

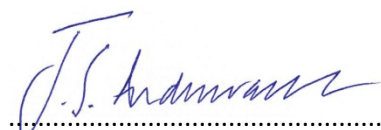


**Consent No. WAR120258****[31707]****[32044]****[32045]****[33045]****Category:****Discharge to Water****Discharge to Land****Discharge to Air****Discharge to Land and Water – Seepage**

Pursuant to sections 104B, 108 and 127, and subject to all the relevant provisions of the Resource Management Act 1991 and any regulations made thereunder, a consent in respect of a natural resource is hereby granted to:

<b>Name</b>	South Wairarapa District Council	
<b>Address</b>	P O Box 6, Martinborough 5741	
<b>Duration of consent</b>	Granted: 14 March 2016	Expires: 15 March 2051
<b>Purpose for which right is granted</b>	<b>Schedule 1: General Conditions for WAR120258</b> <b>Schedule 6: Monitoring Summary</b> <b>Schedule 7: Community Liaison Group Terms of Reference</b> [31707] Discharge permit – to discharge contaminants from treated effluent into the Ruamahanga River through the whole term of the consent. [32044] Discharge permit – to discharge treated effluent to land adjacent to the plant (Stage 1B) and the Pain Farm (Lake Ferry Road) (Stage 2A and 2B) [32045] Discharge permit – to discharge contaminants to air (odours from the ponds and treatment process, and effluent associated with land application). [33045] Discharge permit – to discharge contaminants to land and water via seepage from the ponds and channel	
<b>Location</b>	Dublin Street, Martinborough at or about map reference NZTM 1804575.5434994	
<b>Legal description of land</b>	Lot 1 and Lot 2 DP 44557, Lot 5 DP 87782	
<b>Conditions</b>	1 - 48 as attached	

For and on behalf of  
WELLINGTON REGIONAL COUNCIL



Team Leader, Environmental Regulation

Date: 4 August 2017

# Summary of your rights and responsibilities

(Not part of the resource consent)

This resource consent gives you the right to use a public resource (e.g. water, air, the coastal marine area) in the manner specified in the consent.

You may exercise the resource consent as you see fit provided that you comply with all the conditions of your resource consent and all other laws of the land.

If you wish to change the way you operate under this resource consent or if you wish to change or cancel any consent conditions, please contact the Greater Wellington Regional Council (GWRC) prior to making the changes. You may need a formal change to your resource consent conditions.

You may transfer your coastal, discharge, or water permit to any other person. If you sell your operation please contact GWRC and we will arrange the transfer for you (at no cost) once you've completed a 'Transfer of Permit' form including the signatures of the old and new owners.

If your resource consent application contained inaccurate or misleading information, GWRC may cancel or alter the resource consent.

Your resource consent does not:

- provide any warranty of any structure or process;
- provide any guarantee that the resource will be available at all times;
- provide any right of access through or over public or private land;
- negate the need for any approvals necessary under other legislation.

You as the holder(s) of this resource consent and your agents (including contractors and employees), are jointly and severally liable for compliance with the conditions of this consent. It is important that anyone operating on your behalf fully understands and complies with the conditions of the resource consent.

You are required to pay any relevant charges that are associated with the processing and monitoring of your consent under section 36 of the Resource Management Act 1991. Charges may be reviewed every year. If you would like a copy of our current Resource Management Charging Policy please ask us.

You have the right to object to the decision on your consent and/or any additional charges (over and above fixed charges) under section 357A and 357B of the Resource Management Act 1991. Such an objection should be made in writing, setting out the reasons, and be received by us within 15 working days of any decision on your consent and/or additional charges being notified to you.

You are required to allow GWRC Enforcement Officers access to your site and operation at any reasonable time so that we can inspect your operation and confirm that it is complying with your resource consent.

Your resource consent will lapse if you do not give effect to it within five years of the date it was granted (unless otherwise specified in the resource consent conditions). If you wish to apply for an extension of this lapse date please contact GWRC before the lapse date.

If you stop using your resource consent for a continuous five-year period, GWRC may cancel your resource consent. We will advise you in advance if we propose to cancel your consent. You have the right to object to your consent being cancelled.

This consent is issued without prejudice to any claim that is lodged with the Waitangi Tribunal in relation to the customary ownership of natural resources, whether it be a claim that is awaiting hearing or awaiting settlement by the Crown.

# Conditions to Resource Consent WAR120258 [31707, 32044, 32045, 33045]

## Schedule 1 – General Conditions for WAR120258 [31707, 32044, 32045, 33045]

1. Except as otherwise required by any other condition of these consents, the activity authorised by this Wastewater Discharge Permit shall be carried out generally in accordance with the following information provided by the applicant:
  - Martinborough Waste Water Treatment Plant - Proposed operation upgrade and maintenance to 2047 - Application for Resource Consents, Activity, Description and Assessment of Environmental Effects, 6 April 2014 including Appendices 1 to 17;
  - Martinborough WWTP Consent Application – Additional Information requested by the Panel (undated and no page numbers) but received 18 December 2015;
  - Further information from the applicant dated 2 June 2014.

Where there are inconsistencies between the application and the further information provided by the applicant, the most recent information applies. In addition, where there may be inconsistencies between information provided by the applicant and conditions of the permit, the conditions apply.

**Advice Note 1:** Any change from the location, design concepts and parameters, implementation and/or operation may require a change of consent conditions pursuant to Section 127 of the Resource Management Act 1991, or, if the changes exceed the scope of a change of conditions, a new consent.

2. The Consent Holder shall engage in writing with the Manager, Environmental Regulation, Wellington Regional Council, if any contingency works or variation from the consents is required prior to undertaking any activity. This is to ascertain whether the contingency work is within the scope of these consents, or whether a variation to the consents or additional resource consent will be required.

### Upgrade Staging

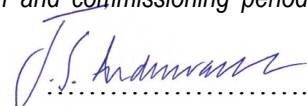
3. The treatment system shall be upgraded in stages as follows:

**Table 1: Land Management Stage Commissioning Programme**

Stage Name	Stage Description	Stage to commence no later than:
Stage 1A	Plant Optimisation and minor capital works	Commencement of this consent
Stage 1B	Discharge of treated wastewater to “MWWTP Adjacent” block during low-flow conditions	1 November 2017
Stage 2A	Discharge of treated wastewater to Pain Farm (Stage 2A) without deferred storage	31 December 2030
Stage 2B	Discharge of treated wastewater to Pain Farm (Stage 2B) with deferred storage	31 December 2035

4. All discharges to land associated with Stage 1B (i.e. discharge to the “Martinborough WWTP Adjacent” block) shall cease on or before 31 March 2031.

**Advice Note 2:** The purpose of Condition 4 is to provide a reasonable transition and commissioning period



between Stages 1B and 2A, but that Stage 1B discharges to land are not continued in preference to Stage 2A land discharges.

### Management and Operations Plans

5. The Consent Holder shall prepare, within the timeframes stated, the management and monitoring plans/manuals listed in Table 2 below. The plans:
- shall give effect to the relevant requirements outlined in the conditions in Schedules 1, 2, 3, and 4; and
  - may be prepared as separate plans; or
  - where approved in writing by the Manager, Environmental Regulation, Wellington Regional Council, one or more plans may be combined as a single plan; and
  - Each plan shall detail which consent conditions the plan is giving effect to.

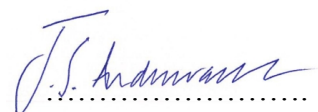
**Table 2: Management Plans**

Management Plan	Due (time from commencement of consents)
Martinborough WWTP Operations and Maintenance Manual	6 Months
Odour Management Plan	6 Months
Environmental Monitoring Plan	12 Months
Tangata Whenua Values Monitoring Plan	12 Months
Inflow and Infiltration Reduction Management Plan	12 Months
Discharge to Water Management Plan	12 Months
Discharge to Land Management Plan	18 Months

6. Prior to the formal submission of the final document required under Condition 5, each manual and plan listed in Schedule 1: Condition 5 Table 2 shall be reviewed by a suitably qualified independent person. Any comments and inputs received from the independent reviewer shall be clearly documented and attached to the plan, along with clear explanation of where any comments have not been incorporated and the reasons why.

**Advice Note 3:** For the purpose of this condition 'independent person' shall be a suitably qualified and experienced person who is not an employee of the South Wairarapa District Council and who does not work for the company contracted to design the wastewater treatment system.

7. Following each independent review under Schedule 1: Condition 6, the Consent Holder shall submit a draft copy of each of the manuals and plans listed in Schedule 1: Condition 5 Table 2 to the Wellington Regional Council at least 20 working days before it is submitted to the Manager, for technical certification in compliance with Schedule 1: Condition 8. Any comments received from the Council, along with a clear explanation of where any comments have not been incorporated and the reasons why, shall be supplied to the Manager at the same time that the relevant plan is submitted under Schedule 1: Condition 8.
8. The manuals and plans listed in Schedule 1: Condition 5 Table 2 shall be submitted within their respective timeframes to the Manager, Environmental Regulation, Wellington Regional Council for their written technical certification.
- Should certification of any manual or plan be withheld, the Consent Holder shall submit a revised manual or plan to the Manager for technical certification as soon as is practicable. Should certification of the revised manual or plan be again withheld then the Consent Holder shall engage a suitably qualified mutually acceptable independent person for resolution of the matters of dispute and his or her decision on those matters shall be final. The costs of dispute resolution shall be met by the Consent Holder;



# Continued Conditions to Resource Consent WAR120258 [31707, 32044, 32045, 33045]

- b) Activities which are subject to a plan shall not commence until the plan has received technical certification. This does not apply to the Martinborough WWTP Operations and Maintenance Manual;
- c) A manual or plan may be varied by the Consent Holder. The certification process for a variation of a manual plan shall follow the process outlined above; and
- d) The Consent Holder shall exercise this consent in accordance with, and comply with, the provisions of any certified manual or plan (including any certified variation) at all times.

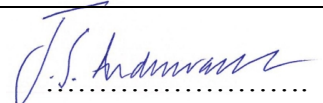
**Advice Note 4:** For the purpose of this condition “technical certification” means confirmation that the management or monitoring plan:

- a) achieves the objectives of the plan listed in Schedule 1: Condition 9 Table 3; and
- b) provides for the minimum contents for the plan as listed in Schedule 1: Condition 10 Table 4.

9. The objectives of the manuals and plans are set out in Table 3.

**Table 3: Objectives of the Management and Maintenance Plans**

Management or Monitoring Plan	Objective of the Management Plan
Martinborough WWTP Operations and Maintenance Manual	To outline the operation and maintenance of the Martinborough WWTP and wastewater discharge systems.
Tangata Whenua Values Monitoring Plan	To develop, in consultation with Kahungunu ki Wairarapa and Rangitane o Wairarapa, a monitoring programme that is responsive to the effects of the Martinborough WWTP and its discharges to water and land that are of concern to these iwi authorities.
Inflow and Infiltration Reduction Management Plan	To determine the extent of inflow and infiltration into the sewer network and outline the investigation process for determining the most efficient, cost effective and non-disruptive manner for sewer network rehabilitation, if it is required.
Discharge to Water Management Plan	<p>To define the best practicable option to achieve the outcomes specified in Schedule 1: Condition 10(a), subject to other consent conditions and the requirements of the Discharge to Land Management Plan.</p> <p>The Plan must:</p> <ul style="list-style-type: none"> <li>a) Establish a discharge regime for discharges of treated wastewater from Stages 1B and 2A which is linked to the flows of the Ruamahanga River and in particular define Ruamahanga River flow conditions at which wastewater discharges will be precluded;</li> <li>b) Define storage volumes for Stage 2B and situations in which a Stage 2B contingency discharge to the Ruamahanga River may occur;</li> <li>c) Specify methods to minimise the frequency, duration and extent of Stage 2B contingency discharge events; and</li> <li>d) Include a Ruamahanga River monitoring and reporting programme.</li> </ul>
Discharge to Land Management Plan	To maximise the discharge of treated wastewater to land within the constraints of the conditions of these consents and the constraints

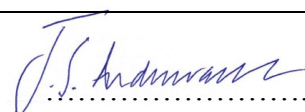
  
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	<p>of: land availability, wastewater storage, soil and groundwater conditions, odour and aerosol control, and the avoidance of risks to human health.</p> <p>The Plan must:</p> <ul style="list-style-type: none"> <li>a) Address the specific site conditions and limitations for all land discharge areas which are proposed to receive wastewater;</li> <li>b) Detail the Martinborough WWTP wastewater discharge to land methods and systems;</li> <li>c) Address any potential land use conflicts and describe how those conflicts will be resolved; and</li> <li>d) Include soil and groundwater monitoring programmes and reporting requirements.</li> </ul>
Odour Management Plan	<p>To minimise the risk of nuisance odours and aerosols beyond the boundaries of the site and achieve the requirements of Schedule 3: Conditions 1 to 4 of these consents.</p> <p>The Plan must:</p> <ul style="list-style-type: none"> <li>a) Identify the potential risks associated with odour and aerosols associated with the operation of the Martinborough WWTP and land treatment system, including procedures to minimise those effects; and</li> <li>b) Protocols for responding to complaints and other incidents.</li> </ul>
Environmental Monitoring Plan	<p>To document the environmental monitoring to be undertaken to monitor the effects of the Martinborough WWTP on the environment from the activities authorised by these consents.</p>

10. The Schedule 1: Condition 9 Table 3 plans and manuals shall:
- a) Be developed to achieve the following over-riding objectives.
    - (i) From Stage 1B onwards minimise treated wastewater discharges to the Ruamahanga River so far as is reasonably practicable within the constraints of land availability on the Stage 1B site and storage within the existing ponds at their existing bund level; and
    - (ii) From Stage 2A onwards minimise treated wastewater discharges to the Ruamahanga River, so far as is reasonably practicable within the constraints of land availability on the Stage 1B and 2A sites and storage within the existing ponds at their existing bund level.
  - b) As a minimum include, but not be limited to, the information listed in Schedule 1: Condition 10 Table 4.

**Table 4: Minimum contents of Management and Monitoring Plans**

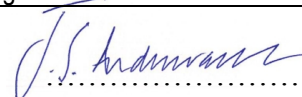
Management Plan	Minimum Contents
Martinborough WWTP Operations and Maintenance Manual	<ul style="list-style-type: none"> <li>a) WWTP overview.</li> <li>b) WWTP operating procedures</li> <li>c) Description of 'normal operating conditions'</li> <li>d) Responsibilities for on-site activities</li> <li>e) Operational and compliance monitoring</li> <li>f) Plant condition inspections and maintenance</li> <li>g) Trouble shooting guide</li> <li>h) Roles and responsibilities</li> <li>i) On-site staff training procedures</li> <li>j) Details of a complaints register</li> <li>k) How emergency discharges will be dealt with and if any additional resource consents are required for foreseeable emergency discharges</li> <li>l) A protocol (and programme) for reviewing the effectiveness of the manual</li> </ul>

  
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# Continued Conditions to Resource Consent

## WAR120258 [31707, 32044, 32045, 33045]

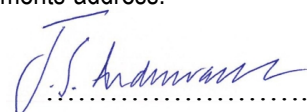
Management Plan	Minimum Contents
Tangata Whenua Values Monitoring Plan	<ul style="list-style-type: none"> <li>a) Effects of the Martinborough WWTP that are of concern to Kahungunu ki Wairarapa and Rangitane o Wairarapa</li> <li>b) A description (including spatial extent where possible) of the cultural values of the land occupied by the Martinborough WWTP, the land discharge area and the Ruamahanga River</li> <li>c) Any opportunities for Kahungunu ki Wairarapa and Rangitane o Wairarapa to be involved in monitoring of the effects of the WWTP discharges</li> <li>d) Outcomes expected from ongoing consultation</li> <li>e) A protocol (and programme) for reviewing the effectiveness of the monitoring plan</li> </ul>
Inflow and Infiltration Reduction Management Plan	<ul style="list-style-type: none"> <li>a) Issue identification and quantification, including a summary of results from preliminary investigations (catchment flow monitoring, infiltration and inflow assessment) and field investigations (infiltration source detection, inflow source detection)</li> <li>b) Priority works and actions</li> <li>c) Ongoing works and actions, including a prioritised sewer renewal programme, an education programme (general public, building inspectors), and a review of guidance material</li> <li>d) Information collection and record keeping and an annual reporting procedure</li> <li>e) Roles and responsibilities</li> <li>f) A protocol (and programme) for reviewing the effectiveness of the management plan</li> </ul>
Discharge to Water Management Plan	<ul style="list-style-type: none"> <li>a) Wastewater discharge management including: <ul style="list-style-type: none"> <li>(i) Details of the Ruamahanga River flow regime at the point of wastewater discharge having regard to upstream water takes;</li> <li>(ii) Ruamahanga River stage recorder and rating curve details;</li> <li>(iii) Wastewater discharge flow rates; and</li> <li>(iv) Wastewater discharge channel maintenance</li> </ul> </li> <li>b) Ecological advice regarding the Ruamahanga River flows at which the most ecological benefit can be achieved by minimising or avoiding wastewater discharges to the river</li> <li>c) For Stages 1B and 2A: <ul style="list-style-type: none"> <li>(i) Ruamahanga River flows below which wastewater discharges will be avoided, so far as is practicable; and</li> <li>(ii) Maximum wastewater discharge rates at the range of flows described in (c)(i)</li> </ul> </li> <li>d) Details (by January 2030) of the additional storage volume required for Stage 2B</li> <li>e) Details (by January 2030) of the circumstances in which a Stage 2B contingency discharge may occur to the Ruamahanga River, including appropriate restrictions on such discharges related to the flow in the Ruamahanga River</li> <li>f) Details of the best practicable option to minimise the frequency, duration and volume of such contingency discharges</li> <li>g) Details of wastewater flow rate monitoring</li> <li>h) A protocol (and programme) for reviewing the effectiveness of the</li> </ul>

  
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	management plan
Discharge to Land Management Plan	<p>a) Stage 1B and Stage 2A and 2B site description including any watercourses present; the pumping, conveyance and discharge infrastructure; and the land discharge regime</p> <p>b) Wastewater discharge management including:</p> <ul style="list-style-type: none"> <li>(i) weather and climate reporting;</li> <li>(ii) soil moisture monitoring;</li> <li>(iii) soil management including maintaining soil structure;</li> <li>(iv) wastewater flow rate monitoring;</li> <li>(v) wastewater hydraulic application rates;</li> <li>(vi) nutrient loading rates;</li> <li>(vii) pasture and crop management;</li> <li>(viii) fertiliser management (grazing and buffer zones);</li> <li>(ix) high speed wind shutdown;</li> <li>(x) odour and aerosol management;</li> <li>(xi) system maintenance;</li> <li>(xii) public health risk management; and</li> <li>(xiii) access restrictions to land receiving wastewater.</li> </ul> <p>c) Any screen planting proposed within the land discharge areas, including the screen planting location, buffer distances, species, and establishment and maintenance protocols.</p> <p>d) Land discharge area site inspections including:</p> <ul style="list-style-type: none"> <li>(i) regular walkovers;</li> <li>(ii) inspections after heavy rain, and</li> <li>(iii) odour monitoring.</li> </ul> <p>e) A protocol (and programme) for reviewing the effectiveness of the management plan.</p>
Odour Management Plan	<p>a) A description of the Stage 1 and 2 WWTP system components and their operation relevant to the management of odours and aerosols including the inlet screen, wastewater ponds, and UV disinfection unit.</p> <p>b) Routine odour monitoring.</p> <p>c) Complaints receipt, investigation and reporting procedures.</p> <p>d) Contingency measures to manage adverse odours or aerosols.</p> <p>e) A protocol (and programme) for reviewing the effectiveness of the management plan.</p>
Environmental Monitoring Plan	<p>a) Influent and wastewater discharge quantity and quality monitoring.</p> <p>b) Monitoring required under Schedule 2 of these consents including the Ruamahanga River.</p> <p>c) Ruamahanga River ecological monitoring including macroinvertebrate and periphyton monitoring.</p> <p>d) Groundwater monitoring including for the land discharge areas, pond seepage, nearby bores and wells.</p> <p>e) A particular focus on the analysis of Nitrate, Ammonia, Total Nitrogen and Dissolved Reactive Phosphorus in the groundwater as a result of the WWTP discharges to land, as well as Ruamahanga River and the surface water flow paths within and surrounding Pain Farm.</p> <p>f) Soil health monitoring</p> <p>g) Odour and aerosol monitoring</p> <p>h) Reporting of data, effects and consent compliance</p> <p>i) A protocol (and programme) for reviewing the effectiveness of the monitoring plan</p>

11. All the plans and manuals listed in Schedule 1: Condition 5 Table 2 shall be prepared by a suitably qualified and experienced person or persons with expertise in the matters that the individual documents address.

  
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# Continued Conditions to Resource Consent

## WAR120258 [31707, 32044, 32045, 33045]

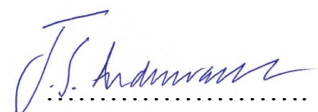
12. All the plans and manuals listed in Schedule 1: Condition 5 Table 2 shall be reviewed and where necessary updated either:
  - a) annually within one month of the anniversary of the commencement date of these consents; or
  - b) Within three months of implementing a new stage as defined in Schedule 1: Condition 3, Table 1; or
  - c) Where environmental monitoring supports a change. Any change shall be subject to the written technical certification of the Manager, Environmental Regulation, Wellington Regional Council.
13. Where there are any contradictions or inconsistencies between the plans and manuals listed in Schedule 1: Condition 5 Table 2 and conditions of these consents, then the conditions apply.

### Use of treated wastewater on crops intended for human consumption

14. The following (or similar wording with the same intent and outcome) shall be included within the Land Discharge Management Plan to be prepared in accordance with Schedule 1: Conditions 5, 9 and 10:  
*The Consent Holder shall not allow, or enter into any contract or arrangement which would knowingly allow, the discharge of treated wastewater by land discharge directly to crops being grown for the express purpose of human consumption. (Note: The land discharge of treated wastewater to crops (including pasture) for consumption by ruminant animals, irrespective of any intended potential use of those animals for human consumption (including meat, milk, or other product), is not restricted by this condition).*

### Monitoring and Recording

15. The Consent Holder shall monitor and record wastewater flow and quality according to the frequency, and constituents specified in Schedule 6: Table 1, at:
  - a) the locations specified in Schedule 6: Table 2 and Figure 1 (until such time as the Environmental Monitoring Plan is certified pursuant to Schedule 1: Condition 8); and
  - b) the monitoring locations specified in the Environmental Monitoring Plan (following its certification pursuant to Schedule 1: Condition 8).
16. To enable the sampling of the treated wastewater, easy and safe access to a sampling port(s) shall be provided by the Consent Holder and maintained as close as is practicable to those sampling locations specified in Schedule 6: Table 2.
17. The Consent Holder shall keep inspection records and operational logs which record regular inspections, identify changes in the operating procedures and record unusual events that occur at the plant. Copies of these records shall be supplied to the Manager, Environmental Regulation, Wellington Regional Council, within 20 working days of a written request by the Manager
18. In respect of monitoring required by these consents, the following shall apply:
  - a) all monitoring techniques employed in respect of the conditions of these consents shall be carried out by suitably experienced and qualified persons;
  - b) all analytical testing undertaken in connection with these consents shall be performed by a laboratory that is IANZ accredited for the analytical tests;
  - c) all soil and water sample analyses shall be undertaken in accordance with the methods detailed in the "Standard Methods For The Examination Of Water And Waste Water, 2012" 22<sup>nd</sup> edition by A.P.H.A. and A.W.W.A. and W.E.F., or any other method approved in advance in writing by the Manager, Environmental Regulation, Wellington Regional Council; and
  - d) if any monitoring sites are identified as unsuitable, alternative monitoring sites shall be identified and developed after consultation with the Manager, Environmental Regulation.



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19. Where a certified plan or manual contains a monitoring, measurement, or recording methodology which differs from those specific methodologies contained within any condition of these consents, the management plan or manual methodology shall prevail.

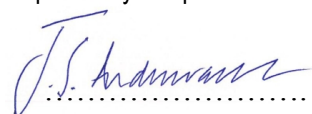
**Advice Note 5:** *The intent of this condition is to ensure that appropriate industry methodologies can be applied over the term of consent without the need for an unnecessary variation to conditions.*

### Wastewater Volume Measurement

20. The Consent Holder shall fit measuring equipment to monitor the wastewater flows at the following points and within the timeframes specified:
- a) Inlet structure: within **nine months** of commencement of this consent; and
  - b) Land treatment volume: **prior** to any discharge of treated wastewater to land (for Stage 1B and Stage 2A and 2B respectively).
21. Flow volume measuring equipment (including inflow volume; outflow volume (as measured at or beyond the UV plant or beyond) and land discharge volume) shall be maintained in accordance with the Martinborough WWTP Operations and Maintenance Manual (which shall include reference to manufacturer's specifications) for the duration of these consents.
22. Within three (3) months of the commencement of these consents, the Consent Holder shall install a datalogger and flow measuring device at the wastewater discharge flow measurement point that is compatible with the Wellington Regional Council's Water Data Management System.
- a) The datalogger shall record the instantaneous treated wastewater discharge at a minimum of 15 minute intervals. The data shall be provided automatically on a daily basis in a format compatible with the Water Use Data Management System; and
  - b) The datalogger unit and flow measuring device shall be installed and maintained by a suitably qualified person in accordance with manufacturer's specifications and industry best practice guidelines, and to the satisfaction of the Manager, Environmental Regulation, Wellington Regional Council.

**Advice Note 6:** *Discharge volume flow measurement is currently measured at the UV Plant prior to discharge. If the existing UV plant flow volume measurement device cannot be upgraded to include a data logger in accordance with these consents, an alternative flow recording and reporting process (manual or automated) shall be agreed with the Manager, Environmental Regulation, Wellington Regional Council to achieve the intent of this condition. Such agreed alternative will constitute compliance with this condition.*

23. Where the flow measuring device measures flow in a pipe, measurement error is to be no more than +/- 5%, and where installed at a weir or open channel, measurement error is to be no more than +/- 10% as an average across the flow range. The measuring equipment must:
- a) be able to measure cumulative discharge;
  - b) be able to measure instantaneous flow rate;
  - c) be installed in accordance with the manufacturer's specifications; and
  - d) be calibrated annually.
24. The Consent Holder shall verify the accuracy of the flow measuring device required under Schedule 1: Conditions 22 and 23 within six (6) months of the commencement of these consents and a minimum of every five years thereafter, and as directed by the Manager, Environmental Regulation, Wellington Regional Council for the duration of this consent to determine if the actual volume of discharge is within +/- 5% as an average across the flow range for a pipe or +/- 10% as an average across the flow range for a weir or open channel.
- a) Any verification of the flow measuring device under this condition must be performed by a suitably qualified person, and to the satisfaction of the Manager, Environmental Regulation, Wellington Regional Council; and
  - b) Within **one month** of any verification being undertaken on the flow measuring device, the Consent Holder shall submit to the Manager, Environmental Regulation, Wellington Regional Council, a copy of the verification certificate/and or evidence documenting the calibration as completed by the person who



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undertook the verification.

## Continued Conditions to Resource Consent WAR120258 [31707, 32044, 32045, 33045]

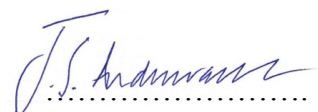
### Reporting

25. The Consent Holder shall provide a **Quarterly Data and Exception Report** for each three-month period ending 31 March, 30 June, 30 September and 31 December to the Manager, Environmental Regulation, Wellington Regional Council, within 30 working days of the end of each three-month period. The quarterly report shall be provided in electronic format. The quarterly report shall include, but not be limited to, the following:
- The results of all monitoring undertaken in accordance with the conditions of these consents, with all monitoring data provided in a suitable electronic format;
  - A brief commentary on any exceptions identified from the data and reasons for difficulties in achieving compliance with the conditions of this consent; and
  - Subject to Schedule 1: Condition 26 a schedule summarising any complaints received during the quarter.

Where agreed in writing with the Manager, up to two quarterly reports may be combined into a single report for any such specified reporting period(s).

**Advice Note 7:** *The Quarterly Data and Exception Report required under this condition on 30 September of any year may be incorporated into the Annual Report, but where it is shall be clearly identified for compliance monitoring purposes.*

26. The Consent Holder shall provide to the Manager, Environmental Regulation, Wellington Regional Council, an **Annual Report** by **30 September** each year, summarising compliance with the conditions of these consents for the previous compliance year (1 July to 30 June inclusive). The Annual Report shall be provided in electronic format and shall include as a minimum:
- a summary of all monitoring undertaken in accordance with the conditions of these consents, including analysis of the information in terms of Ruamahanga River monitoring parameters;
  - where compliance with the Ruamahanga River monitoring parameters in Schedule 2: Condition 3 has not occurred a discussion on the potential significance of any trends or changes in environmental effects evident from the monitoring data, both within the annual period and compared to previous years;
  - any reasons for exceedance of the Ruamahanga River monitoring parameters or any management plan prepared under the conditions of this consent;
  - any measures that have been undertaken, or are proposed to be undertaken in the upcoming 12 months, to improve the environmental performance of the wastewater treatment and disposal system;
  - any recommendations on alterations/additions to the monitoring programmes and/or any proposed changes to any management plan following any review in accordance with Schedule 1: Condition 12;
  - a schedule of any complaints recorded during the year and any follow up actions undertaken;
  - any other issues considered important by the Consent Holder;
  - an overall monthly site nitrogen budget once discharge to land commences. This will outline the nitrogen inputs and outputs for each month, as well as the deficit/surplus each month;
  - a discussion of the results of the influent and wastewater quality monitoring throughout the year. This shall include a discussion of the expected influent and wastewater concentrations, compared with the actual concentrations, and an investigation into any discrepancy;
  - a trend analysis of the data to identify any ongoing changes over time, including a discussion of any identified trends, and actions taken to maintain compliance (if required);
  - particular reference to whether any data trends may be indicative of significant adverse effects on aquatic life after reasonable mixing, or any other significant adverse effect on the environment; and
  - A copy of the Annual Report shall be made available to the Community Liaison Group within 10 working days of submission to the Wellington Regional Council.



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## Communications and Liaison

27. Within three (3) months of the commencement of these consents, the Consent Holder shall commence the process to establish a Community Liaison Group (CLG) in accordance with the Terms of Reference included as Schedule 7 to these consents.
28. The Terms of Reference shall be incorporated into the Martinborough WWTP Operations and Maintenance Manual; and amendments to the Terms of Reference may be undertaken in accordance with the Terms of Reference and/or the approved Martinborough WWTP Operations and Maintenance Manual without the need to vary the conditions of these consents.

**Advice Note 8:** *In order to achieve compliance with this condition, the Consent Holder shall be required to establish the CLG and organise meetings (including venues). Where invitees choose not to attend CLG meetings or otherwise be involved, this shall not be regarded as a matter of non-compliance.*

29. Within 1 month of commencement of this consent a Martinborough WWTP liaison person shall be appointed by the Consent Holder to be the main and readily accessible point of contact. The Consent Holder shall take appropriate steps to seek to advise all stakeholders and interested persons of the stakeholder liaison person's name and contact details. If the liaison person will not be available for any reason, an alternative person shall be nominated by the Consent Holder.

## Resource Consent Compliance System

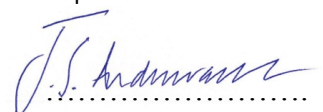
30. Within two months of commencement of these consents, the Consent Holder shall develop and implement a robust resource consent compliance management system, including the identification of the person responsible for monitoring compliance. The Consent Holder shall provide a written summary (including templates and examples as relevant) of the compliance system to the Manager, Environmental Regulation, Wellington Regional Council, by the end of the two-month period. A copy of the summary shall also be provided to the members of the Community Liaison Group.

## Signage

31. For the duration of these consents, the Consent Holder shall:
- a) maintain signage on the true left and true right banks of the Ruamahanga River in the immediate vicinity of the treated wastewater discharge location which shall at all times:
    - (i) provide clear identification of the location and nature of the discharge;
    - (ii) indicate the general frequency and duration of the discharge;
    - (iii) provide a 24-hour contact phone number; and
    - (iv) be visible to the public visiting the area and legible from a distance of 20 metres without unnecessarily detracting from the visual amenity of the area.
  - b) maintain appropriate signage on the boundaries of the WWTP site and land discharge areas which shall be legible to a person during daylight hours, warning that partially treated wastewater is discharged to land and may be present at the site.
32. The Consent Holder shall consult with Regional Public Health and provide a copy of their written approval regarding the wording of the signs prior to submitting them for approval to Wellington Regional Council. Written confirmation of the signage placement accompanied by photographs of the signage shall also be provided to the Manager, Environmental Regulation, Wellington Regional Council, within one month of the erection of the signs.

## Access

33. The access gate to the Martinborough WWTP site shall remain locked at all times that operational staff of the



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Consent Holder (which shall include authorised contractors) are not present on site, to prevent unauthorised access.

## Continued Conditions to Resource Consent WAR120258 [31707, 32044, 32045, 33045]

34. Stock access to the Martinborough WWTP oxidation ponds and discharge channel shall be restricted, except that grazing of the pond embankment by stock shall be permitted under the management of the Consent Holder. All fences or other barriers shall be maintained by the Consent Holder to a suitable stock proof standard at all times.
35. The Consent Holder shall install and maintain fencing to prevent stock access to:
- a) the true left bank of the Ruamahanga River between the Martinborough WWTP and the western side of the natural high flow channel to the west of the Martinborough WWTP for the duration of Stages 1A, 1B and 2A; and
  - b) the additional storage pond(s) for treated wastewater following the commissioning of the Stage 2B upgrade of the Martinborough WWTP.

### On-site meeting with WWTP Operations Contractor

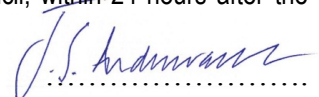
36. The Consent Holder shall arrange and conduct a consent information meeting within **two months** of the date of commencement of these consents. The purpose of the meeting shall be to confirm the conditions of the consents and the responsibilities of the contractor. The Consent Holder shall invite, with a minimum of 10 working days' notice, the Wellington Regional Council and a representative from each key contractor operating the activity.

### Complaints Register

37. The Consent Holder shall keep a record of any complaints that are received with respect to the operation of the Martinborough WWTP including any associated discharge to land area. The record shall contain the following details:
- a) name and address of the complainant (unless withheld by the complainant);
  - b) identification of the nature of the complaint;
  - c) date and time of the complaint and of the alleged event;
  - d) weather conditions at the time of the complaint; and
  - e) any measures taken to address the cause of the complaint.
38. The Consent Holder shall notify the Manager, Environmental Regulation, Wellington Regional Council of all complaints relating to the exercise of these consents which result from a non-compliance with the conditions of these consents, within 24 hours of being received by the Consent Holder, or the next working day. A schedule of all complaints shall be provided with the quarterly report required by Schedule 1: Condition 25.
39. The Consent Holder shall forward to the Manager, Environmental Regulation, Wellington Regional Council, a copy of any complaints recorded in the annual report required by Schedule 1: Condition 26.

### System Failure

40. The WWTP system shall be maintained in an efficient operating condition at all times. In the event of any treatment failure that is likely to result in deterioration in the quality of the discharge which would affect the receiving environment, and be in breach of any condition of these consents, the Consent Holder shall:
- a) Take immediate steps to remedy and mitigate any adverse effects on the environment caused by the failure;
  - b) Notify the Manager, Environmental Regulation, Wellington Regional Council, within 24 hours after the

  
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malfunction has been detected, detailing the manner and cause of that malfunction and the steps taken to mitigate its effects and to prevent recurrence. Notification can be sent to the Wellington Regional Council at and shall include the consent reference and the name and phone number of a contact person;

- c) Notify the members of the Community Liaison Group within 48 hours of the malfunction has been detected;
- d) Forward an incident report to the Manager, Environmental Regulation, Wellington Regional Council, within seven (7) working days of the incident occurring, unless otherwise agreed with the Manager, Environmental Regulation, Wellington Regional Council. The report shall describe the manner and cause of the incident, measures taken to mitigate/control the incident (and/or illegal discharge), and measures to prevent recurrence; and
- e) Notify Regional Public Health within 24 hours of the malfunction being detected.

41. Notification in accordance with Schedule 1: Condition 40 (b) and (d) shall include but not be limited to:

- a) The nature of the discharge;
- b) Location of the discharge;
- c) Start date and estimated time of the discharge;
- d) End date and estimated time of the discharge (if known at the time of notification);
- e) Estimated duration of the discharge (hours);
- f) Maximum discharge flow (litres/second) or estimate thereof;
- g) Mean discharge flow (litres/second) or estimate thereof;
- h) Estimated discharge volume (m<sup>3</sup>);
- i) Cause of overflow/discharge;
- j) Action taken (including signs, notification of interested parties, clean-up of stream); and
- k) The contact details of the person reporting the notification.

## **Review of Conditions**

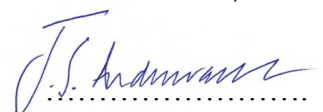
42. Wellington Regional Council may review any or all of the conditions of this consent by giving notice of its intention to do so pursuant to Section 128 of the Resource Management Act 1991, at any time within three months of the annual anniversary of the date of commencement of this consent for any of the following purposes:

- a) to deal with any adverse effects on the environment which may arise from the exercise of this consent, and which it is appropriate to deal with at a later stage;
- b) to review the adequacy of any monitoring requirement(s) so as to incorporate into the consent any modification to any plan(s) or monitoring requirement(s) which may become necessary to deal with any adverse effects on the environment arising from the exercise of this consent;
- c) to alter the monitoring requirement(s) in light of the results obtained from any previous monitoring;
- d) to require remediation measures to be undertaken if the Annual Report prepared under Schedule 1: Condition 26 documents that unanticipated adverse effects are occurring from the exercise of these consents;
- e) to require Stage 2A to be implemented earlier than 2030 if the water quality, macroinvertebrate and periphyton receiving environment monitoring required (Schedule 2: Conditions 10 to 14) demonstrates that the Stage 1B wastewater discharge to the Ruamahanga River is resulting in significant adverse effects; and
- f) to incorporate Cultural Health Monitoring requirements

43. No later than 31 December 2042 the Consent Holder shall provide to the Manager, Environmental Regulation, Wellington Regional Council, an independent report, reviewing the efficacy of the Stage 2B land treatment in terms of avoiding, remedying or mitigating adverse effects of the discharges to the environment.

44. The review and report shall include, but not be restricted to, the following:

- a) A full description of the discharge to land regime (including storage) at Pain Farm under Stage 2B;
- b) A summary of the compliance record of Stages 2A and 2B with the conditions of these consents, and with the requirements of any management plan prepared under the conditions of these consents;



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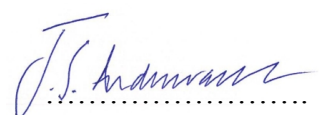
- c) The results of any technical reports undertaken in relation to Stages 2A and 2B.
- d) A description of any changes required to the land discharge regime at Pain Farm, since the commissioning of Stage 2A, including:
  - (i) reasons why any such changes were required;
  - (ii) specifically what effects (or operational constraints) those changes were required to mitigate;
  - (iii) the effectiveness of those changes in terms of the specified effect or constraint; and
  - (iv) any programmed or identified future changes and/or works required to mitigate identified adverse effects, including the purpose for each of those changes and/or works.

## **Continued Conditions to Resource Consent WAR120258 [31707, 32044, 32045, 33045]**

- e) An assessment of the effectiveness and effects of the Stage 2A and Stage 2B land discharge schemes since their commissioning, supported by monitoring data, including actual effects on the Ruamahanga River water quality and aquatic ecology and groundwater resulting from the discharges;
  - f) An assessment of actual adverse effects of odour and aerosols from the land discharge of wastewater;
  - g) Confirmation of the number and volume of discharges directly to the Ruamahanga River (including emergency discharges) since the commissioning of Stage 2B, a description of the circumstances leading to each such discharges; and
  - h) Any other matter considered relevant by the Consent Holder.
45. The review required under Schedule 1: Conditions 43 and 44 above shall be carried out and the report prepared by appropriately qualified and experienced person and all costs shall be borne by the Consent Holder.
46. In the event that the report prepared under Schedule 1: Condition 44 above identifies significant adverse effects on the environment as a direct result of discharges to land, water or air (including at Pain Farm) and where no suitable means of avoiding, remedying or mitigating such effects is described within the report, the Wellington Regional Council may, within 6 months of the receipt of the report, initiate a review of conditions of these consents under section 128 of the Resource Management Act 1991, for the purpose of determining whether changes are required to the conditions of consent to address such effects, including but not limited to changes relating to the volumes of wastewater permitted to be discharged to the Ruamahanga River and to land at Pain Farm, and the volume of wastewater storage in the system.
47. A copy of each review report shall be provided to the Community Liaison Group within one (1) month of it being provided to the Manager, Environmental Regulation, Wellington Regional Council, and to any persons or parties who were consulted as part of the review.

### **Resource Management Charges**

48. A resource management charge, set in accordance with section 36(2) of the Resource Management Act 1991 shall be paid to Wellington Regional Council for the carrying out of its functions in relation to the administration, monitoring and supervision of the resource consents and for the carrying out of its functions under section 35 (duty to gather information, monitor and keep records) of the Act.



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## Schedule 6 - Monitoring Summary

Table 1: Sampling Parameters, Frequency and Location

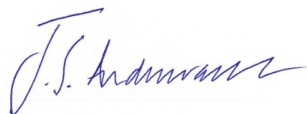
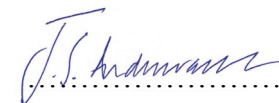
Location	Inlet	Outlet	Land discharge area	Ruamahanga River	Groundwater sampling (pond seepage)	Groundwater sampling (land discharge area)
<b>Constituent</b>	Post inlet screening	Post UV		At locations in Table 2 and Figure 1	At locations in Table 2	At locations in Table 2
<b>Flow</b>	Every 15 minutes	Every 15 minutes	Daily		Water level below top of casing monthly	Water level below top of casing monthly
<b>Inspection</b>	Daily	Daily	Daily		6 Monthly	Monthly
<b>Pond level</b>		Daily				
<b>Soil moisture and Rainfall</b>			Daily			
<b>UV Dosage</b>			Daily			
<b>Biological Oxygen Demand BOD</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Suspended Solids SS</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>E. coli</b>		Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Ammoniacal Nitrogen NH3-N</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Nitrate Nitrogen NO3-N</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Total Phosphorus TP</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Total Nitrogen TN</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Dissolved Reactive Phosphorus DRP</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Particulate Organic Matter POM</b>		Monthly		Monthly		
<b>pH</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then

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						every 3 months
<b>Conductivity</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months
<b>Temperature</b>	TBC	Monthly		Monthly		
<b>Clarity (black disc)</b>		Monthly		Monthly		
<b>Dissolved Oxygen DO</b>	TBC	Monthly		Monthly	6 Monthly	Monthly for the first year, then every 3 months

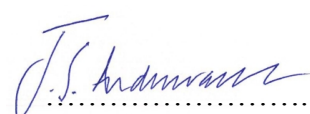
**Advice Note 1:** Schedule 1: Condition 15 applies to Schedule 6: Table 1 to the extent that where an approved management plan or manual (including any review in accordance with Schedule 1: Condition 12) contains a parameter, frequency, or detection limit which differs from those specific methodologies contained within this table, the management plan or manual methodology shall prevail. This is to ensure that current appropriate industry methodologies can be applied without the need for an unnecessary variation to conditions (subject to the endorsement of the Manager, Environmental Regulation, Wellington Regional Council).

**Table 2: Monitoring Sites**

APPROXIMATE SAMPLING SITE LOCATION	NZTM N	NZTM E
<b>A. Wastewater Sampling Site</b>		
Discharge to Ruamahanga River	1804567	5434977
UV Treatment Plant	1804562	5434931
<b>Martinborough Receiving Water (Ruamahanga River)</b>		
Upstream of wastewater discharge (Site A)	1804399	5435667
250m downstream of wastewater discharge (Site B)	1804267	5435237
<b>B. Groundwater Sampling Sites</b>		
<i>[To be confirmed in the Environmental Monitoring Plan]</i>		

**Advice Note 2:** Schedule 1: Condition 15 applies to Schedule 6: Table 2 to the extent that where an approved management plan or manual (including any review in accordance with Schedule 1: Condition 12) contains a monitoring location which differs from those specific methodologies contained within this table, the management plan or manual methodology shall prevail. This is to ensure that current appropriate industry methodologies can be applied without the need for an unnecessary variation to conditions (subject to the endorsement of the Manager, Environmental Regulation, Wellington Regional Council).



MWWTP - Figure 1 - Monitoring site locations



1:8,024 March 10, 2016  
0 0.05 0.1 0.2 mi  
0 0.1 0.2 0.4 km

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.  
Please read the full terms and conditions in the disclaimer at:  
<http://mapping.gw.govt.nz/gw/publicmap/help/Disclaimer.pdf>

Layer Credits  
Aerial2013: NZAM, GWRC, WAGGIS

Author: GWRC  
Copyright: Copyright : GWRC, 2015

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## **Schedule 7: Community Liaison Group Terms of Reference**

### **Purpose**

The purpose of the Community Liaison Group (CLG) is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation Martinborough Wastewater Treatment Plant (MWWTP) and the discharge of treated wastewater to land both at the MWWTP site (during Stage 1B) and at Pain Farm (during Stage 2A & 2B). The CLG does not have a regulatory function.

The CLG will work in a collaborative manner with the CLG for the Featherston and Greytown WWTP's, including joint meetings and resourcing. This is intended to provide efficiency, and also facilitate the catchment approach outlined in the SWDC Wastewater Strategy.

### **Membership**

The CLG will be open to the following members:

- Martinborough Community Board (1 representative)
- Martinborough residents (Any submitter and/or two resident representatives)
- South Wairarapa District Council (1 representative)
- Wellington Regional Council (1 representative)
- Kahungunu ki Wairarapa (1 representative)
- Rangitane o Wairarapa iwi (1 representative)

Where a community representative steps down, the position will be filled with a replacement person agreed by the majority of the remainder of the CLG. The Chairperson will be appointed by a majority of the CLG, provided however, that if considered necessary and appropriate, SWDC may appoint an independent Chairperson from outside of the CLG membership.

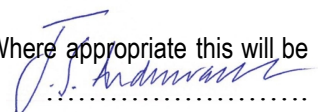
### **Activities**

The CLG meetings will provide a forum for:

- a) Updating CLG members about Martinborough WWTP and its upgrade and operation, including progress and notice of any changes to work schedules and/or general compliance with resource consents;
- b) Discussion of specific questions and/or issues arising from the operation and upgrade of Martinborough WWTP on behalf of the community;
- c) Explaining technical matters to the members of the CLG;
- d) Collating comments to be provided to GWRC on any of the management plans set out in the conditions of these resource consents, within the required Schedule 1: Condition 4 Table 2 timeframe;
- e) To discuss compliance/non-compliance with conditions of consent and for SWDC to explain actions taken or to be taken to comply with conditions; and
- f) Identifying relevant items to be included on the relevant SWDC website project page

### **Role/responsibility of SWDC**

- a) Organise administrative support at meetings, including recording of minutes and circulating minutes within appropriate timeframes;
- b) Maintain and regularly update the SWDC website to include relevant information relating to the Martinborough WWTP;
- c) Provide project staff/advisers to attend meetings as required to respond to technical questions raised;
- d) Make technical staff available to the CLG to explain any technical reports, management plans, technical processes and current Martinborough WWTP upgrading status;
- e) Provide copies of the reports and plans required by Schedule 1 to the CLG members. Where appropriate this will be

  
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email link rather than hard copy;

- f) Follow up relevant action items in an appropriate timeframe; and
- g) Advise the CLG of actions / feedback following any issues raised in this forum

### **Role/responsibility of Chairperson**

**Advice Note 1:** *The suggested role of the Chairperson is:*

- a) *The orderly running of the meetings in a fair and independent way.*
- b) *Ensure adherence to the agenda and enforcement of the Group's Terms of Reference.*
- c) *Manage the collation and distribution of comments from the CLG on the various management plans;*
- d) *Work with CLG members to set meeting agenda items;*
- e) *Monitor progress on action items to ensure they are undertaken within*
- f) *appropriate timeframes; and*
- g) *Final sign-off and authority for any matters on behalf of the CLG.*

### **Role/responsibility of GWRC**

**Advice Note 2:** *The suggested role of the GWRC is:*

- a) *Providing a conduit between SWDC and the GWRC by disseminating information from the CLG and keeping colleagues informed;*
- b) *Making technical staff available to the CLG as required;*
- c) *Keeping the CLG informed of compliance / non-compliance with conditions; and*
- d) *Explaining any reasons for compliance decisions or actions taken by GWRC.*

### **Role/responsibility of iwi and community representative members**

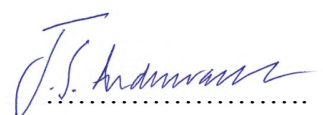
**Advice Note 3:** *The suggested role of iwi and community representatives is:*

- a) *Representing their iwi, communities, organisations or interest groups and bringing forward issues, concerns and ideas raised by their members to CLG meetings;*
- b) *Providing a conduit between SWDC, iwi, and the community by disseminating information from the CLG and bringing feedback to meetings;*
- c) *Passing updates and information discussed at the meetings to iwi and the community;*
- d) *Reporting iwi and community concerns and issues to the CLG;*
- e) *Assisting the CLG with any relevant local knowledge;*
- f) *Providing input into the Martinborough WWTP project updates for the SWDC website; and*
- g) *Co-ordinating iwi and community input into the Schedule 1 Management Plans and assisting with providing related comments to GWRC through required reporting.*

### **General role/responsibility of all CLG members**

**Advice Note 4:** *The suggested role of all CLG representatives is:*

- a) *Committing to abide by the Terms of Reference;*
- b) *Regularly attending and participating in CLG meetings;*
- c) *Advising the Chairperson in advance if they are not attending a meeting;*
- d) *Suggesting agenda items for discussion at CLG meetings;*
- e) *Respecting the confidentiality of items of business which SWDC may determine are confidential in nature;*
- f) *Abiding by the CLG's media and public speaking protocol; and*
- g) *Ensuring that any defined timeframes are met.*



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## Meeting procedure

- a) The CLG will meet quarterly from its inauguration or as otherwise agreed by the CLG members. Members who cannot attend a meeting should give their apologies in advance to the Chairperson. Community representatives may send a nominee to a meeting in their place.
- b) All questions asked during or in between meetings should be directed *via* the Chairperson. Questions without notice received during meetings may be addressed if possible, otherwise added to the agenda for a later meeting.
- c) SWDC will provide the secretariat for the CLG. SWDC is responsible for the cost of all administration of the meetings.
- d) Detailed minutes will be kept by SWDC as a record of the meeting and these will be ratified at the following meeting, subject to any amendment proposed by any member of the CLG.
- e) Meeting agendas, papers and notes will be distributed by SWDC to CLG members no less than three days prior to or following each meeting.
- f) Confirmed agendas and minutes will be loaded into the Martinborough WWTP project webpage by SWDC. CLG members may distribute these confirmed documents more widely.
- g) Members of the public wishing to attend a meeting should advise a CLG representative and / or the Chairperson in advance. The Chairperson should advise the rest of the CLG of this in advance of the meeting commencing.
- h) Members of the public will have no speaking rights. Any questions from members of the public should be sent in advance to the Chairperson or should be directed through a CLG community representative. The CLG retains the right to *revert* to closed meetings at any time and also close the meeting to the public for parts of the meeting at any time.

## Remuneration

SWDC will not be responsible for any remuneration payable to CLG members for attendance at or participation in the CLG.

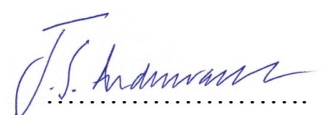
## Martinborough WWTP Project Updates

SWDC will develop and maintain a project webpage highlighting programs, status, and issues relating to the GWWTP project. The cost of producing and maintaining the webpage will be met by SWDC.

## Media and public speaking

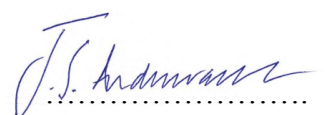
All media enquiries should be directed directly to SWDC. Community representatives, including the chair of the CLG approached to provide comment on the project, consents, or the CLG should make clear their response is a personal *view*, rather than the collective *view* of the CLG. As a courtesy, community representatives asked for media or public comment, should advise the Chairperson prior to providing comment, or as soon as possible afterwards (if it is not practicable to *advise* prior).

## Review



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These terms of reference may be reviewed and amended, as agreed by all CLG members.

  
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