
MINUTES for a meeting of the Waters Governance Board of the Waikato District Council held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 14 FEBRUARY 2024** commencing at **10.00AM**.

Present:

Mr D Wright (Chairperson)
Mr GJ Ion (Chief Executive, Waikato District Council)
Mr G Dibley

Attending:

Her Worship the Mayor, Mrs JA Church (*from 11.05am*)
Cr L Thomson
Cr P Thomson
Cr D Whyte
Ms M May (General Manager Service Delivery)
Mr K Martin (Waters Manager)
Mr D Sharma (Three Waters Reform Project Manager)
Mr J Baldwin (Waters Engineering Manager)
Mr M Curtis (Three Waters Support Engineer)
Mrs S Bult (Waters Contract Support Coordinator)
Mr M Bourne (Chief Operations Officer - Watercare)
Mr M Telfer (Operations Manager Waikato – Watercare)
Ms M van der Lee (Watercare)

Ms E Saunders (Senior Democracy Advisor)
Mr T Rowland (Democracy Advisor)

The meeting was opened with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the apology from:

- a. Ms R Schaafhausen and Ms J Colliar for non-attendance.**

CARRIED

WGB2402/01

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 Wednesday, 14 February 2024:

- a. 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**
- b. a closed discussion to take place at the conclusion of the public excluded meeting with the directors only.**

CARRIED

WGB2402/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Dibley/Mr Ion)

THAT the minutes for a meeting of the Waters Governance Board Meeting held on Tuesday, 28 November 2023 be confirmed as a true and correct record of that meeting.

CARRIED

WGB2402/03

ACTIONS REGISTER

Agenda Item 5

The Waters Manager spoke to the report which was taken as read and highlighted the following key points:

- Department of Conservation (DOC) update: The last correspondence with DOC confirmed they have no health & safety management plan however there is still no response from DOC after two follow ups.

ACTION: Chief Executive to follow up with Regional Director of Department of Conservation for a response and formalise this in writing.

- A Fire Service update was provided by Mr Telfer verbally and whilst there is no immediate fix particularly for the Taupiri area the Fire Service are aware of any issues.
- A question was raised in relation to the Raglan Community expectation following the last public meeting? Waikato District Council had a meeting with Waikato Regional Council (WRC) and it was noted that WRC are serving Watercare with a formal warning following the second breach due to an element of human error and are sending a copy to Council. WRC has also stated that there are anomalies in the Raglan Harbour and additional testing is taking place.
- Watercare is conducting CCTV as part of their investigation to determine if there is any issues coming from our network however it was noted that the discussion around another pipe was started because of commentary from a local board member and Watercare cannot locate this pipe.

ACTION: Watercare to provide details on the CCTV investigation they have undertaken to the Board.

- There was a heated debate with the public at the last meeting and it was noted that if another pipe hasn't been located then have we gone back to the public to give assurances or to show that we have taken their points on board and can confirm the pipes existence or not confirm? It was further noted that Watercare and Council made a promise to the Raglan Community so contact with Dennis Amoore (Raglan Community Board Chairperson) needs to happen and a thorough look at this is to be done.

ACTION: Watercare to contact Dennis Amoore (Raglan Community Board Chairperson) for assistance in locating historic pipe and determine the current status/ownership and utilisation.

- From a WRC perspective it was noted that there is a letter coming however no penalty is being applied and no further action is required. It was further noted that WRC were happy with the response of Water and are happy with the engagement that WDC and Watercare have done with the public as it has been open and transparent. WRC are happy with the plan going forward and the mitigations being put in place to ensure this doesn't happen again.

Resolved: (Mr Dibely/Mr Ion)

THAT the Waters Governance Board receives the Actions Register to January 2024.

CARRIED

WGB2402/04

REPORTS

Three Waters Governance Report – February 2024

Agenda Item 6.1

Mr Telfer spoke to the report which was taken as read and further discussion was held.

Key Highlights:

- The Maramarua Dispersal field has been completed as noted in the report.
- The Te Kauwhata Wastewater Treatment Plant commissioning has been completed and is now operational and it was noted that there will be ongoing testing to back the performance of the plant and to show compliance. There are no results so far but interim conversations are positive.
- Health & Safety events as outlined in the report were briefly discussed and highlighted.
- Mr Telfer gave the Board an update on an Health & Safety incident that occurred at the Huntly Water Treatment Plant after the report had been written. Whilst routine testing was underway, a incorrect line was opened and some caustic sprayed on an employee (contractor but still Watercare employee).
- Treatment was administered immediately by flushing out the chemicals from the eyes and body and the employee was taken for further medical treatment. Watercare notified the Council and have also notified Worksafe. The initial investigation has been completed and Watercare will be providing a copy of the report to both Council and Worksafe.
- A number of actions coming from this incident will be provided in the report in regard to sample taking and the clear labelling of lines to determine what these are and Watercare are reviewing all other lines to ensure labels and appropriate signage is in place.
- A question was raised in relation to unsupervised contractors on site and the emergency procedures in place and the induction they are given. Mr Telfer gave an update on what procedures Watercare have in place and what actions the injured person took once the incident occurred.

- A question was raised regarding appropriate headgear and if it was worn? It was noted that Yes, headgear was worn however no eye protection was worn as it was not part of the process. Long Personal Protection Equipment (PPE) was worn by the employee and it worked well however learnings moving forward is that long sleeve PPE should be removed immediately following an incident as it soaks through to the skin.
- It was noted that the Waters Industry have mandatory PPE items to wear that are task specific however sample taking does not require eyewear to be worn.
- It was noted that this incident will be published industry wide once the investigation is complete and it was further noted that there is a safety alert that goes out industry wide and to contractors when an event like this occurs.
- Is there is a full root cause analysis being done? Yes there is and this has been completed.

ACTION: A full root cause analysis is to be provided to the Board once the investigation is completed along with the recommendations and actions that have come out it.

- Mr Dibley showed an example of a safety suite of cards that identify critical risks for his industry and what constitutes a critical risk, what to do when critical risks are identified etc.. It was noted that Watercare do have something similar with the branding of "Back of Basics" which identifies their critical risks.

ACTION: Health & Safety Critical Risks - Watercare to provide the Board with a "Back to Basics" overview and information on their digital platform of critical risks.

Questions/Discussion:

- A question was raised in relation to the updating of instruction manuals at the Raglan Wastewater Treatment Plant. There is no update to the manuals scheduled until June 2025 which is understandable but that is still 16 months away – do we bite the bullet and just update anyway to ensure a discharge event doesn't occur again or have mitigations been put in place and all other avenues explored by Watercare to ensure this doesn't happen.
- It was noted that to update the manual now would be costly just for a few months (as it would take a few months just to get it updated) and Watercare are confident of the mitigations they have in place until the manuals are updated in June 2025.
- It was noted that Inductions have been done with both Operators and the Project Team at the plant to ensure everything is covered particularly as construction is underway in an operating plant. It was further noted that the plant has been isolated into two parts – operation and construction site and the project team have ownership of the construction site. Watercare are satisfied that any risks have been mitigated.
- A Risk Register for the project has been created and regular meetings are taking place.

- Raglan Water Treatment Plant: The Communication failures in December and no expert staff being available or onsite until January 16 2024 – are there risk registers in place to maintain critical levels of service? It was noted that Watercare will look into this further to ensure adequate coverage is in place 24/7.

ACTION: Levels of Service: Watercare to provide the Board with an understanding how they achieve a 24/7 365 day agreement of levels of service with it's contractors.

- A question was raised in relation to the UV system at the Raglan Wastewater Treatment Plant continuing to fail: any ongoing risks? It was noted that actions have been put in place by Watercare and they don't believe there is a larger issue.
- Discussions with mana whenua re: Te Kauwhata Wastewater Treatment Plant and the land based disposal option. It was noted that staff were not aware of any further discussions to date however the team are constantly engaging with mana whenua and having discussions through the Long Term Plan (LTP) process.
- It was asked how we reach a conclusion to these discussions with mana whenua? There are significant costs involved with the land based disposal option and it was noted that the Waters Manager and Mr Richard Bax are leading the conversations with Nga Muka.
- It was also noted that there is a good chance that this question of land based disposal will be a consultation question on the LTP and when the community see the costs involved for the options there could be strong opinions.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the Three Waters Governance report for February 2024.

CARRIED

WGB2402/05

Waters Reform Project Update – February 2024

Agenda Item 6.2

The Three Waters Reform Project Manager spoke to the report which was taken and the following discussion was held:

Key Highlights:

- It was noted that conversations are happening in Wellington right now as we speak as the Repeal Bill is in it's third reading.
- It was noted that it is still intent of Council to consult at this time and not defer the Long Term Plan.

Resolved: (Mr Dibley/Mr Ion)

THAT the Waters Governance Board:

- a. receives the Waters Reform Project Update February 2024 report; and**
- b. notes that the project management for waters services reform is ongoing.**

CARRIED

WGB2402/06

Three Waters Compliance Update

Agenda Item 6.3

Ms M van der Lee (Watercare) spoke to the report and the following discussion was held:

- It was noted that Waikato Regional Council (WRC) audits have taken place and actions have been done in Huntly, Te Kauwhata and Raglan.
- The Matangi consent that has expired – it was noted that the status at the moment is renewing the consent conditions and it is with the project team for completion. There is an issue at the plant with infiltration and Mr Telfer explained the actions that Watercare have undertaken to resolve these.
- It was further clarified that whilst the Matangi consent has expired, the extension of time was applied for six months out from the expiry date so the consent is still in place and existing conditions need to be met.
- It was noted in relation to the Port Waikato resource consent the risks are more of an impact to the environment rather than people. It was further noted that a sucker truck is being used.
- Odour Management Plant for the Meremere Plant: It was noted that even though actions have been taken to rectify the issue another audit by WRC has yet to be done and the Maramarua plant is the same (although it was noted that there are still some issues ongoing at Maramarua). Watercare will go back and ask for a re-audit from WRC as it would be great to see a reflection of the investment made in these plants.

ACTION: Watercare to follow up with Waikato Regional Council (WRC) and ask for a re-audit of both the Meremere and Maramarua Plants to enable the current non-compliant status to be updated.

Resolved: (Mr Wright/Mr Dibley)

THAT the Waters Governance Board receives the Three Waters Compliance Update report.

CARRIED

WGB2402/07

Raglan Wastewater Treatment Plant Non-Compliant Discharge Investigation
Agenda Item 6.4

The Waters Manager spoke to the report which was taken and the following discussion was held:

Questions/Discussion:

- The Operator attempting to contact a Senior Manager – how long was the senior manager unavailable for? It was noted by Mr Telfer that the person on call is the escalation officer and whilst the senior manager was available by phone there is some learnings particularly with staff being on call and their thinking behind getting action started.
- It was noted that all recommendations have been accepted and adopted as per the report.
- A question was raised in relation to access to spares – what mitigations have been put in place? A detailed discussion around this took place and whether Watercare is confident moving forward that the risks have been mitigated and an action is in place for the next meeting.
- It was further noted that the wording in the resource consent does allow for this to happen.

ACTION: Watercare to come back and provide advice on critical spares are available on-site and easily accessible along with the repair timeframes.

Resolved: (Mr Wright/Mr Ion)

THAT the Waters Governance Board receives the Raglan Wastewater Treatment Plant Non-Compliant Discharge Report.

CARRIED

WGB2402/08

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Mr Wright/Mr Ion)

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

- a. **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 PEX 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item number PEX 2 Action Register		
Item PEX 3.1 Waters Financial Report - January 2024		
Item PEX 3.2 Capital Delivery Programme Overview		

- b. **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	Refer to the previous Public Excluded reason in the agenda for this meeting.	
Item number PEX 2 Action Register		

Item PEX 3.1 Waters Financial Report - January 2024	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a persons commercial position.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
Item PEX 3.2 Capital Delivery Programme Overview	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.

CARRIED

WGB2402/09

Resolutions WGB2402/10 - WGB2402/14 are contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed at 12.13pm.

Minutes approved and confirmed this day of 2024.

David Wright
CHAIRPERSON