

Council Members

Chair Allan Birchfield
Cr Stuart Challenger (Deputy)
Cr Brett Cummings
Cr Peter Ewen

Cr Debra Magner
Cr Laura Coll McLaughlin
Cr John Hill



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Extraordinary Meeting of Council
(Te Huinga Tu)

Monday 30 May 2022
6:00pm

West Coast Regional Council Chambers, 388 Main South Road, Greymouth

and

Live Streamed via Council's Facebook Page:
<https://www.facebook.com/WestCoastRegionalCouncil>

EXTRAORDINARY MEETING OF COUNCIL

A G E N D A (*Rarangī Take*)

6:00 pm Monday 30 May 2022

1. Welcome (*Haere mai*)
2. Apologies (*Ngā pa pouri*)
3. Declarations of interest

Reports

4. IRG Project Delivery Team

Public Excluded Items

5. IRG Projects Procurement Process
6. IRG Monthly Reports – April

H. Mabin
Chief Executive

Report to: Council – Extraordinary meeting	Meeting Date: 30 May 2022
Title of Item: Project Delivery Team	
Report by: Heather Mabin, Chief Executive	
Reviewed by:	
Public excluded? No	

Report Purpose

The purpose of this paper is to facilitate the delivery of Council’s significant programme of works through the establish of a Governance Committee and a Support Team.

Report Summary

A review of the programme of work that Council has planned for the next two years has identified the quantity of work involved and the different expertise required. Management recognises the fact that this work is over and above existing Staff’s business as usual workload.

This paper is the next step in ultimately establishing a Project Delivery Team that can oversee and deliver a significant programme of work for Council.

Recommendations

It is recommended that Council resolve to:

1. *Appoint an Infrastructure Governance Committee of three Councillors; and*
2. *Authorise the Chief Executive to extend the existing Memorandum of Understanding with Greater Wellington Regional Council to appoint Mike Beagle as the Programme Lead; and*
3. *Authorise the Chief Executive to enter into a Memorandum of Understanding with the Ministry of Business Innovation & Employment to appoint a Procurement and Commercial Manager; and*
4. *Authorise the Chief Executive to direct appoint a Client Technical Advisor; and*
5. *Authorise the Chief Executive to direct appoint for the Franz Josef IRG Project:*
 - a. *Maltby’s as Quantity Surveyor*
 - b. *WSP as Engineer To Contract*

Issues and Discussion

Background

On March 23 2022, Council authorised the Chief Executive to sign a contract with MBD Contracting Limited for Stage 1 of the Franz Josef IRG Project, namely for:

- Supply of rock for works on the Northside and part of the Southside of Waiho River; and
- Construction of an enlarged and extended Northside riverwall for the Waiho River.

With the resignation of a River Engineer and the Director of Operations at the end of March, the Chief Executive recognised that there was an urgent need to understand the current status of Council’s four IRG Projects. To complete this review, two resources from Greater Wellington Regional Council (GWRC) were procured under a formal Memorandum of Understanding (MOU).

The findings from this review identified the need to secure external resources to assist Staff with the delivery of not only the completion of the four IRG Projects, but also additional planned projects, including:

- Assessment of the Wanganui River, consulted on in the Long-term Plan 2021-31, where the Rating District had declined to fund capital work
- Potential Emergency Works on the Southside of the Waiho Rover not included in Stage 1
- Potential Emergency Works at Mohikinui
- Delivery of Organs Island capital expenditure and maintenance work on a scour near O'Connor Home
- Delivery of Stage 1 Westport Flood Protection Scheme
- Once funding secured, delivery of Stage 2 Westport Flood Protection Scheme, post consultation

Under Council's internal Procurement Policy, in the normal course of events amounts over \$75,000 require a formal tender process. However there is provision in the Policy for situations where specialist services are required, which notes that usual procurement procedures may not apply to these types of services. The Council's Delegations Manual provides that formal tender procedures are to be used unless there are special circumstances existing, such as whether the work intended is specialised, and/or that the number of contractors available to do the particular work is restricted. The requirement in the Manual is that where open tender procedures are not used, the approval of the Chief Executive is required.

Current situation

An initial review of Council's infrastructure project portfolio has identified the need to stand-up a separate dedicated Project Delivery Team for the next two to three years so that a significant programme of works can be completed.

It is planned that initially a Support Team will be formed with resources from both GWRC and MBIE. To expedite the establishment of this initial team, it is proposed that direct appointments be made through:

- Extension of the existing MOU with GWRC to appoint a Programme Lead to:
 - lead the establishment of the Project Delivery Team,
 - integration of the PDT with Council; and
 - Stakeholder management
- Establishment of an MOU with MBIE to appoint a Procurement and Commercial Manager to:
 - identify the appropriate procurement approach for Council to decide on, and
 - review IRG Project costs and commitments to date for a financial report to MBIE.

As described above, this is provided for by the Council's procedures and Delegations Manual provisions.

Once the Support Team is in place, the Project Delivery Team will be procured from a range of sources on the West Coast and wider afield. In addition, there is a need to integrate the establishment of the Project Delivery Team with various areas of Council such as Communications, Health & Safety and Finance.

At a Governance level, it is proposed that an Infrastructure Governance Committee be formed. If agreed to by Council, it is proposed that a draft Terms of Reference will be tabled to Council on 14 June for ratification.

Considerations

Implications/Risks

The main risks for Council are reputational and financial, namely if:

- Council was unable to deliver the IRG Projects;
- Through the lack of oversight by the appropriately skilled resources,

- Project costs escalated
- Constructed infrastructure failed.

Significance and Engagement Policy Assessment

Each infrastructure asset complete under the Programme of Works will require inclusion in this policy.

Tangata whenua views

Under the Mana Whakahono a Rohe Agreement, Iwi are involved in the review process for all consents attained by Council.

Financial implications

Current budget - \$109,000 for the next 6 to 8 weeks

Future implications – Part of the overall project budgets.

THE WEST COAST REGIONAL COUNCIL

To: Chair, West Coast Regional Council

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, -

- Items 5 & 6

Agenda Item No.	General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 7 of LGOIMA for the passing of this resolution
Item 5	IRG Projects Procurement Process	The item contains information relating to commercial matters	To protect commercial information (s 7(2)(b)).
Item 6	IRG Monthly Reports - April	The item contains information relating to commercial matters	To protect commercial information (s 7(2)(b)).

I also move that:

- Heather Mabin, Nichola Costley, Mike Beagle and Rachel Vaughan be permitted to remain at this meeting after the public has been excluded, because of their knowledge on these subjects. This knowledge will be of assistance in relation to the matter to be discussed; and
- The Minutes Clerk also be permitted to remain at the meeting.