



## **ASSETS AND SERVICES COMMITTEE**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Wednesday 17 June 2020 at 9:00am. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

#### **MEMBERSHIP OF THE COMMITTEE**

Councillors Brian Jephson (Chair), Garrick Emms, Rebecca Fox, Pip Maynard, Alistair Plimmer, Ross Vickery and Mayor Alex Beijen.

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#### **Open Section**

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Public participation  
*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*
- A4.** Actions from public participation
- A5.** Extraordinary business
- A6.** Minutes for Confirmation: Pages 1-4  
Assets and Services Committee Minutes of 19 February 2020  
***Proposed Resolution:*** *That the minutes of the Assets and Services Committee meeting held on 19 February 2020 are a true and correct record.*
- A7.** Minutes from Subcommittee for Receipt: Pages 5-7  
Water Race Subcommittee Minutes of 13 February 2020  
***Proposed Resolution:*** *That the minutes of the Water Race Subcommittee meeting held on 13 February 2020 are received.*
- B. Reports from Subcommittees**
  - B1.** Recommendations from Water Race Subcommittee Pages 8-9

**C. Information and Verbal Reports from Chief Executive and Staff**

- |            |   |             |
|------------|---|-------------|
| <b>C1.</b> | Partnerships and Operations Report                          | Pages 10-37 |
| <b>C2.</b> | Proposed Wastewater Programme                               | Pages 38-49 |
| <b>C3.</b> | Drinking Water Programme Report                             | Pages 50-59 |
| <b>C4.</b> | Manganese Reduction Plant and Water Treatment Plant upgrade | Pages 60-63 |
| <b>C5.</b> | Featherston Wastewater Treatment Plan Update                | Pages 64-71 |

**D. Member and Appointment Reports**

**Proposed Resolution:** *To receive members' reports.*

**E. Public Excluded**

**Proposed Resolution:** *That the public be excluded from the following parts of the proceedings of this meeting, namely:*

- |            |   |              |
|------------|---|--------------|
| <b>E1.</b> | Hutchings Metal Pit, 100 Fenwicks Line Greytown | Pages PE1-19 |
|------------|---|--------------|

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

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Hutchings Metal Pit, 100 Fenwicks Line, Greytown	Good reason to withhold exists under section 7(2)(a)(i)	Section 48(1)(a)

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

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
(a)The withholding of the information is necessary to protect information the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)(i)
(i) The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	



## **ASSETS AND SERVICES COMMITTEE**

### **Minutes from 19 February 2020**

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- Present:** Councillors Brian Jephson (Chair), Garrick Emms, Rebecca Fox, Alistair Plimmer, Ross Vickery, and Mayor Alex Beijen (from 9:03am).
- Officers In Attendance:** Euan Stitt (Group Manager Partnerships and Operations), Ian McSherry and Lawrence Stephenson (Wellington Water), Harry Wilson (Chief Executive), and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was held in the Council Chambers, 18 Kitchener Street, Martinborough and was conducted in public between 9:00am and 11:05am.
- Also in Attendance:** Lynn Abrahams and Cr Pam Colenso.
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#### **Open Section**

##### **A1. Apologies**

Cr Pip Maynard had tendered an apology prior to the meeting. The apology was not put to the meeting for acceptance, but the apology was later acknowledged by the Chair.

##### **A2. Conflicts of Interest**

There were no conflicts of interest declared.

##### **A3. Public Participation**

Ms Abrahams expressed concern about water restrictions and asked the Committee to look at long term solutions such as requiring new builds to make provision for potable rain water collection and recycling of grey water.

##### **A4. Actions from Public Participation**

Members discussed the proposal noting that Council were currently unable to ask for the requested changes under the Building Act, but that the provisions could be addressed via a change to the Wairarapa Councils Combined District Plan.

Lessons learned from the 19-20 summer would be reviewed, water would be considered during the annual planning process and Mayor Beijen was investigating ways to make the purchase of water tanks more affordable.

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**A5. Extraordinary Business**

There was no extraordinary business.

**A6. Minutes for Confirmation**

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/01)* that the minutes of the Assets and Services Committee meeting held on 11 December 2019 are a true and correct record.

*(Moved Cr Plimmer/Seconded Cr Fox)*

Carried

**A7. Minutes for Receipt**

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/02)* to receive the minutes of the Water Race Subcommittee meeting held on 12 December 2019.

*(Moved Cr Vickery/Seconded Cr Emms)*

Carried

**A8. Notices of motion**

There were no notices of motion.

**B Decision Reports from Chief Executive and Staff**

**B1. Inorganic refuse collection**

Mr Wilson discussed ideas regarding the provision of an alternative inorganic collection service to homebound residents, alignment with other councils by not providing this service, and communication to ratepayers with members.

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/03):*

1. To receive the Inorganic Refuse Collection Report.

*(Moved Cr Vickery/Seconded Cr Jephson)*

Carried

2. To note that Earthcare, SWDC's solid waste contractors, will no longer be providing an inorganic refuse collection service due to health and safety reasons and that officers will investigate options for homebound residents.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

3. To note that Council will communicate that this service has ceased.

*(Moved Cr Vickery/Seconded Mayor Beijen)*

Carried

**B2. Wellington Water Ruamahunga Findings Report**

Mr Stitt tabled a one page summary of the Martinborough wastewater incident.

Wellington Water had completed initial assessments of the wastewater plants and developed contingency plans and identified potential issues. Mr McSherry outlined the risk reduction work being undertaken and discussed recruitment, training, manual development, hardware failure, warranty investigation, entity for legal responsibility, membership and notification to the Martinborough Wastewater Liaison Group, and restorative justice with members.

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/04):*

1. To receive the Wellington Water Ruamahunga Findings on Martinborough Overflow Incident Report.

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2. To note the recommendations being implemented by Wellington Water and as outlined on pages 12-13 of the report.

*(Moved Cr Jephson/Seconded Cr Plimmer)*

Carried

## **C Information and Verbal Reports from Chief Executive and Staff**

### **C1. Partnerships and Operations Report**

Mr Stitt discussed a proposed operational report revamp, timing for the removal of the Pirinoa boiled water notice, communication of the street light infill project to ratepayers, water holding recovery and restrictions, perception of GWRC permitted rural irrigation, maintenance of senior housing, footpath maintenance and renewals, and the manganese plant timeline with members.

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/05):*

1. To receive the Partnerships and Operations Report.

*(Moved Cr Vickery/Seconded Cr Fox)*

Carried

2. Action 39: Provide a programme of scheduled maintenance works for the Senior Housing units to the A&S Committee; E Stitt

The meeting adjourned for a break at 10:25am.

The meeting reconvened at 10:35am.

### **C2. Action Items Report**

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/06):*

1. To receive the Action Items Report.

*(Moved Cr Fox/Seconded Mayor Beijen)*

Carried

2. Action 40: Investigate the cost and availability for cleaning out sumps twice a year (spring and autumn); E Stitt

### **C3. Wellington Region Waste Management and Minimisation Draft Bylaw Template**

Cr Colenso outlined the key areas of change for the South Wairarapa when considering the draft bylaw.

Toast Martinborough and Martinborough Fair would be required to prepare a waste management plan, waste operators would require licensing and would be required to provide waste data to councils, multi-unit developments would be required to provide space for recycling facilities.

Members discussed the possible effect of the proposed bylaw on rural residents and the need to ensure the rural sector were consulted.

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2020/07):*

1. To receive the Wellington Region Waste Management and Minimisation Draft Bylaw Template Report.

*(Moved Cr Vickery/Seconded Cr Plimmer)*

Carried

2. To note the Wellington Region's Waste Management and Minimisation Plan's action for councils to "investigate and if feasible develop, implement and

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oversee monitoring and enforcement of a regional bylaw, or a suite of regionally consistent bylaws.

3. To note the work completed to analyse the issues and associated justifications for regionally consistent bylaw provisions.
4. To note that the Wairarapa Joint Policy Working Group will review the draft waste bylaw template and provided feedback on the draft waste bylaw template directly to the Wellington Region Waste Management and Minimisation Plan Joint Committee proposed to be due in March 2020.
5. To note that the Wellington Region Waste Management and Minimisation Plan Joint Committee will collate all the regional feedback, modify the bylaw as required and then return the bylaw to each Council for consideration before each Council begins their individual bylaw consultation process proposed to commence in April 2020.

*(Moved Cr Vickery/Seconded Cr Fox)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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## **WATER RACE SUBCOMMITTEE Minutes from 13 February 2020**

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<b>Present:</b>	Colin Olds (Chair), Paul Harvey, Jim Hedley, Frank van Steensel, Cr Rebecca Fox, And Mayor Alex Beijen.
<b>In Attendance:</b>	Bill Sloan (Waters Project Officer), Euan Stitt (Group Manager Partnerships and Operations) and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	The meeting was held in the Council Chambers, 18 Kitchener Street, Martinborough and was conducted in public between 4:00pm and 5:40pm.

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### **Open Section**

#### **A1. Apologies**

*WATER RACE SUBCOMMITTEE RESOLVED (WR2020/03) to accept apologies from Justine Thorpe.*

*(Moved Mayor Beijen/Seconded Olds)*

Carried

#### **A2. Conflicts of Interest**

There were no conflicts of interest declared.

#### **A3. Public Participation**

There was no public participation.

#### **A4. Actions from Public Participation**

There were no actions from public participation.

#### **A5. Minutes for Confirmation**

*WATER RACE SUBCOMMITTEE RESOLVED (WR2020/04) that the minutes of the meeting held 12 December 2019 be confirmed as a true and correct record subject to the addition of the following to the discussion of item B1.*

*Other suggested changes were that members should be elected by the water race users not appointed by Council and that there should not be a two term time limit preference for serving on the Subcommittee.*

*(Moved Olds/Seconded Cr Fox)*

Carried

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**A6. Extraordinary Business**

There was no extraordinary business.

**B Decision Reports from Chief Executive and Staff**

**B1. Water Race Subcommittee Appointment**

*WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/05):*

1. To receive the Water Race Subcommittee Appointment Report.

*(Moved Olds/Seconded Cr Fox)*

Carried

2. To recommend to the Assets and Services Committee the following external member be appointed to the Water Race Subcommittee: Dennis Hodder (representing Longwood Water Race).

*(Moved Hedley/Seconded van Steensel)*

Carried

**B2. Water Race Ratepayer Engagement and General Update Report**

Mr Sloan discussed the survey recommendation and sought direction from members. Members noted that Masterton District Council was going through a similar process and discussed the Council 2016 water race users' survey. It was agreed that Longwood and Moroa Water Races should be treated separately as should rural and urban views.

Members discussed the recent field trip and the financial complexities of the water race rating system that also served as a stormwater system for Greytown.

Mr Sloan tabled an update on the Longwood Water Race Consent Application and discussed the agreed timeframes with members.

Members discussed the Five Rivers Medical request for a water race diversion and the agreed diversion channel, noting that independent engineers had provided an assessment.

Mr Sloan advised that although the Greytown Stormwater Management Plan Report was dated the principles remained relevant. Very little of the recommended work had been completed. Members agreed to refer stormwater to the Assets and Services Committee.

*WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/06):*

1. To receive the Water Race Subcommittee Appointment Report.
2. To request that the Assets and Services Committee approve the water race engagement actions and that a survey of all water race ratepayers be undertaken in March/April with the objective of reporting back to the next available Assets and Services Committee meeting.

*(Moved Cr Fox/Seconded Olds)*

Carried

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*WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/07)* to recommend to the Assets and Services Committee that the management of the Greytown stormwater system, which currently uses the Moroa Water Race network, needs to be considered by the Assets and Services Committee, and that any investigation towards that outcome is not funded by Moroa Water Race ratepayers.

*(Moved Hedley/Seconded van Steensel)*

Carried

*WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/08)* to endorse the Five Rivers Medical Water Race diversion as assessed by officers.

*(Moved van Steensel/Seconded Cr Fox)*

Carried

*WATER RACE SUBCOMMITTEE NOTED:*

1. Action 27: Email the Longwood Water Race consent application to the Water Race Subcommittee; E Stitt
2. Action 28: Attempt to source the recent Masterton District Council water race consultation and forward to the Water Race Subcommittee; E Stitt
3. Action 29: Email the 2016 survey data of questions and responses to the Water Race Subcommittee; E Stitt
4. Acton 30 Email a revised map of the proposed Five Rivers Medical water race diversion that also shows the existing channel location; E Stitt
5. Action 31: Clarify when the SWDC 40 working day timeframe for providing GWRC with additional information for the Longwood Water Race consent application starts; E Stitt

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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# ASSETS AND SERVICES COMMITTEE

17 JUNE 2020

## AGENDA ITEM B1

### RECOMMENDATIONS FROM WATER RACE SUBCOMMITTEE

#### Purpose of Report

To provide an opportunity for members to consider recommendations received from the Water Race Subcommittee.

#### Recommendations

Officers recommend that the Committee:

1. *Receive the Recommendations from Water Race Subcommittee Report.*
2. *That the following recommendations from Committees be considered:*

Recommendations from Water Race Subcommittee	Resolution Number
1. To recommend to the Assets and Services Committee the following external member be appointed to the Water Race Subcommittee: Dennis Hodder (representing Longwood Water Race).	WRS2020/05
2. To request that the Assets and Services Committee approve the water race engagement actions and that a survey of all water race ratepayers be undertaken in March/April with the objective of reporting back to the next available Assets and Services Committee meeting.	WRS2020/06
3. To recommend to the Assets and Services Committee that the management of the Greytown stormwater system, which currently uses the Moroa Water Race network, needs to be considered by the Assets and Services Committee, and that any investigation towards that outcome is not funded by Moroa Water Race ratepayers.	WRS2020/07

## **1. Background**

### **1.1 Appointment of New Member**

A vacancy was created in the Committee due to the resignation of Cr Emms. The Subcommittee recommends that Dennis Hodder be appointed as the Longwood Water Race representative.

The original report to the Committee can be found here: [Water Race Subcommittee Report](#)

### **1.2 Water Race Ratepayer Engagement**

Community engagement on the future of both Longwood and Moroa Water Races needs to be undertaken. An existing survey with a good response rate was undertaken in 2016, but this information needs to be updated.

The Subcommittee is seeking approval to undertake engagement with rural water race ratepayers, with formal consultation being undertaken during the Long Term Plan consultation.

The survey timeframe has been amended and will be undertaken later this year.

#### **1.2.1. Financial Implications**

There is no budget allocated to undertake engagement. In order not to impact budgets, engagement will be undertaken using low cost methods such as the online platform Survey Monkey.

### **1.3 Governance Arrangements for Greytown Storm Water System**

The officers report presented to the Subcommittee outlined the work done to address issues associated with shared use of the water race for both rural stock watering purposes and urban storm water disposal.

The Subcommittee did not agree with the suggestion that rural water race ratepayers pay for an updated stormwater management plan to address what they believe is an urban stormwater problem.

The Subcommittee has been delegated the power to make recommendations to the Assets and Services Committee on Greytown urban waters and storm water channels. The Subcommittee requests that the Assets and Services Committee takes ownership for considering storm water management issues and that any costs associated with this work are not funded by Moroa Water Race ratepayers.

The original report to the Committee can be found here: [Water Race Subcommittee Report](#)

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

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## AGENDA ITEM C1

### PARTNERSHIPS AND OPERATIONS REPORT

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#### **Purpose of Report**

To update Councillors on the Partnerships and Operations Group activities.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Partnerships and Operations Report.*

#### **1. Group Manager Commentary**

This report is different to the usual reports provided to the Committee due to the impact on Council operations during the recent lockdown period. It outlines:

- the key issues encountered through the COVID-19 response and lockdown efforts,
- our return to Business as Usual,
- the progress made on key projects, including the Drinking Water Standard compliance work programme, and
- the future work programmes.

The focus during the previous period has been on continuing to provide core services to ratepayers and businesses as New Zealand progressed through the COVID-19 Levels and still ensuring the Health and Safety of those involved and the public. In doing so, SWDC has been pro-actively engaging with the other Wairarapa Councils and Central Government Agencies, as well as providing resourcing to the Emergency Operations Centre. As a result of this, the following report does not outline performance against our KPIs, but rather details what has been provided and achieved by the team through this time. Reporting on KPIs will resume at the next Committee meeting.

Of course, we have continued to deliver key infrastructure projects, including the Manganese Reduction Plant (MRP) in Martinborough and to progress other initiatives, such as addressing coastal erosion issues. This report provides an update on these items too.

Since October, Wellington Water (WWL) have been progressing the programme of work towards ensuring SWDC Drinking Water is compliant. Significant progress has been made and work continues. Also, as agreed at the last A&S Committee meeting, WWL have developed a similar programme of activity for Wastewater and initial discussion have been held on a similar review of SWDC Stormwater.

It is worth noting here the considerable efforts of Council staff and our contractor partners through the lockdown period.

## **2. Land Transport**

### **2.1 Health & Safety**

There were no major incidences for the period of January to April.

Site audits were undertaken by Fulton Hogan and Council totalling as below:

- One Council audit was done noting minor traffic management issues to rectify.
- Fulton Hogan (FH) had completed 12 safety or traffic management audits identifying minor traffic management issues that were discussed and actioned on site. There was one safety action from the audits where a lone worker was doing inspections on a level 1 road without a spotter. FH will provide the procedure to mitigate the risk for these inspections on a level 1 road without a spotter for RCA approval.

## **3. Work Programme**

### **3.1 Work Completed**

The following major items of work completed for the period.

- Annual pavement road marking across both Districts.
- The 4 towns: Carterton, Greytown, Featherston & Martinborough, were allocated 1 day a week for each town to complete basic house-keeping for safety and network functioning during lockdown such as sump grate cleaning, sign maintenance, litter removal potholes and emergency works from climate events.
- High cut vegetation trimming in both Districts.
- Footpath repairs commenced in Featherston Greytown & Martinborough.
- Wearing course metalling Eringa, Marshalls, Matarawa, Perry's and Te Wharau Road.
- Cape Palliser Road storm damage repairs at Johnson Hill and DoC station
- Pavement re White Rock Road at Whakapuni Hill.
- Pavement rehabilitation on Lake Ferry, Kourarau hill Te Wharau and White Rock Road.
- Pre-seal repairs to 2020/21 reseal sites.

- Unsealed Road Grading
- Chemical control around signs and bridges
- Rip-Rap boulder supply to Cape Palliser Road.
- Culvert, sign, carriageway and bridge inspections
- All SWDC Reseals are completed.

### 3.2 Outstanding Work

Item No.	location	Description	Planned completion date
1	Carterton	Footpath resurfacing.	By end July 20
2	Carterton	Lincoln Road Kerb & Channel between Pembroke and Victoria	By end of June 20
3	SWDC	Footpath repairs and maintenance 3 towns	By the end of June 20
4	SWDC	East Street Kerb & Channel	By the end of June 20
5	SWDC	High vegetation trimming	By the end of June 20

### 3.3 Work Programmed for Current Month

The following major items of work planned for June.

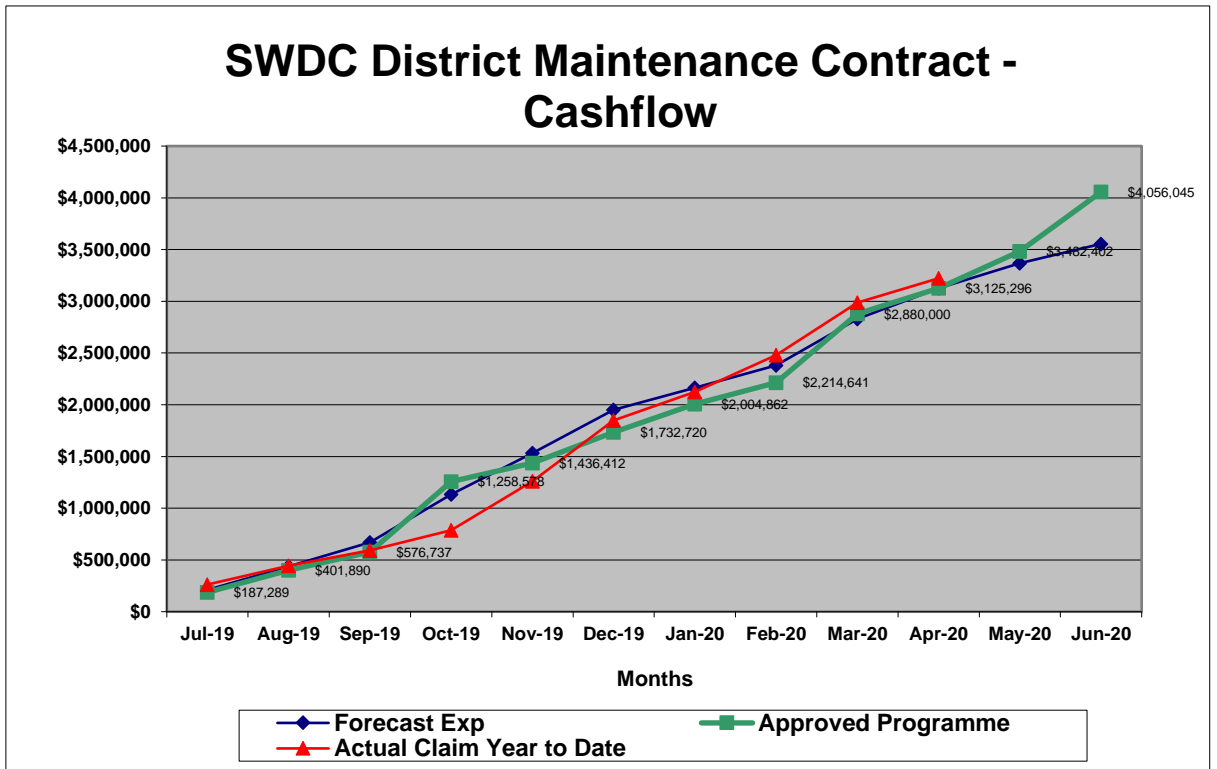
- Ongoing Martinborough, Featherston & Greytown footpath maintenance repairs.
- Culvert replacement and extensions Lincoln Road and install Kerb and Channel between Pembroke & Victoria Streets.
- Cape Palliser Road storm damage repairs.
- Completion of East Street, Greytown Kerb & Channel up-grade.
- Rural Chemical vegetation control.
- Rural Berm mowing
- Completion of the pre-seal repairs.
- Ongoing asset inspections.

Works by third party engagement:

- WSP OPUS high definition drone survey and Geotechnical report for Cape Palliser Rd from DoC station through to Whatarangi Cliffs.

- ECO REEF resource consent variation (coastal erosion protection)
- Tree removal at Lake Ferry settlement
- Fitzherbert Street and Revans St Railway crossing pedestrian upgrade along with associated stormwater improvements.
- Application made to NZTA Liveable Streets Programme for funding to explore options for Martinborough town centre.

### 3.4 Financial overview



The forecast expenditure was set at July 2019 and does not yet include additional budget for: Ruakokoputuna Road Seal Extension, Additional funding for Greytown, Featherston and Martinborough footpath maintenance and Cape Palliser Road emergency works.

## 4. Network Management Section

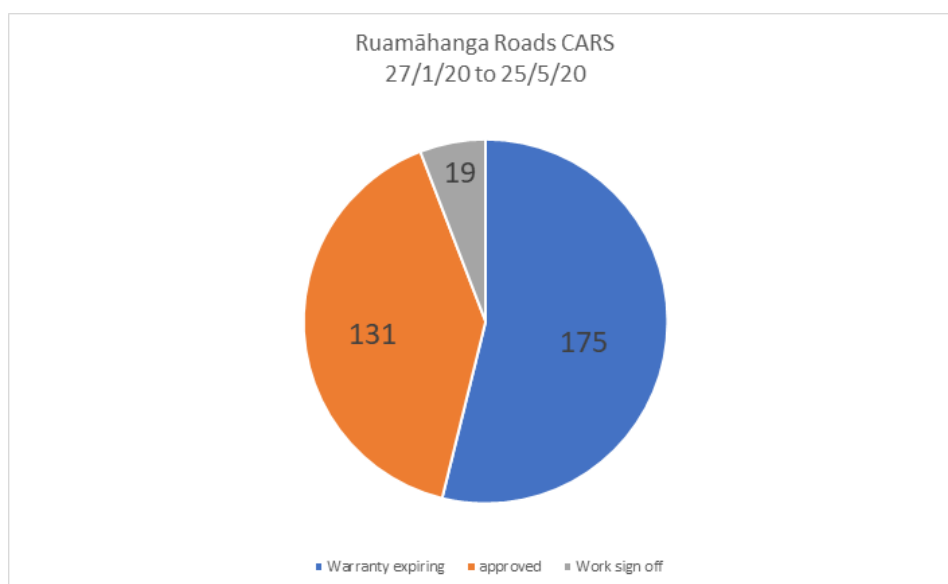
### 4.1 Network Activities

#### *Road Asset Management Plan*

The joint Road Asset Management/Activity Plan is being developed for the RLTP as required by NZTA. The structure of this document is being prepared through Resolve Consultancy with Council officers providing the additional information and document outcomes. The first review of the draft has been completed, which identified improvements needed. The work in progress document is intended to be available by early August.

### **Corridor Management**

Council officers are managing the corridor access requests for both Districts which includes reviewing and approving traffic management plans. The number of Corridor Access Requests (CAR) processed for the reporting period is shown below:



### **Overweight and High Productivity Vehicle permits**

Council officers have reviewed and process the following number of permits for the reporting period. 26 Overweight permits were issued. 96 High Productivity Motor Vehicle (HPMV) Permits issued by NZTA, were reviewed and approved for network access

#### **4.2 Low Cost Low Risk (LCLR)**

The LCLR improvements undertaken consisted of:

- Completion of Tora Farm Bridge.
- Resilience works on Cape Pallier Road at Johnson Hill.
- Installation of Raised Pavement Markers on Cape Palliser Road

### **5. Performance Monitoring**

A Performance and Contractor Evaluation (PACE) for monitoring the Ruamāhanga Roads Network maintenance contract was not undertaken for this reporting period. Once the influence of Covid-19 disruptions are non-existent a PACE will be performed.



## **6. Water**

### **6.1 Wellington Water Performance Reporting**

All the client Councils for Wellington Water, including SWDC, agreed to suspend the performance reporting for Q3, to allow operational staff to focus on the maintenance of the key water infrastructure through the Lockdown period. Q3 and Q4 performance reporting will be provided to the Committee at its next meeting.

### **6.2 Water Restrictions**

Water restrictions across the District have been lifted.

### **6.3 Key Projects update**

Updates on the following projects will be provided by Wellington Water staff under separate agenda items:

- Drinking Water programme
- Proposed Wastewater risk reduction programme
- Manganese Reduction Plant and Water Treatment Plant upgrade
- Featherston Wastewater Treatment Plant plans

### **6.4 Wastewater – Greytown Plant**

Officers have recently engaged with The Olive Press, which has previously discharged wastewater to the Greytown Wastewater Treatment Plant that has caused odour and plant performance issues. Investigation, in conjunction with Wellington Water, has uncovered a few issues at site that have been discussed with the operators, including the possibility of high fat residues entering the SWDC system due to mixing of discharges outside the factory.

Constructive discussions have identified a short-term fix (pumping residue into a separate tank for alternative disposal) and an agreed longer-term approach with the installation of a full separation system to prevent recurrence. The situation will continue to be monitored but the response from The Olive Press and the support of Wellington Water staff in resolving the situation was very positive.

### **6.5 Water Races – Longwood Resource Consent**

The consent application remains on hold pending further information relating to hydrology and ecological values prior to being formally accepted as complete by the GWRC (under s88 of the RMA). Officers have engaged Greg Butcher to assist with the hydrology aspects. Greg is a local hydrologist and has worked extensively in this field over a long period of time. In addition, Keith Hamill is working on the ecological parts of the information request. Keith has a working knowledge of Donald's Creek having studied the impacts of the Featherston wastewater discharge.

In the meantime, we have had discussions with GWRC staff around the merits of seeking a short term consent for the Longwood race in order to align it with the Moroa

race consent (which is up for renewal in 2025). By this time, SWDC will have undertaken the work to confirm the future direction of the water race systems and will be in a better position to seek long term consents. A short term consent also provides time for the assistance GWRC have undertaken in the Natural Resource Plan and the Ruamahanga Whaitua Implementation Program to work through the system.

GWRC can see the merit in aligning the consents for the two water races. In terms of information requirements, the advice received was that a case for the work around water efficiency being covered when renewal for both consents together is sought could be made but the effects of require assessment regardless of the duration of the consent. This is the work Greg Butcher and Keith Hamill are doing.

Engagement with Mana Whenua, the Department of Conservation, and Fish and Game continues.

We are working towards supplying the further information by the 30th June 2020. Despite the Covid-19 lockdown, we are still on track to have this completed on time. The GWRC have indicated that this timeframe can be reviewed should it become an issue.

Once the resource consent application has been accepted the WRC will process the application. This includes a decision on notification. The previous resource consent application for the Longwood race was publicly notified. The requirement for notification will be driven by the effects on hydrology and ecological values.

## **7. Amenities**

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after:

- 12 parks,
- 31 reserves,
- 42 buildings,
- 11 public toilets
- five sports facilities,
- four cemeteries, and
- 22 other properties.

### **7.1 COVID-19 Lockdown Services**

As noted previously, significant effort was used in managing the appropriate level of Council service across all amenities. As summary of activity is provided below:

#### **Level 4:**

##### **Parks and Reserves:**

Placed Covid-19 signs in all parks/reserves

Closed all Playgrounds and taped up those that are not fenced

Closed all Toilets

Citycare unable to maintain mowing or Gardening

**Libraries**

Closed all 3 Libraries

Staff working on planning and Facebook events for each Library at home

**Venues**

All venues closed and have given rent relief to all business in the buildings

**Cemeteries**

Cemetery gates locked as per Government recommendation

Burials happening under Government Covid-19 standards

Advised and worked with City Care Sextons on burial procedure and PPE

**Solid Waste**

Greytown and Featherston Recycling stations closed

Martinborough open for essential services only

Opened Martinborough up for rural waste only and monitored

Community liaison with rural ratepayers over limited services

Some Fly Tipping was evident and fines where sent out.

**Water Meter Reading**

Completed water meter reading for sale and purchase of property

Organised staff to walk the three towns to check meters and capture readings where they could

**Level 3:****Parks and Reserves**

City Care resumed mowing and clean up

Playgrounds remained closed

Opened a toilet in each town for essential workers and organised cleaning twice a day

**Libraries**

Staff only returned to Library to sort work and general tidy up preparing for Level 2

Strict rules apply including Contact tracing

**Cemeteries**

No change other than bubble is allowed to be 10

**Solid Waste**

All three stations allowed to open for recycling and green waste, hours extended, although Pirinoa was still closed

Contact tracing required and bubble distance monitored

Traffic Management set up for three days at Martinborough to handle volume

Set up Contact Paywave in Libraries and Refuse stations

## **Level 2:**

Open essential public toilets, including enhanced cleaning schedule

Protective screens installed for all libraries and head office

Set up contact tracing in Libraries and venues

Open and sanitise all 4 playgrounds

## **Level 1:**

Since moving to Level 1, we have restarted all our Business as Usual and, in addition:

- Working on Pain Farm upgrades
- Installing 31 Air conditioning units into Senior Housing starting 30th June
- Five ovens installed into senior housing units
- Upgraded some drapes and net curtains in Senior housing
- Applications made to the Provincial Growth Fund for funding to refurbish:
  - o Featherston Community Centre
  - o Ngawi Community Hall septic system
  - o Featherston Stadium facilities
  - o Anzac/Kiwi Hall
  - o Peace Garden, Messine Layby
  - o Hau Ariki Marae (other maraes bid through Te Puni Kokiri
  - o War Memorial, Featherston
  - o Martinborough Community Hub and spaces
- Refresh of Featherston Playground, including playground for toddlers
- Reopening Martinborough Toilets on Rugby Ground, water blast and painting
- Quoting Stella bull park lights to work off street lighting for Health and Safety/security
- Work has begun on the maintenance plans for all SWDC buildings
- Sports ground line marking completed where required
- Greytown swimming pool easy access ramp arrived for next season
- Park Bench for Featherston cemetery has been ordered
- Cemetery database update still a work in progress
- Natural Burial cemetery in Featherston being tidied
- SWDC Lease system review also ongoing
- Inspected Featherston stadium to plan refurbishment in new FY
- Refuse stations monitored
- Replaced torn netting above Martinborough refuse dip

## **8. Library Activity Update**

Updates from our Libraries are attached as separate documents.

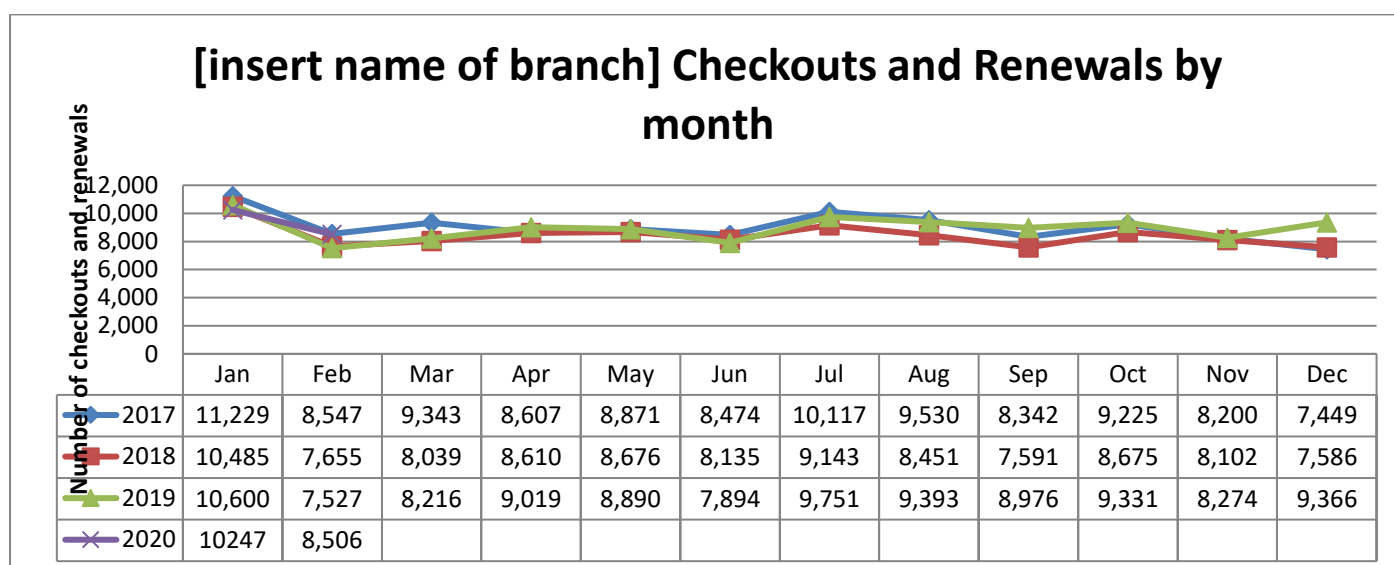
# FP/MTP/GTP Monthly Report for February 2020

## Statistics

### Issues and renewals:

*Physical items:*

	Featherston	Martinborough	Greytown
<b>Number of issues and renewals for January</b>	2673	2789	3044



### New Members

New library members for February 2020:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	11	26	19

### Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	226	173	276

Please note that these statistics are for January, not February. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2387	2033	1958

## Featherston

### Displays

Adult Displays	Teen Displays	Junior Displays
First Lines	Reach for a book	Reach for a book

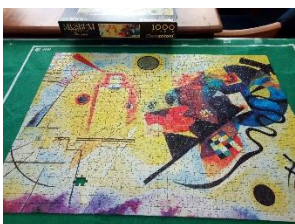


### Events

Book Bugs has an attendance of 16 children and 12 Adults regularly. Topics covered were, Camping, Unicorns, Apples and Kisses.



The Jigsaw puzzle that has kept the tourists entertained through summer, was finally completed. Visitors have come from France, Colombia, Germany, England and the USA.



# Martinborough

## Displays

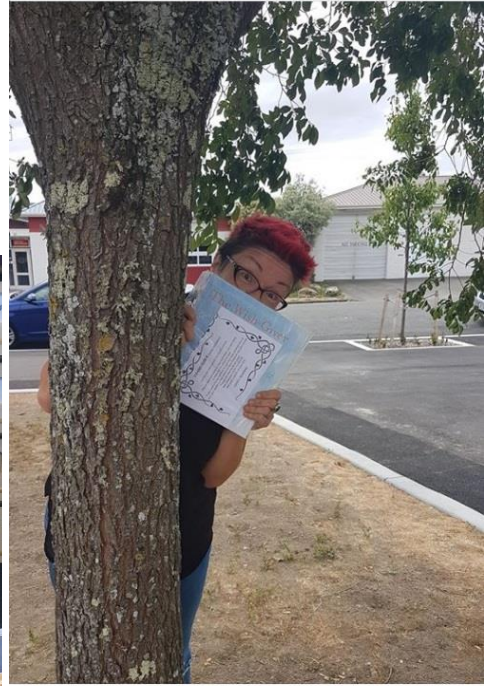
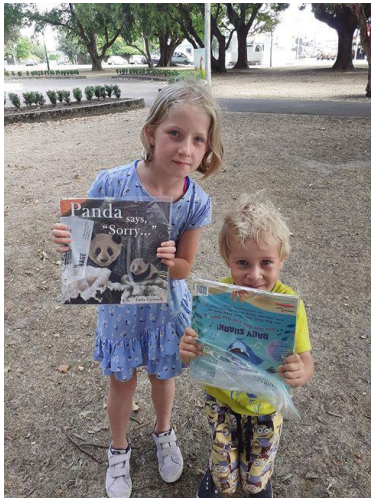
Adult Displays	Teen Displays	Junior Displays
Love books display	New book series	Author birthday
New books		New books

## Events

- A “teaser” Facebook post advertising our “Dinovember” event in November reached over 4,500 people and garnered a lot of engagement.



- Valentine’s Day was also “International Book-giving Day” – library staff prepared craft materials for customers to make their own “Love Books” bookmark. Following the lead of the Facebook group “Look 4 a book”, staff hid donated children’s books around Martinborough, including an info sheet and directions on how to read, sign and re-hide the book once found. We had a very positive response (see picture below). Some more donated books were also gifted to Martinborough Kindergarten, Dot Kids and Bell Street early learning centres, Martinborough School and Pirinoa School.



1,232  
People reached

123  
Engagements

Boost Unavailable

## Other initiatives

- The Library now hosts a weekly parent-led “Music & Movement” session for babies, every Friday. This is very popular.
- School visits are increasing – in addition to a weekly visit from Martinborough School, we also now host two classes from Pirinoa School; one class come in weekly to issue books and another class asked for an in-depth information session. Topics included parts of a book, how to care for a book and a craft session supporting this was offered, which the class then took back to school. We are looking forward to hosting them for another session in March.



## Greytown

### **Tuesday Late Nights**

Numbers have been steady over the month, but we are rarely seeing more than ten people per night.

### **Library Use**

We have many visitors from all parts of the world in the library this month. Many have commented favourably on the building, the library space and our collection.

### **New Books**

A steady stream of books has been arriving and we have a good selection of new fiction and nonfiction books covered, loaded into the system and out on display over the month.

## **Displays**

<b>Adult Displays</b>	<b>Teen Displays</b>	<b>Junior Displays</b>

## **Events**

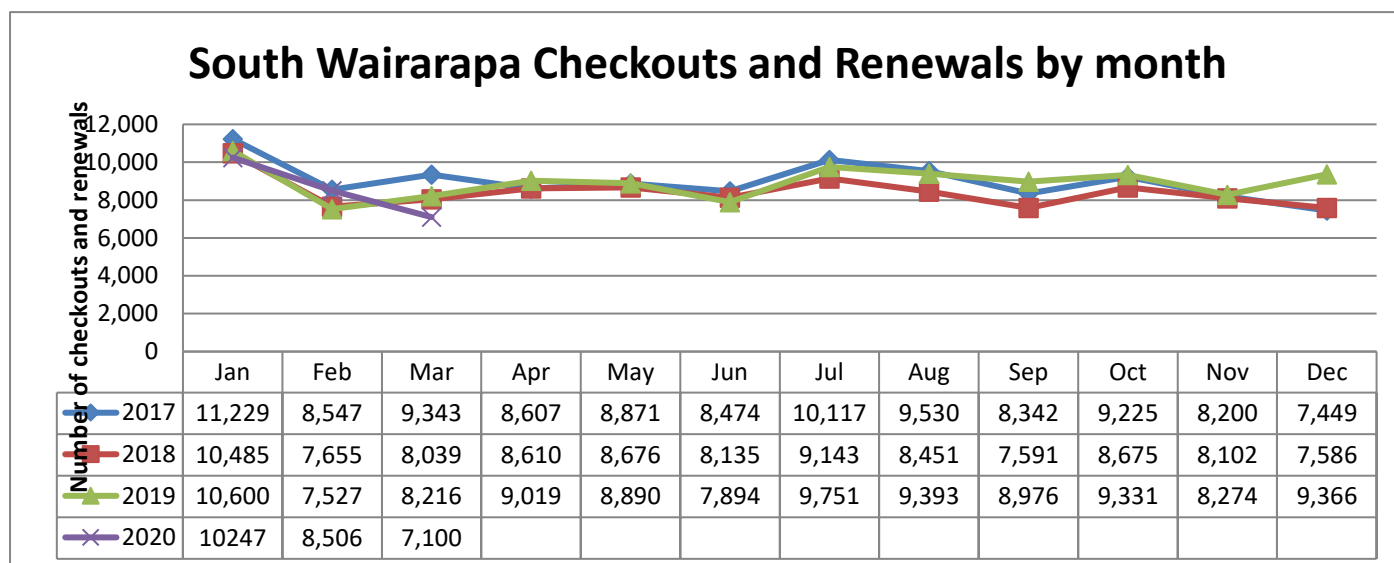
# FP/MTP/GTP Monthly Report for March 2020

## Statistics

### Issues and renewals:

#### Physical items:

	Featherston	Martinborough	Greytown
<b>Number of issues and renewals for March</b>	2157	2244	2699



### New Members

New library members for March 2020:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	14	14	18

### Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	123	149	142

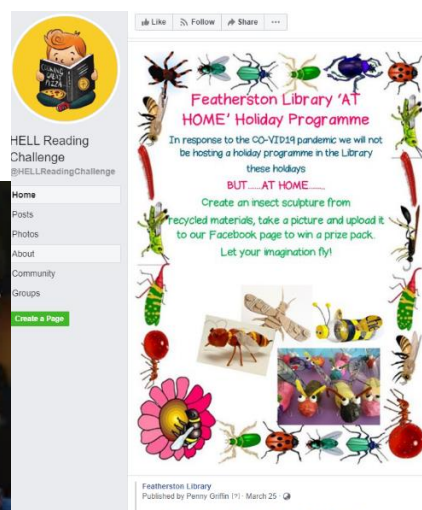
Please note that these statistics are for February, not March. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2518	1337	2089

# Featherston

## Displays

Adult Displays	Teen Displays	Junior Displays
Book Tasting Menu	Humour	Dr Seuss/Humour



## Events

Preschool Programme ran up until Lockdown, we made a Fairy Garden including stem science activities and studied The five senses with a hilarious blind tasting activity. Most of them loved the lemons!

We started our Facebook Storytime on March 24<sup>th</sup> in conjunction with the Coalition for Books. We recorded the titles from publishers that permitted their books to be read during lockdown. These will be removed shortly.

We also held an online ‘Holiday Programme’ creating an insect sculpture. It was great to find us mentioned on the Hell Pizza Challenge Page!

## Martinborough

### Displays

Adult Displays	Teen Displays	Junior Displays
International Womens Day	New Books	Harry Potter

### Events

- The Tri-wizard Tournament was held at the Waihinga Centre in conjunction with the worldwide Harry Potter Book Night celebrating Harry Potter & the Goblet of Fire; tasks included a summoning charm, transfiguration, and “last quizzard standing”. Martinborough Library was listed on the worldwide Events map. The event was well-attended and we received very favourable feedback.
- A weekly Music & Movement programme run by community parents is being held in the Plunket area on Fridays; the Library provides musical instruments and music resources to the programme facilitators.
- The Library began a social media competition “Elf in shelf-isolation” which ran through to April and continued to build on our virtual presence to customers. The premise is to post a picture of the elf with clues to a particular book title.

### Other initiatives

- A meeting was held with members of the Friends of the Library to initiate collaboration/planning for the Library’s upcoming Dinovember event in November.



## Greytown

*(please contact Greytown Branch Librarian for this month's details)*

## Displays

Adult Displays	Teen Displays	Junior Displays

## Events

## Other initiatives

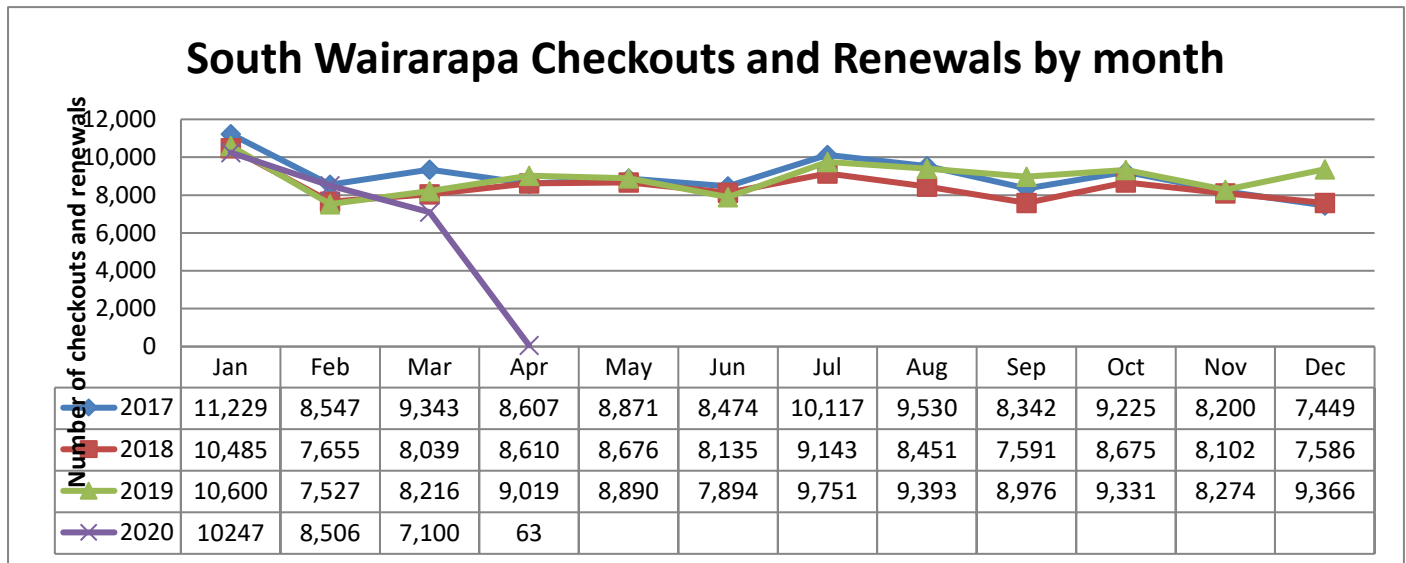
# FP/MTP/GTP Monthly Report for April 2020

## Statistics

### Issues and renewals:

#### Physical items:

	Featherston	Martinborough	Greytown
<b>Number of issues and renewals for April</b>	39	16	8



### New Members

New library members for April 2020:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	1	2	1

### Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	1	3	0

Please note that these statistics are for March, not April. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	60	631	693

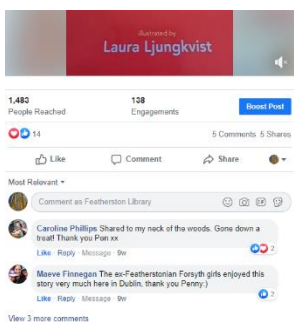
# Featherston

## Displays

Adult Displays	Teen Displays	Junior Displays
Closed Lockdown same as March		

## Events

Continued to read stories daily on our Facebook page. The reach for this was very wide, we had listeners from Ireland and Canada who commented on them.



We held an Anzac Biscuit Baking Competition won by Wendy Pos.



Merle created a video on how to use the Libby App for e books to which she added a hilarious blooper out takes



# Martinborough

## Displays

Adult Displays	Teen Displays	Junior Displays
Closed during lockdown		

## Events

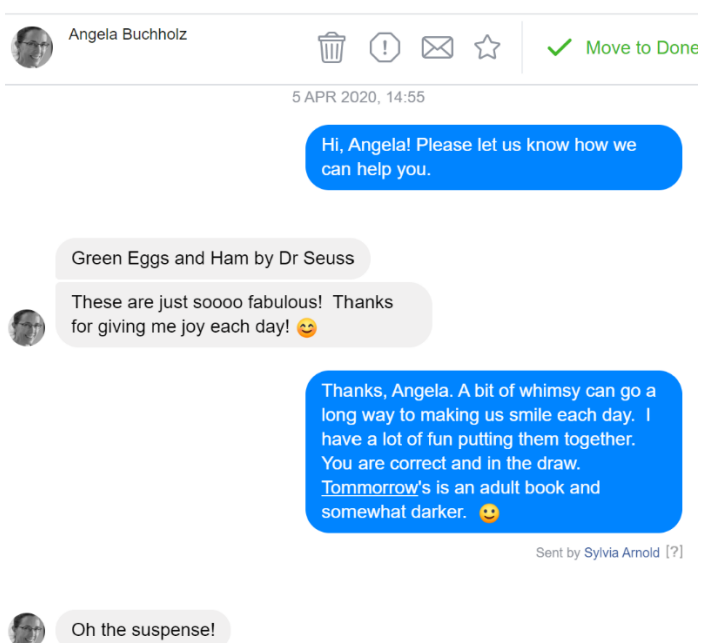
### Other initiatives

- Due to the library Co-Vid closedown, we focused on our social media presence - we have been working hard to raise our Facebook profile in the community; it is a good way to engage our customers. Some of our initiatives included:

- Continuation of “Elf in shelf-isolation”:

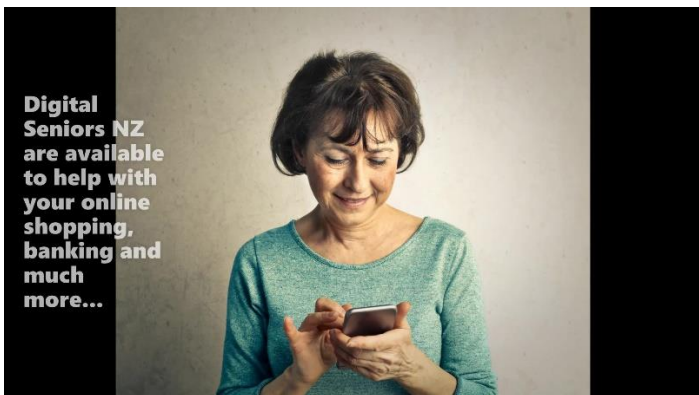
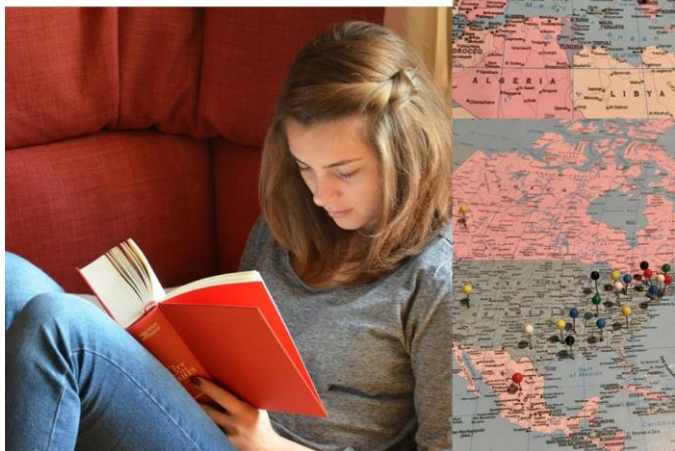
A total of 135 entries for the 19 books. The first to guess each book, online, went in the draw to win a “support local” prize package. The most popular book was ‘Green Eggs and Ham’, with the highest number of entries and interactions on Facebook.

- The premise of the April Armchair Traveller was sharing the worldwide locations of the books the community were reading.
- We posted a reminder to promote Digital Seniors and promoted the Libby App.
- **Book talks for Children and Young Adults (no picture)**
- Grace Hancox provided two video book talks on series that can transtion junior fiction readers to young adult books: The Percy Jackson Series, The Ranger’s Apprentice Series and one YA series – The Great Library Series.





# #ARMCHAIR TRAVELLERS



## Greytown

*(please contact Greytown Branch Librarian for this month's details)*

## Displays

Adult Displays	Teen Displays	Junior Displays

## Events

## Other initiatives

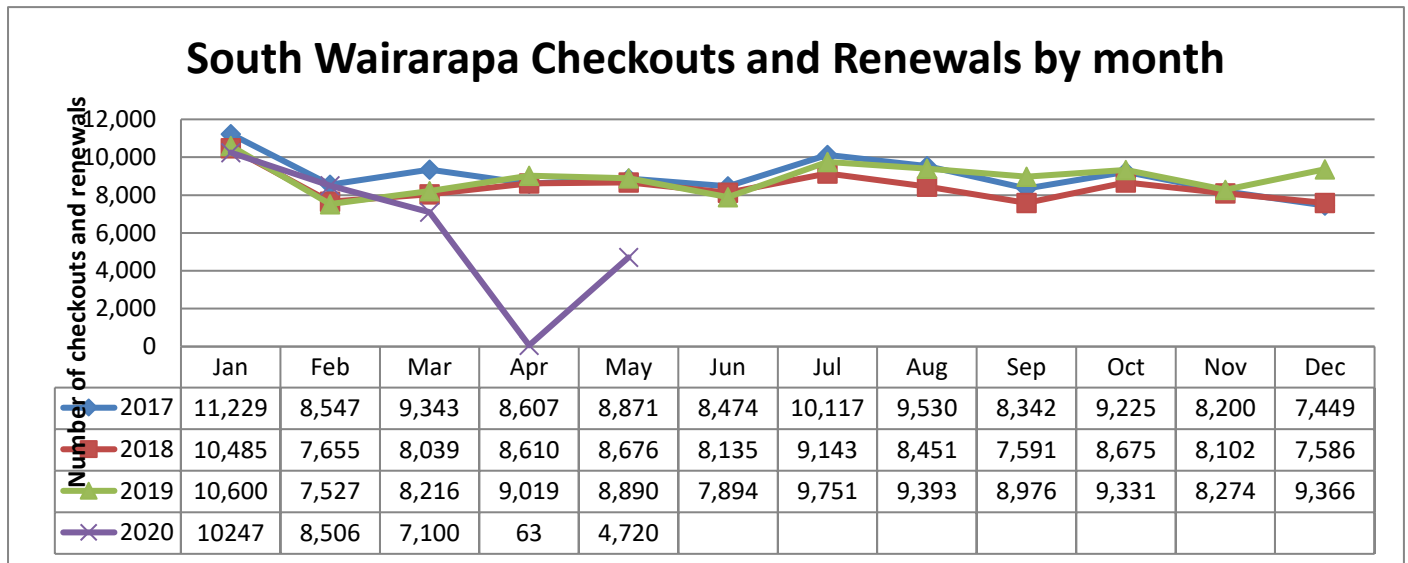
# FP/MTP/GTP Monthly Report for MAY 2020

## Statistics

### Issues and renewals:

#### Physical items:

	Featherston	Martinborough	Greytown
<b>Number of issues and renewals for May</b>	1540	1466	1714



### New Members

New library members for May 2020:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	2	7	19

### Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	0	4	0

Please note that these statistics are for April, not May. Wifi access was disconnected for April, due to Covid lockdown.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	0	0	0

## Featherston

### Displays

Adult Displays	Teen Displays	Junior Displays
Same Display as March		

### Events

We continued through May with our Storytime on Facebook. Penny recorded stories and Merle used her children to read and perform alongside her readings.

We posted the free reading of James and the Giant Peach with Taika Waititi as they were published on you tube.



We participated on our new You Tube Channel Our reading of Chicken Diva’s for the National Simultaneous Storytime and read live on a Zoom meeting to St. Teresa’s School. Both events were **fabulous darling!**



The Library re-opened with a hiss and a roar! Rates payments were easy as many had paid online. The Library has subsequently returned rapidly to normal business. We have only had two people decline to give their details upon entering.

## Martinborough

### Displays

Adult Displays	Teen Displays	Junior Displays
New books	New books	Chickens

## Events

Our big event for May was the National Simultaneous Storytime – the book this year was “Chicken Divas”. Our activities included:

Craft packs: Make your own tiara etc, available in the library with 14 given out

Visit (following covid rules) to Dot Kids, Bell St Early Learning Centre and Martinborough Kindergarten- packs dropped off and invitations to watch facebook live video.

Photos, dress-ups and punny captions were taken of members of the community to post on Facebook and in the Library, in a countdown to the Storytime day.

Facebook Live reading of Chicken Divas reached over 150 viewers.

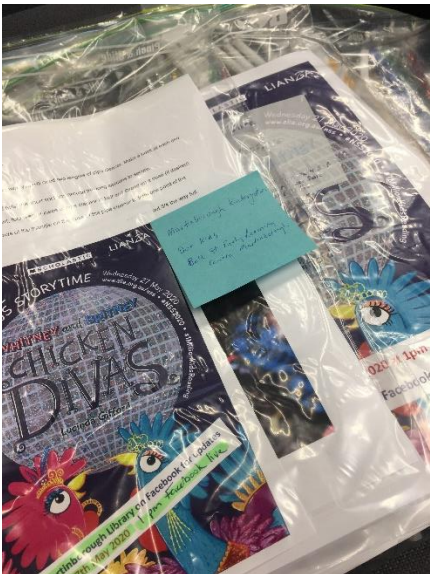
## Other initiatives

Book Chatbot Facebook posts: we started a series of regular posts, answering questions customers have about library services, or providing information regarding the Libby App and the benefits of the WLS.

Consultation with community is in progress regarding the renaming of our preschool storytime programme.

■ Reach: Organic/Paid
 ■ Post clicks
 ■ Reactions, comments & shares

Published	Post	Type	Targeting	Reach	Engagement
26/05/2020 20:00	ONE SLEEP TO GO UNTIL CHICKEN DIVAS STORYTIME! Wednesday 27th May 1 pm on Facebook	📖	🌐	294	26 25
25/05/2020 20:00	Beak-a-boo, who's this? Ana, looking happy and regal, counts us down to two 'sleeps' until our Chicken Divas	📖	🌐	616	97 44
25/05/2020 13:38	You are not alone, people loading the Libby App search for their local library (for example, Martinborough Library)	📖	🌐	329	16 9
23/05/2020 18:00	Without 'feather' ado, it's the lovely Alix taking us to 4 more 'sleeps' until 'Whitney and Britney Chicken Divas'.	📖	🌐	344	22 26
22/05/2020 17:54	It's Andy looking 'hensome' in his tiara! There are 5 MORE 'SLEEPS' UNTIL 'Whitney and Britney Chicken	📖	🌐	664	50 57



**Your library on Libby:**

When searching for your library, enter *Wairarapa Library Service*



## Greytown

### Displays

Adult Displays	Teen Displays	Junior Displays
Travel within New Zealand		

### Events

#### **Covid-19 Level Three**

At Level three we were back in the building for a few hours each day. One of our focus areas during this time was preparing the library for re-opening under the Level two guidelines. Furniture was removed, stacked, labelled etc. We also started an inventory of all the books in the library. This is still on-going as at the end of May. It has proved a useful exercise. Our catalogue is being tidied up and we have relocated a few books in the process.

#### **Covid-19 Level Two**

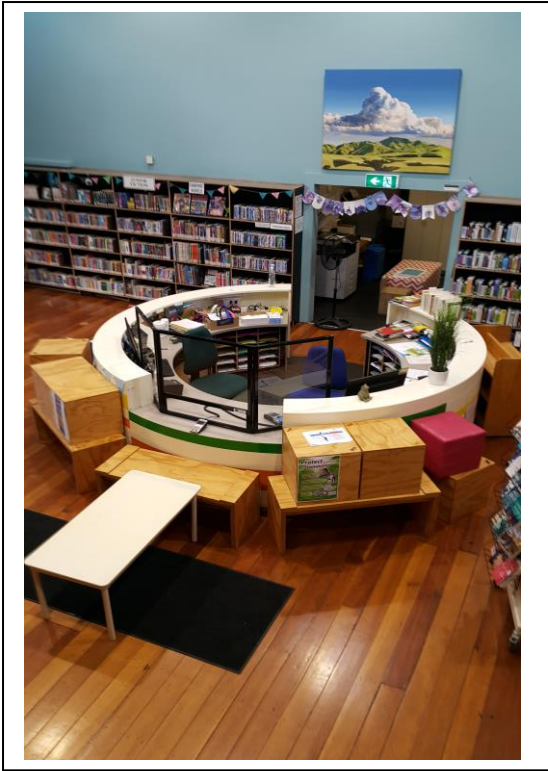
Reopening on 14<sup>th</sup> May 2020 saw a steady stream of customers pleased to see us back and open. Many commented on how much they had missed us, and all were desperate for some new books to read. Customer numbers have continued to be steady.

#### **Rates**

The last rates instalment for the current financial year were due on the 20<sup>th</sup> May. While a lot of people are now paying via direct debit, automatic payment or online, over the counter payments were steady leading up to the 20<sup>th</sup>.

#### **Display**

With travel restrictions around the country being removed we thought it was timely to put up a display featuring travel around New Zealand. This has created quite a bit of interest.



## Other initiatives

# ASSETS AND SERVICES COMMITTEE

17 JUNE 2020

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## AGENDA ITEM C2

### PROPOSED WASTEWATER PROGRAMME

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#### **Purpose of Report**

To provide a progress update on work to understand and reduce risks associated with the wastewater treatment plants and network, with a focus on critical assets, owned by South Wairarapa District Council (SWDC), and

To Provide information on further work underway and planned to achieve a suitable level of risk associated with the wastewater system generally.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Proposed Wastewater Programme Report.*

#### **1. Executive Summary**

An update from Wellington Water is provided in Appendix 1.

#### **2. Appendices**

Appendix 1 – Wellington Water Update on Proposed Wastewater Programme

Contact Officer: Euan Stitt, Group Manager Partnerships and Operations



# **Appendix 1 – Wellington Water Update on Proposed Wastewater Programme**

TO South Wairarapa District Council  
COPIED TO Ian McSherry  
FROM Benjamin Carey/ Steve Hutchison  
DATE 10 June 2020

**FOR YOUR INFORMATION**

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## **SWDC Wastewater System Risk Reduction – Progress Update**

### **Purpose**

The purpose of this memo is to:

- Provide a progress update on work to understand and reduce risks associated with the wastewater treatment plants and network, with a focus on critical assets, owned by South Wairarapa District Council (SWDC), and
- Provide information on further work underway and planned to achieve a suitable level of risk associated with the wastewater system generally.

### **Summary**

SWDC became a shareholder of Wellington Water on October 1st, 2019. Since then we have been working hard to quantify the risks facing the wastewater system, and to improve the performance across the district to reduce risks to the management of wastewater, regulatory compliance and impact on the receiving environment.

During this time, we have responded to several operational issues and challenges, mostly related to the irrigation systems and Martinborough and Greytown. Good progress has been made towards improving the immediate regulatory risks and addressing operational challenges, and we have developed a greater understanding of the medium and long-term system and operational challenges and risks.

However, there is more work to do reduce the risks to an acceptable level. Progress on scoping and development of the risk management measures has been delayed by several months due to the impact of Covid-19, shifting this work into the first quarter of the new financial year.

## Background

As part of our transition planning in mid-2019 an assessment of SWDC wastewater treatment plants was completed and a report issued in August 2019. The report noted some issues, but generally nothing of immediate concern. However, in January 2020 two overflow incidents which were potentially non-compliant with resource consent conditions occurred. In addition, operational difficulties have challenged the routine operation of the wastewater treatment plants.

SWDC were briefed in February 2020 following the second Martinborough incident. It was agreed a risk assessment would be completed to capture, collate and prioritise system risks, actions and budgets. The principal drivers in the short term are regulatory compliance, health and safety and environmental and cultural drivers related to discharges to fresh water. Longer term drivers include treatment standards and levels of service.

Objectives, timeframes and funding for completing the identified work are yet to be agreed with SWDC however we have included an initial placeholder budget of \$500K in 20/21 as part of the annual plan process. Work will be prioritised based on risk and staged based on resourcing, budgets and ongoing discussions between WWL and SWDC.

The following sections provide a summary of the key issues, recommendations, work completed to date and further work planned in the 20/21 financial year.

### Summary of key risks/issues

A risk assessment has been completed following consultation with relevant Wellington Water staff. Several overarching themes are evident, along with risks for each plant.

#### Overarching Issues:

Several overarching issues have been identified common across the system; these are outlined below.

#### 1. Operations and maintenance manuals (O&M manuals)

O&M manuals should provide system operators with comprehensive guidance, procedures, and the necessary technical references to efficiently operate the facilities.

- Draft manuals have been compiled following the incidents; however, a gap analysis has identified some out of date information and gaps in key content.
- Without comprehensive O&M manuals operations and maintenance activities tend to be unplanned and reactive, with a focus on day to day operations rather than proactively managing the plants. This may lead to situations where planned operational activities are overlooked or are not managed e.g. pond desludging, planned maintenance on critical assets etc. Ultimately this increases the risk of poor operation and management of the plants leading to consent compliance breaches.

- **Recommendation:** Out of date O&M manuals are considered a high-risk item. It is recommended O&M manuals for each plant are developed to acceptable standards and implemented.
- A scope of work has been developed to update the information and content gaps and we are talking to a preferred supplier to prepare offers of service.
- A budget has been requested in 20/21 financial year to complete the manuals.

## 2. Document management:

Plant documentation and plans are not managed in the corporate management system. Lack of formal management of critical documents means they are often neglected, outdated and not fit for purpose.

- Critical documents should be organised in a manner so that plant personnel can readily locate necessary information and so that they can be easily modified to reflect changes to the treatment system operation and maintenance.
- It is important that critical documents, such as O&M Manuals, are routinely reviewed and updated e.g. to reflect changes in personnel and contact information, process changes etc. When changes are made to documents it is important that these changes be logged so that plant personnel can see the last date that different sections have been updated.

- **Recommendation:** A critical document register is being developed by WWL staff. Once documents have been identified, reviewed and accepted they will progressively be uploaded into the WWL management system and assigned owners.

## 3. Organisation roles and responsibilities

- Roles and responsibilities and reporting lines have been bedding in following transition from SWDC to WWL. Further work is needed so accountabilities are well understood, and efficient focus can be applied to critical areas e.g. O&M manuals, long term maintenance plans and budgeting etc.

- **Recommendation:** WWL is preparing a roles and responsibility document and matrix related to operations and management of the plants.

#### 4. Plant health and safety and security:

A systematic review of H&S and security risks has not been completed for each plant however several H&S risks have been noted from recent work:

- Staff welfare. Inadequate staff welfare facilities at wastewater treatment plants leads to staff using drinking water sites for welfare purposes increasing the risk of cross contamination. This is also a risk to staff recruitment and retention.
- Lone worker policy/procedure. Current work practices involve lone worker operations. There are H&S hazards that increase the risk for lone workers such as poorly lit access roads and equipment adjacent to open water.
- Perimeter fencing consists of agricultural post and wire fencing and gates. A recent WorkSafe investigation of Gore District Council highlights the risk of inadequate security fencing.
- Lack of barriers on the narrow access ways around the ponds and steep access to Lake Ferry plant.

• **Recommendation:** Inadequate understanding and management of this risk could result in H&S incidents and HSWA prosecutions. A scope is being prepared to undertake a structured H&S and security risk assessment for each plant and prepare a prioritised upgrade plan.

#### 5. Asset management practices

Asset management is generally based around reactive maintenance. Asset registers are out of date and incomplete. Critical assets are not proactively managed increasing the risk of critical asset failures and consent breaches.

• **Recommendation:** Updated asset registers are being developed for all plants; an asset management approach based on asset criticality is recommended to be developed.

#### 6. Consent management

Compliance monitoring and reporting needs to be formalised. Plant management plans required under the consent at Greytown are out of date, and consent monitoring conditions and data/reporting needs to be managed within a formal management system to reduce the risk of non-compliances.

• **Recommendation:** Consent monitoring and reporting requirements should be formalised with clear roles and responsibilities. In the longer-term consent conditions and reporting requirements should be included in a corporate consent management system to ensure they are not overlooked.

## 7. Irrigator systems – suitability for purpose:

Numerous issues with the relatively new irrigation systems at Greytown and Martinborough have raised questions about the systems suitability for their intended wastewater irrigation purpose. A review of the design and build contract documents for the irrigators has been completed, and whilst some warranties have been provided the associated maintenance plans have not been implemented.

- **Recommendation:** An offer of service has been received to review the performance and design of the irrigation discharge system for both plants. This work will commence once the O&M manuals have been completed.
- Maintenance plans are implemented for the irrigators at Greytown and Martinborough.

## 8. Plant telemetry and control:

Manual operation of plants results in one layer of protection for critical operations. The plants also operate sight unseen for significant periods of time e.g. over weekends when staff are rostered off. Automating critical operations or providing telemetry monitoring would provide additional protection. Lack of telemetry means consent compliance may be dependent on manual records. This may not provide detailed or accurate records of critical consent data/operations if required.

- **Recommendation:** Following completion of the O&M manuals, the plant telemetry and controls will be reviewed with a focus on critical operations.

## 9. Trade waste:

Lack of trade waste database and compliance could lead to trade waste discharges impacting treatment levels or creating other issues such as odour. A trade waste bylaw exists but may not be adequately managed due to lack of trained staff or unclear roles and responsibilities and procedures.

- **Recommendation:** Develop a trade waste procedure and ensuring clear roles and responsibilities for all parties. It is recommended trade waste training is provided to SWDC environmental health officers if they are responsible for monitoring and enforcement.

## **Plant Specific Issues:**

Key issues specific to each wastewater treatment plant (WWTP) are outlined below.

### **1. Featherston WWTP**

- Featherston consent: the resource consent application has been withdrawn. SWDC are currently operating under the on hold 2014 consent application, which allows SWDC to operate under the 2012 consent. This relies on goodwill and progress being made on the longer-term application. The only non-compliance identified to date is that SWDC did not complete all trial upgrades identified in the consents and variations. Reduced goodwill or lack of progress may result in fines, prosecution and/or reputational damage.
- Inflow and Infiltration: Featherston catchment has high I&I causing short circuiting and short residence times in oxidation ponds - this may affect treatment levels and consent compliance. High I&I requires larger winter storage or increased risk of discharge to freshwater if inflow volume exceeds land discharge and storage capacity. In addition, high levels of I&I increase treatment capacity requirements and costs as well as have a negative impact on sustainable operations (carbon footprint).
- Pond sludge: An accurate pond sludge survey has not been completed for some years. It is not thought the sludge levels are high, however sludge build up can lower treatment quality and storage, and in extreme cases could lead to wash out and discharge of sludge leading to consent breaches.
- Donald Street pumping station: This pumping station is in poor condition, and in a location on the state highway that makes access difficult and expensive. The poor condition of the pumping station, difficult access and lack of storage means there is a high risk of network overflows.

### **2. Greytown WWTP**

- Consent – plant management plans: plant management plans required under the current resource consent are out of date. Out of date plans may lead to a breach of consent compliance resulting in fines, prosecution and reputational damage.
- Trade waste discharges from a local olive press have resulted in issues with odour.
- Access agreement with local farmer is interfering with land irrigator application. This increases operator workload and limits ability to apply to land in favourable conditions - increasing the likelihood of discharge to water rather than land. This could lead to consent breaches and prosecution/fines. The agreement is currently managed informally. A review and formalisation of the agreement would benefit all parties.

### **3. Martinborough WWTP**

- Martinborough UV treatment: Records indicate UV treatment is not always meeting consent criteria. This could be due to the high turbidity of the wastewater from maturation ponds and presence of algal loads. Poor UV treatment increases the risk of contamination of receiving/groundwater. Unmitigated, there is a risk of consent breaches, fines/prosecution, and negative publicity.

- Treatment process and trade waste loadings may not meet consent requirements. On occasions Ammonia Nitrogen levels have exceeded consent limits. The source of the nitrogen loadings is not known. Unmitigated, there is a risk of consent breaches, fines/prosecution, and negative publicity.
- Moderate I&I levels and land loading limits the ability to discharge to land. The current irrigation field has limited loading capacity which restricts land application volumes. There is limited wet weather storage at the plant. Under the current set up discharges to water will continue. This is allowed under current consent but there are risks of cultural and community opposition to this longer term as environmental awareness and expectation increase. Martinborough has the most sensitive receiving environment of the four plants.
- Irrigator system: Irrigator system maintenance. The irrigator gets minimal use over the winter months when land application is limited by soil moisture. When the irrigator sits unused for long periods of time there is increased risk of operability issues. There are no service or repair agreements.

#### **4. Lake Ferry**

- The condition of the current land application equipment (dripper lines) is not known. There is an assumed need to replace equipment based on asset age and operational experiences with the land disposal. Failure to maintain equipment in working order may lead to compliance issues e.g. uneven application of effluent to land or low application rates increasing frequency/volume of effluent discharged to the wetland. The capacity of the land disposal field also requires review. Variation to existing consent will be required.

#### **5. Longer term risks and issues**

- Treatment Standards: Future regulatory tightening and changes to community expectations may dictate changes to treatment standards and disposal options.
- Land Discharge: The current systems have limited ability to discharge to land without further expansion. In some cases, land has been secured for future expansion, however this requires costly upgrades to winter storage and pumping systems. The costs for this work are concept level with a low level of confidence.

System Strategy: Costs of higher treatment levels, and land disposal options, may influence the direction of longer-term strategy e.g. decentralised vs centralised treatment strategy. Expenditure plans for each plant and network need to be cognisant of the development of this longer-term strategy.



## Summary of work completed to date:

1. A risk assessment has been completed and an action register prepared.
2. Draft O&M manuals have been developed for Greytown, Featherston and Martinborough WWTP's. A gap analysis has identified information gaps. A scope and offer of service is being developed to bring the O&M manuals to an acceptable standard and implement associated training.
3. 3D scan and capture of asset information has been completed for Martinborough, Featherston and Greytown WWTP. Critical assets will be identified through the development of the O&M manuals.
4. A scope has been developed, and an offer of service received, for review of the irrigation systems. This work is dependent on the O&M manuals being completed.
5. A scope and offer are being developed for a health and safety and security assessment of the plants
6. Work programmes and budgets are being finalised for the 20/21 financial year. A draft work plan has been prepared based on the proposed budget (refer Attachment A).
7. All actions from the Martinborough incident report requiring immediate attention have been resolved. This includes:
  - a. A new manual valve has been installed and commissioned between the primary pond and maturation cells.
  - b. A level sensor has been installed in the final maturation cell to monitor pond levels and alarm prior to critical levels.
  - c. An erroneous soil sensor probe that was causing issues with the irrigator at Martinborough has been replaced by the supplier.
  - d. Other longer-term actions from the report are covered within this memo for progression next financial year.
8. Two new isolation valves have been installed at Greytown WWTP between pond one and pond two, reducing the risk of overflows should one of the ponds need to be isolated.
9. The redundant overflow chamber at Greytown has been sealed. This reduces the risk of accidental overflows from the ponds.
10. Resource capability has increased with the employment of two new operators. One has been trained and is competent to operate the wastewater treatment plants. The second operator is trained and competent on the drinking water operations and will be cross trained on the wastewater system in July. This has reduced pressure on operations staff and will allow a shift in focus to implementation of improvements and operational planning.

11. A condition assessment, concept design and cost estimate has been completed for the upgrade of the Donald Street pumping station.

Further work planned or underway for 20/21 financial year (subject to budgets):

1. Complete the O&M manuals for each plant. O&M manuals will provide system operators with comprehensive guidance, procedures, and the necessary technical references to efficiently operate the facilities. Once completed, the O&M Manual will serve as the building block for other WWTP plans such as an Asset Management Plan. The target is to have the O&M manuals completed by August.
2. Complete the review of the irrigation systems suitability for purpose, following completion of the O&M manuals. This work is scheduled for completion in late August. This review will identify issues with the current systems and recommendations to improve the system reliability and operations. These recommendations will be prioritised and staged based on available budget and risks.
3. Complete the H&S and Security assessment of each plant to scope and develop prioritised improvements. It is likely there will be a requirement to upgrade aspects of the perimeter fencing and gates for some of the plants and improve operational H&S controls around open water bodies and lone working. These recommendations will be prioritised and staged based on available budget and risks.
4. Develop an overarching asset management approach, and plan for each plant and network. This will refocus the plant asset management from reactive to proactive, with a focus on critical assets.
5. Continue work on the Featherston WWTP consent. This is being managed under a separate project.
6. Undertake pond sludge surveys at Featherston and Martinborough WWTP. Sludge management will be included in the O&M and asset management plans so that it is managed proactively and is appropriately budgeted for.
7. Complete a process review of the Martinborough plant focussing on the UV treatment and Ammonia Nitrogen levels. It is likely that this work will identify upgrades to the process such as fine screen filters upstream of the UV, these recommendations will be prioritised and staged based on available budget and risks.
8. Complete a trade waste procedure, register, and training with SWDC staff.
9. Develop a critical documents list, status and owner for each document and move all critical documentation to Wellington Waters document management system.
10. Undertake network asset condition assessments for the Featherston catchment to inform an I/I strategy.
11. Complete a review of the telemetry systems and controls and identify recommended improvements.

12. Progress the consenting strategy for Featherston WWTP and determine impact on the longer-term system strategy.

### How Much Will This Cost?

Estimates for the work are still being developed and will be refined once further scoping has been completed. Work will be prioritised and staged within the available budgets as outlined in Table 1.

**Table 1: Capital cost estimate to address critical wastewater risks**

	<i>Budget</i>	<i>Early Estimate</i>
<i>Capital Renewals</i>	\$350,000	\$300-400,000*
<i>Capital Upgrades</i>	\$500,000	\$450-600,000*
<i>Opex costs</i>		\$70-100,000*

\*Current estimate range as of 10<sup>th</sup> of June 2020

In general, the priority is to complete O&M manuals and systems review in Q1 FY20/21. The recommendations from this work will then be prioritised, briefs or RFT's prepared for prioritised work to be completed in Q3 and Q4. Much of this work is ongoing and we will provide regular updates and more details for Council.

Also attached is a one-page summary indicating current status and work underway.

### **Benjamin Carey**

#### **Attachments:**

Attachment A: Proposed work plan and budget phasing 20/21 financial year

Attachment B: One-page compliance status/summary document.

# ASSETS AND SERVICES COMMITTEE

17 JUNE 2020

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## AGENDA ITEM C3

### DRINKING WATER PROGRAMME REPORT

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#### **Purpose of Report**

To provide an update to the Committee on drinking water projects.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Drinking Water Programme Report.*

#### **1. Executive Summary**

An update from Wellington Water is provided in Appendix 1.

#### **2. Appendices**

Appendix 1 – Wellington Water Update on Drinking Water Programme

Contact Officer: Euan Stitt, Group Manager Partnerships and Operations

# **Appendix 1 – Wellington Water Update on Drinking Water Programme**

**MEMO**

TO South Wairarapa District Council

COPIED TO Ian McSherry, Chief Advisor Service Delivery

FROM Laurence Edwards, Chief Advisor Drinking Water & Aidan Crimp, Engineer Network Engineering

DATE 17 June 2020

**FOR YOUR INFORMATION**

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**Update on South Wairarapa District Council Water Supply Matters****Summary**

South Wairarapa District Council became a shareholder of Wellington Water on 1 October 2019. Since then we have been working hard to improve the water supplies across the district to reduce risks to the delivery of safe drinking water to consumers, and to achieve compliance with the NZ drinking water standards (DWSNZ).

During this time we have responded to a number of operational issues and challenges including power outages, increased service requests in Featherston and Martinborough, and the COVID lockdown period.

Significant progress has been made to improve the safety of drinking water, with further treatment barriers installed at Memorial Park (Greytown) and Pirinoa. The Pirinoa WTP is now operating in accordance with DWSNZ requirements, and will be fully compliant once a Water Safety Plan is completed. However there is more work to do to achieve DWSNZ compliance across all supplies and provide sufficient operational resilience and reliability. Our aim is to achieve compliance with the DWSNZ by December 2020.

While the issues currently experienced at the treatment plants impact on compliance status, we are confident that the water is safe to drink.

**Background**

In November 2019 we provided Council with a briefing on water supply issues within South Wairarapa, including a summary of compliance against the DWSNZ and work needed to bring the water supplies up to standard.

The briefing paper included:

- An outline of the issues faced at each water treatment plant (WTP)

- The DWSNZ compliance status of each SWDC WTP - this showed that all plants were non-compliant for the 2018/19 compliance year, and were likely to be defined as non-compliant for the 2019/20 compliance year.
- Key risks identified, in particular the lack of adequate protozoa protection in place at the Memorial Park (Greytown) and Pirinoa WTPs.
- An update on work completed and underway since SWDC becoming a shareholder of Wellington Water in October 2019.
- A high level (level zero) cost estimate of the works required to bring water supplies to a compliant status, estimated at between \$2.8M - \$5.8M.

Council subsequently approved \$500,000 of additional funding in FY19/20 to progress the most urgent issues identified being:

- 1) Installation of UV treatment unit at Memorial Park in a temporary arrangement to provide a protozoa barrier to the Greytown water supply as soon as possible.
- 2) Design of further treatment measures in a permanent arrangement at Memorial Park to provide a fully compliant multi-barrier approach, as well as safer and more effective chemical dosing.
- 3) Installation of multi-barrier protozoa protection to the Pirinoa water supply.
- 4) Progressing other improvements to plant control systems for all water supplies in South Wairarapa.

We undertook to come back to Council with more detail on estimated costs to upgrade the water supplies after progressing investigation and design work. Our intention was to do this in early 2020, however this has been delayed due to the COVID lockdown period.

This paper provides an update on progress since November 2019 and a summary of ongoing work to improve the safety of drinking water and operational resilience of SWDC's water supplies generally, together with expected costs for the work required.

## **Our Work So Far, and What We Have Achieved**

### *Memorial Park WTP (Greytown)*

1. A UV treatment system was installed in a temporary arrangement in December 2019. This unit provides an additional barrier to contamination and significantly reduces the risk to public health due to microbiological contamination of the source water due to, for example, giardia or cryptosporidium. While significantly reducing public health risk, this unit alone does not achieve compliance with drinking water standards and further treatment is needed as indicated below.
2. As part of the UV plant installation work, modifications were made to the controls, alarms, and chemical dosing systems. These modifications allow more consistent dosing of chemicals and increase the reliability of the plant operation generally.

3. An updated catchment risk assessment has been completed to confirm the level of treatment required from the Memorial Park WTP and to inform subsequent design for the permanent improvements to the WTP. The permanent upgrade work requires additional filtration to provide an additional treatment barrier and meet DWSNZ requirements.
4. Design for installation of the additional filtration needed to achieve compliance is in progress. We plan to install the filtration unit in a temporary arrangement similar to the UV unit prior to completing treatment plant improvements in a permanent arrangement, thereby achieving a compliant supply as soon as possible. Permanent improvements will be made to the pump and motor and chemical storage and dosing systems to make them more operationally resilient and safe to operate.
5. Adjustments have been made to the Humphries St control valve allowing for improved balancing of flows between the Waiohine and Memorial Park WTPs, improving overall network resilience and reducing supply risk generally.

#### *Waiohine WTP (Greytown and Featherston)*

6. An upgrade to the existing soda ash dosing unit is in progress. This upgrade will allow the plant to better achieve DWSNZ compliance for pH, and reduce the corrosivity of the water.
7. Reviewing the chlorine storage arrangements with respect to HASNO compliance, and confirming modifications needed.
8. Design for installation of an additional water supply bore within the Waiohine borefield has been completed, with construction due to commence in June 2020. This will increase WTP plant output and assist with commissioning of the treated water storage.
9. Commissioning of the 8 ML (8,000 m<sup>3</sup>) treated water storage and installation of post-chlorination is scheduled to take place in the 2020/21 financial year, following completion of the new bore. This will provide both Featherston and Greytown with a more reliable water supply and increase system resilience.

#### *Ruamahanga WTP (Martinborough)*

10. The installation of the Manganese Reduction Plant (MRP) has continued throughout the COVID-19 lockdown. This will allow for Martinborough to be supplied from the high-manganese bores present in the Ruamahanga borefield without discolouration issues resulting from chlorine reacting with the manganese, significantly increasing available supply.
11. Additional upgrades to the Martinborough WTP control system have been investigated and scoped. These upgrades will eliminate the infrequent data loss issues that occur within the plant that impact on compliance with the DWSNZ, and provide greater assurance to the regulator that we are providing safe drinking water to consumers. These upgrades will also allow for better communication between the WTP, the MRP, and the reservoir site and mitigate operator health and safety risks associated with the existing electrical systems.



### *Pirinoa WTP*

12. New filtration and UV equipment has been installed at Pirinoa to provide a multi-barrier approach together with an automated flow-proportional chlorine dosing system. A new control and alarm system has also been installed allowing optimisation of plant operation and alerting operators to faults. This now allows plant performance to be monitored remotely using SCADA systems. The plant is now operating in accordance with DWSNZ requirements.

### *Other Work*

13. Two emergency mobile standby generators have been procured and are scheduled to arrive in early July. These generators will allow power to be restored to any of the district's WTPs during a power outage. Generator plugs are also being installed at each plant. COVID has delayed delivery of these generators, though we have backup coverage from the generators in the Wellington region, and availability of generators on loan if required pending arrival of the new generators.
14. A study has been commissioned to review and confirm long term arrangements for the Boar Bush and Tait's Creek emergency supplies serving Featherston. This study will also confirm what other work should be carried out to minimise the risks of water supply outages and contamination of the Featherston supply. Completion of these types of study allow a more planned approach to network management generally, reducing the risk of reactionary operations to issues that may arise if they are not completed.
15. Supply to Martinborough has been monitored and demand managed carefully through communications with SWDC and the public during the summer demand period, despite only one supply bore being available in this period.
16. Treatment plant performance and lab testing results are being transferred into an automated management system, Infrastructure Data. This allows online monitoring and trending of results, increasing our system awareness and ability to quickly respond to any issues as they arise.
17. We have responded quickly to customer requests across all areas of South Wairarapa, despite significant increases in requests for Featherston and Martinborough compared to the previous year.
18. We have continued to operate essential services through the COVID lockdown period, and progress critical projects as much as possible in the restricted working environment.

## DWSNZ Compliance Status Update

The following table provides a summary of current (June 2020) compliance status:

**Table 1: DWSNZ compliance status for SWDC (as of June 2020)**

Water Supply	Compliant?				Multi-barrier approach in place?
	Bacterial	Protozoa****	Chemical	Data	
Featherston/Greytown (Waiohine)	Yes	Yes	Yes	No*	Yes
Greytown (Memorial Park)	Yes	No**	Yes	No*	Yes – but not yet fully compliant
Martinborough (Ruamahanga)	Yes	Yes	Yes	No*	Yes
Pirinoa	Yes			Yes***	Yes

\* Improvements to control and data capture systems are required to ensure no data loss to meet DWSNZ compliance requirements – this work is in progress

\*\*Additional filtration required to meet DWSNZ compliance requirements – work to achieve this is in progress.

\*\*\*An approved water safety plan is required to meet DWSNZ compliance requirements – this will be undertaken in FY2020/21

\*\*\*\*Regional Public Health signoff of UV validation is required

Our aim is to achieve compliance with drinking water standards as soon as possible, and we have set ourselves a target to have all plants at SWDC compliant with the DWSNZ by December 2020. We had hoped to be able to achieve compliance by 30 June 2020, however we now have a better understanding of the issues involved and work required to achieve compliance while maintaining plant operation and resourcing levels during the improvement work, and the impact of the COVID lockdown on the work program.

The Ministry of Health’s annual compliance reports cover the period of 1 July to 30 June each year, so unfortunately we expect the annual compliance reports for both FY19/20 and FY20/21 to report non-compliance for the year, as our work to bring the supplies up to standard is still in progress.

### Key Issues we are addressing

#### *Controls, Power Issues, and Reliable Data Capture*

Several WTPs have experienced infrequent brief shutdowns due to control and communication systems outages, and some of these issues compromise data capture and impact on compliance.

The Waiohine plant currently has a number of overlapping control systems which we are working to rationalise to resolve the issues. We are also working to improve the power supply to the site as part of work to install the additional supply bore.

The Martinborough UV plant is still experiencing infrequent data loss. This is being resolved at the same time as the Manganese removal plant implementation, which also requires upgrade of the controls systems.

The Memorial Park treatment plant controls and data systems are being upgraded as part of ongoing work to install filtration equipment at the plant.

While the issues experienced impact on compliance, we are confident that the delivery of safe drinking water is not compromised by these issues now that further treatment barriers are in place at Greytown and Pirinoa.

#### *Waiohine WTP – Catchment Risk Assessment*

In April we experienced a heavy rainfall event after a long dry period, following which two positive *E. coli* results were received, one from a samples taken from a raw water supply bore and the other from the treated water tank at the Waiohine WTP.

Chlorine concentrations were maintained throughout this event, and follow up sampling indicated no further cause for concern. However the positive results are potential red flags which should not be ignored. We are therefore arranging for a more detailed catchment risk assessment to be completed for the supply, to confirm the adequacy of the existing treatment system which was determined to be acceptable based on a year of clear cryptosporidium test results (as is permitted according to the drinking water standards). We are also checking site fencing and arranging to remove all grazing stock from the immediate vicinity of the borefield, and are considering if we can operate the plant differently once the new treated water storage reservoir is commissioned to minimise the risk of a repeat event.

It is possible that the revision of the catchment risk assessment may indicate the need to provide additional treatment prior to the UV disinfection equipment and if needed we will discuss this further with Council.

#### *Boar Bush and Tait's Creek Emergency Supplies*

Emergency/backup water supplies currently connect to the network at Boar Bush and Tait's Creek. These were the original water supplies to Featherston. To eliminate any risk of untreated water contaminating the treated water supply we are arranging for a physical blank to be installed at Boar Bush, and reviewing if any similar work is needed at Tait's Creek, as well as assessing whether it is desirable to maintain these as backup/emergency supplies or to decommission/abandon them to mitigate any ongoing risks with these supplies.

#### *Pirinoa Water Supply*

Longer term, it may be desirable to consider an alternative water supply and/or treatment arrangement for Pirinoa. The existing treatment units are in close proximity to one another making maintenance difficult, and there is little available footprint within the WTP site to expand the treatment facilities in the future. While the current treatment process is compliant to DWSNZ, further upgrades are required to improve the reliability and safety of the plant. Changes to the site arrangement and/or an alternative supply location will be needed to allow for these upgrades to be implemented.

#### *System Resilience*

Several power outage issues indicated a need to improve operational resilience of the treatment plants. We have purchased two mobile standby generators to mitigate this risk that will be located in South Wairarapa,

allowing us to power several sites if needed, with additional backup generators being available from our depots in Wellington if required.

### **Planned Work**

Planned work is summarised below, and has been included in our contribution to the proposed 2020/21 Annual Plan.

- Installation of additional filtration at Memorial Park WTP to achieve compliance with the drinking water standards. The designs for the permanent placement of the UV treatment, cartridge filtration and new chemical dosing facilities at Memorial Park WTP will be completed shortly. This will allow for planning for construction to begin, including any required consent applications.
- Installation and commissioning of the additional bore at the Waiohine WTP. This will improve the yield from the treatment plant and better facilitate commissioning of the treated water storage and Memorial Park treatment improvements.
- Commissioning of the treated water storage at the Waiohine WTP, to significantly improve water supply resilience for both Featherston and Greytown in advance of the summer peak demand period.
- Upgrade of power and control systems, to improve reliability and data capture.
- Completion and commissioning of the MRP in conjunction with the new Ruamahanga WTP control systems upgrade to take place early next financial year. This will allow for additional water supply bores to be used to supply Martinborough and for chlorination without discolouration, and make the Ruamahanga WTP compliant to the DWSNZ through resolving infrequent data loss issues.
- Design is progressing for a further upgrade of the pH treatment system at Waiohine WTP. This will see the existing soda ash treatment system replaced with a caustic soda system, to achieve better control of the pH in the water supply for Featherston and Greytown.
- To address issues with telemetry errors and remote access to each of the WTP (and wastewater treatment plants), we will be progressively completing a series of communication system upgrades across the district. This will allow for access to SWDC telemetry from our other sites across the Wellington region, significantly improving our ability to respond to operational issues.
- To maintain the chlorine residual within the Martinborough network, our operators currently have to manually dose chlorine within the Martinborough Reservoirs to boost the concentration. This procedure is unsafe, as it involves climbing the reservoirs with chlorine solution. To address this, we are planning to install an automated chlorination system at the reservoir site, eliminating operator access and allowing for better control of the chlorine concentration within the network, thereby improving water quality.
- We plan to develop hydraulic models for each of the water supplies in South Wairarapa. This will assist with network operation and better inform future renewals and upgrades as a part of the long term planning process.

- The consents/agreements in place for the Manganese treatment plant in Martinborough require the plant to be removed after 5 years of operation. Therefore we have commenced planning for future supply arrangements of the township, through a review of future source options. A project team to deliver the study has been identified with the study set to commence next financial year.
- We will be completing a study to identify the long term improvements at the Pirinoa WTP.
- Unused ultrafiltration equipment and chemicals is currently taking up a significant amount of space within Waiohine WTP. Decommissioning of the ultrafiltration equipment within Waiohine WTP will allow additional room for further process upgrades and/or storage of the mobile generators.
- Completion of a the study to confirm improvements needed for the Boar Bush and Tait’s Creek backup water supplies.
- Completion of the catchment risk assessment for Waiohine WTP.

### How Much Will This Cost?

In November we indicated that the required capital expenditure improvements to SWDC water supplies would cost between \$2.8M and \$5.6M. We have since progressed design and investigation work that has enabled us to better determine the scope of work needed, with the updated estimated capital expenditure cost shown in Table 2.

**Table 2: Capital cost estimate to address critical water supply risks**

	<i>Lower Bound Estimate</i>	<i>Upper Bound Estimate</i>
<i>2019/20 Investment YTD<sup>#</sup></i>	\$0.9M	\$0.9M
<i>2020/21 Annual Plan Investment<sup>#*</sup></i>	\$2.4M	\$3.0M
<i>2021/22 Forecast Investment</i>	\$0.1M	\$0.2M
<b><i>Total Investment</i></b>	<b>\$3.5M</b>	<b>\$4.2M</b>

<sup>#</sup> Not including investment into the Manganese Reduction Plant (\$2.1M in 2019/20, \$0.3M in 2020/21)

<sup>\*</sup>Current estimates as of 10<sup>th</sup> of June 2020, based on projects proposed under draft Annual Plan submitted to SWDC May 2020

There is a risk that ongoing investigations into the operation of several systems may require further investment. However, the estimates above are likely to cover the most significant risks to safe drinking water, and any further investment required will be prioritised and incorporated into the LTP process.

### Laurence Edwards

Chief Advisor, Drinking Water

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# ASSETS AND SERVICES COMMITTEE

17 JUNE 2020

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## AGENDA ITEM C4

### MANGANESE REDUCTION PLANT AND WATER TREATMENT PLANT UPGRADE

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#### **Purpose of Report**

To update South Wairarapa District Council (SWDC) on the impact of adding the Martinborough Water Treatment Plant Upgrade work to the Manganese Reduction Plant project.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Manganese Reduction Plant and Water Treatment Plant Upgrade Report.*

#### **1. Executive Summary**

An update from Wellington Water is provided in Appendix 1.

#### **2. Appendices**

Appendix 1 – Manganese Reduction Plant and Water Treatment Plant Upgrade

Contact Officer: Euan Stitt, Group Manager Partnerships and Operations

# **Appendix 1 – Manganese Reduction Plant and Water Treatment Plant Upgrade**

## MEMO

TO Euan Stitt

COPIED TO Tonia Haskell, Ian McSherry

FROM: Stephen Wright

DATE: 12 June 2020

SUBJECT Martinborough Manganese Reduction Plant – Water Treatment Plant Upgrade

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## Purpose

1. To update South Wairarapa District Council (SWDC) on the impact of adding the Martinborough Water Treatment Plant Upgrade work to the Manganese Reduction Plant project.

## Background

2. The design and construction of a Manganese Reduction Plant (MRP) for the Martinborough drinking water distribution network is underway. There is a requirement for the project to be complete before the summer of 2020/21 when water demand increases along with the threat of discoloured water caused by utilising a second bore containing high levels of manganese.
3. The Martinborough Water Treatment Plant (WTP) needs to be upgraded to ensure compliance with drinking water standards. At present there are problems with the controls systems which results in data loss. This needs to be addressed to ensure compliance with drinking water standards.
4. The MRP control systems needs to communicate with the WTP controls to manage the measurement of chlorine residuals and levels of chlorine dosing at the MRP.



## Impacts of Water Treatment Plant Upgrade

5. The MRP is expected to be complete in mid July 2020, well ahead of the 2020/21 summer season and is being designed to communicate with the existing WTP controls system.
6. If the MRP is commissioned with the existing WTP controls in place it may perform poorly because of the condition and unreliability of the equipment.
7. By integrating the WTP upgrade with the MRP the two plants will be able to communicate effectively to achieve the objectives of both. As well as the reservoirs
8. The impact of including the WTP upgrade with the MRP works are that MRP final commissioning will be dependent on the completion of the WTP upgrade. The revised completion for the MRP will be mid-November 2020.

## Risks

9. The addition of the work to upgrade the existing WTP controls with the MRP project will provide the benefit of an integrated solution to reduce threat of poor performance of the MRP while ensuring the WTP will meet the requirements of the drinking water standards.
10. With the work being undertaken by the same contractor we will be realising the opportunity of an integrated solution.
11. The addition of more activities to the MRP project introduces greater threat that the completion date of the MRP will be delayed.
12. The proposed staging of the integrated works shows that the majority of the MRP will be complete before the WTP physical works commences. This provides an opportunity to complete the works including pre-commissioning to the operators requirements before it needs to be made 'live'.
13. The most significant threat to the WTP upgrade is the level of knowledge of the existing system. There is limited information available on the existing equipment and its operations. The threat of the delays caused by poor information will be reduced by starting early to get a better understanding of the plant. If it can be seen that the proposed works will delay the MRP further then the upgrade should be delayed until after the summer period.

# ASSETS AND SERVICES COMMITTEE

17 JUNE 2020

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## AGENDA ITEM C5

### FEATHERSTON WASTEWATER TREATMENT PLANT WASTE DISPOSAL

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#### **Purpose of Report**

To update South Wairarapa District Council (SWDC) on progress for developing a preferred concept for Featherston Wastewater Treatment Plant Waste disposal.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Featherston Wastewater Treatment Plant Waste Disposal Report.*

#### **1. Executive Summary**

An update from Wellington Water is provided in Appendix 1.

#### **2. Appendices**

Appendix 1 – Featherston Wastewater Treatment Plant Waste Disposal Report

Contact Officer: Euan Stitt, Group Manager Partnerships and Operations

# **Appendix 1 – Featherston Wastewater Treatment Plant Waste Disposal Report**

# South Wairarapa District Council

## Featherston Wastewater Treatment Plant Waste Disposal

### Project Update

10 June 2020

#### Summary

1. The South Wairarapa District Council (SWDC) is seeking to re-consent the Featherston Wastewater Treatment Plant (WWTP). SWDC has determined it will not proceed with a 2017 consent application and has appointed Wellington Water to develop and deliver a new solution.
2. Wellington Water has confirmed the project will be managed as a Major Project using its established development and delivery processes and procedures to define the preferred solution, seek a consent and construct any required works.

#### Background

3. The Featherston WWTP receives wastewater from the town of Featherston, which has a population of approximately 2,500 people. The plant was constructed in 1975, and treatment consists of two oxidation ponds in series, and UV treatment.
4. SWDC has developed a comprehensive long-term integrated strategy for wastewater management in the district. The draft strategy focused on the treatment of wastewater through land, and removal of effluent from local rivers and streams.
5. Under the draft strategy, the intention was to seek a long-term consent for the irrigation of treated wastewater from the Featherston WWTP. An application for consent for this was lodged with Greater Wellington Regional Council (GWRC) in 2017. It has not been granted.
6. At a SWDC meeting on 18 March 2020, the Council resolved to withdraw the current application and lodge a new consent application. This now means the

consent application, as well as the construction project, will be progressed by Wellington Water.

## Major Project

7. Wellington Water has defined the work as a Major Project because of both its size and the scale of risks associated with its success. As a result, the development and delivery of the project will be undertaken following our standard processes and governance used for all Major Projects.
8. The project will be led by a Project Manager sourced from Wellington Water's Consultant Panel, supported by a Wellington Water Project Director who reports to the Manager Major Projects and the Major Projects Governance Committee. The project sponsor, Wellington Water's Chief Advisor for Wastewater, and the Group Manager for Network Development and Delivery are among the members of the Committee.
9. Wellington Water Major Projects will provide regular reports to the Council's representative for distribution to SWDC staff and councilors.

## Development and Delivery

10. The development and delivery of major projects follows well-defined processes and documented procedures. These include the following phases which are detailed in Attachment A:
  - a. Development
  - b. Delivery
    - i. Preliminary Design and Consenting
    - ii. Detailed Design
    - iii. Procurement
    - iv. Construction

11. The outcome of the Development phase of the project will be to produce a preferred concept with supporting documentation to allow the project to proceed to the preliminary design and consent application phase.
12. A project brief has been defined and agreed, and the development of the project has commenced with the preparation of a project management plan. This details how Wellington Water will deliver to the brief.

## Preferred Concept

13. The development of the preferred concept will be undertaken in the following stages which are detailed in Attachment B;
  - a. Start Up – Review existing information, prepare communications plan
  - b. Definition – Agree project objectives and establish multi criteria assessment criteria, including a legal review of both
  - c. Long List – Establish a long list of options, seek feedback on the list and use a multi criteria assessment to select a short list
  - d. Short List – Undertake option investigations include costing, site investigations and environmental evaluation, seek feedback on the list and use a multi criteria assessment to recommend a preferred option, and then seek approval from SWDC Council
  - e. Concept – Prepare business case, concept design, procurement plan, consent strategy and communications plan
14. The relative merits of the options and the selection of the short list and the preferred concept will be based on a multi-criteria assessment using the following assessment criteria:
  - a. Assessment against Investment Objectives
  - b. Social and Environmental Impacts
  - c. Construction and operational costs and constructability
15. The project will provide updates to SWDC Councillors once the long list of options is prepared and before feedback is sought from the Community; and once the

short list of options has been defined and before seeking feedback from the community. Approval will be sought from SWDC Councillors on the preferred option prior to developing the concept design.

16. The Community will be engaged for their views of both the long list and short list of options. Feedback from the Community will be used to inform the multi criteria assessment process.
17. It should be noted that the community consultation process for the original resource consent application did not go well. To this end, we recommend an extra stage of community engagement at the outset of the project in order to help re-set the shared understanding of the outcomes sought and the process that will be used.

## Timeframes

18. The development phase, the selection of preferred option and preparation of the concept design is expected to take 12 months and is expected to be complete in June 2021.
19. The key dates are:
  - a. Complete preferred concept definition – September 2020
  - b. Select short list of options – November 2020
  - c. Seek approval of preferred concept – March 2021
  - d. Complete Concept phase – June 2021
20. The completion of any physical works once a consent is given may take up to four years dependent on the interest and issues raised through the consent process.

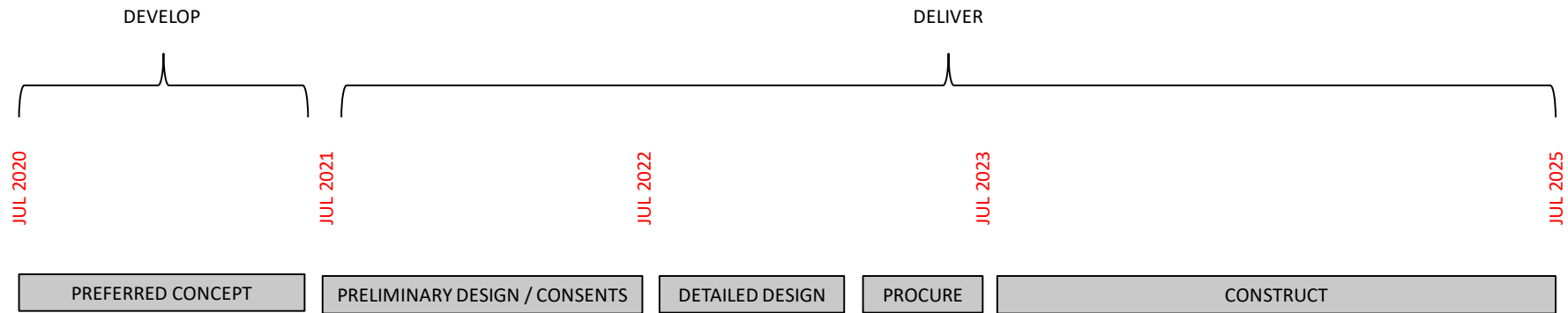
## Attachments

21. There are two attachments.

Attachment A: Wellington Water – Develop and Deliver Process

Attachment B: Wellington Water – Preferred Concept Process

## Attachment A: Wellington Water – Develop and Deliver Process





## Attachment B: Wellington Water – Preferred Concept Process

