

**Otaki Wastewater Treatment Plant –  
Community Liaison Group (CLG) Meeting  
Meeting Minutes (FINAL)**

**Held:**

Wednesday 12 November 10:30AM - 12PM, Otaki Memorial Hall (Supper Room)

**Chair:**

Tess Drewitt, Compliance Consultant, Kapiti Coast District Council (Council) **(TD)**

**Present:**

Ramesh Pillai, Manager Water & Wastewater Infrastructure, Council **(RP)**

Grant Stuart, Wastewater Treatment Plant Manager, Council **(GS)**

Reuben Mackey, Supervisor Wastewater Treatment Plants, Council **(RM)**

Ben Thompson, Water Conservation & Tradewaste Officer, Council **(BT)**

Joshua Knowles, Compliance Officer, Greater Wellington Regional Council **(JK)**

Cam Butler, Otaki Community Board Chair **(CB)**

Pip Parkin, Health Protection Officer, Regional Public Health **(PP)**

**Apologies:**

Sean Mallon, General Manager Infrastructure and Asset Management, Council

Allan Head, Community Member/Neighbour

Tracey Lea, Community Member/Neighbour

**Distribution:** OWWTP CLG

Item	Action
<b>1 Welcome/ Introductions</b> <ul style="list-style-type: none"><li>TD welcomed everyone to the meeting, followed by a round of introductions.</li></ul>	-
<b>2 Agenda Overview</b> <ul style="list-style-type: none"><li>TD presented the agenda overview and referred to the Terms of Reference standing agenda.</li></ul>	-
<b>3 Matters arising since previous meeting</b> <ul style="list-style-type: none"><li>TD referred to the previous minutes from 2023/24 and action items.</li></ul> <b>3.1 LDТА Upgrades</b> <ul style="list-style-type: none"><li>At the previous meeting, the Council provided an update on the proposed LDТА upgrades to address the DRP issue. Council is progressing with testing of the new laterals (described later in the meeting) and earthworks/planting on the LDТА.</li></ul> <b>3.2 Publishing annual reports</b> <ul style="list-style-type: none"><li>At the previous meeting, Council indicated that all annual reports would be published on the Council's website going forward, including the meeting minutes. TD shared the link for reports: <a href="https://www.kapiticoast.govt.nz/council/forms-documents/reports/annual-wastewater-reports/">https://www.kapiticoast.govt.nz/council/forms-documents/reports/annual-wastewater-reports/</a></li><li>TD noted CB could share the link with any interested community members. CB said he doesn't receive many comments from the community about the WWTP, some people ask questions every now and then.</li></ul>	-

#### 4 Resource consent compliance 2024/25

- Council's Annual Report assessed compliance against all conditions except as follows:

Resource consent condition	No.	Compliance
Maximum discharge rate	9 & 10	●
Treated effluent standards:		
• NH4-N	17(d)	●
Performance and maintenance of the distribution system:		
• Maintenance of infiltration discharge area	24	●

##### 4.1 Maximum discharge rate

- BT gave a summary of the non-compliance regarding the maximum discharge rate. The Council identified a meter reporting issue when preparing the 2024/25 Annual Report. The Council found that, while the meter was operating accurately, the computer reading the meter was not reading all reports (pulses). As such, the computer was underreporting how much was being discharged onto the LDTA each day. This would have resulted in the WWTP exceeding the maximum discharge rate several times over the past year. Council has rectified the issue and not identified any environmental effects because of the exceedances. The issue is detailed in the incident report to GWRC, attached to the Annual Report.
- JK confirmed that GWRC had issued a warning to Council on the non-compliance and breach of the Resource Management Act 1991 (RMA). The mitigating factors were that Council had notified GWRC as soon as they became aware of the issue and the issue had been resolved. Council also provided a detailed incident report to describe the issue, why it occurred and how it's been resolved.
- BT said that a fool-safe system is required and confirmed that the Council is taking manual readings of the system. RM said this has been included in the daily report for daily readings, noted that, even if the odd day needs to be skipped, a regular reading will be captured and compared to computer reading to ensure it's consistent.
- RP suggested that the Council should also check that the wet weather system is working – i.e. when there's significant rainfall and the discharge needs to divert to the pond, does this work accurately? RM & GS confirmed that the system is automatic and will work effectively provided the meter readings in SCADA are accurate. TD suggested checking in with the WWTP team after the next wet weather event to confirm everything is operating as required. JK agreed this was a good idea, RM confirmed that the storm storage pond isn't used often.

##### Action:

1. RM to report to TD/RP after next wet weather event to confirm system working as required.

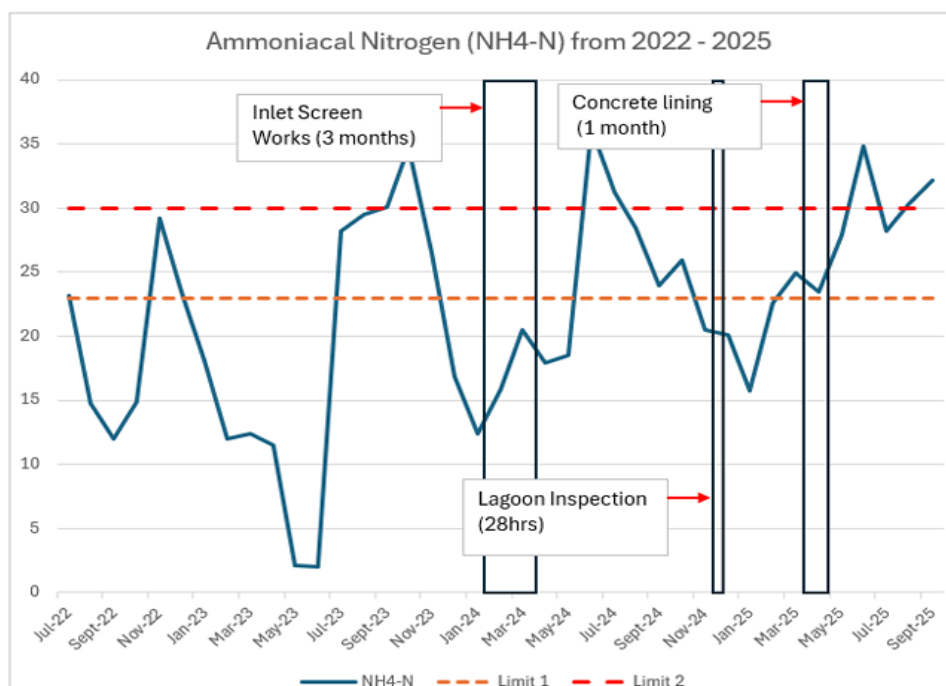
RM

##### 4.2 Ammoniacal Nitrogen

- RP summarised the ongoing issue with ammoniacal nitrogen. Limit 2 was exceeded 4/12 times from August 2023 to July 2024 and again 3/12 times from October 2024 to September 2025. Council therefore expecting to report an exceedance in 2025/26 Annual Report. TD confirmed Council submitted an incident report to GWRC notifying of the additional exceedance. RP confirmed exceedances relate to seasonal variations and various closures of the aeration

lagoon. TD noted that Council marked this as “orange” as it predominantly related to exceedances in 2023/24 year, and exceedances were largely explained.

- See below image:



- RP summarised the works to fix the issue, including lining the aeration pond and upgrading the aerators. RM gave a description on why dissolved oxygen (DO) in the aeration lagoon affects ammoniacal nitrogen levels. Once DO is improved, ammoniacal nitrogen levels should reduce overall. GS & RM discussed the timeframe for improvements. RM noted that they will need to play around with the settings on the aerators to make sure they are operating optimally, so it could take a few months. TD noted that Council will continue to report the NH4N levels in quarterly reports and will watch this closely once the new aerators are operating.
- GS also commented on the potential for an amoeba issue in the ponds, which happened at the Paraparaumu WWTP last year. The amoeba clogs up the testing filters and result in false TSS readings. This happens during warmer weather. RM also said they are looking into sludge recycling to capture suspended solids.

#### 4.3 Distribution system

- TD said that the consent requires 75% distribution coverage, but the Council estimates only 30% is being achieved. The Council has proposed upgrades to the distribution system to improve this through adding a sprinkler distributor. We are working with GWRC to get this consented. As reported, this has been an ongoing issue since the consent was granted so upgrade is necessary. The PPT includes photos of the current system. CB queried whether increasing the pressure in the current system would help; RM said potentially but the sprinkler system is required to improve spread.

#### 4.4 Inflow and Infiltration Investigations

- TD said that the resource consent requires the Council to report on I&I investigations every three years. The Annual Report includes a summary of investigations over the past three years. RP provided more context on stormwater investigations, noted that there's limited ability to separate downpipes on individual properties, discharging to kerb and channel might provide some support, there's an opportunity to separate at Council's cost. JK noted that some other Councils will advise the landowner that there's a cross connection and recommend repairing



<p>whether CLG members would be comfortable with meeting outside of working hours, noting that many people attending the meeting, including Council staff, live outside the district. CLG members were generally comfortable with an early evening meeting next year.</p> <ul style="list-style-type: none"> <li>CB also suggested that the Council could present at a Community Board meeting and invite all WWTP adjoining landowners to the presentation. Council could give an overview of the WWTP and CLG and extend an invite for neighbours to contact Council directly with questions or if they want to join the CLG.</li> </ul> <p><u>Action:</u></p> <ol style="list-style-type: none"> <li>Council to consider presenting CLG to the Community Board in advance of the next CLG meeting in November 2026.</li> </ol>	
<p><b>8 Other matters</b></p> <ul style="list-style-type: none"> <li>No other matters to report.</li> </ul>	-
<p><b>9 Recommendations / Next Steps</b></p> <ul style="list-style-type: none"> <li>Next meeting will be scheduled for November 2026.</li> <li><u>Actions:</u> <ol style="list-style-type: none"> <li>RM to report to TD/RP after next wet weather event to confirm system working as required.</li> <li>RP to confirm when next Capacity Study for the WWTP will be undertaken</li> <li>TD to circulate compliance assessment to CLG members with meeting minutes.</li> <li>Council to consider presenting CLG to the Community Board in advance of the next CLG meeting in November 2026.</li> </ol> </li> </ul>	<p><b>RM</b></p> <p><b>RP</b></p> <p><b>TD</b></p> <p><b>All Council</b></p>

**Minutes by:** Tess Drewitt, Kapiti Coast District Council.