

Agenda for a meeting of the Waters Governance Board to be held via Audio Visual Conference on **TUESDAY, 26 APRIL 2022** commencing at **10.00am**

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA**
3. **DISCLOSURES OF INTEREST** 5
 The Register of Interests document is attached for the Board's information.
4. **CONFIRMATION OF MINUTES** 10
 Meeting held on Tuesday, 15 March 2022
5. **ACTIONS** 25
6. **REPORTS**
 - 6.1 Three Waters Reform Project Update – April 2022 28
 - 6.2 Better Off Funding - Presentation 38
 - 6.3 Three Waters Governance Report – April 2022 58
 - 6.4 Compliance Summary – March 2022 75
 - 6.5 Trade Waste & Wastewater Bylaw 86
 - 6.6 Stormwater Improvements 121
7. **EXCLUSION OF THE PUBLIC** 132

GJ Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Reports to:	The Council
Chairperson:	Mr David Wright
Membership:	Mr Garth Dibley Ms Rukumoana Schaafhausen Mr Gavin Ion (Chief Executive) Ms Jackie Colliar (Board Intern)
Meeting frequency:	Six-Weekly
Quorum:	A majority of members (excluding the Board Intern)

The Waters Governance Board is a subordinate decision-making body of the Waikato District Council established under Schedule 7 of the Local Government Act 2002.

Purpose and Terms of Reference:

1. To provide governance and oversight of the development and implementation of the Council contract with Watercare Services Limited ('Watercare').
 2. To ensure the activity goals are clearly established, and strategies are in place for achieving them.
 3. To establish policies for strengthening the performance of the water activity including ensuring management and the contractor are proactively seeking to build the business through innovation, initiative, technology, new products and the development of its business capital.
 4. To monitor the performance of management through the Chief Executive.
 5. To ensure high standards of health & safety are maintained by management and Watercare and undertaking appropriate due diligence.
 6. To decide on whatever steps are necessary to protect the Council's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken.
 7. To ensure the water activity's financial statements are true and fair and otherwise conform to law.
 8. To ensure the water activity adheres to high standards of ethics and corporate behavior.
 9. To ensure the water activity has appropriate risk management/regulatory compliance policies in place.
 10. To look to improve environmental outcomes from this activity.
 11. To consider kaitiakitanga as part of decision-making.
 12. To monitor and ensure Watercare are meeting their obligations.
 13. To report to Council twice yearly on progress with Waters' Management.
 14. To provide innovation and ideas that could improve profitability, service levels or environmental outcomes.
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15. To hold Watercare to account over the delivery of the operational and capital programmes.
16. To work with Council to agree the overall funding requirements of the business.
17. To undertake any other matters considered relevant by the Board or referred to the Board by the Council.

The Board is delegated the following powers to act:

- Agree the form of the transactional arrangement with Watercare.
- Negotiate with Watercare and recommend to Council the final, or any amended, contract value for waters management.
- Conclude the contract (after Council approval of contract value) and terms and conditions, including any amendments, with Watercare.
- Ensure that transitional contract requirements are met by Watercare and Council.
- Hold Watercare to account for their performance at all levels.
- Monitor and oversee the performance of staff and Watercare in terms of the water activity.
- Consider and ensure improvements or innovation are implemented by Watercare or through the Chief Executive as appropriate.
- Approve changes to the operation of the contract with Watercare.
- Develop strategies to improve contractual performance or to improve business practices.
- Recommend to Council infrastructure strategy and Asset Management Plans for adoption.
- Develop an annual works programme (operating and capital) and submit to council for final approval.
- Approve alterations and transfers within the programme of capital and operational works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Set and ensure Watercare's adherence to health and safety requirements, and wellbeing practices.
- Set and maintain standards of ethics and corporate behavior.
- Consider development opportunities for the Waters' business.
- Define and set levels of service for Waters' management now and in the future.
- Responsible for the financial performance of the contract and operation.
- Approve and/or amend existing or new contracts relating to the delivery of three waters' services and operation unless additional funding by the Council is required or the approval or amendment is inconsistent with Council Policy.
- Recommend to Council any new or additional funding requirements over and above that contained within the Long Term Plan.
- Develop plans to improve the overall resilience of the Waters' networks and allow for growth.

- Consider the impact of growth on the Waters' infrastructure.
- Implement and monitor the risk management framework for the waters' management and activity.
- Approve the annual and half yearly financial statements for the Waters' operation and provide any relevant commentary to the Council.
- Annually review the Board composition, structure and succession and make recommendations to council on these matters.
- Ensure the Waters' business delivered by Watercare provides value for the community in terms of the four wellbeings.
- Determine the approach for resource consent applications for the Waters' business, and monitor progress of those applications on behalf of the Council.
- Review and monitor existing strategic resource consents.
- Ensure that Kaitiakitanga and environmental outcomes are key decision making considerations for the Board.
- Uphold the vision and strategy of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

To | **Waters Governance Board**
Report title | **Register of Interests**

1. Executive summary
Whakaraapopototanga matua

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. Staff recommendations
Tuutohu-aa-kaimahi

THAT the Register of Interests be received.

3. Attachments
Nгаа тааpирihanga

Register of Interests – Water Governance Board

Date:	Tuesday, 26 April 2022
Report Author:	Matt Horsfield, Democracy Advisor.
Authorised by:	Gaylene Kanawa Democracy Team Leader

Register of Interests – Waters Governance Board

Ruku Schaafhausen

Companies and Trusts	Te Waharoa Investments Ltd AgResearch Miro Hautupua Ltd Contact Energy Ltd Kaitaki Guardian Services Ltd
Community organisations	Equippers Trust Tindall Foundation Princes Trust New Zealand
Other appointments	Chair, Freshwater Iwi Leaders Group Board Member, Three Waters Establishment Board
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	Director of Smartco Infratec NZ Ltd – 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) Chair of Waimea Water Ltd Chair, Solomon Islands Airport Corporation Limited Haapa Research Limited
Community organisations	Chair, Tokelau Renewable Energy Steering Group
Other appointments	Chair, Central Air Ambulance Rescue Limited Chair, Search and Rescue Services Limited Interim Chief Executive, Horowhenua District Council.
Property within the District	Nil
Any other interests	Nil

Gavin Ion

Companies and Trusts	Trustee and Beneficiary in a family trust
Community organisations	<p>Member Swimming Waikato Technical Panel</p> <p>Member Swimming New Zealand Technical Advisory Committee</p> <p>Chairperson Swimming Waikato</p> <p>Member of the Waikato Regional Sports Facility Plan Steering Group</p> <p>Member of Institute of Directors</p> <p>Member of International City Managers' Association</p> <p>Member of Chartered Accountants of Australia and New Zealand</p> <p>Member of Business Leaders Health & Safety Forum Steering Group</p> <p>RMA Commissioner</p> <p>Member of the Waikato Regional Leadership Group</p>
Other appointments	<p>Chief Executive, Waikato District Council</p> <p>Director, Waikato Local Authority Shared Services Limited</p> <p>Chair, Audit & Risk Committee (WLASS)</p>
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 Trustee (Taniwha Marae Representative) – Nga Muke Development Trust Waipa District Council – Co-Governance Committee Waikato Regional Council – Co-Governance Committee Waikato River Authority Board Member Director – WEL Networks
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 Project Manager of the Hamilton Waikato Metro Wastewater Detailed Business Case Project

To | **Waters Governance Board**
Report title | **Confirmation of Minutes**

1. Purpose of the report **Te Take moo te puurongo**

To confirm the minutes for a meeting of Waters Governance Board held on Tuesday, 15 March 2022.

2. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the minutes for a meeting of the Waters Governance Board held on Tuesday, 15 March 2022 be confirmed as a true and correct record.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – WGB Minutes – 15 March 2022

Date:	Tuesday, 26 April 2022
Report Author:	Matt Horsfield, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader.

MINUTES for a meeting of the Waters Governance Board Meeting of the Waikato District Council held via audio-visual conference on **TUESDAY, 15 MARCH 2022** commencing at **10.00am**.

Present:

Mr D Wright (Chair)
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern)

Attending:

Cr E Patterson

Mr A Wilson (Te Akau South Community Committee)
Mr R Bax (Richard Bax Consulting)

Ms A Diaz (Chief Financial Officer)
Mr R MacCullouch (General Manager Service Delivery)
Ms C Nutt (Waters Contract Relationship Manager)
Mr J Ebenhoh (Planning and Policy Manager)
Mr D Sharma (Three Waters Reform Project Manager)
Ms C Wratt (Principal Planner)
Ms Z Al-Khaleefa (Three Waters Contract Engineer)
Ms L Cilliers (Management Account)
Mr M Horsfield (Democracy Advisor)

Mr M Telfer (Watercare)
Mr M Bourne (Watercare)
Mr R Pullar (Watercare)
Mr S Howard (Watercare)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Ion/Mr Dibley)

THAT an apology be received from Ms Schaafhausen for non-attendance.

CARRIED

WGB2203/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Wright/Mr Ion)

THAT the agenda for a meeting of the **Waters Governance Board Meeting** held on Tuesday, 15 March 2022 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded;

AND FURTHER THAT the Board resolves that the following items be added to the agenda as a matter of urgency as advised by the Chairperson in the open section of the meeting :

- **Water Reform**

AND FURTHER THAT the Board resolves that the following items be added to the agenda as a matter of urgency as advised by the Chairperson in the public excluded section of the meeting :

- **Update on the status of the Ngaruawahia Wastewater Treatment Plan and Correspondence with Watercare Services**

AND THAT in accordance with **Standing Order 9.4** the order of business be changed with agenda item 6.5 [*Huntly Wastewater Treatment Plant Upgrade*] being considered after agenda item 6.1

CARRIED

WGB2203/02

DISCLOSURES OF INTEREST

The Chief Executive noted Ms Schaafhausen's recent appointment to the Three Waters Establishment Board.

Mr Wright noted the updates provided during the previous meeting were not reflected in the Disclosures of Interest report relating to his role as interim Chief Executive of Horowhenua District Council and the removal of Interim Chief Executive Officer – Central Economic Development Agency from the Register of Interests.

CONFIRMATION OF MINUTES

Resolved: (Mr Ion/Mr Dibley)

THAT the minutes of a meeting of the **Waters Governance Board Meeting** held on Tuesday, 1 February 2022 be confirmed as a true and correct record of that meeting.

CARRIED

WGB2203/03

REPORTS

Actions Register Agenda Item 5

The Waters Contract Relationship Manager noted the following matters:

- Circulation of the Taumata Arowai webinars link - The Iwi and Community Partnership Manager distributed the link to the appropriate iwi groups. There has been a section created on Council's website relating to Taumata Arowai and included in Council's newsletter.
- Small Water Schemes – There had been a number of enquiries on identifying non-Council small waters schemes there were in the district. There were thirty (30) Community Halls, twenty-seven (27) Maraes and ten (10) Schools identified that were not on reticulated supplies. Waikato Regional Council had identified over 400 consents but the large majority were classified as agriculture-dairy supplies and not necessary for potable use.

Resolved: (Mr Dibley/Mr Ion)

THAT the Actions Register for March 2022 be received.

CARRIED

WGB2203/04

District Plan Presentation - Ohinewai Agenda Item 6.1

The Principal Planner noted the following matters:

- All the appeals had been resolved now and the Ohinewai chapter would become operative once the Council's seal was affixed. The Council would meet on 22 March 2022 to approve this.
- Very strong policy direction for staging and sequencing.
- Three Waters – Very strong objective and policy direction that development must be serviced for three waters and it be available prior to development.
- OHI-P7 (Ohinewai Policy Seven) Infrastructure & Transport:
 - All development must be connected to a reticulated public water supply, except for on-site water supply for initial industrial development in Factory Stages F1 and F2.

- Avoid development not connected to a public reticulated wastewater network, except for initial subdivision and development in Factory Stages F1 and F2.
- Except for initial subdivision and development in Factory Stages F1 and F2, any stage of development must be serviced for wastewater to a public reticulated system
- Water – Initial industrial development in Factory Stages F1 and F2 can have onsite water supply. Strong policy direction that all developments must be connected to a reticulated public water supply.
- Wastewater – Initial subdivision and development in Factory Stages F1 and F2 must have onsite treatment and disposal of wastewater. Strong policy direction to avoid development not connected to a public reticulated wastewater network.
- Stormwater – Stormwater management avoids discharges to the existing regional drainage system. The initial factory stages F1 and F2 temporarily discharges water into the Belemi drain. Beyond F1 and F2, stormwater disposal will be via the Wetland Park and Central Park to Lake Rotowaru.
- Sleepyhead had provided an indicative timeframe for the development stages to Council. There had been discussion that Sleepyhead fund a role within Council to act as a liaison between Council and Sleepyhead.

Resolved: (Mr Ion/Mr Dibley)

THAT the District Plan Presentation – Ohinewai chapter be received.

CARRIED

WGB2203/05

Three Waters Governance Report – March 2022
Agenda Item 6.2

Mr Telfer noted the following matters;

- All performance measures for the year to date were achieved. There were challenges in January 2022 due to a low number of jobs.
- COVID – Watercare was doing surveillance testing for critical staff, which was undertaken once a week for each individual and across the work bubbles. Staff identified as close contacts were doing daily rapid antigen tests. Staff from Auckland had been identified as reserves and were visiting plants in the Waikato to develop an understanding of the sites if they needed to assist the Waikato team.
- Te Kauwhata & Meremere Drone Surveying – There was a lack of communication for the surveying and there were complaints from the community.
- Cyclone Dovi – Significant event which affected the power supply. There was a Scada outage during that time. There was a post event incident review with actions for more key generators. There was only one customer that was affected during the event.

- Watercare was working with Council for water restrictions. The team were working on focusing on options for a supply based approach. Watercare was continuing with educating the community on reducing water intake.
- Concern regarding wastewater allowances. Cr Patterson noted that the service team in Ngaruawahia believed they were owed funds for the wastewater allowance and should be paid. The service team in Ngaruawahia were a good team. Some of the pay structures were very selective. Cr Patterson was concerned they were not being heard by the wider Watercare team.

ACTION: Assurance to be provided by Watercare that all contractual requirements were met regarding remunerations.

- Was one rapid antigen test a week sufficient? Individual bubbles get tested 3-4 times a week. The process had been effective with close contact and positive cases.

Resolved: (Mr Ion/Mr Dibley)

THAT the Three Waters Governance Report – March 2022 be received.

CARRIED

WGB2203/06

Te Akau Water Supply Options Assessment
Agenda Item 6.3

Mr Kruger noted the following matters:

- Report covers options for the Te Akau water scheme. With the latest changes from Taumata Arowai, Council would like to retain the scheme but to ensure that the best option was followed. Options investigated were tankering, a pipeline under the harbour, tanks for households and an upgrade to the previous supply method.
- The report would like approval from the board for engagement with communities and once an option was identified, a business case to be developed for a funding request.
- The upgrade for the previous scheme would require drilling a new bore. There would be no changes to the current bore as the wall casing had failed.
- Mr Wilson believed the report was very thorough. There was a concern with the process with drilling the bore and testing the water quality.

Resolved: (Mr Wright/Mr Dibley)

THAT the Water Governance Board recommends to Council that:

- a. community engagement is conducted with all stakeholders on the four (4) options for the Te Akau Water Supply, to finalise the preferred option;
- b. upon the community confirming the preferred option, should Option 2 or 4 be adopted as the preferred solution, that a new business case be developed to enable a capital funding request for the 2022-23 financial year; and
- c. as Horongarara Community Group (HGC) has indicated that the community is strongly likely to confirm that Option 2 will be preferred, Waikato District Council drill a replacement bore and assess the raw water quality and conduct a detailed design of the Water Treatment Plan upgrade to determine the necessary new equipment while retaining all compliant infrastructure concurrently as the business case is developed.

CARRIED

WGB2203/07

Water Filling Stations

Agenda Item 6.4

Mr Telfer noted the following matters:

- There were new standards from Taumata Arowai coming into effect in July 2022. This includes the use of hydrants and stand pipes. There was budget in the LTP for water filling station, and the recommendation was to proceed the work to create permanent filling stations.
- The filling stations were a standard design, but identifying appropriate locations was difficult due to telemetry and roading difficulties.

Resolved: (Mr Ion/Mr Dibley)

THAT the Waters Governance Board:

- a. approves the establishment of three permanent filling stations across the Waikato District in line with the Taumata Arowai draft standards utilising the existing 2021/22 budget in the Long Term Plan of \$468,000 (code IWA11230); and
- b. assessment of additional sites including possible relocation of the temporary filling station to another location is carried out where funding allows.

CARRIED

WGB2203/08

Huntly Wastewater Treatment Plant Upgrade
Agenda Item 6.5

The Waters Contract Relationship Manager noted the following matters:

- There had been an immediate need to look at existing non-compliance at the plant. There had been a formal warning from Waikato Regional Council received during the 2020-21 audit period.
- There was a full upgrade budgeted for \$47 million for the 2026-2028 financial years within the Long Term Plan (LTP). This would coincide with the expiry of the current discharge consent.
- Staff had asked Watercare for an interim solution to bring the plant to compliance. Watercare has proposed the implementation of a Moving Bed Biofilm Reactor (MMBR) to achieve compliance, costing \$1 million that had not been budgeted in the LTP.
- Sleepyhead would pay for the conveying costs for connections from the Ohinewai development to the Huntly Wastewater Treatment Plant. The Ohinewai development would put significant stress on the plant.
- With the MMBR implemented, the interim improvements would be redundant.
- Council would need to work with Sleepyhead regarding development contributions for the Huntly Wastewater Treatment Plant.
- The recommendation was to address the compliance issues, but there were questions whether the equipment purchased for compliance could be reused for the longer term solution.
- There had already been discussions within Council to bring the Huntly Wastewater Treatment Plant upgrade forward to address the growth challenges in Huntly and Ohinewai.
- If the Board recommended to Council to bring the forward funding for the plant upgrade, what implications would that have on Council's budgets? Currently, Council would not be able to fund the upgrade. There had been the suggestion that Central Government could assist with funding along with Sleepyhead.
- Council had spoken with Sleepyhead that Council could not exceed their debt cap for the expansion of operations for the Ohinewai development. There would have to be a conversation with Crown infrastructure partners so they would be aware that Council could not take the investment support for Ohinewai. There was budget for existing connections and upgrade, but not the growth aspects. Council was about to engage with Sleepyhead regarding the development contribution process. Council would be engaging with a specialist to help with the development contribution process with Sleepyhead.

- Would there be an opportunity for Council to apply for July Three Waters Better Off funding round? It would be challenging to attain funding as the whole district was not connected to water service and would receive pushback from the rural community.
- There was no timeline for when Sleepyhead would need the connections to the Huntly Wastewater Treatment Plant.
- Was Sleepyhead ready to proceed with the whole development? The indicative initial stages were due for completion within the next five (5) years. By 2024, the development would need to be connected to a compliant plant. Sleepyhead has already invested millions in the consent process.
- How long would the Huntly Wastewater Treatment Plant be non-compliant if the upgrade for the plant was brought forward? The full upgrade would be a three year process.
- There would need to be discussions with Waikato Regional Council regarding options for short and long terms solutions for the plant.
- The Three Waters Reform process needs to be factored in, as it may not receive the same prioritisation by the new three waters entity.
- It would be worthwhile discussing with the local community for the long term strategic direction for the plant upgrade.
- Question still remains where the funding for the \$1 million cost for the temporary upgrade for the MMBR.

ACTION: Report to come to the next Water Governance Board meeting regarding the Huntly Wastewater Treatment Plant upgrade, including a cost return comparison for a temporary upgrade versus managed compliance in the short term.

Resolved: (Mr Dibley/Mr Wright)

THAT the Waters Governance Board:

- a. recommends that Council continue consultation and engagement with Iwi in relation to the Huntly wastewater treatment plant upgrade and determine what kaitiakitanga and environmental expectations are required to be met as part of the plant upgrade;**
- b. notes that within Watercare's Huntly Wastewater Treatment Plant Compliance Upgrade report, toxicity in the influent wastewater may be inhibiting nitrification in ponds with the most likely sources for toxicity being the landfill leachate or septage that Huntly wastewater treatment plant receives;**

- c. approves the recommendation that the following influent sources should be tested for toxicity:
 - i. Raw influent
 - ii. Landfill leachate
 - iii. Septage pond outlet
- d. recommends that if toxicity tests indicate higher strength parameters than expected, that the Huntly wastewater treatment plant proposed Bardenpho Activated Sludge with Membrane Bioreactor and Ultraviolet is reviewed to ensure that the proposed plant can treat both the effects of toxicity and the new load and flows received from developmental growth to maintain treatment parameters to within likely new resource consent limit;
- e. notes that a Moving Bed Biofilm Reactor solution has been identified as a short term solution being able to provide the necessary treatment and that supply and installation is estimated at \$1 million. No funding solution is provided;
- f. recommends that Council does not continue exploring the opportunity to add a Moving Bed Biofilm Reactor upgrade of the Huntly wastewater treatment plant as proposed by Watercare as the impact of the Sleepyhead Development needs to be incorporated into the wastewater treatment plants' design and compliance future;
- g. recommends that Council explores the opportunity to bring forward a funding solution for the plant upgrade identified as Bardenpho Activated Sludge with Membrane Bioreactor and Ultraviolet;
- h. recommends entering commercial discussions with Sleepyhead through an Agreement to enable Sleepyhead to contribute to a share of the plants cost based on the plants treatment capacity and to explore the opportunity to bring the allocated funding within the Long Term Plan forward; and
- i. recommends that Council liaise with Waikato Regional Council about the longterm solution for the plant and its timing in respect to resource consent compliance.

CARRIED

WGB2203/09

Te Kauwhata Wastewater Treatment Plant Consent Application Preparation Project
Agenda Item 6.6

Mr Howard noted the following matters:

- The consent expires in 2024. It was prudent to begin the consent process now.
- Council and Watercare were in the early stages of forming a team for the consent and identifying key stakeholders such as Te Kauwhata Water Association, Hapu and local residents.

- It was important that the Iwi and Community Partnership team had the resources to assist for the project. It was important that hapu were empowered through the project and the Council engaged regularly with Hapu.
- Nga Muka wants to see the project was moving forward and on the right track. There would be value with the Board chair to attend Nga Muka's hui.

ACTION: The Waters Governance Board to meet with Nga Muka on an agreed date in the near future.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board:

- receives the Te Kauwhata Wastewater Treatment Plant Consent Application Preparation Project report where the Consenting Project Team will report back on progression of relationship building with mana whenua as a key partner, based on:**
 - sincerity;
 - respect for earlier consenting obligations and the; and
 - aspiration of delivering the best practical discharge option with mana whenua support.

CARRIED

WGB2203/10

Waters Reform
Agenda Item 6.7

The Waters Contract Relationship Manager noted the following matters

- Central Government had established the National Transition Unit (NTU) to lead a coordinated approach towards transition in response to Central Government's Three Waters Reform.
- The NTU will work alongside Councils, Iwi, industry and the wider water sector to make the transition successful. The NTU will set up four local establishment entities in 2022, which will support the local transition in their area. On 1st July 2024, these four entities will become the four water services entities.
- There will be a dedicated workstream leading the workforce transition to ensure that all Council staff working primarily in water services are easily transitioned to a role with similar duties, location and terms of employment.

- The workstream had requested from all Councils information regarding the number of staff who interact with water services, the percentage of time dedicated to water services and their remunerations. There were seventy-eight (78) staff at Council who had touch points with water-related work.
- In response to Council's three waters submission, the Department of Internal Affairs (DIA) had responded to the questions Council had asked during the eight (8) week engagement period. As a result of feedback provided by all Councils, DIA had established three (3) technical reference groups being:
 - Working Group on Representation, Governance and Accountability;
 - Planning Technical Working Group; and
 - Rural Supplies Technical Working Group.
- The Working Group on Representation, Governance and Accountability had provided advice to the Government on how to improve the arrangement for the water services entities, recommending significant changes to the bill covering ownership, protections from privatisation and local voices.
- Between March 2022 and August 2022, Council will be eligible to apply for the first tranche of \$31.5M under the better-off package. This package was not restricted to waters infrastructure. Council can spend the funds on other projects that meet the funding criteria.
- Pukenga Wai Fund - This fund had been allocated for Iwi groups to discuss about how they will approach mana whenua representation. DIA intends to convene with Iwi directly, however Council had concerns that DIA will not have access to all the groups within our district. Council was looking to assist DIA with identifying all Iwi and Hapu groups.
- Rural Supplies Funding - DIA had indicated that \$30M was available for all councils to help their small water schemes transition to service delivery requirements under waters reform.

Resolved (Mr Wright/Mr Ion)

THAT the verbal Water Reform Report be received.

CARRIED

WGB2203/11

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Mr Ion/Mr Dibley)**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 number PEX 1 Confirmation of Minutes Item PEX 2.1 Actions Register Item PEX 3.1 Raglan Wastewater Treatment Plant Consent Application Preparation Project - Discharge Option Item PEX 3.2 Te Kauwhata Water Association Water Take Consent Renewal Progress Update Item PEX 3.3 North Waikato Radio Telemetry Upgrade Item PEX 3.4 Waters Financial Results to 28 February 2022	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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 PEX 1 Confirmation of Minutes	7(2)(a)	Refer to the previous Public Excluded reason in the agenda for this meeting.
Item PEX 2 Actions Register	7(2)(a)	Refer to the previous Public Excluded reason in the agenda for this meeting.
Item PEX 2.3 Raglan Wastewater Treatment Plant Consent Application Preparation Project - Discharge Option	7(2)(c)(i)	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information — would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.
Item PEX 3.2 Te Kauwhata Water Association Water Take Resource Consent Renewal Progress Update	7 (2) (b) (II)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7 (2) (c) (I)	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information — would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.
Item PEX 3.3 North Waikato Radio Telemetry Upgrade	7 (2) (c) (II)	To protect information that is subject to an obligation of confidence and to protect the public interest.
	7 (2) (I)	To enable negotiations to carry on without prejudice or disadvantage.

Item 3.4 Waters Financial Results to 28 February 2022	7 (2) (b) (II)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7 (2) (h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7 (2) (i)	To prevent use of the information for improper gain or advantage.
	7 (2) (b) (ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7 (2) (j)	To prevent use of the information for improper gain or advantage.

AND THAT Watercare representatives and Richard Bax be permitted to remain at this 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 their roles and responsibilities for those matters.

CARRIED

WGB2203/11

Resolutions WGB2203/12 – WGB2203/19 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 1:08pm.

Minutes approved and confirmed this _____ day of _____ 2022.

David Wright
CHAIRPERSON

To	Waters Governance Board
Report title	Actions Register

1. Purpose of the report

Te Take moo te puurongo

To update/inform the Waters Governance Board on actions following the Waters Governance Board meeting held on Tuesday, 15 March 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Action Register be received.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Action Register

Date:	Tuesday, 26 April 2022
Report Author:	Gavin Ion, Chief Executive

Waters Governance Board Actions Register

OPEN MEETING

Meeting Date	Action	To Action	When	Status
15/3/2022	Assurance to be provided by Watercare that all contractual requirements were met regarding remunerations.	Watercare	April 2022	<p>Verbal update to be provided in Public Excluded</p> <p>As a side note, under Waters Reform Entity B, all existing contractual remuneration will be honoured. Indications from the National Transitional Unit is that water staff employment contract terms and conditions will be same or better than they are currently.</p>
15/3/2022	Report to come to the next Water Governance Board meeting regarding the Huntly Wastewater Treatment Plant upgrade, including a cost return comparison for a temporary upgrade versus managed compliance in the short term.	Watercare	April 2022	<p>Verbal update will be provided at the meeting, in summary: Discussions are underway with WRC (compliance) and Sleepyhead (bringing plant upgrade forward). Sleepyhead has shared a high-level proposal with multiple options for wastewater treatment and discharge. Next meeting with Sleepyhead is scheduled for early May to help shortlist options.</p> <p>Recent desludging has allowed the plant to become within compliance for suspended solids although seasonality may also have an impact.</p> <p>Discussions with WRC have indicated they are supportive of working with Council to enable the plant upgrade to accommodate Sleepyhead and potentially renewing the discharge Resource Consent earlier than 2029.</p>

Waters Governance Board²⁷ Actions Register

Meeting Date	Action	To Action	When	Status
15/3/2022	The Waters Governance Board to meet with Nga Muka on an agreed date in the near future.	WGB	April 2022	Watercare staff have contacted Nga Muku representative requesting date of next meeting and highlighted that the Water Governance Board is seeking opportunities to strengthen haapu relations and would endeavour to send a representation if an invite was offered. We are currently awaiting a reply.

To	Waters Governance Board
Report title	Three Waters Reform Project Update – April 2022

1. Purpose of the report

Te Take moo te puurongo

To update the Waters Governance Board of current workstreams, activities, and key matters under the Three Waters Reform Project.

2. Executive summary

Whakaraapopototanga matua

Council has undertaken various activities under the Three Waters Reform project.

To date, Council has received two requests for information from the Department of Internal Affairs' National Transition Unit. Council is collaborating with Watercare Waikato to respond to the second request, which requires a stocktake and detailed information on the current state of water-related data, digital systems, and capability.

Council has presented its submission on the Proposed Drinking Water Standards to Taumata Arowai, which is congruent with Watercare Waikato's submission.

Council responded to a Request for Information from The Rural Supplies Technical Working Group, which sought information on the number, size, and nature of predominantly agricultural schemes that also supplied drinking water to a community. In the response, it was noted that Council does not own or operate such supplies and introduced the group to Te Kauwhata Water Association.

Hinekōrako, Taumata Arowai's multiuser online portal, was launched on 1 April 2022. Excluding private water supplies and with the assistance of Watercare Waikato, Council has appended our public water supplies onto this database.

Council is compiling a list of projects for Tranche 1 of the Better-off Funding Proposal, that is in line with Council's community wellbeing outcomes as well as the Department of Internal Affairs' criteria for this fund.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Waters Governance Board:

- a) **receives the report; AND**
- b) **notes that the project management for water reform is ongoing.**

4. Background Koorero whaimaarama

Havelock North's 2016 campylobacter outbreak was picked up by the Government's radar through a formal Inquiry. Through this Inquiry, the Government found the corresponding drinking water suppliers and assessors failing to meet Aotearoa New Zealand's Drinking Water Standards.

Pursuant to these findings, a Three Waters Review was issued by Government to fortify the regulation and service delivery arrangements of drinking water, wastewater, and stormwater ("Three Waters"). To this end, the overarching goal of the Review was to better support Aotearoa New Zealand's environment, health, and safety.

Findings from the Three Waters Review set the precedent for a case for change from the Government, which established the Three Waters Reform Programme.

Aotearoa New Zealand's waters industry is now in the process of transitioning service delivery to the Water Service Entities. The Department of Internal Affairs' National Transition Unit is spearheading this transition programme.

In addition to Technical Working Groups, the National Transition Unit has six dedicated workstreams that will work closely with Council to transition water service delivery (**Figure 1**).

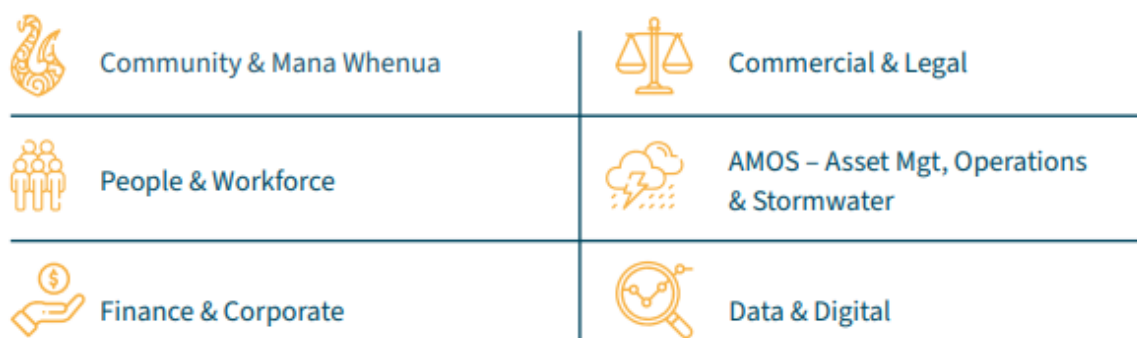


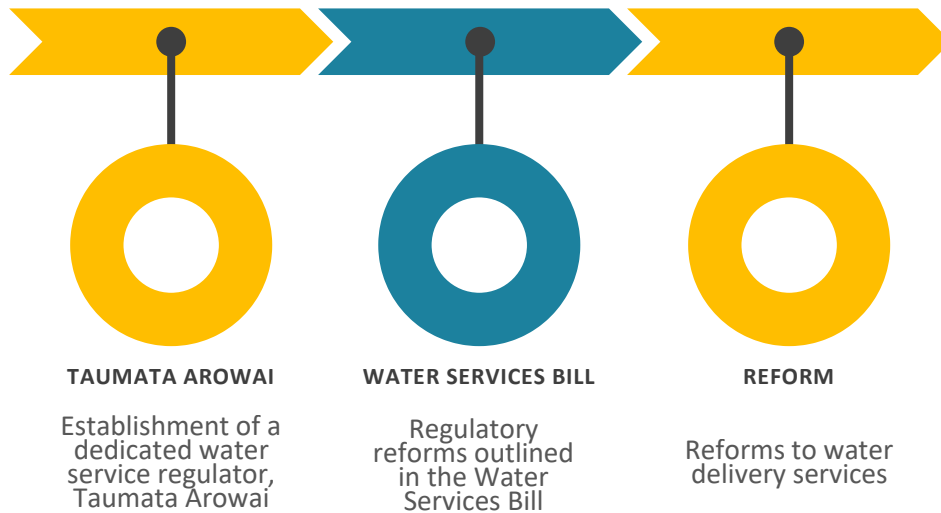
Figure 1: Summary of National Transition Unit Workstreams

Courtesy of DIA

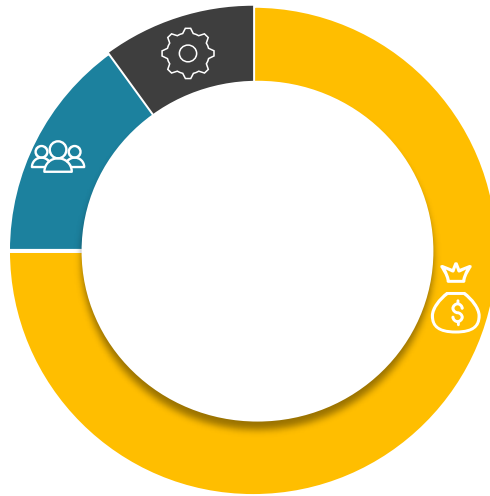
PROGRAMME OUTCOMES



PROGRAMME PILLARS (POU)



FUNDING STREAMS



BETTER OFF FUNDING



Waikato District Council allocated \$31.5 million under better-off fund.

Purpose of fund is to support community growth, wellbeing, climate change resilience, and building low-emissions economy.

Tranche 1 funding (\$7.88 million) available for use from 1 July 2022. Applications for first tranche of funding open until 30 September 2022.

Funding covers CapEx or OpEx projects up to 30 June 2027.

Remaining funds will be released on 1 July 2024.



PŪKENGĀ WAI FUND

Funding to support iwi in determining the mana whenua representation that will provide joint oversight of the new entities once they have been established.

Application dates and amount apportioned to this fund is yet to be determined.



SMALL WATER SCHEMES

\$30 million has been allocated for small water scheme (rural supplies, marae, community halls, and papakāinga) upgrades to alleviate some costs of compliance against new standards.

The National Transition Unit will be making a series of discovery requests to Council to feed into their planning and modelling to enable a smooth transition of workforce, assets, and operations to the Water Service Entities.

To date, two discovery requests have been made to Council, namely:

- People and Workforce
- Data and Digital

To give effect to Te Mana o te Wai, Taumata Arowai takes the role of regulator of drinking water, whilst providing oversight on storm and wastewater (Figure 2).



Figure 2: Taumata Arowai's different roles in the waters industry

Courtesy of Taumata Arowai

As regulator of drinking water, Taumata Arowai has proposed a new Drinking Water Standard (DWS), postulated to effectuate from 1 July 2022. Under the Proposed DWS, any persons supplying drinking water to more than one dwelling will be defined as a drinking water supplier.

Suppliers that were registered with Ministry of Health prior to 15 November 2021 fall within the purview of the Water Services Act (2021). They are automatically being transferred to Taumata Arowai's database, Hinekōrako.

Hinekōrako is an online portal that acts as a central point of contact between Taumata Arowai, registered drinking water suppliers, accredited laboratories, and consumers.

Hinekōrako provides a mechanism for the registration and management of drinking water supplies by suppliers. Furthermore, laboratories that are accredited with International Accreditation New Zealand (IANZ) to test drinking water must notify Taumata Arowai of non-compliant test results, except for non-compliances from domestic self-supplies. The front end of Hinekōrako, the public register, gives New Zealanders information on their drinking water supplier, whilst acting as a channel for consumer complaints.

Unregistered drinking water suppliers have been allotted up to four years to register on Hinekōrako and seven years to provide a Drinking Water Safety Plan or to comply with an Acceptable Solution as an alternative.

However, suppliers intending to commence supply of drinking water after 15 November 2021 must register with Hinekōrako before commencing the supply.

5. Discussion Matapaki

5.1 Data and Digital Request for Information

Council has received a request for Information from the Data and Digital workstream. The request is about gathering a nationwide understanding of the current state of water-related data and digital systems and capability.

Detailed information on current systems, operational technology readiness, data volumes, and IT capability for Council is sought after through this request.

A working group has been established within Council.

This Request for Information is labour intensive, requiring both Council and Watercare to populate 500 lines of data, each. Watercare and Council will be information sharing during the Request for Information.

While the core systems are operated by Watercare, Council has digital touchpoints which needs to be captured.

Council and Watercare are meeting weekly for progress updates ahead of the 22 April deadline.

5.2 Rural Supplies Technical Working Group

\$30 million has been allocated for upgrades to rural water supplies. There was unanimous agreement from the group that the allocated amount will be insufficient to address legacy issues faced by rural marae and papakāinga drinking water schemes.

The Rural Supplies Technical Working Group (Rural Group) was set up under the partnering commitment to the Three Waters reform.

The Rural Group have engaged constructively on the rural and iwi challenges, particularly the options that might be available for Council owned water supplies that are predominantly agricultural water supplies that also provide drinking water to the local community.

The Rural Group are considering multiple options for a customized approach to the concerns raised in relation to these rural largely agricultural supplies.

To this end, a Request for Information was made to Council seeking information on the number, size, and nature of these schemes. Nested within this request, the Rural Group requested Council to apportion the use of each supply to either agricultural or drinking water purposes.

This Request for Information also collected data on recommendations from Council to exclude certain supplies from transfer to proposed Entities.

Council advised the Rural Group that we do not own or operate any predominantly agricultural water supplies that also supply drinking water and of the municipal supply arrangement with Te Kauwhata Water Association, referring the Rural Group to the Association for further enquiries.

5.3 Hinekōrako

Hinekōrako was launched on 1 April 2022.

With the assistance of Watercare, Council has been inserting our public water supplies onto this database. This does not include private water supplies. All Council-owned water supplies have been published in the public domain.

5.4 Drinking Water Standards

From 17 January to 28 March 2022, Taumata Arowai sought feedback on the following proposed documents:

- Drinking Water Standards
- Drinking Water Quality Assurance Rules
- Drinking Water Aesthetic Values
- Drinking Water Acceptable Solution for Roof Water Supplies
- Drinking Water Acceptable Solution for Spring and Bore Water Supplies
- Drinking Water Acceptable Solution for Rural Agricultural Water Supplies
- Drinking Water Network Environmental Performance Measures

Council has submitted their feedback, which is congruent with Watercare's submission.

5.5 Better-off Funding

Council held an internal workshop to discuss the updates and criteria of this fund.

Funding is open for applications from 11 April to 30 September 2022.

Under Tranche 1, a 10% initial instalment of approximately \$0.788 million will be released to Council upon approval of Funding Proposal.

Subsequent instalments, with a cumulative potential of \$7.88 million, will be released in arrears of cost incurred, on receipt of:

- A payment request (up to one a month can be submitted)
- Proof of progress on expenditure programme.

As the funding is not restricted to three waters related projects, Council is engaging with relevant staff to identify a longlist of projects which will then be evaluated against the criteria laid out in the Heads of Agreement to establish a shortlist.

Council intends on making a submission to the Department of Internal Affairs by 31 July 2022.

5.6 Pūkenga Wai Fund

This fund has been allocated for iwi and hapū to kōrero about how they will approach mana whenua representation.

DIA intends to convene with iwi directly. However, Council is concerned that DIA will not have access to all the groups within our district that could use this funding.

While Council awaits further information on this funding, Council is working proactively to identify private small water schemes that fit the criteria. This will be used to develop an engagement plan with groups that could benefit from this fund.

5.7 Local Transition Team

Interfacial by design, the role of the Local Transition Team is to provide guidance to the National Transition Unit and Council preparedness for transition. Requests for Information from the Department of Internal Affairs will be directed through the Local Transition Team to ensure the collation of data.

A Local Transition Team has been established, wherein Keith Martin, Waters Manager, was nominated by Gavin Ion to represent Council.

Key project dates for the Local Transition Team are outlined below (**Figure 3**).

Timeframe	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2023 and onwards
People & Workforce	Individual role & contractor data Employment agreements, Collective agreements, base salaries, training programmes, union information	Individual people data (3W accountabilities), Role relevant qualifications and certifications of staff	Further information related to individual employment agreements, staff benefits		
Operations <i>(discovery via National Working Groups & LTTs)</i>	SCADA/ telemetry arrangements	Key non-compliance schedule.	Non-Standard Operations agreements. Biosolids Management information. Operations.	Lab services schedules. Compliance framework/information.	Risk Management information & registers.
Stormwater <i>(discovery via National Working Groups & LTTs)</i>		Multi-function assets and functions to transfer. Level of Service agreements (Councils)	Level of Service agreements (Regional/Unitary Councils)	Catchment framework and plans, process and management plans	Stormwater modelling information
Asset Management <i>(discovery via National Working Groups & LTTs)</i>	Asset data standards/information. Investment prioritisation criteria (public info)	Levels of Service & Performance information (public info). AMP & Asset improvement plans (public info). Risk Management information & registers.	Renewals, capex, and strategic approvals programmes. Growth & Future demand. Developer contractors and agreements.		
Data & Digital	Catalogue of systems, capabilities and external contractor information				
Finance & Corporate Services	Pricing/tariff information from <i>sample</i> of councils. Financial information e.g., debt, revenue, reserves (<i>public info</i>)	Customer data & metadata. Pricing/tariff information from <i>remaining</i> councils.	Targeted insurance information. Key financial information councils e.g., debt, revenue, reserves (<i>from councils</i>)	Insurance information (as required)	Collection of updated information prior to establishment of WSE and transfer of three waters assets
Commercial & Legal	Shareholdings in relevant CCOs. Premises and land info. Warrants/delegations.		Key 3W construction, operation, customer, IT & supplier contracts and agreements.		Guarantees. Stakeholder arrangements. 3W construction, operation, customer, IT & supplier contracts.

Figure 3: Key project dates for Local Transition Team as a function of workstream

Courtesy of DIA

6. Next steps

Ahu whakamua

6.1 Requests for Information

Watercare and Council will be convening to ensure congruence of information supplied for the Data and Digital Request for Information.

To this end, Council expects the next discovery request to be made by the Asset Management, Operations, and Stormwater (AMOS) stream, in the second quarter of 2022 (**Figure 4**).

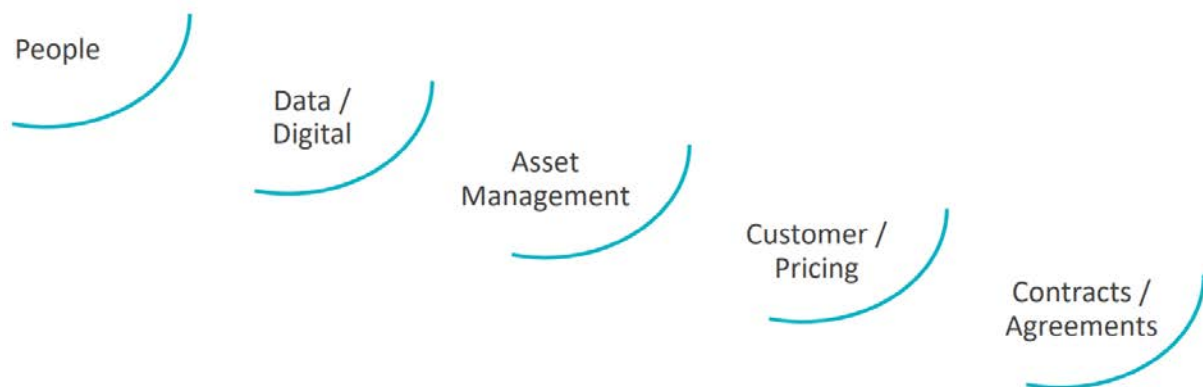


Figure 4: Indicative sequence of anticipated Discovery requests

Courtesy of DIA

The Local Transition Team will be meeting on a weekly basis to overview each project and develop a plan to help Councils with Requests for Information.

6.2 Hinekōrako

Council will continue to input data into Hinekōrako as directed by Taumata Arowai. Through a staggered approach, Taumata Arowai intends on having all currently registered drinking water suppliers entered in the portal by early 2023.

6.3 Proposed Drinking Water Standards

Council awaits finalization of Proposed Drinking Water Standards by Taumata Arowai, which is contingent on them analysing the submissions from public consultation.

6.4 Better-off Funding

Council will engage with the community for input and feedback during the Funding Proposal preparation process.

Council has arranged a hui with Waikato Tainui, marae representatives, parliament representatives, and other Māori representatives on Community Boards.

6.5 Pūkenga Wai Fund

Council intends on engaging their communities directly under the advisement of Iwi and Community Partnerships and support from Communications and Engagement.

6.6 Communications and Engagement

Council has engaged the Communications and Engagement team to develop a communication plan for the Waters Reform project.

7. Attachments Ngaa taapirihanga

There are no attachments for this report.

Date:	26 April 2022
Report Author:	Deron Sharma - Three Waters Reform Project Manager
Authorised by:	Gavin Ion - Chief Executive

To | **Waters Governance Board**
Report title | **Better Off Funding - Presentation**

1. Purpose of the report **Te Take moo te puurongo**

John Mackie from Crown Infrastructure Partners on behalf of the DIA will present the details and criteria on the Better Off Funding as Part of Water Reform and join via Zoom at the 26 April 2022 meeting.

2. Staff recommendations **Tuutohu-aa-kaimahi**

That the Waters Governance Board:

- a. **receives the report.**

3. Attachments **Ngaa taapirihanga**

Attachment 1 – PowerPoint presentation

Date:	26 April 2022
Report Author:	Keith Martin, Waters Manager
Authorised by:	Gavin Ion, Chief Executive

Three Waters Better Off Support Package

Guide to the better off funding package for
local authorities



Te Tari Taiwhenua
Internal Affairs

Table of Contents

Page	Contents
2	Table of Contents
3	Headline Information
4	About the better off package
5	About the application and funding process
6	Relationship managers
7	Funding application documentation
8	How to identify and prioritise initiatives
9	Funding Proposal – key areas of consideration
10	Iwi/Māori engagement
11	Wellbeing assessments
12	Administration process – key areas of consideration
13	Notional funding allocations - methodology
15	Appendix A: Notional funding allocation table
16	Appendix B: Wellbeing assessment examples
18	Appendix C: How to access the DIA's Grants Management System
19	Appendix D: Relationship manager details

Headline Information



Key Dates

- ▶ Funding Proposal submission portal opens online **Monday 11 April 2022** and close **Friday 30 September 2022**
- ▶ Tranche 1 funding is available for use from **1 July 2022**



Applying for Funds

- ▶ There are **two** key **documents** to apply for and access the funding:
 - The Funding Proposal, outlining your council's intentions
 - The Funding Agreement
- ▶ You can only submit **one** Funding Proposal, but may include multiple projects or initiatives.
- ▶ You can use funding to cover projects up to **five years** in duration (through to 30 June 2027)
- ▶ You have a **relationship manager** assigned to your council to help you complete your proposal and access the funds (see **Appendix D** for details)



Funding Release

- ▶ An **initial instalment** of 10% of your funds will be released on approval of your Funding Proposal
- ▶ Subsequent instalments will be released in **arrears of costs** incurred, on receipt of:
 - A payment request (up to **one a month** can be submitted); and
 - Proof of **progress** on your expenditure programme

About the better off package

The better off package is:

- An investment by the Crown into the future for local government and community wellbeing; and
- In recognition of the significance to the local government sector (and the communities they serve) of the transfer of responsibility for water service delivery.

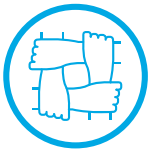
The use of this funding supports councils to transition to their new role post-reform through meeting some or all of the following criteria, as laid out in the Heads of Agreement:



Supporting communities to transition to a sustainable and low-emissions economy, including **by building resilience to climate change and natural hazards.**



Delivery of infrastructure and/or services that **enable housing development and growth**, with a focus on brownfield and infill development opportunities where those are available.



Delivery of infrastructure and/or services that **support local place-making and improvements in community well-being.**

About the application and funding process

The better off package is one of the financial support packages to be provided to Local Authorities under the Three Waters Reform, as outlined in the Heads of Agreement.

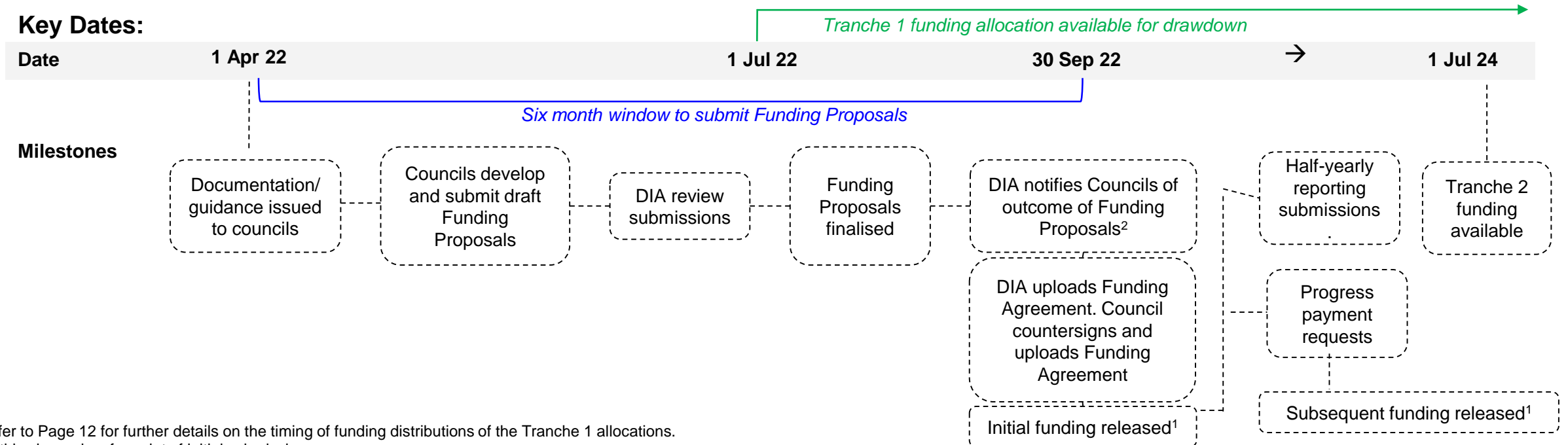
The \$2 billion package has been pre-allocated to councils based on a nationally consistent formula, and is available in two tranches. The first \$500 million of Crown Funding is available from 1 July 2022 and the remaining \$1.5 billion is available from 1 July 2024. This guide is specific to the first tranche of funding, however it is expected that access to Tranche 2 funding will follow a similar process.

This guide sets out the information needed for Local Authorities to engage with the Funding Agreement and Funding Proposal templates.

These are available on the Three Waters Reform webpage at: <https://www.dia.govt.nz/three-waters-reform-programme-reform-support-package>:

- Funding Proposal template available **01/04/2022** (NB: template for review only, proposals must be submitted online via the Grants Management System)
- Funding Agreement available **01/04/2022**

Key Dates:



¹ Refer to Page 12 for further details on the timing of funding distributions of the Tranche 1 allocations.

² Within six weeks of receipt of initial submission.

Relationship managers

To streamline the funding application and approval process, each council will be assigned a Relationship Manager to support them in developing their Funding Proposals. They will be available to provide additional guidance on an as-required basis.

Crown Infrastructure Partners have been appointed to fill this role.



The Relationship Manager's Role

Relationship managers are in place to work with, and support local authorities through the end-to-end Funding Proposal process. They also provide a liaison point between the councils and the DIA throughout the approval process.

Identify and Prioritise

Assist councils to **identify** and **prioritise** initiatives that:

- ▶ Meet the funding criteria & conditions
- ▶ Provide value for money
- ▶ Demonstrate wellbeing outcomes

Prepare

Help local authorities to **prepare** funding proposals, including:

- ▶ Preparing the schedule of expenditure
- ▶ Identifying milestones linked to project delivery
- ▶ Advising on contingency requirements
- ▶ Completing the wellbeing assessments

Submit

Support Councils to **submit** funding proposals to DIA:

- ▶ Navigate the online Grants Management System
- ▶ Liaise with the DIA and the Cross Government Evaluation team to resolve any queries on the Funding Proposal

Funding application documentation

Funding Agreement

Local Authorities are required to sign the **Funding Agreement** to access the better off funding package.

DIA will provide a completed Funding Agreement following its review of the funding proposal. A pro-forma copy of the Funding Agreement is available [here](#).

The Agreement sets out the **purpose** of the funding, and the **requirements and conditions** that local authorities agree to meet to access the funding. The Agreements includes detail on the following:

- Funding conditions and criteria
- Overview of what the funding stimulus may be spent on
- Conditions attached to the funding
- Engaging with and supporting transition activities
- Reporting and other requirements

Funding Proposal

The Funding Proposal is the document Local Authorities will use to access funding, and specifies the Programme of Expenditure they wish to apply funding to. It will be submitted to DIA for review to ensure that it meets the following criteria:

Funding criteria

- The Programme must support one or more of the better off package criteria (*refer page 4*)
- Funding proposals must be for:
 - new initiatives/projects; and/or
 - to accelerate, scale-up and/or enhance the quality of planned investment
- The duration of the Programme of Expenditure must be 5 years or less (completion date on or before 30 June 2027)
- The Total Maximum Amount Payable must be equal to or less than the funding allocation (*refer page 13*)

Local Authorities have flexibility to apply better off funding as they deem appropriate, provided it is consistent with these funding conditions and the Funding Agreement, and approved via the Funding Proposal.

The Funding Proposal will cover the following elements:

- Programme overview (including work to be undertaken, summary of costs, relevant milestones and dates.)
- Demonstration that engagement was undertaken with iwi/Māori on the use of funding.
- How the Programme meets one or more of the better off package funding criteria and conditions
- A brief wellbeing assessment setting out the expected benefits of the Programme



Administration of the better off package will be managed through the DIA online Grant Management System. **To apply you will need access to this system.**

See **Appendix C** for more information

How to Identify and Prioritise Initiatives

The funding criteria provides flexibility for Councils to identify a potentially wide range of funding proposals.

Where a council has existing strategic plans and documentation that meet the funding criteria, these may inform your project selection, including proposals to accelerate, scale up or enhance current and planned initiatives.

To assist in identifying and prioritising your initiatives, below are examples of projects that may be eligible based on the criteria, along with key considerations when prioritising a list of initiatives. Judgement is required when making these decisions, and councils may choose to assign different weighting to these prioritisation factors based on the needs of your community.

Initiative Examples	
1	Public Transport Improvement Programme* <ul style="list-style-type: none"> Replace bus fleet with electric buses Upgrade public transport hubs to make them more user-friendly and safe Increase frequency of services in busy times, and identify and provide public transport options to under-serviced areas
2	Street Lighting Project <ul style="list-style-type: none"> Replace street lights with energy efficient bulbs Increase street lighting in underlit and unsafe areas
3	Coastal Placemaking Initiative <ul style="list-style-type: none"> New coastal public space and open air water park
4	Community Connectivity Initiative* <ul style="list-style-type: none"> Assist communities in need with affordable wifi connections and wifi-enabled devices
5	Digital Automation Programme* <ul style="list-style-type: none"> Transform resource consent application system
6	Supporting people living with disabilities to participate fully in society* <ul style="list-style-type: none"> Improve accessibility to community facilities including ramp access and handrails Installation of high specification bathrooms for people with complex disabilities

Initial Eligibility Check	
Does the initiative meet the funding conditions listed on page 4?	
Prioritisation Factors	
Value for Money	Do the identified wellbeing outcomes justify the cost?
Strategic Plans	Is there existing strategic planning documentation to support this initiative?
Iwi/Māori Support	Has the council engaged with iwi/Māori on the intended use of the funding?
Risk Analysis	Does your risk analysis show any undue concerns in completing the project - for example, are the resources required readily available?
Community Support	Does the initiative have rate-payer and local community support?

*See Appendix B for examples of wellbeing assessments for these initiatives

Funding Proposal – Key areas of consideration

Key areas of consideration to be aware of when developing the Funding Proposal:

Relationship between funding tranches

The first tranche (\$500m available in July 2022 as per this guidance document) is distinct from the second, but councils are expected to **consider how the first tranche could support funding proposals for the second tranche**.

Local authorities do not have to apply for the full Tranche 1 amount upfront, funds not applied for in Tranche 1 will be made available in Tranche 2.

The second tranche will be subject to future guidance and application processes, however the same funding criteria and conditions are expected to apply.

Output-based milestones

Milestones must be linked to **specific and measurable outputs**.

Milestones should reflect progress of project delivery.

For example:

- In relation to project stages (e.g. procurement, design, construction); or
- Based on project progress (e.g. percentage of works completed)

Contingency

When preparing your schedule of expenditure, consider whether a contingency allowance is appropriate to allow for cost increases outside your control.

A process will be developed in the coming months to enable you to utilise unspent contingency.

Prior funding applications

If you have a project that meets the better off funding criteria, and has previously been submitted and reviewed through **another contestable funding source**, speak to your Relationship Manager.

You may be able to re-use your prior application details to streamline your Funding Proposal application.

Examples of funding that may fit this criteria are:

- Infrastructure Acceleration Fund (IAF)
- National Land Transport Programme (NLTP)
- IRG Shovel Ready

Other areas of consideration

Iwi/Māori: Pathway to target state of partnership

Refer to Page 10

Wellbeing assessment

Refer to Page 11



Relationship Managers will work with Local Authorities to finalise their Funding Proposals. They will be able to assist with specific questions around these considerations.

Iwi/Māori engagement

The criteria for the Better off funding package recognises that local authorities are expected to engage with iwi/Māori in determining how it will use its funding allocation. For tranche one, it is expected that the Funding Proposal demonstrates genuine engagement, extending beyond standing committees (see below).

The diagram below illustrates a continuum of engagement to partnership between Local Authorities and iwi/Māori. The funding tranches have been designed in a way that understands that most councils sit on the continuum at or near the current state. Investment in time and resources is required by both parties in order to build a relationship that is closely aligned to partnership. In recognition of this, the **minimum** expectations for Tranche 1 are set around the current state. However, the expectation with respect to accessing Tranche 2 funding is that the target state is achieved, or that there is a demonstrated pathway as to how it will be achieved.

		1 Current State			2 Future State
		Inform	Consult	Collaborate	Partner
Principles of Effective Engagement	Engage early	▶ Advise iwi/Māori of what is happening			
	Be inclusive	▶ Provide information to iwi/Māori	▶ Keep iwi/Māori informed ▶ Seek feedback from iwi/Māori	▶ Work together with iwi/Māori	▶ Pre-existing relationship with iwi/Māori
	Think broadly		▶ Listen to iwi/Māori ▶ Acknowledge iwi/Māori concerns & aspirations	▶ Determine issues/problems together	▶ Determine issues/problems together
Principles of Partnership	Plan and co-design together			▶ Develop solutions together	▶ Develop the solution together
	Share decision-making			▶ Involve iwi/Māori in the decision-making process	▶ Co-design the process
	Relationship built on trust and respect				
		Weak			Strong

Tranche 1 Minimum Expectations (Current State):

- Identify Māori impacted by the kaupapa (purpose) of the work, with a focus on hapū, iwi, post-settlement government entities, other mana whenua
- Evidence of genuine engagement, extending beyond standing committees
- Identify issues/concerns arising from the engagement, and steps taken to accommodate and support these interests.

Tranche 2 Minimum Expectations (Target State):

- Relationships built on trust and mutual respect
- Funding Proposals have been co-designed and co-implemented from inception
- Decision-making on initiatives to fund and prioritise have been made jointly.

Wellbeing assessments

Councils are expected to provide a wellbeing assessment setting out the expected benefits and wellbeing outcomes for each Programme.

The assessment should outline how the programme will deliver on:

- The broader “wellbeing mandates” under the framework of the Local Government Act 2002 (LGA), and
- The specific wellbeing criteria for the better off package shown on page 3

LGA areas of wellbeing



Social wellbeing



Economic wellbeing



Environmental wellbeing



Cultural wellbeing

Considerations for completing the Wellbeing Assessment

- **Define** the expected wellbeing outcomes from the Programme.
- **Describe** how the Programme outcomes will promote the better off package outcomes and wellbeing objectives for your community.
- **Decide** how you will measure, monitor and report on your stated wellbeing outcomes, preferably using your existing processes. (e.g. indicators of change/key performance indicators)



See **Appendix B** for examples of Wellbeing Assessments based on the initiatives shown on page 8.

Administration Process - Key areas of consideration

Key administration principles to be aware of when planning and applying for the better off funding package:

Release of funding	<p>Following approval of a Funding Proposal and an executed Funding Agreement, an initial disbursement of 10% of the Total Maximum Payable amount will be released.</p> <p>The remainder will be disbursed on receipt of a progress payment request from Councils:</p> <ul style="list-style-type: none"> • Councils may submit a progress payment request, along with a progress report, up to once a month. This will be reviewed and approved by Crown Infrastructure Partners (CIP). • The review will focus on evidence that payments are linked to progress on the Programme. • On confirmation the review is satisfactory, funds will be released in arrears of costs incurred.
Monitoring and reporting	<p>The Funding Agreement will outline the reporting requirements for councils.</p> <ul style="list-style-type: none"> • Reporting is half-yearly (periods ending 30 June and 31 December), and a template will be provided to submit online. • CIP will monitor local authorities' progress against the Funding Proposal to provide assurance that Crown funding is being spent as intended and that projects are progressing within a reasonable timeframe. • The half-yearly reporting will also include monitoring of the achievement of outcomes as specified per the Funding Proposal. • There will be a process to address any material under-delivery or deviation from scope.
Project Substitution	<p>There may be circumstances in which a council wishes to substitute or re-allocate funds allocated to another project in the Funding Proposal. These decisions will be considered by CIP, and made on a case-by-case basis.</p> <p>It may be prudent to consider having a “back-up” list of projects you have discussed with your relationship manager that can be used as a substitute in the event an approved initiative is unable to proceed.</p>
Funding shortfalls	<p>Funding allocations will not be ‘topped up’ to meet any shortfalls experienced by councils.</p>

Funding allocations - methodology

A funding allocation framework has been developed, which is based on a nationally consistent formula.

The Government and Local Government New Zealand have agreed to this formula as it recognises the relative needs of local communities, the unique challenges facing local authorities in meeting those needs and the relative differences across the country in the ability to pay for those needs.

General approach to determining notional funding allocations



The **population** in the relevant council area.
(75% weighting)



The NZ **deprivation index*** adjustment to recognise the relative distribution of need across the country
(20% weighting)



The **land area** covered by a council, excluding national parks
(5% weighting)

*The New Zealand index of deprivation is an area-based measure of socioeconomic deprivation in New Zealand that combines nine variables from the Census, including income levels, educational qualifications, home ownership, employment, family structure, housing and access to transport and communications. It has been introduced in the formula for allocating the better off component of the support package to recognise the relative distribution of need across the country. It enables a balanced distribution of funding across territorial authorities that complements the remaining two criteria that recognise needs associated with a larger population base and land area.

APPENDICES

APPENDIX A: Notional funding allocations

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Auckland	127.14	381.43	508.57
Ashburton	4.19	12.57	16.76
Buller	3.50	10.51	14.01
Carterton	1.70	5.10	6.80
Central Hawke's Bay	2.83	8.50	11.34
Central Otago	3.21	9.63	12.84
Chatham Islands	2.21	6.62	8.82
Christchurch	30.61	91.82	122.42
Clutha	3.27	9.82	13.09
Dunedin	11.54	34.63	46.17
Far North	8.79	26.38	35.18
Gisborne	7.21	21.62	28.83
Gore	2.29	6.86	9.15
Greater Wellington	5.08	15.23	20.31
Grey	2.98	8.95	11.94
Hamilton	14.65	43.95	58.61
Hastings	8.72	26.16	34.89
Hauraki	3.78	11.34	15.12
Horowhenua	4.99	14.96	19.95
Hurunui	2.67	8.01	10.68
Invercargill	5.78	17.33	23.11
Kaikoura	1.55	4.66	6.21
Kaipara	4.04	12.11	16.14
Kapiti Coast	5.26	15.79	21.05
Kawerau	4.32	12.95	17.27
Lower Hutt	8.36	25.07	33.43
Mackenzie	1.55	4.65	6.20
Manawatu	3.76	11.29	15.05
Marlborough	5.76	17.28	23.04
Masterton	3.88	11.65	15.53
Matamata-Piako	4.32	12.95	17.27
Napier	6.46	19.37	25.82
Nelson	5.18	15.54	20.72
New Plymouth	7.90	23.69	31.59
Total			

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Opotiki	4.68	14.04	18.72
Otorohanga	2.66	7.99	10.65
Palmerston North	8.16	24.47	32.63
Porirua	5.41	16.22	21.63
Queenstown Lakes	4.03	12.09	16.13
Rangitikei	3.33	9.99	13.32
Rotorua Lakes	8.05	24.15	32.19
Ruapehu	4.12	12.35	16.46
Selwyn	5.59	16.77	22.35
South Taranaki	4.55	13.65	18.20
South Waikato	4.64	13.92	18.56
South Wairarapa	1.88	5.63	7.50
Southland	4.80	14.41	19.21
Stratford	2.57	7.70	10.27
Tararua	3.80	11.39	15.19
Tasman	5.64	16.91	22.54
Taupo	4.93	14.80	19.74
Tauranga	12.10	36.30	48.41
Thames-Coromandel	4.05	12.15	16.20
Timaru	4.97	14.92	19.90
Upper Hutt	3.90	11.69	15.59
Waikato	7.88	23.65	31.53
Waimakariri	5.54	16.63	22.18
Waimate	2.42	7.26	9.68
Waipa	5.24	15.73	20.98
Wairoa	4.66	13.97	18.62
Waitaki	3.71	11.13	14.84
Waitomo	3.55	10.64	14.18
Wellington	14.42	43.27	57.69
Western Bay of Plenty	5.34	16.03	21.38
Westland	2.79	8.36	11.15
Whakatane	5.66	16.99	22.66
Whanganui	5.98	17.94	23.92
Whangarei	9.48	28.45	37.93
Total	500.00	1,500.00	2,000.00

APPENDIX B: Wellbeing assessment examples

Example 1	Initiative Description: Public Transport Improvement Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Supporting communities to transition to a sustainable and low-emissions economy 2. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Environmental
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Lower carbon emissions	Reduction in carbon emissions	Annual Report	
Increase in use of public transport	Increase in # people using buses and trains Increase in % people that feel safe using public transport	Annual Report	

Example 2	Initiative Description: Community Connectivity Initiative		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Increase in access to reliable at home wifi service	Increase in # people with access to reliable wifi connections	Annual Report	
Increase in access to wifi enabled devices to support work and study from home	Increase in % people with the ability to work and/or study from home	Annual Report	

APPENDIX B: Wellbeing assessment examples

Example 3	Initiative Description: Digital Automation Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that enable housing development and growth		1. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Faster processing of resource consents	Decrease in time taken to process a consent Increase in customer satisfaction on consent process	Annual Report	

Example 4	Initiative Description: Supporting people living with disabilities to participate fully in society		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Cultural
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Community facilities are inclusive and accessible to those living with disabilities	Increase in # community facilities with disability friendly access Increase in % people with disabilities that feel community spaces are accessible	Annual Report	
Those with complex disabilities can access and use public bathroom facilities	# Public high specification bathrooms installed	6 Monthly Better Off Report Submission	

Appendix C: How to access the DIA's Grants Management System

STEP 1: Create the Better Off organisation profile

- ▶ Your relationship manager will provide DIA staff with the following information on behalf of your council:
 - Council name
 - Contact name (*this person will become the "Profile Secretary"*)
 - Contact phone number
 - email address (*this will be used for payment advice and other correspondence*)
- ▶ DIA staff will create the Better Off organisation

STEP 2: Linking an individual to administer the profile

- ▶ A RealMe invitation link will be emailed to the nominated contact, connecting them to the Better Off council profile. RealMe credentials are required for logging in, but can be created if need be.
- ▶ The contact person will fill out the organisation profile, including:
 - Bank account for payment
 - Upload of bank account verification document (bank deposit slip, statement confirming bank account name and number)
- ▶ Once logged in, the named contact can invite other individuals to join the organisation profile (to act as signatories for example).

STEP 3: Submit the Funding Proposal

- ▶ Nominated individuals linked to the Better Off organisation can create, edit and submit the Funding Proposal for the Council they represent.
- ▶ Once submitted, the Funding Proposal will be reviewed and the DIA will issue a decision within 6 weeks.

email ▶ community.matters@dia.govt.nz **phone** ▶ 0800 824 824 **login:** ▶ <https://communityadviceandgrants.dia.govt.nz>

Appendix D: Relationship manager details

Below are the contact details for the Relationship Managers assigned to each region.

Region	Name	email contact
Auckland & Northland	Martin Smith	martin.smith@crowinfrastucture.govt.nz
Bay of Plenty & Waikato	John Mackie	john.mackie@crowinfrastucture.govt.nz
Taranaki	Anthony Wilson	anthony.wilson@crowinfrastucture.govt.nz
Manawatu/Rangatikei & Top of the South	Ian Garside	ian.garside@crowinfrastucture.govt.nz
Hawkes Bay	Geof Stewart	geof.stewart@crowinfrastucture.govt.nz
Wellington	Brent Manning	brent.manning@crowinfrastucture.govt.nz
Canterbury	Paul Utting	paul.utting@crowinfrastucture.govt.nz
Otago/Southland and West Coast	Steve Apeldoorn	steve.apeldoorn@crowinfrastucture.govt.nz

To | **Waters Governance Board**
Report title | **Three Waters Governance Report – April 2022**

1. Purpose of the report

Te Take moo te puurongo

To update the Waters Governance Board of the current workstreams, key matters and metrics under the three waters operational and maintenance agreement with Watercare Serviced Ltd.

2. Executive summary

Whakaraapopototanga matua

Please refer to the Highlights and Lowlights summary section in the attached report prepared by Watercare Services Ltd.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Waters Governance Board:

- a. **receives the report.**

4. Attachments

Ngaa taapirihanga

Attachment 1 – Waikato DC Three Waters Governance Report – April 2022

Date:	26 April 2022
Report Author:	Carole Nutt - Waters Contract Relationship Manager
Authorised by:	Gavin Ion - Chief Executive

WAIKATO DC THREE WATERS GOVERNANCE REPORT

APRIL 2022



Mathew Telfer
Operation Manager
Watercare Waikato
March 2022

1. Highlights and lowlights

- There were no recordable injuries or lost time in March.
- The Meremere Wastewater Membrane Bioreactor Plant is operational, building biomass, and is undergoing process performance testing. Sampling results will be submitted to the Regional Council to request for the abatement notice to be lifted.
- All performance measures were achieved in March and year to date.
- The demolition of the Hopuhopu water treatment plant has been completed.
- Internal communications to WSL and WDC were sent to staff about the successful new approach to Water restrictions across the District.

The screenshot shows the Watercare website interface. At the top, there is a navigation bar with 'OURPLACE | Watercare' and a search box. Below the navigation bar, there are menu items: 'OUR BIZ', 'STAFF STUFF', 'DOCS BOX', 'NEWS BUZZ', 'WORK CHAT', 'SOCIAL CHAT', 'MYPLACE', 'COVID 19', 'MY APPS', and 'MY FAVOURITES'. The main content area features a news article titled 'Data-based approach means no water restrictions for North Waikato' dated 11/03/2022. The article includes an aerial photograph of a coastal town. Below the photo, there is a caption: 'Photo by JamestheThomas5 on Unsplash'. At the bottom of the article, there is a text snippet: 'For the first time in many years, communities in many parts of Waikato have had a summer free of water restrictions, despite it'.

2. Health and Safety

2.1. What we've seen this month














- There was no Lost Time Injury (LTI) and 0 Restricted Duties Injury (RDI) involving Watercare employees in February or March.
- There were zero recordable injuries involving contractors in February or March
- The focus for the month was confined spaces / explosive atmospheres
- We continue to monitor the spread of omicron; while 60% of one team has had the infection, it has not impacted the delivery of service.

2.2. Looking ahead and wellbeing

- The focus for next month is Underground services.
- An internal audit with IMPAC is scheduled for early May.

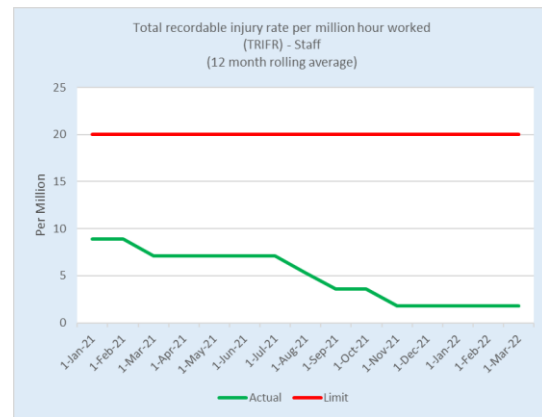
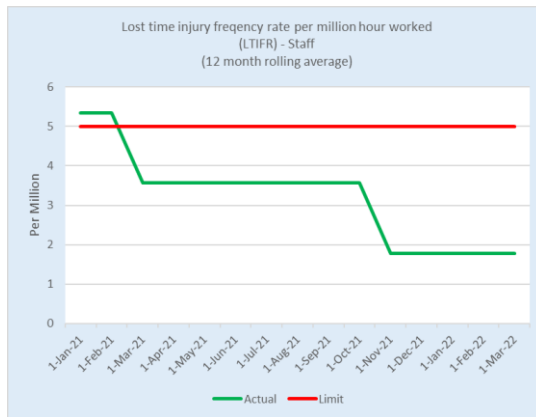
2.3. Critical risks

Watercare is assessing one of our critical risks each month (excludes Nov and Dec) as per the schedule below.

		Review Date		Review Date	
	Working in confined spaces	May 2021		Working with fixed plant and equipment	February 2022
	Working with mobile plant	June 2021		Working in or near live traffic (includes road corridors, construction and operational sites)	March 2022
	Driving / using vehicles	July 2021		Working at Height	April 2022
	Working alone or isolated	August 2021		Working around waterbodies	May 2022
	Working with hazardous materials	September 2021		Digging and working in excavations (includes tunnelling)	June 2022
	Working with suspended loads	October 2021		Working with flammables or in explosive/flammable areas	July 2022
	Working with or near live energy (electrical, mechanical, pneumatic, hydraulic, etc)	January 2022			

2.4. March metrics

- There were no significant events in March



3. Operations

3.1. Treatment

Water:

- We suffered a significant SCADA communications loss across the entire WDC region due to a fault in the WDC office digital system in February.
- Cyclone Dovi on Sunday the 13th of February caused multiple power failures across the Waikato Region. Staff and contractors worked extended hours setting up emergency generators and restarting plants. Emergency generation was required at some plants until Wednesday the 16th of February 2022. The storm highlighted a lack of emergency generators in the region and the risk of not having permanent on-site generators at critical sites to cope with such an emergency.
- Huntly water treatment plant suffered a total power outage on Sunday the 13th of March. It resulted from poor outage communication and the wrong site being displayed on the Wel outage map. An emergency generator was required to maintain plant operations. Due to the generator size, the only available unit had to be transported from Waihi, resulting in a two-hour delay. The plant was restarted on generator and later switched back to normal supply.

There was no loss of water supply to the community. A considerable amount of time and input was required from Watercare On-Call staff and support from McKay Electrical

- A significant SCADA communications loss impacted the Northern WDC region on Tuesday, 22nd March. This was due to damage to fibre cable in the Tuakau area caused by an excavator. This damage resulted in the loss of operational visibility of the Onewhero and Port Waikato WTP's. The Onewhero WTP continued to operate on its own PLC as is a pressure control system. There was no loss of production or supply to the community.
- Improvements have been made to the Huntly WTP operating system. Software changes have been made to remove unnecessary interlocks and provide SCADA access to refine the run to waste and return to service following unplanned plant shutdowns.
- Hopuhopu WTP demolition has been completed. (photo's on the cover)
- The water demand is starting to ease, allowing for maintenance works and commissioning delayed during the summer months to proceed. This includes replacing # 1 Filter media at Ngaruawahia WTP and several filter and clarifier valves at Ngaruawahia and Huntly WTP's.
- Raglan WTP final commissioning of the two new filters, control valves, and installation of the filter cartridges has been delayed until the 20th of April 2022.

Wastewater:

- The upgraded Meremere WWTP plant continues to operate well. Some instrumentation and software items are under review. Snag list of items being worked through. SCADA access is limited to Team Viewer with no alarm notifications available.
- Te Kauwhata WWTP Plant upgrade project phase 1 continues to progress. The new UV units have been commissioned. The site is becoming very congested as large numbers of contractors and equipment are working on site. Operations access is now via Roto Street. Chemical deliveries and Screenings bin changes via Rata Street access.



Piling for the MABR platform in progress.

3.2. Networks

- Complex Meter Project – Outstanding agreements for Huntly and Ngaruawahia have been collected, and Pipescape can continue with work on these properties. Works are progressing as planned.

- WSL NCU Franklin District Radio and RTU Upgrade, repeaters, and base station installations have been completed and are now operational. McKay will commence with the upgrade of the remote sites starting with Helenslee PS Monday 11th April.
- Three permanent tanker filling stations locations in Ngaruawahia, Tuakau, and Raglan have been investigated and agreed. Design and build of the cabinets are now with Mckays; the filling stations will use Halo systems PLC for data collection and will be solar-powered. Specific site design is underway.
- Faults of significance – A Lawn Mower Hit 100mm PVC glue joint elbow on a stormwater drain crossing. Caleb, Jacob and Tahi put their new welding licenses to the practice by welding and installing a new 100mm Mdppe drain crossing at Great south road Huntly.



- A large tomo had formed near a SW manhole at the Ngaruawahia College. A reasonably extensive repair of the manhole chamber and haunching was actioned, and backfilling was carried out to rectify the issue. As this was close to a school, the work was urgently carried out.



3.3. Stormwater

- Current Raglan abatement notice work is still ongoing. WRC has approved the latest proposed option (a combination of pipe and open channel) for Cambrae Road, the final outstanding item on the abatement notice. Stantec is undertaking the redesign and will apply for consent in early 2022.
- We are awaiting feedback from WRC on the annual report.
- Stantec has commenced assisting Watercare's SW deliverables being:
 - Mapping of SW systems (10% complete)
 - Finalising the design guideline (90% complete)
 - Graphical responsibilities delineation (95% complete)
- WSL is currently undertaking business cases for capital works projects across the District. These include:
 - Hakanoa Open Channel rehabilitation (Huntly) – awarded to WSP
 - Water Quality investigations (District-wide) – awarded to WSP
 - Water Quality improvements in Raglan (retrofitting water treatment devices) – Tenders due in 2 weeks
 - Upgrade works for existing SW assets (Tuakau) – Draft business case underway
- SL is undertaking sediment and shellfish testing in the Raglan Harbour – Sampling completed – awaiting a report from T+T.

4. Planning and project delivery

4.1. Infrastructure Planning

There are several work packages underway, including.

- Raglan WS model options assessment – Final report received
- The Raglan WW model - has been finalised with WDC population data and system performance analysis completed. We are awaiting updated data from Nero PS before progressing option development.
- The Central Waikato WS model system performance assessment was completed, and the option development is complete

Installation of permanent rain gauges in WDC's townships is completed for all six sites. The remaining task is to connect to the SCADA system progressively.

Internally staff worked on/with:

- Continuing work with Watercare's Auckland staff on the Infor asset management system.
- Preparation work for the Tuakau WS model update.
- Attend Northern Metro DBC workshops
- Assist in Future Proof 3 Waters studies.
- Preparation for Asset revaluation.
- The improvements to the Infor IPS asset management system continue.

4.2. Development and growth

- Further discussions with WDC and Washer Rd Horotiu Developer revolving around WW pump station are required to service the area. The developer has been provided a proposal which includes a temporary pump station.
- Discussion with a significant industrial developer in Pokeno
- Commencing discussions with WDC on servicing for WW and WS for Ohinewai.

4.3. Project delivery

- Ngāruawāhia Pipeline- Stage 1: This project upgrades the rising main across the Waikato River Bridge. Works are well underway. The bypass pumping has been installed, and the old pipe removed. The brackets are currently being mounted to the bridge, ready for the new pipe.



The removed pipe showed signs of significant material loss; the removed steel has been sent for recycling

- Ngāruawāhia Pipeline- Stage 1: This project upgrades the rising main across the Waikato River Bridge. Works are well underway; the pipe across the bridge has been pressure tested; once the bracket work is complete, the scaffold will be taken down. The focus will then move to install the connecting pipe on each end. The Tender for Stage 2 has commenced.



Ngāruawāhia Pipeline: Pipeline inspection and pressure test

- A workshop was held on the Tuakau Interceptor Pump Station Upgrade and the Tuakau to Pokeno pipeline escalation issues. A discussion paper to be prepared, presenting a staged Capex approval for two options; A standard transmission installation along with a lean-agile design solution.

4.3.1. Network Renewals



Water Network Renewals are ahead of schedule. The Raglan-bulk main tie-in is being planned. Commencement work is starting for the Te Kauwhata Pipelines.

Huntly Harris Street has been commissioned; the only outstanding work is a railway crossing which is reliant on Kiwi Rail approval to proceed.

Pipeline drilling has commenced in Tuakau.

Photo: Dominion Road, Tuakau

4.3.2. Pond Desludging (DIA funded)

- Desludging continues at Ngāruawāhia WWTP. The dry solids percentage is meeting targets; the work will be complete in May.

4.4. Treatment plant upgrade programme

- Raglan WTP Upgrade – The mechanical installation is complete. Commissioning will be complete in April now that peak demand has dropped.
- Ngaruawahia WTP Upgrade – Commencement work is underway for the UV installation.
- Whangamarino WTP 4.5MLD Upgrade – Desludging of Pond one is complete, and the desludging of Pond 2 is underway. The new Biological Activated Carbon filter is being piped up, and the pipework for the pumps will follow.

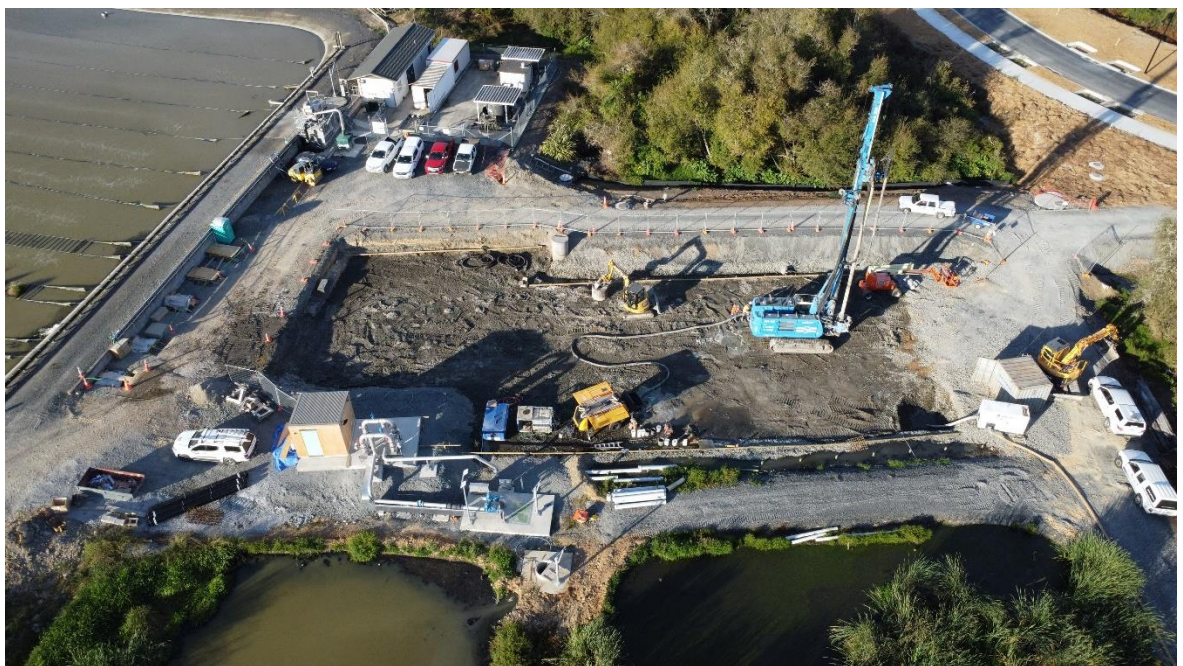


Whangamarino WTP – Pond 1 is now in service, and Desludging is underway in Pond 2

- Te Kauwhata WWTP Phase 1 upgrade – The UV System is operating, and commissioning work continues to secure a robust fault response.
- Te Kauwhata WWTP Phase 2 – Stage 2 The foundation and piling works have commenced. The enabling works are scheduled to complete in June 2022. The Tender for the installation of the Phase 2 treatment plant is underway. Two of the four MABR tanks have been fabricated and will be shipped to the site once the piling is complete.



Te Kauwhata WWTP – New MABR Tank



Te Kauwhata WWTP – Piling works for the new MABR plant

5. Compliance

5.1. March results and actions

- During February, ex-cyclone Dovi caused district-wide power outages. Raglan water treatment was affected with the treated water reservoir draining down and causing the sample lines providing chlorine, pH, and turbidity data to drain and cease reporting data, resulting in a failure to demonstrate chlorine contact time. The UV disinfection and chlorine dosing were not affected, and safe water was still supplied.
- All other February and all March drinking water monthly reports demonstrated compliance.
- All March compliance reports for Wastewater are due to be submitted to Waikato Regional Council during the second week of April 2022 with relevant notes, updates, and other resource consent reporting requirements as scheduled.
- Site visits to Onewhero and Port Waikato small water supplies were undertaken in March for the Draft Drinking Water Quality Assurance Rules Gap analysis.
- A detailed review of FACe levels in the distribution was undertaken for the Draft Drinking Water Quality Assurance Rules Gap analysis.
- Review/modelling of chlorine contact at the treatment plants was undertaken for Draft Drinking Water Quality Assurance Rules Gap analysis.
- A compliance review has been prepared on the TK Water Association agreement as it relates to the Water Services Act.
- Ten (10) high-risk sample tap sites have been prioritised for replacement and handed over to the Networks team with guidance and recommendations for replacement sites.
- The Lutra ID system trial at the Meremere WWTP is progressing. Monthly and annual reports have been modified and are now acceptable. Lab data is being received successfully into the system. A business case is being prepared for the “digitisation” of key resource consents as a short-term solution with consent management and as a first step for a potential Lutra ID rollout.
- TK water treatment plant backwash water discharge – data request from WRC for this consent that has not been assessed for several years created a significant resource requirement for the WQS and Production Process Engineer and identified that the monitoring of TK WTP backwash water for consent purposes is inadequate. WRC subsequently issued a 2020-21 audit report for this TK WTP backwash water discharge consent which includes several actions to demonstrate compliance with the consent conditions.
- A detailed data request was submitted by the TK Water Association for the purposes of their re-consenting and was completed to their satisfaction.

5.2. Abatement notices

- Meremere WWTP MBR is operating under the new tighter consent limits. A request to lift the abatement notice has been submitted to the Waikato Regional Council, and evidence of compliance is being collated for submission in April.
- The Raglan stormwater Discharge Consent has an Abatement Notice for the 2018/2019 compliance period highlighting non-compliances. See above section 4.3 Stormwater for the latest works update.

6. Customer

6.1. Complex Water meter installation project

- WDC Legal team is following up with three uncontactable properties.

Complex Water Meter installation progress	Count of Property ID
Meter installed	132
Owner signed agreement, waiting for all to hand over to contractors	18
Contacted owner and waiting on returned signed agreement	5
In progress to install by Contractor	18
Visited property - no contact with WDC Legal team	3
Grand Total	

1.1. Backflow Preventor Device Testing

- Backflow Control Services Limited started testing 3895 registered BFP testable devices on 1 March 2022, beginning in the Matangi and Tamahere areas.
- 296 backflow devices have been tested to date.

7. Strategic resource consents.

Raglan WWTP resource consent application preparation

- A treatment upgrade investigation has been delivered to the project team by Apex Water Ltd. Internal engineering review is now to be undertaken on recommendations; where this will occur in April. The key recommendation for an adaptable, affordable upgrade that offers optimum improved performance is a sequence batch reactor (SBR). This would be retrofitted within an existing pond. Such an option would also provide winter storage of treated wastewater within existing ponds that would otherwise not be used. An accompanying membrane bioreactor could be theoretically built as part of the treatment train, which will be a critical feature if a full land discharge solution becomes unachievable.
- A vital feature learnt when working alongside key stakeholders and haapu is to bring treatment and discharge optioneering to discussion early to allow for education, evaluation, and joint decision making between partners. For this reason, the concept of a Raglan SBR was presented within an April update to all. This update detailed advantages and that it is an early phase of investigation now being undertaken. A key point to express was that the existing aqua-mat system had completed its useful life, and an upgrade to superior technology would now be sensible.
- An interim upgrade recommendation to address the consistent non-compliant total suspended solid levels (TSS) caused by algae spread in warmer months is for existing treated wastewater to be conditioned through flocculation aids, then filtered using infrastructure that would remain part of any final treatment upgrade (therefore avoid being a stranded asset). Evaluation of recommendations will continue within the upcoming month, allowing necessary project reporting and refined costings to then be presented within a business case to the board.

- The April update to interested partners also provided an opportunity to present the necessary step of engagement with the wider Raglan community should Wainui Reserve be part of the longer-term land discharge solution for the township. Immediate concerns were received by a key stakeholder group, where a key source of unease was the theoretical use of the gully area leading to lower sandy soils, given rehabilitation of the gully that has already occurred through grant money specifically received for the rehabilitation of the reserve. There was understanding offered that land discharge optioneering is very difficult, and challenges such as that highlighted will emerge as options are refined.



Image: Wainui Reserve with an illustration of the theoretical public land discharge option with alternative high-rate discharge to sandy soils

Te Kawhata WWTP resource consent application preparation

- Engagement with the Nga Muka Development Trust (NMDT) has progressed further with the distribution of a discussion document that covers:
 - consideration of existing consent agreement obligations alongside the MABR upgrade, and differing discharge opportunities this treatment may now offer, and
 - A theoretical high-rate subsurface drip discharge solution on adjacent Council land with offset planting mitigation (see image below).
- As per the existing consent agreement with parties, such opportunities require presentation and dialogue at the preliminary stages. The subject site was acquired for a Te Kauwhata bypass project that will no longer proceed. WDC decision-making now seeks to understand the best use of land to serve public needs, where discharge opportunities may exist. The intention is to cover the option at any upcoming NMDT and the Te Kauwhata Consenting Group meetings, where support for further investigation of the concept will be sought.
- As part of the above request to attend meetings, it was highlighted that the Water Governance Board is seeking opportunities to strengthen haapu relations and would endeavour to send a representation if an invite was offered. Follow-up can occur in April to establish if there is an ability to attend the next hui.

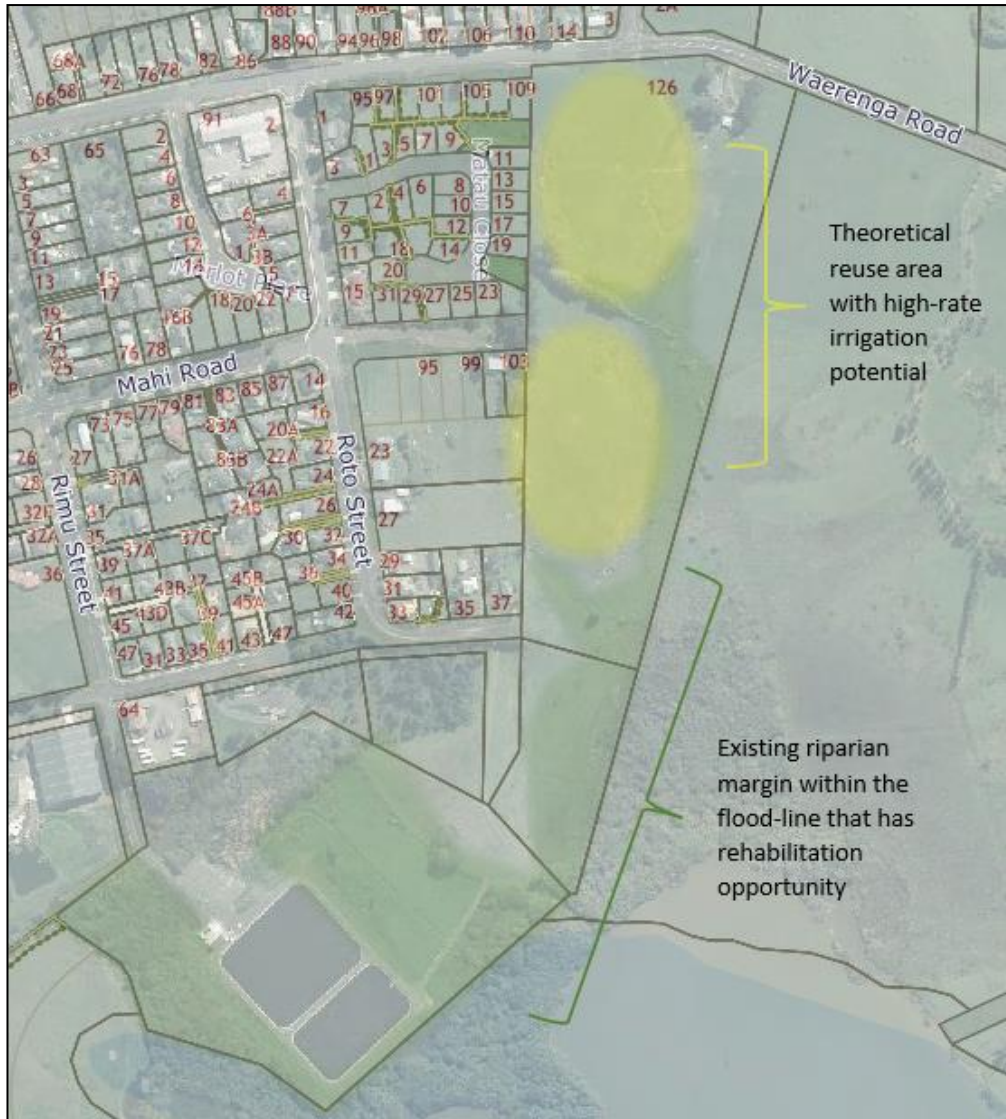


Image: Te Kauwhata WWTP and surrounding area

8. Key performance indicators

KPI – description	Results	Target 2021/2022
Water		
<i>The extent to which the Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria).</i>	18	18
<i>The extent to which the Council's drinking water supply complies with Part 5 of the drinking water standards (Protozoal compliance criteria).</i>	15	15
<i>Attendance for urgent call-outs: from the time that Council receives a notification to the time that service personnel reaches the site.</i>	March- 41 Year to date - 42	≤ 60 mins
<i>Resolution of urgent call-outs: from the time that Council receives a notification to the time that service personnel confirms resolution of the fault or interruption.</i>	March – 75 Year to date - 94	≤ 120 mins
<i>Attendance for non-urgent call-outs: from the time that Council receives a notification to the time that service personnel reaches the site</i>	March – 1 Year to date - 1	≤ 3 days
<i>Resolution of non-urgent call-outs: from the time that Council receives a notification to the time that service personnel confirms resolution of the fault or interruption.</i>	March – 1 Year to date - 1	< 3 days
<i>The total number of complaints related to Water services received by Council (expressed per 1000 connections to the networked reticulation system):</i>	March – 1.01 Year to date Result – 12.84	≤ 22/1000
Wastewater		
<i>The number of dry weather sewage overflows from Council's system (expressed per 1000 sewage connections to that sewage system.) - Non-sensitive receiving environments</i>	March – 0.09 Year to date Result – 1.40	≤ 2/1000
<i>The number of dry weather sewage overflows from Council's system (expressed per 1000 sewage connections to that sewage system.) - Sensitive receiving environments</i>	March – 0.00 Year to date Result – 0.17	≤ 2/1000

<i>Attendance time: from the time that Council receives a notification to the time that service personnel reaches the site.</i>	March – 48 Year to date Result – 45	≤ 60 mins
<i>Resolution time: from the time that Council receives a notification to the time that service personnel confirms resolution of the blockage or other fault.</i>	March – 103 Year to date Result – 113	≤ 240 mins
<i>The total number of complaints received by Council about any of the following (expressed per 1000 connections to the sewage system):</i>	March – 0.61 Year to date Result – 5.15	≤ 10/1000
Stormwater		
<i>The number of Stormwater flood/blockage events that affected habitable floors (expressed per 1000 connections):</i>	January – 0 Year to date Result – 0	< 5
<i>The total number of complaints received by Council about the performance of the stormwater system (expressed per 1000 connections):</i>	January – 0.00 Year to date Result – 0.35	< 1.25
<i>Level of compliance, number of the following, Abatement, infringement notices, enforcement orders or convictions</i>	2020/21 - 0 (1 existing Abatement from 2018/19)	0
Health and Safety		
<i>Safety: Lost time injury frequency rate (LTIFR) per million hours worked</i>	1.78	≤ 5
<i>Safety: Total recordable injury frequency rate (TRIFR) per million hours worked</i>	1.78	≤ 20
<i>Safety: 100% of Notifiable (or serious non-notifiable) Events reported to WDC within 2 hours of the occurrence</i>	100% No events YTD	100%
<i>Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days</i>	100% No events YTD	100%

<i>Safety – the percentage of complaints resolved within ten working days</i>	100%	95%
<i>Safety- Health and safety Audit programme and action plan completed (6 monthly and then annually)</i>	100%	1
<i>Safety - All site emergency plans to be drilled six-monthly as per drill schedule</i>	100%	> 100%
<i>Safety - Monthly Health and safety meeting held with all workers</i>	1	> 90%
<i>Safety-Critical risk audit to be conducted by HSW BP Bi-monthly</i>	100%	1
<i>Safety -Actions required to be closed within one month</i>	100%	> 90%

To | **Waters Governance Board**
Report title | **Compliance Summary – March 2022**

1. Purpose of the report

Te Take moo te puurongo

To update the Waters Governance Board of the compliance status for Councils wastewater discharge and water take consents and compliance with water supply Drinking Water Standards. Included in the report is commentary on implications of the draft Quality Assurance Rules and Water Services Act Compliance in relation to our water supplies for the Board's information.

2. Executive summary

Whakaraapopotanga matua

Please refer to the summary section in the attached report prepared by Watercare Services Ltd.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Waters Governance Board:

a. **receives the report.**

4. Attachments

Ngaa taapirihanga

Attachment 1 – Compliance Summary

Date:	26 April 2022
Report Author:	Carole Nutt - Waters Contract Relationship Manager
Authorised by:	Gavin Ion - Chief Executive

Watercare Waikato

Compliance Summary

Discussion Paper

Date: 04/04/2022

Version: 1

Prepared by: Grant King, Water Quality Scientist Waikato District

Reviewed and approved by: Mathew Telfer, Operations Manager Waikato District

Distribution: Water Governance Board, Carole Nutt

1. Summary

The Water Quality Scientist – Waikato District leads the compliance monitoring and reporting requirements for the WDC drinking water supplies, water and wastewater treatment plant resource consents, and provides technical support to the Production, Networks, Infrastructure and Customer Care teams to enable those teams to meet their public health and environmental compliance obligations.

The below tables set out:

- The compliance status for each wastewater treatment plant discharge consent, each water treatment plant water take consent and backwash discharge consent (limited to those that have monitoring and reporting requirements), and
- Each drinking water supply's Drinking Water Standards compliance status for this compliance year to date.
- Summary comments on the draft Quality Assurance Rules and Water Services Act compliance.

Notes for the below Resource consent tables:

- The tables do not include the numerous consent conditions that Waikato Regional Council (WRC) considered to be fully compliant.
- The tables do not include non-compliances that were identified in WRC audit reports that have been fully resolved.
- The tables do not include non-compliances that were identified in WRC audit reports that have future due dates and planned actions.
- Not all non-compliances require corrective actions (WRC may consider the circumstances and not require a corrective action but still issue a non-compliance).
- Operations and Management plan reviews and updates are underway but are being undertaken on a risk-based approach and to account for planned WWTP upgrade timeframes.
- All non-compliances are being followed up with either short or medium term solutions or proposed long term solutions.
- The WRC Compliance Rating Systems are set out in Appendix 1.

Notes for the below Drinking Water Standards table:

- During the transition period of the existing Drinking Water Standards (November 2021-June 2022) no active compliance assessment is occurring for water suppliers by Taumata Arowai (only reactive event response). The below table is a summarised compliance assessment of what WDC would have received at a quarterly or annual period.

Notes for the below draft Quality Assurance Rules and Water Services Act Compliance table:

- Comments are general for supplies/zones and do not include general impending changes to compliance reporting, hygiene standards and competency of operators and a general transformation of approach to demonstrating compliance.
- A detailed gap analysis has been undertaken on the draft Quality Assurance Rules for the WDC supplies that includes specific rule-by-rule commentary.

2. Resource Consent Compliance

Site:	Consent type:	Consent number:	Last assessed by WRC:	Site Compliance Status:	Comment	Actions
Meremere wastewater treatment plant	discharge to water	AUTH142286.01.01	December 2021	Low Risk Non-Compliance	<p>Non-compliances relate to:</p> <ul style="list-style-type: none"> Site compliance status relates to both old consent/plant monitoring exceedances and the new plant yet to demonstrate compliance with new consent and allow for lifting of the abatement notice. New plant monitoring data for December to March demonstrates compliance with new monitoring requirements. 	<ul style="list-style-type: none"> New plant has been constructed and is final stages of handover to normal operations
Raglan wastewater treatment plant	discharge to water	AUTH971390.01.01	July 2021	Significant non-compliance	<p>Non-compliances relate to:</p> <ul style="list-style-type: none"> Operations and Management plan reviews and updates have not been undertaken as required. Continuing non-compliance for Total Suspended Solids. 	<ul style="list-style-type: none"> The O&M plans were last reviewed in 2012-14, they will be reviewed by July 2022 and annually going forward. Consent renewal and new plant is in public consultation and the identification of suitable land for discharge.
Huntly wastewater treatment plant	discharge to water	AUTH119647.01.02	December 2021	Low Risk Non-Compliance	<p>Non-compliances relate to:</p> <ul style="list-style-type: none"> Operations and Management plan reviews and updates have not been undertaken as required. Increasing non-compliances for Ammoniacal Nitrogen and Total Suspended Solids. 	<ul style="list-style-type: none"> The O&M plans were last reviewed in 2012-14, they will be reviewed by July 2022 and annually going forward. The funding for the plant is in discussion with WDC.

Site:	Consent type:	Consent number:	Last assessed by WRC:	Site Compliance Status:	Comment	Actions
Te Kauwhata wastewater treatment plant	discharge to water	AUTH117991.01.01	November 2021	Significant Non-Compliance	Non-compliances relate to: <ul style="list-style-type: none"> Operations and Management plan reviews and updates have not been undertaken as required. Continuing non-compliance for cBOD5, Total Kjeldahl Nitrogen, Total Nitrogen, Total Phosphorus, Total Suspended Solids, TN Load and TP Load. 	<ul style="list-style-type: none"> There was no historic O&M plan but it will be created by July 2022 and annually going forward. The plant is currently under construction to address the non-compliances.
Te Kowhai wastewater treatment plant	discharge to land	AUTH116151.01.01	June 2021	Partial compliance	Non-compliances relate to: <ul style="list-style-type: none"> Operations and Management plan reviews and updates have not been undertaken as required. 	<ul style="list-style-type: none"> The O&M plans were last reviewed in 2012-14, they will be reviewed by July 2022 and annually going forward.
Tauwhare wastewater treatment plant	discharge to land	AUTH121024.01.01	June 2021	High level of Compliance	Nil.	<ul style="list-style-type: none">
Maramarua wastewater treatment plant	discharge to land	AUTH132607.01.01	February 2022	Low Risk Non-Compliance	Non-compliances relate to: <ul style="list-style-type: none"> discharge flows to exceeding compliance limits. 	<ul style="list-style-type: none"> The network is having a CCTV investigation to identify the possible cause of increased flow.
Ngāruawāhia wastewater treatment plant	discharge to water	AUTH119642.01.02.	January 2022	Moderate Non-Compliance	Non-compliances relate to: <ul style="list-style-type: none"> Continuing non-compliance for Ammoniacal Nitrogen and Total Nitrogen. Operations and Management plan reviews and updates have not been undertaken as required. 	<ul style="list-style-type: none"> The O&M plans were last reviewed in 2012-14, they will be reviewed by July 2022 and annually going forward. The plant replacement is in the LTP

Site:	Consent type:	Consent number:	Last assessed by WRC:	Site Compliance Status:	Comment	Actions
Matangi wastewater treatment plant	discharge to land	AUTH105551.01.02	March 2020	High Level of Compliance	Nil.	<ul style="list-style-type: none"> No action
Te Akau water treatment plant	take water	AUTH110226.01.01	August 2021	Full Compliance	Nil.	<ul style="list-style-type: none"> No action
Port Waikato water treatment plant	take water	AUTH136297.01.01	August 2021	Low Risk Non-Compliance	Non-compliances relate to: <ul style="list-style-type: none"> Daily maximum volume exceeded on one occasion. 	<ul style="list-style-type: none"> No further action
Port Waikato water treatment plant	discharge backwash water	AUTH136297.03.01	August 2021	Full Compliance	Nil.	<ul style="list-style-type: none"> No action
Huntly/Ngāruawāhia water treatment plants	take water	AUTH136806	August 2021	Full Compliance	Nil.	<ul style="list-style-type: none"> No action
Huntly/Ngāruawāhia water treatment plants	discharge backwash water	AUTH105035	August 2021	Not Assessed		<ul style="list-style-type: none"> No action
Raglan water treatment plant	take water	AUTH118341.01.01	August 2021	Low Risk Non-Compliance	Non-compliances relate to: <ul style="list-style-type: none"> consented abstraction rate was exceeded on four occasions. Data monitoring failures. 	<ul style="list-style-type: none"> Raglan Water Treatment Plant filter barrier installation is due for completion is May. Monitoring equipment has been replaced.
Onewhero water treatment plant	N/a	N/a	N/a	N/a	Water take is within permitted activity limits and doesn't require a resource consent.	<ul style="list-style-type: none"> No action

Site:	Consent type:	Consent number:	Last assessed by WRC:	Site Compliance Status:	Comment	Actions
Te Kauwhata water treatment plant	discharge backwash water	AUTH113133	March 2022	Low risk non-compliance	<p>Non-compliances relate to:</p> <ul style="list-style-type: none"> Potential exceedance of pond discharge limit. Two incidences of Total Suspended Solids exceedances over 18 months. 	<ul style="list-style-type: none"> The non-compliance is being addressed under the Te Kawhata water plant upgrade

3. Drinking Water Standards Compliance July 2021-March 2022

Supply	Type	Drinking Water Standards Compliance Status July 2021-March 2022	Comment on Drinking Water Standards Compliance
Huntly	Supply	WTP bacteria: Compliant WTP protozoa: Compliant WTP chemical Compliant Zone: Compliant	Nil.
Ngāruawāhia	Supply	WTP bacteria: Compliant WTP protozoa: Compliant WTP chemical Compliant Zone: Compliant	Nil.
Raglan	Supply	WTP bacteria: Compliant WTP protozoa: Compliant* WTP chemical Compliant Zone: Compliant	*UV transmissivity monitoring failure during December and January is a technical non-compliance that would require Watercare to seek leniency from the regulator under existing Drinking Water Standards compliance. Evidence is available of surrogate monitoring parameters that demonstrate that water quality was highly unlikely to have changed during the monitoring outage. Considered a low-risk event and a number of short and long term corrective actions have been identified.
Te Kauwhata	Supply	WTP bacteria: Compliant WTP protozoa: Compliant WTP chemical Compliant Zone: Compliant	Nil.
Te Akau	Supply	Small supply section: Compliant	Nil.

Port Waikato	Supply	Small supply section: Compliant	Nil.
Onewhero	Supply	Small supply section: Compliant	Nil.
Southern Districts, Waikato DC	Distribution only	Zone: Compliant	Nil.
Tuakau	Distribution only	Zone: Compliant	Nil.
Pokeno	Distribution only	Zone: Compliant	Nil.
North Western Dist, Waikato DC	Distribution only	Zone: Compliant	Nil.
Western District, Waikato DC	Distribution only	Zone: Compliant	Nil.

4. Draft Quality Assurance Rules and Water Services Act Compliance comments.

Supply	Type	Comment on draft Quality Assurance rules and Water Service Act.
Huntly	Supply	<ul style="list-style-type: none"> Chlorine contact time change from 6 to 15 is a compliance risk for this site under the current monitoring set up. Supply connection between Huntly and Ngāruawāhia means supplies likely require “combining” for the purposes of the Water Services Act registration and drinking water safety plan requirements and Quality Assurance monitoring. UV validation and set points requires review for achieving bacterial compliance above protozoa compliance. Moving from monthly to daily compliance for protozoa compliance demonstration requiring changes to compliance processes and may require changes to treatment processes. New requirement to have a Source Water Risk Management Plan (can be combined for all river plants). Significant increases in laboratory testing and distribution monitoring.
Ngāruawāhia	Supply	<ul style="list-style-type: none"> Supply connection between Huntly and Ngāruawāhia means supplies likely require “combining” for the purposes of the Water Services Act registration, drinking water safety plan requirements and Quality Assurance monitoring. Moving from monthly to daily compliance for protozoa compliance demonstration requiring changes to compliance processes and may require changes to treatment processes. UV validation and set points requires review for achieving bacterial compliance above protozoa compliance. New requirement to have a Source Water Risk Management Plan (can be combined for all river plants). Significant increases in laboratory testing and distribution monitoring.
Raglan	Supply	<ul style="list-style-type: none"> Raglan drinking water supply may be subject to a fluoridation direction under the Health (Fluoridation of Drinking Water) Amendment Act 2021 due to having a reasonable population size and not currently being fluoridated.

		<ul style="list-style-type: none"> • Moving from monthly to daily compliance for protozoa compliance demonstration requiring changes to compliance processes and may require changes to treatment processes. • New requirement to have a Source Water Risk Management Plan. • Significant increases in laboratory testing and distribution monitoring.
Te Kauwhata	Supply	<ul style="list-style-type: none"> • Te Kauwhata Water Association likely a bulk supplier under Water Services Act and requires registration. • Use of Powdered Activated Carbon dosing system requires review. • Moving from monthly to daily compliance for protozoa compliance demonstration requiring changes to compliance processes and may require changes to treatment processes. • New requirement to have a Source Water Risk Management Plan (can be combined for all river plants). • Significant increases in laboratory testing and distribution monitoring.
Te Akau	Supply	<ul style="list-style-type: none"> • Significant increases in laboratory testing and distribution monitoring.
Port Waikato	Supply	<ul style="list-style-type: none"> • New requirement to have a Source Water Risk Management Plan. • Significant increases in laboratory testing and distribution monitoring.
Onewhero	Supply	<ul style="list-style-type: none"> • Water Services Act requires residual disinfection or exemption. • New requirement to have a Source Water Risk Management Plan. • Significant increases in laboratory testing and distribution monitoring.
Southern Districts, Waikato DC	Distribution only	<ul style="list-style-type: none"> • Significant increases in laboratory testing and distribution monitoring.
Tuakau	Distribution only	<ul style="list-style-type: none"> • Significant increases in laboratory testing and distribution monitoring.
Pokeno	Distribution only	<ul style="list-style-type: none"> • Significant increases in laboratory testing and distribution monitoring.
North Western Dist, Waikato DC	Distribution only	<ul style="list-style-type: none"> • Significant increases in laboratory testing and distribution monitoring.

5. Recommendation

The Governance board accepts the paper for discussion and direction.

APPENDIX 1 Regional Council Resource Consent Compliance Rating System

July 2021- onwards:

Compliance Status	Compliance Grade
	Not Assessed
	Full Compliance Full compliance with all relevant consent conditions, plan rules, regulations and national environmental standards.
	Low Risk Non-Compliance Non-compliance with some of the relevant consent conditions, plan rules, regulations and national environmental standards. Non-compliance carries a low risk of adverse environmental effects or is technical in nature (e.g. failure to submit a monitoring report).
	Moderate Non-Compliance Non-compliance with most of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are some environmental consequences and/or there is a moderate risk of adverse environmental effects.
	Significant Non-Compliance Non-compliance with many of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are significant environmental consequences and/or a high risk of adverse environmental effects.

Prior to July 2021:

Compliance status for individual consents and the entire site	
Compliance Status	Description
Not assessed	Monitoring has not been undertaken at this site during the current financial year
Significant non-compliance	There has been a high priority non-compliance; and/or There have been several medium priority non-compliances.
Partial compliance	There has been a medium priority non-compliance; and/or There have been several low priority non-compliances.
High level of compliance	There has been a low priority non-compliance; and/or There have been several minor technical non-compliances.
Full compliance	All conditions that include limits or other direct controls on adverse effects have been complied with. A small number of minor technical non-compliances may have occurred.

To	Waters Governance Board
Report title	Trade Waste and Wastewater Bylaw

1. Purpose of the report

Te Take moo te puurongo

To inform the Board that the Waikato District Council Trade Waste and Wastewater 2016 Bylaw is currently in review and to seek feedback from the Board on any specific areas or topics to be considered as part of the review.

2. Executive summary

Whakaraapopototanga matua

Council has a statutory requirement to review the Trade Waste and Wastewater Bylaw. This provides an opportunity for Council to assess how the bylaw is working, if the bylaw is still needed, and request feedback from the community on any changes proposed. The review process has commenced and needs to be completed including adoption of the reviewed bylaw by 01 September 2023.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Waters Governance Board:

- a. **receives the report; AND**
- b. **advises of any specific areas or topics to be considered as part of the Trade Waste and Wastewater Bylaw 2016 review.**

4. Background

Koorero whaimaarama

Council has an existing Trade Waste and Wastewater Bylaw that came into force on 01 September 2016 revoking the Waikato District Council Trade Waste Bylaw 2008 and the Franklin District Council Trade Waste Bylaw 2007.

The Act requires that a bylaw be reviewed within five years of it being made and allows for a two-year period following the expiry date to complete the review.

This provides an opportunity for the Council to check in on how the bylaw is working, if the bylaw is still needed, and request feedback from the community on any changes proposed. This bylaw needs to be reviewed and adopted by 01 September 2023.

Council and Watercare staff have commenced the review and are seeking feedback from parties with a vested interest as well as identifying areas ourselves for removal, improvement or inclusion in the current bylaw.

The full review process including amendments, consultation, hearings, refinements approvals and adoption is expected to take approximately one year. A project team has been established and timeline created for the review.

5. Discussion Matapaki

The purpose of the Waikato District Council Trade Waste and Wastewater 2016 Bylaw is to enable Council to:

- a) Protect the health and safety of people using or working in the Wastewater System.
- b) Protect the Wastewater System from damage and misuse.
- c) Protect the environment from adverse effects of harmful substances discharged to the Wastewater System.
- d) Produce Wastewater and Biosolids of a consistent quality.
- e) Encourage waste minimisation, cleaner production, efficient recycling and reuse of waste streams by businesses.
- f) Ensure that businesses maintain Trade Waste discharges within agreed levels.

The full Bylaw document can be found on the Council public website and a copy is attached for your reference.

Staff across Council and Watercare Services Limited (Watercare) have looked at the existing bylaw and have suggested changes in the following areas be explored:

- Inclusion of new clause to protect Council against consequential loss by a third party
 - Inclusion of a Build Over clause to further protect public assets and enforce build over applications
 - Consider cultural impacts of mortuary discharge and assess whether this should be addressed in the bylaw
 - Assess if charging characteristics should be detailed in the bylaw
 - Strengthening section of the bylaw with respect to tankered septage waste
 - Sampling, testing and monitoring of trade waste specific review
 - Pre-treatment and discharge requirements to be updated to reflect modern requirements
 - Expansion of the wastewater connections and disconnections section to include;
 - Capital works requirements,
 - Supply area maps,
 - Working around buried services and
 - Maintenance responsibilities
-

Staff have been trying to maintain consistency with neighbouring Council, Hamilton City Council and assessing if proposed changes by this Council have any relevancy to Waikato District. As well as comparing to the Auckland Council's Wastewater Network Bylaw 2015 that Watercare (Auckland) administers.

6. Next steps

Ahu whakamua

A workshop will be held with Council early May for elected members to provide feedback and comments on the bylaw and any areas of improvement needed followed by early engagement with key stakeholders ahead of the open engagement period.

7. Attachments

Ngaa taapirihanga

Attachment 1 – Waikato District Council Trade Waste and Wastewater Bylaw 2016

Date:	26 April 2022
Report Author:	Carole Nutt – Waters Contract Relationship Manager
Authorised by:	Gavin Ion - Chief Executive

Waikato District Council

Trade Waste and Wastewater Bylaw 2016

Waikato District Council, in exercise of its powers under the Local Government Act 2002, and the Health Act 1956 and their respective amendments, and all other relevant powers, hereby makes the following bylaw.

1. Introduction

- 1.1 Waikato District Council has the ability to make bylaws for regulating and protecting wastewater drainage and Trade Waste. Under Section 10 of the Local Government Act, Council needs to provide effective and efficient wastewater infrastructure. The regulation of Trade Waste allows Council to control the quality and quantity of Trade Waste and recover the additional costs of Trade Waste collection and treatment. The management of wastewater assists in protecting wastewater infrastructure from damage, removing substances that could affect the environment, and controlling Stormwater discharges to the Wastewater System.

(Note: the above introduction does not form part of this bylaw and is intended to be read as an introductory note)

2. Short title, commencement and application

- 2.1 The bylaw shall be known as the 'Waikato District Council Trade Waste and Wastewater bylaw 2016'.
- 2.2 The bylaw shall apply to the Waikato District.
- 2.3 The bylaw shall come into force on 1 September 2016

3. Revocation

- 3.1 The following bylaws are hereby revoked from the day this new bylaw comes into force: 'Waikato District Council Trade Waste Bylaw 2008' and the 'Franklin District Council Trade Waste bylaw 2007'.

4. Purpose

- 4.1 The purpose of this bylaw is to enable Council to:
- a) Protect the health and safety of people using or working in the Wastewater System.
 - b) Protect the Wastewater System from damage and misuse.
 - c) Protect the environment from adverse effects of harmful substances discharged to the Wastewater System.
 - d) Produce Wastewater and Biosolids of a consistent quality.
 - e) Encourage waste minimisation, Cleaner Production, efficient recycling and reuse of waste streams by businesses.
 - f) Ensure that businesses maintain Trade Waste discharges within agreed levels.

5. Compliance with Other Acts and Codes

- 5.1 This bylaw has been developed in accordance with all relevant legislation and guidance documents.
- 5.2 Compliance with the requirements of this bylaw does not remove the need to comply with the requirements of any Act, regulation or other bylaw.

6. Definitions

For the purposes of this Bylaw, the following definitions shall apply, unless inconsistent with the context:

Access Point	Is a place where access may be made to a Private Drain for inspection (including sampling or measurement), cleaning or maintenance. The location of the access point must be in accordance with the New Zealand Building Code.
Alternative Grease Removal System	Refers to a grease removal system other than a Grease Trap. Includes, but is not limited to, grease converters and mechanical grease removal systems.
Approval or Approved	Means Approved in writing by Council, either by resolution of the Council or by any Authorised Officer of the Council.
Approval Notice	Means an Approval given by Council and signed by an Authorised Officer authorising a Person to discharge Permitted Trade Waste to the Wastewater System.
Authorised Officer	Means an employee, agent or contractor of Council, appointed by Council as an enforcement officer under section 171 of the Local Government Act 2002.
Biosolids	Means wastewater sludge derived from a Wastewater Treatment Plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land or reused, and does not include products derived solely from industrial Wastewater Treatment Plants. The term Biosolid/s is used generically throughout this document to include products containing Biosolids (eg composts).
Characteristics	Means any of the physical or chemical properties of a Wastewater and may include the level of a Characteristic.
Cleaner Production	Means the implementation on Premises of effective operations, methods and processes appropriate to achieve the reduction or elimination of the quantity and toxicity of wastes. This is required to minimise and manage Trade Waste by: <ul style="list-style-type: none"> a) Using energy and resources efficiently, thereby avoiding or reducing the amount of waste produced; b) Producing environmentally sound products and services; c) Achieving less waste, fewer costs and higher profits.
Condensing or	Means any water used in any trade, industry, or commercial process or

Cooling Water	operation in such a manner that it does not take up matter into solution or suspension.
Conditional Consent	Means an Approval given by Council and signed by an Authorised Officer authorising a Person to discharge Conditional Trade Waste to the Wastewater System.
Conditional Trade Waste	Means a Trade Waste discharge which exceeds the physical and chemical Characteristics defined in Schedule IA of this bylaw, and which is not a Prohibited Trade Waste.
Consent	Means an Approval Notice or Conditional Consent.
Consent Holder	Means the Person occupying Premises who has obtained a Consent or Trade Waste Agreement and includes any Person who does any act on behalf or with the express or implied consent of the Consent Holder (whether for reward or not) and any licensee of the Consent Holder.
Council	Means Waikato District Council or an employee, agent or contractor of Council appointed to carry out duties relating to Trade Waste and Wastewater management.
Defect Notice	Means a notice issued in accordance with clause 13.1.
Disconnection	Means the physical cutting and sealing of any of Council's water services, utilities, drains or Wastewater System to prevent use by any Person.
Domestic Wastewater	Means liquid wastes (with or without matter in solution or suspension) discharged from Premises used solely for residential purposes and which complies with the physical and chemical Characteristics defined in Schedule IA of this bylaw, or wastes with the same volume and Characteristic discharged from other Premises; but does not include any solids, liquids or gases that cannot lawfully be discharged into the Wastewater System.
Grease Trap	Means a separation tank that reduces the amount of fat, oil and grease in Trade Waste prior to it being discharged into the Wastewater System.
Hazardous Materials	Means raw materials, products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials, or any materials which when mixed with Wastewater, are likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous to the health and safety of any Person or harmful to the Wastewater System, and includes hazardous substances as defined by the Hazardous Substances and New Organisms Act 1996.
Independently Qualified Person	Means a Person with appropriate qualifications, Approved by Council and who is independent of the Consent Holder.
Infiltration	Means ground or surface water entering the Wastewater System or a Private Drain connected to the Wastewater System through defects

such as, but not limited to, poor joints and cracks in pipes or manholes. It does not include Inflow.

Inflow	Means water discharged into the Wastewater System or a Private Drain connected to the Wastewater System from non-complying connections. It includes Stormwater entering through illegal down pipe connections or from low gully traps.
Management Plan	Means a plan which shows how the Consent Holder will manage their operations and discharge to comply with their Consent. It may include provision for flow and quality monitoring, sampling and testing, Cleaner Production, waste minimisation, discharge, contingency management procedures, or any relevant industry Code of Practice.
Mass Limit	Means the total mass of any Characteristic that may be discharged to the Wastewater System over any stated period from any single Point of Discharge or collectively from several points of discharge.
Maximum Concentration	Means the instantaneous peak concentration that may be discharged at any instant in time.
Occupier	Means the Person occupying Premises connected to the Wastewater System.
Permitted Trade Waste	Means a Trade Waste discharge that complies with the physical and chemical Characteristics defined in Schedule IA of this bylaw.
Person	Includes a corporation sole and also a body of persons whether incorporated or unincorporated.
Point of Discharge	Is the boundary between the Wastewater System and a Private Drain but for the purposes of monitoring, sampling and testing, must be as designated in the Consent.
Pre -Treatment	Means any processing of Trade Waste designed to reduce or vary any Characteristic in a waste before discharge to the Wastewater System in order to comply with a Consent or this bylaw.
Private Drain	Means that section of drain between the Premises and the point of connection to the Wastewater System.
Premises	Means the physical location to which a Wastewater service is provided and includes: <ul style="list-style-type: none"> a) A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued; b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease; c) Land held in public ownership for a particular purpose; or d) Individual units in buildings, which are separately leased or separately occupied.

Allotment means the same as defined in the Land Transfer Act 1952.

Prohibited Trade Waste	Means a Trade Waste discharge that has any of the prohibited Characteristics as defined in Schedule 1B of this bylaw.
Stormwater	Means surface water runoff that: <ul style="list-style-type: none"> a) Enters or may enter the Stormwater system as a result of a rain event; and b) Contains any substance where the type and concentration of the substance is consistent with the contributing catchments land use(s) and that of the receiving environment.
Tankered Waste	Is water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding Domestic Wastewater discharged directly from house buses, caravans, buses and similar vehicles.
Temporary Discharge	Means any discharge of an intermittent or short duration. Such discharges include the short-term discharge of an unusual waste from Premises subject to an existing Consent.
Trade Waste	Is any liquid, with or without matter in suspension or solution, that is or may be discharged from a Premises to the Wastewater System in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include Condensing or Cooling Waters; or Stormwater which cannot be practically separated.
Trade Waste Agreement	Is a written agreement between Council and a Person discharging Trade Waste, authorising the Person to discharge Conditional Trade Waste to the Wastewater System, that outlines both parties' rights and responsibilities.
Wastewater	Means water or other liquid waste, including sewage and waste matter in solution or suspension, discharged to the Wastewater System. This includes Domestic Wastewater and Trade Wastes.
Wastewater System	Includes all infrastructure, including pipes, fittings, manholes, pumps, pump stations; and any land, buildings, and treatment works which are under the control of the Council or any other Council and used for the purpose of providing a Wastewater service.
Wastewater Treatment Plant	Means the processes and facilities involved in treating Wastewater.
Waters Manager	Means the Waters Manager employed by Council, and if that role has been disestablished, means the appropriate equivalent Council officer, or if there is no such equivalent position, means the Council officer authorised by Council to act in that position for the purposes of this bylaw.
Working Day	Means any day of the week other than: <ul style="list-style-type: none"> a) A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday,

- Anzac Day, the Sovereign's birthday, Labour Day, and
- b) A day in the period commencing with the 25th day of December in a year and ending with the 2nd day of January in the following year.

7. Wastewater

7.1 Connecting to the Wastewater System

- a) No Person may, without Council's Approval
- i. Connect to the Wastewater System;
 - ii. Disconnect from the Wastewater System;
 - iii. Carry out any other works on, or in relation to , the Wastewater System; or
 - iv. Open any manhole, chamber, Access Point on, or otherwise tamper with the Wastewater System.
- b) Any Person wishing to connect to, disconnect from, or work on the Wastewater System, must write to Council for Approval and provide any information specified by Council.
- c) Council may grant Approval to such connection, Disconnection or other works, and may impose conditions.
- d) Without limiting subclause (c), a condition imposed under that subclause may require that the connection, Disconnection or works comply with any relevant code of practice.
- e) Council may refuse an application for Approval to connect to a system where:
- i. The applicant has not paid fees or charges associated with the connection (including development charges) or has refused to provide Council with specified information relating to the application;
 - ii. In Council's reasonable opinion, there is insufficient capacity in the system to accommodate the connection;
 - iii. In Council's reasonable opinion, the connection would compromise its ability to maintain levels of service in relation to the Wastewater System;
 - iv. The connection is outside the area currently served by the Wastewater System, regardless of its proximity to any specific component of the Wastewater System; or
 - v. In Council's reasonable opinion, refusal is necessary to protect the Wastewater System, the health and safety of any Person, or the environment.

7.2 Control of Discharges

- a) A Person must not discharge, or allow to be discharged any Wastewater into the Wastewater System except in accordance with this bylaw and with the provisions of a Consent or Trade Waste Agreement.
- b) No Person may introduce or discharge or allow to be introduced or discharged Wastewater that has any of the prohibited Characteristics set out in Schedule 1B into the Wastewater System.
- c) No Person may cause or allow Stormwater to enter the Wastewater System unless specific Approval is given.
- d) No Person may introduce or discharge Condensing water, Cooling water, disinfected or super-chlorinated water into the Wastewater System unless specific Approval is given.

NOTE: (this note does not form part of the bylaw) condensing, cooling, disinfected or super-chlorinated water must not be discharged to the Stormwater system without specific Approval.

- e) When any Person fails to comply with clauses 7.2 (a) – (d), and a reasonable alternative method cannot be agreed with the discharging party, the Council may physically prevent discharge into the Wastewater System.
- f) Domestic Wastewater must comply with the physical and chemical Characteristics in Schedule IA.
- g) The maximum instantaneous flow rate discharged from any Premises solely used for residential purposes must not exceed 2.0 litres/second.

7.3 Hazardous Materials

- a) A Person must take all practicable steps to store, handle, transport and use Hazardous Materials in a way that prevents Wastewater with prohibited Characteristics as described in Schedule IB entering the Wastewater System.
- b) Any Person who knows of the entry or imminent entry of Wastewater with prohibited Characteristics as set out in Schedule IB to the Wastewater System must inform an Authorised Officer or Council as soon as reasonably practicable.
- c) Any Person who causes or allows the discharge of Wastewater with prohibited Characteristics as set out in Schedule IB to the Wastewater System must:
 - i. Immediately take all practicable steps to stop the imminent entry or further entry of this Wastewater to the Wastewater System; and
 - ii. Inform an Authorised Officer or Council as soon as reasonably practicable.

7.4 Protection of Wastewater System

- a) No Person may cause or allow to be caused any damage to, or modification, stoppage, or obstruction of, or interference with the Wastewater System, except as Approved by Council.
- b) Every Person excavating or working around the Wastewater System must take due care to ensure that the work does not damage and/or compromise the integrity of the Wastewater System.
- c) Any Person who knows of any serious or substantial damage to the Wastewater System must inform an Authorised Officer or Council as soon as reasonably practicable.
- d) Any person who causes or allows any damage to the Wastewater System must inform an Authorised Officer or Council as soon as reasonably practicable.
- e) No Person may place any additional material over or near a Wastewater System without Approval.
- f) No Person may cover an Access Point without Approval. Regardless of who covered an Access Point, removal of any covering material or adjustment of the Access Point will be at the property owner's expense.

7.5 Private Drains

- a) Council may require an owner to fix or upgrade Private Drains, at the owner's cost, to meet original design specifications.

- b) Owners of Premises must ensure that all Private Drains on the Premises are kept and maintained in a state which is free of cracks and other defects that may allow Infiltration.
- c) Occupiers and Owners of Premises must ensure that Stormwater is excluded from the Wastewater System and any Private Drain by ensuring that:
 - i. There is no direct connection of any Stormwater pipe or drain to the Wastewater System;
 - ii. Gully trap surrounds are set above Stormwater ponding levels (refer New Zealand Building Code G13), or secondary overland flow path flood levels;
 - iii. Inspection covers are in place and are appropriately sealed.
- d) An Occupier or owner whose Private Drain is overflowing or has other reasons to suspect a blockage, must immediately call a drainlayer to clear and remove any blockage in the Private Drain, at the Occupier or Owner's expense. If the drainlayer considers that the blockage originates within the Wastewater System, then the drainlayer must contact Council.
- e) Council will reimburse the owner of the Private Drain for the reasonable cost of unblocking work for which the owner has paid, provided that Council is satisfied that:
 - i. The blockage originated in the Wastewater System;
 - ii. The blockage was not forced downstream into the Wastewater System in the act of clearing the Private Drain; and
 - iii. The owner or occupier of the Premises has not caused or permitted a discharge which does not comply with this bylaw, a Consent or a Trade Waste Agreement.
- f) Where the roots of a tree which is on private land enter or are likely to enter the Wastewater System, Council will follow the procedure set out in s 468 of the Local Government Act 1974.
- g) A Person with a pressure Wastewater System, or any other system that is connected to the Wastewater System, must use that system in accordance with any operating manual or guidelines for that system.

8. Trade Waste Discharges and Consents

8.1 Classification of Discharges

- a) Trade Waste discharges are classified as one of the following types:
 - i. Permitted Trade Waste, (in which case an Approval Notice must be obtained);
 - ii. Conditional Trade Waste, (in which case a Conditional Consent must be obtained or a Trade Waste Agreement be entered into); or
 - iii. Prohibited Trade Waste, (in which case no Consent will be granted and no Trade Waste Agreement will be entered into).
- b) No Person may discharge or cause to be discharged Trade Waste into the Wastewater System except in accordance with a Consent or a Trade Waste Agreement.
- c) Council is not obliged to accept any Trade Waste.
- d) Council may, at any time and at its complete discretion, enter into a Trade Waste Agreement for the discharge and reception of Trade Wastes with an Occupier. Any such

agreement may be made in addition to or in place of a Consent and the Trade Waste Agreement and its terms will have the same force as if the agreement was a Consent issued under this bylaw.

- e) Circumstances where a Trade Waste Agreement may be appropriate include, but are not limited to, where, in the reasonable opinion of Council, the discharge is considered to have:
- i. Unique discharge Characteristics;
 - ii. A volume or loading of any Characteristic that may affect the operation of the Wastewater System or Treatment Plant;
 - iii. Potential discharge of hazardous or prohibited substances;
 - iv. Pre-Treatment systems;
 - v. The requirement for capacity to be reserved at the Wastewater Treatment Plant; and/or
 - vi. A history of non-compliance with a Consent or Trade Waste Agreement.

8.2 Application for a Consent or Variation

- a) Every Person who does, proposes to, or is likely to:
- i. Discharge into the Wastewater System any Trade Waste either continuously, intermittently or temporarily;
 - ii. Vary the Characteristics of a Permitted Trade Waste discharge in a manner which may cause it to fail to meet the standards for a Permitted Trade Waste;
 - iii. Vary the conditions of a Consent that has previously been granted; or
 - iv. Significantly change the method or means of Pre-Treatment for a discharge;

must apply to Council, using the prescribed form, for a Consent for the discharge of that Trade Waste, or for consent to the proposed variations.

- b) Council reserves the right to deal with the owner as well as the Occupier of any Premises.
- c) Where the Premises produces Trade Waste from more than one area of the Premises, a separate description of the Trade Waste Characteristics must be included in any application for Trade Waste discharge for each area. This applies whether or not the separate areas are part of a single or separate trade process.
- d) The application and every document conveying required information must contain all the required information, be properly executed and accompanied by the application fee.
- e) The applicant is responsible for the correctness of the content of the application and any information attached.
- f) Every act or omission done for, or on behalf of, the eventual Consent Holder (whether for reward or not) in making any such application is deemed to be an act of the Consent Holder.
- g) Council may require an application to be supported by a report or statement from an Independently Qualified Person, to verify information supplied by the applicant. All costs incurred must be paid by the applicant.

8.3 Processing an Application

- a) On receipt of an application, Council may:
- i. Require the applicant to submit additional information which Council considers necessary to reach an informed decision;
 - ii. Require the applicant to submit a satisfactory Management Plan to Council's satisfaction; and/or
 - iii. Wherever appropriate, have the discharge investigated and analysed as provided for at clauses 8.8 and 8.10 of this bylaw at the applicant's cost.
- b) Council will then:
- i. Issue an Approval Notice and inform the Consent Holder of the conditions imposed;
 - ii. Grant a Conditional Consent and inform the Consent Holder of the conditions imposed;
 - iii. Advise the applicant that Council is willing to enter into a Trade Waste Agreement on terms acceptable to Council; or
 - iv. Decline the application and notify the applicant of the decision, giving a statement of the reasons for refusal.
- c) In considering any application for a Consent, Trade Waste Agreement or variation, Council must consider the Characteristics, volume, and rate of discharge of the Trade Waste from such Premises or tanker and any other matter that it considers, on reasonable grounds, to be relevant, which may include:
- i. The health and safety of Council staff, Council's agents and the public;
 - ii. The limits and/or maximum values for Characteristics of Trade Waste as specified in Schedules IA and IB of this Bylaw;
 - iii. The extent to which the Trade Waste may react with other Trade Waste or Wastewater to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the Wastewater System, etc;
 - iv. The flows and velocities in the Wastewater System and the material or construction of the Wastewater System;
 - v. The capacity of the Wastewater System including the capacity of any Wastewater Treatment Plant, and other facilities;
 - vi. The nature of any wastewater treatment process and the degree to which the Trade Waste is capable of being treated in the Wastewater Treatment Plant;
 - vii. The timing and balancing of flows into the Wastewater System;
 - viii. Any statutory requirements relating to the discharge of raw or treated Wastewater to receiving waters, the disposal of Wastewater sludges, beneficial use of Biosolids, and any discharge to air. This includes compliance with any resource consent, discharge permit or water classification;
 - ix. The possibility of unscheduled, unexpected or accidental events and the degree of risk these could pose to humans, the Wastewater System or the environment;
 - x. Consideration of other existing or future discharges;
 - xi. Existing Pre-Treatment works on the Premises;
 - xii. The use of Cleaner Production techniques and waste minimisation practices;
 - xiii. Control of Stormwater;
 - xiv. Any Management Plan;

- xv. Tankered Waste being discharged at an Approved location/s; and
- xvi. Whether it would be more appropriate for the discharge to be controlled pursuant to a Trade Waste Agreement.

8.4 Conditions of Consent

- a) Any Consent may be granted subject to such conditions that Council may impose, including, but not limited to:
 - i. Where the discharge will be made;
 - ii. The maximum daily volume of the discharge and the maximum rate of discharge, and the duration of maximum discharge;
 - iii. The maximum limit or permissible range of any specified Characteristics of the discharge, including concentrations and/or Mass Limits determined in accordance with clause 8.4 (b) of this bylaw;
 - iv. The times during which the discharge, or a particular concentration, or volume of discharge may be made;
 - v. The provision by, or for the Consent Holder, at the Consent Holder's expense, of screens, Grease Traps, silt traps or other Pre-Treatment works to control Trade Waste discharge Characteristics to the consented levels;
 - vi. The provision and maintenance, at the Consent Holder's expense, of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
 - vii. The provision and maintenance of a sampling, analysis and testing programme and flow measurement, at the Consent Holder's expense;
 - viii. The method or methods to be used for measuring flow rates and/or volume and/or Characteristics and taking samples of the discharge for use in determining compliance with the consent and for determining the amount of any Trade Waste charges applicable to that discharge;
 - ix. The provision and maintenance by, and at the expense of, the Consent Holder of any devices required to measure the volume or flow rate or Characteristics of any Trade Waste being discharged from the Premises, and for the calibration and/or validation of such devices;
 - x. The provision and maintenance, at the Consent Holder's expense, of such services, (electricity, water, compressed air or otherwise), which may be required to operate meters and similar devices;
 - xi. At times specified, the provision in an Approved format of all flow and/or volume records, on-line monitoring readings, results of analyses (including Pre-Treatment by-products, e.g. Wastewater sludge disposal) and calibration/validation records;
 - xii. The provision and implementation of a Management Plan;
 - xiii. Risk assessment of damage to the environment due to an accidental discharge of a chemical;
 - xiv. The investigation of waste minimisation and Cleaner Production techniques;
 - xv. Remote monitoring or control of discharges and associated control, telemetry or SCADA systems;
 - xvi. Third party treatment, carriage, discharge or disposal of by-products of Pre-Treatment of Trade Waste (including Wastewater sludge disposal);

- xvii. The provision of a bond or insurance in favour of Council where failure to comply with the consent could result in damage to the Wastewater System, the Wastewater Treatment Plants, or could result in Council being in breach of any statutory obligation or resource consent;
 - xviii. Specific discharge related capital costs Council would incur for altering the Wastewater System and or Wastewater Treatment Plant in order to accommodate the discharge; and
 - xix. Specific discharge related operational costs Council would incur for operating the Wastewater System and or Wastewater Treatment Plant in order to accommodate the discharge.
- b) A Conditional Consent may impose controls on a Trade Waste discharge by specifying Mass Limits for any Characteristic. Any Characteristic permitted by Mass Limit must also have its maximum concentration limited to the value scheduled unless Approved otherwise.
- c) When setting Mass Limit allocations for a particular Characteristic, Council may consider:
- i. The operational requirements of and risk to the Wastewater System, and risks to occupational health and safety, public health, and the ultimate receiving environment;
 - ii. Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of Biosolids or Wastewater sludge;
 - iii. Conditions in the Wastewater System near the Trade Waste discharge point and elsewhere in the Wastewater System;
 - iv. The extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
 - v. Whether or not the applicant uses waste minimisation and Cleaner Production techniques within a period satisfactory to Council;
 - vi. Whether or not there is any net benefit to be gained by the increase of one Characteristic concurrently with the decrease of another;
 - vii. Any requirements of Council to reduce the discharge of any Characteristic to the Wastewater System;
 - viii. How great a proportion the mass flow of a Characteristic of the discharge will be of the total mass flow of that Characteristic in the Wastewater System;
 - ix. The total mass of the Characteristic allowable in the Wastewater System, and the proportion (if any) to be reserved for future allocations; and
 - x. Whether or not there is an interaction with other Characteristics that increases or decreases the effect of either Characteristic on the Wastewater System, treatment process, or receiving water (or land).

8.5 Duration and Review

- a) Conditional Consents granted under this bylaw expire at the end of a term not exceeding 5 years. Shorter terms may be applied where, in the reasonable opinion of Council:
- i. The applicant has a history of non-compliance with a Consent or Trade Waste Agreement;

- ii. The flow or Characteristics of the discharge are uncertain; or
 - iii. The flow or Characteristics of the discharge may change over time.
- b) Approval Notices remain valid until:
- i. Cancellation under clause 8.12;
 - ii. The discharge fails to comply with the physical and chemical characteristics defined in Schedule IA of this Bylaw (including any amendments to Schedule IA); or
 - iii. In the reasonable opinion of Council, the discharge changes or is likely to change to such an extent that it becomes a Conditional or Prohibited Trade Waste.
- c) Council may at any time during the term of a Consent, by written notice to the Consent Holder (following a reasonable period of consultation), vary any condition to such an extent as Council considers necessary.
- (Note: This note does not form part of the bylaw. A condition could be varied if technical matters associated with the discharge have changed, to meet any new resource consent imposed on the discharges from Council's Wastewater Treatment Plant or to comply with any other legal requirements imposed on Council.)*
- d) A Consent Holder may at any time during the term of a Consent, by written application to Council, seek to vary any condition of Consent, as provided for in clause 8.2 (a) of this Bylaw.

8.6 Accidents and Spills

- a) A Person who discharges Trade Waste must inform the Council immediately upon becoming aware of:
- i. An accident;
 - ii. Spillage;
 - iii. A defect in the process discharging Trade Waste; or
 - iv. A risk to the health and safety of the public or the environment; that may cause a breach of this bylaw.
- b) A Person who reports an accident, spillage or defect as provided for in clause 8.6 (a) or the Consent Holder for a Premises must disclose any information that may contribute to:
- i. The restoration of the integrity of the Wastewater System,
 - ii. The cleaning of any spillage; or
 - iii. The determination of the risks associated with the Trade Waste.
- c) In the event of any accident, spillage or defect referred to in clause 8.6 (a) from Premises where a Consent Holder has a Conditional Consent, Council may:
- i. Review the Consent under clause 8.5; or
 - ii. Require the Consent Holder to review the contingency management procedures and resubmit the Management Plan to the Council for its Approval.

- d) In the event of any accident, spillage or defect referred to in clause 8.6 (a) from Permits where a Consent Holder has an Approval Notice, Council may require the Consent Holder to apply for a Conditional Consent.

8.7 Pre-treatment Requirements

- a) Council may approve a Trade Waste discharge subject to the provision of appropriate Pre-Treatment systems to enable the Consent Holder to comply with this bylaw. Such Pre-Treatment systems must be provided, operated and maintained by the Person discharging, at their expense. Typical Pre-Treatment requirements are provided for common Trade Waste Premises in Schedule 2.
- b) Refuse or garbage grinders and macerators must not be used to dispose of solid waste from Trade Waste Premises to the Wastewater System unless Approved by Council.
- c) Grease Traps must:
- i. Have a functional capacity of no less than 500 litres;
 - ii. Be sized according to the greatest volume as specified in Table I contained in Schedule 2;
 - iii. Be cleaned out at least once every 6 months or more frequently as specified in Consent conditions. The frequency with which Grease Traps are required to be cleaned out may be determined through a visual inspection and/or sample testing from the device outlet by Council.
- d) Shared Grease Traps, such as those operated by a body corporate or food court, must be sized appropriate to the total inputs. This must be no less than a functional capacity of 500 litres for each connected Premises.
- e) A Consent Holder whose Premises has existing Grease Traps with a functional capacity of less than 500 litres must apply for a Conditional Consent unless they can demonstrate compliance with the physical and chemical characteristics set out in Schedule IA to Council's satisfaction.
- f) Alternative Grease Removal Systems must be:
- i. Operated in accordance with the manufacturer's instructions;
 - ii. Serviced and/or cleaned out by a contractor Approved by Council as specified in Consent conditions;
 - iii. Sized according to manufacturer's recommendation; and
 - iv. May only be used with Council's Approval.
- g) The frequency with which Alternative Grease Removal Systems are required to be serviced and/or cleaned out in accordance with sub-clause 8.7 (f) may vary. This will be determined by Council after a visual inspection and/or sample testing from the device outlet.
- h) Alternative Grease Removal Systems which do not meet the requirements contained in this bylaw must be replaced at the Consent Holder's expense.

8.8 Flow Metering

- a) Where flow and/or volume metering of any Trade Waste discharge is required as a condition of a Consent the Consent Holder is responsible, at their own expense, for the supply, installation, reading and maintenance of a meter. These devices are subject to the Approval of Council, but remain the property of the Consent Holder.
- b) Records of flow and/or volume must be available for viewing at any time by the Council, and must be submitted to Council at prescribed intervals by the Consent Holder in a format Approved by Council.
- c) Meters must be located in a position Approved by Council that provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters must be located in the correct position according to the manufacturer's installation instructions.
- d) The Consent Holder must arrange for in situ calibration and verification of the flow metering equipment and instrumentation by an Independent Qualified Person and method Approved by Council upon installation, and at least annually after that, to ensure its performance. The meter accuracy should be $\pm 10\%$, but with no greater a deviation from the previous meter calibration than $\pm 5\%$. A copy of the independent certification of each calibration and verification must be submitted to Council.
- e) Should any meter be found to have an error greater than that specified in clause 8.8 (d) of this bylaw, Council may make an adjustment in accordance with the results shown by such tests. The adjustment may be back-dated for a period at the discretion of Council, but not exceeding 12 months. The Consent Holder must pay or be credited a greater or lesser amount according to such adjustment.
- f) Where in the reasonable opinion of Council, a meter has been tampered with, Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided in clause 8.9(a) of this bylaw.
- g) Measurement of flow and/or volume must be carried out by or on behalf of the Consent Holder in accordance with British Standard (BS)3680: Part I I A, BS 3680: Part I I B and BS 5728: Part 3, or another Council Approved methodology.

8.9 Estimating Discharge

- a) Where no flow meter or similar device is required or where no flow or sample results have been supplied by the Consent Holder, Council may estimate the discharge of Trade Waste for charging purposes based on:
 - i. The volume of water supplied to the Premises, taking into account the proportion of that volume which is estimated to be discharged to the Wastewater System;
 - ii. The flow or characteristics of the discharge measured by the Consent Holder at a previous time during similar operating conditions; and/or
 - iii. The flow or characteristics measured by Council during the most recent audit sample.

8.10 Sampling, Testing and Monitoring

- a) Council may undertake sampling, testing, monitoring and audit inspections to determine if:
 - i. A discharge complies with the provisions of this bylaw;

- ii. A discharge is to be classified as Permitted, Conditional, or Prohibited (refer to clause 8.1 of this bylaw);
 - iii. A discharge complies with any condition of a Consent or Trade Waste Agreement including a Management Plan; and
 - iv. Trade Waste Consent charges are applicable to that discharge.
- b) Where monitoring of any Trade Waste discharge is required as a condition of a Consent to ensure compliance with other conditions of the Consent:
- i. The Consent Holder must monitor the discharge of Trade Waste; and
 - ii. Council may independently monitor the discharge of Trade Waste.
- c) The Consent Holder is responsible for all costs of monitoring, sampling and testing.
- d) The taking, preservation, transportation and analysis of the samples must be undertaken by an Authorised Officer or agent of Council, or the Consent Holder in accordance with accepted industry standard methods or another methodology Approved by Council.
- e) Any sample analysis must use methods or procedures in accordance with, or validated against, the latest version of the AWWA Standard methods for the examination of Water and Wastewater” or by such alternative method or procedure Approved by Council. Analysis must be undertaken by a laboratory accredited by IANZ, or a laboratory Approved by Council.
- f) The Consent Holder must provide to Council or an Authorised Officer the results of any sampling, analysis, flow measurements or other monitoring requirements such as Pre-Treatment system maintenance, within one Working Day of any request by Council.
- g) Where clause 8.6 does not apply, but there is non-compliance with the conditions of a Consent or a Trade Waste Agreement or where an anomalous result is obtained, the Consent Holder must report the results of the analysis to Council as soon as practicable and in all cases within three Working Days.

8.11 Review of Decisions

- a) If any Person is dissatisfied with any decision by an Authorised Officer made under this bylaw, that Person may request in writing that the Waters Manager review any such decision. The request must be made no later than 20 Working Days after the decision by the Authorised Officer. The Waters Manager’s decision is final.
- b) Nothing in this clause affects any right of appeal under the Local Government Act 2002.

8.12 Transfer or Termination

- a) A Trade Waste Consent must be issued in the name of the given Consent Holder. The Consent Holder must not, without Council Approval:
 - i. Transfer to any other party the rights and responsibilities provided for under this bylaw, and under the Consent;
 - ii. Allow a Point of Discharge to serve another Premises, or the Private Drain to that point to extend by pipe, or any other means, to serve another Premises; or
 - iii. In particular and not in limitation of the above, allow Wastewater from any other party to be discharged at their Point of Discharge.

- b) Council may suspend or cancel any Consent at any time following not less than 20 Working Days (during which consultation has occurred) notice to the Consent Holder or Person discharging any Trade Waste:
- i. For the failure to comply with any condition of the Consent or to maintain effective control over the discharge;
 - ii. For the failure to comply with the requirements of this bylaw or a Consent in respect of the volume, nature or composition of Trade Waste being discharged;
 - iii. In the event of any breach of a Resource Consent held by Council issued under the Resource Management Act caused in whole or in part by the Trade Waste discharge;
 - iv. Failure to provide and when appropriate update a Management Plan as required for a Conditional Consent;
 - v. Failure to follow the Management Plan provisions;
 - vi. Failure to pay any Trade Waste charges;
 - vii. If new information becomes available on the nature or Characteristics of the Trade Waste discharge; or
 - viii. If any other circumstances arise which, in the opinion of Council, render it necessary in the public interest to cancel the right to discharge.
- c) Further to clause 8.12 (b) of this bylaw, any Consent may at any time be immediately suspended or cancelled by Council, on giving to the Consent Holder, written notice, if:
- i. They discharge any Wastewater with prohibited Characteristics as set out in Schedule 1B;
 - ii. Council is lawfully directed to withdraw or otherwise to terminate the Consent summarily;
 - iii. The discharge of Trade Waste is unlawful;
 - iv. If the discharge is, in the opinion of Council, a threat to the environment or public health;
 - v. In the event of any negligence which, in the opinion of Council, threatens the operation of the Wastewater System; or
 - vi. In the opinion of Council, the discharge puts at risk the ability of Council to comply with the conditions of a Resource Consent and/or requires identified additional treatment measures or costs to avoid a breach of any such Resource Consent.
- d) Council may require a Consent Holder, at their expense, to disconnect the Premises from the Wastewater System where:
- i. The Consent has expired;
 - ii. Council suspends or cancels a Consent; or
 - iii. The Consent Holder breaches clauses 7.2 (a) to (d).
- e) If the Consent Holder fails to comply with any such requirement to disconnect, Council may at the Consent Holder's expense, access the Premises in accordance with section 171 of the Local Government Act 2002 in order to disconnect it from the Wastewater System. Council may carry out such works as it considers necessary to prevent the further discharge of Trade Waste into the Wastewater System.

8.13 Transitional provisions

- a) Any application for a Consent made under Council's Trade Waste Bylaw 2006, for which a Consent has not been granted at the time of this new bylaw coming into force, is deemed to be an application made under clause 8.2 of this bylaw.
- b) Every existing Consent continues in force as if it were a Consent under this bylaw until it reaches its expiry date, provided that no Consent runs beyond 31 August 2021. For the avoidance of doubt, Schedule IA of this bylaw applies to existing consents except to the extent that the consent conditions specifically provide for a different limit.
- c) Subject to clause 8.13 (d) of this bylaw, every existing duly executed Trade Waste Agreement between an Occupier and Council which is current at the date this bylaw comes into force continues on the same terms and conditions as if it was a Trade Waste Agreement issued under this bylaw.
- d) Where an existing Trade Waste Agreement is silent as to its term, that agreement will be terminable on six months' written notice by Council and the Occupier shall be required to apply for a Consent or Trade Waste Agreement in accordance with this bylaw.
- e) A Person who proposes to continue a discharge of Permitted Trade Waste who does not have an Approval Notice must apply for an Approval Notice within twelve weeks of this bylaw coming into force.

9. Tankered Waste

- 9.1 Any Person wishing to discharge Tankered Waste into the Wastewater System must hold a Consent under this bylaw.
- 9.2 Council may accept Tankered Waste for discharge at an Approved location.
- 9.3 Consent Holders must supply the following information to Council before discharging Tankered Waste to the Wastewater System:
 - a) A description of the type of waste;
 - b) The source of waste and location;
 - c) The date and time of collection;
 - d) The volume of waste collected;
 - e) The tracking Identification number and vehicle registration number; and
 - f) A representative sample of the tanker load.
- 9.4 Tankered Waste will only be accepted during working hours on Working Days, or as advised by Council.
- 9.5 Tankered Waste is not to be collected and transported to the disposal site until appropriate arrangements, documentation and method for disposal have been Approved by Council.
- 9.6 To prevent cross-contamination between tanker loads, the tanker must be washed prior to collecting a load for disposal into the Wastewater System.
- 9.7 A Consent Holder must give Council 24 hours' notice of a proposed discharge of Tankered Waste.
- 9.8 Council may require analysis of Tankered Waste to confirm its Characteristics.
- 9.9 Council may require the Consent Holder to obtain specialist advice on Pre-Treatment or acceptance.
- 9.10 The cost of all sampling, analysis and advice must be met by the Consent Holder.

- 9.11 The Consent Holder must ensure that Tankered Waste is treated in accordance with the conditions of the Consent before disposal.

10. Access

- 10.1 In accordance with section 171 of the Local Government Act 2002, an Authorised Officer may enter and inspect any land or building (other than a dwelling house) for routine inspection or monitoring or for post breach monitoring. The Authorised Officer must give at least 24 hours notice of the intended entry.
- 10.2 In accordance with section 172 of the Local Government Act 2002, an Authorised Officer may enter and inspect any land for the purpose of detecting a breach of this bylaw if the Authorised Officer has reasonable grounds for suspecting that a breach has occurred or is occurring on the land. The Authorised Officer must give reasonable notice unless the giving of notice would defeat the purpose of entry. To use this power to enter a dwelling house, the Authorised Officer must comply with section 172(3) of the Local Government Act 2002.
- 10.3 In accordance with section 173 of the Local Government Act 2002, in the event of a sudden emergency causing or likely to cause damage to property or the environment or where there is danger to any works or adjoining property, an Authorised Officer may enter occupied land or buildings. Notice is not required.

11. Fees and Charges

- 11.1 In accordance with sections 150 and 151 of the Local Government Act 2002, Council may, by resolution using the procedures required by the Act, fix charges payable by Consent Holders and applicants for the purposes of:
- a) Administering this bylaw;
 - b) Administering Consent applications and Consents granted under this bylaw;
 - c) Recovering the cost of receiving, treating and disposing of Trade Waste by or on behalf of Council.

12. Breaches

- 12.1 It is a breach of this bylaw to:
- a) Fail to comply with any requirement of this bylaw;
 - b) Fail to comply with any Defect Notice issued by an Authorised Officer pursuant to this bylaw;
 - c) Obstruct an Authorised Officer in the performance of their function under this bylaw.
- 12.2 Any Consent Holder who incorrectly informs Council of the Characteristics or volume of Tankered Waste, or who discharges Tankered Waste other than in the prescribed location and in accordance with the Consent will be in breach of this bylaw.
- 12.3 Council may physically prevent discharge to the Wastewater System in the case of a non-compliance with this bylaw, a Consent or a Trade Waste Agreement.
- 12.4 An Authorised Officer may report breaches or imminent breaches to Waikato Regional Council and the Environment Protection Authority for further enforcement.
- 12.5 A Person is not in breach of this bylaw if that Person proves that the act or omission complained of was necessary to:

- a) Save or protect life or health or prevent injury; or
- b) Comply with Council's obligations under the Health Act 1956 and any subsequent amendments; or
- c) Prevent serious damage to property; or
- d) Avoid actual or likely damage to the environment.

provided the conduct of the Person was reasonable in the circumstances and the effects of the act or omission were adequately remedied or mitigated by the Person after the breach occurred.

13. Remedial Works and Cost Recovery

13.1 In accordance with section 186 of the Local Government Act 2002, if an Authorised Officer serves a notice on the owner or Occupier requiring any works in connection with the Premises to comply with the requirements of this bylaw, a Consent, or Trade Waste Agreement, Council or an Authorised Officer may carry out the works where the owner or Occupier fails to comply with the notice, either:

- a) Within the time specified in the notice; or
- b) Within 24 hours if the notice certifies that the work is urgent; or
- c) If the owner or Occupier fails to proceed with the work with all reasonable speed.

13.2 In accordance with section 187 of the Local Government Act 2002, if an Authorised Officer serves a notice on any Person under this bylaw, and the Person fails to take the steps within the time specified, then Council or any Authorised Officer is authorised to take the steps set out in the notice. Council may recover the cost of doing the work, together with reasonable administrative and supervision charges.

13.3 In accordance with section 176 of the Local Government Act 2002, a Person who has been convicted of any offence against this bylaw is liable to pay to Council the costs of remedying any damage caused in the course of committing the offence. The costs must be assessed by a District Court Judge and are recoverable summarily as if they were a fine.

13.4 Costs recoverable under clause 13.3 are in addition to any other penalty for which the Person who committed the offence is liable.

14. Offences and Penalties

14.1 A Person who breaches this bylaw and is convicted of an offence is liable to a penalty not exceeding \$200,000 pursuant to section 242 under the Local Government Act 2002.

15. General

15.1 Any notice, order or other document which is required by this bylaw to be served or given or sent to any person shall be deemed to have been duly served given or sent if delivered to such person or left at his or her residence or workplace or posted to such person at his or her last known address.

15.2 Any resolution of the Council may be amended, rescinded or reinstated by a further resolution of the Council.



This bylaw was made pursuant to a resolution passed by the Waikato District Council on the 11th day of July 2016.

THE COMMON SEAL of WAIKATO DISTRICT COUNCIL was affixed in the presence of:

Mayor

Chief Executive

Schedule IA – Permitted Characteristics

The following tables set out general requirements and maximum concentrations for Permitted Trade Waste and Domestic Wastewater.

Conditional Consents and Trade Waste Agreements may contain lower or higher concentration limits and/or Mass Limits to control the total mass of a substance discharged.

Table I - General Characteristics

Parameter	Requirement or limit	Commentary
Bio-chemical Oxygen Demand (BOD5)	1,000 g/m ³ or 5 kg/ day.	It is sufficient to comply with either the concentration limit or the mass limit. High BOD can overload treatment plants.
Chemical Oxygen Demand (COD)	2,000 g/m ³ or 10 kg/day.	It is sufficient to comply with either the concentration limit or the mass limit. High COD can overload treatment plants.
Colour	No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs Wastewater treatment processes or Council is at risk of breaching resource consent conditions relating to discharge to the environment.	Some coloured substances can be difficult to remove in the treatment process.
Emulsions of paint, latex, adhesive, rubber, plastic or similar	Must not cause blockages or interfere with the operation of the Wastewater treatment system including treatment process.	Emulsions will coagulate when unstable and can sometimes cause blockages in the Wastewater System or interfere with the operation of the treatment process.
Flow	Maximum daily total flow 5m ³ . Instantaneous flowrate 2.0 L/s.	The total flow should be measured over any 24 hour period. Trade waste discharges with a daily flow greater than 5m ³ will require a Conditional Consent.
Gross solids (non-faecal)	15mm maximum dimension.	Gross solids can cause blockages in the Wastewater System.

Parameter	Requirement or limit	Commentary
Oil and Grease	200 g/m ³ . (100 g/m ³ for Pokeno and Tuakau). No free or floating layer.	Oils and greases can cause blockages in the Wastewater System, adversely affect the treatment process, and may impair the aesthetics of the receiving environment.
pH	6.0 to 10.0.	Low pH can cause corrosion of the Wastewater System, generate odours which could cause a public nuisance; release toxic H ₂ S gas which could endanger workers.
Radioactivity	Must not exceed the Office of Radiation Safety Code of Practice CSPI for the Use of Unsealed Radioactive Material.	
Settleable Solids	50 ml/L.	Can cause blockages and overload the treatment process.
Solvents or other organic liquids	No free or floating layer.	Some organic liquids are denser than water and will settle in pipes and traps.
Suspended Solids	2,000 g/m ³ .	Can cause blockages and overload the treatment process.
Transmissivity	When diluted at 10:1 with distilled water and tested at 254nm, the result must have a transmissivity of 50% or more, equivalent to an absorbance of 0.3010 or less.	Poor transmissivity reduces the effectiveness of the UV light disinfection at treatment plants.
Temperature	40 °C.	High temperatures cause increased damage to structures, increase the potential for anaerobic conditions to form in the Wastewater, promote the release of toxic gases and can endanger workers. Conditional Consents may have a lower temperature limit.

Parameter	Requirement or limit	Commentary
Inhibitory Substances	Should any Characteristic of a discharge be found to inhibit the performance of the Wastewater treatment process, such that Council is at risk of breaching resource consent conditions, Council may limit the concentration of any inhibitory substance.	

Table 2 - Chemical Characteristics

Parameter	Limit g/m ³	Commentary
Ammonia (as N)	50	May endanger workers; significantly contribute to the nutrient loading on the receiving environment.
Ammonium salts	200	May endanger workers; significantly contribute to the nutrient loading on the receiving environment.
Anionic Surfactants as methylene blue active substance (MBAS)	300	High MBAS can adversely affect the efficiency of activated sludge plants, cause foaming and impair the aesthetics of the receiving waters.
Boron	25	Boron is not removed by conventional Wastewater treatment.
Bromine as Br ₂	5	High concentrations could affect the health and safety of workers.
Chlorine (Cl ₂ free chlorine)	3	Can endanger workers, cause corrosion of the Wastewater collection system.
Cyanide as CN ⁻	1	Can produce toxic atmospheres and endanger workers.
Dissolved aluminium	100	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate as a scale, which may cause a blockage.
Dissolved iron	100	Iron salts may precipitate and cause a blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.
Fluoride as F	30	Not removed by conventional Wastewater treatment.
Hypochlorite	30	Can endanger workers, cause corrosion of the Wastewater collection system.
Kjeldahl nitrogen	150	May significantly contribute to the nutrient load discharged to the receiving environment.
Sulphate (measured as SO ₄)	500. (200 for Pokeno and Tuakau).	May adversely affect Wastewater System, may increase the potential for the generation of sulphides.
Sulphite (measured as SO ₂)	15	Can endanger workers, cause corrosion of the Wastewater collection system.
Sulphide (as H ₂ S on acidification)	5	May cause corrosion of Wastewater System, particularly the non-wetted part of the Wastewater pipes; generate odours which could cause a public nuisance; release toxic H ₂ S gas which could endanger workers.

Total Phosphorus as P	50	May significantly contribute to the nutrient load discharged to the receiving environment.
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Table 3 - Heavy Metals

Heavy metals can inhibit Wastewater treatment process and restrict the reuse of Biosolids. Mass Limits may be imposed – refer to clause 8.4 (b) of this bylaw.

Parameter	Limit g/m ³
Antimony	5
Arsenic	5
Barium	5
Beryllium	0.005
Cadmium	0.5
Chromium (Total)	5
Cobalt	5
Copper	5
Lead	5
Manganese	5
Mercury	0.005
Molybdenum	5
Nickel	5
Selenium	5
Silver	2
Thallium	5
Tin	5
Zinc	5

Table 4 - Organic Compounds

Organic compounds can endanger sewer workers and treatment processes.

Parameter	Limit g/m³
Acetone	100
Benzene	1
Butanone	100
Chlorinated phenols	0.02
Ethylbenzene	5
Ethylene Glycol	50
Formaldehyde	30
Halogenated aliphatic compounds	1
Halogenated aromatic hydrocarbons (HAH's)	0.002
Organophosphate pesticides	0.1
Pesticides (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any other pesticides not registered for use in New Zealand)	0.2 in total
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Polybrominated biphenyls (PBBs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Total Petroleum Hydrocarbons	
C7 - C14	30
C7 – C36	50
Tri-methyl Benzene	5
Toluene	5
Xylene	5

Table 5 - Liquid Waste from Pharmacies

Pharmacies must not discharge more liquid pharmaceutical waste per month than the volumes listed below. The volume limit is based on the concentration of active ingredients in the product.

Volume Limit	Active Concentration
10 Litres	125mg/5ml
5 Litres	250mg/5ml
3 Litres	Above 250mg/5ml

Schedule 1B: Prohibited Characteristics

Prohibited Trade Waste has or is likely to have any of the prohibited Characteristics set out below. Prohibited Characteristics are present if their concentration exceeds background levels. The background level in relation to any substance means the extent to which that substance is present (if at all) in the municipal water supply used on the Premises, or in any other water supply that is Approved by Council for the purpose of discharging waste.

Prohibited Characteristics

1. Any discharge has prohibited Characteristics if it has any solid, liquid or gaseous matters, or any combination, or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:
 - a) Interfere with the free flow of Wastewater in the Wastewater System; or damage any part of the Wastewater System;
 - b) In any way, directly or indirectly, cause the quality of the effluent or Biosolids and other solids from any Wastewater Treatment Plant to breach the conditions of a permit issued under the Resource Management Act 1991, or water right, permit or other governing legislation;
 - c) Prejudice the occupational health and safety of any Person or people;
 - d) After treatment be toxic to fish, animal or plant life in the receiving waters;
 - e) Cause malodorous gases or
 - f) Contains substances that cause the discharge of any Wastewater Treatment Plant to receiving waters to be coloured.

2. A discharge has a prohibited Characteristic if it has any amount of:
 - a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
 - b) Dry solids, solids longer than 30mm, fibrous material, sheet films, and anything which may react to form a solid mass;
 - c) Except as allowed for in Schedule 1A, liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, calcium carbide and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with sewage;
 - d) Asbestos;
 - e) The following organo-metal compounds:
 - i. tin (as tributyl and other organotin compounds); or
 - ii. chromium (as organic compounds);
 - f) Genetic wastes, being all wastes that contain or are likely to contain genetically altered material from Premises where the genetic alteration of any material is conducted;
 - g) Any health care wastes covered by NZS 4304 or any pathological or histological wastes;
 - h) Radioactivity levels not compliant with the Office of Radiation Safety Code of Practice CSPI for the Use of Unsealed Radioactive Material;
 - i) Any pharmaceutical liquid waste containing cytotoxic ingredients. Cytotoxic waste means waste that is contaminated by a cytotoxic drug.

Schedule 2: Pre-treatment and Discharge Requirements

Table 6 – Typical requirements for businesses

Business	Typical Requirement
Aquariums	Must meet quarantine requirements.
Bakeries	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Barber	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Beauticians	Nil.
Building construction	No discharge to sewer permitted.
Business offices with minimal hot food	Nil.
Cafés / takeaways with minimal hot food	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Carpet cleaners	20 micron filtration.
Chemists / pharmacists	Nil.
Churches with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Community hall with minimal hot food	Nil.
Cooling towers	Discharge not to exceed 500 litres an hour.
Day care	Nil.
Delicatessen with no hot food	Nil.
Dental surgery	Amalgam trap and segregation of waste amalgam.
Dental technician	Plaster trap.
Doctors surgery	Nil.
Dog groomer	Appropriate in-floor bucket trap; appropriate in-sink bucket trap; no organophosphorus pesticide to the Wastewater System.
Dry cleaners	Screens to remove solids; solvent recovery unit.
Engineering workshops car wash / valet / automotive	Screens to remove solids; No open areas allowing discharge of rainwater to Wastewater System; appropriate in-ground water/oil separator; appropriate in-ground bucket trap; equipment maintenance requirements and discharge limits apply.
Florist	No herbicide to sewer; appropriate in-floor bucket trap; appropriate in-sink bucket trap.
Food business with minimal hot food preparation	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Fruit and vegetable, retail	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Funeral parlour	Nil.
General Retail (excluding food Premises, cafes, or coffee lounges)	Nil.
Hairdresser	Appropriate in-floor bucket trap and

Business	Typical Requirement
	appropriate in-sink bucket trap.
Health industries, medical centres	Screens to remove solids; appropriate in-floor bucket trap and appropriate in-sink bucket trap; plaster traps; equipment maintenance requirements and discharge limits apply.
Hotels and motels with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Kitchens / dining halls	Appropriate in-floor bucket trap and appropriate in-sink bucket trap, Equipment maintenance requirements and discharge limits apply.
Laundries - small	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; screens to remove lint and solids; equipment maintenance requirements and discharge limits apply.
Marae with catering facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Motels (without restaurant)	Nil
Optical processes	Appropriate solids settlement pit.
Paint and panel beaters	No open areas allowing discharge of rainwater to Wastewater System, appropriate in-ground water/oil/paint separator, appropriate in-ground bucket trap, equipment maintenance requirements and discharge limits apply.
Pet shop	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Residential care facilities	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Restaurants or school canteens	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; equipment maintenance requirements and discharge limits apply.
Retail butchers and fishmongers	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Sandwich shop, salad bar, juice bar, coffee shop, fast food or take-away bar	Appropriate in-floor bucket trap and appropriate in-sink bucket trap; equipment maintenance requirements and discharge limits apply.
Sanitary bin washing	Screening and temperature control.
Schools, polytechnics, universities (with laboratories / catering facilities)	Appropriate in-floor bucket trap and appropriate in-sink bucket trap.
Service Stations and Automotive servicing workshops / garages	No open areas allowing discharge of rainwater to Wastewater System; appropriate in-ground water/oil/paint separator; appropriate in-ground bucket trap; equipment maintenance requirements and discharge limits apply.
Swimming pool / spa (residential, hotel, or club)	No open areas draining rainwater to the Wastewater System; discharge must be less

Business	Typical Requirement
Veterinary	<p>than 2 L/s.</p> <p>Appropriate in-floor bucket trap and appropriate in-sink bucket trap; no organophosphorus pesticide to the Wastewater System; no open areas draining rainwater to the Wastewater System.</p>
X-ray (<10 standard x-ray films a day, e.g. small professional customers, chiropractors, veterinary clinics, dentists, GPs)	Dilute silver rich solutions may be discharged to the Wastewater System in quantities of less than 1 litre per day.

Grease Trap Sizing Guide for Food Retail Businesses

A conventional tank type Grease Trap must have a functional capacity of no less than 500 litres. It is recommended Grease Traps be sized based on:

- a) 40 litres capacity per served meal per hour; or
- b) litres capacity per seated person/served meals per day;

PLUS

- a) an additional 25% capacity for peak flushes; and
- b) an additional 250 litres capacity for each connected dishwasher.

Retention time within the Grease Trap must be a minimum of one hour in all cases.

To | **Waters Governance Board**
Report title | **Stormwater Improvement Areas**

1. Purpose of the report

Te Take moo te puurongo

To present an overview of the improvements in the stormwater space to the Waters Governance Board.

2. Executive summary

Whakaraapopototanga matua

In 2020, we had our first workshop to identify issues in the wider stormwater space; further work was put on hold when Covid hit. The focus was resumed in 2021 and monthly stormwater workshop held by Waikato District Council (Council) to identify and address issues. During these workshops we identified five major problem areas in the stormwater space, including records, responsibilities, levels of service, design and construction and compliance. Utilising a risk-based approach identified two of these problem areas as being high priority, specifically, responsibilities and design and construction.

These problem areas have been classified as high-priority due to:



No clear definition or demarcation of responsibilities for ownership, planning, maintenance and compliance of the stormwater system (responsibilities).



Design and construction standards not being upheld due to lack of policy and direction, which results in an increase in maintenance and responsibility.

Watercare and Council coordinated various projects to address and resolve these problem areas i.e. through the establishment of a stormwater guidelines document and clear definition and mapping of maintenance/ownership responsibilities. Continual feedback was sought from different groups/departments including Roding (Assets and

Alliance), Community Assets, Open Spaces (Parks and Reserves) and others through the stormwater workshops.

The newly developed Stormwater Guidelines provide best practice design guidance for developers and Land Development Engineers to ensure alignment with effective asset management and consent conditions. This helps to provide standardised assets, increase maintenance efficiencies, and reduce the risk to environment from poorly designed assets.

Watercare and Council also worked in collaboration to outline stormwater asset ownership, this work has helped to clearly define maintenance responsibilities for internal groups including Stormwater Operations Team (Watercare), Roding Alliance, Open spaces as well as external parties including Waka Kotahi (NZTA) and Waikato Regional Council.

Further work is required to finalise the projects described throughout this report, including continual engagement and consultation with various groups.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Waters Governance Board:

- a. **receives the report on Stormwater Improvement Areas; AND**
- b. **notes that certain stormwater problem areas have been identified and addressed; AND**
- c. **notes that improvement in the stormwater space is ongoing.**

4. Background Koorero whaimaarama

Watercare's Stormwater Engineer acquired external support to work through several projects outside of the Watercare/Council contract scope. These projects proved to be beneficial for the wider group and addressed some of the problem areas identified in monthly stormwater workshops. It was envisaged that two projects be produced as part of this work including a Stormwater Guidelines document (1) and delineation of stormwater assets to present ownership and responsibilities (2).

Project (1) assists in addressing the issue that Council currently has no best practice design guidance for developers and Land Development Engineers to ensure effective alignment with asset management and consent conditions. Project (2) involves an overview of stormwater delineation and highlights maintenance responsibilities of various asset managers.

A long-term issue at Council which has shown asset managers are not clearly aware of their asset maintenance responsibilities with respect to stormwater.

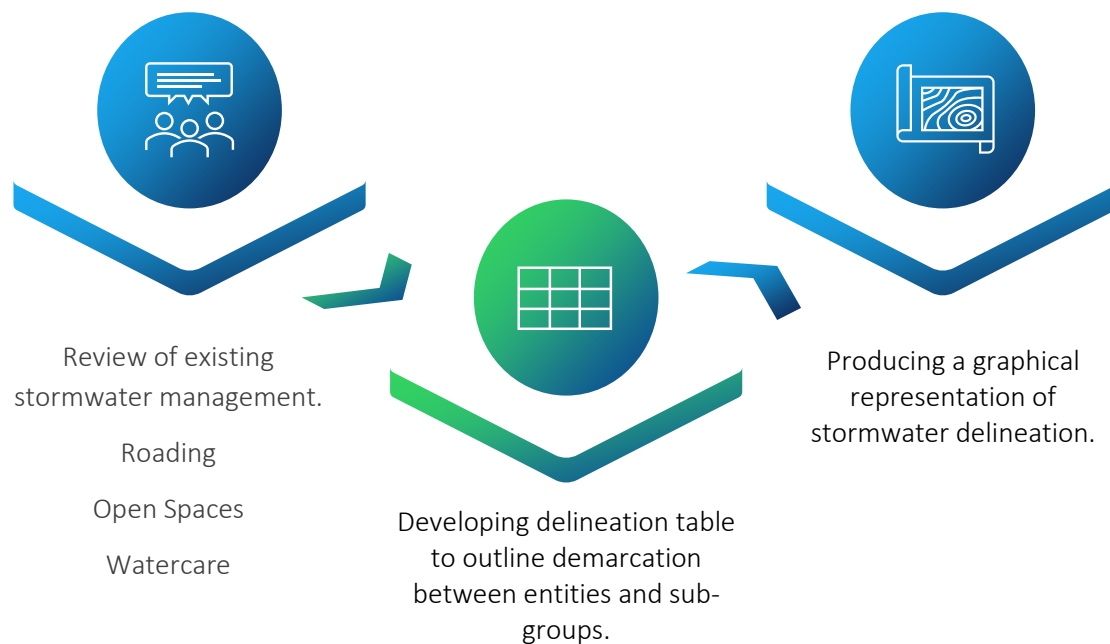
Stormwater Guidelines:

The stormwater guidelines document resolves the need stated above through:

- Clearly defined preferred engineering practices,
- Clearly defined operational preferences,
- Additional guidance for the use of Regional Infrastructure Technical Specifications and Waikato Regional Council (WRC) guidelines as needed,
- Ensuring Safety in Design practices are followed and provide the required outcomes from an operational perspective,
- Ensuring robust infrastructure is delivered for the district,
- Ensuring flood risk is minimised,
- Ensuring the environmental outcomes are achieved,
- Promoting the use of the WRC guidelines.

Stormwater Delineation:

Undefined stormwater asset responsibilities have been an ongoing issue at Council. This has been addressed by:



The work above has been completed through continual consultation with different Council groups such as Land Development Engineers, Rooding (Assets and Alliance), Community Assets, Open Spaces, and others. The monthly stormwater workshops have been utilised as a tool for consistent communication and collaboration.

5. Discussion Matapaki

Stormwater Guidelines:

The Stormwater guidelines are considered a preference document for the purpose of designers (developers) and Land Development Engineers (consenting team) at Waikato District Council. These guidelines aim to provide some guidance in terms of good design practices and preference in terms of stormwater assets for maintenance. The document is not intended to provide or introduce any additional design requirements and is aimed at large subdivisions.

The purpose of the document is to achieve more standardised stormwater assets across the district, increase maintenance efficiencies, reduce maintenance costs to the advantage of the rate payers. Also, reduce the risk to the environment from poorly designed or unmaintained assets, increase the current level of consent compliance and health of the environment and increase the standard in terms of stormwater requirements for the Three Waters Reform.

The stormwater guidelines document should be used in conjunction with Regional Infrastructure Technical Specifications (RITS), Waikato Regional Council Guidelines and the District Plan. The document consists of the following information for best practice management for developers:

- Stormwater Strategy - This outline how each stormwater element (treatment, detention, extended detention, flood and overland flow paths) is managed.
- Good Design Practice Recommendations – Sets out the recommendations for ensuring best stormwater management solutions.
- Safety in Design – Sets out the importance of integrating Safety in Design in the design process and consulting with WDC/WSL to provide operation and maintenance inputs.
- Stormwater Treatment – Outlines the preferred treatment devices from most preferred to least desirable.
- Stormwater Disposal
- Stormwater Detention – Outlines the preferred stormwater detention devices to limit downstream erosion and flooding, from most preferred to least desirable.
- Location of Devices, most preferred being parks and reserves and least desirable being private property to ensure efficient operation and maintenance.

Other aspects/information included in the guidelines:

- Pipes and Culverts
 - Pond and Wetland Edge Planting
 - Vesting of Assets, Reserve Areas, and Easements
 - Verge of Assets, Reserve Areas, and Easements
 - Post-Construction Considerations
-

- Flood Risk
- Overland Flow Paths (OFP)
- Erosion Protection
- Legislation and Policy

In addition to the above, the guidelines consist of a 'Stormwater Consent Approval Checklist' that assists developers in ensuring they have covered all relevant items as part of their design.

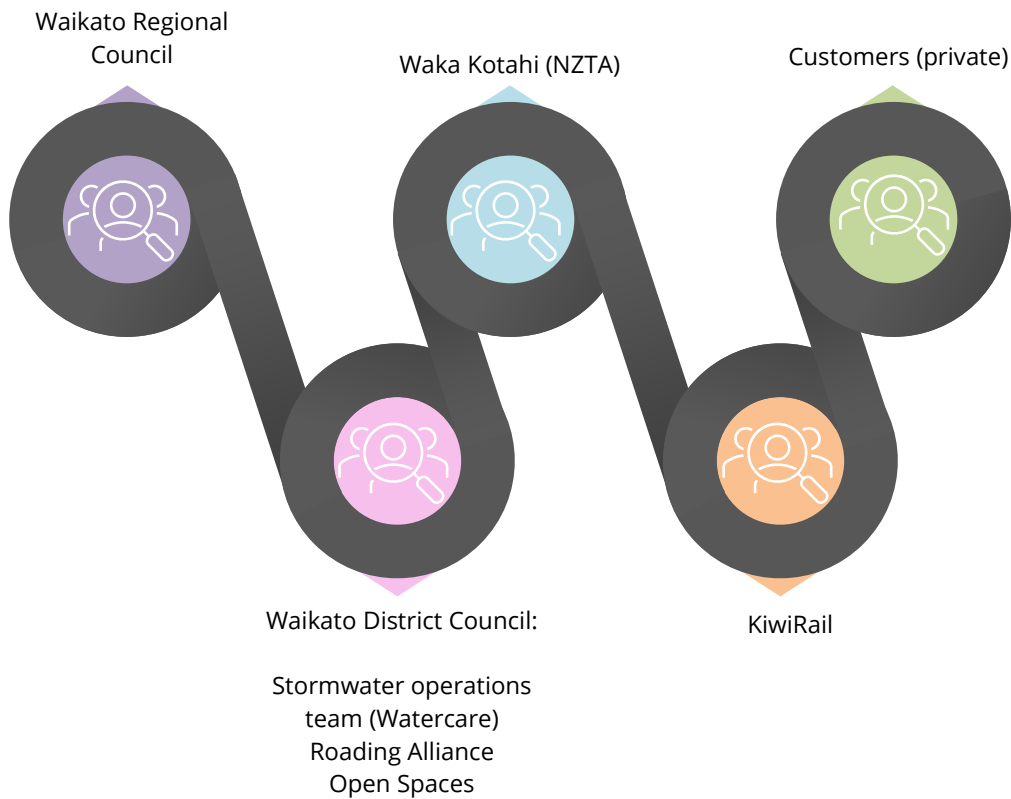
The draft document is in the process of being finalised, and we are currently seeking feedback from certain groups that will be utilising these guidelines. The document has been through a feedback process with Waikato Regional Council. Positive comments were received about the benefits of this guidance material for future development in Waikato District.

Stormwater Delineation:

Stormwater workshops are conducted monthly and involve several groups/ departments including Council internal Waters Team, Watercare, Open Spaces (Parks and Reserves), Roading Assets, Roading Alliance, Projects and Land Development Engineers. These workshops have increased the level of communication and collaboration in the stormwater space.

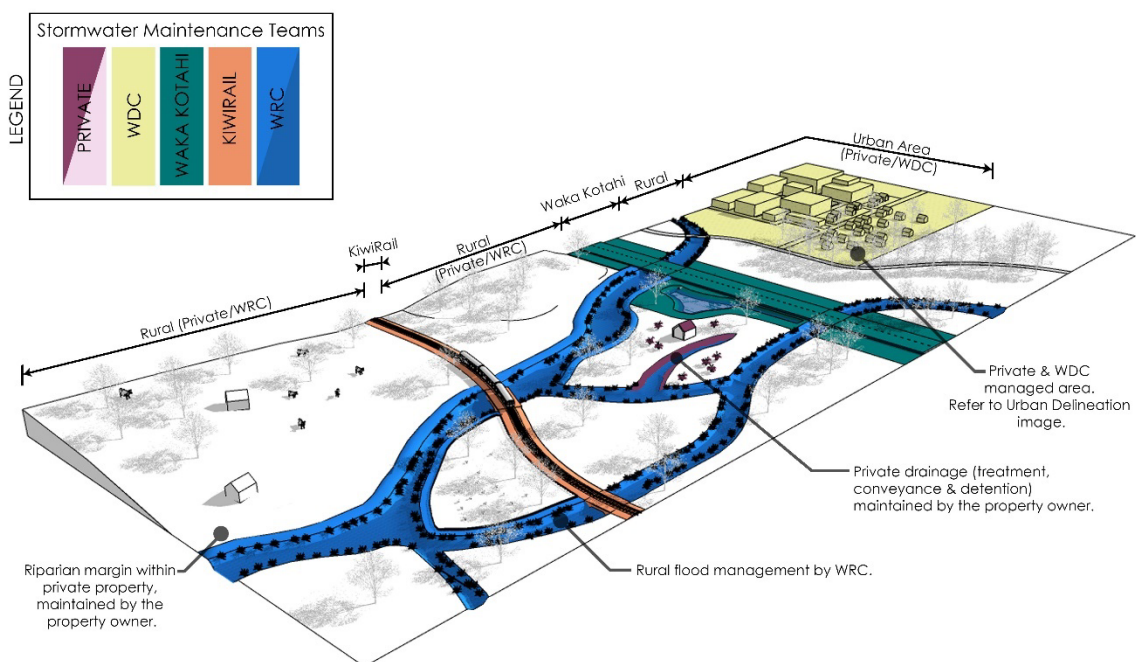
These stormwater workshops identified a gap and a need to define ownership and responsibilities of stormwater related assets for each team/department. Attachment 1 – Stormwater Delineation Table was developed to give a high-level representation of responsibilities. The information outlines delineation between entities and subgroups and includes the consent owner, asset owner, asset responsibility (operations and maintenance), location, description [of the asset] with examples. Additional to this work, it was found that a clear diagram showing rural to urban to discharge was required. This is to reinforce demarcations between asset owners and other stakeholders to further define and represent ownership/maintenance responsibilities in a user-friendly and concise manner.

The purpose of the delineation graphics is to represent ownership and responsibilities for the following internal and external parties:

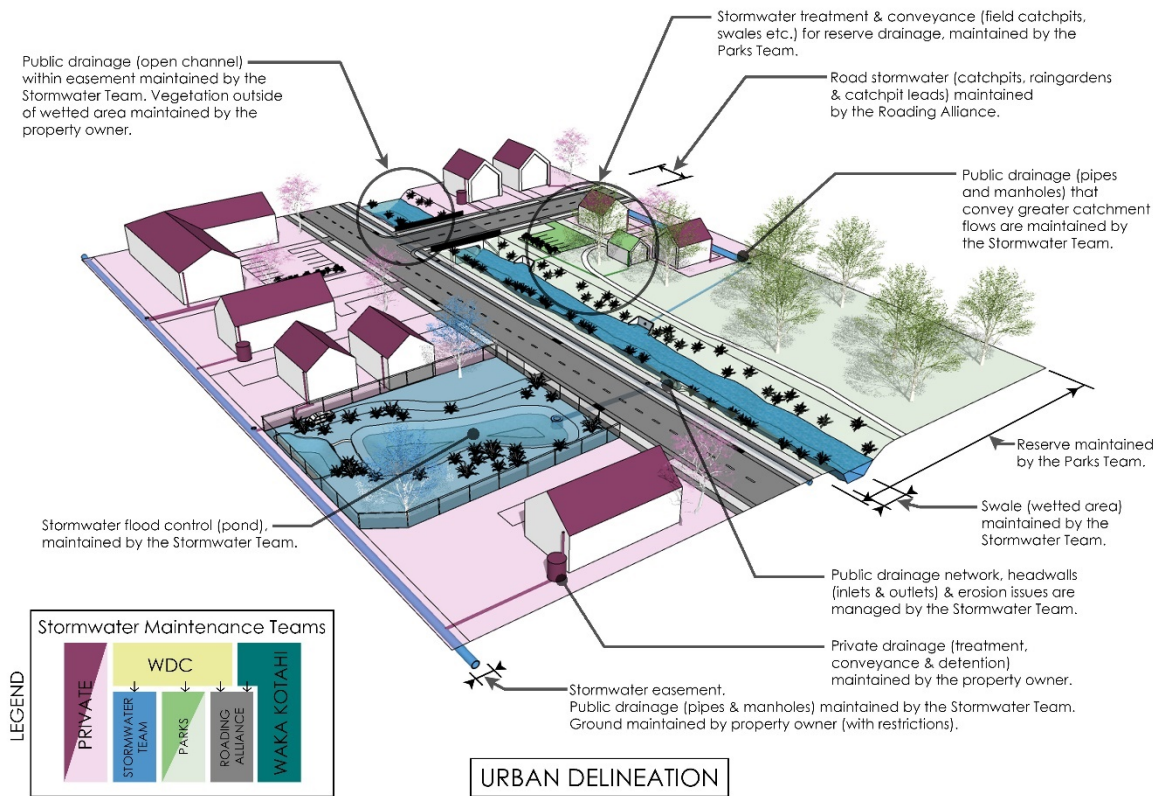


The delineation graphics below can be utilised by asset managers to identify their maintenance responsibilities as well as the customer service team to ensure any queries/service requests are referred to the right team. Please note that these delineation graphics are not intended to represent a perfect design scenario.

District Wide Responsibilities:

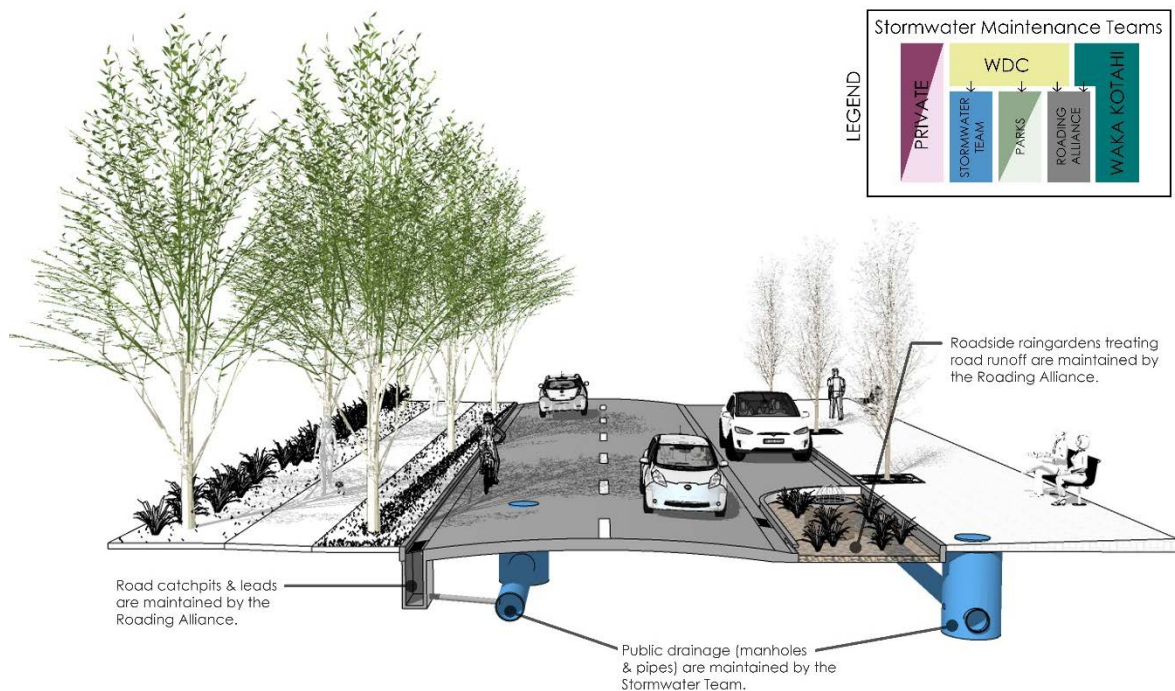


Urban Delineation:



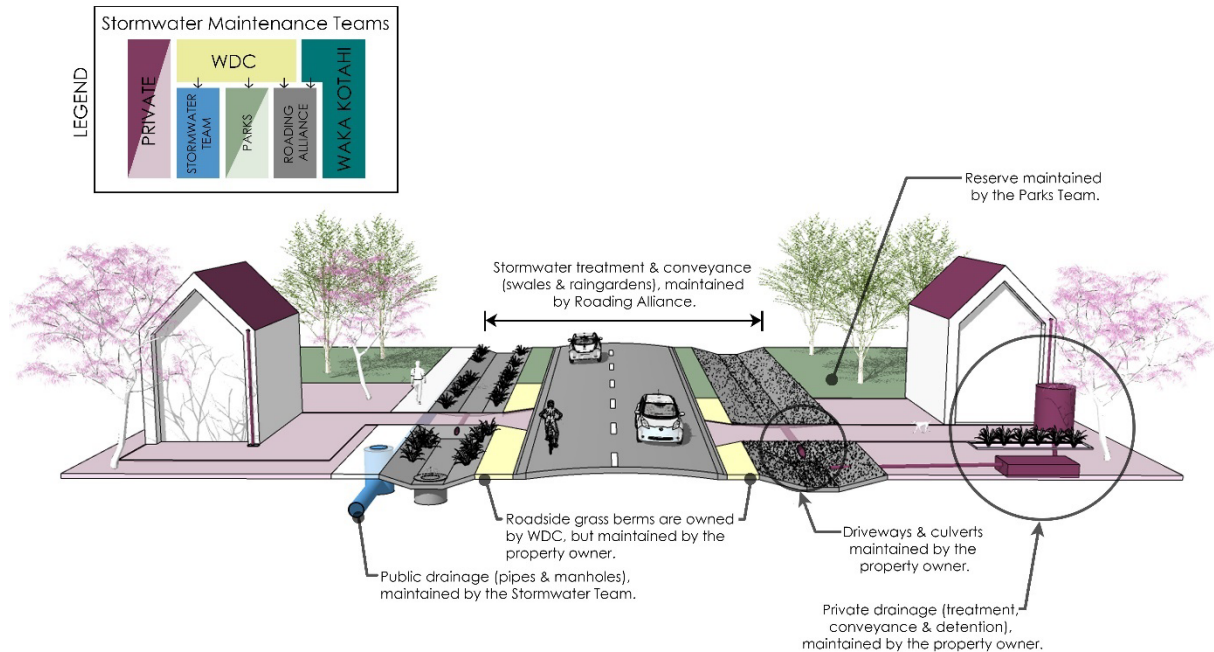
Urban Street Scene (1) – Cross Section:

The urban street scene cross section below represents responsibility of maintenance for specific stormwater assets for the Watercare Operations Team vs. Rooding Alliance.



Urban Street Scape (2) – Cross Section:

This urban street scape cross section and urban delineation (above) graphics also represent private responsibilities. These graphics can be utilities by property owners/customers to ensure they are familiar with their maintenance responsibilities.



Other success stories in the stormwater space:



Stormwater Bylaw 2021 – Our new (and first) Stormwater Bylaw came into effect on 20 September 2021. This bylaw helps manage the land, structure or infrastructure associated with stormwater drainage and protects and regulates against damage, misuse or loss of land, structures or infrastructure related to stormwater drainage.

Increased industry collaboration examples:

- Wetland tour of Drury South
- Maintenance training (SW360)
- Networking and information sharing

Increased community collaboration examples:

- Rivercare sponsorship
- Consistent community engagement

6. Next steps

Ahu whakamua

Stormwater Guidelines:

Stormwater is ever evolving, and we will actively seek feedback from a range of parties including:

- Land Development Engineers – Further feedback/input required to ensure the guidelines meet Waikato District Council requirements of urban land development.
- Lead Planner (or planning team) – There are planning rules that override some aspects of the stormwater guidelines.
- Active engagement with developers.

Stormwater Delineation:

Final delineation graphics (as above) to be included in the:

- Waikato District Council public website – for customers to view and identify their own and Council maintenance responsibilities,
- Final Stormwater Guidelines document.

Further work required in the stormwater delineation space:

- Develop a Knowledge Tree for the Council Call Centre team to assist in the identification of asset type using delineation diagrams.
- Asset owners/managers to develop internal Promapp Processes to cover management of each asset type including process reviews.

Other areas of improvement in stormwater:

Transfer of consent:

- Engage with groups for feedback to finalise transfer of consent process,
- Work through a backlog of consents that require transfer,
- Create asset register/database (in GIS),
 - Signal assets that have reached end of maintenance period

7. Attachments

Ngaa taapirihanga

Attachment 1 –Stormwater Delineation Table

Date:	26 April 2022
Report Author:	Zinab Al-Khaleefa, Three Waters Contract Engineer
Authorised by:	Gavin Ion, Chief Executive

Attachment 1 - Stormwater Delineation Table

Stormwater delineation between entities and subgroups

Consent Owner	Asset Owner	Asset responsibility (Operations and Maintenance)	Location	Description	Asset Examples
Kiwi Rail	Kiwi Rail	Kiwi Rail	Rail Reserve	All assets within the rail reserve unless the asset is part of the WDC stormwater network that crosses the railway.	Stormwater culverts that cross the railway including bridges Catchpits that drain the railway corridor Manholes and pipes that drain the railway corridor
NZ Transport Agency (NZTA)	NZ Transport Agency (NZTA)	NZ Transport Agency (NZTA)	Major roads, motorways and expressways	All assets within the NZTA transport boundaries used for stormwater management of the transport infrastructure	Swales (treatment and conveyance) Wetlands and ponds (treatment and detention) Road Catchpits (including any catchpit inserts) Road side raingardens Road culverts Piped network inside road reserve
Waikato Regional Council (WRC)	Waikato Regional Council (WRC)	Waikato Regional Council (WRC)	Rural drainage schemes	WRC are responsibly for non-urbanised drainage across the district including rivers.	Natural water bodies (Lakes, rivers, harbours and estuaries) outside of consented urban areas Rural open channels and drains Regional flood schemes: <ul style="list-style-type: none"> - Flood gates and associated flood control assets - Flood pumps - Stop banks

Consent Owner	Asset Owner	Asset responsibility (Operations and Maintenance)	Location	Description	Asset Examples
Waikato District Council (WDC)	Waikato District Council (WDC)	WDC Roding Alliance	Road Reserve	All stormwater asset that capture surface water from the carriageway and road reserve. This includes catchpits, enviropods, raingarden, conveyance swales and treatment swales. Vegetation maintenance is included for any asset that requires vegetation as part of its stormwater management (ie Treatment swales, raingardens etc...).	Road raingardens Road catchpits (including any catchpit inserts) Leads/pipes connected to road catchpits and raingardens Roadside raingardens Roadside swales (Conveyance and treatment) Road culverts
	Waikato District Council (WDC)	Parks and Reserves	Parks and reserves	All stormwater assets that are used for park or reserve drainage including any aesthetic, landscape or natural water bodies not specifically used for stormwater management of the public stormwater network (maybe specific assets that don't follow this general description).	Field catchpits Open channels/drains and swales Stormwater ponds/wetlands
	Waikato District Council (WDC)	Watercare Services Limited (WSL)	Public Network (District wide not covered above)	All stormwater assets that are not designated to the Roding Alliance or Parks that are part of the public stormwater network in urbanised areas.	All manhole junctions Catchpits not associated with Roding Piped network (excluding road assets as above) Conveyance swales Soakage pits Outlets including flap gates and headwalls Inlets including headwalls

To | **Waters Governance Board**
Report title | **Exclusion of the Public**

1. Staff recommendations Tuutohu-aa-kaimahi

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 number PEX 1 Confirmation of Minutes Item PEX 2.1 Actions Register Item PEX 3.1 Waters Financial Results to 28 February 2022 Item PEX 3.2 SCADA Upgrade Project	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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 PEX 1 Confirmation of Minutes	7(2)(a)	Refer to the previous Public Excluded reason in the agenda for this meeting.
Item PEX 2 Actions Register	7(2)(a)	Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 3.1 Waters Financial Results to 28 February 2022	7 (2) (b) (ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
Item 3.2 SCADA Upgrade Project	7 (2) (h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7 (2) (b) (ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position.
	7 (2) (h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7 (2) (l)	To enable negotiations to carry on without prejudice or disadvantage.
	7 (2) (j)	To prevent use of the information for improper gain or advantage.

2. Attachments

There are no attachments for this report.

Date:	26 April 2022
Report Author:	Matt Horsfield. Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader