

Schedule 7: Community Liaison Group Terms of Reference

Purpose

The purpose of the Community Liaison Group (CLG) is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation Martinborough Wastewater Treatment Plant (MWWTP) and the discharge of treated wastewater to land both at the MWWTP site (during Stage 1B) and at Pain Farm (during Stage 2A & 2B). The CLG does not have a regulatory function.

The CLG will work in a collaborative manner with the CLG for the Featherston and Greytown WWTP's, including joint meetings and resourcing. This is intended to provide efficiency, and also facilitate the catchment approach outlined in the SWDC Wastewater Strategy.

Membership

The CLG will be open to the following members:

- Martinborough Community Board (1 representative)
- Martinborough residents (Any submitter and/or two resident representatives)
- South Wairarapa District Council (1 representative)
- Wellington Regional Council (1 representative)
- Kahungunu ki Wairarapa (1 representative)
- Rangitane o Wairarapa iwi (1 representative)

Where a community representative steps down, the position will be filled with a replacement person agreed by the majority of the remainder of the CLG. The Chairperson will be appointed by a majority of the CLG, provided however, that if considered necessary and appropriate, SWDC may appoint an independent Chairperson from outside of the CLG membership.

Activities

The CLG meetings will provide a forum for:

- a) Updating CLG members about Martinborough WWTP and its upgrade and operation, including progress and notice of any changes to work schedules and/or general compliance with resource consents;
- b) Discussion of specific questions and/or issues arising from the operation and upgrade of Martinborough WWTP on behalf of the community;
- c) Explaining technical matters to the members of the CLG;
- d) Collating comments to be provided to GWRC on any of the management plans set out in the conditions of these resource consents, within the required Schedule 1: Condition 4 Table 2 timeframe;
- e) To discuss compliance/non-compliance with conditions of consent and for SWDC to explain actions taken or to be taken to comply with conditions; and
- f) Identifying relevant items to be included on the relevant SWDC website project page

Role/responsibility of SWDC

- a) Organise administrative support at meetings, including recording of minutes and circulating minutes within appropriate timeframes;
- b) Maintain and regularly update the SWDC website to include relevant information relating to the Martinborough WWTP;

- c) Provide project staff/advisers to attend meetings as required to respond to technical questions raised;
- d) Make technical staff available to the CLG to explain any technical reports, management plans, technical processes and current Martinborough WWTP upgrading status;
- e) Provide copies of the reports and plans required by Schedule 1 to the CLG members. Where appropriate this will be email link rather than hard copy;
- f) Follow up relevant action items in an appropriate timeframe; and
- g) Advise the CLG of actions / feedback following any issues raised in this forum

Role/responsibility of Chairperson

Advice Note 1: *The suggested role of the Chairperson is:*

- a) *The orderly running of the meetings in a fair and independent way.*
- b) *Ensure adherence to the agenda and enforcement of the Group's Terms of Reference.*
- c) *Manage the collation and distribution of comments from the CLG on the various management plans;*
- d) *Work with CLG members to set meeting agenda items;*
- e) *Monitor progress on action items to ensure they are undertaken within*
- f) *appropriate timeframes; snf*
- g) *Final sign-off and authority for any matters on behalf of the CLG.*

Role/responsibility of GWRC

Advice Note 2: *The suggested role of the GWRC is:*

- a) *Providing a conduit between SWDC and the GWRC by disseminating information from the CLG and keeping colleagues informed;*
- b) *Making technical staff available to the CLG as required;*
- c) *Keeping the CLG informed of compliance / non-compliance with conditions; and*
- d) *Explaining any reasons for compliance decisions or actions taken by GWRC.*

Role/responsibility of iwi and community representative members

Advice Note 3: *The suggested role of iwi and community representatives is:*

- a) *Representing their iwi, communities, organisations or interest groups and bringing forward issues, concerns and ideas raised by their members to CLG meetings;*
- b) *Providing a conduit between SWDC, iwi, and the community by disseminating information from the CLG and bringing feedback to meetings;*
- c) *Passing updates and information discussed at the meetings to iwi and the community;*
- d) *Reporting iwi and community concerns and issues to the CLG;*
- e) *Assisting the CLG with any relevant local knowledge;*
- f) *Providing input into the Martinborough WWTP project updates for the SWDC website; and*
- g) *Co-ordinating iwi and community input into the Schedule 1 Management Plans and assisting with providing related comments to GWRC through required reporting.*

General role/responsibility of all CLG members

Advice Note 4: *The suggested role of all CLG representatives is:*

- a) *Committing to abide by the Terms of Reference;*
- b) *Regularly attending and participating in CLG meetings;*
- c) *Advising the Chairperson in advance if they are not attending a meeting;*
- d) *Suggesting agenda items for discussion at CLG meetings;*
- e) *Respecting the confidentiality of items of business which SWDC may determine are confidential in nature;*
- f) *Abiding by the CLG's media and public speaking protocol; and*
- g) *Ensuring that any define timeframes are met.*

Meeting procedure

- a) The CLG will meet quarterly from its inauguration or as otherwise agreed by the CLG members. Members who cannot attend a meeting should give their apologies in advance to the Chairperson. Community representatives may send a nominee to a meeting in their place.
- b) All questions asked during or in between meetings should be directed *via* the Chairperson. Questions without notice received during meetings may be addressed if possible, otherwise added to the agenda for a later meeting.
- c) SWDC will provide the secretariat for the CLG. SWDC is responsible for the cost of all administration of the meetings.
- d) Detailed minutes will be kept by SWDC as a record of the meeting and these will be ratified at the following meeting, subject to any amendment proposed by any member of the CLG.
- e) Meeting agendas, papers and notes will be distributed by SWDC to CLG members no less than three days prior to or following each meeting.
- f) Confirmed agendas and minutes will be loaded into the Martinborough WWTP project webpage by SWDC. CLG members may distribute these confirmed documents more widely.
- g) Members of the public wishing to attend a meeting should advise a CLG representative and / or the Chairperson in advance. The Chairperson should advise the rest of the CLG of this in advance of the meeting commencing.
- h) Members of the public will have no speaking rights. Any questions from members of the public should be sent in advance to the Chairperson or should be directed through a CLG community representative. The CLG retains the right to *revert* to closed meetings at any time and also close the meeting to the public for parts of the meeting at any time.

Remuneration

SWDC will not be responsible for any remuneration payable to CLG members for attendance at or participation in the CLG.

Martinborough WWTP Project Updates

SWDC will develop and maintain a project webpage highlighting programs, status, and issues relating to the GWWTP project. The cost of producing and maintaining the webpage will be met by SWDC.

Media and public speaking

All media enquiries should be directed directly to SWDC. Community representatives, including the chair of the CLG approached to provide comment on the project, consents, or the CLG should make clear their response is a personal *view*, rather than the collective *view* of the CLG. As a courtesy, community representatives asked for media or public comment, should advise the Chairperson prior to providing comment, or as soon as possible afterwards (if it is not practicable to *advise* prior).

Review

These terms of reference may be reviewed and amended, as agreed by all CLG members.