
Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc. Landfill Agreement

Minutes of a meeting of the Project Management Group formation held in Ante Room, Horowhenua District Council, 126-148 Oxford St, Levin, on 19th June 2019.

PRESENT

Jenny Rowan, David Moore, David Clapperton & Lisa Slade

Discussion

Election of Chair, The group discussed this and it was decided to appoint Jenny and Lisa to Co-Chair the meetings for the Project Management Group – Unanimous

Principals of Engagement provided by Ngāti Pareraukawa to be followed – Unanimous

Principal 8; acknowledgement of power imbalance – that the HDC acknowledge the imbalance of power and resources that currently exists between the parties, and that it takes all reasonable steps to ensure that this imbalance is neither exploited nor exacerbated. - Lisa was brought into this project as fresh eyes and without preconceived knowledge.

JR Discussion around secretarial minutes, agendas and meeting requests and it was agreed that LS would pick this meeting up and HDC will organise a person to fill this role for any ongoing meetings - Agreed.

DC Advised HDC will pay fees for JR and DM once they have put together a framework and provide an invoice. This will need to be signed off by HDC and payment will be arranged – Agreed

DM Further meetings need to be arranged. Short discussion and it was decided to hold a further meeting with the presence of the Project Manager on the 3rd July 2019, 9am at HDC. Invitations will be forwarded – Agreed

JR Discussion around the timing of the CE's apology. DC explained the flowchart of events and advised the flowchart will be updated to incorporate the start date of today's meeting. DC advised he would like to get the apology actioned in the near future, the agreement clause 13.2 states within three months of the commencement of the PGM. It was agreed that the newly appointed Project Manager would work with DC and circulate it to this group before it is confirmed. – Agreed.

DM Advised he would like to nominate two potential people to the PMG position as per clause 5.2(b) and 5.7 it was agreed to move forward with Greg Carline and request his CV and fee structure. LS will pick this up. It was further agreed that Christine Foster is asked to act as the independent facilitator as per clause 7.1, her CV has been provided and HDC will pay the reasonable costs of the independent facilitator under clause 7.1 in accordance with clause 14.3 LS to contact Christine to ask her for her acceptance - Agreed.

DC Discussion on closure dates of the landfill and it was noted that the HDC has an approved closure date subject to process of 2025 or earlier. We have to work through the process and that is about how we manage the waste. JR would like a serious commitment to closing by 2020/2021.

DM advised aiming for the earlier the better. DC advised it is noted and the original date was 2028 however the majority of the councillors want to see the closure and want to move forward.

DM & JR Discussion around transparency. It was agreed that everything will be transparent unless there is agreement that it isn't for public knowledge - Agreed.

JR Discussion around Tonkin & Taylor report. It was agreed the newly appointed PM will be involved.

DM asked for a status, and this will be something the PM will pick up.

DC Clause 6.3 will be an action for DC to engage with the PM and Tonkin & Taylor to agree on the scope brief. A report for the next PMG meeting on the 3rd July is requested. DC to action.

DM All other items on the agenda will fall into place with the Taylor & Tonkin report.

JR Acknowledgement of HDC picking up the costs as agreed and the way the meeting was conducted. Very pleased with the approach and way forward.

DM Acknowledged the approach and commitment to move forward.

Meeting closed at 10.15am

Next Meeting: 3rd July 2019 – 9am – Ante Room, HDC, Levin

Actions

LS to contact both Greg and Christine to ask them to confirm they are available to fulfil the roles of Project Manager and Independent Facilitator respectively. Fee framework to be sought and then circulated along with Greg's CV.

JR & DM put together a framework of fees to be paid and forward to DC along with an invoice for payment by HDC.

LS to arrange ongoing secretarial support who will arrange meetings, send out agendas, take minutes and keep group members informed.

DC to update Project flowchart for distribution back to the group.

DC to speak with Greg once he has accepted the role to move forward with Tonkin & Taylor.

Advising Tonkin & Taylor that the next meeting date of the 3rd July 2019 we require a draft status update report.