



ASSETS AND SERVICES COMMITTEE

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Wednesday 1 May 2019 at 11:30am. 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), Lee Carter, Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden, Leigh Hay, Raihānia Tipoki.

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.** Minutes for Confirmation: Assets and Services Committee
Minutes of 20 March 2019
***Proposed Resolution:** That the minutes of the Assets and Services Committee meeting held on 20 March 2019 are a true and correct record.* Pages 1-2
 - A7.** Notices of motion
- B. Information and Verbal Reports from Chief Executive and Staff**
- B1.** Infrastructure and Services Group Report Pages 3-15



ASSETS AND SERVICES COMMITTEE

Minutes 20 March 2019

- Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden and Mayor Viv Napier.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:00am and 12:30pm.
- Also in Attendance:** Councillor Ross Vickery.

Open Section

A1. Apologies

ASSETS AND SERVICES RESOLVED (AS2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

Members discussed the new committee structure, flow of requests for decision, and use of Standing Orders.

Members noted that community boards could be working with officers to prioritise amenities works according to development plans (where they were in place) and budget.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

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ASSETS AND SERVICES NOTED:

- 1. Action 168: Draft an email to community boards to show the flow of requests to community boards/committees/Council according to terms of reference delegation; including requests for public participation; P Crimp

A6. Notices of Motion

There were no notices of motion.

B Council Committee and Community Board Minutes

B1. Interim Infrastructure and Services Report

Mr Allingham discussed the report and answered members’ questions.

Members noted that the 20 March date in the first paragraph of the report should be 20 February 2019.

Mayor Napier advised that the purpose of the 28 March 2019 workshop with Greater Wellington Regional Council elected and senior staff was to get clarity from regulatory staff and to see if issues could be worked through. Members agreed to await the outcome of the workshop before determining next steps in the wastewater process.

ASSETS AND SERVICES RESOLVED (AS2019/02) to receive the tabled Interim Infrastructure and Services Report.

(Moved Cr Wright/Seconded Cornelissen)

Carried

B2. Amenities Contract 17A Review Report

Members requested that Council officers consider the options as suggested in the report, but also look at other delivery options, specifically some form of hybrid option for in-house delivery and procurement of services, equipment and expertise via agreement with Carterton District Council. Due to time constraints members understood that the existing contract would need to be rolled over for a further year.

ASSETS AND SERVICES RESOLVED (AS2019/03) to receive the tabled Amenities Contract 17A Review Report.

(Moved Cr Colenso/Seconded Cr Jephson)

Carried

B3. Transport Services Delivery Review

Mr Allingham presented the report and answered members’ questions.

ASSETS AND SERVICES RESOLVED (AS2019/04) to receive the Transport Services Delivery Report.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

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SOUTH WAIRARAPA DISTRICT COUNCIL

1 MAY 2019

AGENDA ITEM B1

INFRASTRUCTURE AND SERVICES REPORT

Purpose of Report

To update councillors on the Infrastructure and Services Group activities.

Recommendations

Officers recommend that the Council:

1. *Receive the Infrastructure and Services Report.*

1. Group Manager Highlights

The last 6 weeks has been dominated with several major issues. The Martinborough water crisis, the joining of the Wellington Water Council Controlled Organisation and the 10 year shared services roading contract with Carterton District Council are long term decisions that will now require implementation. Further work will be required to look at the opportunities with other councils within Amenities and the current contract will be extended a further 12 months.

With the implementation comes a lot of decisions that will determine how council works operationally into the future. In the case of the new roading contract a base of operations will be to be established with staff co-located with the contractor and both councils. A governance structure will need to be determined also if more is required beyond the current Assets and Services Committee structure currently in place.

The business as usual also continues with the swimming season complete and pool work being costed for the coming season such as pool covers. Preparation for ANZAC day and general road and waters maintenance.

Tracy Gardner from the department has attended the trails meetings and is taking a more active role in this area as there are several work streams on the periphery of the departments that will require more attention over the coming year. These are, but not limited to, trails and active transport, CDEM, Climate change, waters (integrated waters strategy, Whaitua, Wairarapa Moana, Water Wairarapa limited, P2P Pukaha to Palliser, water safety plans and regulations) and road safety action plan. Officers will be required to keep a watching brief in their areas and the ability to attend all meetings in difficult at present.

The Greytown irrigation to land is continuing and work will start on the new consent for the Woodside bores supplying Featherston and Greytown.

NZTA Completed to dual audit, the procedural and investment and well as a technical audit. Audits look at the financial processes and the physical condition for our roading network. The interim findings were positive with some comment around claim processes and processing. The physical conditions were commented on positively with some points on roadside furniture and consistency to the One Network Road Classifications, especially cross boundary. Safety is to concentrate on the secondary collectors roads due to accidents trending upwards. The numbers are relatively small for crash stats and the rest of the indicators and our Road Efficiency Group rating is considered very good in relation to our peer group of councils, 49% to 63% over two years.

Consultation on Cotter street improvements had been re-visited due to initial issues with the method the survey was done and the timings. One difficulty has been in that those unable to engage through boards etc. due to work and family commitments felt they were not a part of the process. Also miss information regarding the inability to install a footpath had caused some confusion.

The vesting of Udy St to council has begun with several other LINZ issues being also addressed simultaneously in the process.

Solid waste is not covered in this report due to staff time commitments. The solid waste contract and management will be revisited within the department to give this area more focus.

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.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAR	YTD	MAR	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
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
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	0.75 per 1000 (3 complaints)	3.7 per 1000 (12 complaints)	3	12

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.5 per 1000 (2 complaints)	7 per 1000 (23 complaints)	2	23
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per 1000 (0 complaints)	4 per 1000 (14 complaints)	0	14
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	(2/2) 100%	Median Time 23mins	2	16
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	(2/2) 100%	Median Time 2h 53mins	2	16
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	(24/27) 89%	Median Time 21h 55mins	27	352
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	(25/27) 93%	Median Time 29h 26mins	27	352
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%		20%		

There have been ongoing discussions around discussion groups in the wider region, to improve our understanding and responsiveness to the changing environment since the Havelock North Inquiry. This will also allow a forum to exchange ideas and raise lessons learned.

There was the Boil Water Notices in Martinborough in February and April, which are on-going and covered in more detail in other reports. The most probable cause of the contamination in February was the malfunction of the UV plant. There were other risks identified and work to address these is progressing.

There was one fault where the chlorination system failed for Greytown on the 24th February. The operators attended site and quickly found the issue, a blockage on the dosing pump. The supply was changed over to the Waiohine plant during the fault finding. Additional samples were taken and the town flushed to ensure chlorinated water was distributed throughout the town.

Featherston (Waiohine) plant as operated well during the period. Work continues on the additional storage and fourth bore to enable the supply of both Featherston and Greytown. The first bore site was not suitable, so an alternative location is being tested in early May.

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 2017/18	COMPLAINTS		INCIDENTS	
		MAR	YTD	MAR	YTD
Attendance time: from notification to arrival on site	< 1 Hr	1/4 (25%)	Median Time 1h 4min	4	38
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 6h 58m	4	38
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.4 per 1000 (10 complaint)	0	10
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	5.2 per1000 (22 complaint)	3	22
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%	1/4 (25%)	74% (28/38)	4	38
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

The evidence of the Officers has been submitted for the Featherston Consent and we are awaiting the officers' response and submitters.

The Featherston Community Board has asked for a report on the consent to date and costs. This has been responded to for the board meeting and the end of April.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	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 was 0 storm water blockages reported during the period.

4.1 Roading Maintenance – Fulton Hogan

Earthworks and road widening has been completed on Hinekura Road from Hikawera Road towards Pahaoa.

Sealed Road digouts have been completed along Western Lake Road and White Rock Road.

Short term high intensity rain events have been attended to on:

- White Rock Road
- Lake ferry Road
- Cape Palliser Road
- Western Lake Road and
- Pahaoa Road

Roadside edge marker posts have been upgraded along Western Lake Road and Cape Palliser Road.

Noxious road side weeds have been sprayed along Bidwills Cutting, Under Hill and Western Lake Roads.

Overhanging trees have been cut back along Hawke, Wilkie and Mole Streets in Greytown Area along with Kemptons Line, Bidwills Cutting, Fabians Line, and Longbush Road.

77km of unsealed roads graded in February and 110km in March. The dry conditions means the grading has been reduced.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

4.2 Other activities

A joint tender with Carterton District Council for major bridge work has been advertised. The South Wairarapa portion includes pier renewal on the Tora Farm Settlement Road Bridge.

The Engineers inspections of the Bridges has commenced by Calibre Consultants and all programmed bridges are due for completion by the end of April. Minor works identified by these inspections will be programmed for remedial works.

Higgins Contractors have completed the annual remark of road marking throughout the district.

The Sealed pavement renewals on Western Lake Rd have been completed by Higgins Contractors.

- In conjunction with Greater Wellington Regional Council works have commenced on White Rock Road resilience works at Ushers Hill. Work to date includes:
- Fence lines being established and materials purchased,
- Some trees being felled, the root structure is expected to coppice
- Hill side drains have been redefined and redirected to culverts
- Road culverts have been renewal

Footpath renewal works have commenced in Martinborough and are planned to move through Featherston and Greytown before the end of the financial year.

5. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, eleven public toilets and 22 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.

5.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	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%

5.2 Cemeteries

A new ashes wall for Martinborough will be erected in the New Year.



Martinborough Cemetery – Ashes Wall 6 – 33 Niches Completed



5.2.1. Purchases of burial plots/niches 4 December 2018 to 13 February 2019

	Greytown	Featherston	Martinborough
Niche	2	1	0
In-ground ashes Beam	0	0	0
Burial plot	2	2	0
Total	4	3	0

5.2.2. Ashes interments/burials 4 December 2018 13 February 2019

	Greytown	Featherston	Martinborough
Burial	0	1	1
Ashes in-ground	2	0	1
Ashes wall	2	0	0
Total	4	1	2

6. Solid Waste

6.1.1. Zero Waste Coordinator

The 'Love Food Hate Waste' cooking workshops are currently running in collaboration with Wairarapa Community Centre and Connecting Communities, utilising the LFHW Family Kai Easy Choice booklets.

This has been running over four consecutive Fridays in March and has been very well received, with up to 15 participants taking part. These booklets were previously distributed throughout Wairarapa to various groups.

There has also been a window display at the Masterton Foodbank with a focus on the Love Food Hate Waste campaign.

Event recycling bins were used at the Carterton Colour Run, Gladstonbury Festival and Wai Fest - including a water manifold borrowed from Wellington Water encouraging people to bring their own vessels to fill. We are hoping to have a couple in Wairarapa to use next summer.

Pare Kore is in the final stage for MFE funding and applications are currently open for a Wairarapa Kaiarahi (waste advisor) closing late March 2019.

The Bike Park in Masterton now has Park Benches purchased from Replas which are a sustainable product made from soft plastics recycling. This scheme for soft plastics recycling is currently on hold until further discussions in April 2019 whether they will restart. It is important that we as councils continue to support this initiative by buying back the end product to encourage a circular economy with recycling.

SWDC Community Board meetings were recently attended by our Zero Waste Coordinator to give an update of outcomes and actions from the LTP and what is coming up in the next few months.

Sea Week was celebrated in the first week of March where Te Patukituki and DOC ran events for the community.

Global Recycling Day was on the 18th March and the Zero Waste Coordinator went to the main streets of Carterton and completed an audit around kerbside recycling with a focus on cardboard and speaking with businesses and ratepayers. She also visited the Masterton Transfer Station engaging with those utilising the recycling drive thru, with positive feedback.

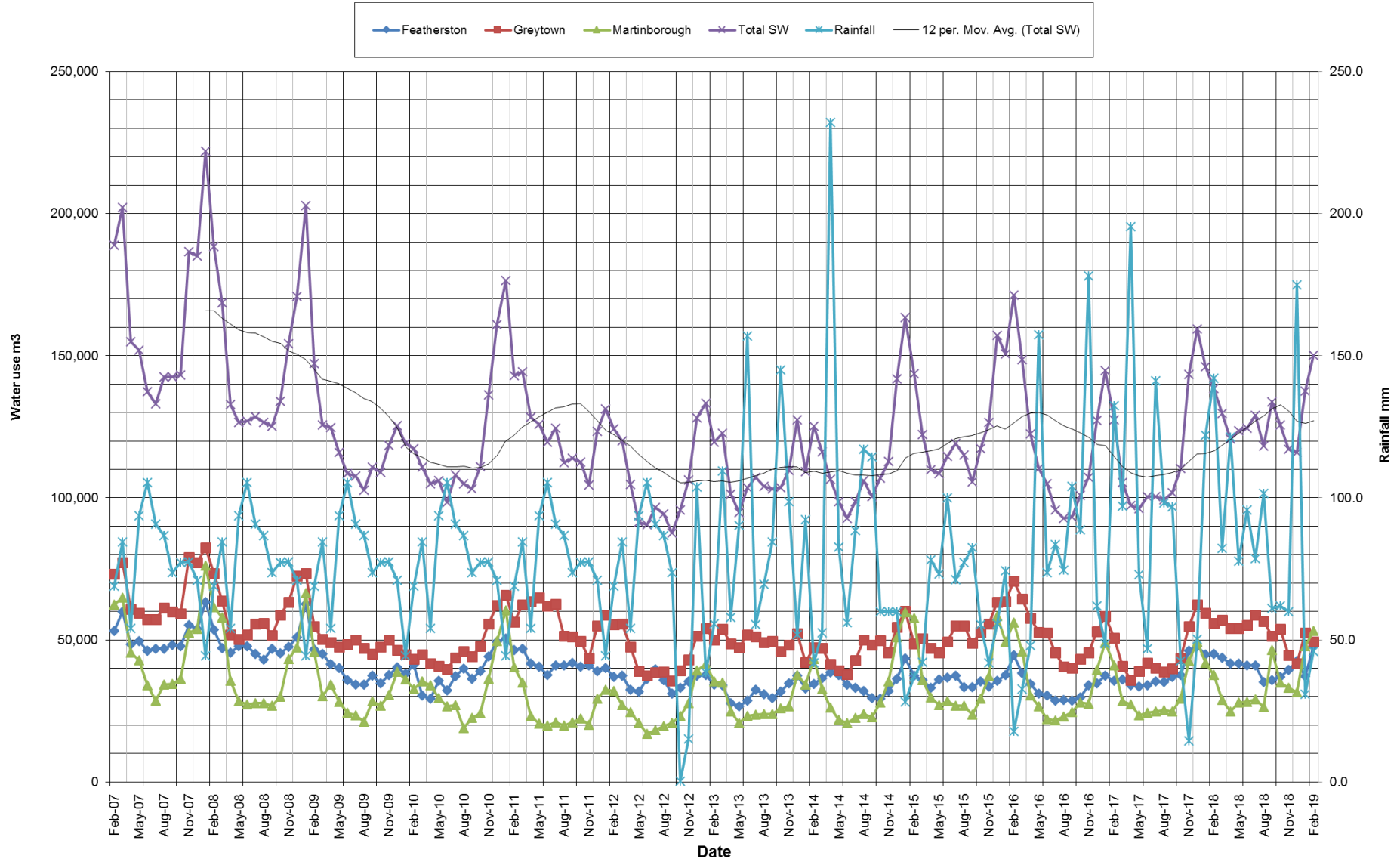
Zero Waste Education Hui attended by Zero Waste Coordinator and January and the combined councils hosted the Waste Forum in February 2019.

This included a site tour around Webstar in Masterton where they are currently leading the way in waste diversion with a rate of 98.58% being diverted. Webstar has high Environmark standings and is leading the way in sustainability for a company of its size. There was positive feedback received by those councillors, council staff and waste industry leaders and operators who attended.

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services
Reviewed by: Jennie Mitchell, Acting Chief Executive Officer

Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen

