

Huia Water Treatment Plant Replacement Project Community Liaison Group

TERMS OF REFERENCE

1. INTRODUCTION

Watercare Services Limited (“Watercare”) operates the Huia Water Treatment Plant (Huia WTP). The Huia WTP is nearing 100 years old and is at the end of its operational life and requires replacement. The Watercare Board resolved that the replacement plant be erected on the land owned by Watercare on either side of Woodlands Park Road. These parcels of land have been designated for water supply purposes for over 30 years.

In December 2023, the Environment Court issued a Consent Order (Consent Reference BUN60339273) granting approval to carry out the required earthworks and vegetation clearance to facilitate the construction of the new complex on the site (“the Project”). The consent is subject to a number of conditions. Condition 15 requires Watercare to support the establishment and ongoing involvement of a Community Liaison Group.

2. PURPOSE

The objectives of the Huia WTP Community Liaison Group (“the CLG”) are:

- a) Provide a means for all parties to give and receive regular updates on progress with the Huia WTP Replacement Project (subject to the caveats in PUBLIC REPORTING below).
- b) Provide a regular forum through which information about the Project can be provided to the community.
- c) Enable opportunities for concerns and issues to be reported to and responded to by the Consent Holder; and
- d) Provide feedback on the development of the Construction Communication Plan (CCP), Ecological Management Plan (EMP), Pest Management Strategy for Biodiversity Plan (PMSBR), Construction Noise and Vibration Management Plan (CNVMP), Construction Traffic Management Plan (CTMP), Phytophthora Risk Management Plan (PRMP), Heritage Management and Restoration Plan for the Nihotupu Filter Station (NHMRP), plans to enhance local recreational facilities and the future re-use of the Nihotupu Filter Station and 1928/1947 Huia Filter Station building.

3. COMMUNITY LIAISON GROUP MEMBERSHIP

- a) CLG membership is drawn from stakeholder groups identified within Auckland Council consent reference BUN60339273:
 - representatives of the local community and local businesses (including from The Tree Council (Auckland) Incorporated and the Titirangi Protection Group Incorporated)
 - representatives from the Watercare project team and
 - a Watercare-appointed Facilitator.
- b) Members of other interested community organisations, elected members and individual community members may join the CLG.

- c) Post-establishment, membership of the CLG is open to invitees only. Any party or person who wishes to participate should contact the project team on westernwatersupply@water.co.nz .

d) Role of the Facilitator

The role of the Facilitator is to achieve the purpose of the CLG as outlined above for all participants.

The Facilitator will:

- Lead the group and facilitate discussion and participation by all members.
- Provide leadership and encourage participation, draws out key issues, and helps to reach meaningful resolutions.
- Encourage CLG members to adhere to the Terms of Reference to reach tangible outcomes.
- Be permitted to close or terminate a meeting in the event of bad behaviour or unruly actions.
- Where possible, refer any issues and ideas arising which fall outside the Terms of Reference to the relevant authority.

4. MEETINGS

- a) Watercare will endeavour to ensure that the CLG meets at least every three (3) months and more often as required during construction of the Project, and at least annually at other times, or as otherwise agreed with the CLG. The CLG shall continue for the duration of the construction period. The meetings shall be held in a convenient location, such as Lopdell House (or similar) and at a time that after normal business hours. Meetings are expected to run for 2 hours and will run no longer than 3 hours.
- All meetings are closed forums however subject matter experts may be invited to attend.
 - It is desirable for there to be a consistent attendance of the representatives from each interested party, so that continuity can be maintained and that beneficial relationships may be established. Members must commit to attending, and participating in, all CLG meetings as far as practical. Where a member is unable to attend, they should send their apologies to the Facilitator.
 - Notices of meeting will be sent to CLG members at least 1 week before the meeting. This will include an agenda and any supporting material that members should consider in preparation for the meeting.
 - Watercare is responsible for compiling and distributing agendas and minutes for CLG meetings, however at the preceding CLG meeting, CLG members may nominate issues for discussion in advance.
 - The number of matters placed on the agenda may need to be limited to a number that allows suitable time for presentation of information and discussion. Matters may need to be prioritised based on the immediacy and other criticality proposed for that meeting.
 - Urgent or specific matters (for example, affecting an individual resident only) that arise in between CLG meetings should be raised with the Project team so that they may be dealt with immediately.
 - Minutes for the CLG meetings will be produced by Watercare noting key themes and any actions and responsibilities arising from discussions. These will be agreed at the beginning

of each CLG meeting as being a true and correct record of the previous meeting before publication by Watercare or any other party.

- All participants attending CLG meetings do so on a without prejudice basis, accepting that the legal rights of all participants will not be compromised by attending CLG meetings.
 - Where the Facilitator cannot attend a meeting, a substitute Facilitator shall be appointed by Watercare for the meeting.
- b) While other related projects to be undertaken by Watercare may be presented and shared with the CLG, the focus of the CLG is on the Huia WTP Replacement Project. Engagement by Watercare with the CLG on related projects may take place if deemed appropriate and beneficial at the discretion of the Watercare.

5. PUBLIC REPORTING

- a) Members of the CLG may participate in any public forums and share updates with their networks. Any personal statements must be qualified as being personal statements only and not representative of the wider CLG.
- b) The media will be excluded from all CLG meetings. Press releases may be made from time to time by Watercare, the content of which will be agreed by the CLG where they are referenced.

6. CODE OF CONDUCT

a) Attending community representatives and elected members will:

- Comply with the Terms of Reference and participate in discussions in good faith.
- Interact in a way that encourages mutual respect and maintains the dignity of each individual.
- Identify gaps in relevant information related to the management plans/project and provide feedback to Watercare on proposed investigations for addressing such information gaps.
- Act as an accurate and effective conduit for relevant information to and from representative organisations and communities.
- Direct all questions and commentary through the Facilitator of the meeting and at the Facilitator's discretion in order to enable constructive and robust conversation.
- Acknowledge that while feedback on technical and operational practices is appreciated, it is important to note that not all feedback provided will be incorporated or result in changes to current practices.

b) Watercare staff and Project team will:

- Comply with the Terms of Reference and participate in discussions in good faith.
- Provide an update at least every six months (or as otherwise agreed with the CLG) on compliance with consent conditions.
- Interact in a way that encourages mutual respect and maintains the dignity of each individual.
- Provide relevant information in a timely manner to support the CLG process and communicate transparently regarding project constraints.
- Consider feedback where appropriate and when resourcing allows.

- Watercare shall arrange and provide all support services associated with meetings of the CLG, and any technical expertise not made available from the other parties in the CLG. This includes any photocopying, typing, presentation production and general clerical services.

7. DECLARATION OF INTERESTS

All members should inform the Facilitator if agenda items create any actual, potential or perceived conflict that may exist between a member's role on the CLG and some other duty or interest. This includes a financial, personal, professional, family-related or community interest. This covers any situation where actions taken in an official capacity could be seen to influence, or be influenced by, a member's private or commercial interests.

8. DECLARATION

I, _____, commit to these Terms of Reference which outline the purpose and function of the Huia WTP Replacement Project Community Liaison Group.

Signature: _____

Date: _____