



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 23 September 2020 at 9:00am. 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.** Minutes for Confirmation: Pages 1-5
Assets and Services Committee Minutes of 12 August 2020
Proposed Resolution: *That the minutes of the Assets and Services Committee meeting held on 12 August 2020 are a true and correct record.*

- Assets and Services Committee Public Excluded Minutes of 12 August 2020 Pages 6-7
Proposed Resolution: *That the public excluded minutes of the Assets and Services Committee meeting held on 12 August 2020 are a true and correct record.*

- A7.** Minutes from Subcommittee for Receipt: Pages 8-10
Water Race Subcommittee Minutes of 2 September 2020
Proposed Resolution: That the minutes of the Water Race Subcommittee meeting held on 2 September 2020 are received.

B. Reports from Subcommittees

- B1.** Recommendation from Water Race Subcommittee Page 11

C. Information and Verbal Reports from Chief Executive and Staff

- C1.** Partnerships and Operations Report Pages 12-28
C2. Action Items Report Pages 29-32

D. Member and Appointment Reports

Proposed Resolution: To receive members' reports.



ASSETS AND SERVICES COMMITTEE
Minutes from 12 August 2020

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

In Attendance: Euan Stitt (Group Manager Partnerships and Operations), Katrina Neems (Chief Financial Officer), Bryce Neems (Amenities and Solid Waste Manager), Karen Yates (Policy and Governance Manager) and Suzanne Clark (Committee Advisor).
Wellington Water: Colin Crampton, Ian McSherry, Vic Maggs.

Conduct of Business: The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:04am and 11:10am except where expressly noted.

Also in Attendance Colin Olds (Chair of Water Race Subcommittee), Cr Pam Colenso.

Open Section

A1. Apologies

There were no apologies.

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

There was no extraordinary business.

A6. Minutes for Confirmation

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/38) that the minutes of the Assets and Services Committee meeting held on 17 June 2020 are a true and correct record.

(Moved Cr Fox/Seconded Cr Emms)

Carried

A7. Minutes for Receipt

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/39) to receive the minutes of the Water Race Subcommittee meeting held on 30 June 2020.

(Moved Mayor Beijen/Seconded Cr Vickery)

Carried

B Reports from Subcommittees

B1. Recommendations from Water Race Subcommittee

Mr Olds requested the Committee provide a resolution to the matter put forward by the Water Race Subcommittee and that water race ratepayers were not rated to fund urban stormwater. Council officers undertook to investigate the nature of water race event callouts.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/40):

1. To receive the Recommendations from Water Race Subcommittee Report.

(Moved Cr Vickery/Seconded Cr Plimmer)

Carried

2. To recommend to Council that the management and further investigation of the Greytown stormwater system (which uses the Moroa Water Race Network as a conduit) and any consequent funding for capital improvement works within the Greytown urban area, needs to be considered by the Assets and Services Committee. The Water Race Subcommittee confirm and recommend that any resourcing to secure that outcome in any way is not funded by Moroa Water Race ratepayers.

(Moved Mayor Beijen/Seconded Cr Plimmer)

Carried

3. Action 400: Investigate the nature of Moroa Water Race events resulting in an operational callout (e.g. urban vs rural vs stormwater), cost and location, and put together some analysis; E Stitt

C Information and Verbal Reports from Chief Executive and Staff

C1. Wellington Water Annual Performance Report

Colin Crampton with support from Wellington Water staff discussed Wellington Water outcomes and South Wairarapa performance against these measures with Council.

Members noted that district water loss was high. Wellington Water were requested to review whether water discharged as part of the water improvements trials could be diverted to other purposes instead of wasted and to provide water loss statistics by town, and to find methodologies, including conservation, to drive down waste and loss.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/41) to receive the Wellington Water Performance Report.
(Moved Cr Fox/Seconded Cr Vickery)

Carried

C2. Wellington Water Report – Statement of Intent

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/42) to receive the Wellington Water Report – Statement of Intent.
(Moved Cr Maynard/Seconded Cr Jephson)

Carried

C3. Water Reforms – Verbal Update from Wellington Water

Mr Stitt advised that central government were reforming and consolidating ways water services were delivered in New Zealand.

Wellington Water were putting together a delivery plan for South Wairarapa which included a central government monetary contribution for the South Wairarapa as well as a regional contribution. To access the funds Council needed to agree a Memorandum of Understanding (MoU) with the crown and the crown would need to endorse the plan. An extraordinary Council meeting to consider the MoU would be held 19 August 2020.

Mayor Beijen left the meeting at 10:05am.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/43) to receive the water reforms verbal update report.

(Moved Cr Emms/Seconded Cr Vickery)

Carried

C4. Lake Ferry Wastewater – Verbal Update from Wellington Water

Wellington Water were focusing on getting the Lake Ferry wastewater system running and were bringing planned work forward. A temporary wastewater system arrangement had been put in place. A lessons learned exercise would be undertaken once the system was operating correctly.

Progress on the Featherston Wastewater project was briefly discussed.

The meeting adjourned at 10:10am.

The meeting reconvened at 10:30am.

C5. Solid Waste Management and Minimisation Bylaw Report

Cr Colenso, Council's representative on the Wellington Region Waste Management and Minimisation Plan Joint Committee outlined the purpose of the joint bylaw and the requirements of Council, waste contractors and the public that would become mandatory once the bylaw was adopted.

Mayor Beijen returned to the meeting at 10:33am.

Members discussed the potential effect on rural communities.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/44):

1. To receive the Partnerships and Operations Report.

(Moved Cr Plimmer/Seconded Mayor Beijen)

Carried

2. To note that officers will seek Council’s approval to undertake public consultation on the proposed bylaw in accordance with the Local Government Act 2002.

(Moved Cr Fox/Seconded Cr Maynard)

Carried

C6. Partnerships and Operations Report

Mr Stitt discussed road maintenance against targets, community WiFi usage, a flooding and road camber issue in Greytown, planned reserves improvements, and the Hinekura Hill slip and roading situation with members.

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/45):

1. To receive the Partnerships and Operations Report.

(Moved Cr Emms/Seconded Cr Fox)

Carried

2. Action 401: Liaise with NZTA about the flooding and road camber issue at 97 Main Street in Greytown; E Stitt

C7. Action items

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/46) to receive the Action Items Report.

(Moved Cr Fox/Seconded Cr Plimmer)

Carried

D Consideration of Public Excluded Business

COUNCIL RESOLVED (A&S2020/47) that the public be excluded from the following part of the meeting, namely:

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Hutchings Metal Pit, 100 Fenwicks Line, Greytown	Good reason to withhold exists under section 7(2)(a)(i)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
a) The withholding of the information is necessary to protect information the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
i) The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage negotiations (including commercial and industrial sensitivity)	Section 7(2)(i)

(Moved Cr Maynard/Seconded Cr Jephson)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)



ASSETS AND SERVICES COMMITTEE
Public Excluded
Minutes from 12 August 2020

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

In Attendance: Euan Stitt (Group Manager Partnerships and Operations), Katrina Neems (Chief Financial Officer), Bryce Neems (Amenities and Solid Waste Manager), Karen Yates (Policy and Governance Manager) and Suzanne Clark (Committee Advisor).

Conduct of Business: The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public excluded between 11:05am and 11:10am.

Also in Attendance Cr Pam Colenso.

Open Section

A1. Apologies

There were no apologies.

D Consideration of Public Excluded Business

COUNCIL RESOLVED (A&S2020/47) that the public be excluded from the following part of the meeting, namely:

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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(Moved Cr Maynard/Seconded Cr Jephson)

Carried

D1. Minutes for Confirmation

ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/48PE):

1. That the public excluded minutes of the Assets and Services Committee meeting held on 17 June 2020 are a true and correct record.

(Moved Cr Maynard/Seconded Cr Jephson)

Carried

2. That the public excluded minutes of the Assets and Services Committee meeting held on 12 August 2020 can be received in public.

(Moved Cr Emms/Seconded Cr Plimmer)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)



WATER RACE SUBCOMMITTEE Minutes from 2 September 2020

Present:	Colin Olds (Chair), Paul Harvey, Jim Hedley, Cr Rebecca Fox, Justine Thorpe and Mayor Alex Beijen (from 7:17pm).
In Attendance:	Bill Sloan (Waters Project Officer), and Suzanne Clark (Committee Advisor). Wellington Water: Ian McSherry. Consultant: Russell Hooper.
Conduct of Business:	The meeting was held in Kiwi Hall, 62 Bell Street, Featherston and was conducted in public between 6:30pm and 7:50pm.

Open Section

A1. Apologies

Apologies were forwarded by Frank van Steensel before the meeting, but had omitted being presented to the meeting for acceptance.

WATER RACE SUBCOMMITTEE RESOLVED (WR2020/11) to accept apologies from Mayor Alex Beijen.

(Moved Cr Fox/Seconded Ms Thorpe)

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. Minutes for Confirmation

The need for Council officers to enforce the water race bylaws, and inconsistencies between the Moroa and Longwood Water Race bylaws was raised as discussed at the previous meeting.

WATER RACE SUBCOMMITTEE RESOLVED (WR2020/12) that the minutes of the meeting held 30 June 2020 be confirmed as a true and correct record.

(Moved Mr Olds/Seconded Cr Fox)

Carried

A6. Extraordinary Business

There was no extraordinary business.

B Decision Reports from Chief Executive and Staff

B1. Water Race Realignment Report

Mr Sloan outlined the background to the realignment requests and discussed current water race placement, engineering and other requirements for water race realignment consideration, and Council processes for realignment consideration with members.

The Subcommittee noted that the Council process for considering realignments had been changed to ensure early notification and consideration by the Subcommittee.

Mr Hedley presented objections because the realignment requests were presented late and in retrospect to the Subcommittee.

WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/13):

1. To receive the Water Race Realignment Report.

(Moved Mr Olds/Seconded Cr Fox)

Carried

Mr Hedley voted against the motion

2. To recommend to the Assets and Services Committee endorsement of the Fire and Emergency NZ application for Moroa Water Race to be realigned.

(Moved Mr Olds/Seconded Mr Harvey)

Carried

Mr Hedley voted against the motion

3. To note the Subcommittee's retrospective support and approval for a Moroa Water Race realignment at 78 Kuratawhiti Street, Greytown.

(Moved Cr Fox/Seconded Mr Harvey)

Carried

Mr Hedley voted against the motion

B2. Water Race Subcommittee Report

Mr Hooper discussed the Longwood Resource Consent application process, including water flow monitoring, the addition of a fish pass, and a recommendation for offline stock watering systems with members. Council compliance with legislation and plans, and inconsistencies in the hydrology report best practice with the Moroa Bylaw was also discussed.

Members discussed the National Policy Statement for Freshwater Management and the proposed Greater Wellington Regional Council (GWRC) Natural Resources Plan and requested a high level overview of compliance measures and Council's obligations for continued water race operation.

Mayor Beijen joined the meeting at 7:17pm.

Members discussed other aspects of the operational report including:

- That a user survey was critical to understanding needs and setting direction.
- That the Assets and Services Committee accepted the Water Race Subcommittee recommendation regarding urban stormwater and funding.
- Water race financial balances and progress of the Opaki water race hearings.

Mr McSherry discussed the Wellington Water Transition Plan noting they were aiming for a soft transition utilising the existing contractor. Members agreed with the approach and discussed costs.

WATER RACE SUBCOMMITTEE RESOLVED (WRS2020/14) to receive the Water Race Subcommittee Report.

(Moved Mr Olds/Seconded Ms Thorpe)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

ASSETS AND SERVICES COMMITTEE

23 SEPTEMBER 2020

AGENDA ITEM B1

RECOMMENDATIONS FROM WATER RACE SUBCOMMITTEE

Purpose of Report

To provide an opportunity for members to consider recommendations received from the Water Race Subcommittee.

Recommendations

Officers recommend that the Subcommittee:

1. *Receive the Recommendations from Water Race Subcommittee Report.*
2. *Consider the following recommendation from the Water Race Subcommittee:*

Recommendations from Water Race Subcommittee	Resolution Number
1. To endorse the Fire and Emergency NZ application for Moroa Water Race to be realigned.	WR2020/13

1. Background

The report relating to recommendation WR2020/13, is included in the agenda for the Water Race Subcommittee meeting held 2 September 2020.

The original report to the Subcommittee can be found here: [Water Race Subcommittee Agenda](#).

At the same meeting the Subcommittee noted their support for the retrospective realignment of Moroa Water Race at 78 Kuratawhiti Street, Greytown. This realignment was approved by Council in 8 August 2018 prior to the creation of the Water Race Subcommittee.

Contact Officer: Bill Sloan, Water Projects Officer

Reviewed By: Euan Stitt, Group Manager Partnerships and Operations

ASSETS AND SERVICES COMMITTEE

23 SEPTEMBER 2020

AGENDA ITEM C1

PARTNERSHIPS AND OPERATIONS REPORT

Purpose of Report

To update councillors on activity and progress within the Partnerships and Operations group.

Recommendations

Officers recommend that the Committee:

1. *Receive the Partnerships and Operations Report.*

1. Group Manager Commentary

This report takes a slightly different format to previous reports. Operational updates are provided in the main body of the Committee report and discreet projects or programmes of work are updated in a new dashboard style report at Appendix 1. It is intended to provide the committee with oversight and clear indication of progress and any emerging risks to the delivery of Annual Plan activities or key projects.

As well as supporting the development of the Council Long Term Plan, the Partnerships and Operations team have progressed a range of activities to provide services to SWDC ratepayers. Water continues to be a priority focus area for Council and continuing to engage in the water reform programme driven by DIA. Some key pipe upgrade projects continue to be under cost pressure and work continues with Wellington Water to resolve these issues.

In Roothing, preparation for the main works season has progressed well. Waka Kotahi NZTA have updated Council on the adjustments to the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme. This sees the NZTA contribution drop by 1% for SWDC and further detail is provided in this report and will also be presented to the SWDC Finance, Audit and Risk Committee.

The amenities team continue to upgrade and renew facilities across the District. Of particular note is the progress made on Pain Farm, at which a public open day was recently held to promote interest in the estate.

2. Water

Operational performance reporting from Wellington Water is provided on a quarterly basis and will be provided to the next Assets and Services committee meeting.

In addition to the project dashboard at Appendix 1, particular points note to in the Water update are:

- As part of the review of how Wellington Water provide services to SWDC, additional resourcing has been applied and network operations split from treatment (water and wastewater) to improve management oversight and control.
- One of the sewer mains in Featherston (near corner Fitzherbert Street and Daniell St, close to the train tracks) has become blocked and work has been undertaken through multiple nights to rectify the issue. There has been no loss of service to residents or environmental impact due to the use of sucker trucks while the issue is resolved. Wellington Water undertook significant local resident and business engagement prior to the nightworks and we are grateful for ratepayer understanding during this time. The works uncovered unknown lateral connections and a damaged stormwater pipe in the area that was fixed too.
- Reports into the Lake Ferry and possible Martinborough wastewater overflows are currently being finalised by Wellington Water. These reports will be provided to Councillors when received.
- The finalisation of the Delivery Plan for Water Reform stimulus package is also in progress with Wellington Water and will be submitted to DIA, along with the final Funding Agreement, by the end of September.

3. Land Transport

3.1 Waka Kotahi NZTA Funding Assistance Rates (FAR) for SWDC

Waka Kotahi NZ Transport Agency Board has set the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme.

In setting the FAR now, the Board are providing Councils with certainty about funding arrangements so we can complete the planning and budgeting required for Council's Regional Land Transport Plans (RLTPs), and your Long Term Plan.

The SWDC rate for the 2021-24 National Land Transport Programme is 51%. This is a 1% reduction from the 2018-21 National Land Transport Programme and equates to an approximately \$40k pa reduction in funding for SWDC. This reduction will take effect in the 2022-23 Financial Year.

The transition for the Special Purpose Rd (Cape Palliser Road) has yet to be agreed through the 2021-2024 NLTP. As at 1 July 2024 the FAR Rate will be 51% a reduction from 2018-21 NLTP of 100%. The impact of this on Council is currently being quantified and projected.

3.2 Roading Maintenance - Ruamahanga Roads

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

An outline of key works completed during August 2020 is provided below:

- 275.1 km of roads were inspected and identified faults recorded in RAMM for future scheduling.
- 16 bridges were inspected and found to be in an acceptable condition.
- 99 rural culverts were inspected
- 53.85 km of unsealed roads were graded
- 1107.85m³ of maintenance metal was applied to the unsealed roads
- 38 sealed road potholes were identified and filled.
- 51.8 km of mechanical street sweeping was completed
- 14 sign posts were replaced due to vandalism
- Pre-seal repairs have continued
- Maintenance works continued on the footpaths within the 3 towns.
- Esther Street new footpath is nearing completion
- Works completed on Johnsons Hill along Cape Palliser Road.

3.3 Additional activities of note

- The Joint Carterton/South Wairarapa Roading Asset Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.
- WSP are continuing to develop the geotechnical report for Cape Palliser Road, from DoC station to the end of the Whatarangi Cliffs. This project is approximately 85% complete.
- Engagement with NZTA on Safe Network programme, Road to Zero and Urban safety for vulnerable users. This had a particular focus on Featherston and Greytown, with a final plan under development, and the forthcoming speed review.
- Traffic Count programme is being developed for the next 24 months.
- A site walk over has been done with Fulton Hogan's Corporate Sealing Manager to assess last years reseal performance and to take learnings going into this season.

- Site Testing has commenced on Western Lake Road Sealed rehabilitation section to enable a design report to be produced.
- The draft 2021/2022 reseal list has been provided the Fulton Hogan to commence pre-seal inspections.

3.4 Eco-Reef trial - Resource Consent update

The Resource Consent application for the trial of the Eco-Reef solution to coastal erosion has progressed.

The Hurupi site has been removed from the trial as GWRC had concerns around effects on the landscape in this area. To proceed with this site would have required SWDC to engage and pay for landscape experts to address GWRC's concerns.

It is considered that the Whatarangi and Turners Bay sites provide enough opportunity for a comprehensive trial and remain part of the proposal.

Further information requested from GWRC on the structural integrity and method of construction has been provided.

The only other outstanding matter is obtaining written approval from the Whatarangi bach owners at the southern end of the settlement and these are being followed up.

4. Amenities

4.1 Housing for Seniors

There are eight people on the waiting list for Housing for Senior units. Some of these applicants have their names on the Martinborough, Greytown and Featherston waiting lists and are happy to relocate if one becomes available.

All Senior Housing units are now fully tenanted.

4.2 Pain Farm

Work continues at Pain Farm and the following items on the Main House have been completed:

- Internal painting completion
- All Sash windows have been repaired and have new hardware
- New lights in the bathroom
- Two Heat pumps installed
- Overhead extractor fan
- Newly made and installed blinds in kitchen, laundry and bathroom
- Grounds maintenance completed

The following work on the Cottage has been completed

- Rewired to ensure compliance
- Heat-pump installed
- Overhead extractor fan

4.3 SWDC Playgrounds:

Work through winter in playgrounds has included:

- Featherston playground is having a new child swing installed
- Two new seesaws to be installed in Martinborough and Featherston, which we are awaiting delivery
- Featherston refresh is still in progress and user group being formed

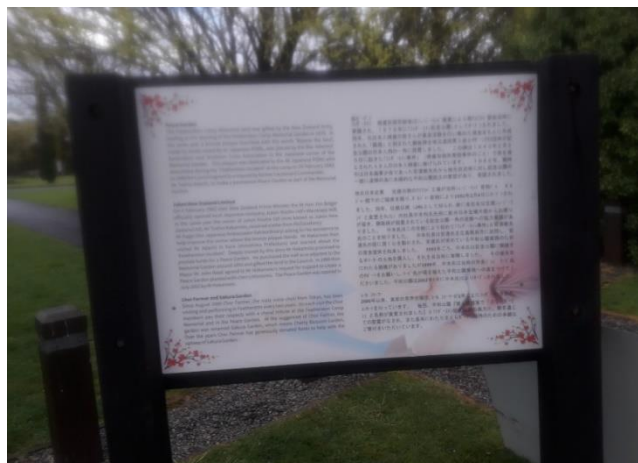
4.4 Parks and Reserves:

The following are key updates relating to SWDC Parks and Reserves:

- Collier Reserve is having new seat installed:



- The translation on the Sakura sign at the Peace Gardens has also recently been updated:



- Replaced lime around Martinborough Children’s water feature to save on long term maintenance issues.
- Awaiting Martinborough basketball court mark out.
- Investigating options for installing a new water fountain in Martinborough Square. SWDC won a drinking fountain in a competition run by Refill NZ.
- A security gate Otairua Reserve has also been installed:



4.5 Cemeteries:

Purchases of burial plots/niches 1 July to 15 September 2020:

	Greytown	Featherston	Martinborough
Niche	2	8	
In-ground ashes Beam		2	
Burial plot	1		2
Services area	1		
Total	4	10	2

Ashes internments/burials 1 July to 15 September 2020:

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

Work over the winter in the cemeteries has focused on grounds maintenance. The natural burial cemetery in Featherston has also undergone significant grounds maintenance.

4.6 Swimming Pools:

The Viewing stand at the Greytown pool is currently being rebuilt:



4.7 Further work:

A conservation plan for Carkeek observatory is also being developed.

5. Refuse

Working on the Solid Waste and Minimisation bylaw and controls to put out to consultation with the aim to have closed by Xmas in conjunction with Carterton and Masterton. Contract continues to operate successfully.

6. Wairarapa Library Service

6.1 Statistics and activity

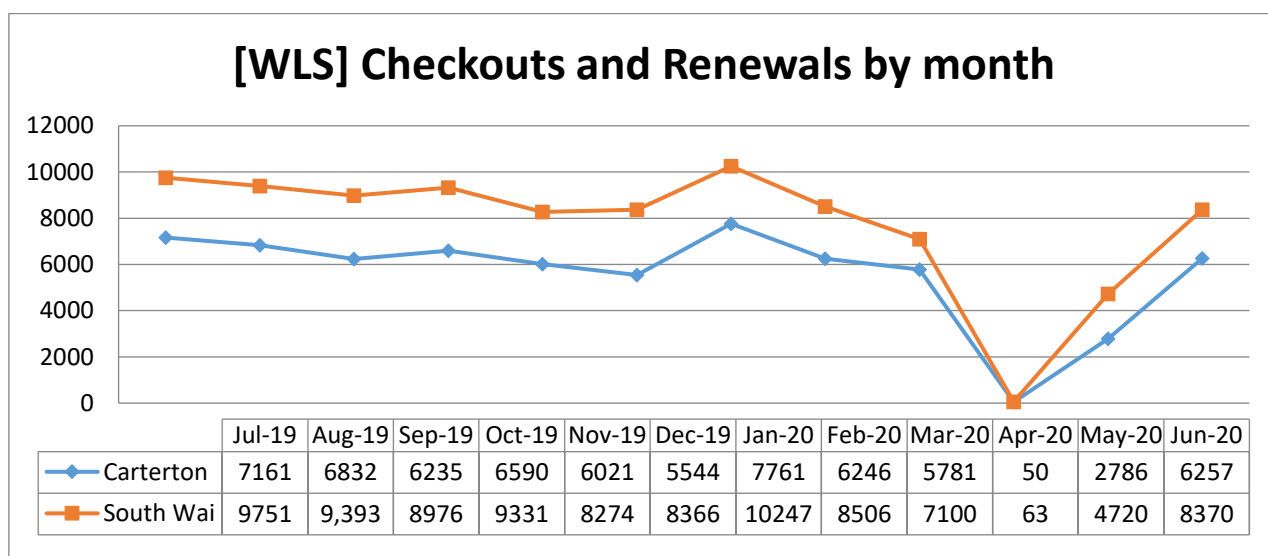
The statistics in this report cover the months of 1 July 2019 – 31 June 2020 inclusive. The data is reported by territorial local authority, in line with funding of the Wairarapa Library Service. WLS operates four branches across the two jurisdictions.

6.2 Checkouts and Renewals (Monographs, Serials, Audio-visual)

WLS averaged 13,363 issues and renewals per month for the financial year of 1 July 2019- 30 Jun 2020 inclusive. The impact of COVID-19 and library closures was illustrated in the months April and May 2020.

Collection use reflects many elements in a library, for example, audience (customers and potential customers), collection buying and lending policies, budget, marketing, global trends in format and publishing, staff knowledge of the collection, and online catalogue information.

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTALS
CRTN	7161	6832	6235	6590	6021	5544	7761	6246	5781	50	2786	6257	67264
SWDC	9751	9393	8976	9331	8274	8366	10247	8506	7100	63	4720	8370	93097
TOTAL	16912	16225	15211	15921	14295	13910	18008	14752	12881	113	7506	14627	160361



6.3 Audiobooks and e-Books

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Jun 2020. Audio book issues have averaged 542 per month. E-Book issues averaged 510 per month.

While growing, digital issues are significantly lower than analogue (i.e., books etc.). While the growth reflects the worldwide trend toward increased usage of online resources, it does indicate a significant opportunity to market the WSL digital collections. Reiterating this is the low rate of issues during the library closures of COVID-19 lockdowns, which would arguably have been prime times for audio and e-book usage.

Although digital, audiobooks and e-books are collection items. As such, the same elements outlined in the checkouts and renewals section (above), apply.

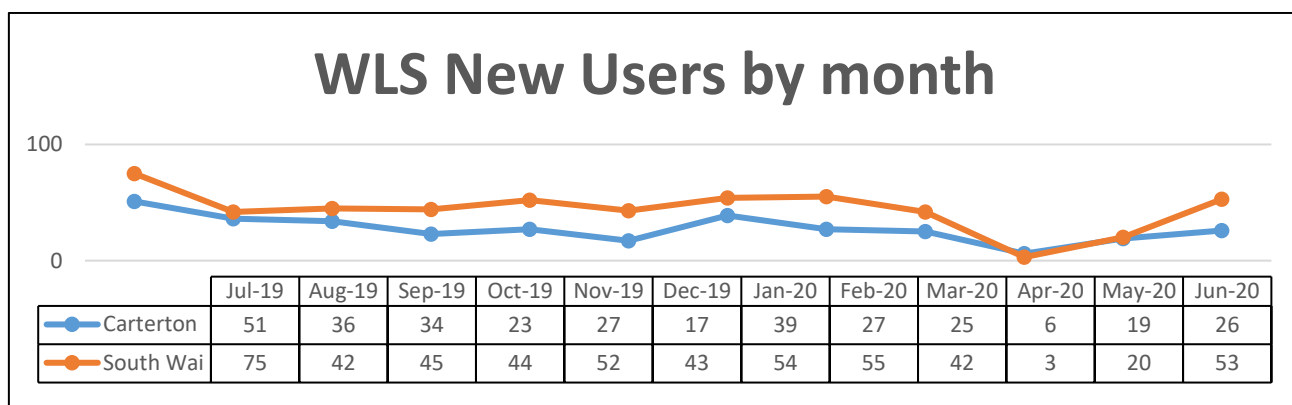
	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTAL S
Audio	276	261	296	306	281	319	320	694	1118	1202	887	5960
e-Books	503	500	554	533	618	636	588	323	410	459	488	5612
TOTAL	779	761	850	839	899	955	908	1023	1528	1661	1346	11572

6.4 New users July 2019 – June 2020

WLS has averaged 72 new customers each month in the 2019/20 financial year. The impact of COVID-19 was noticeable in April and May 2020.

WLS is planning to do work on identifying people and groups across the WLS area, who are not currently customers. This will then become the base for an engagement strategy. Doing so, complements future Community Development efforts, aides in the delivery of the Positive Ageing Strategy and furthers both Councils goals in delivery wellbeing indicators.

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTAL
CRTN	51	36	34	23	27	17	39	27	25	6	19	26	330
SWDC	75	42	45	44	52	43	54	55	42	3	20	53	528
TOTAL	126	78	79	67	79	60	93	82	67	9	39	79	858



6.5 Programmes

SWDC Libraries delivered a range of literacy programmes to their communities in 2019/2020. COVID interrupted some planned events, and saw libraries change to online channels. Many of the programmes were done in conjunction with or to extend other organisations' offerings.

The Libraries delivery of 18 programmes (Featherston), 3 (Greytown), 28 (Martinborough), does not reflect that programmes are a mix of multi-week events (e.g., ECRead'n Summer Reading, Winter Warmers), one off events (ECRead'n

Storytellers, Wet & Wild Activity Day, Pre-school Matariki Event), regularly scheduled multi-week programmes (School Holiday Crafts – during school holidays x4), long-running programmes (Facebook Elf on the Shelf - delivered daily for 24 days), or regularly scheduled events throughout the year (e.g., Wā Kōrero – every Tuesday during school terms).

A programming framework which includes an evaluation component, will see the Libraries move toward reporting on intended and realised audience, and in turn, the ability to measure whether programmes are delivering on their intended objectives.

6.6 Digital literacies

New Zealand's concerning digital access and competency divide are well documented¹. Being able to access technologies and be competent and confident using them is a key skillset for all ages and demographics.

Libraries are an acknowledged partner in addressing these issues. WLS will be increasing its delivery of opportunities for people to interact and learn about digital products and technologies. Two examples underway now are:

The 2020 budget included monies for libraries to support communities during COVID-19 and its aftermath. National Library has funded the delivery of three significant and popular online resources for September 2020-31st March 2021. These will soon be available to all WLS members:

1. **PressReader** provides same day access to full-page replicas of more than 7,000 **newspapers & magazines** from New Zealand and around the world in 60+ languages.
2. **Australia/New Zealand Reference Centre Plus** combines Australasian magazines, newspapers, newswires, biographies and reference books to create the largest collection of regional full-text content available to libraries in Australia and New Zealand.
3. **MasterFILE Complete** provides full text periodicals covering an extensive range of subject areas including business, health, education, fitness, sports and leisure, personal finance, general science, multicultural issues, DIY and fashion.

Neighbourhood Support is partnering with Carterton and Greytown Libraries to deliver “how to” clinics for those wishing to download, setup and use the COVID-19 tracing app.

¹ http://motu-www.motu.org.nz/wpapers/19_17.pdf;
https://internetnz.nz/assets/Archives/Solving_Digital_Divides.pdf;
<https://www.digital.govt.nz/dmsdocument/161~digital-inclusion-and-wellbeing-in-new-zealand/html>;
<https://digitalinclusionalliance.nz/resources/research-links>; <https://2020.org.nz/resources/digital-literacy-inclusion-research/>

6.7 Focus for September-December 2020

The focus for the Sept-Dec 2020 quarter is continued delivery of existing services under varying COVID-19 conditions. In parallel with the Councils' Long-Term Plan (LTP) development, the Libraries will be starting to formulate an updated strategic plan for 2021-2024.

7. Appendices

Appendix 1 – Partnerships and Operations Programme Report

Contact Officer: Euan Stitt, GM Partnerships and Operations

Reviewed by: Harry Wilson, Chief Executive

Appendix 1 – Partnerships and Operations Programme Report

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing well. PGF funding applications require clarity to progress key projects with certainty. Pain Farm a positive outcome.

Current Projects

Featherston War Memorial	\$250k	tbc				
Repair earthquake damage and structural deficiencies						Application submitted to PGF for funding. Quote received for works and Heritage NZ engaged in scope.
Peace Garden, Featherston	\$120k	tbc				
Construct accessible ramp and web-enabled information display with additional seating and planting						Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works and Heritage NZ engaged in scope.
Anzac Hall upgrades	\$100k	Sep-20				
Toilets, roof and wall repairs						Application submitted to PGF for funding. Quote received for works.
Featherston Community Centre	\$110k	tbc				
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Application submitted to PGF for funding. Quote received for works. NB - Not a Council asset but Council supporting PGF application.
SWDC Tree asset management	tbc					
Develop a long term District wide programme for tree management						Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting	\$12k	Oct-20				
Install lighting for safety/security of users						Scheduled - solar solution has saved money v budget.
Featherston Stadium	\$20k					
Upgrade to kitchen, seating and ablutions						Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works.
Ngawi Community Hall	\$30k	Dec-20				
Upgrade septic system						Quotes being sought. Scope of works necessary may increase (i.e. bollards to prevent vehicle access to area)
Cemetries data project	n/a	Dec-20				
Data validation, GPS capture and database established						Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided.
Pain Farm upgrades	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards						See main report
SWDC Lease review programme	n/a	Dec-20				
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term.
Senior Housing	\$85k	Oct-20				

Heat pump/air conditioning installation and painting (int and ext)						AC install completed. Painting part dictated by weather
Swimming Pools	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Nearing completion for new season
Martinborough Waiinga Cemetery	\$15k	Oct-20				
Install Lych gate as part of anniversary celebrations						Gate being constructed now.
Considine Park, Martinborough	\$8k	Nov-20				
Install additional lime path						Likely Lions involvement
Park exercise equipment	\$45k	Oct-20				
Install outdoor exercise equipment in local parks						Equipment purchased awaiting delivery.

Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Focus on Asset Management Plan and preparation for new season underway as key areas of activity. Schedules for increase in work this year (rollover from previous FY) being finalised and expected to be delivered.

Current Projects

Ruaokoputuna	\$400k	Oct 20 - Dec 20				
Ruakokoputuna Seal Extension						
Sealed Road Pavement Rehab	\$220K					
Western Lake Rd Area Wide		↓	↓		↓	H&S risk relates to nature of road and speed. Currently unscheduled works.
Sealed Road Resurfacing Local Roads	\$467.5k	Oct 20 - Dec 20				
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Working towards 5% reseal KPI. Will require additional funding in LTP to meet in future years.
Sealed Road Resurfacing Special Purpose Rd	\$115K	Oct 20 - Dec 20				
3.5 kms of resurfacing work on Cape Palliser Road						
FootPath Renewals	\$177K	Oct 20 - Jun 21				
Planned maintenance						
FootPath maintenance Extra Funding	\$375K	Jun 20 - Jun 21				
Footpath Maintenance \$125K per town						High level of input required by staff
Esther Street Footpath Extension	\$70K	Jul-20				
Noted from AP submissions						High level of input required by staff
Low Cost Low Rik Local Roads	\$345K	Aug 20 - jun 21				
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						
Low Cost low Rick Special Purpose Rd	\$250K	Aug 20 - jun 21				
Guardrail installation, Signage upgrade, Rock revetment supply						\$100k carry forward from 19/20
Asset Management Plan	\$50k	June 20 Aug 20				
Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024
Reading Street Upgrade	\$250k					
Upgrade Reading Street as part of Orchards Development						3rd party driver
Speed Limit Review						
Conduct District wide speed review. Progressing with CDC						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc.
Tora Farm Rd bridge beam painting x2	\$100K	Oct 20 - Jun 21				
Painting steel beams on Tora Farm and Pukeamuri Bridges			↓		↓	Environmental and Health and Safety risk due to working above waterways and working at height

Status key:

On track/achieving

Some concern

Off Track/Major concern

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Financial risk on two key pipe projects require further management and work is underway on that, noting budgets are now increasingly out of date.

Major Projects

Manganese Removal Plant - Martinborough	\$2.5m	Nov 19 - Aug 20				
Construct and commission a manganese reduction plant						All major works on MRP completed and successful initial commissioning testing in a closed loop have been completed. Upgrade to MBO Water Plant control systems being undertaken for system operation. Power upgrade in progress. On schedule to be operational by mid Nov (agreed revised delivery date)

Featherston WWTP	\$500k*	Jul 20 - Jun 2025				
Develop and implement a suitable wastewater solution for Featherston						WWL held positive meetings with GWRC. Council officer and statutory authority reps first workshop being held 14/09 - as outlined in the timeline presented to previous A&S meetings. Some stakeholders' confusion on purpose of meetings clarified. * initial consent budget

Upgrade/Renewal Projects

Papawai Road WW Upgrade	\$2.2m	tbc				
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan.

Pinot Grove WW upgrade	\$300k	tbc				
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan.

Waiohine Water Treatment Plant (WTP)	\$900k	Dec-20				
4th bore/pump, treated water storage, treatment upgrades and security						Upgrade of electrical and control systems required for 4th bore. Will delay completion and incur slight cost increases (currently being quantified through tender process).

Memorial Park WTP upgrades stage 2	\$330k	Nov-20				
Replace bore pump, new filter, additional pipework and run to waste						Detailed design being completed for procurement in Sept.

Memorial Park WTP upgrades stage 3	\$1.5m	Jun-21				
Chemical dosing, UV and filter upgrades						

Lake Ferry WWTP driplines	\$40k	tbc				
Replace driplines at WWTP						Planned upgrade brought forward following forestry contractor damage to lines. Damage is beyond original upgrade scope and will incur higher cost than original upgrade work planned, still being quantified.

WWTP Improvement Programme	\$400k	Dec-20				

Enhance processes, facilities and management of WWTPs across District	On track/achieving	Some concern	Some concern	On track/achieving	On track/achieving	Fast track and BAU delivery structure agreed to streamline delivery, and expedite urgent/critical upgrades. Due to operational staff workloads, and to manage H&S risks, visitors access to the sites including the project team has been controlled. Progress to date: 1. Featherston WWTP welfare facility (portocom) has been installed on site - awaiting power connection. 2. Design and install for actuated valve at Martinborough scheduled for completion October. 3. High priority list of operational H&S upgrades developed and in process of being costed and designed - these will be progressively completed over September/October. 4. Lake Ferry WWTP circulation pumps replaced under urgent capex.
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SWDC-led Projects

Water Race User Survey n/a Dec-20

Survey Water Race users and related stakeholders on use	On track/achieving	On track/achieving	On track/achieving	Some concern	On track/achieving	Engaging external resource to conduct survey. Water Race Sub Committee keen to progress. Output to inform LTP processes.
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Longwood Water Race Consent n/a Dec-20

Gain consent for continued use of water race	On track/achieving	On track/achieving	On track/achieving	Some concern	On track/achieving	Reporting to GW completed. Undertaking engagement with Fish and Game and DOC as affected parties - limited response to date and delaying process. Water Race continues to operate under existing consent.
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Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

ASSETS AND SERVICES COMMITTEE

23 SEPTEMBER 2020

AGENDA ITEM C2

ACTION ITEMS REPORT

Purpose of Report

To present the Assets and Services Committee with updates on actions and resolutions.

Recommendations

Officers recommend that the Committee:

1. *Receive the Assets and Services Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Committee for information. The Chair may ask officers for comment and all members may ask officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 – Action items to 23 September 2020

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Euan Stitt, Group Manager Partnerships and Operations

Appendix 1 – Action Items to 23 September 2020

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
81	20-Feb-19	Resolution	Euan	<p>COUNCIL RESOLVED (DC2019/15):</p> <ol style="list-style-type: none"> To receive the Wastewater Sewer Later Replacement Management Report. That lateral renewal up to the boundary where necessary will be undertaken at Council's cost but only when main pipeline renewal is being undertaken (this will be regarded as an operational expense). That council in the meantime will not fund depreciation of private lateral assets. That clearing of obstructions and ensuring the lateral is functional will be carried out within Council land. That private property owners remain responsible for lateral renewal maintenance and renewal as per the bylaw when (2 above) does not apply. That the policy be altered to reflect this change and the bylaw remain unchanged. <p>(Moved Cr Olds/Seconded Cr Craig) Carried Cr Wright voted against the motion. Cr Carter voted against the motion.</p>	Open	<p>Policy to come to A&S meeting on the 24th of July</p> <p>29/07/19 - The section 3.1.9 of the Bylaw will be amended when the bylaw is reviewed and the resolution is put into practice now. Lateral Renewals being done in conjunction with capital works is currently in practice and able to be done under the current bylaw. 27/08/19 Bylaw and Policy reviewed. Officers feel there is no need to amend as the changes can be done under existing policy. 4/9/19: Reopened, report required to next A&S Committee to ensure inconsistencies are address 12/2/20: To be placed on a policy review schedule for 2020 (for the purpose of checking consistency)</p>
423	19-Jun-19	Resolution	Euan	<p>ASSETS AND SERVICES RESOLVED (AS2019/12):</p> <ol style="list-style-type: none"> To receive the Directional Sign Policy for Accommodation, Information and Tourist Attraction Report. That the Blue Signs Policy be amended and then circulated to community board chairs for feedback, and then presented to the Assets and Services Committee seeking a recommendation for Council to approve the Policy. <p>(Moved Cornelissen/Seconded Cr Colenso) Carried</p>	Open	<p>16/08/19 policy is being redrafted in terms of NZTA Traffic Control Devices Manual to ensure Level of Service meets ONRC requirements for national consistency 12/2/20: To be placed on a policy review schedule for 2020</p>
424	19-Jun-19	Action	Euan	<p>Make amendments to the Directional Sign Policy so that consideration is given to generic vs business specific signs, historic business specific signs, making the policy relevant for all towns, consideration and appropriate use of coloured signs (blue and white vs black and yellow vs brown signs), policy exclusion situations, relevant NZTA policies,</p>	Open	<p>16/08/19 policy is being redrafted in terms of NZTA Traffic Control Devices Manual to ensure Level of Service meets ONRC requirements for national consistency 12/2/20: To be placed on a policy review schedule for 2020</p>

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
				publication of the approved policy and application form, and a recommended process for managing requests		
39	19-Feb-20	Action	Euan	Provide a programme of scheduled maintenance works for the Senior Housing units to the A&S Committee	Open	12/08/20 programme being finalised. Update to work completed in P&O Officers Report.
40	19-Feb-20	Action	Euan	Investigate the cost and availability for cleaning out sumps twice a year (spring and autumn)	Open	12/08/20 - Can be done but will cost approx. \$25k for extra cleaning that would have to be funded from existing Ops budgets and therefore not recommended. Suggest situation is monitored and, if required, is included in LTP for funding.
114	18-Mar-20	Resolution	Euan	COUNCIL RESOLVED (DC2020/27): 1. To receive the Featherston Treated Wastewater to Land and Water Resource Consent Application Report. (Moved Cr West/Seconded Cr Colenso) Carried 2. To endorse Option 2 (withdrawal of the current consent application and lodging a new consent application) as the way forward for the Featherston Treated Wastewater to land and water consent application. 3. Within three months prepare options for the Assessment of Environmental Effects and a Community Engagement Plan. (Moved Cr Fox/Seconded Cr Colenso) Carried	Open	27/5/20: work continues on the Project Plan, AEE and Comms plans. Due to significance and budget, project sits within the Major Projects team at Wellington Water. GHD have been engaged to manage the project and progress the above work. 17/06/20 - A&S committee provided with updated timeline. 12/08/20 Work continues
236	17-Jun-20	Action	Euan	Forward councillors the drone survey results of Cape Palliser Road for information	Open	12/08/20 - Images from footage shared with Committee members as footage being finalised. Work 50% complete.
237	17-Jun-20	Action	Euan	Advise councillors whether Wellington Water wastewater operations staff are being trained to a NZ recognised qualification	Open	12/08/20 - Update being developed of qualification status and developments plans.
400	12-Aug-20	Action	Euan	Investigate the nature of Moroa Water Race events resulting in an operational callout (e.g. urban vs rural vs stormwater), cost and location, and put together some analysis	Open	17/9/20: Work in progress
401	12-Aug-20	Action	Euan	Liaise with NZTA about the flooding and road camber issue at 97 Main Street in Greytown	Open	