Meeting Minutes

Rotokākahi Cultural Monitoring

Date:	29/08/2024
Time:	4:30pm – 6:00pm
Purpose:	To discuss process and next steps for Cultural Monitoring of the Tarawera Sewerage Scheme pipeline along the Lake Rotokākahi area.
Venue:	Committee Room 1, Rotorua Lakes Council, Civic Centre, 1061 Haupapa Street
Facilitator:	Stavros Michael
Attendees:	**Rotorua Lakes Council (Council)** Andrew Moraes, Stavros Michael, Eric Cawte, Gerhard Mostert, Kahurangi White-Parsons, Simone Garcia (minute-taker) **Fulton Hogan** Anita Varga, Ken McLeod, Daniel Snow **Rotokākahi Board of Control (RBOC)** William Roach, Michele Hawe, Kemp Winiata, Wally Lee, Peter Moke, Jonathan Mason
Apologies:	**Rotorua Lakes Council (Council)** Paul Warbrick **Rotokākahi Board of Control (RBOC)** Whata Skipwith

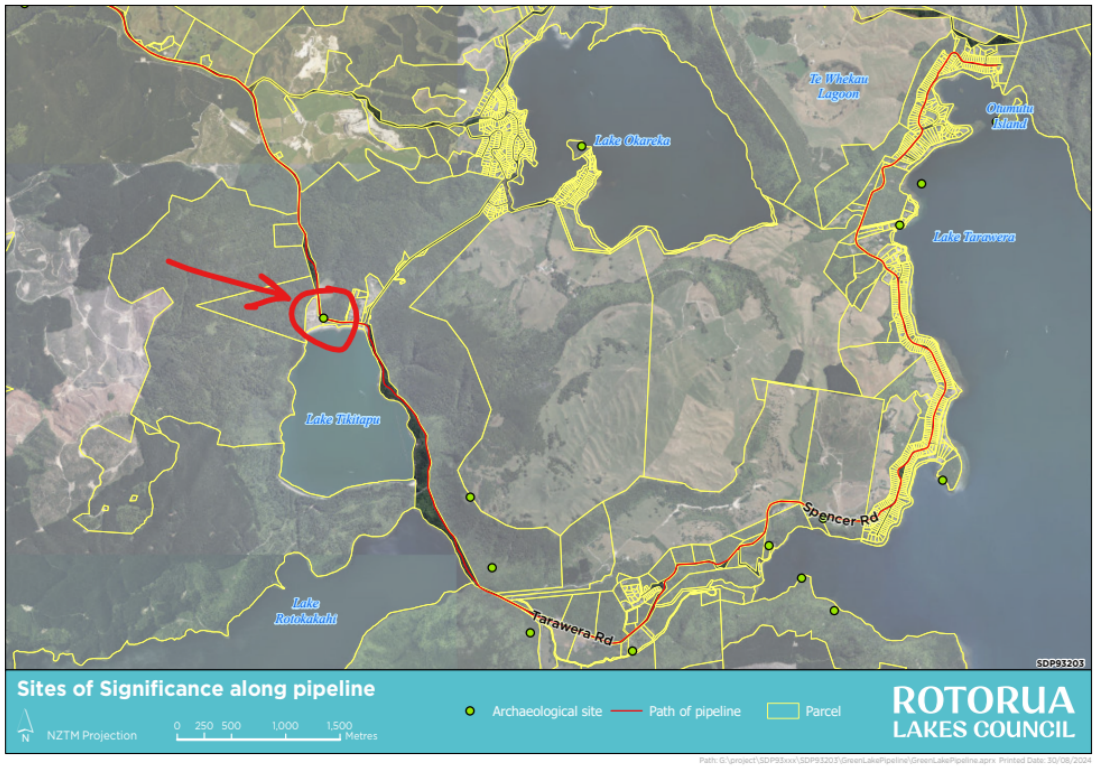
1. Agenda

1. Karakia timatanga by Kahurangi
2. Cultural Monitor for Lake Rotokākahi area
3. Cultural Monitor for other areas
4. Culturally significant sites
5. Cultural Monitoring process adopted in previous sewerage schemes
6. Technical questions / details
7. Communication management
8. Final comments
9. Karakia whakamutunga by Kahurangi

2. Meeting Notes and Actions

Ref.	Discussion Points
1	**Karakia timatanga by Kahurangi**
2	**Cultural Monitor for Lake Rotokākahi area** 1. Stavros welcomed the team and thanked them for willingness to meet. Acknowledged recent communications from RBOC regarding the appointment a Cultural Monitor (Jonathan Mason) for the Lake Rotokākahi area of interest, to help monitor the Tarawera Sewerage Scheme pipeline installation along this area. 2. Jonathan advised that he has not yet accepted the Lake Rotokākahi Cultural Monitor appointment but he will advise once he understands the situation better.
3	**Cultural Monitor for other areas**

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	1. The role of Cultural Monitor, under Te Pūtaiki o Tarawera takes full regard of the mana whenua cultural knowledge of all areas where the pipeline has passed through. As each of these blocks have their own set of Trustees which will be consulted with by Council independently. Karen Walmsley was appointed by Te Pūtaiki o Tarawera to be contact liaison with Rotorua Lakes Council. For the project area outside Rotokākahi Board of Control area of interest Karen has been available to Cultural Monitor the work.
4	**Culturally significant sites** 1. The Lake Rotokākahi area is considered from the Te Wairoa Pump Station (Transfer Station Pump station) installation to 50m past the Rotokākahi/Tikitapu Lookout. This was identified and agreed with Warena Morgan in 2023 (Chair of RBOC at the time) and used as the basis for the Risk Register developed between RBOC and Rotorua Lakes Council project team. **Post Meeting Note: Jonathan noted that Warena Morgan disputes giving any confirmation regarding the Lake Rotokākahi area limits. Kahurangi noted that there was previous email correspondence referencing this matter; Jonathan requested Kahurangi to share these emails with RBOC.** 2. Early this year, Fulton Hogan stopped the work where Council instructed them to do so. 3. Gerhard advised that Council is aware of one culturally significant site, during initial discussions with RBOC last year (at the top of Tarawera Road). 4. Eric advised that the Archaeological Report indicated a low risk as the pipeline will be drilled/installed 500m away from this site. 5. Stavros noted that the Cultural Impact Assessment and Archaeological Report identified that the eruption at Tarawera created a layer of ash up to 3m deep over the top soil so the risk of accidental discovery is low. 6. Jonathan noted that RBOC will share known culturally significant sites so these can be appropriately and proactively managed. 7. No changes to the accidental discoveries protocols were discussed at this meeting. 
5	**Cultural Monitoring process adopted in previous sewerage schemes** 1. Tarawera Sewerage Scheme is the 4th scheme that Fulton Hogan has worked on. 2. Fulton Hogan has worked with Cultural Monitors on all schemes and solid relationships were built with the Cultural Monitor.

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	3. Cultural Monitors were fully integrated into the construction process and involved with Fulton Hogan and their sub-contractors on a daily basis onsite. Cultural Monitors led the karakia, monitored excavations, and strove to understand Fulton Hogan's planning and operational risks onsite. 4. For Rotoiti Rotomā Sewerage Scheme: 4.1. Cultural Monitor would carry out a Cultural Induction for Fulton Hogan staff/sub-contractors (including discussing the accidental discoveries protocols). 4.2. Where there were known culturally significant sites, the Cultural Monitor and Fulton Hogan would discuss the protocols before works commenced on site. 4.3. Where there were unknown culturally significant sites, the accidental discoveries protocols would be followed. 4.4. In the past, animal bones typical stopped the works. In such instances, Fulton Hogan stopped the construction work and notified the Cultural Monitor (including sharing photo records). The Cultural Monitor would then notify the Heritage New Zealand Archaeologist (Ken Phillips). Fulton Hogan would wait for further instructions from the Cultural Monitor/Archaeologist before the works recommenced.
6	**Technical details** 1. Life of the pipeline – up to 100 years 2. Type of pipe – single OD 3. Council's standard assessment management process: 3.1. Council monitors the condition of critical assets during the course of their life so Council can confirm and update their expected remaining life and create inspection plans to intervene well before failure is likely. The pipeline's operational performance is monitored through pressure testing to ensure that there are no leaks. 3.2. Council allocates annual asset renewal funding based on the design depreciation of materials that aims to maintain such critical assets, in line with the asset management programme. 4. Welding / Pressure / Destructive testing during construction: 4.1. Fulton Hogan's welding contractor is fully qualified and experienced. 4.2. Each weld is visually inspected upon completion with destructive samples gained throughout the welding process which are then tested at an IANZ laboratory to ensure that the welding process is consistent and effective. 4.3. Following the pipe installation, the pipe and all joints are pressure tested to the pipes pressure rating (typically 16 Bar). A rebound test exerts additional stress on the pipe to ensure it can withstand a water hammer situation. 4.4. A proportion of pipeline joints is physically removed and destructively tested in a laboratory to ensure that the welding process is consistent and effective. 5. As per RITS (Regional Infrastructure Technical Specifications) and Bay of Plenty Regional Natural Resources Plan BW R9 (Rule 56), pipe clearance under Te Wairoa stream is at least 2m below the culvert. Fulton Hogan has inspected the site and marked the depth at each culvert. 6. Directional drilling: 6.1. Primarily, the material that is sucked out from the drill relief holes and entry/exit pits is bentonite (drilling fluid). Little in situ material is displaced into the bentonite material as the 220mm ream hole displaces the material out to the side of the pilot hole. 6.2. This bentonite material is disposed at our Tarawera site compound. 6.3. Material from the sucker trucks have not been moved by Fulton Hogan, and available for the Cultural Monitor to search through if required. 7. Excavation options: 7.1. Fulton Hogan is open to revise their excavation process to enable the best opportunity for an accidental discovery to occur (open excavation vs hydro excavation).
7	**Communication management**

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	1. Jonathan noted that communication between Council and RBOC needs to be improved. Understanding the root cause of the misunderstandings is key in addressing the concerns from RBOC. 2. Kahurangi noted that under the terms agreed between Council and RBOC in 2023, only updates on the sewerage scheme pertaining to the Lake Rotokākahi area of interest were to be shared with the RBOC. **Post Meeting Note: Wally noted that any terms of agreement regarding communication between RBOC and Council were in-principle and were not officially signed. Kahurangi noted that there was previous email correspondence referencing this matter; Jonathan requested Kahurangi to share these emails with RBOC.** 3. Jonathan requested that all pertinent reports, assessments and risk registers be shared with himself and the RBOC members. Kahurangi to email digital copies this evening and leave printed copies at Council front desk for Jonathan to pick up tomorrow morning. Refer to 'Actions' section for details. 4. Once Jonathan receives all pertinent information from Kahurangi, he will discuss with RBOC and return to Council. 5. Andrew requested an urgent follow up meeting with Jonathan and RBOC tomorrow evening at the same time. All agreed. Kahurangi to send out this meeting appointment.
8	**Final comments** 1. RBOC is still against Council and Fulton Hogan, with respect to the sewerage scheme pipeline installation in the Lake Rotokākahi portion of the Tarawera Road. Council noted this statement.
9	**Karakia whakamutunga by Kahurangi**

Ref.	Actions	Assignee	Due Date	Action Taken
1	Kahurangi to email Jonathan and RBOC members the following, and leave printed copies at Council front desk for Jonathan to collect: 1. All Fulton Hogan monthly reports; 2. All DDL monthly reports; 3. Heritage New Zealand Archaeological Authority; 4. Archaeological Report; 5. RBOC's Risk Register (sent previously in September 2023). Note: Cultural Impact Assessment / Reports are available on Council project website: Tarawera Sewerage Scheme - Rotorua Lakes Council	Kahurangi	30/08/2024	Completed by 30/08/24
2	Schedule a follow up meeting Friday 30 August 2024 between Council and RBOC	Kahurangi	30/08/2024	Completed by 30/08/24

** Action item carried over from last meeting*

Meeting concluded at 5:30pm

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