



## **ASSETS AND SERVICES COMMITTEE**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, Greytown, on Wednesday 24 July 2019 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), Lee Carter, Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden, Leigh Hay, Raihānia Tipoki.

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#### **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 Pages 1-4  
Minutes of 19 June 2019  
***Proposed Resolution:*** *That the minutes of the Assets and Services Committee meeting held on 19 June 2019 are a true and correct record.*
- A7.** Notices of motion

#### **B. Information and Verbal Reports from Chief Executive and Staff**

- B1.** Infrastructure and Services Group Report Pages 5-19  
*Presentation from Fulton Hogan on their Contract Management Systems and performance monitoring*
- B2.** Action Items Report Pages 20-25

## Public Excluded

### C. Public Excluded Minutes from 19 June 2019

**Proposed Resolution:** *That the public be excluded from the following parts of the proceedings of this meeting, namely:*

**C1. Receipt and confirmation of the public excluded minutes of the Assets and Services Committee meeting 19 June 2019**

Pages 1-3PE

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:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Receipt and confirmation of the public excluded minutes of the Assets and Services Committee meeting 19 June 2019	Good reason to withhold exists under section 7(2)(f)(h)	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:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
f) to maintain the effective conduct of public affairs through- i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty. ii) the protection of such members, officers, employees, and person from improper pressure or harassment. (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial)	Section 7(2)(f)(h)



## **ASSETS AND SERVICES COMMITTEE**

### **MINUTES 19 June 2019**

- Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden, Leigh Hay (from 9:03am) and Mayor Viv Napier (from 9:33am).
- In Attendance:** Harry Wilson (Chief Executive) until 10:36am, Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Advisor), and for part only Jennie Mitchell (Group Manager Corporate Support), Katrina Neems (Finance Manager), Lawrence Stephenson (Assets and Operations Manager) and Ian McSherry (Wellington Water).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:00am and 11:15am except where expressly noted.
- Also in Attendance:** Councillor Ross Vickery (part only).

#### **Open Section**

**A1. Apologies**

Members noted that meeting apologies should be submitted for each scheduled meeting.

*ASSETS AND SERVICES RESOLVED (AS2019/08)* to accept apologies from Cr Lee Carter.

*(Moved Cr Colenso/Seconded Cr Gray)*

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**

There was no extraordinary business.

**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*

**A6. Minutes for Confirmation**

A letter would be issued to water race ratepayers in late June seeking representation interest on the Water Race Subcommittee.

*ASSETS AND SERVICES COMMITTEE RESOLVED (AS2019/09) that the minutes of the Assets and Services Committee meeting held on 1 May 2019 are a true and correct record subject to a correction to the mover of resolution AS2019/07 as follows: (Moved ~~Cr~~ Hay/Seconded Cr Jephson)*

*(Moved Hay/Seconded Cr Olds)*

Carried

**A7. Notices of Motion**

There were no notices of motion.

**B Council Committee and Community Board Minutes**

**B1. Introduction to the Fulton Hogan Academies System**

Mr Chadderton had tendered his apologies. Mr Allingham spoke about the web based roading management tool and his intention to set up a workshop to seek input on reporting requirements for governance purposes.

**B2. Infrastructure and Services Group Report**

Mr Allingham discussed the makeup of the Civil Defence Wairarapa Coordinating Committee and recent emergency simulations, water supply, roading and speed limit concerns in Greytown and Featherston and the related NZTA project of rolling out speed limit reductions, the district lighting audit, regional cycling, waste and recycling levels and indicators, and Donald's Creek improvements being undertaken by St Teresa's School students with members.

Cr Gray left the meeting at 9:19am.

Cr Gray returned to the meeting at 9:23am.

Mr Wilson undertook to discuss the community and Committees concerns regarding dangerous intersections and speed limit concerns with NZTA.

*ASSETS AND SERVICES RESOLVED (AS2019/10) to receive the Infrastructure and Services Group Report.*

*(Moved Cr Olds/Seconded Cr Gray)*

Carried

**B3. Cotter Street Report**

Mr Allingham discussed the report and survey findings with members noting that speed and safety were residents' priority. Corrective measures, as addressed in the report, would be implemented.

*ASSETS AND SERVICES RESOLVED (AS2019/11) to receive the Cotter Street Report.*

*(Moved Cr Gray/Seconded Cr Jephson)*

Carried

**B4. Directional Sign Policy for Accommodation, Information and Tourist Attraction Report**

Members discussed the Directional Sign Policy and information they would like considered for inclusion in the Policy with Council officers.

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Page 2

*ASSETS AND SERVICES RESOLVED (AS2019/12):*

1. To receive the Directional Sign Policy for Accommodation, Information and Tourist Attraction Report.
2. 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.  
*(Moved Cornelissen/Seconded Cr Colenso)* Carried
3. Action 424: 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, publication of the approved policy and application form, and a recommended process for managing requests; M Allingham

*ASSETS AND SERVICES RESOLVED (AS2019/13) to change the order of the agenda and to consider the public excluded report ‘C1 Chlorination of Martinborough Water Supply’ following the ‘B4 Directional Sign Policy for Accommodation, Information and Tourist Attraction Report’.*

*(Moved Cr Colenso/Seconded Cr Olds)*

Carried

**Public Excluded**

*ASSETS AND SERVICES RESOLVED (AS2019/14) that the public be excluded from the following part of the proceedings of this meeting at 10:10am, namely:*

**C1. Chlorination of Martinborough Water Supply**

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:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Chlorination of Martinborough Water Supply	Good reason to withhold exists under section 7(2)(f)(h)	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:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
f) to maintain the effective conduct of public affairs through- i) the free and frank expression of opinions by or between or to members or officers or employees of any	Section 7(2)(f)(h)

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<p>local authority, or any persons to whom section 2(5) applies, in the course of their duty.</p> <p>ii) the protection of such members, officers, employees, and person from improper pressure or harassment.</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial)</p>	
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*(Moved Cr Olds/Seconded Cr Gray)*

Carried

Mr Allingham thanked Mr Stephenson and Mr McSherry for their work in flushing the Martinborough water supply.

**B5. Action Items Report**

*ASSETS AND SERVICES RESOLVED (AS2019/17)* to receive the Action Items Report.

*(Moved Ramsden/Seconded Cr Colenso)*

Carried

**B6. Glyphosate Spraying Report**

Members agreed that South Wairarapa District Council should not lead the investigation into weed control alternatives to glyphosate, but should take a lead from results and findings from neighbouring councils.

*ASSETS AND SERVICES RESOLVED (AS2019/18)* to receive the Action Items Report.

*(Moved Ramsden/Seconded Cr Colenso)*

Carried

**B7. Playground Fencing**

*ASSETS AND SERVICES NOTED:*

1. Action 431: Circulate an email to the Assets and Services Committee on playground fencing installations planned for the 19/20 year; M Allingham

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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# ASSETS AND SERVICES COMMITTEE

24 JULY 2019

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## AGENDA ITEM B1

### INFRASTRUCTURE AND SERVICES REPORT

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#### **Purpose of Report**

To update Committee members on the Infrastructure and Services Group activities.

#### **Recommendations**

Officers recommend that the Council:

- 1. Receive the Infrastructure and Services Report.*

#### **1. Group Manager highlights**

One of the highlights of the period was attending the Institute of Public Works Engineering Australasia conference in Wellington. While personally missing the first few addresses, I was informed that SWDC had been mentioned in the key note addresses, notably by the minister of Local Government, Nanaia Mahuta. Much of the discussion revolved around water, climate change and optimised decision making.

The transition to the Ruamahanga Roads Shared service, is still ongoing with quite a few things that need to be resolved in location, structure and governance. This will be ongoing for some time as the new service determines the level of external professional services and administration required as well as the internal processes.

The move to wellington water limited (WWL) is still progressing with staff having visited the offices in Petone and gaining more information about the Council Controlled Organisation, (CCO). Again, there is a lot of operational work to be done, the consents being managed and owned by WWL as an example and whether the leases for the waste water to land properties should sit within the CCO.

Progressing the chlorination of Martinborough water with the manganese removal plant is time critical. With the new part of the process (Mn removal) being located at the original plant site, there will be no delays in land acquisition. The design being modular the Mn removal and entire plant can be moved at another time when convenient.

The new recycling wheelie bin roll out has been delayed due to availability of bins and the process is being managed through the combined Communications staff to ensure all are aware of the new processes.

The chlorination of the water in Martinborough has still received little to no feedback to council regarding chlorine and taste or issues.

Substantial time has been devoted to looking at the Martinborough water system, the demand and supply as well as location and future upgrades needed. This has been an excellent exercise to look at the future of the water supply and the current vulnerabilities as well as the works completed previously to enable the options available.

New Staff have started with Michelle Alexander as the new Administrator and Natalie Singer as the project and waste coordinator.

## 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 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		550		
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: Yes GYT: Yes MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes 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	0.25 per 1000 (1 complaints)	4.0 per 1000 (13 complaints)	1	13
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	7.3 per 1000 (24 complaints)	1	24
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	(1/3) 33%	Median Time 26mins	1	19
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	(3/3) 100%	Median Time 3h 45mins	3	19
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	(20/22) 91%	Median Time 21h 24mins	22	374
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	(19/22) 86%	Median Time 29h 30mins	22	374
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		



WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%	20%	

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 temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries.

Featherston (Waiohine) and Greytown bore plants operated well during the period. The concrete ring main for the storage area is almost complete and the lining is due in for August. The fourth bore to enable the supply of both Featherston and Greytown is due to be drilled in July.

Featherston and Greytown are looking good for compliance except for protozoa compliance in Greytown.

### 3. Wastewater

*SERVICE LEVEL – Council provides wastewater 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	
		MAY	YTD	MAY	YTD
Attendance time: from notification to arrival on site	< 1 Hr	0/4 (0%)	Median Time 1h 13min	4	42
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 11h 50min	4	42
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 per 1000 (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

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
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 through the treatment plant to quantify the performance for pathogens and what treatment would 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 has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has been operating well, and the irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 4. Stormwater 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	
		MAY	YTD	MAY	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 two storm water blockage 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 2017/18	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				

### 5.2 Roading Maintenance – Fulton Hogan

The end of the financial year coincided with the end of the current Road Maintenance contract and as at July 1<sup>st</sup> the new Ruamahanga Roads contract being a joint venture with Carterton District Council commenced.

The last of the damage to the Featherston area following the rain event in December was completed prior to the end of financial year.

Works were completed to finish off the relocation of the road through the “Gluepot” on Te Awaiti Road.

Sealed pavement maintenance was carried out on Hinekura Rd around Hikawera Road.

Culverts were upgraded on White Rock Road along Ushers Hill section in preparation for planting of the unstable faces.

The last 40 tonne of Rip Rap rock was delivered to Cape Palliser Road for the Managatoetoe Bridge pier scour protection works will commence in August.

92.1 km of unsealed roads graded in May. The tow behind roller was attached during the month and 46.1 km of road was compacted following grading.

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

All urban sump chambers were cleared out following the autumn leaf drop.

The spraying of rural unlined water channels, sign bases, bridge approaches and edge marker posts was completed.

### 5.3 Other activities

Work is continuing on the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven in July.

Ushers Hill on White Rock road has been fenced off in conjunction with GWRC and cattle stops will be installed in July and stabilisation planting will commence in July/August.

End of year reporting to NZTA has been complied and submitted.

Collaboration works with the Carterton District Council roading has been a high priority to ensure a smooth transition to the new joint Ruamahanga Roads contract.

The table below outlines the reseal sites for the 2019/2020 financial year and the length of 17.4 km is well below the 5% road targeted in the KPIs above. At first cut the budget for the proposed length is above budget allocation, adjustments will be made to meet budget.

**Table: 2019/2020 Reseals**

Road	Road Name	Start	End	Length
309	CAMPBELL DR LEFT LEG	13	154	141
308	CAMPBELL DR ROUNDABOUT	0	69	69
307	CAMPBELL DRIVE	3	337	334
307	CAMPBELL DRIVE	351	604	253
203	CAPE PALLISER RD	15767	15912	145
203	CAPE PALLISER RD	15912	16495	583
203	CAPE PALLISER RD	34171	34364	193
203	CAPE PALLISER RD	34364	34847	483
202	LAKE FERRY RD	4574	4873	299
202	LAKE FERRY RD	7138	7334	196
202	LAKE FERRY RD	7334	7662	328
202	LAKE FERRY RD	27850	28905	1055
202	LAKE FERRY RD	28905	29502	597
260	KAHUTARA RD	38	1064	1026
260	KAHUTARA RD	3977	5000	1023
260	KAHUTARA RD	5551	5678	127
260	KAHUTARA RD	15587	16201	614
260	KAHUTARA RD	16201	16248	47
260	KAHUTARA RD	16248	16857	609
174	BIDWILLS RD	4	20	16
178	BICKNELLS RD	4	45	41
181	PARERA RD	3	40	37
259	WESTERN LAKE RD	8569	9527	958
259	WESTERN LAKE RD	9527	10841	1314
259	WESTERN LAKE RD	21620	22042	422
265	WHITE ROCK RD	19	2456	2437
265	WHITE ROCK RD	2456	2560	104
265	WHITE ROCK RD	4674	4785	111
265	WHITE ROCK RD	4785	5860	1075
265	WHITE ROCK RD	13291	14220	929
265	WHITE ROCK RD	14220	14944	724
265	WHITE ROCK RD	14944	15166	222
265	WHITE ROCK RD	21940	22320	380
265	WHITE ROCK RD	22320	22830	510
				17402

## 6. 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-one 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.*

### 6.1 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%

### 6.2 Housing for Seniors

Policy and documents have now been updated to reflect the name change from Community Housing to Housing for Seniors.

The Housing for Senior tenants were advised of their 2019 rent increase, giving the tenants the required 60 days’ written notice as per their Tenancy Agreements.

Tenants were sent an updated copy of the Housing for Seniors Policy. We also took the opportunity to remind all tenants that all units are smoke-free.

Currently there are two flats at Cicely Martin that have been vacated. They are having some required maintenance work and will be ready in a few weeks to be tenanted.

The Matthews, Burling and Westhaven flats are all tenanted. The new tenant at Westhaven has moved in and is very happy with the flat and his surroundings. Another new tenant has moved into one of the Cicely Martin flats in Martinborough in May his comment was 'I love it here'. There are also two new tenants at Burling and one who has relocated to one of the two larger flats. It has been a busy time with flat inspections, coordinating to have the existing insulation assessed in all flats and general maintenance.

### 6.3 Cemeteries

Contractors are due to start work on the new ashes wall at the Featherston cemetery.

#### 6.3.1. Purchases of burial plots/niches 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Niche	3		1
In-ground ashes Beam	3		
Burial plot	2	1	
Services area			
<b>Total</b>	<b>8</b>	<b>1</b>	<b>1</b>

#### 6.3.2. Ashes interments/burials 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Burial	2		
Ashes in-ground	1	1	1
Ashes wall	1		
Services Area		1	
Disinterment		1	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>1</b>

### 6.4 Events

#### 6.4.1. Featherston

Completed events:

**The Time Travellers Ball** – being held Saturday, 22 June 2019 at the ANZAC hall

**New Zealand String Quartet** – being held Friday, 28 June 2019 at the ANZAC hall



### 6.4.2. Greytown

Future events:

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday starting 3 November 2018

### 6.4.3. Martinborough

Completed events:

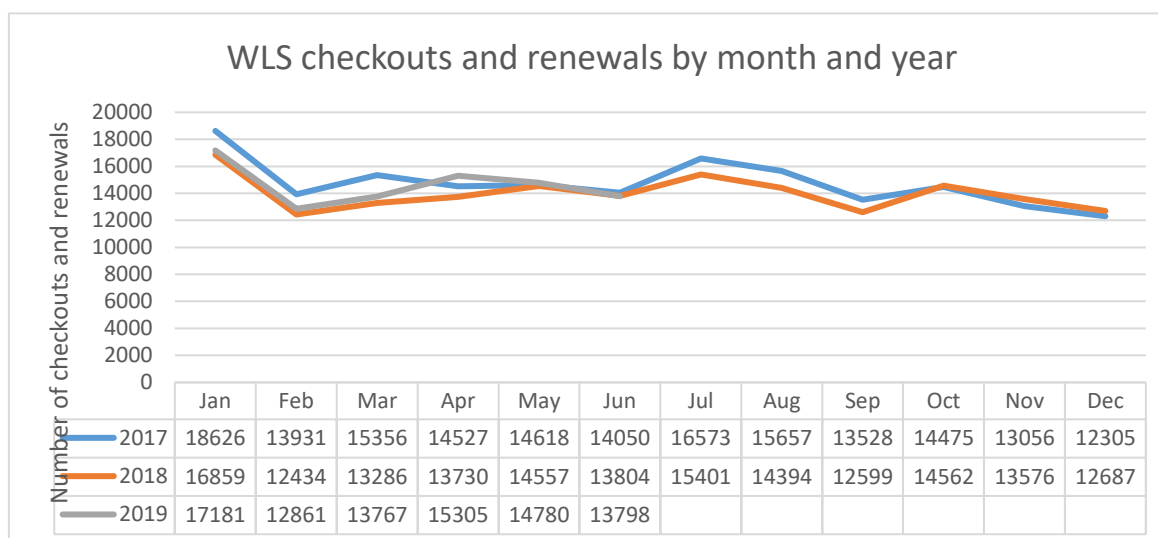
**Monster Book Fair** – being held Friday 14 June (7pm) to Sunday 16 June 2019 at the Martinborough Town Hall

## 7. Wairarapa Library Service Monthly Report for June 2019

### 7.1 Issues and renewals:

Physical items:

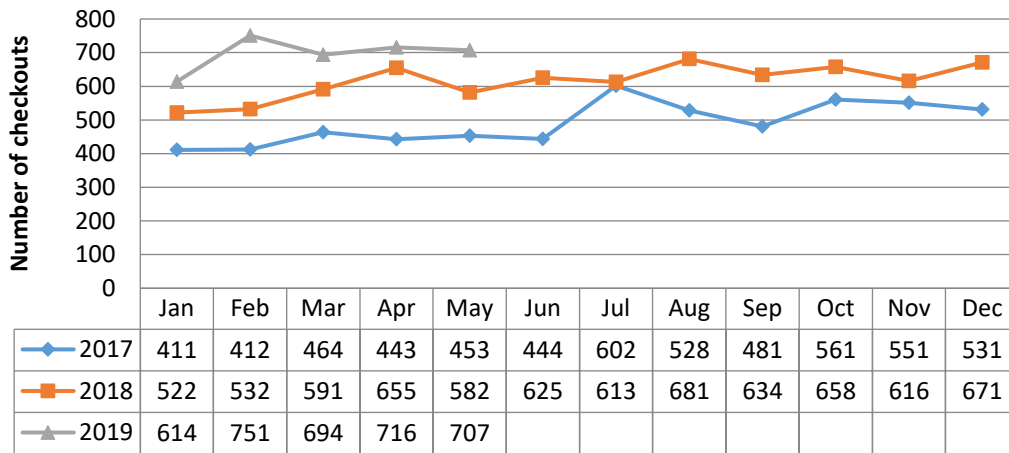
	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of issues and renewals for June	5904	2357	2842	2695	13798



### 7.2 Ebooks and Audiobooks:

	June 2019
ebooks	469
audiobooks	238
<b>TOTAL</b>	<b>707</b>

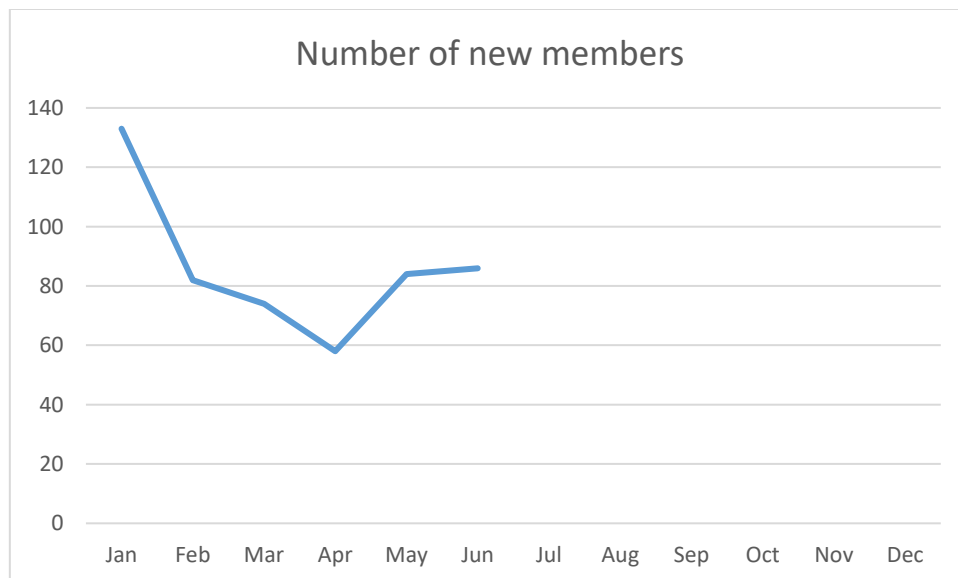
## Wairarapa Library Service eBook and Audiobook Checkouts



### 7.3 New Members

New library members for June 2019:

	June 2019
<b>Carterton</b>	35
<b>Featherston</b>	11
<b>Greytown</b>	23
<b>Martinborough</b>	17
<b>TOTAL</b>	86





## 7.4 Computer and Wi-Fi access

At this stage the South Wairarapa District libraries have not received the public access computing upgrade, so do not have data available.

Public Computer Use	Carterton
Number of public computer uses.	425
Unique users	236
Average time per user (minutes)	31.68

Please note that the statistics regarding WiFi access are for March, not April. 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 Usage	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of public Wi-Fi logins	940	1832	1419	159 (from 23 May to 31 May only)	4350

## 8. In-house library events and initiatives

### 8.1 Carterton

#### 8.1.1. Displays

Adult Displays	Junior Displays
Time for a laugh	Winter Warmers reading programme

#### 8.1.2. Events

- The Winter Warmers reading programme for children has begun. There are 117 children registered for the programme.

#### 8.1.3. Other initiatives

- The annual stocktake was completed.



## 8.2 Featherston

### 8.2.1. Displays

Adult Displays	Teen Displays
Crochet (for the month)	New Books

### 8.2.2. Events

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. [iread.co.nz](http://iread.co.nz)
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and understanding. However, it poses the question of food in the Library for these sessions.

*Step Up Crochet Class*

*If you already know how to  
crochet but would like to know  
more, this class is for you*

*Mondays 2-2.45*

*For 4 weeks*

*Starting 10th June*

Register by emailing [featherston@swdc.govt.nz](mailto:featherston@swdc.govt.nz)





### 8.3 Martinborough

#### 8.3.1. Displays

Adult Displays	Teen Displays	Junior Displays
Moody Winter Reads	New books	New Books
Today's Picks		June Author Birthdays

#### 8.3.2. Events

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.



## 8.4 Greytown

- Late nights have been very well-received and higher numbers are anticipated once the weather improves.

The image shows a feedback form from Wairarapa Library Service. At the top left is the logo and name 'Wairarapa Library Service'. To the right is a graphic with three speech bubbles containing the text 'YOUR VOICE MATTERS!'. Below the logo is the title 'Feedback form' and a short introductory paragraph: 'We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.' The form asks 'Your feedback:' and 'Is this:' with four radio button options: 'A comment?' (unchecked), 'A suggestion?' (checked), 'A Compliment?' (unchecked), and 'A Complaint?' (unchecked). Below this is a box for 'Your Feedback:' containing handwritten text: 'Late night at the library a great idea but can you make it till 8pm? It is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.'

## 9. Zero Waste Coordinator Report June 2019

### 9.1 Community

- **World Environment Day June 5<sup>th</sup>** - A video was released to all three council websites and Facebook pages about recycling at kerbside to align with the lead in to our new kerbside recycling service.
- **Kerbside Wheelie Bin Recycling** The rollout has begun with a radio ad introducing the new service and further information to be distributed prior to launch in August 2019.
- **Para Kore** has recently appointed Jade Waetford as their Wairarapa Kaiarahi representative to deliver their 'Working Towards Zero Waste' programme initially starting with the eight Marae in our region.
- **Plastic Free July** There is a colouring competition over June with prizes for each council district with a variety of events and workshops in our region and supported by Zero Waste Coordinator. We also have an internal initiative encouraging colleagues within councils to think about Plastic Free July and to take part and nominate your workmate for their efforts for plastic free July and beyond.

### 9.2 Education

- **Waste Forum** 17<sup>th</sup> May 2019 hosted by Hutt City, attended by our Zero Waste Coordinator focused on construction and demolition waste. Anna Ainsworth presented her report on the **Regional C & D Waste Issues and Options Paper**. C&D waste is a problematic high volume waste stream in the Wellington Region. While a range of opportunities exist to reduce, reuse and recycle this waste, to date such waste management and minimisation mechanisms remain unutilised and underdeveloped in the Wellington context. Projected quantities of C&D waste disposed of to landfill in the

Wellington Region estimate that a total of 570,000 tonnes of waste (per annum) is currently being sent to landfill in the Wellington Region. Approximately 95% of this waste is being sent to Class 2-4 landfills. This report reviews the scope of C& D waste minimisation issues within the Wellington Region, and identifies a range of options available to the councils in response to issues identified.

- **EnviroSchools Joint Council Hui** attended by the Zero Waste Coordinator on 6<sup>th</sup> June 2019. There were discussions around progress updates using story- based reporting, a focus on outcomes schools are achieving plus an explanation of the contribution EnviroSchool makes. Kirsten Price (Toimata Foundation) outlined the partnership model being used nationally to create a collaborative structure for action, the roles and involvement of the various councils and some significant aspects of the current situation we are operating in.

### **9.3 Business**

- **Single-Use Plastic Bag Ban** coming into place 1<sup>st</sup> July 2019. Over the last two weeks our Zero Waste Coordinator has been out visiting Wairarapa Businesses door to door speaking with them about the ban and advising how it effects their business and what this means for them. She will also be set up at the Masterton Boot sale market (Sunday) leading up to the last day of plastic bags, engaging and educating the community whilst giving out the MDC jute bags to the community at the market.

Contact Officer : Mark Allingham, Group Manager Infrastructure and Services

Reviewed By : Harry Wilson, Acting Chief Executive officer

# ASSETS AND SERVICES COMMITTEE

24 JULY 2019

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## AGENDA ITEM B5

### ACTION ITEMS REPORT

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#### **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 the Chief Executive for comment and all members may ask the Chief Executive 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 24 July 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Action Items to 24 July 2019**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
81	20-Feb-19	Resolution	Mark	<p>COUNCIL RESOLVED (DC2019/15):</p> <ol style="list-style-type: none"> <li>1. To receive the Wastewater Sewer Later Replacement Management Report.</li> <li>2. 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).</li> <li>3. That council in the meantime will not fund depreciation of private lateral assets.</li> <li>4. That clearing of obstructions and ensuring the lateral is functional will be carried out within Council land.</li> <li>5. That private property owners remain responsible for lateral renewal maintenance and renewal as per the bylaw when (2 above) does not apply.</li> <li>6. That the policy be altered to reflect this change and the bylaw remain unchanged.</li> </ol> <p>(Moved Cr Olds/Seconded Cr Craig) Carried Cr Wright voted against the motion. Cr Carter voted against the motion.</p>	Open	Policy to come to A&S meeting on the 24th of July
82	20-Feb-19	Resolution	Mark	<p>COUNCIL RESOLVED (DC2019/16):</p> <ol style="list-style-type: none"> <li>1. To receive the Sealing of Udy Street Report. (Moved Cr Colenso/Seconded Cr Maynard) Carried</li> <li>2. That the status of the sealed section of paper road at the north end of Udy Street is confirmed (vested as necessary).</li> </ol>	Open	Consultant engaged 5/6/19: Transferred to A&S. Process confirmed through NZTA and Linz the changes need to be made in RAMM and the road can be maintained. <i>"The general</i>



Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				<p>3. That subject to the above and receipt of NZTA subsidised funding, complete the plan to widen and seal the north end of Udy Street.</p> <p>4. That subject to the above, that the cycle trail is extended to the corner of Udy Street and North Road and joined with the existing trail.</p> <p>(Moved Cr Olds/Seconded Cr Jephson) Carried</p>		<p><i>consensus is that if Council are taking over a parcel of unformed legal road which has now been formed and you are therefore liable for future maintenance then it should be entered into the RAMM database. That will then add it to the schedule of roads for funding from the NLTF I also understand that that funding is reviewed in 3 yearly cycles so it may be that you do not get any additional funding immediately depending on where that cycle currently is."</i></p> <p>17/06/19 Status will change after the new year change over</p>
198	3-Apr-19	Resolution	Mark	<p>COUNCIL RESOLVED (DC2019/53):</p> <p>1. To receive the contract Renewal Report. (Moved Cr Gray/Seconded Cr Vickery) Carried</p> <p>2. To grant officers the right to extend the Amenities contract by 12 months under negotiation. (Moved Cr Olds/Seconded Cr Jephson) Carried</p>	Open	<p>Contractor informed, the discussions are to start with CDC post the roading shared service completion in July 19</p>
212	3-Apr-19	Action	Mark	<p>Discuss the public release (or availability to councillors) of the Featherston flooding event spreadsheet of damage and action taken with the Acting CE</p>	Actioned	<p>Available for the June A&amp;S Meeting and to be sent out. 17/06/19 Will be sent before next A&amp;S meeting</p>

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
						16/7/19: Was sent to councillors 17/06/2019, and the last outstanding item was completed prior to the end of June.
226	1-May-19	Action	Mark	When available, forward the Cotter Street survey results to the Greytown Community Board	Open	13/06/19 : The results are gone to the A&S meeting and will be able to be issued after the meeting (19/06/19) 16/7/19: Results will be sent out this week along with scheme plan showing installation of 2 additional humps with associated speed hump signage indicating 25km/2 humps
227	1-May-19	Action	Mayor Napier	Forward the WREMO quarterly report to the Assets and Services Committee	Actioned	
423	19-Jun-19	Resolution	Mark	ASSETS AND SERVICES RESOLVED (AS2019/12): 1. To receive the Directional Sign Policy for Accommodation, Information and Tourist Attraction Report. 2. 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. (Moved Cornelissen/Seconded Cr Colenso) Carried	Open	
424	19-Jun-19	Action	Mark	Make amendments to the Directional Sign Policy so that consideration is given to generic vs business	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				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, publication of the approved policy and application form, and a recommended process for managing requests		
<b>431</b>	19-Jun-19	Action	Mark	Circulate an email to the Assets and Services Committee on playground fencing installations planned for the 19/20 year	Actioned	