

Agenda for a meeting of the Waters Governance Board meeting to be held via Audio-Visual Conference on **TUESDAY, 23 JUNE 2020** commencing at **9.30am.**

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

Open Meeting

To	Waters Governance Board
From	Gavin Ion Chief Executive
Date	16 June 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Waters Governance Board meeting held on Thursday, 21 May 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the **Waters Governance Board** held on **Thursday, 21 May 2020** be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

WGB Minutes – 21 May 2020

MINUTES of a meeting of the Waters Governance Board Meeting of the Waikato District Council held via audio-visual conference on **THURSDAY, 21 MAY 2020** commencing at **9.34am**.

Present:

Ms R Schaafhausen (Chair) *[until 11.43am]*
Mr D Wright
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern)

Attending:

Mr I Cathcart (Special Infrastructure Projects Manager)
Ms C Nutt (Waters Contract Relationship Manager)
Mrs LM Wainwright (Committee Secretary)

Ms S Danks (Waikato Business Manager, Watercare)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

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 Thursday, 21 May 2020 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be discussed with the public excluded;

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

- **Item 5.4 – Hamilton Waikato Metropolitan Area Wastewater Project.**

CARRIED

WGB2005/01

DISCLOSURES OF INTEREST

Ms Colliar advised members of the Board that she would declare a non financial conflict of interest in item PEX 2.7 [*Shared Services Agreement for Trade Waste, Sampling, Analysis and Smart Water*].

CONFIRMATION OF MINUTES

Resolved: (Mr Ion/Mr Dibley)

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

CARRIED

WGB2005/02

REPORTS

Actions Register

Agenda Item 5.1

The report was taken as read.

Action: The Chair advised that she proposed the training session for Board members in relation to Maaori perspectives on water would take place on a quarterly basis, rather than be tagged on to each Board meeting.

Action: The Minister of Local Government to be invited to the next meeting of the Board. The Chief Executive to outline the urgency and the reasons for her attendance - funding to explore projects and potential changes with water entities.

Action: Staff to seek perspective from Water NZ on funding to explore projects and potential changes with water entities before the Minister of Local Government meets with the Board.

Resolved: (Mr Wright/Mr Ion)

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

CARRIED

WGB2005/03

Register of Interests

Agenda Item 5.2

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

Three Waters Performance Report – April 2020
 Agenda Item 5.3

Ms Danks (Waikato Business Manager, Watercare), noted the following matters:

- No planned maintenance or new connections took place in April.
- One Health & Safety incident had occurred.
- KPI's had been achieved, except for abatement notices.
- Two significant water leaks had occurred at Springhill and Raglan.
- Reintegration of Watercare staff back into the workplace.
- Asset remediation plan was being worked on by Watercare.
- Stakeholder engagement plan was an ongoing process. A Stormwater Engineer had been employed and would assist with stormwater engagement.
- Development & Growth – Synlait and Ohinewai rezoning.

Action: Update to the June Board meeting on the proposed developments at Ohinewai ahead of key milestones around the River Servicing Strategy, AMP and RMA hearings associated with development in Ohinewai. In particular:

- * What is the developer's proposal for 3-waters servicing?
- * What is Watercare's view of the proposal?
- * How does the developer's proposal fit into the emerging solutions for the River Communities?
- * How will the 3 Waters servicing be funded?
- * Are there any financial implications in the short and long term on the WDC ratepayer to service development in this area. If there are, how are they being addressed?
- * Are there any other developers seeking to open up land in Ohinewai? If so, how will the best outcomes for the Waikato River and for this area be achieved? How will integrated servicing of development be delivered?

Action: Investigation into forums held by other councils in respect of engagement with mana whenua. Iwi and Community Partnerships Manager, Sam Toka, to present the vision to the next Board meeting.

Resolved: (Mr Wright/Mr Ion)

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

CARRIED

WGB2005/04

Hamilton Waikato Metropolitan Area Wastewater Project
Late Agenda Item 5.4

The Chief Executive noted the following matters:

- Benefit to both northern and southern wastewater plants and the opportunities for growth.
- Northern plant facilities growth was part of the Waikato 2070 growth strategy.
- Southern plant would take pressure off the existing plant at Pukete which would aid growth to the north.
- Waikato District would fund a contribution towards both detailed business cases. Level of funding was not known at this time.
- Southern plant was time critical for the upgrade of Cambridge and for development within the city.
- Benefits of plants and cost sharing arrangements.

Resolved: (Mr Wright/Mr Ion)

THAT the report from the Chief Executive be received;

AND THAT the Waters Governance Board delegate authority to the Chief Executive to work out cost-share funding commitments with Hamilton City Council and Waipa District Council to deliver the detailed business cases for the northern metropolitan area wastewater solution and the southern metropolitan area wastewater solution and report back to the Board;

AND FURTHER THAT the Waters Governance Board note that the detailed business case for the southern metropolitan wastewater solution would commence first due to the urgency associated with the Cambridge Wastewater Treatment Plant short term consenting project;

AND FURTHER THAT the Waters Governance Board delegate authority to the Council Chief Executive to determine the timing of the detailed business case for the northern metropolitan wastewater solution and a funding plan for that work and report back to the Board;

AND FURTHER THAT the Waters Governance Board endorses the governance structure and roles and responsibilities described in the Draft Hamilton-Waikato Metropolitan Wastewater Project Terms of Reference (as attached to the staff report);

AND FURTHER THAT the Waters Governance Board confirms Board Member, Garth Dibley, as the Waikato District Council representative on the Hamilton-Waikato Metropolitan Area Wastewater Project Governance Group;

AND FURTHER THAT the Waters Governance Board delegate authority to Mr Dibley to approve the Terms of Reference upon establishment of the governance group and including amendments resulting from feedback from other partners.

CARRIED

WGB2005/05

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Mr Ion/Ms Schaafhausen)

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 – Confirmation of Minutes 30 April 2020	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Actions Register		
Item 2.2 – Contract Financial Report – April 2020		

Item 2.3 - Amendment of the Agreement relating to the supply of water and the collection and treatment of Wastewater		
Item 2.4 - Business Case – Districtwide Water & Wastewater Reticulation Renewals 2020		
Item 2.5 - Business Case – Remote Telemetry Unit (RTU) Districtwide Site Implementation		
Item 2.6 - Business Case – Meremere WWTP MBR Upgrade Project		
Item 2.7 - Shared Services Agreement for Trade Waste, Sampling, Analysis and Smart Water		

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

Item No.	Section	Interest
Item 1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.2	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

Item 2.3	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.4	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.5	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.6	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.7	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special Infrastructure Projects Manager
Date	16 June 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Actions Register

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Actions Register

Waters Governance Board - Actions Register

OPEN MEETING

Meeting Date	Action	To Action	When	Status
20/11/19	Add dates to delegations table where applicable and put into a Board calendar (along with items in Contract from Schedule 14 Reporting Requirements).	C Nutt I Cathcart	March 2020	Delayed till June.
	<ul style="list-style-type: none"> ▪ Source details on small water schemes (e.g. Te Akau) to have available for WGB in advance of when Minister scheduled to attend a WGB meeting. (Infrastructure Committee papers early 2019 – Karen Bredesen to source) 	IC/KB	March 2020	In progress. Paper has been located. Linked to Water Safety Plan paper in June meeting.
	<ul style="list-style-type: none"> ▪ The General Manager Service Delivery to confirm the financial reporting and audit process and report back to the Board. 	I Cathcart	March 2020	Work has commenced on brief and identification of audit partners. Update to Board due in July.
	<ul style="list-style-type: none"> ▪ Watercare to provide high-level programme plan for Te Kauwhata WWTP resource consent strategy (ultimate solution and options, engagement plan) 	Watercare	March 2020	Linked to Mid Waikato servicing strategy. Due in June. TK strategy paper was submitted to Board
	<ul style="list-style-type: none"> ▪ Training session to occur before/after each Board meeting to discuss Maaori perspectives on water 	Gavin Ion/Chairperson Democracy	March 2020	Proposed to be completed on an as needs basis.
	<ul style="list-style-type: none"> ▪ Report on progress against governance responsibilities in the WDC-Watercare MoU. 	Gavin Ion/Chairperson	March 2020	Deferred till June meeting.
20/12/19	<ul style="list-style-type: none"> ▪ Joint meeting with Watercare Board to be arranged to track progress 	Gavin Ion/Chairperson	June 2020	Date of 30 June proposed. Seeking confirmation of

Waters Governance Board - Actions Register

Meeting Date	Action	To Action	When	Status
				availability of Board members.
	<ul style="list-style-type: none"> A vision and strategy workshop to be arranged to coincide with the April Board Meeting 	Gavin Ion/Chairperson	April 2020	Delayed till post COVID
	<ul style="list-style-type: none"> Presentation to the Board providing overview of Watercare's plans along the Waikato River re delivery of water services for the District. 	Ian Cathcart Watercare	Before Nov 2020	
	<ul style="list-style-type: none"> Staff to review WDC Risk Register to consider how Risk Factors are recorded to account for treatment plans/mitigation steps. 	Ian Cathcart	Apr 2020	
	Risk Register to be provided to the Board.	Ian Cathcart	June 2020	
	<p>The Board to be provided with:</p> <ul style="list-style-type: none"> The proposed Te Kauwhata water take consents strategy. A schedule of strategic water consents held by the District, including the current status and lapse dates. With a list of abatement notices. To inform future community engagement plan. 	Ian Cathcart/ Watercare	June 2020	Overview of Resource Consents status in the June papers.
11/2/2019	<p><u>Maramarua Wastewater Treatment Plant Compliance</u></p> <ul style="list-style-type: none"> Letter of response to be completed and forwarded to Waikato Regional Council. 	Ian Cathcart	July 2020	IC discussed status with WRC late May.
	<p><i>(Arrange for education and upskilling on maaori perspectives on water: what does it mean to mana whenua, kaitiakitanga, vision and strategy for the Waikato River, uniqueness to river settlement etc.)</i></p> <p>The Chair advised that she proposed the training session for Board members in relation to Maaori perspectives on water would take place on a quarterly basis, rather than be tagged on to each Board meeting.</p>	R Schaafhausen	August November February May	Training sessions to take place on a quarterly basis.

Waters Governance Board - Actions Register

Meeting Date	Action	To Action	When	Status
	<ul style="list-style-type: none"> ▪ The Minister of Local Government to be invited to the next meeting of the Board. The Chief Executive to outline the urgency and the reasons for her attendance - funding to explore projects and potential changes with water entities. <p>Presentation to be prepared to form base for discussions with LG Minister</p> <ul style="list-style-type: none"> ▪ Council's arrangements with Watercare – learnings and successes to date. ▪ Data on potential regulatory (cost) impact on the ratepayer as a consequence of the proposed water regulations. ▪ Impact of Council assuming some responsibility for private water supplies. ▪ Contribution towards Council/Watercare transition costs. ▪ The Lead we are providing on co-governance for 3 waters by Council and Iwi. ▪ Funding from central government towards the sub-regional 3 waters study. <p>Affordability – rates rebates and financial hardship</p>	G Ion	July 2020	
	<ul style="list-style-type: none"> ▪ Staff to seek perspective from Water NZ on funding to explore projects and potential changes with water entities before the Minister of Local Government meets with the Board. 	Ian C/Carole N	July 2020	
	<p>Update to the June Board meeting on the proposed developments at Ohinewai ahead of key milestones around the River Servicing Strategy, AMP and RMA hearings associated with development in Ohinewai. In particular:</p> <ul style="list-style-type: none"> - What is the developer's proposal for 3-waters servicing? - What is Watercare's view of the proposal? 	Clive Morgan / Ian Cathcart	June 2020	

Waters Governance Board - Actions Register

Meeting Date	Action	To Action	When	Status
	<ul style="list-style-type: none"> - How does the developer's proposal fit into the emerging solutions for the River Communities? - How will the 3waters servicing be funded? - Are there any financial implications in the short and long term on the WDC ratepayer to service development in this area. If there are, how are they being addressed? ▪ Are there any other developers seeking to open up land in Ohinewai? If so, how will the best outcomes for the River and for this area be achieved? How will integrated servicing of development be delivered? 			
21/5/2020	Investigation into forums held by other Councils in respect of engagement with mana whenua. Iwi and Community Partnerships Manager, Sam Toka, to present the vision to the next meeting of the Board.	Sam Toka / Gavin Ion	July 2020	

Open Meeting

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

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Register of Interests – Waters Governance Board

Register of Interests – Waters Governance Board

Ruku Schaafhausen

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

Garth Dibley

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

David Wright

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

Gavin Ion

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

Jackie Colliar

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

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special infrastructure Projects Manager
Date	23 June 2020
Prepared by	Carole Nutt Waters Contract Relationship Manager
Chief Executive Approved	Y
Reference #	WGB2020
Report Title	Three Waters Performance Report – May 2020

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Waikato District Council Three Waters Monthly Performance Report - May

WAIKATO DC

THREE WATERS

MONTHLY

PERFORMANCE REPORT

MAY 2020



Sharon Danks
WDC Business Manager
Watercare Waikato
2020

1. Health & Safety

There were no health and safety incidents in May.

Covid – 19 Response

All staff have returned to normal duties with physical distancing and contact tracing requirements in place. This is in line with the government's Level 2 guidelines.

The Te Rapa office is open and operating normally.

2. Key Performance Indicators

KPI – Description	Result May	Target 2019/2020
Water		
The extent to which Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria). (Number of zones that comply, maximum 18)	18	18
The extent to which Council's drinking water supply complies with Part 5 of the drinking water standards (bacteria compliance criteria). (Number of zones that comply, maximum 18)	15	15
Where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Attendance for urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site.	53	40 mins
Where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Resolution of urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	114	120 minutes
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation	1	≤ 3 days

system, the following median response times measured: - Attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site.		
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: - Resolution of non-urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	1	<3days
The total number of complaints received by Council about any of the following (expressed per 1000 connections to the networked reticulation system): - Drinking water clarity - Drinking water taste - Drinking water odour - Drinking water pressure or flow - Continuity of supply - The local authority's response to any of these issues	0.25	22/1000
Stormwater		
Council's level of compliance with resource consents for discharge from its stormwater system, measured by the number of the following notices, orders or convictions received in relation to those consents: - Abatement notices - Infringement notices - Enforcement orders - Convictions	1* Note this abatement notice was related to WDC non-compliances in the 18/19 financial year prior to the WSL contract	0
Wastewater		
The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system. - Non-sensitive receiving environments	0.26	≤ 2/1000
The number of dry weather sewage overflows from Council's system expressed per 1000 sewage	0.00	≤ 2/1000

connections to that sewage system. - Sensitive receiving environments		
Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured: - Attendance time: from the time that Council receives notification to the time that service personnel reach the site.	30	≤ 1 hour (45 mins)
Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured: - Resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.	65	≤ 4 hours (180 mins)
The total number of complaints received by Council about any of the following (expressed per 1000 connections to the sewage system): - Sewage odour - Sewage system faults - Sewage system blockages - Council's response to issues with its sewage system	0.26	≤ 10/1000
Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of: - Abatement notices - Infringement notices - Enforcement orders	3 The 3rd abatement notice is for Maramarua WWTP and relates to the 2018/2019 compliance period to the Watercare contract	≤ 2
Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of: - Convictions	0	0

Health and Safety		
Safety: Lost time injury frequency rate (LTIFR) per million hours worked	0	≤ 5
Safety: Total recordable injury frequency rate (TRIFR) per million hours worked	17	≤ 20
Safety: 100% of Notifiable (or serious non-notifiable) Events reported to WDC within 2 hours of occurrence	No events	100%
Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days	No events	100%
Safety – percentage of complaints resolved within 10 working days	100%	95%
Safety- Health and safety Audit programme and action plan completed (6 monthly and then annually)	On- hold	On hold
Safety - All site emergency plans to be drilled 6 monthly as per drill schedule	On-hold	On hold
Safety - Monthly Health and safety meeting held with all workers	Meetings now individual team based and conducted using WhatsApp	>90%
Safety -All workers to have completed required training within 6 months of transition	100%	>100%
Safety-Critical risk audit to be conducted by HSW BP Bi-monthly	On hold	On hold
Safety -Actions required to be closed within 1 month	100%	>90%

3. Operational Update

3.1 Treatment

General

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

Our Production staff have returned to almost normal work. Staff will change focus plants on the 2nd of June as we return to our normal monthly rotation.

Tony Gray (Water /Wastewater Treatment Operator) has commenced work with our team and is training by rotation through all sites on a weekly basis.

Alicia Blom (Maintenance Controller) is working with all staff and coming up to speed with our systems and processes.

There were several callouts to site during May. Of significance was a communications failure at Raglan WTP and Networks. This was due to a Spark Cisco modem failure on Sunday 10th evening. Comms were not available until Tuesday the 12th of May as Chorus technicians were not available.

There was also a significant communications and plant failure at Te Kauwhata WTP on the 25th of May as the result of a total UPS failure. There was no initial communications failure or UPS failure alarm until the battery supply was depleted.

General Workflow

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

Other issues include:

- All WTP raw water intake screens have been cleaned and surveyed by our dive team. The wastewater discharge diffusers have also been surveyed by the dive team. Dye testing of the diffusers and drone footage of the plume in the Waikato river and Raglan harbour will be completed early June.
- Huntly WTP Filter #5 is out of service to allow for damaged nozzles to be repaired and the sand media replaced. All other filters to be topped up with additional media.
- Huntly WTP #1 and #2 Clarifiers have been taken out of service, de-sludged and returned to service.
- Sludge surveys for the Raglan WWTP, Ngaruawahia WWTP, Meremere WWTP and Huntly WWTP wastewater ponds are being planned and will commence as soon as contractor staff are available.
- Te Kauwhata WTP # 2 Clarifier has been taken out of service for de-sludging and will be returned to service on the 3rd of June.
- The access to the Te Kauwhata WWTP site continues to be limited whilst contractors for the neighbouring development carry out upgrade work of the new gravity sewer main. Contractor work will recommence on the 6th of May. The power shut down planned for one

week commencing the 15th of May to allow for the coupling of the new sewer rising main has been delayed and will extend into June whilst work is completed.

- Botulism issues have abated with very few distressed birds being found. Mainly swans being affected at this time.

3.2 Networks

- Streamline Environmental have moved north into the Huntly area and are in the process of completing the cleaning and camera work of that portion of the network. Additional work packages for networks in Maramarua, Te Kowhai and Matangi have also been issued as this has the additional benefit of identifying inflow and infiltration issues for consent compliance purposes as well as informing Watercare's renewal programme and optimising the sewer network operation. No major defects or faults were observed by Streamline in the month of May.
- A major water break occurred on 13/05 on a 63 MDPE rider main on Saalbrey Road, Ngaruawahia. The break was easily isolated as it occurred close to the valving, but severe undermining resulting from the break had occurred very close to a power pole. WEL Networks attended site to ensure the power pole was stabilised whilst the remedial work was carried out.



- Allen's United have completed the bypass pipework at the Springhill reservoir and commissioning is complete. At the time of writing, the reservoir is being bypassed and water supply to Meremere has been uninterrupted. The bypass now allows for remedial works to be carried out on the reservoir to reattach a portion of the liner to the timber framing. Control valves at this site have also been identified as requiring replacement and remedial

works. A solenoid valve has been replaced on the inlet, but a larger scale project is required here. This will be carried out in conjunction with the repair of the reservoir liner.

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3.3 Planning

Key tasks completed include:

- Te Kauwhata WTP 4.5 ML/day upgrade – Beca working on design of upgrade
- Weekly Engineering Forum with WDC – this has been enhanced in status as the key weekly interaction between Watercare (Planning and Operations) and WDC (Legal, Development Engineers, Building Consents). Meetings on Developments have tended to be undertaken on an individual basis rather than through the forum.
- Meremere WWTP proposed MBR – Tender submissions have continued to be appraised. Contract award.
- Mid Waikato water supply and wastewater Servicing Strategy is nearing completion, Stantec workshopped the short list options with staff in May. The short list options will need to be consulted upon with Iwi, WDC and various community groups.
- Te Kauwhata water supply reservoir design progressing.
- Te Kauwhata WWTP Short Term Upgrade – Feedback from the WGB has meant reconsideration of the Activated Sludge upgrade not be undertaken and we will look at solution proposed from the Mid Waikato Servicing Strategy as is likely to be able to be implemented in similar timespan.
- Horotiu SW modelling underway, this project being done in conjunction with HCC and will provide insights to the flooding risk in Horotiu where the district plan review is proposing more residential zoning and business land is currently being developed. The results of the study will be workshopped this month.
- Scoping of Renewal works is complete and will progress to tendering in the next few months; this will be 2 years of renewal expenditure as we were unable to deliver projects last year.
- Work is progressing on AMP and will be workshopped with WGB in the coming month.

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

- Pokeno Wastewater Network Upgrades – package has been prepared.
- Te Kauwhata Trunk water main upgrade – package being drafted awaiting Servicing Strategy prior to pricing.
- Ngaruawahia WW Pump Stations and Rising main upgrade concept – package has been prepared.
- Ngaruawahia WTP waste disposal options study is progressing.
- Raglan Consenting – service package has been developed with Beca, PDP consultants relating to further assessment of land disposal and aquifer recharge options. Additional scoping work on a stream recharge option is underway. Liaison with key stakeholders have occurred and a second community meeting was held on Zoom successfully on 27 May.

- SW modelling is being undertaken to assist in sizing of proposed SW culvert in Travers Road Te Kauwhata

Development / Growth related matters being worked on include:

- Synlait Dairy Factory Pokeno – rising main and fibre optic connection between Market St wastewater pump Station – issues damage to existing rising main, SCADA control, DA and future flows, Pukekohe WWTP capacity issues, Trade Waste and Development agreements. Synlait’s consultant have indicated they will repair damaged rising main this month as they have resolved issues with Kiwirail and contractor’s insurance company.
- Ohinewai Rezoning - a meeting with consultants (Tonkin and Taylor) was held relating to a further Ohinewai residential development area. Proposals for the short-term solution for water and wastewater servicing of this area were shared with them.
- Meeting held with WDC on outstanding POAL issues.
- Further discussions with Northgate Industrial Park (stage 3) relating to servicing and SW requirements.

3.4 Abatement Notice Resolution

Meremere WWTP

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

The installation of the MBR at Meremere has been tendered and 2 technically compliant tenders have been received. WSL is progressing the tender evaluation and a Business Case and Contract Approval appear was be submitted to the May WGB for approval and is currently awaiting WDC approval. The contractor will likely start on site immediately in July if council approval is gained.

The preparation of the Long Term 35-year consent for this site is progressing well and is on track for submission to WRC in September 2020

Te Kauwhata WWTP

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

The Mid Waikato Servicing Strategy will recommend preferred mid to long term options for WWTPs including potential plant consolidation options. This work is due in June 2020.

3.5 Shared Services

Planning has commenced for the transition of laboratory and trade waste services to WSL internal providers with a view to the transition occurring on the 1 October 2020. Watercare has developed an operational plan for the services post 1 October.

WSL is awaiting a formal notification from WDC regarding the transition of Laboratory and Trade waste services to WSL on the 1st October 2020.

3.6 Compliance

All May compliance reports are due to be submitted to Waikato Regional Council and Waikato Regional Public Health Service within the first week of June.

Recently it was discovered the backwash discharge parameters for the WRC discharge consent had not been sampled for the last 24 months – this sampling should be undertaken 6 monthly. This will be rectified in June 2020.

Water Safety Plan for Raglan and Te Akau are due to be reviewed and submitted to Waikato Regional Public Health Service by the end of June 2020.

3.7 Customer

- The customer team has started 6 monthly data cleansing, to capture missing or incorrect water meter data. Starts with reconciliation between databases e.g. assetfinda
- The customer team continues as business as usual, the last six monthly invoice run for this year is due out next week.

3.8 Condition Assessment / Asset Remediation

Condition Assessment

The condition assessment field work has been completed and the final report has been received

The asset data collected in the condition assessment programme will be used as the basis of an interim management system. Maintenance planning will be initially focussed on Water Treatment plants. This will allow Watercare to demonstrate compliance with the Drinking Water Standards

3.9 Strategic Resource Consents

Raglan WWTP Resource consent

May has allowed progression of the first phase of refinement toward the best practical treatment and discharge scenario, where community and hapū engagement has been undertaken. Refinement

occurred through an internal ‘short-list’ workshop using ‘traffic light’ scoring over multiple criteria. This had the purpose to exclude fatally flawed options from further consideration. Finalisation of this phase then allows for focused investigation on theoretically feasible options that:

- provide environmental protection;
- achieve the statutory requirement to accomplish positive cultural, kaitiakitanga and Treaty of Waitangi outcomes, and to
- achieve general community and hapū satisfaction that application preparation methods have been undertaken in manner that meets project objectives, shown in the table below:

Raglan WWTP Discharge Consent Application: Project Objectives

The aim of the project is to identify the best practicable option to provide wastewater services for the Whāingaroa community. In doing this we aim to:

- Keep communities healthy
- Protect the environment, particularly the water quality and ecology of the Whāingaroa Harbour
- Recognise the significance of the Whāingaroa Harbour to mana whenua and support the kaitiaki management of customary fishing
- Protect the community use of the area, along with the visitor experience
- Work in partnership with the community and hapū
- Retain flexibility for future, sustainable, long-term solutions including potential reuse of treated wastewater
- Keep the overall costs of the wastewater solution to affordable levels

Draft short-listed options taken and discussed with the community and hapū included both marine and non-marine discharge solution, where clear messaging to all has been that no preconceived project team ideas exist in respect to a favoured option. It has hopefully been stressed that project team has the deliverable to arrive at a recommended ‘best practical option’ (BPO) that caters for winter treatment through:

- technical analysis of alternative options;
- community engagement direction and;
- overall acceptability to hapū (i.e. in meeting statutory and Council obligatory needs)

The general community and hapū position on presented options were:

- dissatisfaction with any Deep Bore Injection option, and the
- expectation for significant re-use potential to accompany the BPO, particularly food production.

The next phase of work will encompass costing of options. As part of the community Zoom meeting, time was spent to cover how affordability and Council processes are undertaken. A figure of \$27M was presented as the updated Asset Management Plan figure, where this sum has 2019 supporting documentation for an irrigation option, which still required an ocean outfall for high flows (winter) as a more suitable place-holder of upgrade funding required.

Meremere WWTP Resource consent

The hydraulic modelling and quantitative microbial risk assessment (QMRA) investigation to support the assessment of environmental effects is now underway. The project team are now considering the plant design alongside peak flows. It is critical that any proposed conditions on compliance limits and periods (i.e. to accompany the application) are practical and allow for intermittent higher loads. Ongoing discussion is underway, with the intention to engage with Waikato Regional Council are part of pre-application discussion on pathways forward.

Open Meeting

To	Waters Governance Board
From	Ian Cathcart Special Infrastructure Projects Manager
Date	23 June 2020
Chief Executive Approved	Y
Reference #	WGB2020
Report Title	Risk Register Update

1. EXECUTIVE SUMMARY

This report is to give the Board an update on the risk register. The report outlines the extreme and high risks in the WDC risk register.

2. RECOMMENDATION

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

3. DISCUSSION

The paper covers the update of the WDC risk register and there are 62 risks are on the register.

The 15 extreme and high risks are attached.

The risks are under active management as updated in the attached tables.

4. CONCLUSION

The risks are being managed and reported via monthly ops report and quarterly board reports.

Risk Tables

		<h2 style="text-align: center;">Risk Register (Standard)</h2>										
		Project Name: Watercare Contract Three Waters					Project Number:					
		Completed By: Project Team					Date: 11/06/2020					
Risk Ref #	Risk Statement	Gross Risk score			Treatment plan	Residual Risk score			Contingency	Risk Owner Who will take responsibility for this risk? (One person!)	Monitoring/ Reporting Who will monitor and report on this risk?	Timeframe What is the frequency for monitoring/reporting?
		Likelihood	Consequence	Factor		Likelihood	Consequence	Factor				
5	Volumes of water per customer Volumetric charging could adversely impact on revenue. Revenue not sufficient to cover costs.	3	4	High	Volumetric charging is relatively new to the district so we could see behaviours change. Close tracking of volumes sold will need to be undertaken	3	4	High	Consider impacts in LTP budget process	Relationship Manager	Relationship Manager	Quarterly risk reporting
6	Population Growth - Customer numbers don't increase to the extent anticipated in the model so revenue is impacted. Revenue not sufficient to cover costs.	3	4	High	WDC have the revenue risk. The revenue requirements are reviewed every year. Growth numbers are derived from modelling at lower risk scenarios. The source of data is the National Institute of Demographic and Economic Analysis (NIDEA)	3	4	High	Consider impacts in LTP budget process	Relationship Manager	Relationship Manager	Quarterly risk reporting
9	Not meeting Operational Period conditions. Relationship Manager in co-ordinating role needs dedicated time to actively manage all necessary project management responsibilities and tidy up historical issues	4	5	Extreme	Start a Transition Period Transition plan with Stream Leads to take full responsibility for their areas. Noyt yet started as dealing with historic issues.	4	4	High	Delay the operational period commencement.	Relationship Manager	Relationship Manager	Quarterly risk reporting

Risk Tables

 Risk Register (Standard)												
Project Name:		Watercare Contract Three Waters				Project Number:						
Completed By:		Project Team				Date:		11/06/2020				
Risk Ref #	Risk Statement <i>Risk statement to include "Bad outcome - cause"</i>	Gross Risk score			Treatment plan <i>What can we do about each significant risk to either eliminate it or reduce it?</i>	Residual Risk score			Contingency <i>If the risk becomes reality...what action(s) will we implement?</i>	Risk Owner <i>Who will take responsibility for this risk? (One person!)</i>	Monitoring/ Reporting <i>Who will monitor and report on this risk?</i>	Timeframe <i>What is the frequency for monitoring/ reporting?</i>
		Likelihood	Consequence	Factor		Likelihood	Consequence	Factor				
21	Development Agreements are not put in place in a timely manner. WDC or WSL exposed to costs to get agreements in place retrospectively. Developer may not be able to connect to services in timely manner (or at all)	5	4	Extreme	Focus is being placed on closing off development agreement discussions and continuing active dialogue with developers. A working group has been set up between in WDC associated with the weekly ' Water Wash Up' meetings to address outstanding and future agreements.	3	4	High		Special Infrastructure Project Manager	Relationship Manager	Quarterly risk reporting
29	Support systems necessary to maintain LOS are not available or reliable through transition period into the operational period	3	4	High	New IM stream lead required to ensure the integration occurs. Maintenance of existing systems until new system are tested and ready	3	4	High	Not in place yet	Relationship Manager	Relationship Manager	Quarterly risk reporting
39	Definition of the storm water scope and costs is loose leading to a lack of service.	4	4	High	Develop adjusted scope and cost over the 21 month transition period. Existing staff know historical obligations so can plan for transition in the interim of greater scope accuracy.	3	4	High		Relationship Manager	Relationship Manager	Quarterly risk reporting

Risk Tables

 Risk Register (Standard)												
Project Name:		Watercare Contract Three Waters				Project Number:						
Completed By:		Project Team				Date:		11/06/2020				
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		Likelihood	Consequence	Factor		Likelihood	Consequence	Factor				
40	Insufficient funds for Raglan WWTP consent application and plant upgrade in current LTP	5	5	Extreme	Review estimates for both consent processing and any plant upgrade and ensure it is in the next LTP. Bring forward funding. Consent processing budget was increase by WDC late January 2020. The consent application will be submitted in Nov 2020. The LTP budget will be reviewed during 2020 as the best practical option is developed.	3	4	High		Relationship Manager	Relationship Manager	Quarterly risk reporting
43	Non compliance with discharge consents not in abatement or further abatement notices	4	3	High	Identification of required upgrades early to allow upgrade costs to be included in LTP funding plan. Continued liaison with regulators. Paper submitted to WGB June 2020.	4	3	High		Relationship Manager	Relationship Manager	Quarterly risk reporting
47	Abatement notice at Te Kauwhata WWTP is not complied with in time	4	5	Extreme	Strategy developed with Watercare. Part of the Mid Waikato Servicing Strategy. HIF funding 90% secured. Community engagement has commenced.	4	4	High		Special Infrastructure Project Manager	Relationship Manager	Monthly Operations report
48	Abatement notice at Meremere WWTP is not complied with in time	4	5	Extreme	Council approved budget early June to upgrade the plant. Working with WRC to agree timing of abatement notice compliance date.	4	4	High		Special Infrastructure Project Manager	Relationship Manager	Monthly Operations report

Risk Tables

 Risk Register (Standard)												
Project Name:		Watercare Contract Three Waters				Project Number:						
Completed By:		Project Team				Date:		11/06/2020				
Risk Ref #	Risk Statement <i>Risk statement to include "Bad outcome - cause"</i>	Gross Risk score			Treatment plan <i>What can we do about each significant risk to either eliminate it or reduce it?</i>	Residual Risk score			Contingency <i>If the risk becomes reality...what action(s) will we implement?</i>	Risk Owner <i>Who will take responsibility for this risk? (One person!)</i>	Monitoring/ Reporting <i>Who will monitor and report on this risk?</i>	Timeframe <i>What is the frequency for monitoring/ reporting?</i>
		Likelihood	Consequence	Factor		Likelihood	Consequence	Factor				
49	Long Term resource consent application for Raglan WWTP is poor or not completed in time. Reputational damage with the local community and Iwi if the process is not expedited quickly and inclusively.	4	5	Extreme	Short term 36 month consent gives WDC the time to work with Watercare to achieve the best outcome. Consent lodged 6 November 2019.	3	5	High		Special Infrastructure Project Manager	Relationship Manager	Monthly Operations report
50	Procurement savings in business case over estimated and contract implementation shows savings will not be met	3	5	High	Get clarity on true costs as soon as possible Consider LTP budget re-evaluation	3	5	High		Relationship Manager	Relationship Manager	Quarterly risk reporting
60	Contract for Hamilton City water supply to WDC has lapsed and is mid negotiation with cost exposure impacting savings anticipated in the LTP Watercare model	5	4	Extreme	Continue negotiations when time permits. Budget exceedance in LTP will need consideration	5	4	Extreme		Special Infrastructure Project Manager	Relationship Manager	Quarterly risk reporting
61	TKWA contract has expired and needs reviewing to modernise, add KPIs and ensure consent to take water will be committed to by the association. The new drinking water regulation may impose WDC oversight on the association regardless of whether the asset owner or not.	5	3	High	Supply continues using the lapsed agreement. Consultant being engaged to manage the process to clear up the maintenance contract, resource consent strategy and supply contract.	5	3	High		Special Infrastructure Project Manager	Relationship Manager	Quarterly risk reporting
62	Risk of prosecution for failure to meet requirements of stormwater consents across the district. A letter of direction was received from WRC for the 2020 Stormwater audit.	5	3	High	Complete the required actions from the letter including an update of the Stormwater Management Plan. The contract requires a review of the approach to stormwater. A workshop was started in early 2020 to review how stormwater is delivered and the grey areas between roading, parks and waters.	5	3	High		Relationship Manager	Relationship Manager	Quarterly risk reporting

Open Meeting

To	Waters Governance Board
From	Gavin Ion Chief Executive
Date	16 June 2020
Prepared by	Lynette Wainwright
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 – Confirmation of Minutes 21 May 2020	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Actions Register		
Item 2.2 – Contract Financial Report – May 2020		
Item 2.3 – Resource Consent Summary		
Item 2.4 – Resourcing Implications of Ohinewai Development Proposals		

Item 2.5 - Governance Responsibilities in Relation to the Watercare Memorandum of Understanding		
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item 1		Refer to the previous Public Excluded reason in the Agenda for this meeting.
Item 2.1		Refer to the previous Public Excluded reason in the Agenda for this meeting.
Item 2.2	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.3	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 2.4	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

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| Item 2.5 | 7(2)(b)(i) | To protect information where the making available of the information would disclose a trade secret. |
| | 7(2)(b)(ii) | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |

AND THAT Ms Danks 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 Watercare's role and responsibility for those matters