

# ORDER PAPER

## HUNTERVILLE RURAL WATER SUPPLY MANAGEMENT SUB-COMMITTEE MEETING

**Date:** Monday, 9 June 2025  
**Time:** 4.00pm  
**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Chair:** Mr Sam Weston

**Membership:** Mr Bob Crawford  
Mr Mark Dawson  
Mr Bernie Hughes  
Mr John McManaway  
Mr Sam Duncan  
Mr Shane Voelkerling  
Cr Fi Dalgety  
Cr Richard Lambert  
HWTM Andy Watson

For any enquiries regarding this agenda, please contact:

Kezia Spence, Governance Advisor, 0800 422 522 (ext. 917), or via email

[kezia.spence@rangitikei.govt.nz](mailto:kezia.spence@rangitikei.govt.nz)

<b>Contact:</b>	0800 422 522 <a href="mailto:info@rangitikei.govt.nz">info@rangitikei.govt.nz</a> <a href="http://www.rangitikei.govt.nz">www.rangitikei.govt.nz</a>  (06) 327 0099
<b>Locations:</b>	<div><div><u>Marton</u> Head Office 46 High Street Marton</div><div><u>Taihape</u> Taihape Information Centre 102 Hautapu Street (SH1) Taihape</div><div><u>Bulls</u> Bulls Information Centre Te Matapihi 4 Criterion Street Bulls</div></div>
<b>Postal Address:</b>	Private Bag 1102, Marton 4741
<b>Fax:</b>	(06) 327 6970

**Notice is hereby given that a Hunternville Rural Water Supply Management Sub-Committee Meeting of the Rangitikei District Council will be held in the Council Chamber, Rangitikei District Council, 46 High Street, Marton on Monday, 9 June 2025 at 4.00pm.**

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## **AGENDA**

### **1 Welcome**

### **2 Apologies**

### **3 Public Forum**

### **4 Conflict of Interest Declarations**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

### **5 Confirmation of Order of Business**

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, [enter item number](#) be dealt as a late item at this meeting.

## 6 Confirmation of Minutes

### 6.1 Confirmation of Minutes

**Author:** Kezia Spence, Governance Advisor

#### 1. Reason for Report

- 1.1 The minutes from **Huntermville Rural Water Supply Management Sub-Committee Meeting held on 7 April 2025** are attached.

#### Attachments

1. **Huntermville Rural Water Supply Management Sub-Committee Meeting - 7 April 2025**

#### Recommendation

That the minutes of Huntermville Rural Water Supply Management Sub-Committee Meeting held on 7 April 2025 **[as amended/without amendment]** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

ITEM 6.1  
**MINUTES**



ATTACHMENT 1  
**UNCONFIRMED: HUNTERVILLE RURAL WATER SUPPLY  
MANAGEMENT SUB-COMMITTEE MEETING**

**Date:** Monday, 7 April 2025  
**Time:** 4.00pm  
**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

**Present**

- Mr Sam Weston
- Mr Bob Crawford
- Mr Mark Dawson
- Mr Bernie Hughes
- Mr John McManaway
- Mr Sam Duncan
- Mr Shane Voelkerling
- Cr Richard Lambert
- Cr Fi Dalgety (Zoom)
- HWTM Andy Watson

**In attendance**

- Ms Leanne Macdonald, Group Manager – Corporate Services
- Mr Warren Pedley, Manager Finance and Partnerships
- Mr Andrew Van Bussell, Water Supply Specialist
- Ms Kezia Spence, Governance Advisor

**Order of Business**

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## 1 Welcome

The Chair opened the meeting at 3.59pm and welcomed the new committee member, Shane Voelkerling.

## 2 Apologies

No apologies were received.

## 3 Public Forum

There was no public forum.

## 4 Conflict of Interest Declarations

There were no conflicts of interest declared.

## 5 Confirmation of Order of Business

There was no change to the order of business.

## 6 Confirmation of Minutes

Cr Maughan was in attendance at the meeting.

**Resolved minute number 25/HRWS/008**

That the minutes of Huntermville Rural Water Supply Management Sub-Committee Meeting held on 10 February 2025 **as amended** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

Mr B Crawford/Mr J McManaway. Carried

## 7 Follow-up Actions

### 7.1 Follow-up Action Items from previous Huntermville Rural Water Supply Meetings

#### Item 1 – Asset Register

The asset register was tabled at the meeting by Mr Van Bussell.

Mr Van Bussell will investigate Scada versions and whether this will continue to be provided to the scheme or if an updated version is required.



Ms Macdonald undertook to advise on insurance for individual assets, noting that assets that are currently not in the asset register are not insured.

**Resolved minute number 25/HRWS/009**

That the report 'Follow-up Action Items from previous Huntermville Rural Water Supply Meetings' be received.

Mr B Crawford/Cr R Lambert. Carried

## 8 Chair's Report

### 8.1 Chair's Report - April 2025

Mr Weston spoke at the water reform bill hearing and spoke of this to the committee.

**Resolved minute number 25/HRWS/010**

That the 'Chair's Report – April 2025' be received.

Mr S Weston/Mr M Dawson. Carried

## 9 Reports for Decision

### 9.1 Huntermville RWS - 2024/25 YTD Financial Summary

Mr Pedley responded to questions that the rating units is \$353. 14 which is GST inclusive, and the township is \$348.48. Mr Pedley undertook to include the charges for the water units as part of the financial reporting.

The committee spoke of concerns if they were to put the rates up when there is a cash reserve how can the committee justify the increase especially with the risk that the Local Water Done Well may mean cash reserves are held by a separate entity. The committee noted that there is some potential maintenance work that may need to be completed this year, and the cost of the viaduct is unknown.

#### Budget

The budget remains largely unchanged, however noting that the Scada may impact on operational expenses.

The finance team have reviewed the power costs to align as best as possible however nothing is guaranteed if these will be actual costs.

**Resolved minute number 25/HRWS/011**

That the report 'HRWS Financial Summary as at 28 February 2025 be received.

ITEM 6.1

ATTACHMENT 1

Cr F Dalgety/Mr B Crawford. Carried

**Resolved minute number 25/HRWS/012**

That the 2025/26 Water Rate to stay the same as current financial year be approved.

Mr B Crawford/Mr M Dawson. Carried

**Resolved minute number 25/HRWS/013**

That the 2025/26 draft budget be amended with an increase of the capital budget to \$75,000, as detailed in the 'HRWS Financial Summary as at 28 February 2025 be received and approved.

Cr R Lambert/Cr F Dalgety. Carried

## 10 Discussion Items

### 10.1 Hunternville Rural Water Scheme Operations Report

Mr Van Bussell highlighted that any unit transfers require a letter to the Chair as a correct process, without this the units cannot be transferred across.

KiwiRail have accepted the design and the costs for this will come to a future meeting.

**Resolved minute number 25/HRWS/014**

That the 'Hunternville Rural Water Supply – Operations Report February 2025' to the Hunternville Rural Water Supply Sub-Committee be received.

Cr R Lambert/Mr B Crawford. Carried

**The meeting closed at 4.58pm.**

**The minutes of this meeting were confirmed at the Hunternville Rural Water Supply Management Sub-Committee held on 9 June 2025.**

.....  
Chairperson

## **7 Chair's Report**

### **7.1 Chair's Report - June 2025**

**Author:** Sam Weston, Chair

#### **1. Reason for Report**

- 1.1 A verbal update may be provided by Mr Weston.

#### **Recommendation**

That the 'Chair's Report – June 2025' be received.

## 8 Reports for Information

### 8.1 Hunternville Rural Water Scheme Operations Report

Author: Andrew van Bussel, Water Supply Specialist

#### 1. Reason for Report

- 1.1 To present to the Committee an update of the operations associated with the management of the Hunternville Rural Water Supply.

#### 2. Commentary

##### 1.1 Scada Upgrade

1.1.1 For Hunternville Rural water supply, the cost to upgrade and bring the license into support for the next 12 months is **NZD \$1,990.00**.

1.1.2 Ongoing annual support after that is estimated at **NZD \$1,091.48** per year.

##### 1.2 Otairi Water Units

1.2.1 There has been an ongoing issue with the scheme supplying Otairi station the correct amount of units to the Otairi pump station

1.2.2 They are paying for 110 units and only getting 86 units

1.2.3 Flows checks have been carried out in summer and winter periods and has not changed. A conversation Sam Duncan is required to solve.

##### 1.3 Tank monitoring

1.3.1 After conversation with the Scheme Operators, and how we can diagnose issues quicker and when Scheme has been down, what needs attention and when refilling etc.

1.3.2 I propose to install 4 tank monitoring systems.

1.3.3 With some research here is a description on how they work and costings for committee consider.

1.3.4 Operators will have app on their cell phone showing the following and what alarms can be sent.

- % fill
- a low-level alarm
- a high-level alarm
- a leak detection alarm (rate of drop that can be programmed)

#### Costs

- One off cost per site \$700.00.( \$2800.00)
- Cellular Subscription \$11.50/month (\$552.00)

- Battery life 5 years replacement cost \$60.00

#### 1.4 Kiwi Rail

1.4.1 Progress is being made in replacing the water main over the Makohine viaduct. As discussed at the last meeting Kiwi Rail have agree with design.

1.4.2 I have submitted application to amend the deed of grant and use existing rights which can take up to ten weeks to process at a cost of \$2000.00.

1.4.3 Progressing with the application for a permit to enter and site protection while working on the rail at this stage a cost of \$4000.00.

1.4.4 What is required

##### *Required Documentation*

We request the following documentation to support your Permit to Enter application, and to assist us in arranging and planning safe access for your works.

You may wish to refer to our guidelines to help prepare your plan:  
*Guidelines for Health, Safety and Environmental Management Plan*

Required documentation may include but is not limited to the following:

- Site Specific Safety Plan (SSSP)
- Environmental Management Plan
- Safe Work Method Statement (SWMS)
- Site Layout Plan
- Public Liability Insurance
- Plant, machinery and tools used
- Rail Competencies

##### *Health and Safety Compliance Requirements*

**1. Health and Safety Plan:** A tailored health and safety plan must be submitted, approved, and endorsed by the commissioning entity, which may include the primary contractor. This plan should encompass:

- A Risk Register identifying potential hazards within the rail corridor.
- A comprehensive list of locations pertinent to the permit.
- An Emergency Response Plan, including the procedure for contacting the KiwiRail emergency line at 0800 808 400.
- A designated Incident Reporting Protocol for any occurrences within the rail corridor.
- Evidence of WorkSafe Notification for works classified as “Notifiable”.
- A detailed Communication Strategy for the worksite, covering radio frequencies and essential contact details.

ITEM 8.1

- **Environmental Management Plan:** Outline your strategy for managing environmental impacts.

**2. Work Methodology:** Provide a statement detailing your approach to safe work practices, such as a Safe Work Method Statement.

**3. Site Documentation:** Submit a site or layout plan along with photographs detailing the proposed work area.

**4. Insurance Certification:** A Public Liability Insurance Certificate for \$10 million is required. Certificates must be provided by the permit applicant, the main contractor, and any subcontractors involved.

**5. Equipment Details:** List all machinery and tools that will be utilized.

**6. Traffic Management Plan:** Necessary if work activities are within 100 meters of a level crossing.

**7. Crew Competency Verification:** Provide the names and KiwiRail Learning Exchange (KLE) customer numbers for all crew members to confirm their rail-specific qualifications.

1.4.5 Materials for project are ordered Speed Engineering will fabricate next month.

1.5 In take flow consumption

1.5.1 Water take for the last three months was within consent limits.

**Attachments:**

1. **Leaks and Repairs** [↓](#)

**Recommendation**

That the Hunternville Rural Water Scheme Operations Report be received.

27-03 Comms fault HRWS

27-03 Rathmoy tank overflowing

31-03 clean restrictor out for Jeff Pickford

31-03 Adrian Bull- no flow at tank

31-03 Shane Hurley – no water at Otairi – pole fuse popped out.

31-03 Spray around pump stations

3-04 Sort pump station out at Otairi with Shane Gunn

07-04 Leak on Tom Duncans

15-04 Read rural meters

18-04 Scott Parkes – cattle broke inlet pipe

19-04 Air lock in pipe

25-04 Shane Hurley – no water at tank – Otairi pumps were not working

26-04 Kakarangi Tank overflowing

07-05 Lift river pump out

12-05 Read rural meters, grease pumps and put rat bait out

15-05 leak on Pickfords line

21-05 Meet with Megan Wilson about moving water line out of Urupa (John and Ivan to update at meeting)if required

**ITEM 8.2**

**8.2 Hunterville RWS - 2024/25 YTD Financial Summary**

**Author:** Warren Pedley, Manager Finance and Partnerships

**Authoriser:** Leanne Macdonald, Group Manager - Corporate Services

**1. Reason for Report**

1.1 This Report provides the Operating Statement for the period ended 30 April 2025.

**2. Commentary**

2.1 This shows:

2.1.1 Operating Cash Surplus of \$36k YTD

2.1.2 Capital Expenditure of \$35k YTD

2.1.3 Notional Cash Reserves of \$794k as at 30 April 2025

**3. Discussion and Options Considered**

3.1 Nil

**4. Financial Implications**

4.1 Nil

**5. Impact on Strategic Risks**

5.1 Nil

**6. Strategic Alignment**

6.1 Nil

**7. Mana Whenua Implications**

7.1 Considered as part of Rangitikei District Council's full 2024-34 Long Term Plan

**8. Climate Change Impacts and Consideration**

8.1 Considered as part of Rangitikei District Council's full 2024-34 Long Term Plan

**9. Statutory Implications**

9.1 Nil

**10. Conclusion**

10.1 Monthly report attached for consideration



**Attachments:**

1. HRWS Financial Summary - April 2025 [↓](#)

**Recommendation 1**

That the report 'HRWS Financial Summary - April 2025' be received and approved.

ITEM 8.2

ATTACHMENT 1

# Huntermville Rural Water Scheme Financial Statement 2024/25

	April 2024/25			2023/24	
	YTD Actual	YTD Budget	FY Budget	Actual	Budget
<b>INCOME</b>					
Metered Charges	268,283	266,239	532,478	534,147	532,478
Penalties	8,217	1,457	2,186	8,675	2,124
Interest	0	0	0	6,234	0
	<b>276,500</b>	<b>267,696</b>	<b>534,664</b>	<b>549,056</b>	<b>534,602</b>
<b>OPERATING EXPENSES</b>					
Phone	2,660	2,048	2,444	3,086	2,376
Electricity	163,770	192,804	241,305	250,183	234,504
Insurance	25,359	14,813	27,664	25,478	20,592
Rates - Utility	14,530	14,530	14,530	11,652	20,592
Member remuneration	0	0	0	3,130	0
MDC Professional Services	0	0	1,248	0	1,212
Operational Costs - Contractor	0	1,080	1,297	0	1,260
Reticulation Costs - Staff	13,680	16,711	20,053	120,768	19,488
Treatment Costs - Staff	0	0	0	612	0
External Contractors	11,093	9,179	16,435	8,579	15,972
Resource Consents	0	2,300	2,762	0	2,688
Chemicals / Consumables	0	3,170	3,805	0	3,696
Materials	9,230	13,582	13,582	13,521	13,200
	<b>240,322</b>	<b>270,217</b>	<b>345,125</b>	<b>437,009</b>	<b>335,580</b>
<b>NON CASH EXPENDITURE</b>					
Depreciation	163,863	161,784	219,023	195,914	162,468
Finance Costs	6,761	6,932	8,323	9,019	2,318
Internal Charges	144,675	151,707	185,247	172,438	160,932
	<b>315,299</b>	<b>320,423</b>	<b>412,593</b>	<b>377,371</b>	<b>325,718</b>
<b>TOTAL EXPENSES</b>	<b>555,621</b>	<b>590,640</b>	<b>757,718</b>	<b>814,380</b>	<b>661,298</b>
<b>Accounting Surplus/(Deficit)</b>	<b>(279,121)</b>	<b>(322,944)</b>	<b>(223,054)</b>	<b>(265,324)</b>	<b>(126,696)</b>
<b>Add back</b>					
Depreciation	163,863	161,784	219,023	195,914	162,468
Finance Costs	6,761	6,932	8,323	9,019	2,318
Internal Charges	144,675	151,707	185,247	172,438	160,932
<b>Operating Cash Surplus (Deficit)</b>	<b>36,178</b>	<b>(2,521)</b>	<b>189,539</b>	<b>112,048</b>	<b>199,022</b>
<b>Capital Expenditure</b>	<b>35,458</b>	<b>23,842</b>	<b>49,456</b>	<b>26,011</b>	<b>53,560</b>
<b>Capital Expenditure relates to:</b>					
Contractor - Reticulation	11,515	20,754	20,754	26,011	26,780
Contractor - Treatment	23,943	16,479	16,479	0	26,780
Makohine Viaduct Pipe Replacement		4,074	12,223	0	0
	<b>35,458</b>	<b>41,307</b>	<b>49,456</b>	<b>26,011</b>	<b>53,560</b>
<b>Available Finance</b>					
<b>Funding Surplus (Deficit) b/f</b>	<b>793,583</b>	<b>793,583</b>	<b>793,583</b>	<b>707,546</b>	<b>707,546</b>
<b>Operating Cash Surplus</b>	<b>36,178</b>	<b>(2,521)</b>	<b>189,539</b>	<b>112,048</b>	<b>199,022</b>
<b>Capital Expenditure</b>	<b>(35,458)</b>	<b>(41,307)</b>	<b>(49,456)</b>	<b>(26,011)</b>	<b>(53,560)</b>
<b>Funding Surplus/(Deficit) c/f</b>	<b>794,303</b>	<b>749,755</b>	<b>983,122</b>	<b>793,583</b>	<b>853,008</b>

## **9 Discussion Items**

### **9.1 Local Water Done Well**

**Author:** Michael Hodder, Advisor to the Chief Executive

#### **1. Reason for Report**

- 1.1 This item is included to allow officers and committee members to receive updates on Local Water Done Well.

#### **Recommendation**

If needed:

## **10 Meeting Closed.**