 2021 and March 2022. Included: locations, discharge, treatment, storage, capacity, funding, and technology.
- Commenced discussions with Silver Fern Farms regarding the project process, activities to date, and consideration of their discharges within the options consideration process in November 2021.
- A Fatal Flaw Assessment of Base Scheme Elements was completed by the Project Working Group at a Fatal Flaw Workshop in May 2022.

- The Project Working Group had a site visit to the Greymouth Wastewater Treatment Plant in June 2022 – which was found to be very helpful and informative.
- A Traffic light assessment of Base Scheme Options Long List was completed by the Project Working Group at Traffic Light Assessment Workshops in both June and July 2022.

### **Options Development - Next Three Months:**

- Hold a Project Working Group Workshop (potentially 18 January 2023) to Complete a Traffic Light Assessment of the Base Scheme Options, incorporating Mana Whenua feedback on potential treatment enhancements, with the intended outcome of identifying a Short List of Potential WWTP Schemes.
- To arrange for the Sub-Committee to undertake an internal tour of the Greymouth Treatment Plant for an informative and visual perspective.
- To arrange for a demonstration to be done (via zoom/teams) on the science of how everything works to also support understanding for the Sub-Committee.
- Present Short List of Potential Wastewater Treatment Plant Schemes to the Oversight Subcommittee (Wednesday 8<sup>th</sup> February – potential date) and seek endorsement of the shortlisted schemes, which would go forward for detailed assessment. Location for this meeting to be at the Arahura Marae – booking will need to be made.
- Commence Detailed Investigation of the Short List of Potential Wastewater Treatment Plant Schemes. Including: economic, geotechnical, modelling, risk assessment, consenting risks and issues, to guide a Multi Criteria Analysis. This is expected to take up to 12 months to include full season of weather conditions – to be completed by Stantec.

### **Options Development – Going forward**

- Complete Detailed Investigation of the Short List of Potential WWTP Schemes. By: Stantec. Expected to take up to 12 months to include full season of weather.
- Carry out Multi Criteria Analysis of the Short List of Potential WWTP Schemes, to identify a preferred/recommended option. By: Project Working Group.
- Carry out in parallel a Best Practicable Option assessment of the Short List, to provide an RMA lens on the assessment process. By: Stantec.
- Presentation to Oversight Subcommittee - progress update and endorsement of recommended option for community consultation.

Moved Barry Wilson & seconded Cr Jane Neale and **Resolved** that the update briefing from Senior Civil Engineer, John Strange of Stantec be received.

**The Chair closed the meeting at 4:10pm**

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

Confirmed by:

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**Mayor, Helen Lash**  
**Chair**

**Date:**

UNCONFIRMED



# Hokitika Wastewater Upgrade Project

## Agenda

- Introduction
- Overview of Work to Date
- Options/Alternatives – Sieving Approach
- Elements of a Wastewater Scheme
- Assessment Overview and Criteria
- Identify Base Scheme Elements
  - Fatal Flaw Assessment of Elements (Domestic)
  - Elements taken forward to Scheme Options
- Develop Base Scheme Options (Domestic) and Assess
  - Long Long List
  - Reduce this to a Long List
  - Add Treatment Enhancements
  - Traffic Light Assessment of Long List
  - Short List of Potential Wastewater Schemes
- Subcommittee Endorsement of the Short List
- Summary of Outputs to Date
- Next Steps