
**Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc.
Landfill Agreement Project Management Group**

MEETING MINUTES

Minutes of a meeting of Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc. Landfill Agreement Project Management Group held in the Ante Room, Horowhenua District Council, Oxford Street Levin on 10 November 2020 at 2.00pm.

IN ATTENDANCE:

Chairperson/s	Lisa Slade & Jenny Rowan
Members	David Moore David Clapperton
Horizons Representative	Cr Sam Ferguson
Project Manager	Greg Carlyon
Meeting Secretary	Natasha Breen

This meeting was chaired by Lisa Slade.

Welcome and Karakia

David Moore opened the meeting with a Karakia

Apologies

Cr Sam Ferguson

Actions from Previous Meeting

Budget Update

Lisa advised the following:

- A new work order code has been set up for Hokio Landfill Project Management Group expenses; this will make tracking costs easier going forward.
- A breakdown of PMG expenses has been compiled and will be circulated shortly.

A prioritised schedule of work to be provided to Morrison Solutions

Greg advised that a report is being produced for the PMG by the end of the month, the report will be provided (through David Clapperton) to Morrison Solutions once the PMG have approved it.

Lisa and Jenny to meet re outstanding actions of NLG

Meeting yet to take place

Provide Morrison Solutions brief to PMG

David Clapperton circulated an in-confidence copy of the project brief given to Morrison Solutions; this included the scope of works, timeline, decision tree and costs.

The group reviewed the brief and the following was noted:

- Greg will prepare an email to Morrison Solutions to request an update on timing
- This is an independent process
- The Report from Morrison Solution is due late November
- A special meeting to Council may be required to present the findings of the report
- The PMG will need to meet when report received – tentative dates have been set

Meet with Vivienne Taueki re statement

A meeting has taken place and Greg has asked Vivienne to confirm the scope in writing. Target for completion is end of November.

Contact the Treaty Office to see what language they use in apologies

Greg has contacted the Treaty Office and has some examples of apology processes that he will distribute.

Greg noted that one key message was it is not so much the wording, it is the process.

PMG to brief Council – When?

Timing to be reviewed following receipt of the draft business case from Morrison Solutions.

Levin Landfill Compliance Assessment

Greg disseminated the Levin Landfill Compliance Review undertaken by Tess Drewitt of The Catalyst Group.

The group reviewed the report and the following was noted:

- The report is independent and prepared in line with Resource Consent Conditions
- Compliance/non-compliance determined from information provided
- The report has been prepared for the PMG in accordance with the Levin Landfill Agreement
- Assessment undertaken based on the timeframe determined by the PMG and Levin Landfill Agreement
- Documents available during this timeframe have been relied on
- HDC have provided feedback and comments to The Catalyst Group, these comments need to be circulated with the report – discussion on this
- The Assessment raises some significant issues
- Conditions resulting from the Courts determination have been turned into a uniform set of conditions
- Assessment will be uploaded to HDC's website and sent to HRC once the PMG are satisfied with it
- David C will share with Morrison Solutions
- Had the report been undertaken 10-15 years ago it would be shocking in comparison

Group discussion took place on the findings in the Assessment.

David M noted that the Annual Compliance report, undertaken by HRC, is due prior to the NLG Meeting scheduled on 17 November.

Greg advised that Tess followed up with HRC and work has not yet started on the report, so it may not be available for the 17 November NLG Meeting.

Greg advised that it was raised at the last NLG meeting to have a senior representative from HRC attend the NLG Meetings.

David M asked David Clapperton if he wrote to the CE of HRC requesting a senior member join the NLG Meetings. David C confirmed he did.

David C suggested that Sam be asked to pass the message on and ask if he could encourage some senior leadership to attend the NLG Meetings.

Reconvened NLG Meeting – 17 November

Discussed earlier in the meeting.

Greg referred to a recommendation from the NLG meeting to have reports accessible on HDC's website. Greg will email Natasha with a list of what is required.

Jenny reiterated the importance of these being uploaded this week.

David C advised that Civic Honours are also taking place on the evening of 17 November 2020.

Tatana Land Exchange

David C provided a verbal update to members of the PMG on the proposed land exchange and subsequent discussion took place.

There group discussed the dumping of fill on the site and Greg suggested a complaint be made (independent of the PMG) regarding the dumping of clean fill on the wetland.

Update on Tamarangi Hapu Discussions

Covered earlier in the meeting – Greg will follow up with Vivienne Taueki.

Reconciliation Process – Suggested Approach

Greg circulated a report containing his proposed approach on the Reconciliation Process.

The report contained a proposed timeline, including an outline of key tasks, key dates for delivery and person responsible. The proposed timeline for the apology to take place is in early 2021.

Greg stated that the day needs to be safe for both those giving and receiving the apology and recommended the day takes place on a marae. The day will provide an opportunity for representatives of the parties to identify positions, the apology will be made and for marae tikanga to lead the group to an agreed future position.

The group discussed the possibility of engaging an independent person to assist with the Council Meeting process and who may be a good person.

David M advised that this is a Hokio Community wide issue and the apology is a requirement of the landfill agreement.

Greg asked David M and Jenny if they would be happy to assist the community for planning purposes. David M and Jenny agreed and will arrange a meeting.

Greg advised he be responsible for working with Council on confirming dates.

David M noted that the wording of the apology has to be negotiated.

Schedule of feedback to Morrison Solutions – End of November

Covered earlier in the meeting.

Tentative PMG meeting dates have been scheduled.

General Business

None

Next Meeting Date

Two tentative meeting dates set for:

1. Monday 30 November at 4pm
2. Thursday 10 December at 10am

A pre-NLG meeting with Jenny, Asli, Greg and Lisa on Tuesday 17 November at 3pm

Meeting Closure and Karakia

David M closed meeting with a karakia

ACTIONS

Action Item	Person(s) Responsible	Status
Email to Morrison Solutions (through David C) on timing	Greg	
Lodge complaint re clean fill being dumped on the wetland	Greg	
Set up meeting prior to NLG for Jenny, Asli, Greg, Tess and Lisa	Natasha	Complete
Talk to Sam regarding HRC attendance at NLG Meetings and invite Rachel to NLG Meeting on 17 November.	Jenny	
PMG to brief Council – When?	PMG	Timing to be reviewed following receipt of the draft business case.
Budget Update	Lisa	In Progress
A prioritised schedule of work to be provided to Morrison Solutions	Greg	In Progress

Lisa and Jenny to meet re outstanding actions of NLG	Lisa	In Progress
Natasha to provide outstanding NLG actions to Lisa and Jenny	Natasha	Complete
Provide Morrison Solutions brief to PMG	David C	Complete
Meet with Vivienne Taueki re statement	Jenny & Greg	Complete
Contact the Treaty Office to see what language they use in apologies	Greg	Complete