



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
Chair
Date: 22.09.22

Simon Bastion
Chief Executive
Date: 22.09.22