

Agenda for a meeting of the Waters Governance Board meeting to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **FRIDAY, 20 DECEMBER 2019** commencing at **9:00am**.

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

Open Meeting

To	Waters Governance Board
From	Gavin Ion Chief Executive
Date	13 December 2019
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 Wednesday, 20 November 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Waters Governance Board held on Wednesday, 20 November 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

WGB Minutes – 20 November 2019

MINUTES of a meeting of the Waters Governance Board Meeting of the Waikato District Council held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 20 NOVEMBER 2019** commencing at **9.09am**.

Present:

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

Attending:

Mr I Cathcart (General Manager Service Delivery)
Ms C Nutt (Project Manager)
Mrs LM Wainwright (Committee Secretary)

Ms S Danks (Waikato Business Manager, Watercare)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Ion/Ms Schaafhausen)

THAT an apology be received from Mr Dibley.

CARRIED

WGB1911/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Ion/Mr Wright)

THAT the agenda for a meeting of the Waters Governance Board Meeting held on Wednesday 20 November 2019 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 THAT the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chief Executive:

- **Watercare Waikato Financial Results for October 2019.**

CARRIED

WGB1911/02

DISCLOSURES OF INTEREST

It is noted that Mr Dibley is a Board Member of Water New Zealand.

It is noted that Ms Schaafhausen is the Chair of the Freshwater Iwi Leaders Group.

It is noted that Mr Wright is no longer chair of Workbridge Incorporated.

It is noted the Ms Colliar is an employee of Hamilton City Council, Project Lead for the Subregional Three Waters project on behalf of Future Proof and a member of Te Hāroto.

CONFIRMATION OF MINUTES

Resolved: (Mr Wright/Mr Ion)

THAT the minutes of a meeting of the Waters Governance Board Meeting held on Wednesday, 18 September 2019 be confirmed as a true and correct record of that meeting.

CARRIED

WGB1911/03

REPORTS

Roles and Responsibilities

Agenda Item 5.1

The Chief Executive summarised the report and the following matters were discussed:

- Council adopted its Terms of Reference and Delegations for Council, and Committees of Council on Tuesday 12 November. The Waters Governance Board was delegated the following additional powers:
 - a. to determine the approach for resource consent applications for the Waters' business and monitor progress of those applications on behalf of the Council; and
 - b. to review and monitor existing strategic resource consents.
- The purpose of the Board was to have independence from Council, for which the Council agreed.
- Dialogue between Watercare and the Council was key. Reputational risk must be well managed.
- Roles and Responsibilities schedule.
- Annual and half yearly financial statements. The audit process was yet to be determined.
- Staff to consider the implications of new water regulation rules.

Resolved: (Mr Wright/Ms Schaafhausen)

THAT the report from the Chief Executive be received;

AND THAT the Waters Governance Board accept the delegation from Waikato District Council to determine the approach for resource consent applications for the Waters' business, and monitor progress of those applications on behalf of the Council, and review and monitor existing strategic resource consents.

CARRIED

WGB1911/04

Future Meeting Items

Agenda Item 5.2

The following matters were discussed:

- Solar array systems. WEL were increasing their knowledge and experience in this area.
- A strategic workshop session would be held with Watercare in April 2020. Innovations items to discuss would be distributed generation, smart meters and carbon emissions.

Resolved: (Mr Wright/Mr Ion)

THAT the report from the General Manager Service Delivery be received.

CARRIED

WGB1911/05

Raglan Wastewater Treatment Plant short term consent application

Agenda Item 5.3

The following matters were discussed:

- The Chief Executive summarised the history of the consent application.
- The recent lodging of a short term consent application for the Raglan wastewater treatment plant. The 36-month consent would effectively allow Waikato District Council to legally continue to operate the plant while further investigation was undertaken with Watercare and the community to find the best treatment and discharge outcome.

Resolved: (Mr Wright/Mr Ion)

THAT the report from the General Manager Service Delivery be received.

CARRIED

WGB1911/06

Relationship Manager Waters Contract – recruitment and work update
Agenda Item 5.4

The General Manager Service Delivery advised that 11 candidates had applied for the position and screening was underway. Interviews would be held before the end of 2019.

Resolved: (Ms Schaafhausen/Mr Ion)

THAT the report from the General Manager Service Delivery be received.

CARRIED

WGB1911/07

Waikato District Council Three Waters Monthly Performance Report – October 2019
Agenda Item 5.5

Ms Danks summarised the report and noted the following matters:

- Suppliers were now on board with Watercare
- No Consultant invoices had been received at this time.
- Health & Safety incident at Port Waikato.
- Failed KPI – Attendance for urgent call-outs. The target is annual but Watercare report monthly which results in incorrect rolling averages.
- Meremere abatement notice.
- A draft strategy for Raglan had been prepared and would be submitted to the Board.

Resolved: (Mr Ion/Mr Wright)

THAT the report from the General Manager Service Delivery be received.

CARRIED

WGB1911/08

The meeting adjourned at 11.13am and reconvened at 11.33am.

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Mr Ion/Mr Wright)

THAT the report from the Chief Executive be received;

AND THAT the public be excluded from the meeting during discussion on the following items of business:

Confirmation of Minutes dated Wednesday, 18 September 2019

Open Meeting

To	Waters Governance Board
From	Ian Cathcart General Manager Service Delivery
Date	13 December 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Register of Interests – Waters Governance Board

1. EXECUTIVE SUMMARY

A copy of the Register of Interests Report 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 General Manager Service Delivery 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 Te Waharoa Investments Ltd Miro Hautupua Ltd Te Whakakitenga O Waikato Inc
Community organisations	Equippers Trust Tindall Foundation Prices Trust New Zealand Equippers Church – Pastor
Other appointments	Waikato Regional Council Waipa District Council Waikato District Council – Co-Governance Committee Hamilton City Council Waikato Plan Leadership Committee AgResearch Tikanga Framework Think Tank (Tax Working Group) 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	<p>Director, David Wright Limited</p> <p>Trustee, Tervuren Trust</p> <p>Trustee, Solomon Islands Tourism Infrastructure Development Fund (Incorporated)</p> <p>Chief Executive, Red Meat Profit Partnership</p> <p>Director of Waimea Water Ltd</p>
Community organisations	<p>Chair, Niue / New Zealand Energy Partnership Project Steering Group</p> <p>Member, Audit and Risk Committee, Internet New Zealand Incorporated</p>
Other appointments	<p>Chair, Wellington Water Limited</p> <p>Chair, Central Air Ambulance Rescue Limited</p> <p>Chair, Search and Rescue Services Limited</p> <p>Chair, Solomon Islands Airport Corporation Limited</p> <p>Advisory Board Member, Global Safety Index Pty Limited</p>
Property within the District	Nil
Any other interests	Nil

Gavin Ion

Companies and Trusts	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 Chairperson, Waikato Local Authority Shared Services Limited
Property within the District	Nil
Any other interests	Nil

Jackie Colliar

Companies and Trusts	Nil
Community organisations	Nil
Other appointments	Member of Te Hāroto
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 General Manager Service Delivery
Date	20 December 2019
Prepared by	Sharon Danks Business Manager, Watercare Waikato
Chief Executive Approved	Y
Reference #	WGB2019
Report Title	Waikato District Council Three Waters Monthly Performance Report – November 2019

1. EXECUTIVE SUMMARY

A copy of the Waikato District Council Three Waters Monthly Performance Report – November 2019, is attached for the Board's information.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Waikato District Council Three Waters Monthly Performance Report – November 2019

WAIKATO DC

THREE WATERS

MONTHLY

PERFORMANCE REPORT

NOVEMBER 2019



New signage on the Pukete Rd office to help visitors navigate

Sharon Danks
WDC Business Manager
Watercare Waikato
5th December 2019

1. Health & Safety

Three broken vehicle windscreens were reported during November. All the incidents were related to loose gravel during the resealing of State Highway 1 between Te Kauwhata and Hampton Downs. Heavy vehicle traffic travelling on the opposing side of the road did not slow to the conditions.

Work station assessments commenced for all staff at Te Rapa following requests being logged in I-care. The assessments will be completed in November and any actions arising will be implemented in January.

2. Key Performance Indicators

KPI – Description	Result Oct-19	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.	41*NOTE 1	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.	101	120 minutes
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following	1	≤ 3 days

<p>median response times measured:</p> <ul style="list-style-type: none"> - Attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site. 		
<p>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:</p> <ul style="list-style-type: none"> - 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
<p>The total number of complaints received by Council about any of the following (expressed per 1000 connections to the networked reticulation system):</p> <ul style="list-style-type: none"> - 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 	2.38	22/1000
Stormwater		
<p>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:</p> <ul style="list-style-type: none"> - Abatement notices - Infringement notices - Enforcement orders - Convictions 	0	0
Wastewater		
<p>The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system.</p> <ul style="list-style-type: none"> - Non-sensitive receiving environments 	0.09	≤ 2/1000
<p>The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system.</p> <ul style="list-style-type: none"> - Sensitive receiving environments 	0	≤ 2/1000
<p>Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured:</p> <ul style="list-style-type: none"> - Attendance time: from the time that Council receives notification to the time that service personnel reach the site. 	33	≤ 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.	191 *Note 2	≤ 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	0.87	≤ 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	2	≤ 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	0	≤ 20
Safety: 100% of Notifiable (or serious non notifiable) Events reported to WDC within 2 hours of occurrence	No Events in November	100%
Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days	No Events in November	100%

Note: only contractual KPI's that can be determined with a single month's data are reported in October 2019 report. Additional KPIs will be reported quarterly and annually.

*NOTE 1 In November the average KPI is greater than the annual average for the 18/19 FY and the KPI target for WSL. Although the KPI is improving, it is still outside of the WSL KPI as there is still a relatively high level of breaks in Raglan and it takes approximately 45 minutes to drive to Raglan

from Ngaruawahia. As the year progresses it is likely the target will be achieved. The WDC target for this KPI is 1 hour.

***NOTE 2**

In November there were 4 sewer overflows resulting from blockages, 2 of which were in Raglan. Although the blockages were resolved within the WDC KPI of four hours, the average resolution time for November was greater than the annual average for 18/19. The main delay on the jobs was waiting for jetting contractor to arrive from Hamilton.

Health and Safety monitoring

From January WSL will report on Lead and Lag indicator for Health and Safety. We propose to report on the following indicators:

Objective	Key Performance Indicator	Measure	Target	Review frequency
HSWMP system effectiveness	Leadership:	Percentage of complaints 'resolved and closed' within 10 working days	≥ 95%* ^[1]	Monthly
	HSWMP Audit	Safety: Health and Safety Audit programme and action plan completed	100%*	6 monthly then annually
	Event reporting	Safety: 100% of notifiable (or serious non-notifiable) Events reported to WDC within 2 hours of occurrence	100%*	Monthly
	Event management	Safety: 100% of Notifiable Event reports supplied to WDC within 21 business days	100%*	Monthly
	Emergency Plan Drills	All site emergency plans to be drilled 6 monthly as per drill schedule	>100%	Monthly
	Engagement and consultation	Monthly Health and safety meeting held with all workers	>90%	Monthly
	Training	All workers to have completed required training within 6 months of transition	>100%	Monthly
Objective	Key	Measure	Target	Review

*^[1] Indicates KPI required by WDC in the contract .

	Performance Indicator			frequency
Risk Management	Critical risk audits	Critical risk audit to be conducted by HSW BP Bi-monthly	>100%	Monthly
	Critical risk audit actions	Actions required to be closed within 1 month	>90%	Monthly
	Lost time injury frequency rate	$\frac{\text{Total Number of LTIs} \times 1,000,000}{\text{Number of hours worked}}$	$\leq 5^*$	Monthly
	Total Recordable Injury Frequency Rate (TRIFR)	$\frac{\text{Total of Recordable Injuries} \times 1,000,000}{\text{Number of hours worked}}$	$\leq 20^*$	Monthly

3. Operational Update

3.1 General

- Watercare had their first Staff Roadshow and Expo at the Te Rapa office on November 15th. The road show was well received, and the team engaged well with various displays especially health and safety.
- Recruitment for key vacancies is continuing. A new reticulation serviceperson commences work on the 9th of December and a new treatment plant operator starts on the 20th of January.
- Leanne Mckenzie from Auckland will assist the Waikato team one day a week in the Drinking Water compliance area. Initially her focus will be on upgrading the Water Safety plans to comply with the amended Drinking water standards.

3.2 Treatment

Call outs of Significance

No call outs of significance during November

General work flow

A number of plant failures at water and wastewater sites have resulted in short notice response during normal hours of work.

The key issues include:

- Raglan and Te Kauwhata Wastewater blower cooling fan motors. They have been repaired / replaced and all blowers returned to service.
- On November 27th the Te Kauwhata Water Association (TKWA) raw water network had a pipe break that resulted in approximately 3.5km of their distribution main being drained. The recharge of this main, monitoring and control of the raw water and treated water systems required two of our staff working extended hours. Full recharge of the main was not achieved until mid-morning of the 28th. The

maintenance and repairs of the TKWA assets remains a significant risk to the supply of the Whangamarino WTP.

- Watercare continues to identify numerous aging and obsolete assets and equipment requiring replacement and upgrade. These assets will be consolidated into the Condition assessment report and replaced as part of the Asset Remediation Plan.

Other Key tasks completed include:

- Ngaruawahia Water Treatment Plant raw water intake screen was cleaned by the Divers on November 13th. On completion of the screen cleaning, the water level in the raw water intake chamber increased from 900mm to 2000mm with the water treatment process running at 160m³/hr. During the raw water intake screen cleaning the Ngaruawahia Water Treatment Plant was shut down and provided an opportunity to test the Huntly to Hopuhopu treated water interconnecting pipeline. Figure 1 shows a schematic of the intake.

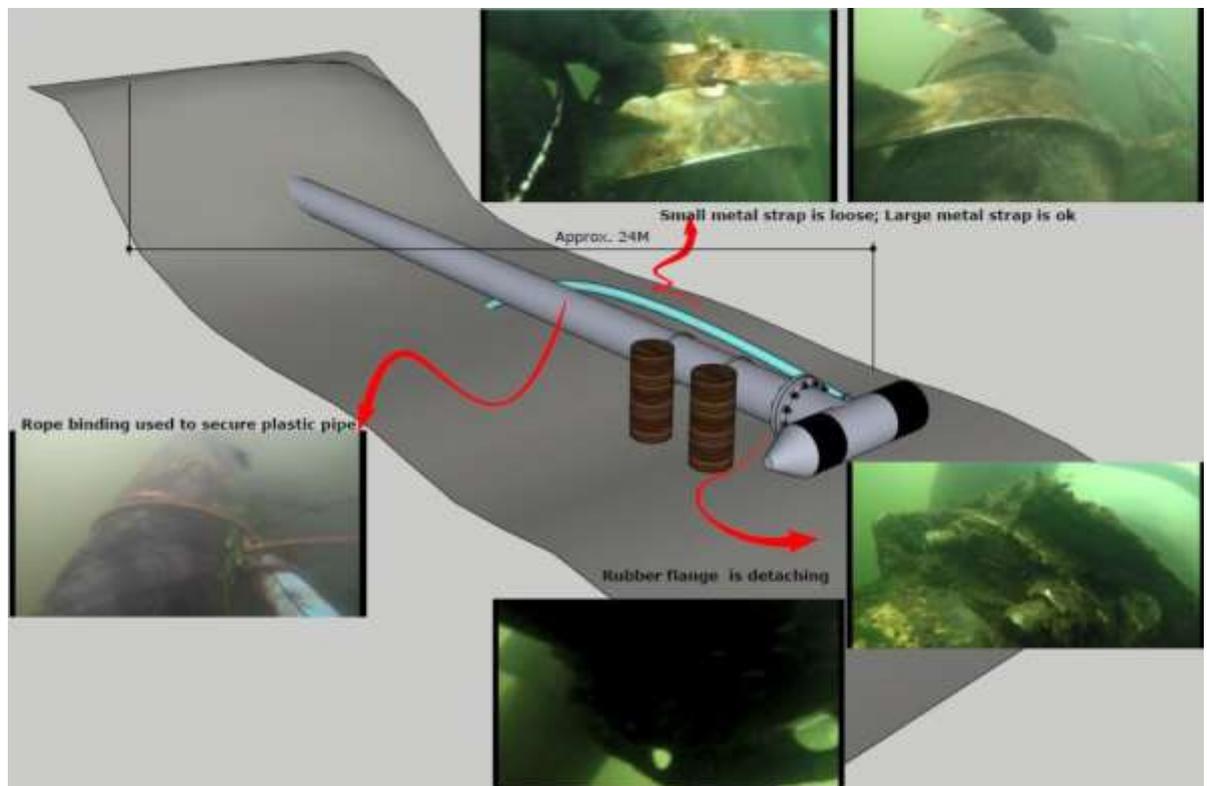


Figure 1 – Ngaruawahia Intake Structure

- Te Kauwhata Water Treatment Plant Clarifier #2 bi-annual de-sludging completed on November 25th during raw water shut down for planned power outage.
- Huntly Water Treatment Plant Clarifier #2 bi-annual de-sludging completed on November 26th.
- Port Waikato Water Treatment plant clarifier de-sludging completed on November 21st.
- Raglan WWTP and Huntly WTP Onewhero and Port Waikato WTPs have had UV full service and lamp replacement completed on November 15th. Alarms are to be investigated on unit "B" for improved reliability.
- Huntly Wastewater Treatment Plant shut down during a planned power outage on November 25th. During this shut down the step screen was lifted and cleaned and the

Actiflo unit checked. The polymer type is to be reviewed and selection may be changed to improve the process and reliability as warmer ambient temperatures are having an adverse impact on this process.

- Raglan Water Treatment Plant had a local power outage planned for November 25th. Pre-work was completed on Friday the 22nd to set up and test run the plant running on emergency generator ready for the Monday outage. Staff attended the site on the 25th to run the plant on generator only to find that the outage had been postponed as the power company had not prepared properly for the outage. However, this was a good test for our system and has resulted in the connection point being changed from a “lug” connection to a “plug in” set up thus standardising this plant with other emergency generators in the Raglan area.

3.3 Networks

Key tasks completed include:

RTU Project - we have received the draft scoping document for RTU and Radio installation from Neo Consulting. Tendering, contract and construction discussed but requirement for technical design scope to be finalised first. Neo are to run a workshop to go over scoping of the project with Watercare and associated contractors. This is to take place prior to the Christmas break with the aim of commencing the full rollout in Jan 2020.

Hills Rd Reservoir (Raglan)- turn-over of reservoir completed post pump installation works. Reservoir is now fully back online in time for increased demand over the summer periods. Commissioning of pumps was completed by McKay and Pump & Electrical Services with assistance from WSL staff.

CRMs - it was noted an increase in CRMs received in the Raglan and Southern areas, particularly in regard to minor leaks. This is a common occurrence during drier months. In response to this, we have moved additional resources to these areas to ensure KPI timeframes for these are met. More than 40 CRMs completed in these two areas in November.

HR - Water Reticulation have employed a new serviceman for the sewer team starting on December 9th, bringing reticulation staff up to a team of 10. The two current cadets (Mark & Caleb) have completed their Connexis block courses and are progressing through their cadetship satisfactorily. WSL have started interviewing for a new cadet for 2020.

Build-over applications - WSL and WDC have begun the process of formalising the build over process as a joint project. After an initial series of meetings scoping the work required, a workshop is to be held in mid-December to agree on a process map for customers build over applications.

Stormwater Network (Port Waikato) - our stormwater engineer rectified a long-standing issue with a portion of the storm network in Port Waikato. A wingwall had partially collapsed and the grate filter was not working as intended. Contractors realigned the wingwall and installed a new grate screen, ensuring the storm network is able to adequately convey flows.

3.4 Planning

Key tasks completed include:

- Raglan WWTP Discharge Consent Strategy workshop onsite at Raglan – attended by WDC, Beca, Watercare (including Auckland based staff) and Simpson Grierson (WDC Legal Advisers).
- Te Kauwhata WTP 4.5 ML/day upgrade – Kick off and site meeting was held on November 15th
- Established Weekly Engineering Forum with WDC – this has been enhanced as the key weekly interaction between Watercare (Planning and Operations) and WDC (Legal, Development Engineers, Building Consents). The meeting covers wide ranging issues from engineering advice to highlighting of new developments and potential servicing of them.
- Safety in Design workshop for the Meremere WWTP proposed MBR

Call Off Packages to the Watercare PES in the process of either being put out for Consultant pricing or approval by Watercare include:

- Pokeno Wastewater Network Upgrades – package still being drafted
- Horotiu Flood Modelling – awarded to Beca
- Mid Waikato Water and Wastewater Servicing Strategy - with Watercare Panel, submissions close 13/12/2019
- Te Kauwhata Reservoir upgrade – with Watercare Panel submissions close 11/12/2019
- Te Kauwhata Trunk water main upgrade – package being drafted
- Meremere and Te Kauwhata WWP Upgrades – service Package being finalised with Beca

Development / Growth related matters being worked on include:

- Ports of Auckland Limited - WW pump station site and network – revised Horotiu WW servicing strategy.
- River Road Ngaruawahia – modified method of servicing requires gravity network upstream of Regent St Pump Station. Business Case to be submitted to WGB December meeting
- Synlait Dairy Factory Pokeno – rising main and fibre optic connection between Market St WW pump Station – issues damage to existing Rising main, Scada control, DA and future flows, Pukekohe WWTP capacity issues, Trade Waste and Development agreements
- Servicing of latest stage of River Terraces, Ngaruawahia - likely to involve relocation of Croall Cres WW Pump Station

- 15/21 Galbraith St Ngaruawahia – servicing likely to require WS extensions and new WW PS
- Ongoing “Water Wash up” meetings with WDC on outstanding DA and RC issues which require resolution

3.5 Abatement Notice Resolution

Meremere WWTP

WRC Abatement notices require 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 principles requirement document was completed in Mid-November and a safety in design and risk workshop was completed in late November. Two potential suppliers have been briefed and the design build tender documents will be issued in the week of the 16th of December with a proposed closing date of mid-February.

A consenting strategy will be prepared for the February WGB board

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.

The preferred option is to convert the existing oxidation ponds to an Activated Sludge system. A consultant is developing a Feasibility Study of this option to understand solid separation and recirculation plus aeration requirements. The feasibility study with an implementation timeline will be completed by mid-December.

It is also anticipated that the desludging of the ponds is required this summer, as this will assist in plant performance and is also a necessary requirement as pre-works to the Activated Sludge conversion. Pond aeration improvement will also be undertaken in the next 2 months.

3.6 Shared Services

Planning will commence for the transition of Laboratory and trade waste services to WSL internal providers in December with a view to the transition occurring on the 1 July 2020 after the LASS contract ends.

For the 20/21 financial year Watercare will participate in the smart water programme in conjunction with Waikato District Council while the customer facing activities remain with the council. A separate commercial arrangement with Hamilton City Council will be required for this work.

3.7 Compliance

All interim November compliance reports were submitted to WRC and WRPHS on schedule.

Compliance results were similar to previous months. Te Kauwhata WWTP outflows showed a significant improvement after the urgent repairs to the blowers in October.

A regional workshop with WRPHS has been convened on December 11th to discuss upcoming changes to the DWS. ARPHS is visiting Watercare Waikato to discuss ongoing compliance of the Port Waikato and Onewhero WTPs.

3.8 Customer

The customer team has been working with the WDC project team who are managing the “20 years and older” water meter replacement project. This project involves the replacement of meters at approximately 300 properties. The works include the location of meters, replacement of boundary kits of pipelines at various sizes. 75% of the works has been completed and the details updated in Property and Rating database ready for charging.

The customer team is continuing to work with the Rating and customer teams to further streamline processes between WDC and Watercare during the transition period.

3.9 Condition Assessment / Asset Remediation

Condition Assessment

A consultant has been engaged in October 2019 to complete the remainder of the condition assessment of above ground assets. A kick off workshop was held on the 5th and 6th of November. The field work will commence on December 3rd to be completed in January with the final consolidated report to be completed by late February.

The condition assessment will follow a similar procedure to the initial investigation. All assets will be assessed in the field and a condition rating score will be assigned. Assets with a high condition rating score will be included in the asset remediation plan.

In addition, attribute data will be collected for the assets assessed. This data will be used to populate the new asset register and Enterprise Asset Management system INFOR which will be developed and implemented over the next 18 months.

Asset Remediation Plan

The Asset Remediation Plan will be finalised following the completion of the condition assessment. It is expected the finalised Asset Remediation Plan will be submitted in March 2020.

The majority of the poor condition assets in the draft asset remediation plan fell within the electrical and control system assets. On this basis we have met with Mckays Electrical to discuss the scope of the first package of remediation works. Mckays have priced the initial work and Watercare expect to award this work in early January.

3.10 Strategic Resource Consents

Raglan WWTP Resource consent

The temporary consent for 36 months was lodged in November. This consent will allow time to determine an acceptable design for the WWTP and allow public key stakeholder and iwi consultation on the proposed solutions.

A public meeting was held on November 27th to discuss the short-term consent and how the long term consent will progress.

A consenting strategy paper for Raglan is included in the agenda for the December WGB Report.

4. Asset Integrity / Systems Improvements

Digital

A discovery workshop was held to develop a road map for the transition of compliance data from CS-Vue and Water Outlook to Watercare systems. This transition will commence in November with parallel systems being run until completion.

A new Health and Safety reporting tool called **I-care** was rolled out to all staff in the week of October 28th. This tool allows for reporting of incidents, hazards and close calls. In addition, there is a suite of field inspections for staff to complete in the field.

Open Meeting

To	Waters Governance Board
From	Ian Cathcart General Manager Service Delivery
Date	20 December 2019
Chief Executive Approved	Y
Reference #	WGB2019
Report Title	River Road, Ngaruawahia Wastewater Reticulation Upgrade (Unplanned Capex >\$150,000)

1. EXECUTIVE SUMMARY

This report is to gain approval from the Waters Governance Board for unplanned Capex expenditure. The works will enable future growth and a revised strategic approach to servicing of Ngaruawahia.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT the River Road, Ngaruawahia Wastewater Reticulation Upgrade project be approved to move to the next stage, as outlined in the staff report.

3. DISCUSSION

The paper covers the requirement for Waikato District Council to approve any Unplanned Capex with forecast cost greater than \$150,000 not included in the Asset Management Plan. The details are within the attached Watercare Business Case Lite format.

4. CONCLUSION

The benefits of the project are tangible in terms of allowing for growth, reducing a known choke point on the network and improving asset condition. The project can continue with the next review by the WGB to be the Project Brief.

5. ATTACHMENT

Business Case Lite (G1)

Business Case Lite (G1)

River Rd, Ngaruawahia -Waste water
reticulation upgrade



Date: 11-12-2019
Version: 2
Status: Final

Prepared by: Pranavan Kasipillai

Document Purpose:

This Business Case Lite provides an assessment of the proposed need. The purpose is to:

- confirm business requirements and identify any constraints to the solution
- check that the outcome is aligned with Watercare's strategies and initiatives
- identify the solution boundaries and options to achieve the project outcome
- secure funding to progress the project

Document Review & Approval:

Consultation and Review:

I confirm that I have consulted with the various business unit personnel to develop this Business Case Lite

Responsibility	Consultation	Title	Name
Operations	Defining the requirements	Snr Ops Engineer	Ross Dillon
Finance	To confirm funding is available	WDC	Carole Nutt
Statutory Approvals	Possible consents required	Snr Strat & Consents Planner	Stephen Howard

Endorsement:

Project Role	Approval	Signature	Date
Business Unit Owner	Agrees that the need exists and the high level outcomes suit the business need	Sharon Danks	
Finance	Confirms that the proposed project is included in the AMP together with sufficient funding	Rebecca VanSon	
PMO	Business Case contains all the required information	Kevin White	

Document Approval:

Project Role	Approval	Signature	Date
Sponsor	Approves this Business Case and agrees funding is available to meet the business need	Sharon Danks	
CFO	Confirms that this Business Case represents Value for Money for Watercare	Marlon Bridge	
WGB	Approves this Business Case and the associated investment	[Minuted Approval]	

Distribution List (as required)

The **approved** document will be distributed to all of the above in addition to the following

Role	Name	Role	Name

1. Proposal

It is proposed that the capital expenditure of \$450,000 is approved to construct a new gravity sewer pipeline. The existing 225mm gravity pipeline from Regent St pump station (PS) to River Road will be replaced with a 300mm gravity pipeline and decommissioned as part of this project.

It is also proposed to extend a new gravity pipeline to the intersection of River Road and Kent Street and connect flows from the Turangawaewae Marae and the new River Road North pump station to this pipe. The new gravity pipeline will enable future growth areas and reduce overflows from existing wastewater network between George Street and Kent Street.

This project includes a pipeline upgrade, a new pipeline, new manholes as well as decommissioning and removal/capping of abandoned assets.

2. Business Requirements

2.1 Strategic alignment

Currently, the common wastewater rising main directs all Ngaruawahia wastewater flows to the Ngaruawahia WWTP. Currently three pump stations pump simultaneously into the rising main (Waikato Esplanade, Regent Street and Ngaere Street Pump Stations), this causes drop in performance at these pump stations. (see figure 1)

When the River Road North (RRN) subdivision was approved, the developer was advised by Waikato District Council (WDC) to connect another pump station to the rising main. This was a poor decision as having multiple pump stations connected to a single rising main is poor practice. The RRN developer has a resource consent to undertake the 4th rising main works, should these works proceed it would compound the shared rising main issues.

The rising main to Ngaruawahia WWTP is a 375 diameter Asbestos Cement pipe which is in poor condition and needing to be renewed in the near future. Watercare is taking this as an opportunity to review the pumping strategy in Ngaruawahia to the WWTP, this strategy will be undertaken early 2020 to feed into WDC LTP process; it is likely that the strategy will propose:

- Elimination of multiple pump stations pumping into the common rising main
- Renew the single rising main with a duplicate rising main,
- Establish two main WW pump stations, sized appropriately to manage Ngaruawahia growth, with Regent St PS servicing north side of river and Waikato Esplanade PS servicing south side of river. Each of these pump stations will pump into their own rising main.

To complement this strategy, it is proposed that the gravity pipes upstream of the Regent St PS will:

- Avoid a 4th rising main being connected to the common rising main (as the RRN PS will direct it's rising main to new gravity pipes which will flow to Regent St PS).
- Receive other existing catchment flows such as Turangawaewae Marae pump station. This relieves existing wastewater network capacity constraints and provide capacity for future growth land zoned residential in the Starr Rd area (see figure 3).
- Provide capacity for future growth flows from residential zoned land in River Rd area (see figure 3).

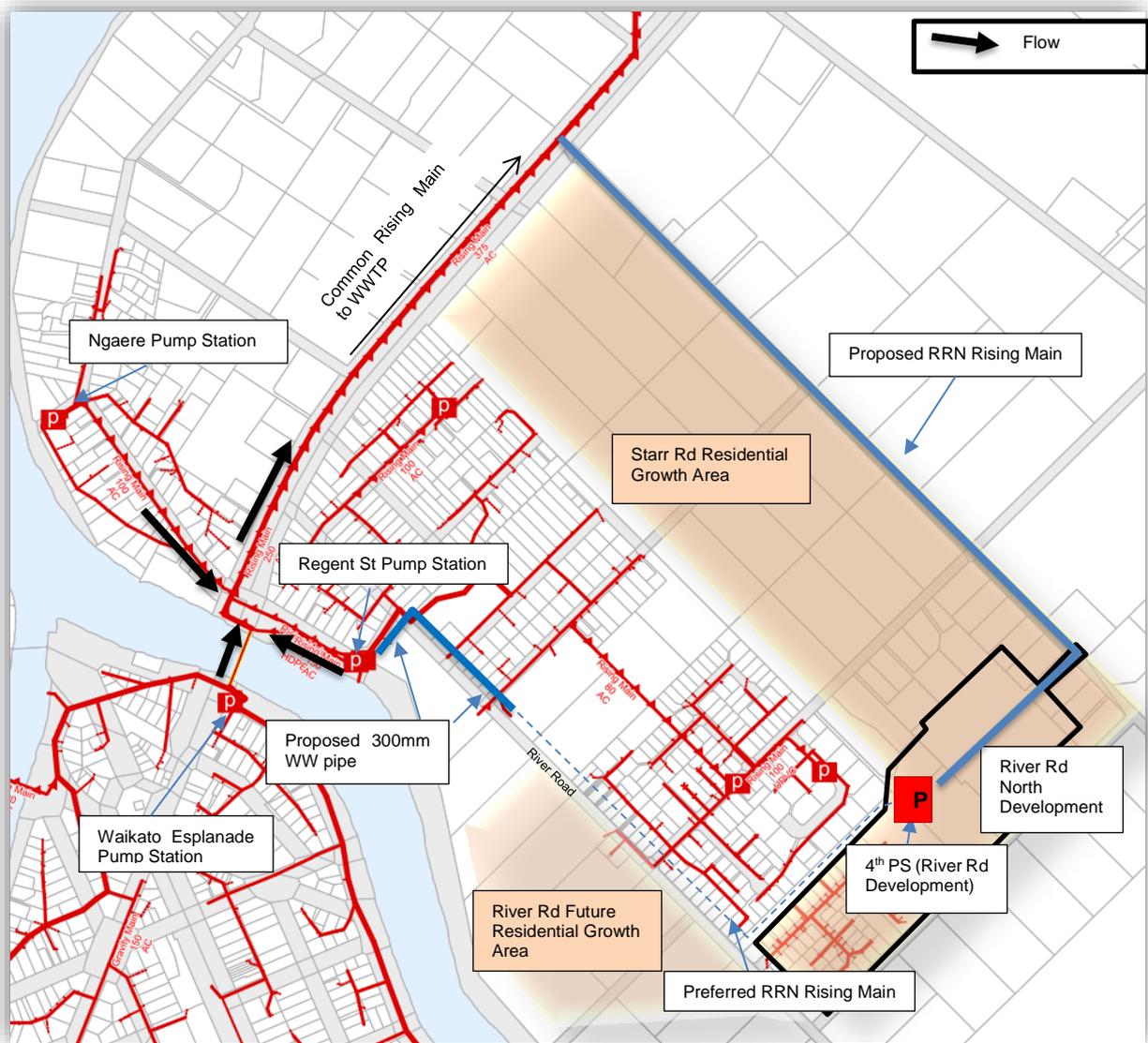


Figure 1 - Wastewater network

2.2 Customer focus / business need

In the existing network between Kent and George Streets (Figure 2) the gravity pipeline is under capacity and unable to take further flows. Over the years there have been multiple complaints registered regarding overflow and odour in that section. Wastewater from a recent overflow has reached the stormwater network with Waikato Regional Council threatening further action against WDC if the issue is not addressed.

The capacity issue is compounded by the fact that Ngaruawahia High School, Turangawaewae Marae, and the Duke St PS all discharge into this part of the network. Due to ongoing issues, the Operations team has been prioritising these sections for regular cleaning and they are continuously monitoring the situation. Implementation of this proposal will not only reduce the requirement for ongoing maintenance, but will also result in the customer complaints being eliminated.

WDC's growth's strategy team has identified potential future growth catchments in Ngaruawahia (see Figure 3), Starr Rd and River Rd have zones which are identified for residential housing. These areas will have direct impact on the wastewater network, to service these growth areas it is vital to create capacity in the sewer system.

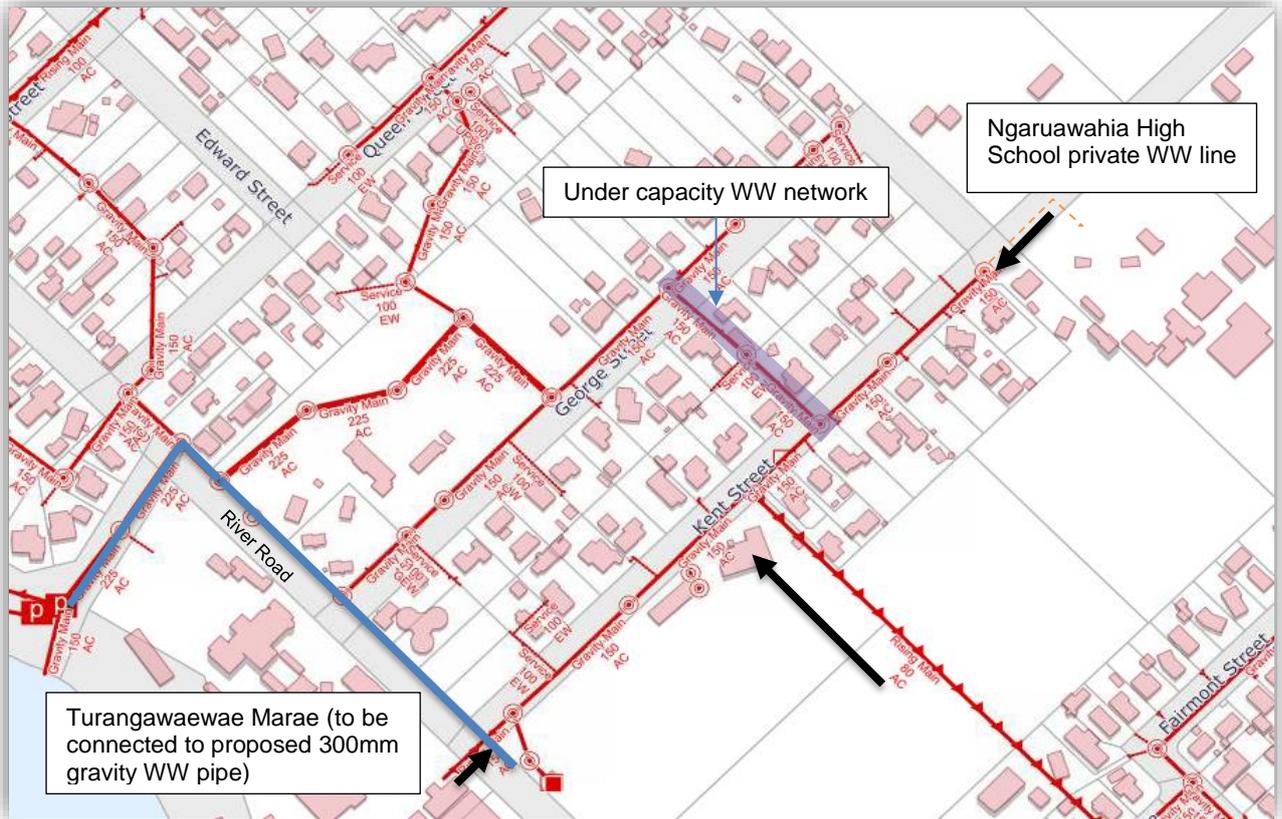


Figure 2 - George Street / Kent Street under capacity wastewater network



Figure 3 – WDC Growth Strategy, Ngaruawahia Area

2.3 High-level outcome

- Improve overall KPIs by reducing/eliminating the regular wastewater overflow between Kent and George Streets.
- Enhance existing pump stations performance by avoid 4th pump station pumping into the common rising main.
- Create capacity in the existing sewer network which allows for growth from land to be zoned residential in the proposed district plan.
- Raise condition grade of 145m of poor and very poor condition 225mm AC main network.

3. Proposed Solution

3.1 Most likely option

145 meters of upgrade gravity sewer network from 225mm to 300mm from Regent PS to River Rd. Construct 255 meter of new 300mm gravity pipeline from River Rd to Kent St. Connect flows from Turangawaewae Marae pump station and River Road North pump station.



Figure 4 – Proposed Wastewater Gravity Pipes

The proposed solution includes the following components:

- Approximately 145m of DN225 AC gravity pipeline to be upgraded to DN300mm PVC gravity pipeline
- Approximately 255m of DN300 PVC new gravity pipeline to be installed
- Reconfigure the connections between Turangawaewae Marae rising pipeline, existing DN150 and DN225, gravity pipeline and any service connections as required
- Decommissioning and removal of existing pipeline and manholes

4. Project Considerations

4.1 Assumptions, constraints and dependencies:

- All utility services which could cause conflict, with the proposed new pipeline route, have been identified and any relocations designed as part of this project scope of works.

4.2 Risks / Issues:

The following may impact the project:

- Interaction with underground assets

5. Procurement Strategy

It is recommended that the River Road North developer construct the proposed pipeline. Details of this process will be confirmed in the developer agreement.

6. Stakeholder Engagement and Consents

- Turangawaewae Marae host regular functions. Consultation with the Marae prior to the construction will minimise impact on the Marae's operations. As part of this proposed work, the Marae's wastewater rising main will connect direct into new gravity main.
- Due to the proximity to residents, consultation will be required to ensure residents are informed. Local Boards expect clear and proactive communication with residents, so they can ask questions and receive information.
- Traffic management will be required

7. Capital Cost summary

The estimated capital costs for the project are provided below:

Item	Unit	Quantity	Rate (excl . GST)	Amount (excl. GST)
New DN300 uPVC sewer	m	145	\$ 475	\$ 68,875
New DN1200 manholes	ea	3	\$ 6,500	\$ 19,500
Sub-total				\$ 88,375
Testing and QA (5%)	LS	1	\$ 4,419	\$ 4,419
P&G (12%)	LS	1	\$ 10,605	\$ 10,605
Sub-total				\$ 103,399
Design and MSQA (20%)	LS	1	\$ 20,680	\$ 20,680
Total				\$ 124,079
Contingency (30%)				\$ 37,224
TOTAL including Contingency				\$ 161,302

Regent ST gravity sewer upgrade

Item	Unit	Quantity	Rate (excl . GST)	Amount (excl. GST)
New DN300 uPVC sewer	m	255	\$ 475	\$ 121,125
New DN1200 manholes	ea	3	\$ 6,500	\$ 19,500
Sub-total				\$ 140,625
Testing and QA (5%)	LS	1	\$ 7,031	\$ 7,031
P&G (12%)	LS	1	\$ 16,875	\$ 16,875
Sub-total				\$ 164,531
Design and MSQA (20%)	LS	1	\$ 32,906	\$ 32,906
Total				\$ 197,438
Contingency (30%)				\$ 59,231
TOTAL including Contingency				\$ 256,669

New River RD gravity sewer

Cost assumptions/ uncertainties:

	\$
Demolitions Cost	30,000
Total	30,000

A breakdown of the construction deliverables for the project are detailed below

Item	Size / Quantity	\$
Regent PS – River RD DN300PVC	145m	161,302
Regent ST – Kent ST DN300PVC	255m	256,669
Demolition	LS	30,000
Total construction and materials		447,971

7.1 Assets to be written off

Following assets will be written off from asset register.

Asset ID (WDC)	Asset Type	Material/DN	Quantity	Installation Date	Condition
20020928104818	Gravity Main	AC225mm	55.9m	1974	Poor
20020928104813	Gravity Main	AC225mm	59.4m	1974	Very Poor
20020928104839	Gravity Main	AC225mm	29.95m	1974	Poor
20020928104802	Manhole	1050	1	1974	Average
20020928104754	Manhole	1050	1	1974	Good
20020928104736	Manhole	1050	1	1974	Good

8. AMP Funding

The project is currently unfunded in Waikato District Councils LTP, it is proposed that this project should be charged to following codes.

- 1WW 10000. 0120 (Districtwide wastewater Capital Works) – \$260,000 (Growth 58%)
Growth = 255m of new gravity pipe and 3 manholes
- 1WW 10000. 0220 (Districtwide wastewater Capital Works) – \$190,000 (LoS 42%)
LoS = 144m of upgraded gravity pipe, 3 manholes and, demolition.

9. Programme

The works are programmed to commence in December 2019 and to be completed and in service by November 2020.

Project Duration	Start (mm/yy)	Finish (mm/yy)
Feasibility	12/19	01/20
Design	01/20	04/20
Execution	04/20	09/20
Closure	09/20	11/20

10. Project governance/ reporting

This project will follow the Watercare governance and project management process.

11. Recommendations

This document is seeking approval to progress to the design and execution phase, and to set the financial envelope for the project at \$450,000 with a completion date of 30/09/2020 to be executed under the delegation of the Water Governance Board.

Open Meeting

To	Waters Governance Board
From	Ian Cathcart General Manager Service Delivery
Date	20 December 2019
Chief Executive Approved	Y
Reference #	WGB2019
Report Title	Customer Billing Project Overview

1. EXECUTIVE SUMMARY

This report is to give the Board an update on the commencement of the billing project. The deadline is 30 June 2021 for the transition to the Watercare system as outlined in the contract.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. DISCUSSION

The paper covers the project to migrate Waikato District Council (WDC) billing for water to Watercare's system.

A meeting was held on 13 November 2019 with Ian Cathcart, Carole Nutt, Colin Bailey, and Alison Diaz in attendance. A summary of the meeting is below:

Current state:

The Watercare contract envisages water billing being undertaken by Watercare from 1 July 2021. This requires planning to ensure we consider all aspects of the transition. This includes billing systems and the policy and financial impact statements surrounding the process. Development Contribution work is out of scope for this project.

Future State:

1 July 2021 (Watercare Billing System used with new tariff structure)

Options for the delivery of this service by Watercare are based on two potential means. Firstly full invoicing and a direct contract with the customer as a fee structured delivery. The second alternate approach could be to appoint Watercare as an agent and continue with a rates structure.

Several aspects need considering:

- Volumetric charging for water and wastewater
- Fixed wastewater charge
- WDC availability charge
- Stormwater – Rates
- Fees and Charges Review, Trade Waste etc

Note that WDC cannot charge wastewater volumetrically as a rate.

To achieve the future state it is important that WDC use Watercare experience in the generation of their wastewater volumetric charging approach.

Modelling wastewater volumetric impacts on revenue are critical to the future price setting approach for delivery of three waters services. WDC will need to model different scenarios to ensure any implications are fully reflected in the price setting and capital programme.

Budget:

The budget for the transition of the billing system is within the overall Waters Transition budget. This has to be utilised by 30 June 2021.

Timeline:

The project needs to align with the Long Term Plan process and adoption. Watercare have indicated the need for six months lead time ahead of commencement | July 2021. This is for:

- Implementation of the IT system
- WDC test and checks (by 31 March 2021)

Decision Point:

To meet the above start date, it is critical that the consultation process, with the proposed approach for billing, is ready for approval by the Waters Governance Board and Council by November 2020.

Proposed Team:

Sponsor for the project is Chief Financial Officer.

- Project Manager [Lead]
- Finance Waters Management Accountant
- Rates Team Leader
- Relationship Manager
- Legal
- Communications
- IT
- WSL Representative(s)
- Planning + Bylaw
- Policy (informed party)

Actions

		Owner	To Action	Status
1.	Set up project in system (child of WSL)	WDC Finance	Carole Nutt	Complete
2.	Complete Initial Risk Register	Ian Cathcart	Ian Cathcart	
3.	Set up DCs as separate project	WDC Finance	Carole Nutt	
4.	Establish the teams	Ian Cathcart	Ian Cathcard	

Immediate Actions:

- Organise Watercare to present on their billing approach early in 2020. (Watercare new billing system went live in late November).
- Complete Initial Risk Register after the above presentation.

4. CONCLUSION

The project needs focus to achieve the deadline of 30 June 2021. Budget has been assigned in the transition budget and the Water Relationship Manager will ensure reporting on the project is provided to the Waters Governance Board.

5. ATTACHMENTS

Nil

Open Meeting

To	Waters Governance Board
From	Ian Cathcart General Manager Service Delivery
Date	13 December 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Actions Report

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

3. ATTACHMENTS

Actions Register

Waters Governance Board Actions Register

OPEN MEETING

Meeting Date		To Action	When	Status
20/11/19	<ul style="list-style-type: none"> ▪ Include Disclosure of Interest Register in Agenda or circulate out of cycle each month for review. ▪ Records all actions in a central document. ▪ Consider shifting 16 December meeting to the 18th or morning of 20th December. 	L Wainwright	16/12/19	Completed
	<ul style="list-style-type: none"> ▪ Set up July to December 2020 meetings (use Doodle Poll to determine dates). 	L Wainwright C Nutt	10/12/19	Completed
	<ul style="list-style-type: none"> ▪ Co-ordinate a date with the Minister of Local Government to attend a Board meeting. 	G Ion		
	<ul style="list-style-type: none"> ▪ Dates to be added to the Roles and Responsibilities schedule advising when the Board would be updated on the processes. 	G Ion		
	<ul style="list-style-type: none"> ▪ Six monthly item to be placed on the Council agenda for Ms Schaafhausen to address the elected members. 	G Ion		
	<ul style="list-style-type: none"> ▪ 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	December 2019	
	<ul style="list-style-type: none"> ▪ Give thought on likely regulation changes (include Wastewater Treatment – don't just think Water), what it might mean and likely cost around it. Watercare has done some work on this for Auckland, Wellington Water have also done some work. 		Mar/Apr 2020	
	Potential Water Regulator Changes: <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) ▪ Consider effect on farmers and owners of urban water. ▪ Consider effect on Te Kauwhata Water Association and implications for Council. 	C Nutt I Cathcart	Jan 2020	
	<ul style="list-style-type: none"> ▪ Arrange for education and upskilling on maaori perspectives on water: what does it mean to mana whenua, kaitiakitanga, vision and strategy for the Waikato River, uniqueness to river settlement 	R Schaafhausen		

40 Waters Governance Board Actions Register

Meeting Date		To Action	When	Status
	and so forth.			
20/11/19	<ul style="list-style-type: none"> ▪ Arrange/facilitate presentation on implications of Raglan Wastewater Consent with regards to the cultural aspects. 	R Schaafhausen J Colliar		
	<ul style="list-style-type: none"> ▪ Inform the WGB of the project milestones for the Raglan Wastewater Consent Application. Prepare a report on the history and what we are looking at in the future. 	I Cathcart		
	<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		
	<ul style="list-style-type: none"> ▪ Staff to report back to the February 2020 Board meeting on the Meremere abatement notice 	I Cathcart	February 2020	

Open Meeting

To	Water Governance Board
From	Gavin Ion Chief Executive
Date	13 December 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable the Board to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Board to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Wednesday, 20 November 2019.

REPORTS

a. Watercare Risk Report

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

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(b)(ii)
Section 7(2)(j)

Section 48(1)(a)

b. Consenting Strategy – Raglan Wastewater Treatment Plant Discharge Consents (Renewal)

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

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(b)(ii)
Section 7(2)(j)

Section 48(1)(a)

c. Te Kauwhata Water Association Overview

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

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(b)(ii)
Section 7(2)(j)

Section 48(1)(a)

d. Actions Table

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

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(b)(ii)
Section 7(2)(j)

Section 48(1)(a)

3. ATTACHMENTS

Nil