AGENDA

Maniototo Community Board Meeting
Thursday, 2 September 2021

Date: **Thursday, 2 September 2021**

Time: **2.00 pm**

Location: **Ranfurly Service Centre,**
15 Pery Street, Ranfurly

(Unless Central Government changes COVID-19 meeting restrictions continue,
in which case it will be held electronically using Microsoft Teams and livestreamed)

Sanchia Jacobs

Chief Executive Officer

Notice is hereby given that a meeting of the Maniototo Community Board will, if possible, be held in Ranfurly Service Centre, 15 Pery Street, Ranfurly on Thursday, 2 September 2021 at 2.00 pm. However if COVID-19 restrictions continue the meeting will be held via Microsoft Teams and live streamed with a link provided on the Central Otago District Council website.

Order Of Business

Members Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONDOLENCES

4 CONFIRMATION OF MINUTES

Maniototo Community Board meeting - 22 July 2021

MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY ON THURSDAY, 22 JULY 2021 COMMENCING AT 2.00 PM

PRESENT: Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L van der Voort (Executive Manager - Planning and Environment), Q Penniall (Acting Executive Manager – Infrastructure Services), A McDowall (Finance Manager), D McKewen (Accountant) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 CONDOLENCES

The Chair referred to the deaths of Gwyn Brenssell, Des Styles, Edith Burrows, Dorothy McKnight, John Steele, Kay Hodge and Mary Keenan. Members stood and observed a minute's silence as a mark of respect.

3 PUBLIC FORUM

There was no public forum at this meeting.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: **Umbers**
Seconded: **Harris**

That the public minutes of the Maniototo Community Board Meeting held on 20 May 2021 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

6 REPORTS FOR INFORMATION

21.5.2 CENTRAL OTAGO DISTRICT COUNCIL EMISSIONS INVENTORY AND MANAGEMENT PLAN

To provide information on Council's 2019-20 emissions inventory and emissions management and reduction plan.

COMMITTEE RESOLUTION

Moved: **Duncan**
Seconded: **Helm**

That the report be received.

CARRIED

21.5.3 MANIOTOTO FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021

To consider the financial performance overview as at 31 March 2021.

COMMITTEE RESOLUTION

Moved: **Umbers**
Seconded: **Harris**

That the report be received.

CARRIED

7 MAYOR'S REPORT

21.5.4 MAYOR'S REPORT

His Worship the Mayor reported on the following:

- Attended the recent Ranfurly business breakfast.
- Noted a visit to one of the closed bridges in the Maniototo and mentioned that there will be further information on bridges at a future council meeting.
- Attended a meeting with Southland DHB regarding the COVID-19 vaccine roll-out in Ranfurly and Roxburgh. Noted that it should be starting within the next couple of weeks.
- Visited the new café that had opened in Naseby.
- Noted the work on merging the Naseby winter sports facilities.

COMMITTEE RESOLUTION

Moved: **Duncan**
Seconded: **Helm**

That the Maniototo Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

21.5.5 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Mentioned the 3 Waters reforms and a recent public information session with AWS Legal regarding water schemes.
- Noted that the felling of trees at the Waipiata domain is complete.
- Noted damage to walkway bridge at Patearoa, but noted that it was privately owned.
- Mentioned a phone call from Phil Dowling regarding the ice rink amalgamation.
- Noted a phone call from Hazel Harrison about the paperwork for the grant for the Naseby Early Settlers group.
- Mentioned a letter received from the Ranfurly business breakfast group regarding financial assistance for a community project. They were encouraged to apply as part of the contestable grants process.

COMMITTEE RESOLUTION

Moved: **Hazlett**
Seconded: **Umbers**

That the report be received.

CARRIED

9 MEMBERS' REPORTS

21.5.6 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting.

Ms Umbers reported on the following:

- Noted that there had been poor reinstatement of the tar sealed areas from the recent fibre cable installation in Caulfield Street, Ranfurly. Staff mentioned that there will be an inspection of work when the work is completed to ensure that the ground has been reinstated correctly.

Mr Harris reported on the following:

- Mentioned recent discussions about 3 Waters reform.
- Noted that the Otago women's rugby team had a training session at Gimmerburn recently.

Mr Helm reported on the following:

- Mentioned the state of roads currently in the Maniototo and noted that they were in good condition this winter.
- Noted that there was quite a lot of water on Dungannon Street, Ranfurly which might indicate a leak.

Councillor Duncan reported on the following:

- Attended a Council meeting on 30 June.
- Attended the Ranfurly business breakfast.
- Attended the recent Howl of a Protest.

- Mentioned recent flooding in the South Island.

COMMITTEE RESOLUTION

Moved: **Umbers**
Seconded: **Harris**

That the report be received.

CARRIED

Note: Councillor Duncan left the meeting at 3:10 pm.

10 STATUS REPORTS

21.5.7 JULY 2021 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: **Harris**
Seconded: **Helm**

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 September 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: **Umbers**
Seconded: **Harris**

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

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution

21.5.8 - Confirmation of Non-Public Minutes from Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.5.9 - July 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3:12 pm and the meeting closed at 3.33 pm.

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CHAIR / /

5 DECLARATION OF INTEREST

21.6.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 550879

1. Purpose

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

2. Attachments

Appendix 1 - MCB Declarations of Interest ⇩

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Stuart Duncan	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Patearoa Recreation Reserve Committee Design and Location of the Sun for the Interplanetary Cycle Trail Working Group
Mark Harris	Maniototo Lions (member) Ranfurly Curling Club (member)		Patearoa Water Scheme Liaison Committee
Robert Hazlett	D S Hazlett & Sons (Director)		Taieri Lake Recreation Reserve Committee
Duncan Helm	Maniototo Rugby Club (Life member) Sassenachs Rugby Club (member) Garibaldi Curling Club (member) St John Ambulance (Officer and Committee member) Sheep and beef farm (owner) Gimmerburn Cemetery (Committee member)	Nurse Manager at Maniototo Hospital	
Sue Umbers	Maniototo Health Services		Maniototo Community Arts Council

6 REPORTS FOR INFORMATION

21.6.2 NASEBY WATER SUPPLY

Doc ID: 550374

1. Purpose

To provide the Board with an update regarding the Naseby water supply.

Recommendations

That the report be received.

2. Discussion

At their 11 August meeting, Council considered a report regarding upgrading of the Naseby water treatment plant to enable it to provide service during climatic events which affect the quality of the source water. This was in response to boil water notices in recent years, and in particular the significant rain event in Central Otago in January 2021.

Council resolved the following:

That the Council

A. Receives the report and accepts the level of significance.

B. Agrees to proceed with construction of a clarifier, pH correction, and flocculation tank to be funded from tranche 1 of the water stimulus funding.

C. Directs staff to investigate options for an alternative water source for the Naseby water supply, including consideration of a single Maniototo water treatment site.

The report to Council is presented as appendix 1.

The timing of the upgrading work is dependent on the supply of materials, in particular the clarifier. Fabrication of a new clarifier is unlikely to be able to be completed in time to enable this to be put in place prior to the busy Christmas period.

A second-hand clarifier has been purchased from Watercare in Auckland, and this is expected to be able to be installed earlier to provide some improved resilience during the peak period. This will then be supplemented by the new clarifier when this arrives.

It is likely that providing safe, reliable and resilient water for communities in the Maniototo is going to cost more than was initially budgeted. This is due to the availability of secure source water, and the quality of this water. As a consequence, a greater range of options needs to be considered than were previously identified.

An investment logic mapping workshop is planned for October. Through this process the issues and challenges that need to be solved can clearly be identified before coming to a solution that may not meet the needs of the community in the longer term. A shortlist of

options will then be developed and will form the basis of a business case for the upgrades for the Maniototo, Patearoa, and Naseby supplies.

3. Attachments

Appendix 1 - Naseby Water Report Presented to Council - 11 August 2021 ⇩

Report author:

Julie Muir
Executive Manager - Infrastructure Services
20/08/2021

Reviewed and authorised by:

Sanchia Jacobs
Chief Executive Officer
26/08/2021

21.6.11 NASEBY WATER SUPPLY

Doc ID: 547589

1. Purpose of Report

To consider upgrading of the Naseby treatment plant to provide service during climatic events which affect the quality of the source water.

Recommendations

That the Council

A. Receives the report and accepts the level of significance.

B. Agrees to proceed with construction of a clarifier, pH correction, and flocculation tank to be funded from tranche 1 of the water stimulus funding.

C. Directs staff to investigate options for an alternative water source for the Naseby water supply, including consideration of a single Maniototo water treatment site.

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2. Background

A significant rainfall event occurred from 1 January to 4 January 2021 which resulted in Naseby receiving high turbidity raw water from the Hawkdun irrigation race. This caused the treatment plant to become in-operable which resulted in the reservoirs emptying, and a period of 10 hours of no water supply to Naseby properties. The treatment plant was subsequently bypassed to enable raw water to be supplied, with a boil water notice in place for 28 days.

Following this event there has been discussion within the community regarding the water levels in the reservoirs, council's response to the event, and the quality of communication regarding the event. Consultants Beca were engaged to undertake a review of the following:

- A timeline of the event.
- What occurred at the plant as the event developed.
- A record of communications and the timeliness of these relative to changes occurring in the situation.
- A review of the plant's performance.
- A review of the actions taken at the time of the event, including provision of water tankers.
- Storage levels in the reservoirs prior to and during the event.
- Expected consumption rates for this period, including peak population.
- Capacity of reservoirs relative to demand.
- Recommendations regarding resilience improvements to avoid this occurring in the future.

The following information was used to inform the review :

- Analysis of data and information relating to the event itself – water flows, rainfall, population.
- Engagement with Council staff – infrastructure and communications.

- Review of public communications from Council relating to the event.
- Engagement with Council contractors and water treatment plant operators.
- Meeting with Maniototo Community Board and Naseby Vision to understand views and key issues on behalf of the local community.

The report received from Beca regarding the event is attached. The key findings are:

Cause and Reservoir Levels

The water treatment plant was operating at maximum capacity prior to the rain event, and was struggling to meet demand due to high visitor numbers. The reservoirs were however maintaining a steady level between 80% and 96% up to 1 January which indicates that the plant was meeting demand during low turbidity over the peak period.

When the rain event occurred, the plant began automated backwash procedures at 1pm on 1 January, as the turbidity increased. The reservoir level at this time was 80%. The reservoir level began dropping from this point due to the inability of the plant to treat water to keep up with demand.

The plant automatically shut down between 8am and 9am on 2 January due to turbidity exceeding the setpoint of 7 NTU. During this event turbidity reached 500-700 NTU. Reservoir storage at 9am on the 2 January was 36%. A conserve water notice was issued at 10am on 2 January, with the reservoirs becoming empty at 6am on 3 January.

13 attempts were made to restart the plant, but the programming would not allow this to occur above a turbidity on 7 NTU. A bypass was then put in place to enable the raw water to enter the reservoirs and a boil water notice was implemented.

Communications

The Beca report provides detail regarding community feedback regarding communication throughout the event.

This identifies that while a wide range of communication methods was used over the course of the event, the feedback from the community was that the communication was not adequate.

The report acknowledges that both the communications team, and infrastructure teams are small and there was a lot to keep on top of during the event. There are a number of recommendations, some of which have already been implemented, and the remaining will be implemented by November. These include:

- Development of templates to support the communications team, as well as a tour of sites to increase understanding of how the system operates.
- A daily summary providing a situation update from the water services team.
- The Get Ready system be used to notify the public of boil water events.
- Ensuring information is provided to the afterhours service, and has been disseminated by them to all their staff.

- Specific communication with the Naseby Holiday Park regarding decreasing reservoir levels, and onsite storage at the Holiday park to manage pressure and supply interruptions.

- Public updates on tankers being removed for refilling

- Education on three waters reform

- Update the community on outcome of this review.

Council has appointed a Water Operations Team Leader who will lead this work. This person has experience in public communication and liaison during significant water events and will add a valuable skill set to the water team.

Procedural Performance

The Beca report acknowledges that there was widespread damage across the region from this weather event and that council and Fulton Hogan allocated resources appropriately. Recommendations, and the follow up actions by council are:

- Priorities for responding to events – council has an emergency response plan which covers the recommendations in the report, and this was followed for this event. Training will be provided to new infrastructure staff on these procedures as part of their induction process

- Availability of council personnel and key service providers – ensure that water and communications staff are rostered on-call over holiday periods and public holidays. The Executive Team will discuss how this cover will be managed.

- Ensure that key external providers are available on call during holiday periods. Fulton Hogan provide this service as part of their contract with council and responded appropriately to this event. Discussion will be held with other key external providers to ensure an on-call service is available for other service providers.

Emergency Operating Procedures

The Beca report acknowledges that the scale of this event was such that a boil water notice for 14 days would have been required regardless of the procedures that were implemented.

A trade-off is required between shutting down the system entirely for 14 days, and relying solely on tanker water, or keeping water flowing into households for sanitary and firefighting purposes and extending the timeline of the event in order to clean the system.

The report discusses options for setting the turbidity levels before the plant shuts down at a higher level, with a boil water notice still implemented. The benefit of this is that the duration of the event would be shorter. This would only work for milder events (<15NTU). An emergency operating procedure is being developed for this scenario.

Peak Demand

There is a high level of uncertainty regarding peak population within Naseby over the Christmas/New Year period. Cell phone data analysis suggests a peak population of just under 1000 people. The local community believes that the population over this period is between 3000-4000 people.

This difference has significant water capacity and cost implications. Council staff will undertake a survey with accommodation providers to understand peak capacity, and some residential surveys may need to be undertaken over the Christmas period to supplement this.

Leak detection work is also being undertaken to ensure that there is no significant water loss occurring.

Plant Performance

A number of improvements to the source, treatment process and the reticulation could be implemented to improve the reliability of the water supply and prevent or shorten future events. Further investigation has been undertaken on the options that have been presented in the Beca report and cost estimates prepared. These are:

- Improved treatment
    - installing a clarifier to reduce the turbidity to a level where it can be treated – $320,000
    - duplicate key treatment items to provide redundancy –$570,000
    - installation of pH adjustment –$250,000
    - flocculation tank improvements - $50,000 (included in clarifier cost above)
    - filtration upgrade - $30,000 (completed)

- Increased treatment capacity
    - investigate visitor numbers during peak times to understand demands
    - depending on the amount of increased capacity required, increase treatment capacity above 5 L/s (second intake, second filter, second UV, second blower and backwash pump, increased PACl and hypo storage, duplication of pipework, associated installation –$1,070,000

- Increased water storage 1500m3 raw water storage to provide three to four days of peak storage –$3,100,000 – this is not recommended as the issue in meeting peak demand is due to the restrictions on the plant capacity, and not on the storage capacity. High turbidity events also last for in excess of four days. The treatment capacity can be more cost effectively addressed, and provide a better outcome, than increasing water storage.

- Source protection – the report recommends that an alternative source is identified or a legal agreement is negotiated with the irrigation company to protect water quantity and quality in recognition of the importance of public water supply over commercial use. Council staff believe that it is impractical and inappropriate to shift this risk to the irrigation company. Issues relating to water sources within the broader Maniototo area are discussed below.

3. Discussion

The procedural, emergency operating procedure, and communications recommendations in the Beca report are able to be implemented quickly, and at minimal cost. Many of these have already been undertaken, with the remainder to be completed by November.

There are three council operated water schemes within the Maniototo area, at Naseby, Ranfurly, and Patearoa. These supplies all have resilience issues during moderate rainfall events, and during drought conditions.

The operating environment for provision of community water supplies is changing significantly due to a number of factors. These include changes to the consenting of water takes, enforcement of the New Zealand Drinking Water Standards, and increased costs to upgrade the supplies to meet these standards.

Consenting of Water Takes

Central Otago District Council has been an active participant in the Otago Territorial Authorities submission on the Otago Regional Council (ORC) Plan Change 7. This has provided an increased level of understanding of the likely considerations and conditions that will be applied to the future allocation of water for community water supplies.

The two water take consents from the Eweburn for Ranfurly expire in October 2021 and are currently being renewed. The ORC is considering the renewal of these in accordance with the provisions of Plan Change 7. The renewed consents are likely to be for a period of either six years, or 14 years with additional requirements relating to Plan Change 7.

The Ranfurly water supply is also supplemented during dry periods with water purchased from the Hawkdun irrigation race. The Naseby water supply is solely provided from the Hawkdun irrigation race. The consents for this water are held by the Hawkdun Irrigation Company and expire in 2037.

The Patearoa water supply is sourced from the Sowburn, and the consent for this take expires in 2050.

While community water supplies have a higher priority for allocation of water than irrigation water, the use of the irrigation infrastructure to source and supply community water supplies adds another level of complexity and source management issues.

Draft Plan Change 7 amendments that have been negotiated between the Otago Terriotrial Authorities and the Otago Regional Council for community water supplies. These extend the time period for consents from 6 years to 2035, and add requirements for demand management and water conservation, consideration of storage of rainwater and the use of reservoirs, and analysis of water use patterns for different sectors for the purpose of identifying end users. This includes identifying consequential effects of the end use of water from different water users for supply of water beyond the next six years. It is expected that these requirements will be included in the next Otago Regional Land and Water Plan.

Establishment of New Drinking Water Regulator

Tauamata Arowai has now been established as the new drinking water regulator and are expected to take over all regulatory functions in November 2021 after the Water Service Bill is adopted. This Bill will provide new legislation to enable enforcement of the existing New Zealand Drinking Water Standards with penalties for non-compliance.

The draft penalties for recklessness in supply of unsafe drinking water is a term of imprisonment not exceeding 5 years or a fine not exceeding $600,000, or both for an individual, or a fine not exceeding $3 million for a body corporate or an unincorporated body.

The draft penalty for negligence is a fine not exceeding $300,000 for an individual, and $1.5 million for a body corporate or an unincorporated body.

There are a number of other penalties ranging from $25,000-$75,000 for an individual, and $100,000 - $300,000 for a body corporate or an unincorporated body.

It will be necessary for council to demonstrate that it is actively working towards upgrading the Maniototo water supplies to meet the drinking water standards. This includes demonstrating that the supplies are resilient to expected climatic events.

The requirements to meet the New Zealand Drinking Water Standards and the penalties for not meeting these apply irrespective of three waters delivery reform.

Costs for Upgrading and Operating Treatment Plants

Initial rough estimates to upgrade water treatment plants were based on the expectation that simple filtration, UV treatment, and chlorination would achieve compliance. In order for this to occur the source water quality would have to be a consistently high quality. This is not achievable for any of the water supplies in Central Otago, as water is either sourced from open water sources, or shallow bores.

This means additional treatment processes and plant redundancy is required to enable capacity to be maintained when the quality of source water deteriorates due to climatic events. This increases both initial capital costs, and ongoing operational costs. The life span of the components is between 10 and 20 years which also results in relatively high depreciation costs.

The skill level required to operate these more complex treatment plants is higher, resulting in increased skilled resources being required. Historically an operator could manage several plants, but the higher complexity plants are more likely to require a full time operator for each plant.

A budget of $455,000 was provided for upgrading of the Naseby water supply in 2018/19, with $758,000 being spent. While the upgrade undertaken is adequate to meet the New Zealand Drinking Water Standards during perfect conditions, the plant is unable to provide treated water during even moderate rain events.

A budget of $600,000 was provided for upgrading of the Ranfurly water supply and $300,000 for Patearoa in 2020/21. Investigation work on these upgrades commenced in 2020 and has been focussed on analysing the quality of the source water during different seasons. The initial recommendation for both the Patearoa and Ranfurly supplies has been that consideration should be given to finding alternative water sources. It is likely that the upgrading required to meet the drinking water standards and provide resilience to weather events will require significantly more funding than has currently been budgeted.

In order to ensure that treated water meets the drinking water standards, and is resilient to climatic events, a wider range of options needs to be considered than initially proposed. This includes consideration of alternative water sources and combining the treatment for two or three townships at one site. Estimates will then need to be recalculated for these options.

The options presented below include upgrading the Naseby supply to remain an independent supply with the current water source, or alternatively an interim upgrade to enable the supply to continue to operate during moderate weather events, with potential for connection to an alternative source in the future.

4. Options

Option 1 – (Recommended)

Undertake an interim upgrade of the Naseby water treatment to enable the existing plant to operate during periods of high water turbidity in the Hawkdun irrigation race. Retain the existing plant capacity until consideration of a new source and combined Maniototo water treatment site is completed. Water restrictions and conserve water notices may be required if a climatic event occurs which reduces the plant capacity during peak demand period.

This would include the construction of a clarifier, pH correction, and flocculation tank improvements. The estimated cost of this work is $570,000. It would exclude increasing redundancy, increasing capacity, and increasing storage which would be an additional cost of $4,740,000.

Advantages:

- Improvements could be implemented within 9 months (dependent on material supply)
- Cost of $570,000 can be accommodated within tranche 1 of the water stimulus funding
- Will enable water to continue to be treated during moderate turbidity events
- Will shorten the period of time for boil water notices during extreme climatic events
- Consideration of an alternative source can be undertaken prior to further significant investment.

Disadvantages:

- Water restrictions may be required during the peak population time which is typically two weeks over Christmas and New Year
- Boil water notices may still be required if turbidity is exceptionally high following extreme climatic events.

Option 2

Undertake a complete upgrade of the Naseby water treatment to enable the existing plant to operate during periods of high water turbidity in the Hawkdun irrigation race. This would require increased plant redundancy and capacity to enable the plant to meet peak demand during extreme climatic events.

This would include the construction of a clarifier, pH correction, flocculation tank, increased redundancy, and increased plant capacity. The estimated cost of this work is $2,210,000. It would exclude increasing storage which would be an additional cost of $3,100,000.

Advantages:

- Part of the plant could be shutdown for cleaning during peak periods, while the remaining section continues operating. This would reduce the risk of water restrictions or conserve water notices being required during peak demand periods.
- Will enable water to continue to be treated during moderate turbidity events
- Will shorten the period of time for boil water notices during extreme climatic events

Disadvantages:

- Boil water notices may still be required if turbidity is exceptionally high following extreme climatic events.
- Increased cost of $1.64 million over option 1, which has not been budgeted.
- Potential of increased sunk costs if an alternative water source and combined Maniototo treatment plant is identified as a preferred option.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of the Naseby and Maniototo communities, in the present and for the future by providing and interim water treatment solution while a more resilient and longer term option is identified.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	The proposed option can be accommodated within the provisions of tranche 1 of the water stimulus funding
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	The proposed option is to find a solution for water treatment for the Maniototo which provides resilience and reliability to climatic events, and expected future impacts from climate change. It also considers the longer term sustainability of the current supply from the Hawkdun irrigation race.
Risks Analysis	Another extreme event could occur at peak demand where turbidity still exceeds the ability of the plant to operate at full capacity. Costs could increase, and project timing could be prolonged due to material supply issues. Staff have engaged Beca to continue with designing option 1 while council considers this issue. This will enable ordering of materials if needed as soon as a decision is made.
Significance, Consultation and Engagement (internal and external)	Information will be provided to the community regarding the options available, and the reasons for the decision that is made following the council meeting.

6. Next Steps

- Project scope change request made to Crown Infrastructure Partners to substitute Naseby clarifier upgrade for Naseby reservoir storage project – submitted
- Water testing to inform design - underway
- Specification of clarifier, flocculation tank, and pH correction – underway
- Council decision – 11 August
- Material quotations and procurement – mid September
- Fabrication and delivery – mid November
- Installation – December – February
- Commissioning – March 2022

7. Attachments

Appendix 1 - Naseby Water Treatment Plant Review

Report author:

Julie Muir
Executive Manager - Infrastructure Services
29/07/2021

Reviewed and authorised by:

Sanchia Jacobs
Chief Executive Officer
3/08/2021

Sensitivity: General

Naseby Water Treatment Plant Review

Final

Prepared for Central Otago District Council
Prepared by Beca Limited

25 June 2021

Creative people together transforming our world

Sensitivity: General

Revision History

Revision N°	Prepared By	Description	Date
A	Lisa Mace	Draft for CODC Review	14 May 2021
B	Lisa Mace	Final for Issue	25 June 2021

Document Acceptance

Action	Name	Signed	Date
Prepared by	Lisa Mace		25 June 2021
Reviewed by	Andrew Watson | Antonio Martin		25 June 2021
Approved by	Ian Macbeth		25 June 2021
on behalf of	Beca Limited		

Sensitivity: General

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Sensitivity: General

Executive Summary

Central Otago experienced a storm event from 1 – 4 January 2021 with Naseby receiving significant rainfall during this time. Consequently, high turbidity raw water entered the Naseby Water Treatment Plant (WTP), significantly affecting the treatment processes and a Boil Water Notice was issued by Central Otago District Council (CODC). Beca has been commissioned to complete a review of this event and to provide recommendations to prevent future boil water notices.

To complete this review, data and documents were viewed, the site was visited, and discussions were held with the plant operators, CODC and members of the community. This report summarises the timeline of events, the normal performance of the WTP, the performance during this event, the emergency response that was carried out, including the communication with the public and the public response. A review of available documentation, procedures and training was also completed.

The key feature of this review is a summary of the learnings and recommendations for future improvements. Key recommendations (with annotations indicating the highest priority items) are:

- **Improved treatment - High Priority**
  - Improving the treatment process of the WTP (potentially through the installation of a clarifier) would mean that water can continue to be produced if turbidity exceeds 7 NTU. This is considered to be a high priority upgrade for preventing future boil water notices when raw water turbidity is high.
  - Increasing the level of redundancy of the plant would also improve resilience.
  - Installation of pH adjustment would give operators the ability to control pH and therefore improve the coagulation and flocculation process as well as reduce the corrosivity of the water.
- **Increased treatment capacity**
  - Additional investigations into visitor numbers during the peak season is recommended so that the demands can be better understood. - High Priority
  - Depending on the amount of increased capacity required, an additional filter and UV unit could be installed to increase treatment capacity above 5 L/s and therefore more adequately meet peak demand.
- **Increased storage**
  - This was commonly requested by the community; however, this is unlikely to have avoided the impact of this event and increasing storage has a few key limitations. Raw water storage in the form of a dam or large pond is very likely to be more expensive than improved treatment, introduces a risk of algal blooms which the WTP is not designed to cope with, and it does not mitigate the fact that the WTP is limited to 5 L/s.
  - Additional treated water storage could be considered as an alternative, however the water age in winter would have to be managed as it is not good practice to store treated water for long periods of time. It may be feasible to add additional treated water storage that is only brought online for the peak season. - High Priority
- **Source protection - High Priority**
  - The current water source poses significant risk in terms of water quality and quantity it is recommended that alternative sources or long-term security of the current source are investigated.
- **Reticulation leak reduction - High Priority**
  - Complete an investigation into leakage in the network and carry out improvements to reduce overall water consumption as well as public health risk.
- **Priorities for mitigating multiple failures**
  - Formalise the approach to multiple failures at different water and wastewater facilities as a widespread event may require more critical facilities to be prioritised.
- **Availability of Council personnel and key service providers**

  - Council should make sure appropriately qualified and experienced staff are nominated to be on-call over holiday periods and public holidays. This includes both Water Team and Communication Team staff.
  - It should be confirmed that all key external service providers, including network maintenance and operation contractors and SCADA providers, are available on call even during holiday periods, with a clear listing of contact details for key service providers and alternates.
- **Emergency operating procedures - High Priority**
  - Review the operating procedures for emergency situations, such as the WTP bypass procedure in high raw water turbidity situations (to cover the period up until the treatment plant improvements are made). In the context of the recent event, if the WTP had not been bypassed, then the filter and reservoir would not have been as significantly affected and the duration of the boil water notice would likely have been greatly reduced. However, there would have been a number of days when consumers would only have access to tankered water and would not be able to flush toilets, etc. The effects of not having a reticulated water supply for fire-fighting also need to be considered. A compromise could be considered where the plant inhibit for high turbidity is increased for extreme events to a setpoint where the filter can cope for short periods, but that once the raw water turbidity exceeds this setpoint the entire WTP and reservoir is bypassed to provide water to consumers for toilet flushing only, as well as for fire-fighting.
  - The emergency operating procedure should also state when jar testing is required as this may have improved filter performance during this event.
- **Training and templates for the Comms Team**
  - Providing the Comms Team with some additional training as well as response templates would reduce the input required from the Water Services Team to provide updates to the community and responses to their questions.
- **Automated boil water notice alert system - High Priority**
  - Implement an automated boil water notice alert system that notifies people on their cell phone if they are in the area.
  - Promote the “Get Ready” system that CODC already has in place and encourage residents to sign up.
- **Review communication approach**
  - Consider use of a community phone tree to reach those without cellular devices.
  - Provide more detailed information and/or further training to the CODC Helpdesk.
  - Make it clear to the public that the District Health Board/Ministry of Health has been engaged during the event.
- **Alert to Naseby Holiday Park and further engagement**
  - An alarm should be added to the control system and a procedure should be put into place so that the holiday park is warned if the low reservoir level (that affects supply to the park) is approaching.
  - Discuss the possibility of adding onsite storage at the holiday park.
- **Tanker fill procedures and notifications**
  - Procedures should be put in place to either have multiple water tankers at a given location or to refill the tankers overnight. In addition, there should be warning about when tankers are going to be refilled and how long they are likely to be away for.
  - Improvements could also be made to the tanker fill points to allow easier access. Stools or platforms could be provided as well as more user-friendly nozzle mechanisms.
- **Education on Three Waters Reform Programme**
  - Some residents expressed concern about what the Three Waters Reform Programme will mean for small supplies like Naseby. There is concern that decisions and operation will be from a centralised office somewhere like Christchurch and that the people in charge will be out of touch with local issues. It is recommended that educational material is provided on the changes that residents can expect.
- **Updates on the outcomes and implementation of this review**

- Many members of the community said that they wanted to be confident that similar events would not recur. This may not be realistic without significant spend; however, the frequency of similar events could be reduced with the recommendations in this report. It is recommended that the community be kept up to date on the outcomes of this review so that residents understand when changes will be implemented and the implications of any residual risks.

Sensitivity: General

1 Introduction

1.1 Background and Purpose

Central Otago experienced a storm event from 1 – 4 January 2021 with Naseby receiving significant rainfall during this time. As a consequence, high turbidity raw water entered the Naseby Water Treatment Plant (WTP), significantly affecting the treatment processes, such that a Boil Water Notice was issued by CODC. Beca has been commissioned to complete a review of this event and to provide recommendations to help prevent future boil water notices.

Beca has previous experience at the Naseby WTP through the design work that was completed in April 2019. This is summarised in the report titled *Naseby Water Treatment Plant Detailed Design Report*, dated 2 April 2019.

1.2 Methodology

The methodology for completing this review has included:

- Review of available correspondence, operating data and other key documents provided by CODC and Fulton Hogan (the WTP operator)
- A series of discussions with:
  - The CODC Water Services Team
  - Fulton Hogan operators
  - The CODC Communications (Comms) Team
  - The Maniototo Community Board during a meeting held on 15 April 2021
  - Representatives from Naseby Vision (a local community group)
- A site visit to the Naseby WTP to understand the upgrades that have been completed in the past 2 – 3 years, discuss the normal operating procedures and the discuss the emergency operating regime that was put into place during the event
- A workshop with the CODC Water Services Team and the Fulton Hogan operators to confirm events and brainstorm improvements
- Preparation of this report as a summary of the above.

This review is based on documented data and communications as well as verbal conversations. Where possible, details provided in verbal conversations have been cross-checked against documented data and communications; however, sufficient information was not always available to complete this cross-check.

1.3 Glossary

A glossary of key terms and abbreviations used in this report is provided below.

Chlorine residual	A measure of the concentration of free chlorine in a water supply. A minimum level of chlorine residual is required to indicate that bacteria and virus treatment has occurred and to provide protection against recontamination in the reticulation network
Coagulant	A treatment chemical added to raw water that causes fine particles to agglomerate and form flocs
CODC	Central Otago District Council
Filter	Use to remove flocs and particulate matter from water
Flocculation	A process where solids form larger clusters or flocs which makes them easier to be removed in a filter
Flocs	Clusters of coagulated solids

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Fulton Hogan	The company that is contracted by CODC to operate and maintain the water supply including the WTP
DWA	Drinking Water Assessor, a person employed by the local district health board to provide regulatory oversight of the safety of the water supply
DWSNZ	Drinking-water Standards for New Zealand 2005 (revised 2018), this is the standard that the treated water should meet to be considered safe for consumers
NTU	Nephelometric Turbidity Units; the unit of measurement for turbidity
Plant inhibit	Refers to the automatic control function whereby the raw water intake is closed; generally due to turbidity increased above a set point
PACl	Polyaluminium chloride, the coagulant used at Naseby WTP
Reservoir	The tank farm of 22 tanks normally holding treated water
Raw water	Water abstracted from the irrigation race that has not yet been treated. This water does not meet the DWSNZ
SCADA	Supervisory control and data acquisition which is a control system used to automatically run the plant
Treated water	Water that has been passed through the treatment process
Turbidity	A measure of the clarity of the water. High turbidity indicates high levels of clay, silt, organic matter or other potential sources of contamination
Turbidimeter	Instrument used to measure turbidity online and in real-time
UV disinfection	Ultraviolet disinfection which is used to inactivate bacteria and protozoa
WTP	Water treatment plant

2 Summary of Event

2.1 Nature of Event

The storm event that was experienced in Central Otago from 1 – 4 January 2021 was significant, and this was evident from the damage to local roads and other infrastructure, as well as the effect on the Naseby WTP. Media articles at the time show images of roads and bridges being overtopped as river levels swelled. MetService issued a heavy rain warning and motorists and holidaymakers were warned to make alternative plans.

According to the Ranfurly rain gauge (closest available data for Naseby), 93 mm of rain fell over this four-day period (equating to a 30 year ARI event based on NIWA's HIRDS 4), with the majority of the rainfall (87 mm) occurring on 2 and 3 January (equating to a 60 – 80 year ARI for 24 hours duration or 30 – 40 year ARI for 48 hours duration based on NIWA's HIRDS 4). Data from this rain gauge for the calendar years 2005 – 2020 shows that the annual average rainfall is 436 mm, meaning that this four-day event represented more than 20% of the historic annual average rainfall.

Figure 2-1 summarises the sum of four-day rainfall for the data analysed. This data shows that the January 2021 event was the highest; however, there are three other events that stand out as significant. These events were April 2006, May 2011 and January 2012. This shows that although the January 2021 event was severe, high rainfall events in the region are not uncommon. It is understood that boil water notices are not uncommon for Naseby and that there was another one approximately one year before the January 2021 event.

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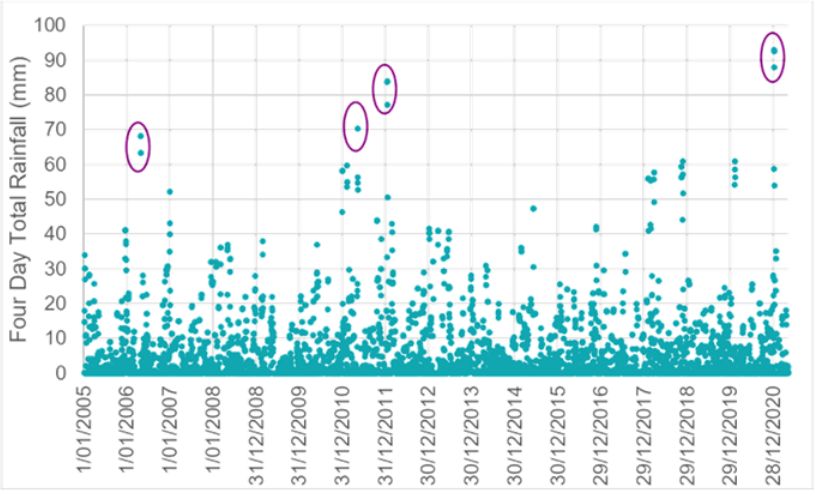

Figure 2-1: Sum of Rainfall for Four-day Period (1 January 2005 - 5 May 2021, Ranfurly Rain Gauge)

2.2 Emergency Response

2.2.1 Timeline

Through discussions with CODC, Fulton Hogan and the community as well as a review of available documentation, a timeline of events was established. This is summarised in Figure 2-2.

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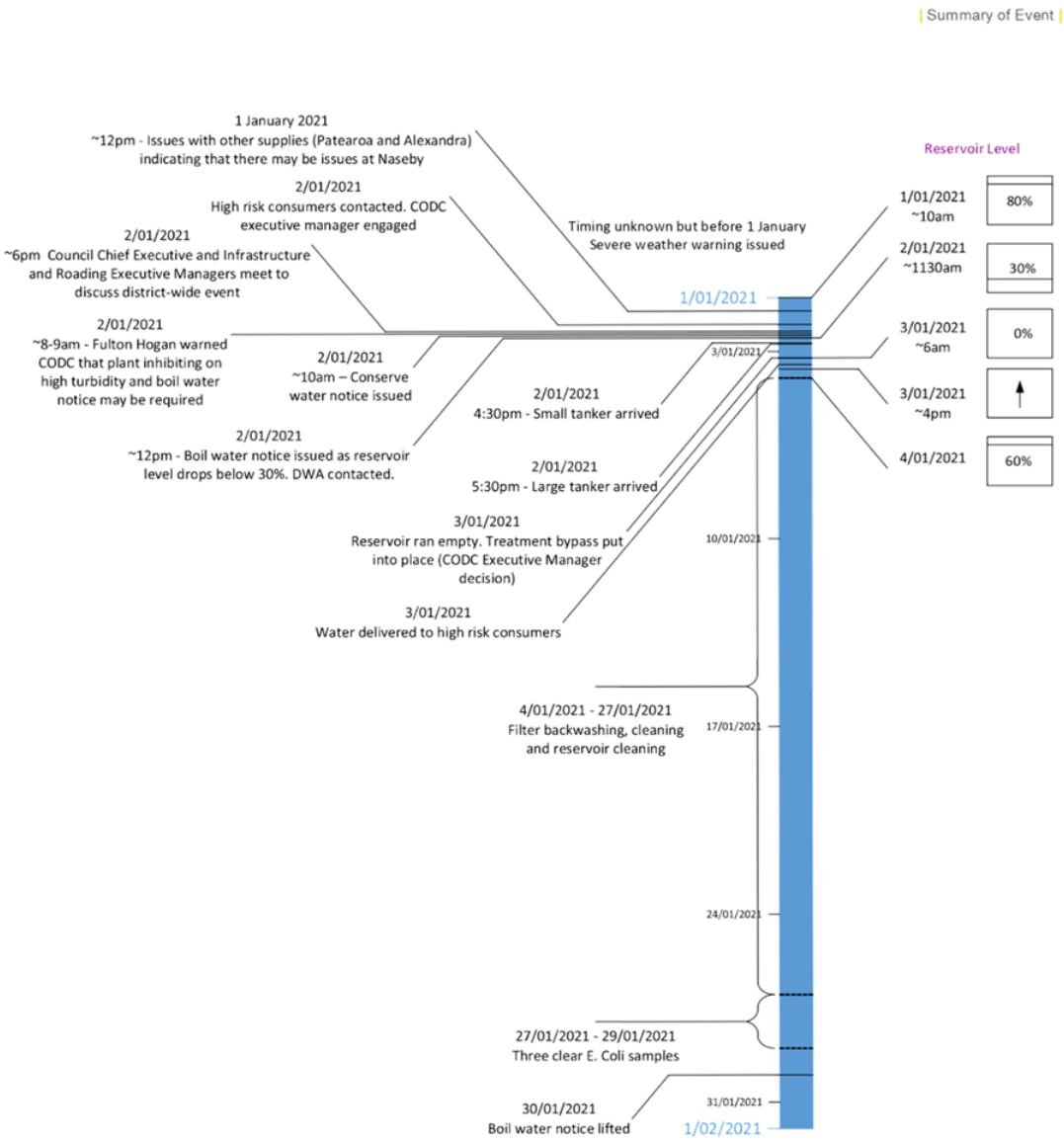


Figure 2-2: Timeline of Event

2.2.2 Warning of the Storm

Although a severe weather warning was issued, these warnings are not uncommon, and it is hard to know what will actually eventuate. The control system for the WTP was set up to maintain the treated water reservoir levels between 85-95%; however, due to the increased demand through high visitor numbers, the WTP needed to run all night during peak demand to maintain these levels. This is discussed further in Section 3.2.4. The first real warning that the Naseby water supply may be impacted was when there were issues with other supplies namely Patearoa and Alexandra. Even though it was the holiday period, Fulton Hogan still had two operators on duty and they were focusing on these sites. Both Fulton Hogan and CODC had a number of issues in different locations to spread their attention over, including both water and transport infrastructure.

2.2.3 Immediate Treatment Response

The next warning of issues in the Naseby supply was the increase in raw water turbidity which caused the plant to exceed its inhibit setpoint of 7 NTU, initiating an automatic shutdown, which, in turn, caused the reservoir level to drop as treated water consumption was not being replenished. Naseby uses a surface water source and so it is susceptible to increased turbidity during rain events. During this storm event, raw water turbidity reached 500 – 700 NTU based on measurements from a handheld instrument (the online instrument cannot record values over 100 NTU). The 7 NTU shutoff is in place because the treatment processes at Naseby WTP are not designed to treat water with higher turbidity than this limit. This philosophy is in place to reduce the overall cost of the treatment process and means that the reservoir storage is relied on to buffer periods of high turbidity. In winter, this is a reasonable approach as the reservoir storage can last 6 – 7 days. However, in the peak season, the storage may only last around 10 hours. Thus, this event saw a combination of high turbidity raw water (causing a WTP shutdown) along with peak holiday period water consumption.

A Conserve Water Notice was issued by CODC at approximately 10am on 2 January 2021 in an attempt to slow the use of the water in the reservoir. However as shown by the fact that the reservoir level dropped from 80 to 30% from 10am to 11:30am, this notice did not decrease water usage and CODC also had to issue a Boil Water Notice as a tool to limit use at around midday on the same day. At this point, there was no reason to believe that the water was unsafe to drink; however, it was seen as a way to decrease water use and it was recognised that the water would likely become unsafe to drink in the near future.

Despite issuing the Boil Water Notice, turbidity in the raw water remained above the plant inhibit level such that the WTP remained off-line and therefore water demand could not be met. This meant that the reservoir ran empty early on the morning of 3 January 2021 and CODC decided to put a filter bypass in place so that the reservoir could then be filled with unfiltered water of approximately 20 - 30 NTU. This decision was made because the Boil Water Notice was in place and it was decided that it was important that consumers received water even if it was not potable. The bypass was put in place by 4pm on the same day and was kept in place for approximately one week. The bypass was only around the filter and so water still passed through UV disinfection and was dosed with chlorine; however, these treatment processes are not considered effective on water with turbidity this high. This high turbidity water then went to the reservoirs.

In the period before the reservoir ran empty, 13 attempts were made to restart the intake despite the high turbidity. Although the treatment process is only designed for up to 7 NTU, the operators were hopeful that it may be possible to run the plant at a higher turbidity for a short period. Unfortunately, the programming would not allow a setpoint change and the controls integrator (external company) was not available on call during the holiday period.

2.2.4 Consumer Protection

With the Boil Water Notice already in place, but with only high turbidity water able to be supplied, tankers were arranged to provide safe and aesthetic drinking water to consumers. Sourcing tankers and water was a challenge during the holiday period and due to the severe weather event. In addition, there were road closures to navigate. Two tankers were sourced from Dunedin and were filled in Alexandra and Clyde. The small tanker was available for consumers to collect water from at 4:30pm on 2 January 2021 and the large tanker arrived at 5:30pm the same day. These tankers were in place until after Waitangi weekend (early February) to make sure that supply was maintained.

More discussion about the means of communicating the boil water notice is included in Section 4.2.

2.2.5 Restoring the Treatment Process

Once the storm event passed and the raw water quality improved, the operation team began cleaning the filter and the reservoir to remove the sediment that had collected. This started on approximately 4 January

2021. The filter is normally cleaned by completing a backwash process that uses filtered water and an air scour to reverse flow through the filter and lift off solids, producing a wastewater that goes to the sewer. Fortunately, two new 30 m³ backwash tanks had been installed in December 2020, which doubled the backwash water storage capacity and gave the team the ability to complete more backwashes than they would have otherwise been able to. Despite this, there was still not enough water to clean the filter and, in the end, backwashes had to be completed with dirty water which helped to remove some solids from the top of the filter, but also introduced solids to the underside of the filter (which is normally kept clean). Eventually tankered water was used to fill the backwash tanks so that backwashes could be completed with clean water. It is estimated that approximately 80 backwash sequences were run in an attempt to restore filter function; however, even when raw water turbidity was around 5 NTU, it was passing through the filter and increasing to about 7 NTU, showing that the filter was having a negative impact on water quality.

Therefore, the operators began to clean the filter with caustic washes to provide a more effective backwash. This was done by applying caustic (sodium hydroxide) to the top of the filter, aerating the filter for 30 minutes, letting it sit for 30 minutes and then flushing away the caustic. It is estimated that four caustic washes were completed and that this significantly improved performance. The UV disinfection unit also had to be cleaned as it had become fouled from the event and it also needed its ballast card replaced.

In addition, cleaning out of the reservoir was required. This was completed by hydrovacing each of the 22 tanks each with capacities of 26 m³. The operators reported that 400 – 500 mm of mud was removed from the contact tanks (the first tanks in the reservoir) while subsequent tanks contained progressively less material. This is a significant volume of material for a treated water reservoir. When the Boil Water Notice was removed, only one of the four tank farm trains had been cleaned out and the other three were offline. This meant that the supply was operating on a quarter of its normal storage capacity.

Throughout this event, the operators commented that the coagulation and flocculation process was not working well. Even when turbidity was as low as 4 – 5 NTU, flocs were not forming as they normally would. This may have been due to the low pH or due to the coagulation dose not being optimised. Jar testing was not completed to confirm the dose at this time.

2.2.6 Lifting the Boil Water Notice

Once the filter and one train of the tank farm had been cleaned (approximately 27 January 2021), *E. coli* sampling of the treated water commenced. In order to be allowed to lift the Boil Water Notice, three consecutive days where sample results show zero *E. coli* in the treated water are required; this was achieved on 27, 28 and 29 January 2021. Results take a day to be analysed and so the boil water notice was lifted on 30 January 2021. Tankers were in place until this point and *E. coli* sampling on water in these tankers had also been completed.

3 Performance of Water Treatment Process

3.1 Process Description

The Naseby WTP consists of the following:

- **Raw water intake** – from the water race owned by Hawkdun Idaburn Irrigation Company
- **Turbidity meter** – in the irrigation race which is used to inhibit the plant if turbidity exceeds a setpoint (normally 7 NTU)
- **Coagulant dosing (PACl)** – which is used to cause fine particles in the raw water to agglomerate and form flocs
- **Flocculation tank** – to provide mixing and retention time so that the flocs can form with the help of the coagulant
- **Sand filter** – to remove flocculated particulate matter

- **Ultraviolet (UV) disinfection** – to inactivate bacteria and protozoa
- **Chlorine dosing (sodium hypochlorite)** – to provide bacterial disinfection and a residual barrier to recontamination in the reticulation network
- **Treated water reservoir** – made up of 22 x 26 m³ PE tanks configured as two chlorine contact tanks followed by four trains each with five tanks
- **Backwash waste tanks** – which collects used backwash water from the filter and discharges it to the sewer
- **Various control valves, flowmeters and analysers** – including turbidity, pH, chlorine residual and UV absorbance analysers which are used to control the treatment process and confirm that the required treatment has occurred

Sourcing water from the Hawkdun Idaburn Irrigation Company poses a number of risks. This water race flows through the Naseby forest and passes approximately 50 m away from the WTP. The raw water source and water race are unprotected and at risk of contamination from nearby stock, recreational users of the forest and material carried into the water race through surface runoff. There is also a risk that stock can enter the water race. CODC has no control of what happens in the race; for example, digging in the race and deforestation of the surrounding land can occur without notice. This poses a significant water quality risk to CODC even without a storm event. This risk should be assessed and mitigations identified through the review and application of the Naseby Water Supply Water Safety Plan.

In addition, the plant has seen reduced water quantities in recent years, likely due to new consumers taking water upstream of the intake. The Naseby WTP intake is the last user on the race and so if the irrigation company sells more water upstream, then this intake is affected. Even before the peak visitor season, the intake water level was already running low and the height of the weir downstream had to be increased to make sure there was sufficient water level to provide 5 L/s to the WTP. This water source poses significant risk in terms of water quality and quantity, and it is therefore recommended that alternative sources or long-term security of the current source are investigated.

3.2 Analysis of Performance Since Upgrading

3.2.1 Recent Upgrade

A number of upgrades were completed to the plant in 2019/2020. These upgrades have improved the performance in terms of the automated inhibit of the intake in poor water quality events, solids removal through the coagulation/flocculation/filtration process, and addition of UV disinfection to inactivate bacteria and protozoa. Despite completing these upgrades, it is recognised that there is further work that could be done to improve the performance of the WTP and reduce the likelihood of non-compliance with the DWSNZ.

3.2.2 Turbidity

The performance of the Naseby WTP is variable even without a peak demand and a poor raw water quality event. Figure 3-1 shows that raw water turbidity (red) was generally above 4 NTU and as high as 20 NTU (likely the limit of the SCADA graph) in the month of December 2020, however the plant inhibit meant that water with turbidity greater than 7 NTU would not have entered the WTP. Treated water turbidity (purple) generally remained less than 1 NTU for the month (although the summary at the bottom of the SCADA screen shot indicates that 20 NTU was reached at least for a brief period). This shows that the filter was able to achieve moderate removal of turbidity over the month.

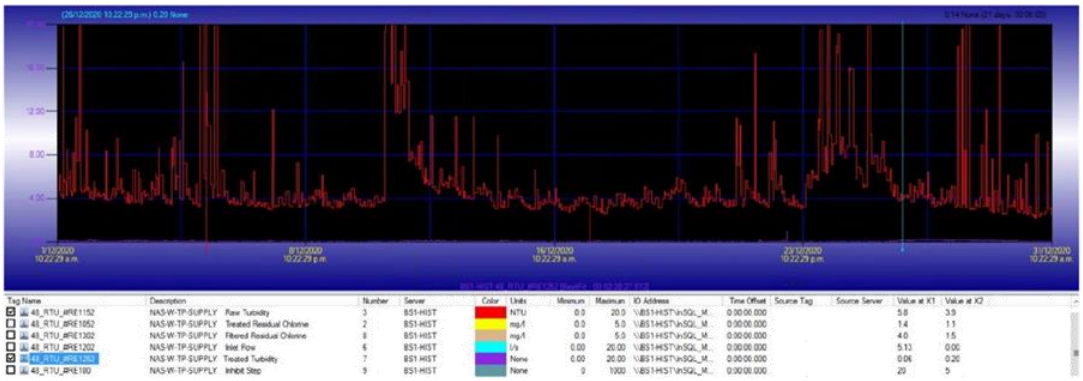


Figure 3-1: December 2020 Raw and Treated Water Turbidity

3.2.3 pH

Figure 3-2 shows that treated water pH over the month varied significantly from around 6.5 to 7.7. PACl typically operates best between 6.5 to 7.0 (raw water pH) although this should be confirmed with jar testing. The pH of the raw water is not known, but both PACl and sodium hypochlorite change pH, and therefore the treated water pH will depend on the dose ratio of PACl and sodium hypochlorite. Good practice is to adjust the treated water to be within a pH 7.5 to 8.0 as this reduces the corrosivity of water and extends the life of pipe materials such as asbestos cement and steel. The low pH values of less than 7.5 will exacerbate corrosion in the reticulation. pH is commonly adjusted to a more consistent level through use of caustic or soda ash (sodium carbonate) dosing. Section 6 includes a recommendation on this.

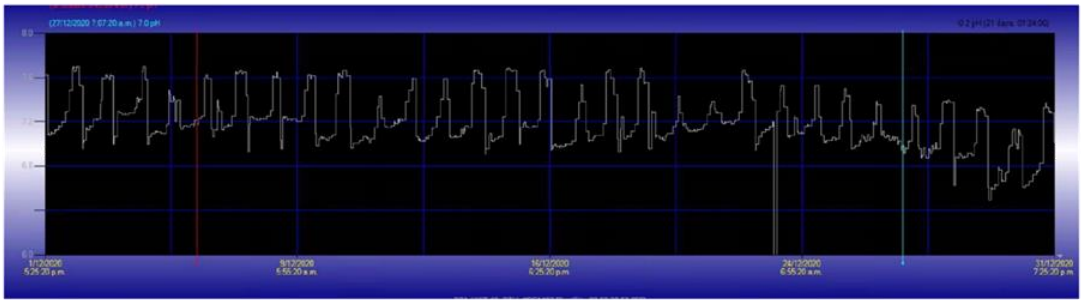


Figure 3-2: December 2020 Treated Water pH

3.2.4 Flow and Reservoir Level

The Naseby WTP is a fixed flow plant that either runs at 5 L/s or is 'Off'. Over the month of December 2020, the WTP was generally operating (see Figure 3-3); however, it did not run continuously and would have stopped at various times to allow a filter backwash or because the reservoir reached its top water level. Figure 3-4 shows that the treated water reservoir level was generally maintained between 85 – 95% as per the control setpoints; however, there were two dips to approximately 60%. This may indicate periods of high demand where the capacity of the WTP could not keep up with usage, or there may have been some other issue with the WTP such as more frequent backwashes due to poor raw water quality meaning that the plant could not produce sufficient treated water.

This figure also shows that in the last few days of the month, reservoir levels were dropping to approximately 80% before returning to 95%. This is because visitor numbers were starting to increase and so was demand. The plant can only run at a capacity of 5 L/s and Figure 3-3 shows that it continuously ran at this capacity over these days in order to keep up with demand. The operator commented that, during peak periods, the

WTP cannot keep up with demand during the day and has to run all night to top up the reservoirs. At 10am on 31 December 2020, the reservoir was at approximately 90% full.

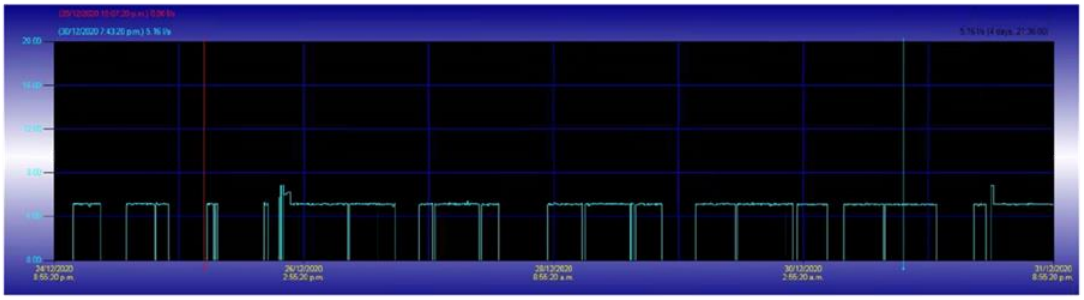


Figure 3-3: December 2020 Inlet Flow Rate

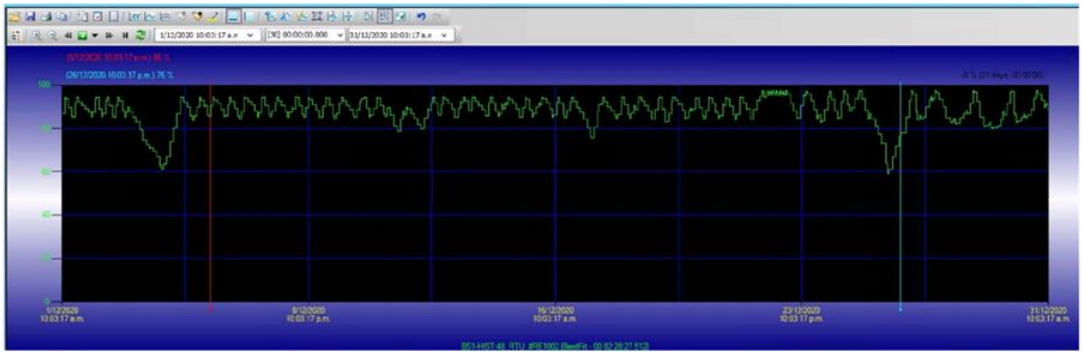


Figure 3-4: December 2020 Reservoir Level

The peak population, and therefore water demand, in Naseby is unknown. CODC's population estimates for 2021 show usual resident population of 125 people with a peak population of 913 people. These estimates are based on StatsNZ data and DataVentures cell phone data. However, some members of the community believe that peak population could be much higher than this and have suggested populations of 2,000 to 3,000 during holiday periods. The reliability of these higher estimates is unknown.

The WTP can run at a maximum of 5 L/s; however, a typical WTP of this design would lose approximately 5 - 10% of the water abstracted in filter backwashing. This means that the WTP may produce up to 390,000 – 410,000 L per day assuming that there are no issues at the WTP, and that raw water turbidity remains below 7 NTU for the entire day (often not the case). This would equate to 130 - 450 L/person/day being produced for the 913 – 3,000 consumers that may be present during peak season. CODC bases water use on 250 L/person/day; however, visitors at camp are expected to use significantly less water than those cooking, cleaning and water gardens or lifestyle blocks. The WTP operators have stated that keeping up with the peak demand is a significant issue with the current WTP. This indicates that population projections may be higher than the CODC estimate of 913 or may also indicate significant leaks in the network. Additional investigations into visitor numbers during the peak season is recommended so that the demands can be better understood. This may indicate that a capacity upgrade at the WTP is required. Investigations into network leaks are also recommended.

Another source of high water demand can be the fire brigade. Naseby has a high fire risk and so it is important that the fire brigade has access to water when required. Generally, the fire brigade informs CODC when it intends to use water for training purposes; however, there was a recent incident when the reservoirs were drained quickly as the fire brigade has set up a slip'n'slide for use by the community. It is understood that a discussion with the fire brigade has been carried out and it is now aware of the need to inform CODC

of any non-emergency high water usage for purposes like this. It is also understood that the fire brigade has access to a water storage dam that can be used if the Naseby reservoir is low; however, the brigade generally uses reticulated water as it is easier to access in the town.

3.3 Analysis of Performance During Event

3.3.1 Turbidity

Figure 3-5 shows that the raw (red) and treated (purple) turbidity was significantly higher in the beginning of January 2021 than it was in the month of December 2020. The storm event that occurred caused the raw water turbidity to exceed the 100 NTU limit of the raw water turbidimeter for an extended period of time (note that a limit of 50 NTU is shown on the figure due to SCADA scaling). A handheld turbidimeter was also used to measure raw water turbidity at the time and the measurements ranged from 500 – 700 NTU; far in excess of the plant intake inhibit value of 7 NTU (shown as the white line). These data are aligned with the operator comments that the intake was so heavily silted up that it was difficult to get flow to the WTP. Treated water turbidity also increased significantly over this period and reached the 20 NTU limit of the instrument. Raw water turbidity dropped below 7 NTU around 14 January 2021; however, it was not consistently below 7 NTU from this point on and there were another few days of high turbidity seen around 18 January.

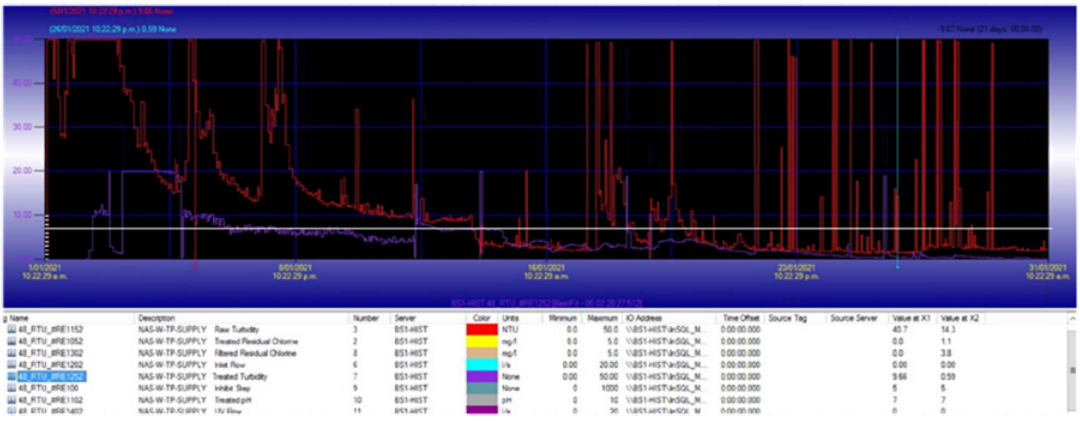


Figure 3-5: 1 – 31 January 2021 Raw and Treated Water Turbidity

3.3.2 pH

Figure 3-6 shows that treated water pH was even more variable during the storm event than it had been in the previous month. During the first few weeks of the month, pH was generally between 6.2 to 7.4 which is about 0.3 less than in December. This lower pH is likely a result of decreased alkalinity (which occurs in rain events) and/or increased PACl dose. The lower pH may have made coagulation control, and therefore particulate removal, more difficult. The operator commented that flocs were not forming well during this period and were much smaller and yellower than normal. This continued for 2 – 3 weeks; however, jar testing was not completed to optimise the coagulant dose.

The WTP is not currently equipped with any means to adjust these pH levels and so, although the operators would have been aware of this change in pH and the possible effects, there was no way for them to counteract it.

Sensitivity: General

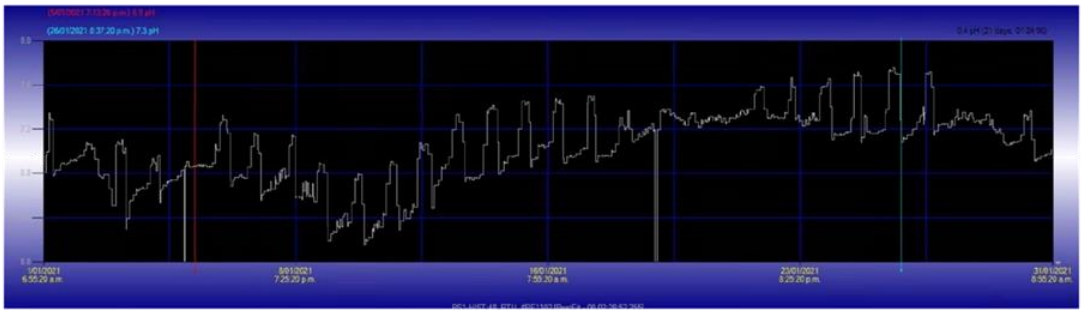


Figure 3-6: 1 – 31 January 2021 Treated Water pH

3.3.3 Flow and Reservoir Level

Figure 3-7 and Figure 3-8 summarise the inlet flow rate of the plant and the reservoir level. Note that Figure 3-7 is only for the first eight days of the month. At 10am on 1 January 2021, the reservoir level was at approximately 80%. This is most likely to be because the limited WTP capacity was already struggling to keep up with the high demand. Then, as the turbidity was above the raw water setpoint of 7 NTU, the plant was inhibited, flow dropped to zero and so did the reservoir level. There were various attempts to restart the plant; however, the high turbidity in the race meant that inhibits kept occurring. Eventually this had to be overridden and the filter bypassed (as discussed in Section 2.2.3) in order to supply water to consumers. The data show a drop in flow to approximately 2.5 L/s on January 4 – 5. It is understood that this is because the intake was so heavily silted up that raw water could not pass through it into the WTP. This had to be manually cleaned to restore the normal flow rate to the plant.

The data show that around 14 January 2021, the normal operating level of the reservoir was restored; however, this is misleading as not all of the four reservoir trains were online at any given time. There is only one level instrument and it is placed in one of the 22 tanks to measure the level of that tank. In normal operation this would also reflect the overall storage level; however, when not all of the trains are in operation this is not the case. Sudden dips in reservoir level may also indicate times when the instrument was being manually moved from one tank to another. For much of the month of January, work was underway to remove sediment that had collected on the filter and in the reservoir and therefore the Boil Water Notice was still in place.

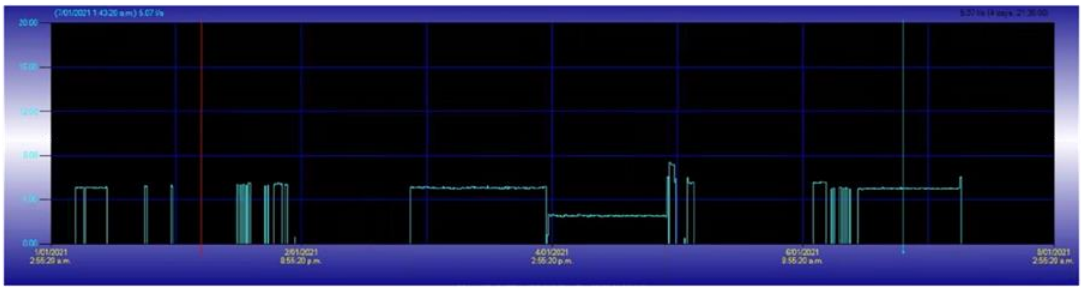


Figure 3-7: 1 – 8 January 2021 Inlet Flow Rate

Sensitivity: General

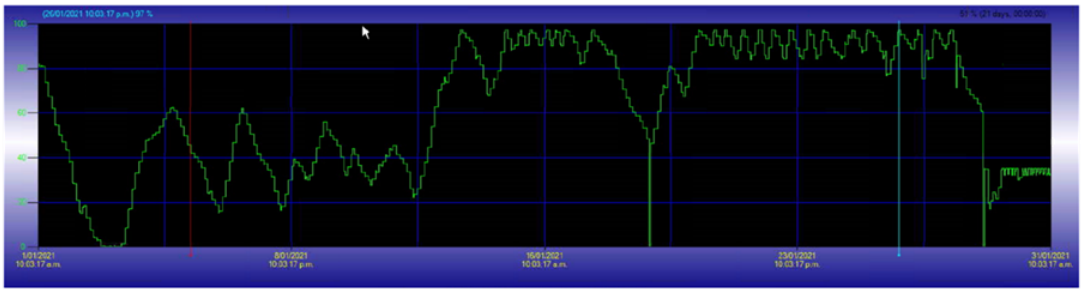
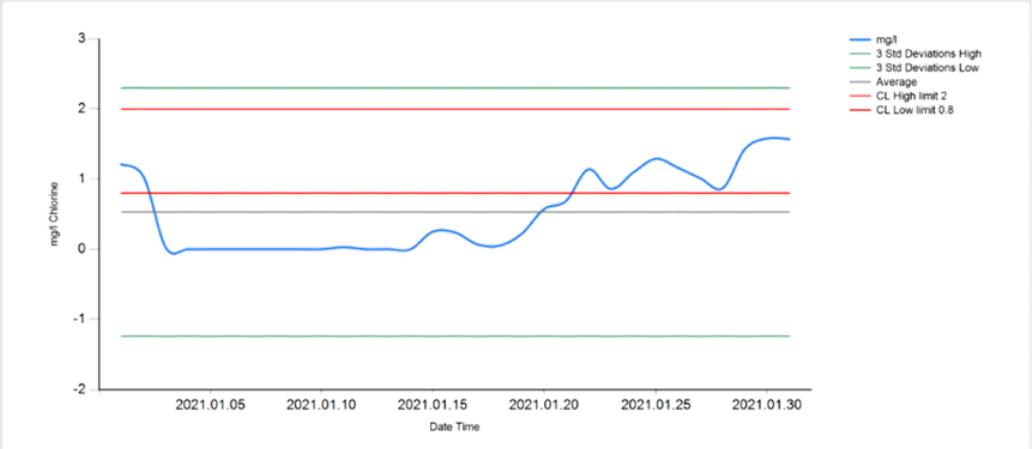


Figure 3-8: 1 – 31 January 2021 Reservoir Level

3.3.4 Chlorine Residual

Figure 3-9 summarises the treated water chlorine residual concentration for the month of January 2021. This figure shows that the residual chlorine concentration was below the low limit for most of the month which indicates that sufficient treatment was not achieved, and furthermore that for about 10 days there was no residual. This, and elevated turbidity, were the key reasons that a Boil Water Notice was in place.



Description	Number of Samples	Average	3 Standard Deviations	3 Standard Deviations Low	3 Standard Deviations High
NAS-W-TP-SUPPLY Treated Residual Chlorine	44,640	0.53 mg/l	1.77	-1.24 mg/l	2.30 mg/l

Figure 3-9: 1 – 31 January 2021 Treated Water Chlorine Residual

4 Communications

4.1 Communications with DWA

CODC is required to keep its Drinking Water Assessor (DWA) informed of any non-compliances with the DWSNZ. The DWA was first contacted at 12:17 pm on 2 January 2021 and was informed that the reservoir levels had dropped below 30%. The DWA was kept informed throughout the event until the point when the Boil Water Notice was lifted.

4.2 Communications with Consumers

Records show that a wide range of communication methods were employed to reach consumers. This included:

- Posters

- Facebook posts
- Website updates
- The Central App notifications
- Alerts through the "Get Ready" system (which requires residents to opt in for alerts)
- Radio updates
- Newspaper notices
- Emails sent to key stakeholders such as the Maniototo Community Board
- Internal emails within CODC to encourage staff to spread the word about the boil water notice
- Calls to high risk consumers

In addition, an after-hours phone service was in place (as the start of the event was during a holiday period) and the CODC Comms team kept the phone service aware of updates. However, one resident commented that the phone service operators were not well informed (see further discussion in Section 4.3).

In some updates, the CODC Comms Team asked the community for suggested improvements and learnings from the event but no responses were received. A number of communication improvement suggestions were received after the event and these include use of a loud speaker on a car to drive around Naseby and provide updates; however, it was recognised that there may be limited staff available to drive the vehicle depending on other emergency requirements. There has also been a suggestion of a phone tree that could be sent up so those consumers without mobile phones or the internet could be contacted.

It is important to note that CODC has a small Comms Team (two people) and there was a lot for the team to keep on top of during the event. The Naseby Boil Water Notice was one of many emergencies in the region at the time including other WTPs that had similar issues occurring. The Comms Team covers the full range of CODC services, and the team members are not particularly versed in the water sector. This meant that the Water Services Team had to support the Comms Team by helping them draft communications and responses to questions. This added additional strain to the Water Services Team's time which was already limited. Section 6 includes a recommendation around training and templates to improve this.

4.3 Public Response

4.3.1 Effect on Community

The public response to this event is one of the key drivers for this review. Naseby has a significant tourism industry, with the December/January period being the annual peak. This means that the timing of the boil water notice coincided with peak visitor numbers. Some residents with businesses in the tourism industry commented that this was difficult timing because of the fact that business in 2020 was reduced (due to the Covid-19 pandemic) and the peak season in 2021 was set to be a big season with much of the accommodation being fully booked. The Naseby Holiday Park operator said that they had been fully booked (around 350 guests) and that this was quickly reduced to only 6 people because of the Boil Water Notice as well as the storm event.

In the first few days of the event, visitors and residents could understand why there was a boil water notice in place as they could see the heavy rain and the damage to roading infrastructure. However, once the weather cleared and the obvious damage from the storm was repaired, the reason for the boil water notice became less apparent. Some residents couldn't understand why there could be a water shortage after there had been so much rain. Our understanding of the public response has come from discussions with residents as no visitors were contacted, and the comment was made that visitors generally come from bigger towns and cities where they expect more reliable water infrastructure. It was difficult for tourism operators to justify the reason for the boil water notice to their customers.

4.3.2 Reservoir Level

A commonly held belief among residents was that the reservoir was not full before the event. As stated in Section 3.3.3, the reservoir was at 80% on 10am on 1 January 2021. Filling the reservoir is an automated process based on a level sensor in one of the tanks; however, some residents still remember when it was a manual task to open a valve and fill the tanks.

4.3.3 Water Quality

Some residents were concerned that the intake was not shut down when raw water quality was poor. There was a rumour that the turbidimeter was turned off or not working at the time. As discussed in Section 2.2.3, the plant did inhibit on high turbidity; however, this had to be overridden as there was otherwise no way to fill the reservoir.

Residents who were interviewed as part of this review said that they listened to the Boil Water Notice and did not drink or cook with unboiled water. They stated that the water was so obviously unclean and full of sediment that they do not believe anyone would have ignored the Notice. One resident commented that many people, including their family, ended up booking weekends away so that they could shower in cleaner water as they had the feeling of being unclean due to use of water with high sediment content for three weeks.

4.3.4 Communication

Despite the range of communications summarised in Section 4.2, many residents complained that the communication with the public was not adequate. The comment was made that communication was mostly on Facebook, but because residents and tourism operators were busy managing the event (fixing infrastructure and making arrangements for visitors) these updates were often missed. Consumers also felt that there was insufficient information about how long the Boil Water Notice would last. This would have been difficult, if not impossible, for CODC to provide given that the amount of time required to restore the WTP was unknown.

The comment was made that there is a wider emergency notification issue, not just related to water. Naseby is at high risk of fires and there should be an emergency response system in place to provide immediate information for these events. Some residents had heard that a mobile phone alert had been automatically sent to Alexandra consumers during their recent Boil Water Notice and there was disappointment that a similar system had not been used in Naseby. Section 6 includes a recommendation for a mobile phone emergency response system. It is important to note that CODC has a “Get Ready” system which provides alerts to those who have registered for them. Further advertising of this system should be implemented.

The operator of the Naseby Holiday Park complained that their water was “turned off” without notice (on 3 January 2021) and that visitors were suddenly unable to use any water; even for flushing toilets. They acknowledged that CODC did bring in portaloos at this point. It is understood that the water was not actually “turned off” but that the reservoir level was reduced below the level where there would be sufficient head to meet the pressure requirements at the holiday park given its close proximity and elevation compared to the WTP. There is a recommendation around notification for low reservoir level included in Section 6.

The holiday park operators also said that the communications around water tankers could have been improved. They said that they were not kept up to date with when tankers would be removed to be refilled and there was one particularly hot day where the tanker was removed to be refilled at midday and not brought back until the evening.

One resident commented that she had called the CODC Helpdesk to find out more information about the Boil Water Notice but was disappointed that the person on the other end of the phone had very little information and didn’t even know where Naseby was.

Another comment from residents was that they found it odd that the Ministry of Health was not involved and that they questioned whether the Ministry had been informed of the event. Residents thought that the Ministry of Health could have provided some public health advice and the comment was made that they were much more involved in the August 2016 Havelock North event, but that Naseby seemed to have been forgotten. As discussed in Section 4.1, the District Health Board (as the local public health agency of the Ministry of Health) was involved throughout this event; however, this was not made public. This may be something that reassures consumers in the future and so a recommendation has been included in Section 6.

4.3.5 Upgrade Options

Many residents are well aware of the significant cost that would be involved in upgrading the WTP to cope with events as severe as seen in early 2021. They recognised that this may not be affordable but thought that more could be done to reduce the need for boil water notices in less significant and more frequent events. The community referred to frequent high rain event and boil water notices including one in early 2020. Figure 2-1 shows that this event saw 61 mm of rain over a four-day period. There is the opinion that no treatment addition would be able to cope with the large amount of clay and sediment seen during this event. The commonly held belief is that large amounts of storage, such as a large raw water dam, would be the most cost-effective solution. One resident who knows the water supply well suggested a large dam be constructed on the land between the WTP and the Naseby Swimming Dam. He acknowledged that it seemed unlikely that the dam would be able to fill from the race and then gravity-supply the WTP however stated that the dam could just be used in emergency situations and that pumping could be used for these occasions. There is more discussion about the use of additional water storage, the feasibility of a large dam and treatment options in Section 6. This resident also mentioned another dam in the area that had been constructed as a backup firefighting source. He stated that this source was supposed to be connected to the water supply (bypassing treatment) but there was confusion within the community as to whether it had ever been connected.

Going forward, residents commented that they would like to be kept informed about the planned upgrades by CODC. They would like to know that action is being taken to prevent a similar event in the near future and they would like to know when any upgrades will be in place. They would also like to understand the cost of these upgrades. One resident commented that they were told that $800,000 has recently been spent on upgrading the WTP but that there is no evidence of what was done with this money and a boil water notice was still needed after this upgrade. It is noted that CODC's Long Term Plan does include some information about future upgrade plans; however, residents commented that this does not include enough detail.

4.3.6 Water Reform

Some residents are concerned about the current water reform changes and worry that operations will be moved to a city like Christchurch and that operators will have even less understanding of the local conditions and will also end up spending too much on the infrastructure. This is a common concern throughout small towns in New Zealand.

5 Documentation, Procedures and Training

CODC has a Standard Operating Procedure for Boil Water Notices in place. This document outlines when a boil water notice should be issued, key contacts for the event, notification templates for key parties including the DWA, radio messages and posters, when the boil water notice should be removed and which businesses should be called directly to be notified. This document is a good starting point; however, some of the information is out of date and the list of businesses for Naseby has not been completed. A review of this document is recommended. It could be updated to provide details for a number of the procedural changes that have been identified in this review.

The Fulton Hogan operators are mostly trained with L3 or L4 water and/or wastewater New Zealand certificate which is considered appropriate for this role. Operation and maintenance plans for the WTP were not reviewed; however, discussions with the operators have shown that they are appropriately skilled and knowledgeable in the operation of the plant.

6 Learnings and Recommendations

6.1 Overview

This review has resulted in a number of learnings and recommendations as summarised in the following sections. Annotations are included to note the recommendations with the highest priority. Some of the issues identified will require further investigation before a solution can be identified.

6.2 Improved Resilience

A number of improvements to the source, treatment process and the reticulation could be completed to improve the reliance of the water supply and prevent future events. These include:

- **Improved treatment - High Priority**
  - Improving the treatment process of the WTP would mean that water can continue to be produced if turbidity exceeds 7 NTU. The key treatment process improvement that could be used to achieve this would be to install a clarifier upstream of the filter. There are a number of different types of clarifiers that could be used, and the type would be selected to balance cost and the required maximum turbidity to be treated. Some clarifiers may only treat turbidity up to 20 NTU while others may be capable of 1,000 NTU. This is considered to be a high priority upgrade for preventing future boil water notices when raw water turbidity is high.
  - Increasing the level of redundancy of the plant would also improve resilience. It is common to include duplicate unit process for key treatment items such as critical pumps, filters or UV disinfection. Naseby WTP does not have redundancy of key processes as it only has one filter and one UV unit. If two filters were installed, then operations could be improved in a future event. This may mean splitting the solids load between the two filters and making cleaning easier, or potentially keeping one filter offline for the poor water quality event so that it could be brought back online when the first filters is being cleaned.
  - Installation of pH adjustment would give operators the ability to control pH and therefore improve the coagulation and flocculation process as well as reduce the corrosivity of the water. This could be carried out through the installation of caustic or soda ash chemical storage and dosing equipment.
- **Increased treatment capacity**
  - Additional investigation into visitor numbers during the peak season is recommended so that the demands can be better understood. This may confirm whether a capacity upgrade at the WTP is required. The operators have commented that this appears to be the case because the WTP runs continuously during the peak season including running through the night to restore the reservoir level that was drained during the day. - High Priority
  - A full review of the requirements for increasing the capacity would have to be carried out. Some components of the WTP are likely to be hydraulically limited while others will be limited by process capacity. Depending on the amount of increased capacity required, an additional filter and UV unit may need to be installed. Providing some level of redundancy could also be included in this upgrade.
- **Increased storage**
  - Many members of the community stated that increased storage capacity would be the best way to improve the reliance of the water supply. A key limitation of using increased raw water storage as the means for improving resilience is that the WTP capacity would still be limited to 5 L/s and, in peak season, this is only just enough to keep up with demand. Increasing raw water storage may mean that

the water supply is less susceptible to high turbidity events; however, the treatment plant will still have to run almost continuously in the peak season and there will not be capacity to increase demand if visitor numbers in the region increase. We consider that improving treatment or increasing treatment capacity is likely to be a lower cost solution than providing say three to four days of raw water storage to bridge future events similar to what was experienced in January.

  - Additional treated water storage could be considered as an alternative; however, the current storage can last 6 – 7 days in winter which is much greater than is normally considered best practice (24 – 48 hours). Storing treated water for long periods of time increases the water age and means that higher doses of chlorine have to be added to the treated water to make sure that there is residual in the network. It may be feasible to add additional treated water storage that is only brought online for the peak season. This would require a cleaning and inspection regime ahead of use. - High Priority
  - One benefit of additional raw or treated water solution is that it would provide some protection against low water flow events from the water race.
  - Some residents stated that a large raw water dam/storage pond would be of benefit as it could be filled when raw water in the race is of low turbidity and then used when the race has high turbidity. There are a few key risks and issues with this solution. Firstly, dams are typically expensive to construct and to obtain the required consents. Installation of raw water storage that is potentially stagnant for long periods of time also poses a risk of algal growth or other forms of contamination (for instance, if large numbers of birds or other animals visited the storage) – this risk can be mitigated by covering the storage but this adds costs. The WTP is not designed specifically for algae treatment and a significant upgrade would be required to allow for this treatment.

- **Source protection - High Priority**
  - The current water source poses significant risk in terms of water quality and quantity and it is recommended that alternative sources are investigated, or a legal agreement is negotiated with the irrigation company to protect water quantity and quality in recognition of the importance of a public water supply over commercial use.
- **Reticulation leak reduction - High Priority**
  - Operators have commented that the night flow of the Naseby water supply is high; suggestive of significant leakage in the network. This should be investigated, and leak improvements made as this will increase the volume of water that is available to consumers and reduce water wastage which may have operational cost improvements. The degree to which leak reduction efforts may be able to improve the ability to cope with high demand periods is unknown until investigations are completed.

6.3 Procedural Improvements

One of the key recommendations of this review is to revisit the Standard Operating Procedure for Boil Water Notices. Although there is a procedure in place, it would be valuable to integrate some of the findings from this review into an updated document. These include:

- **Priorities for mitigating multiple failures**
  - Despite the widespread damage in the region, CODC and Fulton Hogan seemed to prioritise resources appropriately and react to the most critical needs first. However, it would be worthwhile formalising this approach in the future as it is possible that a greater number of water and wastewater treated plants may fail in an even larger or widespread event.
- **Availability of Council personnel and key service providers**
  - Council should make sure appropriately qualified and experienced staff are nominated to be on-call over holiday periods and public holidays. This includes both Water Team and Communication Team staff.
  - It should be confirmed that all key external service providers, including network maintenance and operation contractors and SCADA providers, are available on call even during holiday periods with a

clear listing of contact details for key service providers and alternates. In this particular event, the controls integrator (external company) was not available to make a necessary control system change.

- **Emergency operating procedures - High Priority**
  - It is difficult to write emergency operating procedures for all scenarios. Generally, operation of a treatment process during an emergency event relies on suitably skilled and trained operators. However, it would be worthwhile considering whether the 7 NTU raw water inhibit should have been overridden and the plant bypassed in this instance. Allowing high turbidity water to enter the WTP and reservoir significantly increased the duration of the Boil Water Notice because of the subsequent cleaning requirements.
  - As described in Section 3.3.1, raw water turbidity was above 7 NTU for approximately 14 days however the duration of this high turbidity period would not have been known when the decision to overwrite the inhibit was made. Shutting down the water supply and relying only on tankered water for this 14-day period would mean that the cleaning requirements of the WTP and reservoir would be greatly reduced, however residents would not be able to flush toilets or use water for washing (unlikely to be doing anyways given the high turbidity) for this two week period.
  - A suitable compromise between completely shutting off the water supply and taking in high turbidity water which increased the cleaning requirements may be that in an extreme event a complete WTP and reservoir bypass is used at very high turbidity and that the inhibit can be increased to allow moderately turbid water into the plant. When the criteria for an extreme event (would need to be defined) are met, the intake inhibit could be increased to a turbidity setpoint where the filter can cope for short periods likely with increased backwashing (say 10 – 15 NTU). If turbidity is above this setpoint then the supply could either be shut off (although the implications for fire-fighting and toilet flushing would need to be considered) or the whole plant and the treated water reservoir could be bypassed to provide water for flushing toilets. This would rely on careful communication to consumers to make sure they were aware of the water quality risks. It is noted that a bypass for the entire plant and reservoir is not currently in place and would have to be installed.
  - This would mean that the filter, UV and reservoir would not be as badly affected and could be cleaned more easily. This would significantly decrease the duration of the Boil Water Notice.
  - The emergency operating procedure should also state when jar testing is required as this may have improved filter performance during this event.

6.4 Community Engagement

A number of ways to improve community engagement were identified in this review. Some of these should be integrated into the update of the Standard Operating Procedure for Boil Water Notices. These improvements include:

- **Training and templates for the Comms Team**
  - The Water Services Team was required to support the Comms Team in providing updates and responses during the event. Although some level of input from the Water Services Team will always be required, this input could have been reduced if training and templates were available for the Comms Team. Training may include tours of a number of the WTPs so that the Comms Team improve their understanding of how these plants operate and the issues that they may face. Although some template responses were available, these could be updated and expanded on the improve the Comms Team's ability to respond to questions without further input. The Water Services Team would still be required to provide regular updates on the specific situation however this could be in the form of a daily summary.
- **Automated Boil Water Notice alert system - High Priority**
  - Implement an automated Boil Water Notice alert system that notifies people on their cell phone if they are in the area. This would make sure that visitors and tourists are notified and information about a

Boil Water Notice would likely be spread quicker than through the webpage, Facebook page and targeted phone calls. Christchurch City Council (and other councils throughout New Zealand) use a system like this and there is no charge for it. A key recommendation from Christchurch City Council is to work through the requirements and procedures thoroughly before an event as it is too difficult to arrange once there is warning of a particular event. It is understood that a system like this was recently used for a Boil Water Notice in Alexandra and this was due to Civil Defence being engaged.

- **Review communication approach**
  - Although many forms of communication were used to notify the public of the Boil Water Notice and to provide updates throughout, many members of the community believed more could be done. The automated Boil Water Notice alert system detailed above would be one approach. This could be paired with a community phone tree to reach those without cellular devices.
  - There were some complaints about the lack of knowledge of the CODC Helpdesk phone line during this event. More detailed information and/or further training should be provided to this team in the future.
  - Some residents were concerned that the Ministry of Health was not informed of the event. This was not the case. The Ministry of Health was kept up to date through regular updates to the DWA who works for the District Health Board (as the local public health agency of the Ministry of Health). This is the standard engagement approach and is considered appropriate. However, it may have been comforting for CODC to make the public aware that this communication channel was in place.
- **Alert to Naseby Holiday Park and further engagement**
  - As Naseby Holiday Park is close to the WTP, it appears that they lose adequate water pressure with decreasing reservoir level earlier than other users in Naseby. An alarm should be added to the control system and a procedure should be put into place so that the holiday park is warned if this reservoir level is approaching. This would allow the holiday park operators to warn guests that toilets and sinks are soon to be unavailable.
  - CODC should also confirm whether the Naseby Holiday Park has any onsite water storage. Besides being a consumer heavily reliant on the water supply, its close proximity to the WTP means that its required water pressure can be lost early in an incident. Consequently, it may be beneficial for the holiday park to install onsite storage to mitigate supply interruptions. CODC should discuss this with the owners.
- **Tanker fill procedures and notifications**
  - Procedures should be put in place to either have multiple tankers at a given location or to refill the tankers overnight. In addition, there should be warning about when tankers are going to be refilled and how long they are likely to be away for.
- **Education on Three Waters Reform Programme**
  - Some residents expressed concern about what the Three Waters Reform Programme will mean for small supplies like Naseby. There is concern that decisions and operation will be from a centralised office somewhere like Christchurch and that the people in charge will be out of touch with local issues. It is recommended that educational material is provided on the changes that residents can expect.
- **Updates on the outcomes and implementation of this review**
  - Many members of the community said that they wanted to be confident that a similar event would not recur in the near future. This may not be realistic without significant spend; however, the frequency of similar events could be reduced by implementing the recommended actions in this report. The community would like to be kept up to date on the outcomes of this review and would like to understand when changes will be implemented, along with the residual risks.

21.6.3 MANIOTOTO FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021

Doc ID: 548961

1. Purpose

To consider the financial performance overview as at 30 June 2021.

Recommendations

That the report be received.

2. Discussion

These statements are designed to give an overview on the end of financial year performance. It is important to note that as the Annual Report 30 June 2021 is compiled that the figures below may change as required.

The operating statement for the 12 months ending 30 June 2021 shows a favourable variance of $116k against the revised budget.

	12 MONTHS ENDING 30 JUNE 2021 YTD Actual $'000	YTD Revised Budget $'000	YTD Variance $'000		2020/21 Annual Plan $000	2020/21 Full Year Revised Budget $000
Income:						
User Fees and Other Income	190	193	(3)	🔴	180	193
Internal Interest Revenue	37	41	(4)	🔴	41	41
Rates	839	852	(13)	🔴	852	852
Reserves Contributions	20	-	20	🟢	-	-
External Interest & Dividends	1	-	1	🟡	-	-
Other Capital Contributions	5	6	(1)	🟡	-	6
Total Income	**1,092**	**1,092**	**-**	🟡	**1,073**	**1,092**
Expenditure						
Rates Expense	40	40	-	🟡	36	40
Other Costs	72	104	32	🟢	109	104
Staff	114	137	23	🟢	142	137
Contracts	173	193	20	🟢	187	193
Grants	19	32	13	🟢	20	32
Fuel and Energy	45	60	15	🟢	55	60
Building Repairs and Mtce.	28	46	18	🟢	42	46
Cost Allocations	254	255	1	🟡	262	255
Internal Interest Expense	24	28	4	🟢	28	28
Professional fees	-	4	4	🟢	2	4
Depreciation	159	141	(18)	🔴	141	141
Members Remuneration	17	17	-	🟡	17	17
Total Expenses	**945**	**1,057**	**112**	🟢	**1,041**	**1,057**
Operating Surplus / (Deficit)	**147**	**35**	**112**		**32**	**35**
Valuation Gains	4	-	4		-	-
NET SURPLUS / (DEFICIT)	**151**	**35**	**116**		**32**	**35**

Income for period ending 30 June 2021:

Operating income reflects a nil variance to the revised budget and a slight increase of $19k compared to the 2020/21 Annual Plan.

- Reserves contributions are favourable by $20k. These are difficult to gauge when setting budgets, as it is dependent on the timing of development.

Expenditure for period ending 30 June 2021:

Expenditure has a favourable variance of $112k and $96k favourable compared to the 2020/21 Annual Plan. The revised budget variances are detailed below.

- Depreciation has an unfavourable variance of ($18k). This variance is mainly due to the increase in value of the Ranfurly pool as part of the 30 June 2020 valuation. This increase was identified after the 2020/21 Annual Plan was adopted.
- Staff has a favourable variance of $23k. The staffing costs variance is a result of staffing requirements, mainly seasonal.
- Other costs at $32k, contracts at $20k and building repairs and maintenance at $18k have favourable variances. These expenses are more needs-based and will vary against budget from time to time.

Capital Expenditure:

Capital expenditure for the period ending 30 June 2021 reflects that CAPEX spending is behind the revised budget. The actual capital spent ended at 62% of the total revised budget. In comparison to the 2020/21 Annual Plan, the capital expenditure reflects 157% completion rate with the increase in spending in other reserves due to approved carry forwards from 2019/2020.

	12 MONTHS ENDING 30 JUNE 2021				2020/21	2020/21
	YTD Actual $'000	YTD Revised Budget $'000	YTD Variance $'000		Annual Plan $000	Full Year Revised Budget $000
Parks & Reserves:						
Other Reserves	94	90	(4)	🔴	12	90
Taieri Lake Reserve	11	16	5	🟢	16	16
Ranfurly Pool	28	29	1	🟡	29	29
Cemeteries	-	10	10	🟢	10	10
Total Parks & Reserves:	133	145	12		67	145
Property:				🟡		
Property General	5	5	-	🟡	4	5
Community Halls	6	31	25	🟢	24	31
Maniototo Stadium	4	57	53	🟢	20	57
Ranfurly Hall	10	10	-	🟡	-	10
Pioneer Store	-	4	4	🟢	-	4
Ranfurly Arts Centre	-	1	1	🟡	1	1
Total Property:	25	108	83		49	108
Total Capital Expenditure	**158**	**253**	**95**		**116**	**253**

This table has rounding (=/-1)

The significant variances are:

Parks and Reserves have an overall favourable variance of $12k. The cemetery gates project is being requested to carry forward to the 2021/22 financial year. The tree work at the Taieri Lake Recreation reserve has now been completed.

Property has an overall favourable variance of $83k.

- Community halls projects at the Patearoa Hall remains incomplete. This is due to the significant structural issues with the Hall.
- Maniototo stadium heat pump and hot water cylinder replacement projects are to be carried forward into the 2021/22 financial year.

Reserve Funds table for Maniototo Ward

- As of 30 June 2020, the Maniototo Ward had an audited closing balance in the Reserve Funds of $638k. This is the ward-specific reserves and does not factor in the district-wide reserves which are in deficit at ($17.7M). Refer to Appendix 1.

- Taking the 2019-2020 audited Annual Report closing balance and adding 2020-21 income and expenditure, carry forwards and resolutions, the Maniototo Ward is projected to end the 2020-21 financial year with a closing balance of $472k.

3. Attachments

Appendix 1 - Maniototo Community Board Reserves Table - Unaudited ⇩

Report author:

Donna McKewen
Accountant
13/08/2021

Reviewed and authorised by:

Leanne Macdonald
Executive Manager - Corporate Services
16/08/2021

MANIOTOTO RESERVES	AUDITED - 2019/20 Annual Report				2020/21 AP	2020/21 Forecast	Approved By Council	
	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	Forecast Closing Balance	2020/21 Forecast	2020/21 Revised Closing Balance
	A	B	C	D = A + B - C	E	F = D + E	G	H = F + G
Maniototo Recreation and Culture Charge								
5039 - Centennial Milkbar	121,467	5,125	-	126,592	(96)	126,496	(957)	125,539
5132 - Maniototo Trust Fund	274,031	8,106	(9,724)	272,412	(8,389)	264,024	-	264,024
5412 - Maniototo Stadium	175,562	26,207	-	201,769	12,914	214,683	(32,951)	181,732
5413 - Oturehua Domain	22,582	10,970	-	33,552	(5,173)	28,380	(1,243)	27,137
5414 - Maniototo Arts Centre	-	-	-	-	-	-	(266)	(266)
5415 - Ranfurly Public Hall	-	-	-	-	-	-	(10,687)	(10,687)
5416 - Ranfurly Railway Station	(4,530)	1,789	-	(2,741)	(2,768)	(5,509)	(74)	(5,583)
5417 - Community Halls Maniototo	-	-	-	-	-	-	(9,287)	(9,287)
5421 - Naseby Public Hall	-	-	-	-	-	-	(5,278)	(5,278)
5441 - Maniototo Hospital Grant	-	-	(40,383)	(40,383)	(1,859)	(42,241)	-	(42,241)
5462 - Other Reserves Maniototo	38,032	40,238	-	78,270	(31,593)	46,676	(79,674)	(32,997)
5491 - Ranfurly Pool	160,153	23,788	-	183,941	3,158	187,099	1,519	188,618
5492 - Naseby Dam Reserve	23,061	680	(133)	23,608	(662)	22,946	(311)	22,635
	810,359	116,901	(50,240)	877,020	(34,468)	842,553	(139,207)	703,346
Maniototo Ward Services Rate								
5111 - General Revenues Maniototo	(811,604)	122,569	(9,476)	(698,511)	9,835	(688,676)	-	(688,676)
5341 - Forestry Maniototo	-	-	-	-	-	-	8	8
5352 - Farms Hall Wilson Rd Maniototo	(1,503)	56,721	-	55,218	(3,186)	52,031	9,163	61,194
5353 - Farms Park Farm Maniototo	-	-	-	-	-	-	900	900
5355 - Property General Maniototo	(3,692)	27,301	-	23,610	3,362	26,971	10,212	37,183
5356 - Endowment Land Income Naseby	62,743	9,370	-	72,113	(9,967)	62,145	-	62,145
5358 - Pioneer Store Naseby	-	-	-	-	-	-	(3,287)	(3,287)
5451 - Patearoa Recreation Reserve Committee	90,317	3,020	-	93,337	(936)	92,401	(3,208)	89,193
5431 - Maniototo Grants	-	-	-	-	-	-	(4,000)	(4,000)
	(663,739)	218,981	(9,476)	(454,234)	(893)	(455,127)	9,788	(445,340)
Maniototo Promotion Charge								
5033 - Maniototo Promotions	-	-	-	-	-	-	(7,522)	(7,522)
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	(7,522)	(7,522)
Maniototo Ward Services Charge								
5211 - Elected Members Maniototo	-	-	-	-	-	-	3,212	3,212
5831 - Ranfurly Cemetery	-	-	(1,883)	(1,883)	9,800	7,917	(11)	7,906
5832 - Naseby Cemetery	2,164	2,823	-	4,987	(707)	4,280	(50)	4,230
	2,164	2,823	(1,883)	3,104	9,093	12,197	3,150	15,347
Maniototo Ward Specific Reserves								
5125 - Maniototo Land SD Fund	202,057	10,732	-	212,789	(6,415)	206,375	-	206,375
	202,057	10,732	-	212,789	(6,415)	206,375	-	206,375
Grand Total	350,841	349,438	(61,599)	638,679	(32,683)	605,997	(133,791)	472,205

**2020/21 Revised Closing Balance does not factor in the district-wide reserves of $17.7M*

7 MAYOR'S REPORT

21.6.4 MAYOR'S REPORT

Doc ID: 548126

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Maniototo Community Board receives the report.

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

2. Attachments

Nil

8 CHAIR'S REPORT

21.6.5 CHAIR'S REPORT

Doc ID: 548118

1. Purpose

The Chair will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

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2. Attachments

Nil

9 MEMBERS' REPORTS

21.6.6 MEMBERS' REPORTS

Doc ID: 548122

1. Purpose

Members will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

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2. Attachments

Nil

10 STATUS REPORTS

21.6.7 SEPTEMBER 2021 GOVERNANCE REPORT

Doc ID: 547696

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

Recommendations

That the report be received.

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2. Discussion

Letter from Business Breakfast group regarding a Christmas tree for Ranfurly
A letter was received from the Business Breakfast Group in Ranfurly regarding buying a Christmas tree for Ranfurly. They were advised to apply to the Board through the contestable grants process (appendix 1). The Parks and Recreation Manager is speaking with the business group on possible options.

Minutes from the Maniototo Arts Council Meeting
The minutes from the Maniototo Arts Council meeting are attached as appendix 2. They have been circulated to members.

Legacy Status Reports
The legacy status reports have been updated with any actions since the previous meeting (appendix 3).

3. Attachments

Appendix 1 - Letter from Business Breakfast Group in Ranfurly ⇩
Appendix 2 - Minutes from Maniototo Arts Council ⇩
Appendix 3 - MCB Legacy Status Reports ⇩

Report author:

Wayne McEnteer
Governance Support Officer
24/08/2021

Reviewed and authorised by:

Sanchia Jacobs
Chief Executive Officer
24/08/2021

22 July 2021

To Whom It May Concern

On behalf of the Business Breakfast Group, I would like to ask the Maniototo Community Board for some help.

The business owners of Ranfurly and the Maniototo are trying to inject some Christmas cheer into the Ranfurly township. Last year we held our late shopping night on a Friday and the Burn team helped by holding their Santa's Grotto in the Information Centre, along with a decorated bike competition, bagpipes playing etc. We also have acquired from the Waitaki District Council some large Christmas decorations that the Power Board kindly put on some of the power poles along the streets of Ranfurly. Hopefully we can get these lit up this year!

Also this year we are hoping to include a community carol singing event on the Green outside the Information Centre. We would like to have a Christmas tree in the township. Attached is an informal email from the Celebrations Group with some information regarding purchasing a 4.5m outdoor tree, which is the same as one the township of Palmerston had last year.

Our problem is that we are not an organised entity, so have no way of applying for funds to purchase the tree. We wonder if you as a community group would be able to help us with this.

Kind Regards

Sheryl Edwards

Maniototo Paint and Hardware

mpaintandhardware@hotmail.com

From: Murray Dickins <Murray.Dickins@celebrationsgroup.co.nz>
Sent: Tuesday, 20 July 2021 11:37 AM
To: Keith and Sheryl Edwards
Subject: RE: query - Giant Christmas Tree
Attachments: Classic Pine Price update July 2021.pdf

Hi Sheryl
Many thanks for your enquiry. I have attached a price list on our Giant Outdoor Christmas Trees. Also I have just checked on what Waitaki bought which was a 10 metre tree & 2 x 4.5m trees so I'm thinking that one of the 4.5m Trees would have gone to Palmerston. This 4.5m tree size is not on the price list but I have 1 in stock. The price is $8550 + GST + Freight to Ranfurly. Outdoor Fairy Lights for the tree would be around $800 + GST. If you are looking for a bigger tree we would need to order it from our Asian Supplier in the next couple of weeks. All new imports also have a 6% freight surcharge this year as import container rates have gone through the roof for this season.

Please let me know what you think.

Regards Murray

Murray Dickins
Manager - Christmas & Illumination

"I've been dreaming of a white Christmas but if the white runs out, I'm drinking the red"

celebrations GROUP

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The Maniototo Community Arts Council

Minutes of meeting held at Maniototo Arts Centre, Reade Street at 6.00pm on Thursday 12th August 2021

BUSINESS		**ACTION**
PRESENT	A. Pont, S. Umbers, K. Wills, M. Swinbourn, K. Munro, D. Grundy, K. Mulholland, J. Greig, T. Weir, K. Gibson .	
APOLOGIES	L. Anthony, R. Kinney, APOLOGIES ACCEPTED	K. Gibson/ A. Pont
PREVIOUS MINUTES	Previous minutes from 3 June 2021 read. ACCEPTED AS TRUE AND CORRECT	A. Pont/ K. Munro
MATTERS ARISING	To be discussed in general business	
CORRES-PONDENCE	• Email correspondence between R. Kinney and J. Remnant from CODC 9th, 15th, 14th June 2021 CORRESPONDENCE APPROVED	K. Gibson/ A. Pont
FINANCIAL REPORT	Financial report attached. (Financial report presented to quorum after meeting closed.) Cheque account - $1363.06 Savings account - $7,185.30 Total - 8,548.36 Invoices to approve for payment – Nil Ceramics club account has been closed and funds donated to Maniototo Arts Council account via Westpac bank.	T. Weir/ K. Mulholland
GENERAL BUSINESS	**Leak in ceiling** – CODC maintenance looking to do temporary repair, hex screw roof budgeted for 2022/23 re: email correspondence. **Four Year plan** - T. Weir handed out copies of the four year plan for maintenance and upkeep of the Art Centre provided from CODC. This was positively received by Art Council. Respectfully, suggestion made that some changes to the order of time frames for some projects would be beneficial with higher priority needs evident. In particular, the slider door in the main room and, more recently identified the door to the small meeting room lock and handle is not working well. Health and safety concerns were	

raised, as well as being extremely inconvenient for access to the building.
Plan: R. Kinney to liaise with CODC about this.

Front room lights – CODC has had Graham electrical price up the cost of updating the lights to LED. Spotlights - $406 including labour. Fluorescent tubes - $756. Council happy to replace bulbs but no budget for fittings at this stage - Art Council would have to self-fund this.
Plan: J. Greig to look into the price of purchasing LED bulbs at Mitre 10 or somewhere similar, if reasonable priced go ahead with purchase.

R. Kinney to liaise with J. Remnant at CODC to check if it's ok to proceed with this ourselves.

Heating insulation in toilets – Suggestion that a Heat trace set up could be an option for preventing pipes freezing in winter, allowing water to stay on all year round. Meeting emphasised the importance to have the building usable all year.
Plan: A. Pont will ask Graham electrical if this system would work for Art Centre and if so get a quote for this work.

Central Otago REAP –Debbie Grundy the Maniototo REAP and Strengthening Families coordinator spoke to the meeting.

Art sessions – Strengthening families is looking for a suitable person, who would be interested in working with a child doing one on one art sessions. They envisage this would be one day a week, preferably on a Friday for the last 1 hour of school for 6-8 weeks at Maniototo Area School. If anyone is interested to find out more or knows of someone who would suit this role please contact Debbie Grundy.

REAP Pottery – REAP is interested in running some pottery classes at the Art Centre. Debbie made request for contacts of people who could help with using the kiln. Suggestions made - Joyce Greer, Steven Smith, Kathy McClean. Community showing demand for utilising the pottery equipment and Kilns.
Plan: Check in with L. Anthony what stage we are at with reinstalling the kiln from container to pottery room. What support is needed to make this happen?
D. Grundy to contact Kathy McClean to see if she is interested in assisting with REAP pottery.

Community Kapa Haka – Discussion about starting some community Kapa Haka in the Maniototo took place. Arts Council is well placed to drive an initiative such as this, encompassing art and culture. Community need identified. This could be done in the Art Centre involving both adults and children.
Plan: A. Pont to talk to local schools and relevant community members about this and report back at next meeting.

Gone Potty – Ceramic painting workshop being planned for 23rd October 2021. R. Kinney's application to Creative Communities funding scheme presented to the meeting. Meeting agreed that $15 for each child was very reasonable and no need to do discount for families with multiple children. Arts Council agreed that financial assistance could be given for families who needed support with the cost if the need arises. It was noted that the dates clash with Burn Markets, suggestion made that perhaps swap age groups around so younger children could do their painting while parents are at the markets, with other group in the afternoon.

Covid well being fund – T. Weir reports Renee Weir, private owner of fantail kitchen building, has given permission to use her wall for the Julie Grieg Mural, but would expect any cost for the removal of current art work in situ and any preparation to the wall behind the mural to be covered by the grant and not herself personally. Suggestion to move the Anne Kirk artwork currently on the wall to the ICL building. *Plan: T. Weir to ask Renee Weir if ICL would be happy for this to happen.*

Discussion around clarification of community consultation took place in regards to the main street mural by Julie Greig. In order to maintain a level of professionalism Julie is going to design the draft herself and community input will be gained by Maniototo Community Arts Council member's feedback. We want this to be a feature of our town and a real point of interest for tourists
Julie showed initial draft ideas so far which was positively received. Art work will be printed onto panels and attached to the wall.
This project will generate continued community support as the original painting will be owned by Art Council and there will be the opportunity to make into merchandise to sell.

Mural on Art Centre - To follow up with R. Kinney if her daughter wanted to drive this project – Panels best option on top of battens – considering future plans to paint building. This way it could also be done indoors and put up at any time.

Ranfurly Pastel exhibition – Currently no plans. To be discussed at next meeting.

Men's shed – Interest from a community member to set up a Men's shed. Meeting asked to spread the word to see if there is anyone else interested in this concept, and if there are any available buildings that might be suitable. Old youth Centre building, and Maniototo engineering premises suggested as potential starting points.

	Chorus Power box initiative - Naseby is listed this year. If anyone is interested submit their designs. Information has been shared on Arts in the Maniototo facebook page. **Key lock box** – The new lock box has an app with many different features such as different codes for different users and also can set up temporary user access codes. Potential to track use of the building with history of use. ***Plan: K. Gibson to get a list of the different group contacts to A. Pont who will look into setting up a different code for each group.*** **Poetry rail:lines tour** – following the recent poetry rail:lines tour there has been some interest from the poets to write an article in a magazine about Arts in the Maniototo. A Pont went over questions from them at the meeting to brainstorm extra information for answers. **Winnie the pooh birthday update**– K. Mulholland informed the group that this project is currently on hold as Winnie the Pooh's 100th Birthday is celebrated in 2024. Suggestions made that this project could be expanded out to school age children and create a type of AA Milne literacy project. **Note book for Art Centre:** Note book is now in place for groups to communicate with Art Council about supplies needed, repairs etc. R. Kinney has done a check list for each door to remind users what needs to be done when they leave the building. *Plan: Hand towels supply very low. When R. Kinney talking to CODC about above topics please order some more handtowels for us to purchase through them if still possible.* **Cover to Cover** Presents talking with Fiona Sussman author of 'Addressed with Greta' Sunday 26th September 2021 at 5pm at Olivers, Clyde. **Incorporated society**- discussion on hold for another meeting. **Art Centre Workshop** - Next meeting will be a workshop at the Art Centre: - Covering - how to operate lock box, operating the television and setting it up with a computer for presentations, viewing the online calendar to see Art Centre bookings. Date: Wednesday, 8th September between 5.00pm and 7.00pm. Laminated sheets and labelled cables for ease of use suggested. *Plan: K Gibson to send invite to all group contacts to invite their members to the workshop.* *A. Pont & L. Anthony to have lock box installed and set up by this date.* Meeting closed at 8.00 pm	

	Next Meeting date: Workshop meeting Wed 8th September – between 5.00pm – 7.00pm. Signed:	

Maniototo Community Board Status Report on Resolutions

Planning and Environment

Resolution 20.3.6
Lease of Kyeburn Reserve (Doc ID 446033)

That the Board:

A. **Receives** the report and accepts the level of significance.

B. **Agrees** to formally acknowledge that the Kyeburn Hall is owned by the Kyeburn Hall Committee.

C. **Agrees** to recommend that Council grants the Committee a lease pursuant to Section 61 (2A) of the Reserves Act 1977, on the following terms:

1.	Permitted use:	Community Hall
2.	Term:	33 years
3.	Rights of Renewal:	None
4.	Land Description:	Sec 20 Blk VII Maniototo SD
5.	Area:	0.4837 hectares
6.	Rent:	$1.00 per annum if requested

Subject to the Kyeburn Hall Committee:

1. Becoming an Incorporated Society

2. Being responsible for all outgoings, including utilities, electricity telephone, rubbish collection, rates and ground maintenance.

STATUS **ON HOLD**

August – On hold until meeting able to take place

July 2021 – The Committee requested that the meeting be delayed until July, due to an illness.

May 2021 – due to delays, Property and Facilities Officer – Ranfurly to discuss next steps with Committee in June.

February - April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.

September – December 2020 – Hall Committee are still working on getting their Incorporated status.

24 July 2020 – Council ratified the lease. Waiting for confirmation from the Hall Committee of their Incorporated status to issue the lease.

25 June 2020 – Kyeburn Hall Committee advised of Board's resolution. Report for ratification of Lease going to Council on 15 July 2020.

June 2020 – Action memo sent to Property and Facilities Officer - Ranfurly

Resolution 19.5.9 – September 2019
Ex Patearoa School Building – Consent to Sublease (PRO 64-5111-L1)

A. RESOLVED that the report be received and the level of significance accepted.

B. RESOLVED that the Board consent to the Patearoa Community Trust Incorporated subleasing the school building to Dairy Farm Partnership for a term expiring 31 December 2021, subject to the Chief Executive Officer being satisfied with the sublease agreement.

C. RESOLVED that the Board consent to a variation of the lease between the Patearoa Community Trust Incorporated and Council by amending clause 3.2 to refer specifically to any future income from "a camping ground", when the Trust income from the reserve is greater than operating costs.

STATUS **ON HOLD**

August 2021 – No response from Chairman of the Patearoa Community Trust, the lease is up for review in 2022 with the process commencing in January 2022. On hold until lease is reviewed in 2022.

July 2021 – Formally emailed the Chair of the Patearoa Community Trust to progress matters, but have not yet received a reply.

June 2021 - Letter sent to Patearoa Community Trust chairman (Hunter Stevenson), requesting a copy of the sub lease given it is understood Dairy Farm Partnership continue to occupy the school building on an exclusive, permanent basis for which the Trust is receiving payment. Letter copied to Max Paterson.

September 2020 – Updates to resume once matter no longer on hold.

May – July 2020 – No further progress to date

March 2020 – As per the below. Resolution to be placed on hold until the agreement has been received.

January 2020 - Patearoa Community Trust have advised that they are on hold with the proposed sub-lease with Dairy Farm Partnership.

November 2019 – Council's Property and Facilities Officer – Maniototo has followed up with the Patearoa Community Trust and is waiting to view the agreement between the Trust and Dairy Farm Partnership.

October 2019 – Action memo sent to the Property and Facilities Officer – Maniototo.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 14 October 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

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

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes from Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.6.8 - September 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7