



WAIROA WASTEWATER SCHEME STAKEHOLDER GROUP – TERMS OF REFERENCE

Introduction

Wairoa District Council (WDC) is investigating options for the future treatment and discharge of wastewater for the Wairoa township

The current situation involves treatment of wastewater in the treatment ponds near Pilot Hill; with effluent from the ponds discharged into the Wairoa River on an outgoing tide.

The current consents for the discharge of treated wastewater to the river expire on 31 May 2019. The Council therefore needs to determine what the future of Wairoa wastewater treatment and disposal will be and this engagement forms an important part of that process.

Since 2014 Council has been undertaking technical assessments to identify a range of treatment and disposal options.

Purpose of the Stakeholder Group

The purpose of the Stakeholder Group is to provide a common platform where representative views of different sections of the community and interested stakeholders can be considered in the process of identifying and choosing the *best practicable option* for dealing with Wairoa's wastewater. Council seeks an option that will be economically, environmentally, socially, culturally, and financially sustainable.

By engaging the Stakeholder Group in the process at this early stage, it is hoped that it will streamline the consultation and consent application process as a better informed and therefore more robust options assessment will have been carried out.

Governing Principles of the Stakeholder Group

The Stakeholder Group will:

- Keep an open mind about the issues and options;
- Respect each other's views,
- Focus on the issues not the personalities;
- Maintain confidentiality where necessary;
- Seek consensus for decision making where possible, and;
- Acknowledge that there might need to be a decision made that not all parties of the Stakeholder Group agree with.

Stakeholder Group Mandate

The Stakeholder Group mandate is to:

- Be an active working group, functioning to create a consensus view rather than as individuals pursuing personal or sectional interests.
- Bring their diverse personal and professional experience to contribute to the assessment of issues and options.



- Provide feedback to the project team on the various options for treatment and discharge of Wairoa's wastewater.
- Be a 'sounding board' for the Council as it pursues the steps necessary to successfully select the best practical option for the Wairoa Wastewater scheme and prepare the associated resource consent application(s)
- Act as the 'community conscience' for the project team
- Provide feedback on the direction and methods of public engagement to be undertaken and assist with consultation by sharing information (where appropriate) with relevant parties.
- Ensure that the option chosen considers the outcome of public participation

Whilst it is intended the Stakeholder Group will provide valuable input to the project, the final decision of how to proceed remains the responsibility of the Elected Council.

The Stakeholder Group will be appropriately acknowledged for their contribution but in no way will Council or the project team seek to place responsibility for decisions made on the Stakeholder Group.

Membership

Membership to the Stakeholder Group is voluntary with membership invited from the following:

- Tangata Whenua x 3
- Maori Standing Committee x 1
- Wairoa District Councillors x 2
- Business Representative x 1
- AFFCO Representative x 1
- Community Members x 2 (one youth and one senior member)

A Facilitator will be provided by Council to assist discussion within the Stakeholder Group members.

Note: individuals are invited to join the Stakeholder Group based on the role they fulfil within the authority or organisation and not on the basis of their individual interests.

External resources to support the work of the Stakeholder Group will be drawn from experts with knowledge of the issues surrounding the Wastewater discharge options being considered.

In acknowledgement of the efforts required members will be paid a sitting fee for any meetings attended.



Timeline and key dates

The Stakeholder Group is to operate for a fixed term that enables adequate time for the group to select a best practicable option and for this to be reported to Council. A tentative timeframe of six months is suggested as set out below, however this overall timeframe will be subject to agreement by the Stakeholder Group at the first meeting. The frequency and length of the meetings will be dependent on the overall timeframe that the Stakeholder Group agrees to. The tentative work programme is as follows:

- April 2017 – Briefing on the issues and Council’s process. Discuss possible engagement processes
- May 2017 - Review background technical reports
- June 2017 – Site visits
- July 2017 –Option development
- August 2017 - Option development
- November – Confirm BPO

Frequency

The Wairoa Wastewater Scheme Stakeholder Group will meet as necessary in order to provide its advice on the key stages in the process. It is envisaged that meetings will be held monthly. In order to assist Members of the group, these meeting dates will be established as far in advance as possible by reference to the timetable produced as part of the Wairoa Wastewater Project. Meetings will typically last for one to two hours at the most, and occur in the late afternoon; however, timing and meeting flexibility will be subject to mutual agreement of the group.

It will be the responsibility of the Group Facilitator and the representative from WDC to agree the timing of meetings, having consideration of the needs of all members and the workload of the Group.

Quorum

Stakeholder Group meetings are limited to only those selected participants and no other party. It is recognised that not all members will be available to attend every meeting scheduled throughout the process, nor would that be necessarily appropriate at every stage. Substitutes will only be acceptable where they are of equal or sufficient status to have both the capacity, background knowledge and authority to make high level decisions on behalf of the group that they represent.

There must be a quorum of four members present to enable a Wairoa Wastewater Scheme Stakeholder Group Meeting to proceed.

Agendas and Minutes

It will be the responsibility of the group’s Facilitator and the representative from WDC to agree the agenda. Stakeholder Group Members will receive all papers at least a week before meetings. Confirmed meeting minutes and meeting agendas will be published on the WDC website.



Any Other Business will be considered by the group's Facilitator, who will take into account the time available and relevance of the business raised.

Reporting

Minutes of the Stakeholder Group will be posted on Info-Council and any matter requiring a Policy decision will be a recommendation for the Council to consider. Info-Council is an internal WDC computer/file sharing system that Councillors can access.

Responsibilities of all members include:

- Attendance at all meetings
- Come to meetings prepared and familiar with the pre-circulated documents
- Punctuality for meetings and project timeframes
- Focus on the project objectives and outcomes
- Maintaining an open mind regarding other views
- Working as a team player
- Acting in good faith to bring forward the views of the sections of the community the members is representing.

A Facilitator will be appointed to the group and be responsible for:

- Assisting with coordination of and overseeing meetings with input from the project team
- Agreeing to meeting agendas and confirming meeting minutes
- Collaborating and leading efforts to build consensus among different view points
- Confirming the direction for future meetings
- Communicating progress to Council through the Project Manager
- Representing the group at Council meetings if required

(Updated 22 March 2017)