Nelson City Council
Te Kaunihera o Whakatū

tasman district council | Te Kaunihera o te tai o Aorere

Notice of the Ordinary meeting of

Nelson Regional Sewerage Business Unit

Agenda | Rārangi take

Date:	Friday 15 November 2024
Time:	9.30a.m.
Location:	Council Chamber Floor 2A, Civic House 110 Trafalgar Street, Nelson

Chairperson	Tasman District Councillor Kit Maling
Deputy Chairperson	Nelson City Councillor Tim Skinner
Members	Tasman District Councillor Barry Dowler
	Nelson City Councillor Kahu Paki Paki
	Independent Member Tallat Mehmood
	Iwi Representative Aneika Young
	Industry Representative (non-voting) Philip Wilson

Quorum 3

Nigel Philpott
Chief Executive

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www.nelson.govt.nz

Nelson City Council Disclaimer
Please note that the contents of these Council and Committee agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision. For enquiries call (03) 5460436.

Nelson Regional Sewerage Business Unit

The Nelson Regional Sewerage Business Unit (NRSBU) (NDOCS-1974015928-495) is a joint committee of Nelson City and Tasman District Councils. Operation of the NRSBU is governed by a Board, as established by a Memorandum of Understanding (NDOCS-1974015928-495).

Areas of Responsibility:

- To manage and operate the wastewater treatment facilities at Bells Island and the associated reticulation network efficiently and in accordance with resource consent conditions to meet the needs of its customers.

Powers to Decide:

- The Councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the Councils:
    - Operate a bank account for the Business Unit;
    - Comply with the Procurement Policy of the Administering Council;
    - Enter into all contracts necessary for the operation and management of the Business Unit in accordance with the approved budgets and intent of the Business Plan;
    - Authorise all payments necessary for the operation and management of the Business Unit within the approved budgets and intent of the Business Plan;
    - Do all other things, other than those things explicitly prohibited by this Memorandum of Understanding or relevant statutes, that are necessary to achieve the objectives as stated in the Strategic Plan, Asset Management Plan or Business Plan approved by the Councils;
    - Comply with the Health and Safety Policy and requirements of the administering Council
- Contribute to the sanitary services assessment process of the Councils
- Contribute to and comply with the waste management plans of the Councils
- Contribute to the development of the Councils' Development and Financial Contribution policies
- Contribute to the Councils' Regional Policy Statement and Regional Plan Reviews
- Develop and keep under review an appropriate contract for the delivery of waste collection and disposal services with each of its customers
- Follow generally accepted accounting practices
- Follow good employment practices

Powers to Recommend to Councils:

- Any other matters under the areas of responsibility of the Business Unit and detailed in the Memorandum of Understanding.
- All recommendations to Council will be subject to adoption of an equivalent resolution by the other Council, unless it is a matter specific to one Council only.

Quorum:

- The Memorandum of Understanding governing the NRSBU allows for either six or seven members to be appointed. The quorum at a meeting is either three (if six members are appointed), or four (if seven members are appointed), including at least one from each local authority.

Procedure:

- The Standing Orders of the Council providing administration to the committee will be applied at each meeting.
- The Chairperson will not have a casting vote.
- Copies of minutes of meetings of the Joint Committee will be retained by each Council for record keeping purposes.

Page No.

Karakia and Mihi Timatanga

1. Apologies
2. Confirmation of Order of Business
3. Interests
4. Public Forum
5. Confirmation of Minutes
6. Nelson Regional Sewerage Business Unit General Manager Update Report November 2024 — 10 - 23
7. Nelson Regional Sewerage Business Unit Memorandum Of Understanding Renewal — 24 - 35
8. Nelson Regional Sewerage Business Unit Business Plan 2025/26 — 36 - 57
9. Exclusion of the Public — 58 - 59

Karakia Whakamutanga

Procedural Items

1. Apologies

An apology has been received from Iwi Representative A Young

2. Confirmation of Order of Business

3. Interests

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum

5. Confirmation of Minutes

5.1 20 September 2024 Error! Bookmark not defined. **- 10**

Document number M20757

Recommendation

That the Nelson Regional Sewerage Business Unit

1. **Confirms the minutes of the meeting of the Nelson Regional Sewerage Business Unit, held on 20 September 2024, as a true and correct record.**

Nelson City Council
Te Kaunihera o Whakatū

tasman district council | Te Kaunihera o te tai o Aorere

Minutes of a meeting of the

Nelson Regional Sewerage Business Unit

Te Rōpū ā-Rohe Para, Whakatū / Te Tai o Aorere

Held in the Council Chamber, Floor 2A, Civic House, 110 Trafalgar Street, Nelson on Friday 20 September 2024, commencing at 9.32a.m.

Present:	Tasman District Councillor K Maling (Chairperson), Tasman District Councillor B Dowler, Nelson City Councillor T Skinner (Deputy Chairperson), Nelson City Councillor K Paki Paki, Independent Member T Mehmood, and Industry Representative (non-voting) P Wilson
In Attendance:	Acting Chief Executive (A Louverdis), General Manager Regional Services (N Clarke), Senior Governance Adviser (A Andrews) and Assistant Governance Adviser (M Taylor)
Apologies :	Iwi Representative A Young

1. Apologies

Apologies

Resolved RSBU/2024/017

That the Nelson Regional Sewerage Business Unit

1. Receives and accepts the apologies from Iwi Representative A Young for attendance.

Dowler/Skinner Carried

2. Confirmation of Order of Business

There was no change to the order of business.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 2 August 2024

Document number M20683, agenda pages 7 - 11 refer.

Resolved RSBU/2024/018

That the Nelson Regional Sewerage Business Unit

1. **Confirms the minutes of the meeting of the Nelson Regional Sewerage Business Unit, held on 2 August 2024, as a true and correct record.**

Dowler/Skinner Carried

6. Nelson Regional Sewerage Business Unit Draft Business Plan 2025/26

Document number R28709, agenda pages 12 - 34 refer.

General Manager Regional Services, Nathan Clarke, Operations Manager Regional Services, Brad Nixon and Accountant, Andrew Bishop presented the report. Mr Nathan highlighted an amendment that the draft business plan is for the year 25/26 and tabled an attachment to the report that would replace page 33 in the agenda. They answered questions on budgets, operating expenditure at the end of financial year, review of payments, depreciation of assets, new capital funding, interest rates, activity three year plan, reason for the fluctuations in renewals, assets' treatment in the financial statements, Best Island irrigation and inflationary trends in the building industry.

The Acting Chief Executive noted that he had signalled to the General Manager of the need to review the user contracts, as allowed for in the contracts.

Resolved RSBU/2024/019

That the Nelson Regional Sewerage Business Unit

1. **Receives the report Nelson Regional Sewerage Business Unit Draft Business Plan 2025/26 (R28709) and its Attachment; and**

2. **Approves the Nelson Regional Sewerage Business Unit Draft Business Plan 2025/26 for submission to Nelson City Council and Tasman District Council for their consideration and feedback, with delegation of all minor amendments to the Nelson Regional Sewerage Business Unit Chairperson and General Manager.**

Skinner/Dowler Carried

Attachments

1 Draft 10 Year Capital Expenditure Diagram

Recommendation to Nelson City Council and Tasman District Council RSBU/2024/020

That the Nelson City and Tasman District Council

1. **Receives the Nelson Regional Sewerage Business Unit Draft Business Plan 2024-25 for review and provide feedback to the Nelson Regional Sewerage Business Unit, if required.**

Skinner/Dowler Carried

7. Nelson Regional Sewerage Business Unit - Annual Report Summary 2023/24

Document number R28707, agenda pages 35 - 84 refer.

General Manager Regional Services, Nathan Clarke took the report as read and highlighted the successes of the previous year, health and safety incidents and capital expenditure. He answered questions on splitting costs with reduced customers, projection of income, surplus capacity and treatment

Resolved RSBU/2024/021

That the Nelson Regional Sewerage Business Unit

1. **Receives the report Nelson Regional Sewerage Business Unit - Annual Report Summary 2023/24 (R28707) and its Attachments; and**

2. **Approves the Nelson Regional Sewerage Business Unit Annual Report 2023/24 and Nelson Regional Sewerage Business Unit Financial Statements 2023/24 for presentation to Nelson City Council and Tasman District Council.**

Dowler/Paki Paki Carried

Recommendation to Nelson City Council and Tasman District Council RSBU/2024/022

That the Nelson City Council and Tasman District Council

1. **Receives the Nelson Regional Sewerage Business Unit Annual Report 2023/24 and Nelson Regional Sewerage Business Unit Financial Statements 2023/24.**

Dowler/Paki Paki Carried

8. Nelson Regional Sewerage Business Unit 2023/24 Capital and Renewal Update and Carryover

Document number R28708, agenda pages 85 - 91 refer.

Operations Manager Regional Services, Brad Nixon took the report as read.

Resolved RSBU/2024/023

That the Nelson Regional Sewerage Business Unit

1. **Receives the report Nelson Regional Sewerage Business Unit 2023/24 Capital and Renewal Update and Carryover (R28708); and**

2. **Approves the carryover of capital ($2,635,731) and renewals budgets ($782,288) from the 2023/24 financial year to the 2024/25 financial year, to ensure continuation of urgent and planned works.**

Skinner/Dowler Carried

9. Exclusion of the Public

Resolved RSBU/2024/024

That the Nelson Regional Sewerage Business Unit

1. **Excludes the public from the following parts of the proceedings of this meeting.**

2. **The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government**

Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Skinner/Dowler Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	**Nelson Regional Sewerage Business Unit Meeting - Confidential Minutes - 2 August 2024**	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities
2	**Nelson Regional Sewerage Business Unit Solar Development Update Report**	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
3	**Nelson Regional Sewerage Business Unit Land Purchase**	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into confidential session at 10.25a.m. and resumed in public session at 10.58a.m.

10. Restatements

It was resolved while the public was excluded:

2 CONFIDENTIAL: Nelson Regional Sewerage Business Unit Solar Development Update Report

4. Agrees that the decision only be made publicly available following signing of the Solar Power Licence to Occupy; and

5. Agrees that this Report (R28768) and Attachment remain confidential at this time.

3 CONFIDENTIAL: Nelson Regional Sewerage Business Unit Land Purchase

3. Agrees that Report (R28724), its Attachment and the decision be made publicly available following settlement of the purchase.

There being no further business the meeting ended at 10.59a.m.

Confirmed as a correct record of proceedings by resolution on (date)

Resolution

Nelson Regional Sewerage Business Unit

15 November 2024

Report Title:	**Nelson Regional Sewerage Business Unit General Manager Update Report November 2024**
Report Author:	**Nathan Clarke - General Manager Regional Sewerage and Landfill**
Report Authoriser:	**Alec Louverdis - Deputy Chief Executive / Group Manager Infrastructure**
Report Number:	**R28801**

1. Purpose of Report

1.1 This report is an update by the General Manager (GM) on activities undertaken to 30 September 2024 by the Nelson Regional Sewerage Business Unit (NRSBU).

2. Recommendation

That the Nelson Regional Sewerage Business Unit

1. Receives the report Nelson Regional Sewerage Business Unit General Manager Update Report November 2024 (R28801).

3. Background

3.1 The Operations and Maintenance contract is running smoothly.

3.2 There was one biosolid pipeline failure resulting in an overflow to the environment during the period.

3.3 There were five odour notifications for the period, all from the rabbit island biosolids application facility.

3.4 Total Income to 30 September 2024 finished significantly behind budget by $697,594 with a total Net Income below budget by $700,959.

4. Health and Safety

4.1 Health and Safety (H&S) for the operations contract is being managed well, and no significant safety issues are currently outstanding. The H&S dashboard is now up and running and a copy is attached.

4.2 A H&S event register is maintained, with events for this period below:

Event Type	Date	Event Details	Immediate corrective Actions	Summary Findings
Close Call (Near Miss)	24/07/2024	Operator went to site and found middle chamber was opened and lock was located on ground beside wet well.	Operator called duty operator to find out whether there was a reason for opening and then advised to close and lock. Supervisor then checked any of the Treatment Teams vehicles to see whom may have attended site, but no visibility was noted.	Prevention of this type of event occurring is dependent on the operators being vigilant with security - security cameras may also be beneficial as a future improvement
Close Call (Near Miss)	25/07/2024	Due to the flow meter being incorrect, needed to steam clean the PC line with pulling blaster. When pulling in then out the end flew onto the ground causing stones to fly everywhere including on which flew under my safety glasses getting very close to my eye.	Need to amend SOP to include wearing of full face mask with confined safety glasses to avoid any risk of debris flying around the area of towards the operator	"We need to create an SOP for the use of the line jetting, pressure wash attachment.
Injury/ Illness (Accident)	27/07/2024	I had to remove and old broken rotation switch from the newly installed milli screen 2, and I had to work behind a Crain guard and as I moved my adjustable spanner it slipped, and I cut the knuckle on my right hand	Cleaned aera and applied a plaster	continue to trial glove types until you find a suitable type
Injury/ Illness (Accident)	12/08/2024	Cut finger when trying to tighten up a hose clip on the septage unit	Clean cut and apply a plaster	continue to trial gloves until a suitable type is found
Property Damage (Incident)	15/08/2024	Nth Est corner roof gutter hit and damaged by paving machine while levelling fill material before chip sealing.	Operators stopped machine and assessed damage. Operator and other workers changed their work plan to use a 1.5t excavator around the corner of the building. Supervisor discussed incident with me and his plan for fixing the damage. Contractor will take responsibility for replacing the damaged section of guttering at their cost - will use Contour Roofing who initially installed the guttering.	"Subcontractor to forward incident report

Event Type	Date	Event Details	Immediate corrective Actions	Summary Findings
Injury/ Illness (Accident)	28/08/2024	Strain - sore wrist, forearm, shoulder from repetitive steel tying of structural steelwork	Monitor activities - pre work stretching / warm up etc. Requires physio visits.	
Close Call (Near Miss)	2/09/2024	After pigging Primary Clarifier line and washing pig out of basket, Contractor had parked behind my vehicle which was parked in the roadway, I proceeded around the front of his vehicle to speak to him and on the edge of the Pond Wave Band I slipped on some small ball bearing type stones and slipped down to the bottom of the wave band nearly falling into the pond.	"Washed wounds with sterile cleaners and placed bandage on hand.	Complete
Property Damage (Incident)	9/09/2024	Picking up the diesel tank to fill the generators as there was a major power outage. As I drove away I picked up a road cone under the trailer, so I backed up and jack knitted the trailer bending the draw bar.	Drove to the generator and unhooked the trailer and will straight the drawbar tomorrow	replacement of the trailer with one from NPD should prevent this in future as they are designed with a longer draw bar and are a wider trailer so it can be seen when reversing.
Injury/ Illness (Accident)	10/09/2024	When disconnecting the secondary clarifier suction pump line I spray of waste water hit ne in the face and upper clothing	Went to the on-site eye wash and washed my face, and changed my overalls	Under Pressure to get the plant back online has caused a situation where Alan has rushed the task at hand, and he got sprayed with waste water as a result.
Injury/ Illness (Accident)	13/09/2024	carrying trench shield by hand and walking backwards tripped on a piece of wood and fell dropping the Shield on my leg causing bruising and broken skin	cleaned wound with fresh water	thank you for reporting this event
Close Call (Near Miss)	27/09/2024	Trailer came lose coming onto causeway	Re-hitched on after checking over	Discuss in tailgate, checking trailer connections

Event Type	Date	Event Details	Immediate corrective Actions	Summary Findings
Close Call (Near Miss)	20/09/2024	Songer pump station well lid left open. Turned up to take samples and found the well unlocked and left open.	Closed and locked lid	We were not able to establish how these lids were left open, team had discussion around security and safety of sites to be ensured before leaving work areas, we are confident it was not out team that left these lids open as they had to have been opened that morning, Alan Thornborough biked past this site the previous night and all was normal.

4.3 Nelmac have inducted 74 new/renewed personnel to NRSBU sites during the period to the end of September 2024.

4.4 The following training was completed during the report period:

Month	Training Type/details	No of Staff
Jul 24	Microscope analysis training program at Cawthron, learning algal analysis techniques	2
Jul 24	CCNZ Mental Health requirements training evening	1
Aug 24	RAMM asset management workshop	4
Sep 24	Permit issuer	5
Sep 24	Day skipper	1
Sep 24	Wheels, tracks and rollers	1
Sep 24	Confined space	1

Table 1: NRSS Operations and Maintenance Contract Training Completed

4.5 The following audit/interaction activities were completed during the report period:

Month	Audits	Prestarts	Tailgates
Jul 24	0	14	1
Aug 24	1	14	1
Sep 24	0	14	0

Table 2: NRSS Operations and Maintenance Contract H&S Interactions Completed

5. Risk

5.1 NRSBU manages risks to ensure the performance of the Nelson Regional Sewerage Scheme (NRSS). The following section discusses three significant risks that NRSBU is managing.

5.2 The wastewater conveyancing system:

5.2.1 The regional rising main is being duplicated and upgraded to improve maintainability and to increase capacity from the Richmond catchment. This upgrade will increase the flow rate from Richmond which in turn result in additional flows entering the Bell Island Wastewater Treatment Plant (BIWWTP).

5.2.2 In addition to the additional flows expected from the Richmond catchment as a result of the rising main upgrade, NRSBU has requested information regarding flow projections from NCC and TDC for the next 20 years. This correspondence is requested annually and recently meetings between NCC and NRSBU has suggested that the flows being received by NRSBU during rainfall events is higher than the capacity contracted to Nelson City Council.

5.2.3 The consequence of these issues is a risk that the capacity of the Bell Island facility and the rising main system will need to be increased. The largest constraint faced by the Bell Island treatment plant is the discharge consent capacity and there is a risk that NRSBU will exceed the discharge capacity more frequently in future as a result of the rising main upgrade.

5.3 Odour issues associated with biosolids disposal:

5.3.1 The NRSBU has implemented a number of odour control changes at the BI WWTP and at the Moturoa/Rabbit Island Biosolids facility. These changes have reduced odour issues associated with the BIWWTP, but odour issues are still being experienced from the biosolids application system.

5.3.2 Elimination of the odour from biosolids application in its current form is difficult to achieve. The effects are mitigated through weather forecasting and dual application zones.

5.3.3 One of the significant contributors to the biosolids odour is the treatment process used (ATADs). The NRSBU Activity Management Plan (AMP) includes funding to move to anaerobic digestion (AD). AD produces biosolids that are not only less odorous, but also easier to dewater.

5.3.4 The ability to dewater biosolids will allow for significant reduction in volumes, which means that alternate transportation options can be efficiently used to enable other disposal locations.

5.3.5 Trial investigations into drying options are also planned, however no significant funding is currently allocated which would allow full scale production of biosolids for alternate uses (eg compost).

5.4 Sea Level Rise – Bell Island

5.4.1 One of the risks NRSBU faces with its operations, and its future requirements is sea level rise.

5.4.2 NRSBU have assessed sea level rise risks based on data provided by the Ministry for the Environment. This data has been included in Maps by NCC and TDC covering their territories.

5.4.3 NRSBU have used the TDC model as a tool to project when NRSBU would be unlikely to be able to use Bell Island as a treatment facility due solely to Sea level rise issues. Using the TDC sea level rise assessment model and compared to NCC model this suggests that the Bell Island facility will be high enough to allow ongoing use until potentially as far as 2100.

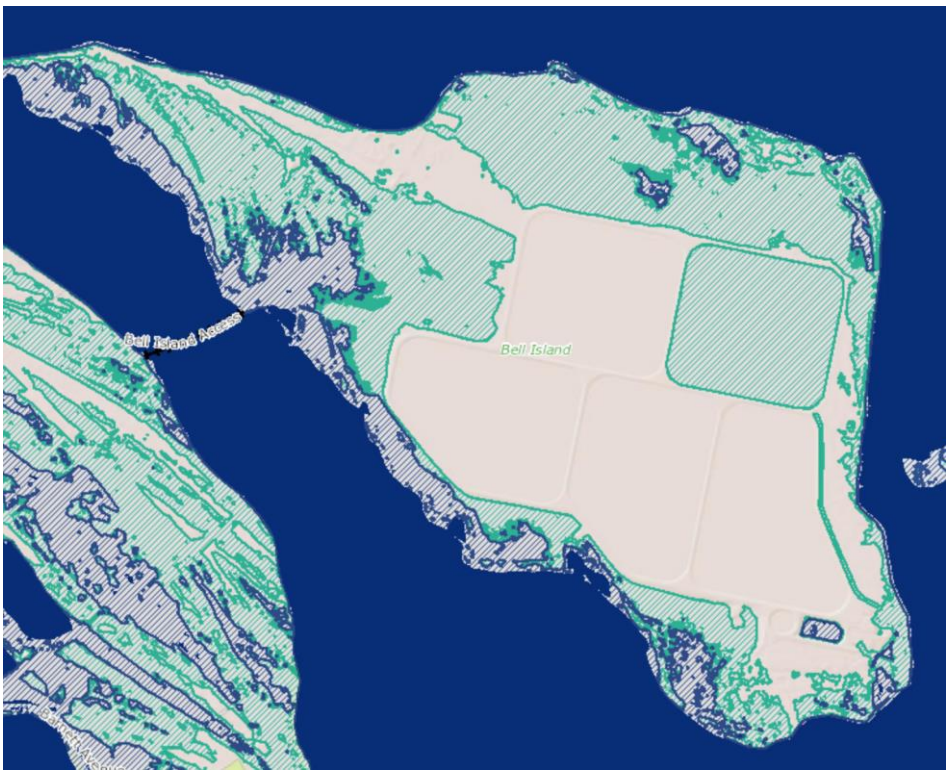


Figure 1: Bell Island with 1 m Sea level rise and 1% storm surge using TDC coastal hazard map viewer

5.4.4 It can be seen that most of the Bell Island treatment facility is above the storm surge level even at 1 metre of SLR and the 1% Storm surge level. Access to Bell Island will be significantly more difficult as most of the roads leading to the site will be inundated, and some additional pumping would be required internally in the treatment plant as there would be insufficient hydrostatic head to allow water to flow through the outfall for discharge.

5.4.5 Bell Island is protected from significant erosion by Rabbit Island. Should the eastern end of Rabbit Island be affected by erosion then it is likely that Bell Island will have increased erosion, particularly to the eastern side.

6. Operations & Maintenance

6.1 Operational performance of the NRSS continued at a high level.

6.2 Overall, the treatment plant is running and performing well.

6.3 The Bell Island Wastewater Treatment Plant (BIWWTP) consent compliance report for 2023/24 demonstrated ongoing compliance with consent requirements.

6.4 Between July to September costs incurred under the maintenance contract were higher than forecast by $62k. This is primarily due to the biosolids line failure and subsequent blockage, and the response required to this event.

6.5 Graph of progress against TOC:

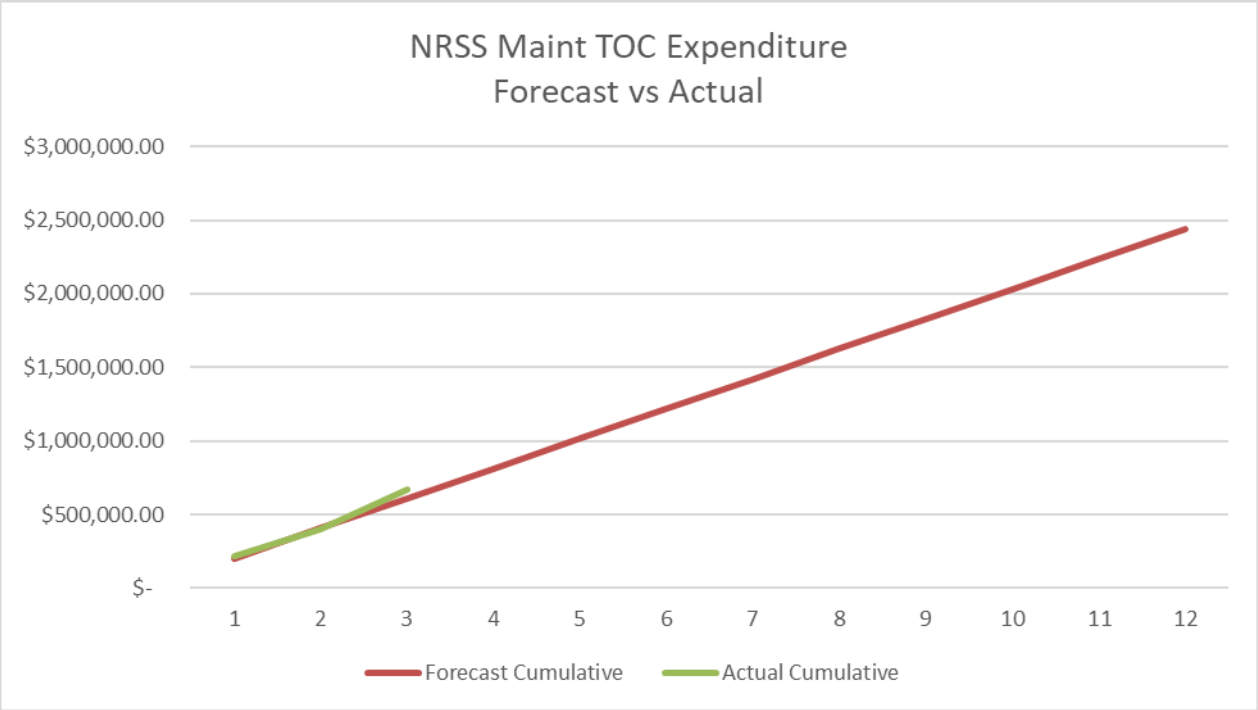


Figure 2: Expenditure against forecast - NRSS O&M Contract

6.6 Issues experienced on the inlet milliscreen drums late last year have not recurred, a new screen has been received, however the screening size is smaller than specification and the screen company are replacing the fine screening elements with the correct size.

6.7 During early September the pipeline which conveys biosolids from Bell Island to the biosolids facility on Moturoa/Rabbit Island failed. Whilst quickly identified and the pipeline shut down biosolids were discharged to the environment. The spill was contained as far as possible, and monitoring of the estuary was completed which indicated no significant effects of the spill.

Figure 3: Biosolids pipeline failure site

6.8 Following on from the pipeline failure the biosolids line blocked and required several consecutive days of work to clear. This was not as a direct result of the pipeline failure, with evidence of long term build up in the pipeline. An additional access point has been installed to facilitate easier future pipeline cleaning.

7. Projects

7.1 Work continues on the rising main duplication project with the contract for the final stage, connection to Richmond and Saxton pumpstations, awarded and due to commence in November.

7.2 Section 1-4 works (Beach Rd to Saxton Creek) are well progressed, with installation of the non-structural liner from Beach Rd due for completion

in late October. This is the last major component of these works. This phase of construction encountered several unforeseen obstacles which challenge the contract budget and programme.

7.3 Works recently completed:

7.3.1 Covering of sea defence/sludge disposal bund with soil.

Figure 4: Covered sludge bund

7.3.2 Workshop/facilities upgrade

7.3.3 Pump riser replacement at Songer pumpstation.

7.3.4 Wakatu pumpstation overflow discharge pipework installation.

7.3.5 Best to Bell Island causeway and culvert repairs.

7.4 Works in progress

7.4.1 Sludge tank installation

Figure 5: New Bell Island sludge storage tank

7.4.2 Storm pump, valving and pipework renewal at Airport pumpstation.

7.4.3 Bell Island chamber cover renewals.

7.4.4 Bell Island biosolids storage tank renewal.

7.4.5 Wakatu pump station upgrade and overflow screen installation design.

7.4.6 Bell Island inlet works isolation valve installation.

7.4.7 Monaco to Bell Island concrete rising main condition assessment and fittings renewal.

7.4.8 Bell Island concrete gravity pipe renewal investigations.

7.4.9 Moturoa/Rabbit Island biosolids storage tank level sensors and valve actuation installation.

7.4.10 Asset information upgrade.

8. Finance

8.1 The finance summary to 30 September is shown below.

Nelson Regional Sewerage Business Unit								
Financial Report								
Income Account for the period to			30th September 2024					
	Actual Month	Budget Month	Actual YTD	% YTD	% Year	2024/25 Budget YTD	2024/25 Budget Annual	YTD Variation
Income								
Contributions Fixed	715,926	812,333	2,147,777	88	22	2,437,000	9,748,000	(289,223)
Contributions Variable	421,528	513,959	1,142,174	74	19	1,541,878	6,167,511	(399,704)
Other Recoveries	36,102	44,583	125,011	93	23	133,750	535,000	(8,739)
Interest	73	-	73			-	-	73
Forestry Income	-	-	-			-	-	0
Total Income	**1,173,628**	**1,370,875**	**3,415,034**	83	21	**4,112,628**	**16,450,511**	**(697,594)**
Less Expenses								
Management	44,156	57,917	150,258	86	22	173,750	695,000	23,492
Electricity	55,422	95,083	256,160	90	22	285,253	1,141,011	29,093
Contract Maintenance	119,442	117,952	411,270	116	29	353,853	1,415,412	(57,417)
Reactive and Proactive Maintenance	171,519	72,590	276,093	127	32	217,772	871,088	(58,321)
Monitoring	35,459	23,958	76,623	107	27	71,875	287,500	(4,748)
Consultancy	34,728	19,583	70,143	119	30	58,750	235,000	(11,393)
Insurance	25,460	34,167	76,379	75	19	102,500	410,000	26,121
Sundry	8,288	21,042	24,684	39	10	63,125	252,500	38,441
Biosolids Disposal	99,988	97,500	299,414	102	26	292,500	1,170,000	(6,914)
Operating & Maintenance Expenses	**594,462**	**539,792**	**1,641,024**	**101**	**25**	**1,619,378**	**6,477,511**	**(21,646)**
Financial	208,758	210,750	627,263	99	25	632,250	2,529,000	4,987
Depreciation	284,245	288,677	852,735	98	25	866,030	3,464,121	13,295
Total Expenses	**1,087,465**	**1,039,219**	**3,121,023**	100	25	**3,117,658**	**12,470,632**	**(3,365)**
Net Income	**86,163**	**331,656**	**294,011**	30	7	**994,970**	**3,979,879**	**(700,959)**

8.2 The finance summary shows that income was below budget for both fixed revenue and for variable revenue for the period.

8.2.1 Fixed revenue is down as the network value is lower than budgeted due to completion timing of some capital works, primarily the rising main duplication. As a result, the capital recovery incorporated in the fixed charges is reduced.

8.2.2 The variable revenue is also below budget. NRSBU officers have investigated the contributing factors. The investigation results for the year to date is shown in the following graph:

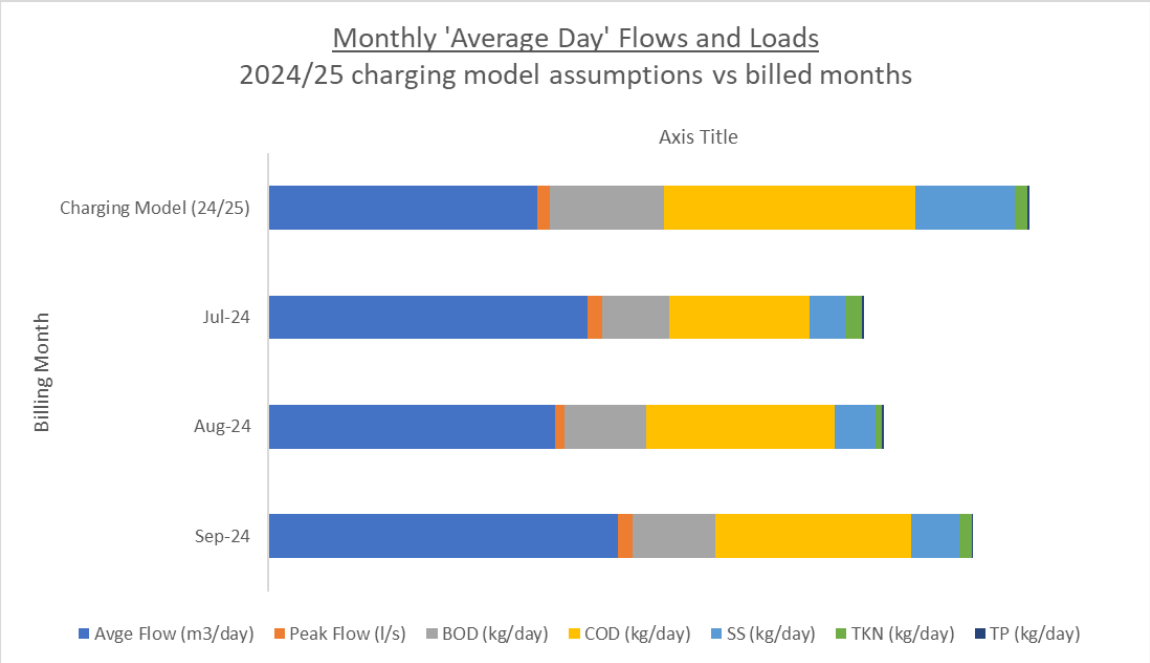


Figure 6: Budget average flow and load (from the charging model), compared to actual flow and load for July, Aug and Sept 2024

8.2.3 Graph 1 shows that the lower variable revenue results principally from lower loadings being received to the treatment plant than were budgeted (which uses 2023/2024 average data).

8.2.4 Officers also reviewed the variable fee calculations in the charging model, to ensure the basis for these is correct. The outcome is shown in the following graph:

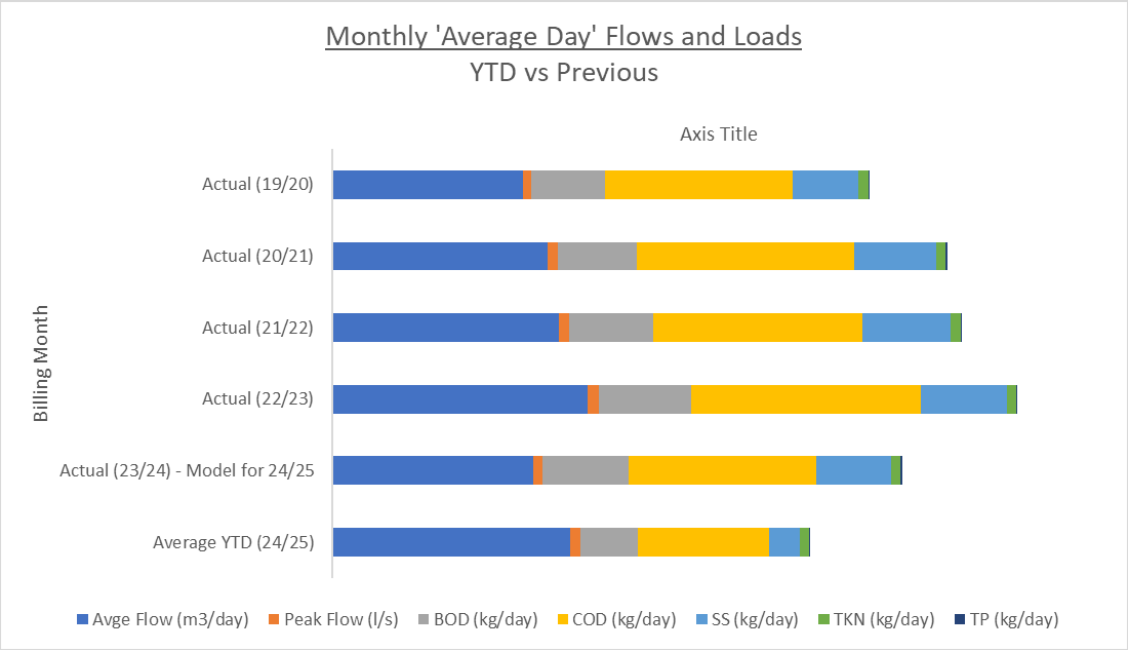


Figure 7: Current vs previous 'Average Day' flows and loads used in the charging models.

8.2.5 Figure 6 shows that the model used to determine the quantum of flows and loads forming the variable charges for 2024/25 is similar to previous years.

8.2.6 Figure 7 also shows the low quantum of flows and loads received on average so far in 2024/25.

8.3 The total income for the period ending 30 September 2024 is $698,000 behind budget.

8.4 Income

8.4.1 Preliminary fixed recoveries year to date under budget by $298,000

8.4.2 The variable income year to date is under budget by $400,000.

8.5 Expenditure

8.5.1 Operating and Maintenance expenses excluding interest and depreciation are under budget by $22K. When the interest and depreciation are included, expenses are over budget by $3K.

8.6 The under recovery in fixed contributions results primarily from a difference between the assumed completion timeframe of projects when setting the Business Plan, and the actual completion. This has resulted in the chargeable network value being less than assumed and resulting in a lower fixed charge to contributors.

9. Conclusion

9.1 Business unit operation has been good from an environmental perspective with high levels of compliance, no wastewater overflows and delivery on a large number of capital projects. There have been 5 Odour notifications only one of which has been able to be confirmed.

9.2 The exception to the good performance is the fixed and variable incomes being significantly lower than budgeted. This is leading to a shortfall in revenue.

9.3 The fixed income trend will continue for the entire period, and on the current basis it is projected that the fixed income will be under budget by around $1.2 million at the end of the financial year.

9.4 The variable income is also lower than budget due to lower than expected loadings in the incoming wastewater. Unlike the fixed income this is expected to improve. It is not possible at this time to forecast the end of year result for the variable income.

Attachments

Nil

Nelson Regional Sewerage Business Unit

15 November 2024

Report Title:	**Nelson Regional Sewerage Business Unit Memorandum Of Understanding Renewal**
Report Author:	**Nathan Clarke - General Manager Regional Sewerage and Landfill**
Report Authoriser:	**Alec Louverdis - Deputy Chief Executive / Group Manager Infrastructure**
Report Number:	**R28800**

1. Purpose of Report

1.1 To receive the Nelson Regional Sewerage Business Unit (NRSBU) Memorandum of Understanding Renewal report, and to recommend approval of this report to the Councils.

2. Summary

2.1 The NRSBU Memorandum of Understanding (MOU) term ends on 30 June 2025, and either needs to be renewed or changed.

2.2 Both the Nelson City and Tasman District Councils are developing Water Services Delivery Plans as required by the Local Government (Water Services Preliminary Arrangements) Act 2024. However, at this time insufficient work has been undertaken to provide an understanding of whether any changes are required to the management of the jointly owned regional wastewater assets.

2.3 It is therefore proposed that the Councils renew the current MOU for a sufficiently long period that will allow for the Local Government (Water Services Preliminary Arrangements) Act 2024 to work through.

3. Recommendation

That the Nelson Regional Sewerage Business Unit

1. **Receives the report Nelson Regional Sewerage Business Unit Memorandum Of Understanding Renewal (R28800) and its attachment/s; and**

2. **Recommends renewal of the Nelson Regional Sewerage Business Unit Memorandum of Understanding for five years to the Nelson City and Tasman District Councils**

Recommendation to Nelson City Council and Tasman District Council

That the Councils

1. **Approve the Nelson Regional Sewerage Business Unit Memorandum of Understanding renewal for five years**

4. Background and Discussion

4.1 Nelson Regional Sewerage Authority changed to become the NRSBU has been operating since on 1 July 2000.

4.2 The current NRSBU MoU was approved in May 2019 and has an expiry date of 30 June 2025.

4.3 In order to ensure ongoing effective operation of the regional wastewater subsystem it is necessary to either renew or implement alternative arrangements for the governance of the jointly owned regional wastewater assets.

4.4 Information provided in the information document published by the Department of Internal Affairs (DIA) titled - Overview of water services delivery models – illustrative examples, August 2024 suggests that the NRSBU Joint Committee model may not be an acceptable model under the Local Government (Water Services Preliminary Arrangements) Act 2024.

4.5 Both the Nelson City and Tasman District Councils are developing Water Services Delivery Plans as required by the Local Government (Water Services Preliminary Arrangements) Act 2024. However, at this time insufficient work has been undertaken to provide an understanding of whether any changes are required to the management of the jointly owned regional wastewater assets.

4.6 Without a clear alternative to the NRSBU model, it is necessary to renew the MOU and to consider how long it should be renewed for.

5. Duration of the Renewal

5.1 Officers considered two options for the renewal period.

5.2 A two year renewal period was considered given the Local Waters Done well (LWDW) programme, however concerns were held that this period may be insufficient for the LWDW programme to be agreed and implemented.

5.3 A five year period was also considered, and this was thought to give sufficient time for the LWDW programme to be implemented.

5.4 A five year period was also not considered too long due to the MOU containing a clause allowing the Councils to terminate the agreement by mutual agreement. This means that if the LWDW programme is

completed earlier, or changes to the NRSBU governance arrangements are required earlier, then the NRSBU MOU can be terminated to allow the changes to be implemented.

Option 1: Renew the MOU for 2 Years	
Advantages	• This gives certainty that the NRSBU will continue to operate efficiently for the 2 next years.
Risks and Disadvantages	• May not allow sufficient time for the LWDW programme to reach an appropriate conclusion. Therefore, additional extensions to the MOU may be required. • Risk that changes resulting from LWDW will make any further renewal of MOU difficult and timeframes for NRSBU integration into any alternative LWDW model may become urgent.
Option 2: Renew the MOU for 5 Years (recommended)	
Advantages	• This gives Councils certainty that the NRSBU will continue to operate for up to 5 years. • Allows sufficient time for the councils LWDW programmes to reach appropriate conclusions so that any changes necessary to NRSBU can be undertaken only once.
Risks and Disadvantages	• No disadvantages.
Option 3: Do not renew the MOU	
Advantages	• No advantages.
Risks and Disadvantages	• NRSBU may cease to have a mandate to operate resulting in difficulty providing an effective or efficient wastewater treatment and disposal service. • Would result in significant uncertainty to NRSBU contractors, NRSBU Officers, and the Councils.

6. Conclusion and Next Steps

6.1 The NRSBU recommends the renewal of the MOU for a five year period.

6.2 Should changes to the NRSBU be required as a result of the Water Services Delivery plans developed under the Local Government (Water Services Preliminary Arrangements) Act 2024, the MOU can be terminated early by mutual agreement.

Important considerations for decision making

7.1 Fit with Purpose of Local Government

The NRSBU is a joint committee constituted pursuant to the provisions of Schedule 7 to the Local Government Act 2002 and contributes to the four Local Government well-beings of social, economic, environmental, and cultural.

7.2 Consistency with Community Outcomes and Council Policy

The NRSBU MOU is the governing document that covers the agreement between the councils on how to manage the regional wastewater system. This Governance document sets out how the wastewater services will be managed on behalf of NCC and TDC and how the NRSBU will operate to achieve community outcomes.

7.3 Risk

This report allows the NRSBU board to consider and implement actions to ensure effective and low risk management of the Regional Wastewater System and consider changes to the system in relation to the Local Government (Water Services Preliminary Arrangements) Act 2024.

7.4 Financial impact

There are no changes to the Activity Management Plan and Business Plan financial projections resulting from the renewal of the MOU. It therefore has no financial impact.

7.5 Degree of significance and level of engagement

This matter is of low significance as there are no financial impacts, and the Councils Long Term Plans have anticipated the ongoing operation of the NRSBU to provide effective wastewater service delivery.

7.6 Climate Impact

The NRSBU has included significant consideration of climate change it its Activity management Plan, and the renewal of the MOU would allow the ongoing implementation of the work programme outlined in the AMP.

7.7 Inclusion of Māori in the decision making process

No engagement with Māori has been undertaken in preparing this report but iwi have representation on the Joint Committee.

7.8 Delegations

The Councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the Councils:

Enter into all contract necessary for the operations and management of the Business Unit in accordance with approved Budgets and the intent of the Business Plan.

Authorise all payments necessary for the operations and management of the business unit within the approve budgets and the intent of the Business Plan.

Do all other things, other than those things explicitly prohibited by this MOU or relevant statutes, that are necessary to achieve the objectives as stated in the strategic Plan, Asset Management Plan or Business Plan approved by the councils.

Powers to Recommend to Councils:

Any other matters under the areas of responsibility of the Business Unit and detailed in the Memorandum of Understanding.

All recommendations to Council will be subject to adoption of an equivalent resolution by the other Council, unless it is a matter specific to one Council only.

Attachments

Attachment 1: NRSBU Memorandum Of Understanding ⇩

Nelson Regional Sewerage Business Unit

Memorandum of Understanding

1. Parties

The Tasman District Council and the Nelson City Council (the councils).

2. Term

2.1. This memorandum of understanding shall commence on 1 July 2015 and shall terminate on 30 June 2025 unless terminated earlier by resolution of both councils.

3. Preamble

3.1. The Nelson Regional Sewerage Business Unit (NRSBU) was established in July 2000, to replace the former Nelson Regional Sewerage Authority established in the 1970s.

3.2. This Memorandum of Understanding replaces the Memorandum of Understanding which established the NRSBU on 1 July 2000 and the subsequent amendment established 9 March 2010.

3.3. This Memorandum of Understanding shall constitute the 'terms of reference' as required under Section 30A (2) (c) of the Local Government Act 2002.

3.4. The purpose of the NRSBU is to manage and operate the wastewater treatment facilities at Bells Island and the associated reticulation network efficiently and in accordance with resource consent conditions to meet the needs of its customers. The NRSBU shall plan for the future needs of the community in a cost efficient and environmentally sustainable manner rather than entirely focusing making a financial return. The NRSBU has designated itself as a public benefit entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (NZIFRS).

3.5. The Bells Island treatment plant and associated reticulation network, and any additions or improvements to these assets are owned in equal parts by the councils and are strategic assets of the councils.

3.6. The NRSBU is intended to be a self-funding body which provides a service to its customers, which include the councils, under a contractual relationship independent of its ownership.

4. Structure of NRSBU

4.1. The Nelson Regional Sewerage Business Unit is hereby constituted a Joint Committee of the Nelson City Council and the Tasman District Council pursuant to the provisions of the 7th Schedule to the Local Government Act 2002.

4.2. The NRSBU Board (the Board) shall comprise either six or seven members appointed as follows:

i) Two members appointed by the Tasman District Council (at least one of whom will be an elected member of the Tasman District Council);

ii) Two members appointed by the Nelson City Council (at least one of whom will be an elected member of the Nelson City Council);

iii) May include one member independent of either Council and not involved in any business related to the NRSBU activities. This member is discretionary and would only be appointed if mutually agreed to by both the councils and in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'. This member shall be appointed for a period of three years, and in such a way as to provide continuity through the triennial election period. The member shall be remunerated in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'.

iv) One non-voting member representing, and appointed by, the NRSBU Major Industrial Customers.

v) One member representing and nominated by local iwi and confirmed by both councils. This iwi advisor shall be appointed for a period of three years, and in such a way as to provide continuity through the triennial election period. The member shall be remunerated in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'.

4.3. In appointing members to the Board, the councils will consult with the Board on the skills and experience required so that an appropriate mix of skills is maintained.

4.4. The Board will elect a chair from its voting members at its first meeting of the triennium.

5. Meetings

5.1. For the avoidance of doubt the Board shall comply with the provisions of the Local Government Official Information and Meetings Act 1987 and the standing orders of the Council providing administration to the committee shall be applied at each meeting.

5.2. The Quorum for a meeting of the Board shall be half of the members if the number of members (including vacancies) is an even number, or a majority if the number of members (including vacancies) is an uneven number. There shall also be at least one member from each council represented in the quorum.

5.3. The Board shall meet at least 3 times per year (currently 4 times) at intervals decided by the Board in order to meet its obligations under this Memorandum of Understanding.

6. Management and Support Services

Management and support services are provided as follows,

i) The administering Council shall be the Nelson City Council.

ii) The General Manager is appointed by the councils and employed or contracted by the administering Council and may or may not be on the recommendation of the Board. The councils may choose to appoint an independent General Manager instead of appointing an independent member (as outlined in 4.2 (iii)).

iii) The administering Council shall provide the following services as appropriate to enable the Board to fulfil its obligations under this Memorandum of Understanding;

- Engineering services;
- Accounting and Administration Services;
- Treasury Services.

7. Powers and Responsibilities Delegated to the NRSBU

7.1. The councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the councils:

i) Operate a bank account for the Business Unit.

ii) Comply with the Procurement Policy of the administering Council.

iii) Enter into all contracts necessary for the operation and management of the Business Unit in accordance with the approved budgets and intent of the Business Plan.

iv) Authorise all payments necessary for the operation and management of the Business Unit within the approved budgets and intent of the Business Plan.

v) Do all other things, other than those things explicitly prohibited by this Memorandum of Understanding or relevant statutes, that are necessary to achieve the objectives as stated in the Strategic Plan, Asset Management Plan or Business Plan approved by the councils.

vi) Comply with the Health and Safety Policy and requirements of the administering Council.

7.2. Contribute to the sanitary services assessment process of the councils.

7.3. Contribute to and comply with the waste management plans of the councils.

7.4. Contribute to the development of the councils' Development and Financial Contribution policies.

7.5. Contribute to the councils' Regional Policy Statement and Regional Plan Reviews.

7.6. Develop and keep under review an appropriate contract for the delivery of waste collection and disposal services with each of its customers.

7.7. Follow generally accepted accounting practices.

7.8. Follow good employment practices.

8. Limitations

The NRSBU may not borrow money or purchase or dispose of significant assets other than with the approval of the councils.

9. Operational Funding

9.1. The Board shall budget to repay loans for new capital expenditure over 30 years from Net Surplus Income. Any Net Surplus Income before extraordinary items over budget shall be returned to the councils on an equal share basis.

9.2. It is agreed that where any contribution is required to be made by the councils to the ongoing operational costs of the NRSBU, apart from the charges the councils agree to pay as customers of the scheme, each Council shall pay an equal share of any contribution required.

10. Capital expenditure

10.1. The NRSBU shall ensure that all capital assets are appropriately depreciated to enable a fund to be established for the replacement of such assets.

10.2. The NRSBU shall have the sole authority to determine what expenditure is made from the depreciation fund so accumulated.

10.3. Any capital expenditure that is required which exceeds the amount held in any depreciation fund or account and is in the way of expansion or major upgrade shall require approval of the councils.

11. Planning and reporting

The NRSBU shall produce the following plans in respect of its operations.

11.1. Strategic Plan

The Strategic Plan shall describe the long term objectives of the Board in relation to its operations. This will include consideration of new technologies, environmental sustainability, climate change, changes in legislation/policy and any other issues which the NRSBU might face in providing services for its customers.

The Board shall prepare its Strategic Plan prior to the drafting of the Asset Management Plan.

The Board shall review its Strategic Plan on an annual basis.

11.2. Asset Management Plan

The Asset Management Plan shall provide an analysis of the assets controlled by the NRSBU in relation to the current levels of service required by the customers and their likely future demands. It will also provide a financial analysis of the NRSBU operations and indicate how the assets should be managed to ensure the most cost effective and efficient service. It will also outline the manner in which the NRSBU will provide for appropriate risk management.

The Asset Management Plan shall be reviewed annually and revised at least every three years at which time it will be submitted to the councils for approval.

11.3. Business Plan

The business plan should state the activities and intentions of the Business Unit. It should outline how those activities relate to the objectives of the Business Unit as documented in the current strategic plan, the financial forecasts for the following three years, the performance targets for the coming year and any variations to charges proposed for that financial year.

A draft of the business plan for the coming year shall be presented to the councils annually by 31 December.

After the councils have had an opportunity to discuss and comment on the draft Plan the Board shall finalise the business plan, incorporating any changes agreed between the councils and the Board and present the final business plan to the councils by 20 March.

11.4. Annual Report and Audited Accounts

The Board shall prepare an Annual Report at the end of each financial year which shall include reporting against the performance targets and financial forecasts in the approved Business Plan.

The annual accounts and financial statements, included in the Annual Report, shall be in a manner and form approved by the Business Unit's auditor, fairly showing the operating and financial position of the NRSBU for the financial year, including a statement of financial performance, a statement of financial position, a statement of cash flows, and all information necessary to enable an informed assessment of the operation of the Business Unit. The audited financial statements must be prepared in accordance with generally accepted accounting practice.

The Annual Report and Audited Accounts will be presented to councils by 30 September in each year.

11.5. Agendas for all meetings of the Board will be forwarded to the Chief Executive of the administering Council, and/or such staff as they might nominate to represent the owners of the scheme, at the same time as they are forwarded to Board Members.

11.6. Minutes of all meetings of the Board will be forwarded to the Chief Executives of the councils and to all Board members as draft minutes once they have been reviewed for accuracy by the General Manager and/or the Chairperson.

12. Customer Group

12.1. A Customer Group shall be maintained to provide a forum for consultation and liaison with major users of the scheme. The Board shall determine who shall be members of the group.

12.2. The Customer Group shall be chaired by the General Manager of the NRSBU.

13. Termination

13.1. Subject to clause 13.2, the members of the Board appointed under clause 4.2(i) and 4.2(ii) will be discharged on the coming into office of the members of the councils elected at the triennial local body elections. The new Board members appointed under clause 4.2(i) and 4.2(ii) shall be appointed by resolution of the councils at the earliest opportunity post the said election.

13.2. Prior to the election, the NRSBU may recommend to the councils that they approve a transitional arrangement through the triennial election process for representation on the NRSBU. For clarity, this provision only applies where both councils have approved a transitional arrangement.

13.3. The councils may at any time replace their appointed members or by mutual agreement remove/replace the independent member of the Board. No action to replace any member will be taken without the councils first consulting with the Board except where the replacement is part of a triennial election process referred to in clause 13.1.

13.4. Iwi may nominate at any time a replacement for the appointed iwi advisor. The replacement iwi advisor shall be confirmed by both councils.

14. Variations and Disputes

14.1. Notwithstanding the above, this Memorandum of Understanding may be amended pursuant to a resolution adopted by the councils at any time during its term.

14.2. In the event of any dispute arising between the parties to this Memorandum of Understanding the parties shall, without prejudice to any other right, immediately explore in good faith whether the dispute can be resolved by agreement between them using informal dispute resolution techniques such as negotiation, mediation, independent expert appraisal, or any other alternative dispute resolution technique.

14.3. In the event the dispute is not resolved by such agreement within 21 days of written notice by one party to the other of the dispute (or such further period agreed in writing between the parties) either party may refer the dispute to arbitration by a single arbitrator pursuant to the Arbitration Act 1996.

14.4. The arbitrator shall be agreed between the parties within 10 days of written notice of the referral by the referring party to the other, or failing agreement appointed by the President of the Nelson District Law Society.

14.5. In either case the arbitrator shall not be a person who has participated in an informal dispute resolution procedure in respect of the dispute.

14.6. The arbitrator so appointed shall be obliged to proceed with maximum expedition to deliver a decision within two months of the appointment.

The parties agree to co-operate fully in every respect with the arbitration and further agree that any decision made by the arbitrator shall be final and binding and hereby waive any right to appeal again the decision or seek judicial review of it in any court.

Mayor Nelson City Council	Mayor Tasman District Council
Chief Executive Nelson City Council	Chief Executive Tasman District Council
Date: _____/____/_____	Date: _____/____/_____

Approved by TDC on 8 November 2018 and by NCC on 15 November 2018

Nelson Regional Sewerage Business Unit

15 November 2024

Report Title:	**Nelson Regional Sewerage Business Unit Business Plan 2025/26**
Report Author:	**Nathan Clarke - General Manager Regional Sewerage and Landfill**
Report Authoriser:	**Alec Louverdis - Deputy Chief Executive / Group Manager Infrastructure**
Report Number:	**R28863**

1. Purpose of Report

1.1 To consider the feedback on the draft Nelson Regional Sewerage Business Unit (NRSBU) Business Plan 2024-25 and adopt the final NRSBU Business Plan.

2. Summary

2.1 The NRSBU Business Plan outlines the work programme for 2025-26 and reflects the second year of the 2024-2034 Activity Management Plan (AMP).

2.2 The Business Plan was presented to Nelson City Council (NCC) and Tasman District Council (TDC) for feedback.

2.3 No feedback was received from either Council, however feedback has been received from Officers from both NCC and TDC – this is attached.

3. Recommendation

That the Nelson Regional Sewerage Business Unit

1. **Receives the report Nelson Regional Sewerage Business Unit Business Plan 2025/26 (R28863) and its attachment/s; and**

2. **Adopts the Nelson Regional Sewerage Business Unit Business Plan 2025-26.**

Recommendation to Nelson City Council and Tasman District Council

That the Councils

1. **Receives the Nelson Regional Sewerage Business Unit Business Plan 2025-26.**

4. Background and Discussion

4.1 The draft Business Plan 2025-26 was approved by the NRSBU Joint Committee for provision to NCC and TDC on 20 September 2024.

4.2 It allowed for increased operational and capital costs associated with inflation, which have been refined in the final Business Plan 2025-26 based on updated inflation indices.

4.3 It also included additional funding ($350k) in 2025-26 which was not incorporated in the NRSBU Activity Management Plan 2024-34 (AMP), to meet the stormwater management requirements of the Moturoa/Rabbit Island biosolids application consent, noting that the consent was not finalised at the time of the AMP preparation.

4.4 No feedback was received from either NCC or TDC when the draft Business Plan 2025-26 was presented.

4.5 Feedback from NCC and TDC Officers was received, which set out the expectation that the NRSBU Business Plan 2025-26 work programme should be the same as year 2 of the AMP, and if a need existed to change the activity expenditure to meet this should be accommodated within the AMP budgets as a first step.

4.6 Since the preparation of the draft Business Plan 2025-26 NRSBU Officers have received additional advice regarding the stormwater management requirements of the consent, and whilst the expenditure is likely still required it is understood this is able to be deferred.

4.7 As such the additional funding ($350k) has been removed from the programme of works, and the Business Plan 2025-26 expenditure now matches year two of the AMP (allowing for inflation).

5. Options

5.1 The following table outlines three options for the NRSBU Business Plan 2025-26. Officers support option 1:

Option 1: Adopt the amended Business Plan 2025-26	
Advantages	• Allows continuation of existing capital programmes. • Allows ongoing renewal and upgrade of the scheme. • No change to capital works programme. • Accounts for cost increases due to inflation.
Risks and Disadvantages	• Stormwater management activities on Moturoa/Rabbit Island are deferred.
Option 2:	

Advantages	• Allows continuation of existing capital programmes. • Allows ongoing renewal and upgrade of the scheme. • Stormwater management activities on Moturoa/Rabbit Island are not deferred. • Accounts for cost increases due to inflation.
Risks and Disadvantages	• May required NCC and TDC to consult on Annual Plans due to material changes to expenditure. • Increase to capital works programme.
Option 3:	
Advantages	• There are no advantages.
Risks and Disadvantages	• NRSBU will not be meeting the requirements of the Terms of Reference adopted by Nelson City and Tasman District councils. • NRSBU will not have approval to continue its works programme. • NRSBU will not meet its legal requirements, capital works programme, health and safety obligations or performance targets. • System improvements to meet consent requirements and levels of service would not be carried out – this could result in consent condition breaches and subsequent infringements.

6. Conclusion and Next Steps

6.1 The NRSBU Business Plan sets out the goals and expenditure for the business unit for 2025-26.

6.2 Following adoption of the Business Plan it will be presented to Nelson City Council and Tasman District Council.

Important considerations for decision making

7.1 Fit with Purpose of Local Government

The NRSBU is a joint committee constituted pursuant to the provisions of Schedule 7 to the Local Government Act 2002 and contributes to the four Local Government well-beings of social, economic, environmental, and cultural.

7.2 Consistency with Community Outcomes and Council Policy

The NRSBU Business Plan feeds into the NCC and TDC Annual Plans and the Business Plan has been prepared based on the NRSBU 2024 - 2034 Activity Management Plan.

7.3 Risk

This report includes allowance or mitigation of environmental and business continuity risks. The risk of not approving the business plan is that this could delay the NRSBU implementing the works outlined and could result in significant adverse effect environmentally, financially and to the sustainability of wastewater in the Nelson Tasman Region.

7.4 Financial impact

The NRSBU Business Plan 2025-26 incorporates the capital and operational costs set out in the NRSBU Activity Management Plan 2024-34, with some minor amendments due to inflation.

7.5 Degree of significance and level of engagement

The NRSBU is a Joint Committee of the two Councils and its activities are included in the Long-term Plans and Annual Plans of each Council. Consultation is undertaken by both Councils in the preparation and adoption of these plans.

7.6 Climate Impact

A key feature of the capital programme is the ability to implement systems to reduce greenhouse gas emissions and environmental and cultural issues. Furthermore, the impacts of climate change are considered significantly in the NRSBU AMP, upon which this Business Plan is based.

7.7 Inclusion of Māori in the decision making process

No engagement with Māori has been undertaken in preparing this report but iwi have representation on the Board.

7.8 Delegations

The Councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the Councils:

Enter into all contracts necessary for the operations and management of the Business Unit in accordance with approved Budgets and the intent of the Business Plan.

Authorise all payments necessary for the operations and management of the business unit within the approve budgets and the intent of the Business Plan

Do all other things, other than those things explicitly prohibited by this MOU or relevant statutes, that are necessary to achieve the objectives as stated in the strategic Plan, Asset Management Plan or Business Plan approved by the councils.

Powers to Recommend to Councils:

Any other matters under the areas of responsibility of the Business Unit and detailed in the Memorandum of Understanding

All recommendations to Council will be subject to adoption of an equivalent resolution by the other Council, unless it is a matter specific to one Council only

Attachments

Attachment 1: NRSBU Business Plan 2025-26 Final ⇩

Attachment 2: NRSBU Draft Business Plan 2025-26 Feedback - NCC ⇩

NRSBU | Nelson Regional Sewerage Business Unit

Business Plan 2025/26

tasman district council

Nelson City Council | Te Kaunihera o Whakatū

NRSBU Business Plan 2025-26

Contents

1. PURPOSE 3
2. MEMORANDUM OF UNDERSTANDING REQUIREMENTS 3
3. INTRODUCTION 3
4. MISSION STATEMENT 3
5. STRATEGIC GOALS AND PEFORMANCE OBJECTIVES 4
6. NRSBU STRUCTURE 5
7. BUSINESS OBJECTIVES AND PERFORMANCE MEASURES 6
8. THREE YEAR RENEWAL EXPENDITURE FORECAST ($'000) 8
9. THREE YEAR CAPITAL UPGRADE PLAN 9
10. FINANCIAL PLAN 10
APPENDIX A: Nelson Regional Sewerage Business Unit Committee Activity Schedule 2025-2026 11
APPENDIX B: Business Improvement Plan 12
APPENDIX C: Bell Island Treatment Schematic 14
APPENDIX D: Focus on Community and Environmental Benefits 15
APPENDIX E: Draft 10 Year Capital Expenditure Diagram 16

Rev 1 Oct 2024

Final for Joint Committee adoption - prepared by: Brad Nixon - Operations Manager NRSBU with input from Nathan Clarke – General Manager NRSBU

Approved by:

Cover Image Bell Island office, GBT building and ATADs, looking southeast towards the Richmond hills.

1. PURPOSE

The purpose of the Nelson Regional Sewerage Business Unit Business Plan 2025/26 is to summarise management goals and objectives to deliver wastewater collection and treatment services to the region; and to improve the effectiveness and efficiency in the delivery of those services.

2. MEMORANDUM OF UNDERSTANDING REQUIREMENTS

The Memorandum of Understanding states that the NRSBU Board shall by 31 December each year supply to the Councils (Nelson City and Tasman District Councils) a copy of its Business Plan. The Business Plan outlines the management of the Nelson Regional Sewerage Business Unit and the assets for the ensuing year, together with any variations to the charges proposed for that financial year.

The Memorandum of Understanding (MoU) commenced on 1 July 2015 and shall terminate on 30 June 2025. The MoU was updated in March 2019.

The Nelson Regional Sewerage Business Unit was established in July 2000, replacing the former Nelson Regional Sewerage Authority established in the 1970s.

3. INTRODUCTION

This Business Plan 2025/26 outlines the projects and initiatives to be implemented during the year. It also outlines the associated funding required and the details of the performance targets and measures.

The Business Plan is aligned with the NRSBU Activity Management Plan 2024-2034 (AMP) and relates to year 2 of the AMP. It includes business objectives and performance targets (Section 7) and the three-year financial renewal forecasts (Section 8) and the three-year capital plan (Section 9). The following key pieces of information from those other documents are included in the appendices of this business plan:

APPENDIX B: Business Improvement Plan

APPENDIX C: Bell Island Treatment Schematic

APPENDIX D: Focus on Community and Environmental Benefits

APPENDIX E: Draft 10 Year Capital Expenditure Diagram

4. MISSION STATEMENT

The NRSBU's mission statement is:

Resilient, reliable, and effective infrastructure that supports and protects our community and environment.

Area	Goal
Our approach	Implement and operate infrastructure considering the needs of our community. Our priorities for this are protection of public health, the environment, and cultural values.
Our Vision/Ambition/Aspiration	We will work towards the beneficial reuse of resources.
Our conduct	We will undertake our activities transparently, fairly, respectfully, in a timely manner and we will provide regional infrastructure leadership.

5. STRATEGIC GOALS AND PEFORMANCE OBJECTIVES

The NRSBU aspires to achieve the following goals:

Strategic Goal	**Objective** **(This is what it looks like)**	**Level of Service** **(This is how we do it)**
We will implement and operate infrastructure considering the needs of our community. Our priorities for this are protection of public health, the environment, and cultural values.	Containment and conveyance that is resilient and minimises adverse impacts on the health of the environment and community	We have sufficient capacity in our network to cope with peak flows
		We are resilient to mechanical and electrical failures and natural hazards
		We can readily maintain the network
	Resilient wastewater treatment that minimises the impact on the environment and community	The treatment plant can reliably accept (N+1 for critical assets) all peak flows from the network
		The treatment plant can fully treat all dry weather flows
		The treatment plant does not create odour issues for the community
		Effluent Quality meets or exceeds required discharge requirements
	Long term vision that considers the future needs of the community	Our ongoing business is safeguarded through engagement with council planning processes,
		We have long term plans for our activities and their impacts and update of the NRSBU Masterplan occurs in the year prior to the AMP
		Have systems in place for the ongoing monitoring and reporting of emissions, and a plan for emission activities including timing and cost estimates.
	Alternative methods of biosolids disposal that protect public health and the environment and are sensitive to cultural values	Have a backstop for issues with biosolids disposal
We will work towards the beneficial reuse of resources	Use of ongoing improvement processes to identify, implement, and operate feasible biosolids reuse	Treatment to maintain 100% reuse of biosolids
		Increase reuse value
		Maintain 100% diversion of biosolids from disposal to landfill
	Identify implement and operate feasible systems and infrastructure for the reuse of wastewater	We minimise the amount of effluent we discharge to water (working towards zero days discharge to water during summer)

The NRSBU functional activities are managed by the Nelson City Council and therefore the NRSBU functional activities shall comply with the requirements of the Nelson City Council Health and Safety Policy and fully subscribe to the vision for a Zero Harm Culture.

All strategic goals are important and no one goal will be pursued at the expense of another.

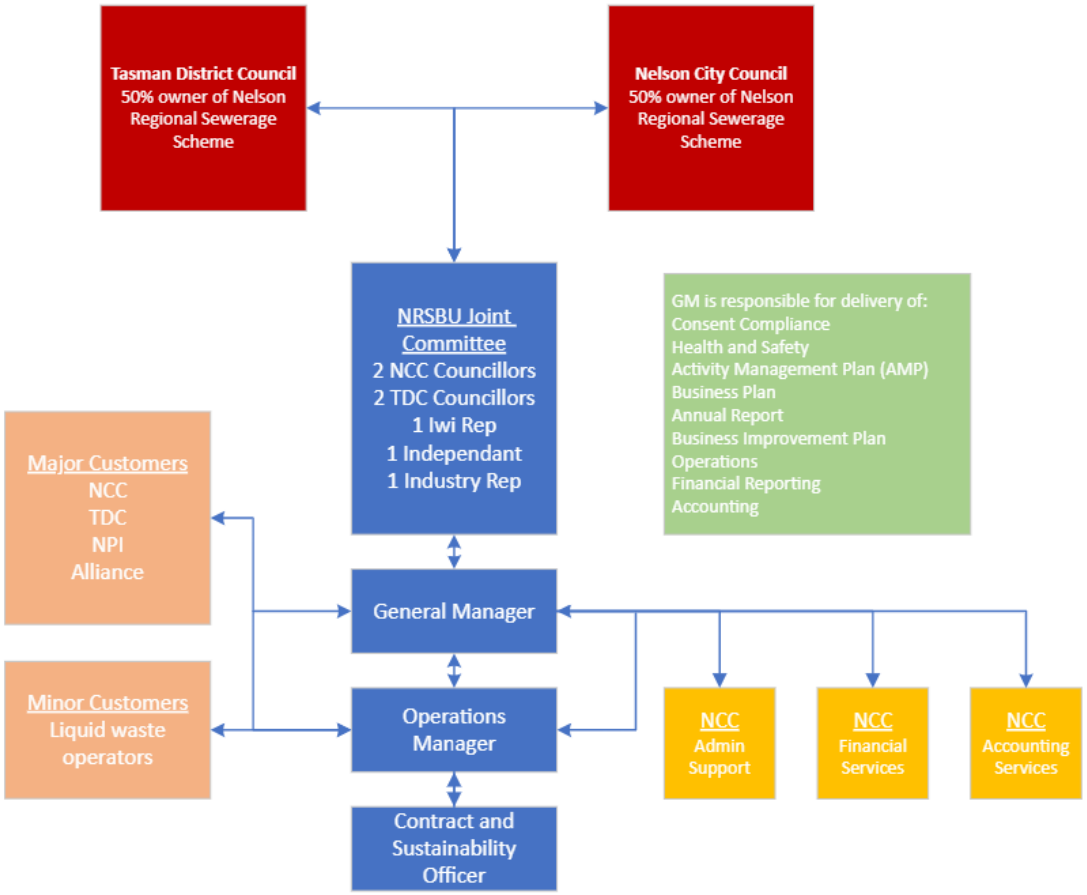
It is important to note that following the reversal of the 3 Waters legislative changes, Central Government are

now proposing regionally led changes to the delivery of water services in New Zealand, via the Local Waters Done Well strategy. These changes may have a significant influence on NRSBU, however at this time NRSBU is unable to confirm the any outcomes of this work and therefore will continue with Business as Usual.

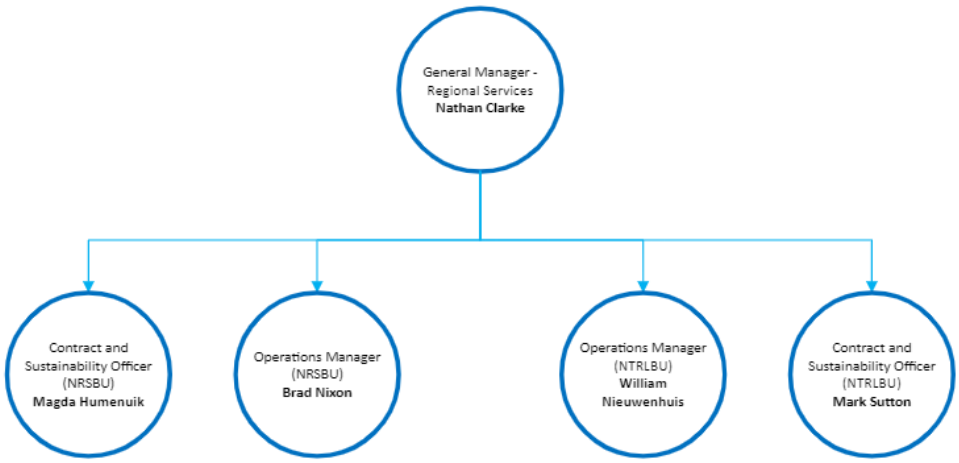
It is necessary for NRSBU to maintain an understanding of these issues so that an appropriate response can be made if required.

6. NRSBU STRUCTURE

The current structure of the Nelson Regional Sewerage Business Unit is as follows:



The Regional Services staffing structure is shown below. This structure has a dedicated Operations Manager for each Business Unit, and one additional staff member for each business unit. This revised structure adds some additional capacity and removes the Activity Manager roles as a dedicated role. The structure is currently fully staffed.



7. BUSINESS OBJECTIVES AND PERFORMANCE MEASURES

The objectives outlined below describe the long-term aims of the business unit. Performance measure targets and dates (where they are not specified below) are set annually in the Business Plan along with performance measures for projects identified in the Activity Management Plan. Performance will be reported quarterly to the Board and annually to the shareholding councils.

Performance Measure **(This is how we know we're doing it)**	**Target**
Number of overflows per year (all networks) due to NRSBU network capacity constraints, or mechanical or electrical failures.	Zero
Number of pump stations with redundant pumps and power supply.	All by June 2023*
Pump stations are assessed for structural integrity to a level 3 importance level standard.	All by 2025
Number of pump stations where able to carry out routine PS maintenance works while managing ADWF.	All by 2031
Number of times PWWF flows exceed inlet works capacity.	Zero by 2031
Number of times *dry weather* diurnal flows bypass the mechanical system annually. OR Treatment capacity of mechanical plant.	Zero OR 500L/s by 2029
Number of odour consent breaches annually. AND Number of odour events notification annually	Zero AND Zero by 2035 (following implementation of anaerobic digestion)

Performance Measure **(This is how we know we're doing it)**	**Target**
Pond free water above sludge layer.	>1m in all ponds by June 2026
Chemical parameters comply with consents for discharge to water when discharge occurs.	Ongoing consent compliance for all parameters.
Effluent quality appropriate for safe and sustainable use with land irrigation systems.	Pathogens, Nitrogen defined for land application requirements by 2025
Obtain reuse consents for appropriate land areas for Reuse Water.	Consents for expansion of Bell Island irrigation and implementation of Best Island irrigation in place by June 2027
We have up to date plans as follows: Master plan (50 years focus) Activity Management Plan (10 years Focus) Business Plan (1 year focus, but also with tentative three-year actions)	 Master plan adopted by June 2025 Activity Management and Business Plans are reviewed annually
The number of alternate methods/options for biosolids disposal.	One by 2035
Increase in quality of biosolids.	Biosolids Reuse Development Plan update Draft by June 2025
Percentage of biosolids that is reused.	100%
Annual volume of biosolids sold.	Biosolids Reuse Development Plan update Draft by June 2023
Proportion of biosolids to land or reuse/sale	100%
Volume of high-value water-reuse we achieve.	Draft Wastewater reuse plan developed by June 2025
Amount of total flow we can divert from discharge to water during summer period (1 Dec to 31 Mar) AND Number of days effluent is discharged to water in summer period (excluding significant rainfall event) by managing buffer storage in ponds	At least *10,000m^3/day* by 2040 AND Zero by 2040

* Redundant pumps may include Duty / Assist with a Shelf Spare until pumpstation upgrades are complete

8. THREE YEAR RENEWAL EXPENDITURE FORECAST ($'000)

Renewal Plan ($,000)	2024/25	2025/26	2026/27	2027/28
Pump Stations and Rising Mains	2,135	376	2,618	750
Inlet, Aeration Basin, Clarifier and Ponds	1,650	284		1665
Solids Handling and Biosolids pipelines.	404	1,376		250
Rabbit Island	60	66	30	30
Facilities and Roads	213	80	61	50
General	260	205	205	205
Total	**4,722**	**2,387**	**2,914**	**2,950**

Note: *2024/25 renewals budget includes carryover from 2023/24. 2025/26 renewals budgets do not include carry overs from the 2024/25 financial year*

The renewal programme of the NRSBU assets is developed around lifecycle and condition assessment.

An iterative process is followed whereby the renewal programme is considered annually with inputs from the Operation and Maintenance operator and a review of remaining useful life of assets.

Condition assessment reports may be commissioned where additional information is required to ensure optimal spend on renewals.

One key renewal item that is currently unquantified is any repair works arising following the inspection work in 2024/25 for the existing 600mm diameter concrete pipe between Monaco and Bell Island. Whilst renewal funds are allocated in 2026/27 this work may necessitate reprioritisation of the Capital and Renewal plans if more significant repairs are required.

The 2027/28 year includes funding for renewal of the concrete gravity pipelines within the Bell Island Wastewater Treatment Plant, however recent condition assessments indicate these pipes are deteriorating and renewal works may need to be accelerated as further investigations are completed.

General items are at the discretion of the General Manager.

9. THREE YEAR CAPITAL UPGRADE PLAN

The following table outlines the capital upgrades proposed over the next three years.

	Value ($k)		
Activity	**25/26**	**26/27**	**27/28**
Bell Island Reuse	686	264	264
Best Island irrigation	322		645
Biosolids Pipeline and Equipment	64	511	
Desludging ponds	791	528	
Duplicate WWTP discharge pump	2,110		
Electrical upgrades			317
New plant and equipment	21	21	2,131
New Richmond North pumpstation			422
Rabbit Island biosolids consent	764		
Reconnection of secondary rising mains	258	1,461	
Investigate and increase reuse capacity	32		
Secondary treatment system Upgrade	1,583	3,165	3,165
WWTP access and security			53
Total Per FY ($k)	6,631	5,950	6,997

Commentary on Upgrades for 2025/26

The new NRSBU Activity Management Plan (AMP) sets out a significant work programme to improve the performance of the NRSS. With the rising main duplication works completed the focus moves to improving the conveyance and treatment of the increased flows through the WWTP.

The 2025/26 programme includes upgrade works for the following:

- Upgrade of the secondary treatment system.
- Continuation of pond desludging (to meet resource consents).
- Continuation of duplication of the discharge pump, including installation of an accurate flow meter.
- Bell Island effluent reuse expansion.
- Consenting for Best Island irrigation.
- Completion of consent required upgrades on Moturoa/Rabbit Island biosolids compound.

Values are as per figures included in the AMP and escalated to match inflation. The draft Business Plan 2025/26 included additional funding (beyond AMP inclusions) of $350k to comply with consent conditions for the application of biosolids to Moturoa/Rabbit Island that were not known at the time of preparation of the AMP. Feedback received from Nelson City Council on the draft Business Plan 2025/26 requested that the overall capital expenditure remained as set out in the AMP. This work has therefore been deferred out of the first 3 years of the AMP, as it is understood varied consent conditions (when received) relating to this activity are likely to have a longer compliance deadline.

10. FINANCIAL PLAN

Nelson Regional Sewerage Business Unit				
Budget Summary				
2025/26 to 2027/28				
	Forecast	**1**	**2**	**3**
	24/25	25/26	26/27	27/28
Income				
Contributors	14,262	17,716	17,167	17,702
Interest	0	0	0	0
Other Recoveries	535	535	535	535
Total Income	14,797	18,251	17,702	18,237
Expenditure				
Operations & Maintenance	5,373	5,947	5,439	5,811
Management	695	765	765	765
Interest	2,756	3,358	3,500	3,749
Insurance	410	556	567	580
Depreciation	3,655	4,030	4,110	4,259
Total Operating Cost	12,889	14,656	14,381	15,164
Surplus/Deficit	1,908	3,595	3,321	3,073
Use of Funds				
Loan Repayment	-245	1,700	1,266	1,380
Renewals	3,900	2,330	2,844	2,879
Owners Distribution	1,908	3,595	3,321	3,073
Upgrades	7,461	6,631	5,950	6,997
Land Purchase	1,817	0	0	0
	14,840	14,256	13,381	14,329
Sources of Funds				
Surplus/Deficit	1,908	3,595	3,321	3,073
Depreciation	3,655	4,030	4,110	4,259
New Loans	9,277	6,631	5,950	6,997
	14,840	14,256	13,381	14,329

APPENDIX A: Nelson Regional Sewerage Business Unit Committee Activity Schedule 2025-2026

Date	Activity	Papers required
By 31 August 2025	Review draft Annual Report and Financial Statement.	Draft annual report and financial statement.
By 30 September 2025	Deliver annual financial statement to Councils.	Financial Statement.
By 31 December 2025	Review board planning/meeting timetable. Adopt draft business plan for presentation to TDC and NCC. Review and update Interests Register. Adopt business continuity plan.	Planning/meeting timetable. Business Plan. Interests Register. Draft business continuity plan.
By 20 March 2026	Present Annual Report and Business Plan to Tasman District Council and Nelson City Council.	Annual Report and Business Plan.
By 30 June 2026	Review board performance Review governance policy. Review Demand Management Plan. Receive report on Contingency Plan review by customer representatives. Receive report on Risk Management review by customer representatives. Review customer satisfaction survey results. Annual review of Strategic Plan. Adopt Energy Conservation Plan. Review Audit Management Report. Annual Carbon Emission Review.	Checklist for committee effectiveness. Governance Policy. Draft Demand Management Plan. Report on Contingency Plan review by customer representatives. Report on Risk Management review by customer representatives. Customer survey report. Strategic plan. Energy Conservation Programme. Carbon Mission Measurement System development

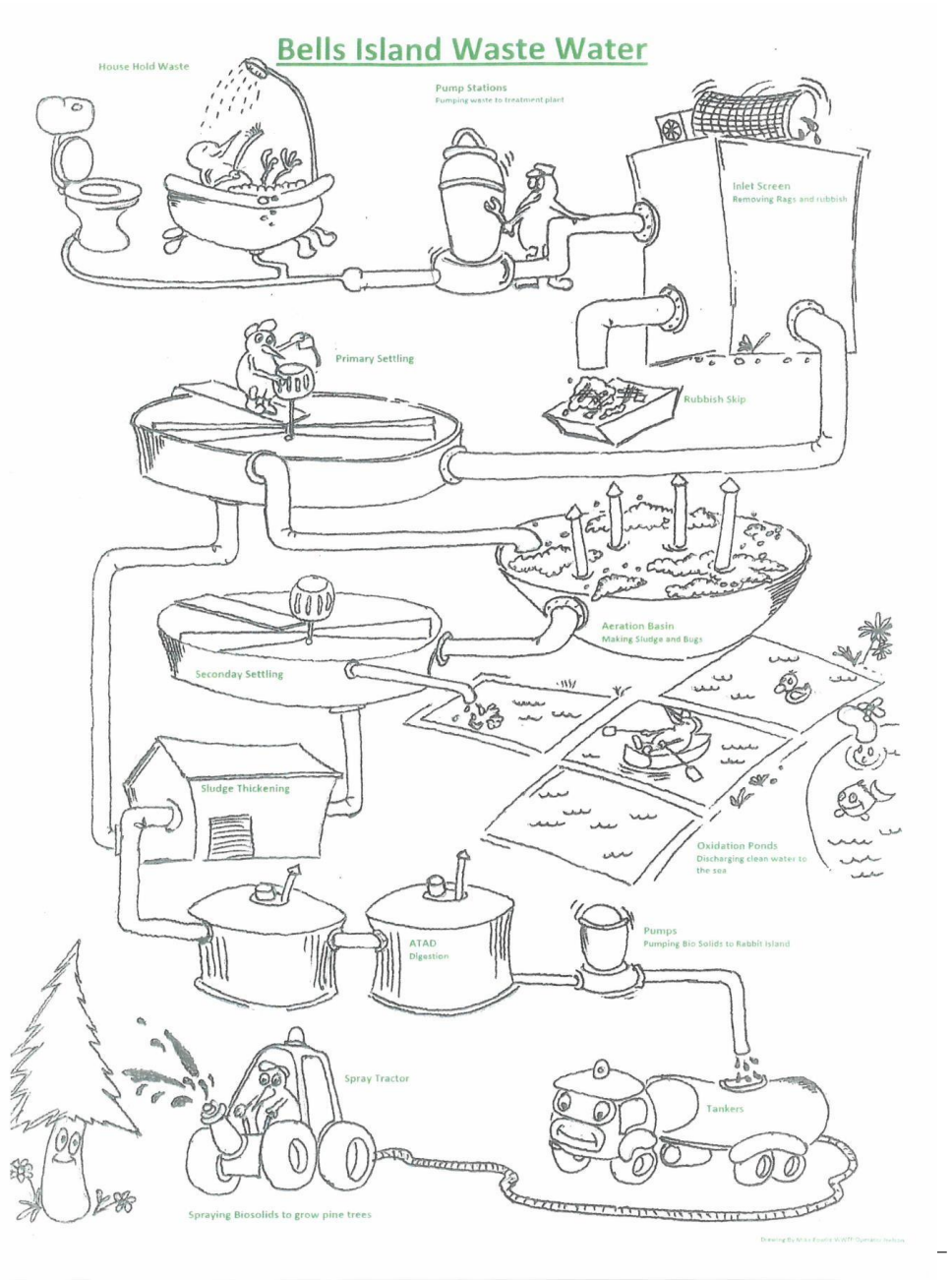
APPENDIX B: Business Improvement Plan

This section describes initiatives to improve the efficiency and effectiveness of the Business Unit and is based on the Nelson Regional Sewerage Business Unit Strategic Plan and referenced to the 2024 Asset Management Plan.

IP	Description	Resource Requirements	Progress
IP-1	Consolidate all data and information; review and develop access method. July 23- June 24 will include adding detail to the GIS system to cover the disaggregation of assets undertaken during 22/23. this will include links from this system to dashboards, asset information system, and other visualisation tools.	In-house and consultants External consultants will need to work with NCC IT and GIS to host the new system	July 23- 25 progress is expected to include all non-critical but significant assets to have specific assets with data and maintenance information accessible through this single system.
IP-2	Continue sludge removal programme (to be complete during early 23/24).	In-house and Contractor	On-going, Sludge Bund Consent granted 2019/20. Sludge containment area complete 2020/21 Desludging commenced – Pond F1 and F2 completed. Sludge containment area full. Alternative disposal option for F3 desludging required.
IP-3	Determine the long-term strategy (Master Plan)	In-house and consultants	Consultant seconded to assist preparation. Hui process to develop cultural and community values to allow solutions to be developed that where possible encompass those values. Draft submitted to the Joint Committee and consulted with iwi. Awaiting feedback from NCC and TDC
IP-4	Implement Hazardous Gas Management system for Gravity Belt Thickener system	In-house and consultants	The GBT has been de-commissioned.
IP5	Electrical Supply to Bell Island	In-house and Consultants.	Investigation and implementation of mitigation measures. Progress 2022/23 Generators installed, final connection to

			pumpstations & WWTP required 2022/23 Solar array licence and options agreement signed. Investigations underway Additional power cable options review and consent application depending on the solar array and implementation timeframes.

APPENDIX C: Bell Island Treatment Schematic



APPENDIX D: Focus on Community and Environmental Benefits

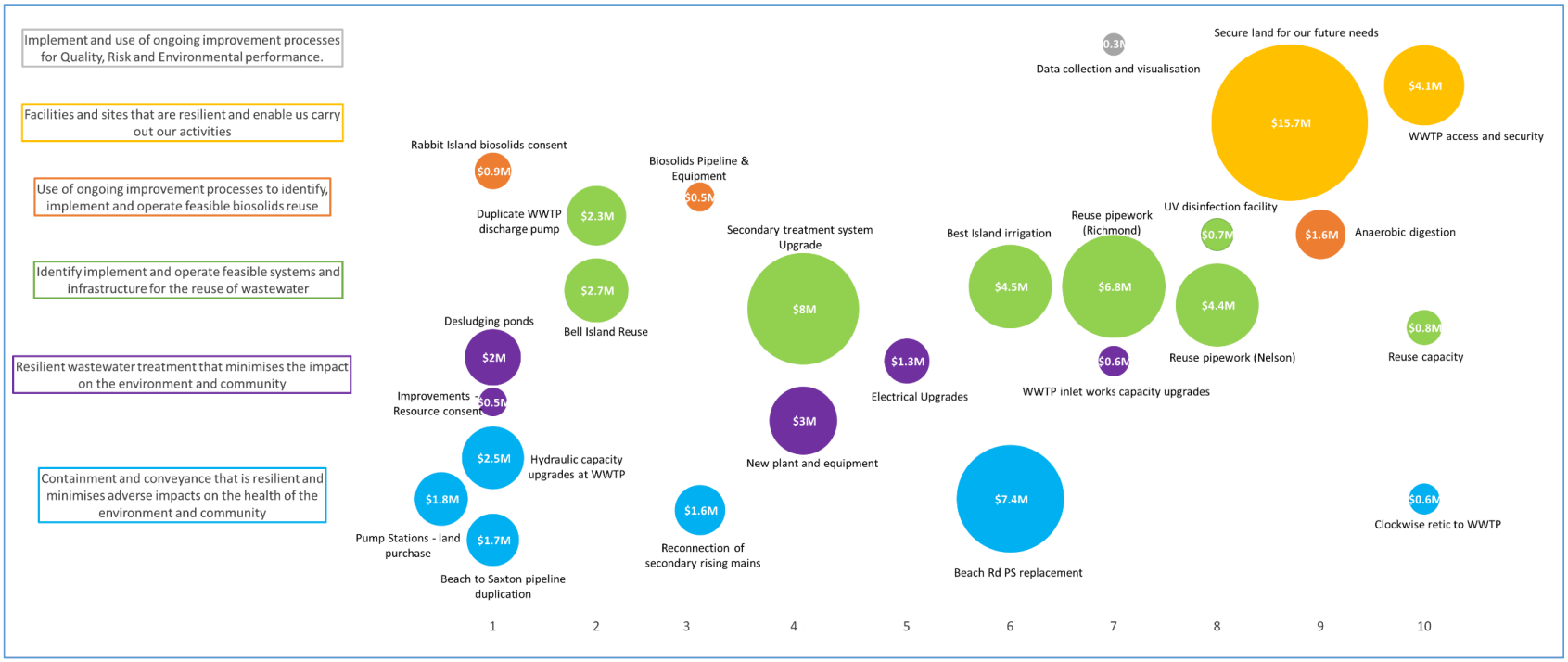
The NRSBU intends to:

- have facilities that are robust and resilient – focusing on collection and conveyance system, followed by Bell Island volumetric treatment capacity.
- reduce overflows into the coastal marine environment and Tasman Bay beyond
- have a greater focus on the immediate coastal marine environment and impacts on the ecology of Tasman Bay
- Develop a water reuse strategy and implement initial reuse actions using existing reuse water and expand as financial constraints allow reuse water volume and infrastructure.
- reduce the volume of wastewater discharged to Waimea Inlet over time
- Maintain focus on biodiversity and estuary health as priorities over the next two years.
- increase attention to facilitating cultural and recreational and educational activates where these don't adversely affect core business activities.

To implement this vision, the NRSBU will:

- develop a programme of work to investigate and implement ways to reduce overflows from the sewerage pump stations to the estuary
- implement the conditions associated with the pump stations Aberrational Discharge resource consent
- further develop investigations into the potential re-use (by others) of treated wastewater and install additional pipework to convey treated wastewater to locations where it can be reused by others in the community (including use for irrigation and industrial processes.)
- investigate potential tree and vegetation planting around the perimeter of Bell Island, and where suitable undertake in conjunction with community groups such as Battle for the Banded Rail
- continue to operate the treatment plant well and achieve high quality effluent
- commission a high-level report into alternative wastewater treatment systems (that would avoid or significantly reduce the discharge of treated wastewater to the Waimea Inlet).

APPENDIX E: Draft 10 Year Capital Expenditure Diagram



Notes: *1. Expenditure indicated above does not take into account any requirements resulting from any structural changes to the delivery of the water and wastewater services in the region.*
2. The plan above does not currently incorporate any allowance for relocation of treatment components due to cultural or climate change considerations. Indicative changes to expenditure could include items such as land purchase, and relocation of anaerobic digestion to a remote site.

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

P (03) 546 0200
E LGOIMA@ncc.govt.nz
nelson.govt.nz

10 October 2024

Nathan Clarke
General Manager Regional Services
Via email to nathan.clarke@ncc.govt.nz

Dear Nathan

Re NRSBU DRAFT BUSINESS PLAN

I refer to the draft business plan for the NRSBU sent to Nelson City Council and Tasman District Council for feedback following their adoption by the respective committees.

There is the additional request for an allowance for improvements to the biosolids application on Moturoa/Rabbit Island, which incorporates an additional $350k to meet consent requirements for stormwater management.

There is an expectation that work programmes should be the same as the recently adopted year two of the LTP 2024-34. If there is an exceptional and material need to change the budget, the first step is to look for savings within your 2025/26 budgets to offset the proposed costs.

As proposed, officers should look to offset this cost by deferring other works or looking for savings elsewhere in the 2025/26 budget.

Yours sincerely

Alec Louverdis
Deputy Chief Executive/Group Manager Infrastructure

Internal Document ID:

9. Exclusion of the Public

Recommendation

That the Nelson Regional Sewerage Business Unit

1. **Excludes the public from the following parts of the proceedings of this meeting.**

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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	**Nelson Regional Sewerage Business Unit Meeting - Confidential Minutes - 20 September 2024**	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
2	**Nelson Regional Sewerage Business Unit Wastewater Reuse Opportunity**	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			subject of the information