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**MINUTES** for a meeting of the Waters Governance Board of the Waikato District Council held in The Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 27 MARCH 2024** commencing at **10.30AM**.

**Present:**

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

**Attending:**

Cr E Patterson – *from 11.10am*  
Cr T Turner  
Cr P Thomson  
Cr D Whyte  
Mrs M Paki (Iwi Relationships Executive Manager)  
Ms M May (General Manager Service Delivery)  
Mr K Martin (Waters Manager)  
Mrs J Calambury  
Ms C Pidduck (Legal Counsel)  
Mr D Sharma (Three Waters Reform Project Manager)  
Mr J Baldwin (Waters Engineering Manager)  
Mr M Bourne (Chief Operations Officer - Watercare)  
Mr M Telfer (Operations Manager Waikato – Watercare)  
Mr S Northland (HSW Business Partner – WDC)  
Ms E Saunders (Senior Democracy Advisor)

*The meeting was opened with a karakia.*

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Wright/Mr Dibley)**

**THAT the Waters Governance Board receives the apology from:**

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

**CARRIED**

**WGB2403/01**

**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, 27 March 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**

**CARRIED**

**WGB2403/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mr Ion/Mr Dibley)**

**THAT the minutes for a meeting of the Waters Governance Board Meeting held on Wednesday, 14 February 2024 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**WGB2403/03**

## **ACTIONS REGISTER**

### Agenda Item 5

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

- It was noted that Council staff have been in contact with the Department of Conservation (DOC) and DOC have acknowledged the need for an Asset Management Plan. It was confirmed that the Dam is a DOC asset and is located on DOC land so all liability sits with them from a health & safety perspective.
- It was advised however that whilst the Dam is a DOC asset it would be beneficial for Council to still be involved in the DOC Asset Management Plan or be a key stakeholder as the Water Treatment Plant is located in close proximity to the Dam. Council staff to follow this up.

**ACTION:** Council staff to work with Department of Conservation (DOC) to ensure that the Ngaaruawaahia Water Treatment Plant is referenced in their Asset Management Plan and Council are included as a key stakeholder.

- Mr Telfer provided the Board with an update on the Raglan CCTV work that was undertaken including a small powerpoint map presentation highlighting the sections of network that has been tested. It was noted that 98% of the Raglan Network have now been tested in the last three months.
- The outcome from all the testing that has been undertaken confirms there is no human waste that has been detected in the network.
- It was noted that the Open drain is owned by Council and a brief explanation was provided by Mr Telfer in regards to the reasons the drain will remain open.

**ACTION:** A communication and engagement session with the the Raglan Community (via the Raglan Community Board) along with the Waikato Regional Council is to be arranged to present the outcomes from the CCTV testing.

- A brief overview of the remaining Action items (Levels of Service; Standardisation and Critical Spares) was provided by Mr Telfer with no further updates from the report. .
- It was noted that work is underway behind the scenes to collate all the relevant information for the Annual Plan for both the Meremere & Maramarua Audit. Once the information is collated a formal request will be submitted to Regional Council for another audit to be undertaken.

**Resolved: (Mr Wright/Mr Dibley)**

**THAT the Waters Governance Board receives the Actions Register to March 2024.**

**CARRIED**

**WGB2403/04**

## **REPORTS**

### Three Waters Governance Report – March 2024

#### Agenda Item 6.1

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

#### Key Highlights:

- An update on the employee who sustained a chemical burn injury was provided to the Board and it was noted that the employee has now returned to work. A full report on the incident has been sent to WorkSafe and it was further noted that Watercare have made a recent change to the minimum PPE gear that is required for both contractors and visitors who are onsite.
- The abatement notice for Ngaaruawaahia Wastewater Treatment Plant has been received and it will be presented to the board within the next two meetings.

#### Questions/Discussion:

- It was noted in response to a query that Watercare are working with Kiwirail to gain approval to undertake the Ngaaruawaahia Pipeline works which run underneath the tracks. It was further noted that Legal Counsel are updating the Council Insurers so they are aware of the works.
- Compliance Update: Mr Telfer provided further clarification on the first annual report from January to December 2023 which was submitted to Taumata Arowai via the Hinekorako system along with the Geosmin results.
- It was noted by the Board that there are still questions to be answered around the investigation report which didn't seem to go far enough. Questions have been raised with Watercare and a response is yet to be received.
- Te Kauwhata Wastewater Treatment Plant: It was confirmed that BECA have completed the report on the long list discharge options and discussions with Iwi and key stakeholders on the preferred option is the next step.
- It was queried whether the BECA report included any indicative costs? Mr Telfer will confirm this but doesn't believe that indicative costs were included. The concern Council have is the affordability issues with the options that are on the table – all options can be done but the cost restraints and affordability issues need to be highlighted.
- Moving forward it was noted that the Te Kauwhata Wastewater Treatment Plant report needs to be a complete package that includes all of the relevant technical, planning and affordability issues to ensure all areas are covered.

**ACTION:** Both Council staff and Watercare to come back to the Board at the next meeting with an updated report on the Te Kauwhata Wastewater Treatment Plant that includes the proposed timeline from both a planning (Consultation) and technical aspect along with the indicative costs for all the options on the table.

- It was noted that the Raglan Wastewater Treatment Plant investigation into a disposal option for sub-surface dripper land disposal on the Wainui Reserve is complete but the Board haven't received the report to date? Mr Telfer provide the Board with an update and advised that the plan is to have the consent applied for by the end of the year.
- It was advised that the futher option being looked at for land disposal is land that Council already have access to. It was further noted that the option to discharge into the harbour will always remain on the table.
- Mr Telfer confirmed that the consent conditions are being met at the Te Kauwhata Wastewater Treatment Plant.

**ACTION:** Watercare staff to confirm all compliance for the Te Kauwhata Wastewater Treatment Plant for the Board at the next meeting.

**Resolved: (Mr Wright/Mr Ion)**

**THAT the Waters Governance Board receives the Three Waters Governance report for March 2024.**

**CARRIED**

**WGB2403/05**

Risk Register Update – March 2024

Agenda Item 6.2

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

- It was noted by the Board that the report is very well written and it was confirmed in relation to Risk #40 that the affordability issues come with the discharge options – not the actual building of the plant.

**Resolved: (Mr Dibley/Mr Ion)**

**THAT the Waters Governance Board receives the Risk Register Update March 2024 report.**

**CARRIED**

**WGB2403/06**

## Watercare Health & Safety Procedures and Supporting Systems Overview

### Agenda Item 6.3

Ms M Telfer spoke to the report and the following discussion was held:

- Mr Sean Northland (HSW Business Partner – WDC) was introduced to the Board and provided a detailed overview of the report.
- It was noted that Watercare have a Health & Safety management plan in place the Board was given an online tour of the detailed information that is available to staff.
- It was queried whether an independent external audit had been undertaken with staff out in field? It was confirmed tha the next Audit is scheduled to take place in April 2024.
- It was further queried whether it would be possible to have the independent auditor come along to a Board meeting to present their audit findings once completed without the presence of Watercare? It was confirmed that the question can absolutely be asked and it should not be a problem.
- Mr Telfer took the Board through the Watercare IT system and the reporting methods that staff complete when reporting any Health & Safety issues was highlighted.
- It was queried whether there is any mechanisms in place with the IT system to ensure staff aren't just ticking boxes but actually have options to report any issues clearly and in detail. It was noted that Watercare staff have plenty of options to report any Health & Safety issues and Watercare are constantly looking at opportunities for improvement with the system.
- Mr M Bourne gave an overview of the Health & Safety Committees structures that are in place across all areas of the business and they include staff from a wide range of roles in the business and meet monthly to share information.
- A query was raised in regards to the processes in place for monitoring any outstanding incidents or actions – how are Watercare monitoring the outstanding incidents that are over 30 days old and how do the Board know that these actions are actually being completed? A report will be provided to the Board to specifically address outstanding actions and completion.

**ACTION:** Watercare to report back to the Board on the Outstanding Actions as they are closed out and completed

**Resolved: (Mr Wright/Mr Dibley)**

**THAT the Waters Governance Board receives the Watercare Health & Safety Procedures and Supporting Systems Overview Report.**

**CARRIED**

**WGB2403/07**

## **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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Item PEX 1 Confirmation of Minutes</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item number PEX 2 Action Register</b>		
<b>Item PEX 3.1 Waters Financial Report - February 2024</b>		
<b>Item PEX 3.2 Capital Delivery Programme Overview - March 2024</b>		
<b>Item PEX3.3 Tamahere/Matangi Zones - Long Term Serving Options</b>		

- 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:**

