

Agenda for a meeting of the Waters Governance Board to be held via audio-visual conference on **THURSDAY, 21 MAY 2020** commencing at **9.30am.**

The open meeting will be livestreamed on the [Council's YouTube webpage](#).

Information and recommendations are included in the reports to assist the Council in the decision making process and may not constitute Council's decision or policy until considered.

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES**
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- 5. REPORTS**
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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Waters Governance Board
From	Gavin Ion Chief Executive
Date	8 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1303
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Waters Governance Board meeting held on Thursday, 30 April 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the **Waters Governance Board** held on **Thursday, 30 April 2020** be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

WGB Minutes – 30 April 2020

MINUTES of a meeting of the Waters Governance Board Meeting of the Waikato District Council held via audio-visual conference on **THURSDAY, 30 APRIL 2020** commencing at **12.32pm**.

Present:

Ms R Schaafhausen (Chair)
Mr D Wright [until 3.00pm]
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern)

Attending:

Mr I Cathcart (Special Infrastructure Projects Manager)
Ms C Nutt (Waters Contract Relationship Manager)
Ms C Pidduck (Legal Counsel)
Mrs L Wainwright (Committee Secretary)
Ms G Brady (Democracy Advisor)
Mr N Pirsoul (Democracy Advisor)

Ms S Danks (Waikato Business Manager, Watercare)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Schaafhausen/Mr Wright)

THAT the agenda for a meeting of the **Waters Governance Board Meeting** held on **Thursday, 30 April 2020** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be discussed with the public excluded;

AND THAT the Board resolves that the following items be added to the agenda as a matter of urgency as advised by the Chief Executive:

- **Late Item 5.7 - Potential Shovel Ready Projects, and**
- **Public Excluded Late Item 2.13 - Force Majeure letter;**

AND FURTHER THAT the Board resolves that the following item be withdrawn from the agenda:

- **Public Excluded Item 2.11 - *Amendment of the Agreement Relating to the Supply of Water and the Collection and Treatment of Wastewater.***

CARRIED

WGB2004/01

POST-MEETING NOTE: The Board considered the following Public Excluded Items together:

- Public Excluded Item 2.5 – [Shared Services Agreement for Trade Waste, Sampling, Analysis and Smart Water, and
- Public Excluded Item 2.12 – [Exiting Shared Services Agreement for Trade Waste, Sampling and Analysis].

DISCLOSURES OF INTEREST

There were no disclosures of interest (refer to Agenda Item 5.2).

CONFIRMATION OF MINUTES

Resolved: (Mr Wright/Mr Ion)

THAT the minutes of a meeting of the **Waters Governance Board** held on **Thursday, 11 February 2020** be confirmed as a true and correct record of that meeting.

CARRIED

WGB2004/02

REPORTS

Actions Register
Agenda Item 5.1

The Special Infrastructure Projects Manager, supported by the Waters Contract Relationship Manager, summarised the Actions Register. The following matters were discussed:

- The Chair advised that she proposed the training session for Board members in relation to Maaori perspectives on water would take place on a quarterly basis, rather than be tagged on to each Board meeting. The Chair would liaise with the Chief Executive to confirm dates.

- Waikato Subregional Three Waters Study – Three Waters representative. The preference was for a Board member to be on the Governance Steering Group.

Action: The Chief Executive to discuss with His Worship the Mayor and report back to the Board.

- Risk Register.

Action: To be provided to the next meeting of the Board.

- Attendance of the Minister of Local Government had been postponed and would be rescheduled at a later date.

Resolved: (Mr Wright/Mr Dibley)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/03

Register of Interests

Agenda Item 5.2

The Chair advised Board members to contact the Council's Democracy team if there were any updates to their respective interests.

Resolved: (Mr Wright/Mr Ion)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/04

Waikato District Council Three Waters Performance Report – February 2020

Agenda Item 5.3

The Waikato Business Manager, Watercare, advised the Board that the March 2020 report was more up-to-date. The Board noted the contents of the February report.

Resolved: (Mr Ion/Mr Wright)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/05

Waikato District Council Three Waters Performance Report – March 2020
Agenda Item 5.4

Ms Danks noted the following matters:

- Health & Safety KPI's currently on hold under the current pandemic conditions.
- New staff had started during COVID-19 and currently working from home.
- Watercare's consenting team working from home.
- March had a lower workload and no significant issues to report.
- The Te Kauwhata and Meremere consent notices are on hold until lockdown ceases.
- March water meter readings had not been carried out. Estimates had been made and readings would be completed the week commencing 11 May 2020.
- Customer complaints and faults had fallen, possibly due to lockdown.

Discussions were held on the following matters:

- Stormwater abatement notice. Waikato District Council non-compliance issues had arisen e.g. providing records to Waikato Regional Council. Watercare would hold a workshop once out of lockdown to work through the non-compliance issues. Lack of community consultation is a significant issue.

Action: Community Engagement Plan to be provided to the Board.

- Long Term Plan – Watercare would prepare the Waters AMP on behalf of Waikato District Council Three Waters and would provide technical information and funding programmes to the Board to enable input before being presented to the Council. A meeting could be required out-of-cycle.
- Huntly Wastewater Treatment Plant. Failures had recently occurred largely due to obsolete instrumentation and equipment. Electrical control system upgrades are due and should stop instrumentation failures which also cause other failures at the plant.
- Te Kauwhata water and wastewater would be considered in the mid Waikato Strategy. Discussions had been held with Watercare and Te Kauwhata Water Association on strategies for the resource consent process.

Action: The Board to be provided with:

- the proposed Te Kauwhata Watertake Consent Strategy;
- a schedule of strategic water consents held by the District, including the current status and lapse dates; and
- a list of abatement notices.

- The Board complimented Watercare in maintaining essential services during the current challenging period.
- Zoom stakeholder engagement meeting held with the Raglan Community. Watercare presented on the current position. Monthly meetings would continue via Zoom.

Resolved: (Mr Ion/Mr Dibley)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/06

Maramarua Wastewater Treatment Plant Compliance
Agenda Item 5.5

The Special Infrastructure Projects Manager and Ms Danks, noted that a letter of direction had been received from Waikato Regional Council. Compliance issues had been resolved.

Action: Letter of response to be completed and forwarded to Waikato Regional Council.

Resolved: (Mr Ion/Mr Wright)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/07

Water Services Bill Submission
Agenda Item 5.6

Resolved: (Mr Ion/Mr Dibley)

THAT the report from the Special Infrastructure Projects Manager be received;

AND THAT retrospective approval be given for the Water Services Bill submission (as attached to the staff report).

CARRIED

WGB2004/08

Potential Shovel Ready Projects

Late Agenda Item 5.7

The Chief Executive noted that Waikato District Council's shovel ready projects had been submitted to Crown Infrastructure Projects. Watercare had prepared a Three Waters Shovel Ready list (see attachment 5.7A) should there be further opportunity to submit projects.

Resolved: (Ms Schaafhausen/Mr Dibley)

THAT the report from the Special Infrastructure Projects Manager be received.

CARRIED

WGB2004/09

EXCLUSION OF THE PUBLIC

Agenda Item 6

Public Excluded Item 2.11 - *Amendment of the Agreement Relating to the Supply of Water and the Collection and Treatment of Wastewater* – was withdrawn from the Agenda (ref WGB 2004/01).

Resolved: (Ms Schaafhausen/Mr Ion)

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
2.1 Actions Register 2.2 Contract Financial Report – February 2020 2.3 Contract Financial Report – March 2020 2.4 Meremere Wastewater Treatment Plant Discharge Consents Renewal	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

2.5 Shared Services Agreement for Trade Waste, Sampling, Analysis and Smart Water		
2.6 Stormwater Status Update		
2.7 Pokeno/Tuakau Wastewater Servicing Update		
2.8 Te Kauwhata Water and Wastewater Treatment Plan Update		
2.9 Electricity Pricing Update		
2.10 SCADA Interim Update		
2.12 Exiting Shared Services Agreement for Trade Waste, Sampling and Analysis		
Late Item 2.13 Force Majeure		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
2.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

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|-----|-------------|---|
| 2.2 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.3 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.4 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.5 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.6 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |

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|------|-------------|---|
| 2.7 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.8 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.9 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.10 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.12 | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| | 7(2)(j) | To prevent the disclosure or use of official information for improper gain or improper advantage. |
| 2.13 | 7(2)(g) | To maintain legal professional privilege. |

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special Infrastructure Projects Manager
Date	13 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Actions Register

1. EXECUTIVE SUMMARY

To update the Waters Governance Board on actions arising from previous meetings.

2. RECOMMENDATION

THAT the report from the Special Infrastructure Projects Manager be received.

3. ATTACHMENTS

Actions Register

Waters Governance Board - Actions Register

OPEN MEETING

Meeting Date	Action	To Action	When	Status
20/11/19	Co-ordinate a date with the Minister of Local Government to attend a Board meeting.	G Ion	March 2020	A further invitation needs to be issued to the Minister to attend a forthcoming meeting.
	Add dates to delegations table where applicable and put into a Board calendar (along with items in Contract from Schedule 14 Reporting Requirements).	C Nutt I Cathcart	March 2020	Delayed till June
	<ul style="list-style-type: none"> ▪ Source details on small water schemes (e.g. Te Akau) to have available for WGB in advance of when Minister scheduled to attend a WGB meeting. (Infrastructure Committee papers early 2019 – Karen Bredesen to source) 	IC/KB	March 2020	In progress.
	<ul style="list-style-type: none"> ▪ Arrange for education and upskilling on maaori perspectives on water: what does it mean to mana whenua, kaitiakitanga, vision and strategy for the Waikato River, uniqueness to river settlement etc. 	R Schaafhausen	March 2020	Training sessions to be added to each Board meeting.
	<ul style="list-style-type: none"> ▪ The General Manager Service Delivery to confirm the financial reporting and audit process and report back to the Board. 	I Cathcart	March 2020	Delayed till June.
	<ul style="list-style-type: none"> ▪ Staff to report back to the February 2020 Board meeting on the Meremere abatement notice 	I Cathcart	March 2020	Verbal updates given and strategy paper submitted. May meeting has sign off paper for CAPEX. Closed

Meeting Date	Action	To Action	When	Status
	<ul style="list-style-type: none"> Watercare to review KPIs (re call-out for fault/unplanned interruption; resolution time for sewage overflows) in light of getting service personnel to Raglan 	Watercare	March 2020	Performance over December/January to be reviewed in February for March meeting. Closed as resolution times meeting KPIs.
20/12/19	<ul style="list-style-type: none"> Watercare to provide high-level programme plan for Te Kauwhata WWTP resource consent strategy (ultimate solution and options, engagement plan) 	Watercare	March 2020	Linked to Mid Waikato servicing strategy. Due in June.
	<ul style="list-style-type: none"> Ngaruawahia Wastewater Reticulation upgrade project used to map out roles and responsibilities between Watercare and Council staff for similar issues potentially within an Operations Mandate 	I Cathcart Watercare	April 2020	April 2020. River Road project running well and establishing the way we work. Closed.
	<ul style="list-style-type: none"> Training session to occur before/after each Board meeting to discuss Maori perspectives on water 	Gavin Ion/Chairperson Democracy	March 2020	Proposed to be completed on an as needs basis.
	<ul style="list-style-type: none"> Report on progress against governance responsibilities in the WDC-Watercare MoU. 	Gavin Ion/Chairperson	March 2020	Deferred till June meeting.
	<ul style="list-style-type: none"> Joint meeting with Watercare Board to be arranged to track progress 	Gavin Ion/Chairperson	June 2020	Date of 30 June proposed. Seeking confirmation of availability of Board members.
11/2/2019	<ul style="list-style-type: none"> A vision and strategy workshop to be arranged to coincide with the April Board Meeting 	Gavin Ion/Chairperson	April 2020	Delayed post COVID
	<ul style="list-style-type: none"> Board to be provided opportunity to input into the Waikato Subregional Three Waters Study. 	Gavin Ion/ Ian Cathcart	June 2020	Future Proof is forming a Governance Steering Group. Garth Dibley supported by

Meeting Date	Action	To Action	When	Status
	<ul style="list-style-type: none"> ▪ The Chief Executive to discuss with His Worship the Mayor and report back to the Board. 	Gavin Ion	May 2020	<p>the Deputy Mayor, Aksel Bech, has been appointed to the governance group.</p> <p>Completed.</p>
	Presentation to the Board providing overview of Watercare's plans along the Waikato River re delivery of water services for the District.	Ian Cathcart Watercare	Before Nov 2020	
	<ul style="list-style-type: none"> ▪ Staff to review WDC Risk Register to consider how Risk Factors are recorded to account for treatment plans/mitigation steps. ▪ Risk Register to be provided to the Board. 	Ian Cathcart Ian Cathcart	Apr 2020 June 2020	
	<p>Presentation to be prepared for the March meeting to form base for discussions with LG Minister</p> <ul style="list-style-type: none"> ▪ Council's arrangements with Watercare – learnings and successes to date. ▪ Data on potential regulatory (cost) impact on the ratepayer as a consequence of the proposed water regulations. ▪ Impact of Council assuming some responsibility for private water supplies. ▪ Contribution towards Council/Watercare transition costs. ▪ The Lead we are providing on co-governance for 3 waters by Council and Iwi. ▪ Funding from central government towards the sub-regional 3 waters study. ▪ Affordability – rates rebates and financial hardship 	Ian Cathcart	Mar 2020	Postponed

Meeting Date	Action	To Action	When	Status
	<p>The Board to be provided with:</p> <ul style="list-style-type: none"> ▪ The proposed Te Kauwhata water take consents strategy. ▪ A schedule of strategic water consents held by the District, including the current status and lapse dates. With a list of abatement notices. To inform future community engagement plan. 	Ilan Cathcart/ Watercare	June 2020	
30/4/2020	<p><u>Maramarua Wastewater Treatment Plant Compliance</u></p> <ul style="list-style-type: none"> ▪ Letter of response to be completed and forwarded to Waikato Regional Council. 	Ilan Cathcart		

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special Infrastructure Projects Manager
Date	14 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Register of Interests

1. EXECUTIVE SUMMARY

A copy of the Register of Interests is attached for the Board's information. The register will be updated following receipt of information during the year.

2. RECOMMENDATION

THAT the report from the Special Infrastructure Projects Manager be received.

3. ATTACHMENTS

Register of Interests – Waters Governance Board

Register of Interests – Waters Governance Board

Ruku Schaafhausen

Companies and Trusts	Te Waharoa Investments Ltd AgResearch Miro Hautupua Ltd Te Whakakitenga O Waikato Inc Member of Te Arataura
Community organisations	Equippers Trust Tindall Foundation Princes Trust New Zealand
Other appointments	Waikato Regional Council – Co-Governance Committee Waipa District Council – Co-Governance Committee Waikato District Council – Co-Governance Committee Hamilton City Council – Co-Governance Committee Waikato Plan Leadership Committee Chair, Freshwater Iwi Leaders Group
Property within the District	Nil
Any other interests	Nil

Garth Dibley

Companies and Trusts	Water New Zealand – Director
Community organisations (membership)	Electricity Networks Association – member E-Charge working group – MfE member
Other appointments	SmartCo – Chairperson
Property within the District	Yes - Tamahere
Any other interests	Nil

David Wright

Companies and Trusts	Director, David Wright Limited Trustee, Tervuren Trust Trustee, Solomon Islands Tourism Infrastructure Development Fund (Incorporated) Chief Executive, Red Meat Profit Partnership Chair of Waimea Water Ltd Chair, Wellington Water Limited Chair, Solomon Islands Airport Corporation Limited
Community organisations	Chair, Tokelau Renewable Energy Steering Group Member, Audit and Risk Committee, Internet New Zealand Incorporated
Other appointments	Chair, Central Air Ambulance Rescue Limited Chair, Search and Rescue Services Limited
Property within the District	Nil
Any other interests	Nil

Gavin Ion

Companies and Trusts	Trustee and Beneficiary in a family trust
Community organisations	Member Swimming Waikato Technical Panel Member Swimming New Zealand Technical Advisory Committee Swimming Waikato Board Member Member of Institute of Directors Member of International City Managers' Association Member of Chartered Accountants of Australia and New Zealand Member of Business Leaders Health & Safety Forum Steering Group RMA Commissioner
Other appointments	Chief Executive, Waikato District Council Director, Waikato Local Authority Shared Services Limited Chair, Audit & Risk Committee (WLASS)
Property within the District	Nil
Any other interests	Nil

Jackie Colliar

Companies and Trusts	Te Whakakitenga O Waikato Inc Member of Te Arataura
Community organisations	Nil
Other appointments	Trustee and Chair of Taniwha Marae Waipa District Council – Co-Governance Committee Waikato Regional Council – Co-Governance Committee
Property within the District	Nil
Any other interests	Employee of Hamilton City Council Project Lead for the Subregional Three Waters project on behalf of Future Proof

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special Infrastructure Projects Manager
Date	21 May 2020
Prepared by	Carole Nutt Waters Contract Relationship Manager
Chief Executive Approved	Y
Reference #	WGB2020
Report Title	Three Waters Performance Report – April 2020

1. EXECUTIVE SUMMARY

A copy of the Three Waters Performance Report for April 2020 is attached for the Board's information.

2. RECOMMENDATION

THAT the report from the Special Infrastructure Projects Manager be received.

3. ATTACHMENTS

Waikato District Council Three Waters Monthly Performance Report – April 2020

WAIKATO DC

THREE WATERS

MONTHLY

PERFORMANCE REPORT

APRIL 2020



Sharon Danks
WDC Business Manager
Watercare Waikato
8 May 2020

1. Health & Safety

There was one Health and safety incident in April. A wastewater treatment plant operator's knee gave way when working on site. This was a re-aggravation of an injury that occurred several months ago and is being treated as a lost time injury. The staff member is on light duties until the 11th of May when the situation will be reassessed.

Covid – 19 Response

Due to Covid- 19 field staff are generally working alone at present to limit the amount of travelling between sites and townships. Safe working practises are being followed with respect to distancing and personal hygiene. Tool box and team meetings are now completed using "What's app" or Microsoft teams. PPE is being procured centrally by Watercare stores and the Waikato team has a month's stock of masks, overalls and gloves.

Office based staff are still working from home in level 3. A staged return to work is being proposed under alert level 2.

All staff have daily video catch ups with their teams. Further On-line training has been provided to all staff on topics such as how to successfully return to work after working from home and how to gather information for contract tracing.

2. Key Performance Indicators

KPI – Description	Result March	Target 2019/2020
Water		
The extent to which Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria). (Number of zones that comply, maximum 18)	18	18
The extent to which Council's drinking water supply complies with Part 5 of the drinking water standards (bacteria compliance criteria). (Number of zones that comply, maximum 18)	15	15
Where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Attendance for urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site.	31	40 mins

Where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Resolution of urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	84	120 minutes
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site.	1	≤ 3 days
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Resolution of non-urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	1	<3days
The total number of complaints received by Council about any of the following (expressed per 1000 connections to the networked reticulation system): - Drinking water clarity - Drinking water taste - Drinking water odour - Drinking water pressure or flow - Continuity of supply - The local authority's response to any of these issues	1.25	22/1000
Stormwater		
Council's level of compliance with resource consents for discharge from its Stormwater system, measured by the number of the following notices, orders or convictions received in relation to those consents: - Abatement notices - Infringement notices - Enforcement orders - Convictions	1* Note: this abatement notice was related to WDC non-compliances in the 18/19 financial year prior to the WSL contract	0

Wastewater		
The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system. - Non-sensitive receiving environments	0.35	≤ 2/1000
The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system. - Sensitive receiving environments	0.08	≤ 2/1000
Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured: - Attendance time: from the time that Council receives notification to the time that service personnel reach the site.	23	≤ 1 hour (45 mins)
Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured: - Resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.	123	≤ 4 hours (180 mins)
The total number of complaints received by Council about any of the following (expressed per 1000 connections to the sewage system): - Sewage odour - Sewage system faults - Sewage system blockages - Council's response to issues with its sewage system	0.61	≤ 10/1000
Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of: - Abatement notices - Infringement notices - Enforcement orders	3* The additional abatement notice at Maramarua WWTP was related to WDC non-compliances in the 18/19	≤ 2

	financial year prior to the WSL contract	
Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of: - Convictions	0	0
Health and Safety		
Safety: Lost time injury frequency rate (LTIFR) per million hours worked	0	≤ 5
Safety: Total recordable injury frequency rate (TRIFR) per million hours worked	16	≤ 20
Safety: 100% of Notifiable (or serious non-notifiable) Events reported to WDC within 2 hours of occurrence	No events	100%
Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days	No events	100%
Safety – percentage of complaints resolved within 10 working days	100%	95%
Safety- Health and safety Audit programme and action plan completed (6 monthly and then annually)	On- hold	On hold
Safety - All site emergency plans to be drilled 6 monthly as per drill schedule	On-hold	On hold
Safety - Monthly Health and safety meeting held with all workers	Meetings now individual team based and conducted using WhatsApp	>90%
Safety-Critical risk audit to be conducted by HSW BP Bi-monthly	On hold	On hold
Safety -Actions required to be closed within 1 month	100%	>90%

3. Operational Update

3.1 General

There were no significant operational issues during April. The numbers of faults called in by customers was lower than expected.

With addition of a project manager, treatment plant operator, maintenance controller and water quality analyst in April the Watercare Waikato team is now fully staffed. An additional role of Stormwater engineer will be advertised in May.

Covid-19 – following the reduction of alert level from 4 to 3 in late April field staffing arrangements stayed similar however planned maintenance works recommenced. This included activities such as clarifier cleans, new connections and meter reading. All the team has remained well and appreciated the additional workload.

3.2 Treatment

General

Covid-19 Level 4 Lock down impact on the Production team staff:

Our staff have continued to work at focus plants for an extended period. The next plant rotation is planned for the 4th of May.

Our management team of two members are working independently, one at home and one based at the Te Rapa office. Everyone is comfortable and looking forward to a lockdown down grade to Covid-19 level 2.

- Two callouts to site during April. Power trip at Port Waikato WTP and a power surge at Ngaruawahia WTP system checked by WEL.

General work flow

General work flow has been good. Operators being able to focus on their own plant or small clusters of plants has improved operational learning. This is showing positive results in plant performance and reduced call outs to sites after hours.

Other issues include:

- Port Waikato Water Treatment plant clarifier de-sludging has been pushed out to 4 weekly.
- Sludge surveys for the Raglan WWTP, Ngaruawahia WWTP, Meremere WWTP and Huntly WWTP wastewater ponds are being planned and will commence as soon as contractor staff are available.
- Te Kauwhata WTP # 2 Clarifier has been taken out of service for de-sludging. # 1 Clarifier is being performance tested at 100m³/hr whilst #2 is OOS.

- The access to the Te Kauwhata WWTP site continues to be limited whilst contractors for the neighbouring development carry out install a new gravity sewer main. Contractor work will recommence on the 6th of May. A power shut down is planned in the week commencing the 15th of May to allow for the coupling of the new sewer rising main.
- Ngaruawahia WWTP Antiflow clarifier sludge recirculation pump and process have been returned to service. The process performance is being monitored

Botulism issues have abated with very few distressed birds being found

3.3 Networks

- Streamline Environmental have successfully completed the final 135m of WW pipeline in Raglan, fully cleaning and assessing the condition of all pipes in 4 years (on a 5-year project schedule). The team now moves north to Ngaruawahia and Huntly to complete these portions of the WW network. SW lines were assessed last year but the focus for year 4 is on completion of WW networks, with SW taking the focus in the final year of the project next year.
- A major network break was discovered on the Springhill / Meremere reservoir line, identifying why we had chronic issues maintaining reservoir levels throughout the summer. The leak was reported in by a local farmer and had occurred on the 50mm line. The mapped information held by WDC was incorrect and the line was located approximately 30m from the mapped location. It ran through a copse of pine trees and root intrusion into the line had resulted in a significant break. On repairing the leak, the water level at the reservoir was corrected and is now fully self-maintaining.



Location of break @ Springhill Rd – note the root damage



- Allen's United were able to recommence work at the Springhill Rd / Fosters Rd link once the alert level was reduced to 3. The bypass at the reservoir is fully complete and the Fosters Rd link is expected to be completed by mid-May. The bypass at the reservoir now allows the Ops team to have the reservoir liner inspected and repaired to prevent any leakage from the structure. The bypass will allow the reservoir to be taken offline whilst Meremere village continues to be fed. Timber Tanks have been engaged by WSL to carry out the relining and repair of the reservoir.
- Earthing and bonding work on Pump Station cabinets and at reservoir sites continues, and a significant number of minor electrical faults and H&S issues have been rectified in short order. McKay are delivering this work and have made very satisfactory progress to date.
- A major sewer break occurred on 27th April at Tohora Close, Raglan at 9.45am. A Watercare Sewer crew was already in Raglan to rectify a blockage in this line and were able to isolate the spill and begin repair works. The break was caused in a 70mm low pressure E-One line due to accumulated pressure building behind a blockage of rag. The burst line overflowed into a SW catchpit located outside 1 Tohora Close. Fortunately, there are 2 manholes downstream of the catchpit and the overflow volume was not significant, therefore all spilled sewer was contained within the network and did not enter the receiving environment. The jetting contractor was able to attend site and drain the spillage from the network. The repair was completed and the line returned to operation on 27th April. WRC were contacted immediately on learning of the line break, but as the spill was fully contained no action was taken on their part.



Spill contained in the curb and channel



Location of the break at 1 Tohora Close.

3.4 Planning

Key tasks completed include:

- Te Kauwhata WTP 4.5 ML/day upgrade – Beca working on design of upgrade
- Weekly Engineering Forum with WDC – this has been enhanced in status as the key weekly interaction between Watercare (Planning and Operations) and WDC (Legal, Development Engineers, Building Consents). Meetings on Developments have tended to be undertaken on an individual basis rather than through the forum. The shutdown period has seen many developers wishing to progress planning relating to their Developments.
- Meremere WWTP proposed MBR - Submissions have continued to be appraised. Contract approval report and Business case will be submitted to the May WGB meeting.
- Mid Waikato water supply and wastewater Servicing Strategy underway with Stantec with two workshops held to narrow long list to short list options. Stantec/Motts will develop the short list options further and present to 20th May workshop.
- Te Kauwhata water supply reservoir design progressing.
- Te Kauwhata WWTP Short Term Upgrade – Geotech investigation have been undertaken which were on hold due to Covid 19. Feedback from the WGB has meant reconsideration of the Activated Sludge upgrade not be undertaken and we look at solution proposed from the Mid Waikato Servicing Strategy as is likely to be able to be implemented in similar timespan.



Geotechnical investigation at Te Kauwhata WWTP

- Horotiu SW modelling underway, this project being done in conjunction with HCC and will provide insights to the flooding risk in Horotiu where the district plan review is proposing more residential zoning and business land is currently being developed.
- Scoping of Renewal works, this will be 2 years of renewal expenditure as we were unable to deliver projects last year.
- Work is progressing on AMP, this will continue over the coming months.

There are several work packages for the Watercare Professional Engineering services panel in the process of either being put out for Consultant pricing or awaiting approval by Watercare. These include:

- Pokeno Wastewater Network Upgrades – package has been prepared.
- Te Kauwhata Trunk water main upgrade – package being drafted awaiting Servicing Strategy prior to pricing.
- Ngaruawahia WW Pump Stations and Rising main upgrade concept – package has been prepared.
- Ngaruawahia WTP waste disposal options study is progressing.
- Raglan Consenting – service package has been developed with Beca, PDP consultants have engaged and are in the process of accessing land disposal and aquifer recharge options. Long list of options has been reduced to a short list. Additional scoping work is likely on a stream recharge option. Liaison with key stakeholders have occurred and a Community meeting was held on Zoom successfully on 22 April.
- SW modelling is being undertaken to assist in sizing of proposed SW culvert in Travers Road Te Kauwhata

Development / Growth related matters being worked on include:

- River Road Ngaruawahia – Watercare has forwarded a draft WDC Development agreement to the developer (Ultimate Holdings).

- Synlait Dairy Factory Pokeno – rising main and fibre optic connection between Market St wastewater pump Station – issues damage to existing rising main, SCADA control, DA and future flows, Pukekohe WWTP capacity issues, Trade Waste and Development agreements. No progress in April on this issue
- Ohinewai Rezoning - further meeting with consultants (GHD) was held and proposals for the short-term solution for water and wastewater servicing of this proposed development.
- Meeting held with WDC on outstanding POAL issues.
- Meeting with Developers consultant for 21 Helenslee Rd Pokeno. Discussion related to WW pump station which will eventually service a greater catchment and WDC funding.
- Multiple meetings with Northgate Industrial Park (stage 3) relating to servicing and SW requirements.

3.5 Abatement Notice Resolution

Meremere WWTP

WRC Abatement notices require Total Suspended Solids (TSS) exceedance and Discharges outside permitted discharge periods to be addressed. Inflow and Infiltration reduction programme is underway and has already seen a reduction of discharges out of permitted periods this winter.

The installation of the MBR at Meremere has been tendered and 2 technically compliant tenders have been received. WSL is progressing the tender evaluation and a Business Case and Contract Approval paper will be submitted to the May WGB for approval . The contractor will likely start on site immediately following the approval.

Te Kauwhata WWTP

WRC abatement notice on this plant requires Total Kjeldahl Nitrogen (TKN), Total Nitrogen (TN), Total Phosphorus (TP) loads and E.coli exceedances to be addressed. There is also a requirement to develop short term capacity for increase loads residential development from Lakeside and Te Kauwhata structure plan areas prior to the HIF funded new WWTP. An amended HIF application was submitted in late April.

The Mid Waikato Servicing Strategy will recommend preferred mid to long term options for WWTPs including potential plant consolidation options.

Geotechnical site investigations were meant to commence late March but have been deferred to May due to the Covid 19 incident.

3.6 Shared Services

The transition from using shared services to Watercare laboratory and Trade Waste services has been deferred until October 2020.

WDC is progressing negotiations with Shared Services to facilitate the withdrawal from shared services. WSL is awaiting guidance from WDC on the progress of the negotiations.

3.7 Compliance

All April compliance reports were submitted to Waikato Regional Council and Waikato Regional Public Health Service on schedule.

All drinking water sampling was completed as per schedule during the Covid 19 lock down period. The majority of resource consent compliance sampling was also completed to schedule. The exemption being the discharge consent sampling at Ngaruawahia and Port Waikato WTP were deferred until level 3. This is a delay of 2-3 weeks and will not affect annual compliance.

3.8 Customer

The customer team has completed just over 3,000 estimates for the Southern District Area billing area, this was due to water meter reading deemed non-essential work during Covid-19 Level 4.

The customer team continues to work remotely and has noted a large reduction in printing needs.

3.9 Condition Assessment / Asset Remediation

Condition Assessment

The finalised Condition Assessment Report and the associated data sheets has been received.

The data gathered has been passed to the WSL digital transformation team and is being assessed/cleansed for upload to INFOR IPS software. Where appropriate it will be merged with Asset Finda data. The WDC asset data cleanse has been accelerated as it is something the WSL Digital team can progress whilst working at home during Covid 19. This work has progressed through April.

3.10 Strategic Resource Consents

Raglan WWTP Resource consent

The two internal refinement workshops have now been held in April, alongside a zoomed public meeting to outline project progress. A tidy-up of the traffic light sheets is being completed now by experts, with draft sheets to be distributed to Hapu and key stake-holders within the first week of May. The purpose of this activity was the clear demonstration of dismissing less practical combinations of options for application purposes. This then allows greater focus on those options with greater worth. Feedback, discussion and contribution from key groups and hapu on short listed options will be an important project achievement. This work will be undertaken in May.

The next stage of refinement will result in a best practical option (BPO) for the intended November application deadline. A key piece of consultancy work will be costing of options. A difficulty throughout application preparation is understanding option limits given the existing LTP budget ring-fenced for a Raglan treatment and discharge solution. The existing figure may not be realistic in achieving the BPO. Presenting matters to the WGB as part of next month's meeting would assist in achieving project clarity.

Meremere WWTP Resource consent

Engagement of DHI (hydraulic modelling and quantitative microbial risk assessment (QMRA)) is complete, with further refinement of a Beca service package now being undertaken. Watercare New Market will be project managing this consent process. All necessary handover actions have been undertaken to allow the new project manager to commence working on this project.

Open Meeting

To	Waters Governance Board
From	Gavin Ion Chief Executive
Date	14 May 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. RECOMMENDATION

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 – Confirmation of Minutes 30 April 2020	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Actions Register		
Item 2.2 – Contract Financial Report – April 2020		
Item 2.3 - Amendment of the Agreement relating to the supply of water and the collection and treatment of Wastewater		

Item 2.4 - Business Case – Districtwide Water & Wastewater Reticulation Renewals 2020		
Item 2.5 - Business Case – Remote Telemetry Unit (RTU) Districtwide Site Implementation		
Item 2.6 - Business Case – Meremere WWTP MBR Upgrade Project		
Item 2.7 - Shared Services Agreement for Trade Waste, Sampling, Analysis and Smart Water		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item 1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.2	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.3	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.

	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.4	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.5	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.6	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.7	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

AND FURTHER THAT Ms Danks be permitted to remain in the meeting, after the public has been excluded, because of her knowledge of Watercare. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of Watercare's role and responsibility for those matters.