



ASSETS AND SERVICES COMMITTEE

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Wednesday 11 December 2019 at 11:00am. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

MEMBERSHIP OF THE COMMITTEE

Councillors Brian Jephson (Chair), Garrick Emms, Rebecca Fox, Pip Maynard, Alistair Plimmer, Ross Vickery and Mayor Alex Beijen.

Open Section

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Public participation
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.
- A4.** Actions from public participation
- A5.** Extraordinary business
- A6.** Notices of motion

B. Decision Reports from Chief Executive and Staff

- B1.** Review of the Hire of Council Facilities Policy Report Pages 1-5

C. Information and Verbal Reports from Chief Executive and Staff

- C1.** Infrastructure and Services Group Report Pages 6-29

SOUTH WAIRARAPA DISTRICT COUNCIL

11 DECEMBER 2019

AGENDA ITEM B1

REVIEW OF THE HIRE OF COUNCIL FACILITIES POLICY E200

Purpose of Report

To inform Councillors of the proposed changes to the Hire of Council Facilities Policy E200.

Recommendations

Officers recommend that the Council:

1. *Receive the Hire of Council Facilities Policy E200 Report.*
2. *Approve the amendments to the Hire of Council Facilities Policy E200.*
3. *Agree the next review date should be February 2023.*

1. Executive Summary

The Hire of Council Facilities Policy E200 was due for review in May 2019. The amended policy has been drafted and needs approval by Council.

2. Background

The Council owns a number of halls and meeting rooms available for hire to the general public and Council Staff.

Officers have reviewed the Hire of Council Facilities policy and recommend a number of changes.

These changes reflect the recent changes in facility and venue availability.

Administration of facility bookings has been centralised and is now the responsibility of the Venue Coordinator. Libraries and Service Centres will still have access to the details of the bookings at their respective facilities.

Tracked changes have been used in the attached document to indicate changes in policy wording.

3. Summary

The revised policy provides general guidelines for both the general public and Council staff in the provision of Council facilities that are available for hire.

The policy's purpose is to set out broad details of the conditions applicable to the Council facilities/halls used by responsible organisations, groups and individuals.

4. Conclusion

The revised Hire of Council Facilities Policy has been reviewed by the Group Manager Corporate Support and Amenities Manager.

It is now submitted to Council for their review and approval before circulating to staff for implementation.

5. Appendices

Appendix 1 – Hire of Council Facilities Policy

Contact Officer: Anna O'Connell, Venues Coordinator

Reviewed By: Amy Wharram, Communications Manager

Appendix 1 – Hire of Council Facilities Policy E200

Hire of Council Facilities

1. RATIONALE:

To provide general guidelines for both the general public and Council staff in the provision of Council facilities that are available for hire.

2. PURPOSE:

To set out broad details of the conditions applicable to the Council facilities/halls used by responsible organisations, groups and individuals.

3. GUIDELINES:

3.1 Terms and Conditions

The Council provides details of the terms and conditions applicable for the hire of each Council facility which is available from the Council offices, Service Centres and website.

The Terms and Conditions including charges, set out full details of a hirer's obligations and responsibilities. These are reviewed from time to time and may be amended, altered or rescinded at any time.

3.2 Payment of Charges

All charges are payable by the relevant due dates and no credit will be given. Refunds of ~~deposits-bonds~~ will be made only after Council staff have carried out a detailed post-hire inspection.

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4. CURRENT FACILITIES AVAILABLE:

4.1 Halls and Meeting Rooms

Featherston

- Anzac Hall
- Kiwi Hall
- Card Reserve Sports Stadium

Greytown

- Town Centre (including Forum, WBS ~~meeting Room, upstairs meeting rooms~~ and forecourt)

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Martinborough

- ~~Waikanae Centre (including Town Hall (including and Supper Room)~~
- ~~Supper Room~~
- ~~Town Hall (including the Green Room)~~
- ~~Council Chamber~~
- ~~Council meeting rooms~~

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4.2 _____ Bookings for the use of the facilities are administered by ~~the Council offices. Details of bookings made are held primarily by the Council offices with information also available from the respective offices:~~

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- Martinborough : Council office
- Featherston : Library/Service Centre
- Greytown : Library/Service Centre

~~Details of bookings made are held by the respective offices.~~

4.3 Terms and Conditions of ~~hire~~, together with a schedule of hire charges, ~~an Evacuation Guide for hirers~~, and an application to hire form, are held ~~by the Council offices and also available from the respective~~ ~~at the respective~~ offices.

5. REVIEWS:

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- 5.1 This policy will be reviewed as shown below.
- 5.2 Charges are reviewed annually at the time of the Annual Plan/LTP.
- 5.3 Terms and Conditions and Hire Charges are reviewed from time to time and are issued by the Chief Executive Officer.

ASSETS AND SERVICES COMMITTEE

11 DECEMBER 2019

AGENDA ITEM C1

INFRASTRUCTURE AND SERVICES REPORT

Purpose of Report

To update members on the Infrastructure and Services Group activities.

Recommendations

Officers recommend that the Committee:

1. *Receive the Infrastructure and Services Report.*

1. Wellington Water Highlights

The management of three waters services transferred to Wellington Water on 1 October. The go-live has gone well with operations and maintenance of the networks and treatment plants transferring from CityCare to Wellington Waters Customer Operations Group (COG) on that date also. Our in-house water team members are now employed by Wellington Water and form part of a larger team that means we have access to greater depth of capability.

2. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		491		
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	1.74 per 1000 (7 complaints)	1	7
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.49 per 1000 (2 complaints)	1.25 per 1000 (4 complaints))	2	4
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	1.5 per 1000 (6 complaints)	1	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(3/4) 75%	Median Time 7mins	4	12
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(4/4) 100%	Median Time 56mins	4	12
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(21/46) 46%	Median Time 24h 11mins	24	114
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(26/46) 57%	Median Time 41h 50mins	24	114
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

In October we received a report on our water supplies from Regional Public Health. This report confirms that all water treatment plants were non-compliant with the Drinking Water Standards for New Zealand (DWSNZ) for the 2018/19 financial year. Since taking over the management of water services on 1 October Wellington Water have set up a project team to identify the extent of the issues and develop a plan to bring all treatment plants and supplies up to compliant standard. Once initial investigation work has been completed, we will report to council on the options available.

The Martinborough manganese extraction plant will not be operational before summer. This means that Martinborough will continue to operate with only one bore (Bore 4), which has low enough manganese levels not to discolour the water when treated with chlorine. The manganese extraction plant project has missed the summer delivery window due to a number of factors in our procurement approach, we are now using a local contractor for the construction of the plant; there has been some consequential project delay. In addition, the lease agreement for the private land where the has only recently been finalised and we still require resource consent

Operating with only one bore (instead of three) means that there is only half the usual summer water supply. To continue to deliver clean, clear and safe drinking water for the Martinborough community it is necessary to develop a plan for water conservation. Failure to stay within the supply capabilities of the low manganese bore will result in the other bores being deployed and increase the risk of discoloured water.

Greytown and Featherston will be managed in accordance with supply and demand and will step through the usual graduated process from sprinkler ban to hose pipe ban as required for compliance with resource consent conditions.

3. Waste water

SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
Attendance time: from notification to arrival on site	< 1 Hr	4/9 (44%)	Median Time 0h 50min	9	22
Resolution time: from notification to resolution of fault	< 4 Hrs	8/9 (89%)	Median Time 3h 21min	9	22
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (1 complaint)	0.25 per 1000 (1 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.65 per 1000 (7 complaint)	4.7 per 1000 (20 complaint)	7	20
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	9/9 (100%)	18/22 (82%)	9	22
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

3.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling completed to quantify the performance of the treatment plant for pathogens and what treatment may be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation is being prepared for the new season, including re-sowing of the fields to improve the grass stock.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped, and mitigation measures are ongoing to restore the ponds back

to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19th of June went well.

4. Storm water drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were three storm water blockages reported during the period within the Greytown water race sections.

5. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

5.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

6. Roading Maintenance Ruamahanga Roads – Fulton Hogan

6.1 Portion A Maintenance

Main items of work completed in October 2019 on the SWDC network

(NB Carterton District and Department of Conservation works are not reported on.)

- 1626 m2 of sealed pavement repairs completed
- 46 sealed potholes filled
- 92km of unsealed roads graded
- 552m3 of aggregate spread on unsealed roads
- 69km of urban kerb and channel mechanical swept
- 196 km of sealed roads inspected
- 74 km of unsealed roads inspected
- 135 culverts were inspected
- 11 bridges were inspected
- 190 hours of dayworks labour was completed along with associated plant and materials on unscheduled works

Street trees were removed on Donald Street Featherston following a trip injury incident, the removal allows for footpath maintenance to be carried out with a long-

term repair and no concerns about tree roots causing the same hazard. 2 trees were also removed in Esther Street Martinborough prior to new footpath construction.

6.2 Portion B Sealed Road Resurfacing

This year's reseal sites have been selected totalling 16.303km in length, down from the annual plan length requirement of 20.5km being 5% of the sealed network due to budget limitations. The reseal designs have been done along with a projected forecast cost. The 16.303km above is inclusive of an extra 1.4km length along Cape Palliser Road because of budget being freed up due to no sealed road rehabilitation identified this financial year.

Fulton Hogan seal designs have been peer reviewed as a Contract requirement.

All Reseal sites were programmed to be completed in October 2019 but only Cape Palliser Road and Campbell Drive sites were completed. Contract completion for this work is 28 February and over the last 5 years all reseals have been completed by the first week in December. Fulton Hogan have not met their programme and will impact on their performance score rating.

6.3 Portion C Pavement Rehabilitation

The AWPT pavement rehabilitation renewal treatments are been designed by Fulton Hogan Pavement Designer Engineers. Depending on the timeframe for these design's construction is expected to start February-March 2020. The selected sites are on White Rock and Lake Ferry Roads, along with a section of seal extension on Ruakokoputuna Road which was committed to through the last Annual Plan process

The approved programme amount for Rehabilitation for this year is \$215,000.00 plus Ruakokoputuna Road costs. The final length or extent of this year's sites will be adjusted when designs are finalised and priced. The treatment lengths can be adjusted to fit within the approved amount if the cost is greater than funding.

6.4 Financial Summary

The draft claim value for October 2019 is \$338,012.50

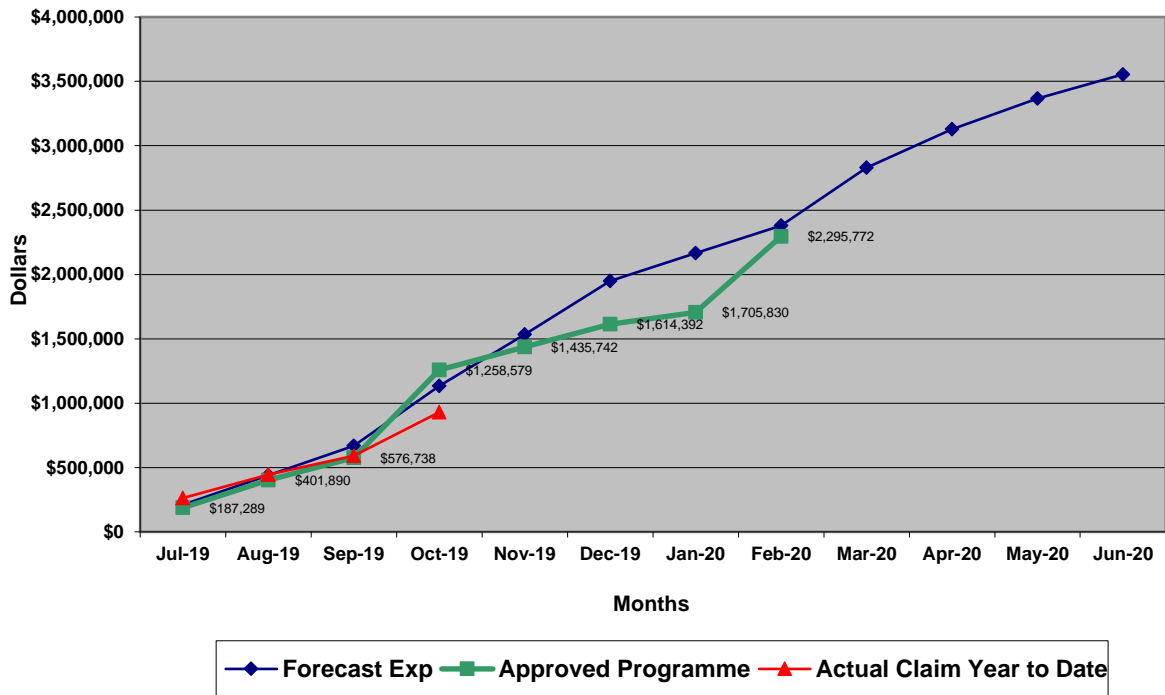
The table below shows forecast expenditure as at the start of the financial year and does not include additional budget allocation of:

- Ruakokoputuna Road seal extension
- Additional footpath maintenance
- Emergency work funding for Cape Palliser which has been approved by NZTA

The difference between Approved programme to date and Actual claim to date is due to non- delivery of programmed reseals.

Approved Programme shown from December through to February is only a draft rolling programme and is firmed up by the 15th of the month prior.

SWDC District Maintenance Contract - Cashflow



6.5 Delivery Performance

A screen shot from Fulton Hogan’s Archimedes database shows 952 dispatches approved by SWDC and 794 completed by Fulton Hogan.

It is important to note that the number of un-completed dispatches can impact the financial performance if they are of a high value.



6.6 Other Projects

Tora Farm Settlement Bridge

Issues of no resistance being felt when driving the piles has led to additional pile depth of up to 12 metres deeper than anticipated before driving ceased. A concrete pile support pad has been designed to support the piles and approved for installation.

Works are programmed to restart in the near future.



Pile driving Tora farm Settlement bridge.

White Rock Road - Ushers Hill Stabilisation

In conjunction with the adjoining landowners and Greater Wellington Regional Council Land Management team works carried out recently to stock proof and stabilise the land include.

- Installation of cattle stops and either end
- Completion of boundary fencing
- Planting of tree species as shown below:

Pine	13,700 each
Tasmanian Blackwoods	1,352 each
Eucalypt	3,400 each
Redwoods	400 each
Poplar	300 each

Welcome to Featherston Sign

Working with NZTA Planning and Safety Departments along with Consultants to come up with a cost-effective method to make this signage safe for all motorists using State Highway 2.

Fitzherbert/Revans Street Rail Crossings Pedestrian Improvements.

Officers have been involved in early discussions with KiwiRail regarding the pedestrian safety improvements. Plans have been produced in line with new standards giving greater awareness and protection to pedestrians crossing KiwiRail infrastructure.

Officers raised the issue of localised flooding during heavy rain events. KiwiRail requested costing be provided for improvements and maintenance activities allowing this works to be priced into the full project costings for NZTA approval. Costing have been submitted by Officers.

6.7 Network Control Deliverables

Customer Service requests

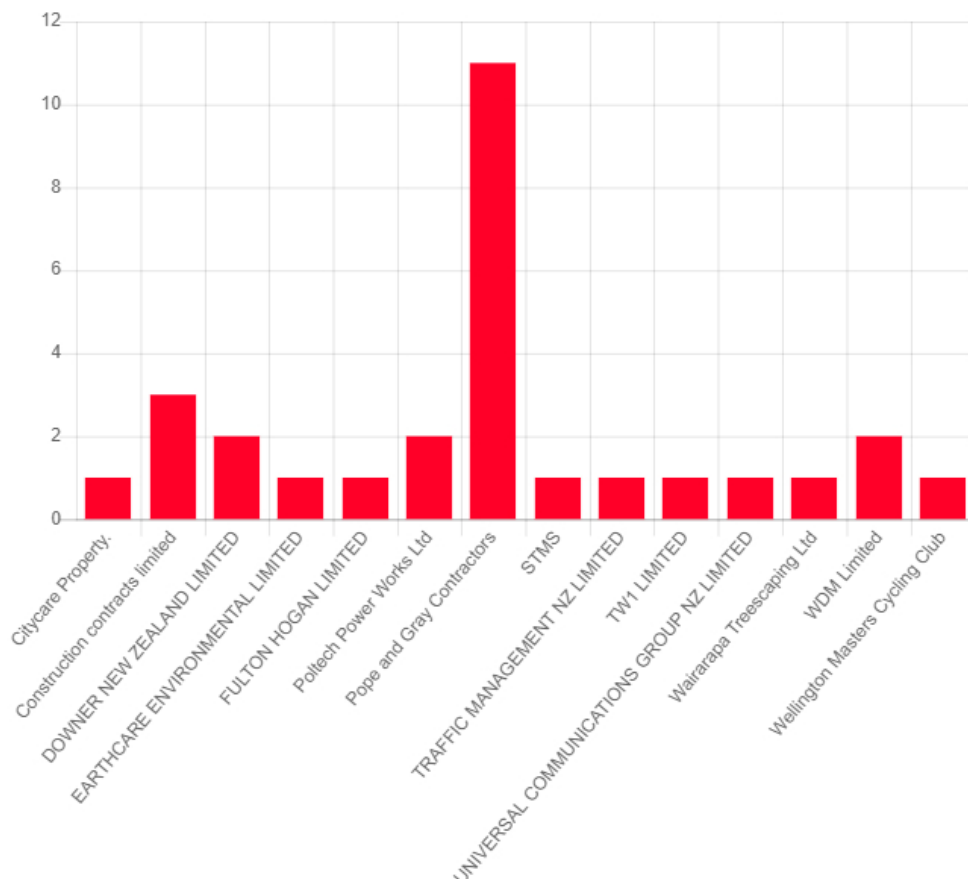
There were 20 service requests logged and issued for roading during October.

Road Corridor Management

- **Corridor Access Requests**

29 Corridor Access requests were processed through Submitica as shown below

- **Traffic Management Plans**



31
Traffic

Management Plans were approved during October for works within the Road corridor. In addition, 16 Generic Traffic Management Plans are monitored. The Generic TMPs are for a maximum duration of 12 months and cover several routine or contract activities.

- **Over Weight Permits**

8 Overweight permits were received and processed for access on the District Rooding Network.

22 permits from NZTA Consultants for High Productivity Motor Vehicles (MPMV) routes within the District were approved.

- **Accidents**

Crash Analysis System had 1 recorded crash within the South Wairarapa District including State Highway network for October (to date).

❖ 7/10/2019 Revans Street (SH 53) loss control hit parked car 1 minor injury,1 non injury.

The photo below taken 21 October 2019 by Council Officers on Cape Palliser Road reinforces the understanding that many rural crashes go unreported.



7. Amenities

The Amenities team is responsible for the management of Council’s parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-two buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents’ satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

7.2 Parks and reserves

Card Reserve in Featherston is busy with summer sport, which includes athletics, cricket and summer football. Other parks and reserves have been busy with events, and many more events are lined up for over the summer.

7.3 Housing for seniors

Wash Rite are soft washing/cleaning the exterior of Cicely Martin flats 5-6 November 2019.

There are two flats, Westhaven and Matthews, that are waiting for contractors to carry out repair work.

Currently quotes to supply and install heat pumps in all flats are being received from two companies to compare prices and options.

7.4 Cemeteries

Chris Fraser from Bronze Plaques NZ Ltd are the Agents for and the exclusive supplier of Services Memorials to Veterans' Affairs NZ.

Chris is visiting the three SWDC cemeteries on 18 November 2019 to provide Veterans' Affairs NZ with information about the current condition of Services areas and if there are any future requirements

These visits are important and provide an opportunity to meet and discuss any issues, concerning the standard of care provided by the council, the memorials and, also any future development work that is required.

The following work has been completed at the Featherston cemetery:

1. installed two upright back to back inground ashes beams (32 ashes plots in total) in front of ashes walls 2 & 4
2. beam for 10 burial plots in Block 1, Catholic section
3. four extension beams for 12 plots, in Block 1a

Featherston cemetery ashes beams



Featherston cemetery extension beams



Purchases of burial plots/niches 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Niche	2	1	1
In-ground ashes Beam			
Burial plot	3	2	
Services area			
Total	5	3	1

Ashes interments/burials 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Burial	4	2	
Ashes in-ground	2	3	2
Ashes wall	1		
Services Area		1	
Disinterment			
Total	7	6	2

7.5 Events

Featherston

Completed events:

Wairarapa Garden Railway Group – Indoor Running Day –held 15 September 2019 at the ANZAC hall

Featherston Expo – held 29 September 2019 at the ANZAC hall

Kokomai Festival – The Keys are in the Margarine –held 14 October 2019 at the ANZAC hall

Featherston Cup 2019 (cricket) – held 28 September and 6 October 2019

Future events:

Featherston Christmas Parade – being held 7 December 2019 along Fitzherbert Street, Featherston

Featherston Festival of Choirs (A Cappella) – being held 17 November 2019 by the Dibble Sculpture

Greytown

Completed events:

Kokomai Festival – String Bean Puppet Show – being held 19 October 2019 at the Greytown Town Centre

Future events:

The Greytown Woodside Rail Trail Fun Run – held every Saturday

The Greytown Country Market – held every third Sunday of the month starting from 20/10/2019 to 15/03/2020



Martinborough

Completed events:

The Colour Run & Fireworks – held 2 November 2019

Rotary Martinborough Charity Fun Ride – held 3 November 2019

Future events:

Martinborough Christmas Parade & Carols – being held 14 December 2019 around the square

Zagato Cento NZ - being held 30 November 2019

Toast Martinborough – being held 17 November 2019



Waihinga Playground

Progressing well ahead of completion date at this stage and on budget.

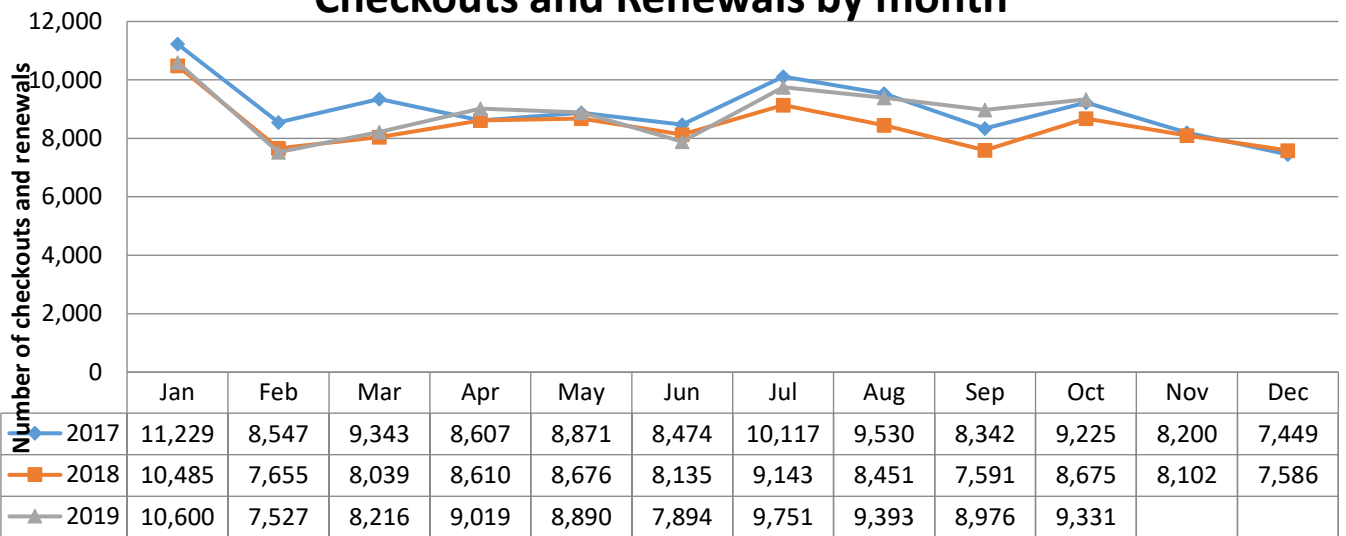
8. Library Activity Update

8.1 Issues and renewals:

Physical items

	Featherston	Martinborough	Greytown
Number of issues and renewals for August	2926	3166	3239

Checkouts and Renewals by month



8.2 New Members

New library members for August 2019:

Name of library	Featherston	Martinborough	Greytown
TOTAL	16	24	11

8.3 Computer and Wi-Fi access

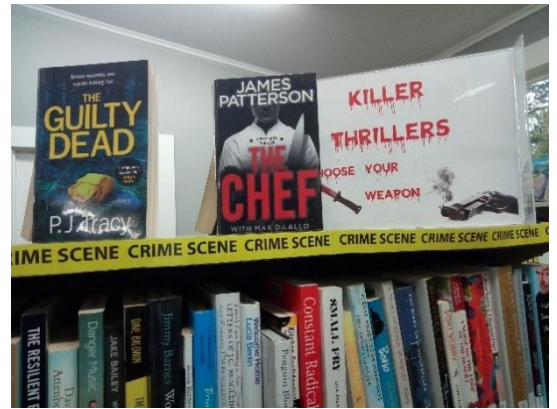
Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	244	227	327

Statistics for the Public Access Wi-Fi are now available again. Please note that these statistics are for September, not October. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	1893	1155	1843

8.4 Featherston Events

Data not available at time of report completion.



8.5 Martinborough

Displays

Adult Displays	Teen Displays	Junior Displays
New Books	New books	New Books
Stroke Awareness	Halloween	Halloween

9. Events

- Halloween was celebrated with much enthusiasm in the Library – staff, displays and even the book drop was involved.
- The Library received free tickets to the Paper Shaper show at Carterton Events Centre. To make it more challenging, staff hid the “golden tickets” inside a picture book, and mis-shelved it. Jorja and Betty methodically searched through every picture book until they found the tickets.
- The Library assisted with preparations for the Community Museum’s 125th anniversary over Labour Weekend.

10. Other initiatives

- The Library is beginning to focus on programming for Older Persons and making sure they are represented across all our marketing avenues. We began by highlighting the free Community Law service that is available at the Library once a month.
- The Maths is Fun programme was well-attended and we received a lot of positive feedback from parents and caregivers.

The Library continues to receive positive feedback from our customers. *(see attached feedback form)*



Wairarapa Community Law
Martinborough Library—Waihinga Centre
4th Tuesday of each month
10 am—12 pm



Nau mai, haere mai—we're here to help
Pop in for a wide range of free, confidential,
impartial information, assistance and support.
Phone: 0800 924252






10.1 Greytown

Adult Displays	Teen Displays	Junior Displays
New Books		New books
Non-fiction		

Cellfish Production (Kokomai Creative Festival, Wairarapa)

As a result of being awarded two tickets to this show we created a competition giving our customers the opportunity to find and claim the tickets. We hid a voucher in one of our library's crime novels, and with the help of Jenni from the Carterton Events Centre, launched the competition with posters in the library and on our Facebook page. The big hint was 'you will know it by its cover'. A little bit of lateral thinking was needed! The voucher was found by one of our frequent library users, Lesley McRae, who was thrilled. The book chosen was 'By its cover' by Donna Leon. (Photo supplied)

The Paper Shaper (Kokomai Creative Festival, Wairarapa)

We also received two tickets to this children's show to be won. A voucher was hidden in one of our many children's books and was discovered by Miriam Tong and her two boys who are big library users. (Photo supplied)

String Bean Puppet Show (Kokomai Creative Festival, Wairarapa)

Three performances of this show were held in the Forum area of the Greytown Town Hall Saturday 19th October with the first one being held during library opening hours which was well attended.

Displays – Non-Fiction and Fiction

We have had a good variety of non-fiction books on display over the past few weeks much to the delight of our non-fiction readers. A small display of books supporting Recycling Week was set up in the children's area. Our fiction readers, both adult and junior, are also enjoying the supply of new books that have recently arrived. (Photos supplied)

Tuesday Late Nights

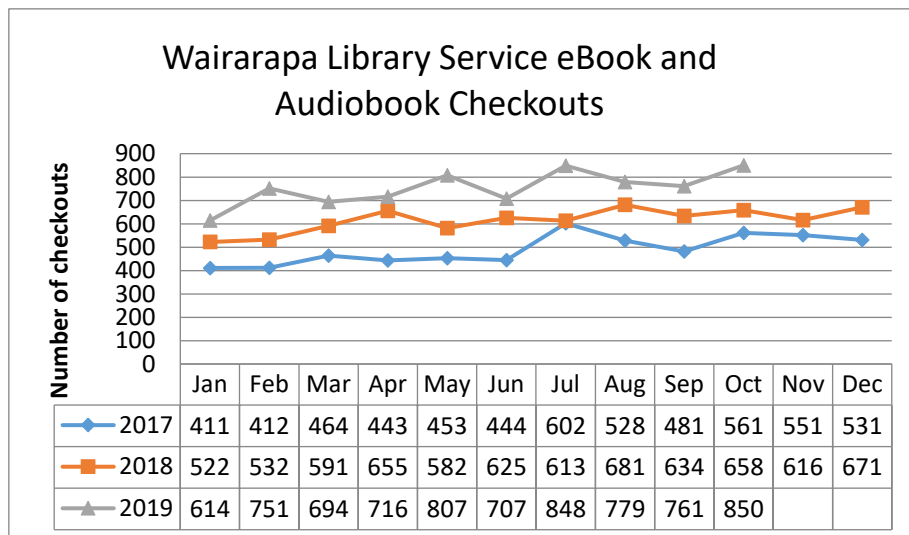
Attendance numbers have been mixed over the month, but more and more customers are discovering we are opening later Tuesday evenings. We are expecting this service to be utilized more with the increasing daylight hours and (hopefully) warmer weather.



10.2 Ebooks and Audiobooks:

There were 850 electronic issues (ebooks and e-audiobooks) during October. Please note this is for the entire Wairarapa Library Service (it is not possible to separate the data for each branch).

	October 2019
ebooks	554
Audiobooks	296
TOTAL	850



11. Climate Change Advisor Report November 2019

11.1 Greenhouse gas inventory

The Climate Change Advisor has completed a greenhouse gas inventory for Carterton District Council for 2018 (January to December). This inventory will allow the council to monitor its emissions and reduce them. The greenhouse gas inventory will be updated yearly.

Greater Wellington is also doing a regional greenhouse gas inventory which will follow and update the previous inventory made in 2014:

<https://wellington.govt.nz/~media/services/environment-and-waste/environment/files/greenhouse-gas-inventory-web.pdf>

11.2 Climate Change strategy

The Climate Change Advisor is currently writing a Climate Change Strategy. This strategy aims to reduce the council's greenhouse gas emissions. Targets will be established in order to follow our progress. The targets will be established depending on the 2018 greenhouse gas inventory (baseline).

This strategy will be released in 2020.

11.3 Expand the network and meeting stakeholders

Melanie Barthe, Climate Change Advisor, is still expanding her network.

She works closely to Greater Wellington regional Council (Wellington Regional Climate Change Working Group and Wellington Regional Electric Vehicle Working Group).

She has begun developing relationships with a number of community groups and people such as Resilient Carterton, Wairarapa Dark Sky Association, and Sustainable Energy Association NZ.

11.4 Communication – Global Climate Change week

Between the 14th and the 20th of October we celebrated the Global Climate Change Week. The main goal of this week was to explain:

- What is Climate Change?
- How Climate Change may impact Wairarapa?
- What are Climate Change mitigation and Climate Change adaptation?
- How can I reduce my greenhouse gas emissions?
- How can I increase the carbon reservoirs?

The council's staff received one email a day (Monday to Friday) and the community was able to read one Facebook post a day (Monday to Sunday).

We also ran a competition to know what kind of actions ratepayers are already doing. The winner - Dan Broughton - won plants and a reusable cup. This will be featured in the Midweek.

We also used the Global Climate Change week to release the new 'Sustainability' page on our website. This page contains: Waste management, Recycling, Transfer station, Climate Change, Waste water treatment plant, Water conservation and Carterton IdealCup Cupcycling.

<https://cdc.govt.nz/services/sustainability/>

12. Wairarapa Regional Trails and Cycling Coordinator Update

Erin continues to work with the 5 Towns Trail Network Project Team where she supported the Project Manager with RFQ Consultant brief and funding application to Trust House Foundation. She assisted the team with the evaluation of the consultant quotations and engaged stakeholders for letters of support. A key relationship built with Walking Access Commission has been created through this process.

Greater Welly Bike Festival October – Erin helped engage and promote various community events throughout the region. She has worked closely with Greater Wellington Regional Council, Wairarapa Road Safety Council and Deputy Mayor Vergunst to organise and run Wairarapa's first Bike Rodeo as our main community event. Approximately 100 children joined us at Carterton School for a safe and fun day of learning with bike skills, safety and maintenance being key components. She also engaged support from local Bike shops for prizes and shared with school networks etc.

She has been working with Destination Wairarapa and the NZ Cycle Classic organiser for wrap-around events for the NZ Cycle Classic in January 2020 – currently in the process of engaging a women's cycling group as a feature of the Classic and connecting the organisers to the Bike Rodeo & Road Safety team to create a community event in Masterton.

She has continued to work closely with the Greater Wellington Regional Trails Framework Advisor to complete our trail content to enable more existing trails within the Wairarapa to be promoted and featured on the 'Find Your Wild' website. The Wairarapa trails and locations are consistently shared on the new 'Find Your Wild' Wellington Region Trails Facebook page with huge interest in heading over this side of the hill to explore so it is working well.

She is also currently organising the next Wairarapa Cycling Forum to be held late November – this will be an opportunity to highlight upcoming events, highlight new cycle clubs that have formed, communicate the changes with Huri Huri and continue to build relationships with key stakeholders.

13. Te Hōkai Nuku - Positive Ageing Strategy

Emily Clark started as the Regional Positive Ageing Coordinator in September 2019. Emily has been developing the South Wairarapa District Council Implementation Plan which will be endorsed by the Assets and Services Committee.

A cross council working plan has been developed. Priority actions will commence in December 2019, these include:

- Results of the Positive Ageing Strategy shared with the appr managers.
- One-hour workshop at each of the three Wairarapa councils.
- Strong relationships and partnerships between iwi, hapu and whanau and Council.

- Begin to work with MDC – Iwi Governance & Wellbeing Strategy; CDC (form group) and SWDC Maori Standing committee.
- Targeted communication and customer services for older people from councils.
- Includes customer service and communication workshops provided to staff on communicating with older adults; review of council websites.

Other actions of note:

- Applied for \$15,000 funding from Ministry for Seniors to go towards implementing action plan.
- Presentations to Menzshed in Carterton and Rotary in Masterton
- Wellington Free Ambulance meeting and visit to pop-up-store in Masterton.
- Emily attended Better Later Working Lives Workshop at NZ Parliament.
- Next steering group meeting mid-November.

Contact Officer: Harry Wilson, Chief Executive

Appendix 1 – Monthly water usage

Water use South Wairarapa District Council

