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## Project Management Group (PMG) Meeting

### Friday 15 March 2024 10:00am – 11:00am

### Minutes & Actions

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#### Attendees:

Greg Carlyon	Group Member	Chloe Marheine	Executive Assistant (HDC)
Daniel Haigh	Group Manager (HDC)	David McMillian	Solid Waste Manager (HDC)
David Moore	Representative Group member (NLG)	Rob Benefield	Operations Manager (HDC)
Jenny Rowan ( <i>Chair</i> )	Group Member	Campbell Dodds	Horizons Regional Council
Graeme Lindsay			

**Apologise:** Monique Davidson (Chief Executive HDC)

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#### Agenda item: Karakia and Introduction

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Jenny Rowan asked David Moore to open the meeting with a karakia.

Jenny welcomed everyone.

Jenny noted since the NLG meeting on Tuesday the PMG members have discussed how to move forward. Noting today the PMG would like the meeting to focus on the delivery plan. Fundamentally this will provide certainty.

Jenny noted two things from the NLG meeting that need to be looked at by HDC this includes the abusive behaviour directed towards attendees and Council. Jenny asked that Daniel meets with Parekura. HDC to work with NLG on moving forward.

Jenny asked to table the taki and leave it there.

To complete the conversation, Jenny noted PMG are pleased with the progression and comfortable but need to be kept informed of what Council is progressing with.

Rob Benefield acknowledged Jenny's comments and asked for the PMG to be specific and identify where Graeme can add value to the work being undertaken, and if the PMG see the value added through a peer review type arrangement. Rob advised he is happy to work with Graeme, but the PMG and Graeme need to understand the impact of multiple requests for information on HDC resourcing. Need to consider what is shared and what is valuable to our team.

**Action** – Chloe Marheine to set up a meeting with Graeme Lindsay and Rob Benefield to ensure Council are working with Graeme so PMG can be involved in the progress.

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#### Agenda item: Previous Minutes and matters arising

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David Moore asked that the previous minutes be confirmed and posted on the Council website.

Jenny Rowan asked for inclusion of previous minutes on the agenda, and noted PMG expectations for the minutes of meetings within 2 weeks.

David Moore **moved** for the minutes of the meeting of 29 September 2023 to be accepted as a true and correct record. Daniel Haigh **seconded**.

David Moore requested there be sufficient time allocated for meetings there needs to be a couple of hours allocated to fully discuss matters as required.

David Moore noted in the Minutes from September that a timeline and working programme was due to be shared with the PMG by the end of last year.

Daniel Haigh acknowledged the slow progress on the actions from the last meeting, but that Council officers have been under significant pressure with the work required for the LTP consultation process, there has been a big focus on recycling and legacy conversation for aftercare. This LTP work has been carried out alongside the work around the BPO for the leachate remediation.

Daniel Haigh noted the legacy issues and that Council are working towards getting the BPO approval and consenting underway between now and June, so we can then focus on the future use of the closed landfill.

Greg Carlyon noted his take on the recent work to date from Council. Clear communication and transparency around how projects and workstreams are progressing will provide comfort to help move the PMG from a decision maker to a governance role.

Jenny Rowan noted there needs to be clear understanding about who is doing what. Jenny would like to see Council finish this off with integrity and certainty around delivery and rebuild the trust with Pareraukawa, recognising it has been hard but the landfill is closed.

Rob Benefield explained his role and how he is here to work with the Solid waste team to help push things through.

David Moore noted that if PMG are kept fully informed and aware of what is happening, then good faith is maintained with the PMG.

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**Agenda item:      Leachate Update**

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This item was not discussed in detail as the focus for this meeting was around the delivery plan.

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**Agenda item:      Review Actions**

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Consent - David McMillian confirmed the team have investigated the process to follow and we have been working to get the BPO across the line with Elected Members, NLG and PMG before we get the consent and closure plan underway.

David Moore noted the Ministry for Environment (MfE) guidelines are bottom line and need to be included in the work. David McMillian noted the MfE guidelines and process for the Closed landfill management plan will be followed.

David Moore noted that if Council make sure the information is available to everyone all the time then there will be less opposition.

PMG noted the more work we can promote as started will be of benefit to Council and the community.

Greg Carlyon and Daniel Haigh noted the progress and the need for the documentation to catch up with what has been implemented physically for intervention /impact and where PMG can add value for the leachate solution.

Council welcomes PMG representation to support a genuine approach to solve the issue.

Daniel Haigh noted the LTP Consultation and submission period is open from 15 March to 15 April. The Full aftercare costs are included in the LTP and council would welcome PMG to make a submission.

David Moore noted his support for Graeme Lindsay to have access to all information that is relevant and adding value to the process.

Rob Benefield noted there needs to be a PMG directive for information requests not just an individual, this helps from a resource perspective.

PMG asked about the timing around information flow and noted their support for the minutes and all information to be up online and available to the public.

Discussion around PMG looking at options for expert advice and support.

**Action**

Indicative programme from the feedback today to be circulated with the Minutes in 2 weeks.

PMG minutes to be published on HDC website.

PMG Delivery Plan to be published on HDC website once finalised and signed off.

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**Agenda item: Agree Membership**

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There was a brief discussion around membership which is covered under the item below.

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**Agenda item: Delivery Plan discussion**

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PMG discussed the draft delivery plan and worked through the comments on the pages. Some key changes noted by Council included, generalised statement about historical noncompliance, membership of the PMG and the best use of the CE's time, communication and engagement.

There was detailed discussion around PMG membership, including HRC attendance and the potential for Rob Benefield Operations and Risk Manger to come on board as an official member and HDC preference to remove the Chief Executive from the group and have the Group Manager of Community Infrastructure as the senior HDC representative.

PMG agreed to rethink and reword some of the statements to reflect the opportunities to be involved and consulted with before decisions are made in a governance role.

**Action**

Greg Carlyon to work with PMG community members to address Council officer comments and amend the draft delivery plan as discussed and return to officers to review before the LTP consultation process is completed.

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**Agenda item: General Business**

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Items of general business were covered under matters arising.

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**Agenda item: Next Meeting Date**

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The next PMG meeting has been scheduled for Tuesday 9 July 2024, 10am – 12pm.

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**Agenda item: Meeting closure and karakia**

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## Action Items

Action	Responsible Officer	Status
1. Indicative programme from the feedback today to be circulated with the Minutes in 2 weeks.	David McMillian/ Daniel Haigh	Circulated 14 <sup>th</sup> April.
2. PMG minutes to be published on HDC website.	Chloe Marheine	
3. PMG community members to address Council officer comments on Delivery plan and amend the draft and return to officers to review.	Greg Carlyon	
4. PMG Delivery Plan to be published on HDC website once finalised and signed off.	Chloe Marheine	