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

MINUTES

Minutes of a meeting of Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc. Landfill Agreement Project Management Group held in Ante Room, Horowhenua District Council, Oxford Street Levin on 3 July 2019 at 3pm.

IN ATTENDANCE:

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

WELCOME AND KARAKIA

The meeting commenced with a karakia (David Moore)

Co-chair Jenny extended a warm welcome to all meeting attendees

APOLOGIES

None

CONFIRMATION OF PREVIOUS MEETING MINUTES – 19 JUNE 2019

No changes requested

MATTERS ARISING

Framework of Fees - Jenny Rowan and David Moore

Jenny and David M proposed \$150.00 per hour and \$.70 cents per km for travel. David C agreed. Invoices to be submitted after each meeting.

APPOINTMENT & INTRODUCTION OF THE INDEPENDENT PMG MANAGER

Greg Carlyon's CV has been circulated to the group

Moved: Jenny Seconded: David C

“THAT Greg Carlyon is appointed as the Project Manager for the Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc. Landfill Agreement Project Management Group.”

CARRIED

Jenny welcomed Greg to the Group and thanked him for bringing his connections and understanding of this matter back to the table for the Group to work with.

Greg requested that Ryan Hughes be formally thanked for putting the flow chart together.

PROGRESS & UPDATE OF THE INDEPENDENT FACILITATOR AS PER CLAUSE 7.1

Lisa advised that she has spoken with Christine Foster whom has accepted the role of Independent Facilitator.

Moved: Jenny Seconded: David C

“THAT Christine Foster is appointed as the Independent Facilitator for the Horowhenua District Council & Hokio Environmental Kaitiaki Alliance Inc. Landfill Agreement Project Management Group.”

CARRIED

DISCUSSION ON HORIZONS REPRESENTATIVE AS PER CLAUSE 5.3

Jenny sought discussion on if a Horizons Representative is required and if so, who and at what level.

David C said that the Representative would need to be at a Governance Level, not an Operations Level and expertise around landfills would not be required with Greg Carlyon engaged to facilitate the process. There was a conscious decision to not have council staff involved that have an operational focus. David C also advised that it is up to the PMG to decide if a Representative be appointed and in his view it be helpful, one reason being when the opportunity arises to convey the path that we are following the Representative would be able to pass that message on.

David M referred to the agreement which states that the Horizons Representative *shall* be invited. David M agrees that the Representative needs to be at a senior level. David M also sought thought on if the Representative is personally invited or if that be left to the Horizons Regional Council to decide.

Jenny said that she would like the Representative to be at the table and to have the ability to make decisions. Jenny suggested the Chair or the Deputy Chair of the relevant Committee at Horizons Regional Council.

David C suggested of a few options: Local Representation, identify someone who has an interest in the environmental challenges that are faced or approach Horizons directly. David C suggested Rachel Keedwell as a person who could add value. David C also advised that the PMG needs to be careful not to compromise the Representative on any decision making that goes through Horizons.

Greg said that having staff involved is slightly vexed as the Representative may be a compliance officer or a manager which would not be constructive. Greg knows Rachel and advised she is very interested in issues faced, is a rational thinker and suggests if it is possible that Rachel be invited directly. Greg agrees that the Representative needs to have the mana to be here and authority to make decisions.

It was agreed that Jenny will approach Bruce regarding Rachel Keedwell as the Horizons Representative.

It was agreed that Greg will talk with Rachel and give her a heads up.

DISCUSSION ON THE UPDATED PROJECT FLOWCHART/TIMELINE

David C advised that dates have been added/amended in the flowchart timeline where able and that receipt of the Consent Order from the Environment Court has not yet been received therefore a date cannot yet be entered. Ryan Hughes has tried to map out at a very high level the key deliverables and the flowchart/timeline will be kept updated and timeframes amended as things progress.

It was agreed that when agreed timeframes are moving out that the group agree on the moved timeline and that Greg will do an update after each meeting.

DISCUSSION ON PRELIMINARY CLOSING DATE OF THE LANDFILL AND THE RESTORATION PROCESS

Jenny reiterated (from the last meeting) that this is one of the major drivers in the community and that she wants to stay firm and focused on that. KCDC's contract with MidWest (for excess to the Transfer Station) finishes in 2021 and with a closure date of 2025 (which has been signalled we would like it sooner). At the last meeting it was indicated that the contract for the Landfill finishes in 2021 and so is there an opportunity to use that date as a first stage closure then allowing to 2025 for the restoration?

Jenny sought a general discussion on this.

Greg advised this links nicely to the discussion he has had with the Tonkin & Taylor Team; Simone Eldridge and Chris Purchas, of which CVs will be provided at next meeting. HDC has used them before and parties to recent appeal process trusted their advice.

Simone has looked through the preliminary material and said that it is not without challenge. Simone knows what the priority is and knows the direction. Simone and Chris will be available at the next meeting for a skype conversation to talk about what closure means and what the challenges are in closure and remediation. From this will come the scope, timing and costings for Council and the PMGs consideration.

Greg said that he agrees to an open mind for earlier closure, but is keen to be informed by what Tonkin & Taylor advise.

Jenny advised that the PMG goes back to the Court in December with a closure date.

David M said that from his point of view the PMGs job is to listen to experts and put pressure on them to come up with the best possible scenario and the PMG will be better informed after the next meeting.

David C stated that if there is ability to close before 2025 then so be it – that is not the target, it is a guide and the experts will come in and give their advice.

Jenny advised the PMG needs to go back to community on what the experts say.

TE TAIAO O TAITOKO / LEVIN ENVIRONMENT COMMUNITY RELATIONSHIPS HEALING PROCESS

David C advised that at the last NLG meeting neighbour of the Landfill Adelle suggested it timely to have someone independent come in and do a Restorative Process. David C has not been through a Restorative Process before and has spoken with Bronwyn a few times and said she seems very onto it in terms of what she can achieve, Bronwyn suggests forwarding on her leaflet to those who are on our NLG circulation list and then Bronwyn will make contract with the NLG directly. David C stated the NLG is separate however there is an indirect link to the PMG and we need to be careful that the PMG does not do something that is compromising and vice versa.

Group discussion on this.

David M said he feels it is directly related to the NLG and thinks it is a really good idea – it can only do good and is another step to involve and recognise community concerns.

David C said that Bronwyn will be able to assess if it is actually going to work after first part of the exercise.

Jenny said that she sees The Apology as being a part of this stage to which David C agreed and said that it could very well drop out of this process and identify what is The Apology.

Greg suggested the PMG go as far as supporting Councils initiative to advance the Reconciliation Process and participate if it adds value. This process will assist with other processes to come.

Jenny agreed that if the PMG could start to do some healing and mending and getting some structure out of this process.

Moved: David Moore

Seconded: David Clapperton

“THAT The Relationship Healing process information be circulated to the NLG Committee with the support and encouragement of the PMG.”

CARRIED

FORMALLY AGREE THE PROGRAMME OF WORK (AGAINST THE ASSESSMENT RYAN HAS DONE)

Covered in the previous discussion

HOW THE PMG ENGAGES AND UPDATES COMMUNITY STAKEHOLDERS, COUNCILLORS, ETC

Greg advised that one of the big challenges is finding a way that the PMG work is reflected to the community and sought discussion on what might be useful and appropriate.

- Community access to documents including technical report, minutes etc
- Reporting bi monthly into the Public Forum as a team about progress made
- Keep it live
- Use HDC website as a portal
- Be open and transparent

David C said the more information that goes out the better so that politicians are aware of where the PMG process is at.

Greg suggested that the Co-chairs report to the NLG and Council.

David C suggested that the PMG has a Principles of Communication guide that form part of the Terms of Reference.

Greg C said it could form part of his function and he would put something together.

It was agreed that any media communications go through the Project Manager Greg Carlyon.

Lisa will track down recent Waste News circular that David M made reference too.

Natasha will be the person to feed information through.

Jenny stated that the PMG needs to be doing something nice and positive and get something out after the next meeting.

David C has briefed KCDC.

GENERAL BUSINESS

A site visit to Levin Landfill with Ryan will take place on Monday 22 July at 10am.

David M advised that Technical Advisory Group experts needs to be appointed.for;

- Water
- Groundwater (Greg suggested Simone)
- Solid Waste (Tonkin & Taylor)
- Odour

Greg suggested that preferred providers be put in place on standby for when an issue arises and the group discussed who these providers may be.

David C said that it may well be Greg representing Council to appoint Technical Advisory Group Experts with the support of the PMG as Greg is more neutral.

Jenny agreed with this idea and then Greg can bring recommendations to the PMG to consider.

David M said perception was everything and given the murky past then the PMG are asking for trouble if we don't accept the fact that some people's opinion have been seen to be biased and need to guard for that.

It was agreed that Greg will start framing up the Technical Advisory Group Experts.

David C advised that there has been a LGOIMA request around how leachate in treated which will be responded to.

MEETING CLOSURE AND NEXT MEETING DATE

Next meeting is Monday 22 July at 1pm with a site visit to Levin Landfill at 10am

The meeting closed at 4.15pm with a Karakia (David Moore)

Action Item	Person(s) Responsible	Status
Provide CV's of Simone Eldridge & Chris Purchas of Tonkin & Taylor at next meeting on 22 July	Greg	
Send out meeting requests to PMG for next meeting and Levin Landfill Site Visit on 22 July	Natasha	Complete
The Relationship Healing process information to be circulated to the NLG Committee with the support in principle of the PMG	Natasha	Complete
After the skype session with Simone and Chris Co-chairs to report to Council and the NLG	Jenny & Lisa	
Create a PMG Principles of Communication Plan	Greg	
Send dates of Council Meetings to Jenny and David M	Natasha	Complete
A short form agreement to be created for Jenny and David M's Services (\$150.00 per hour and \$.70 cents per km for travel)	David C	
Formally thank Ryan for putting the flow chart together	Lisa	Complete
Jenny will approach Bruce regarding Rachel Keedwell as the Horizons Representative	Jenny	
Natasha to send Jenny Bruce's contact details	Natasha	Complete
Greg will talk with Rachael Keedwell and give her a heads up regarding the Horizons Representative role	Greg	
Follow up receipt of the Consent Order from the Environment Court	Greg	
Update the flowchart/timeframes document after each meeting when a timeframe moves	Greg	Ongoing
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	Lisa	Complete
Put together a framework of fees to be paid and forward to DC along with an invoice for payment by HDC	Jenny/David M	Complete
Arrange ongoing secretarial support who will arrange meetings, send out agendas, take minutes and keep group members informed	Lisa	Complete
Update Project flowchart for distribution back to the group	David C	Complete
David C will 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.	David C	Complete