



FEATHERSTON COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday, 15 December 2020 starting at 7:00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua, Councillor Garrick Emms and Councillor Ross Vickery.

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGMENTS AND TRIBUTES:

5. PUBLIC PARTICPATION:

5.1 Ray Lilley and Mayor Alex Beijen - Tree Planting on Highways

5.2 Jennifer Grey – Community Website for Featherston

5.3 Shane Atkinson and John Bushnell of Greytown Trails Trust -
Tauherenikau Trail and Bridge Project

5.4 Grant Crosland – Proposed Naming of a New Private Road at
24-32 Revans Street

6. ACTIONS FROM 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.

7. COMMUNITY BOARD MINUTES:

- 7.1 Minutes for Approval: Featherston Community Board Minutes of 3 November 2020. **Pages 1-3**

***Proposed Resolution:** That the minutes of the Featherston Community Board meetings held on 3 November 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Officers' Report **Pages 4-52**
- 8.2 Action Items Report **Pages 53-55**
- 8.3 Income and Expenditure Report **Pages 56-62**
- 8.4 Financial Assistance Report **Pages 63-65**
- 8.5 Featherston Wastewater Treatment Plant Report **Pages 66-84**
- 8.6 Youth Representative Appointment Report **Pages 85-87**
- 8.7 Naming of a New Private Road at 24-32 Revans Street Report **Pages 88-92**
- 8.8 Naming of a New Road at Harrison Street East Report **Pages 93-96**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 Chairperson Report **Pages 97-98**

11. MEMBER REPORTS (INFORMATION):

- 11.1 Member Report from Claire Bleakley **Page 99**

***Proposed Resolution:** That the member report is received.*

12. CORRESPONDENCE:

- 12.1 None



Minutes – 3 November 2020

- Present:** Mark Shepherd (Chair), Sophronia Smith, Jayson Tahinurua, Councillor Ross Vickery and Councillor Garrick Emms.
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 3 November 2020 between 7:02pm and 7.41pm.

1. EXTRAORDINARY BUSINESS

Mr Shepherd explained that concerns over a quarry consent application at Underhill and Algies Roads and correspondence from Margaret Cochran on the entry to Featherston would be discussed as minor items under agenda item 11.1, the Chairperson Report.

2. APOLOGIES

Claire Bleakley tendered her apologies after the meeting however they were not presented for acceptance at the meeting.

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgements or tributes.

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

7. COMMUNITY BOARD MINUTES

7.1 Featherston Community Board Minutes – 22 September 2020

FCB RESOLVED (FCB 2020/51) that the minutes of the Featherston Community Board meeting held on 22 September 2020 be confirmed as a true and correct record.

(Moved Cr Vickery/Seconded Smith)

Carried

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

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officers' Report

Members expressed concerns on the status of some of the major water projects and water staining in Featherston. Updates from Wellington Water on major projects would be reported to the Assets and Services Committee and the water staining concerns had been brought to the attention of the SWDC Chief Executive.

FCB RESOLVED (FCB 2020/52) to receive the Officers' Report.

(Moved Tahinurua/Seconded Cr Emms)

Carried

8.2 Action Items Report

Ms Smith updated members of a meeting with two prospective youth representatives. Members undertook to hold a workshop to discuss the role of a youth representative and flags.

FCB RESOLVED (FCB 2020/53) to receive the Action Items Report.

(Moved Tahinurua/Seconded Cr Emms)

Carried

8.3 Income and Expenditure Report

FCB RESOLVED (FCB 2020/54) to receive the Income and Expenditure Statement for the period 1 July 2020 – 30 September 2020.

(Moved Cr Vickery/Seconded Smith)

Carried

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Members expressed concerns with the quarry consent application, including impacts to nearby residents, undermining of the direction of the Long Term and Spatial Plans, lack of notification to members, and the ability of Greater Wellington Regional Council to approve a consent application without community consultation. Mr O'Leary explained the consent application to SWDC had not yet been assessed, outlined resource consent requirements, and the process and criteria for assessing applications. A meeting would be held with interested parties.

Members discussed correspondence received from Margaret Cochran, noted Ms Cochran's concern of the sign advertising a funeral parlour at the entrance to Featherston, and requested information on permitted signage.

FCB NOTED:

Action 586: Provide the community board signage rules for the zone of the funeral sign located on the State Highway at the southern entrance to Featherston, G Mahowa.

FCB RESOLVED (FCB 2020/55) to receive the Chairperson Report.

(Moved Cr Emms/Seconded Tahinurua)

Carried

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11. MEMBER REPORTS (INFORMATION)

11.1 Member Report - Claire Bleakley

Members discussed matters as raised in Ms Bleakley’s member report, including costs and arrangements for the Featherston Christmas Parade and the Featherston Wastewater Treatment Plant meeting. Members requested communications of the next meeting and its purpose.

FCB NOTED:

Action 587: Confirm if there is Council land available in Featherston for the planting of a Kowhai tree donated by Lions, B Neems.

*FCB RESOLVED (FCB 2020/56) to receive the Member Report
(Moved Smith/Seconded Tahinurua)*

Carried

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 7.41pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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FEATHERSTON COMMUNITY BOARD

15 DECEMBER 2020

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

To report to Committee on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 4 November 2020.

1. Resource Management

1.1 Planning Summary

1.1.1. Planning

Planning receives around 200 resource consent applications per year. The team normally has around 13-20 resource consents to assess and make decisions on. There are currently 20 resource consent applications for land use and subdivision, including cases where further information is required. Consent work sits beside a busy mix of district plan enquiries, land use compliance, and growing policy work. Good and timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The Spatial Plan is our strategic document to 2050, using an integrated approach for the Spatial/Long-Term Plan (LTP). Evaluation work continues for shaping the Spatial Plan/LTP diagram components and refinement. Recent focus on initial engagement meetings, and pop up sessions. This initial engagement work included 10 community/stakeholder sessions-held with iwi, business and realty, seniors, the wine growers, farmers, two youth meetings at Kurunui College, plus Community Board sessions held in each of the towns. A wide mix of views and helpful feedback was captured. Workshops continue with Council on the Spatial Plan to sort activities in LTP, growth discussions.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation, the MSGA is now on hold, including phase two stormwater modelling work. For consideration alongside Spatial Plan evaluation work.

1.1.4. District Plan Review

Wairarapa Combined District Plan (WCDP) operative in 2011, requires review every 10 years, a plan review takes around 2 years. Boffa Miskell confirmed as the consultant to support the review. The advisory group meeting held on 8 September considered the extent of the WCDP review plus proposed Resource Management Act (RMA) reforms. The RMA reform, Randerson report proposes replacement of the RMA by a new regional level spatial plan Act, and new natural resources Act. The DP review will continue but be at a level to focus on key topics that need review. Advisory group meeting held 16 October, and a Plan Review Committee meeting proposed for late November.

1.1.5. Dark Sky

Plan change is based on Mackenzie DC approach to outdoor lighting control, to support a dark sky reserve. The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has been compiled, approved by Council for notification. Public notification of the plan change was in October, submissions closed 30 October.

1.1.6. Review of Notable Trees Register

Hearing held in Greytown on 21 November. The independent commissioner's decision was adopted, still currently dealing with an appeal on the listing of one Oak tree, discussion and correspondence happening aimed at resolving.

1.1.7. Featherston Tiny Homes/Brookside RC

Application involved advice meetings, further info on urban design and traffic assessment. Number of units lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects due to intensity, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application, is now pursuing a more standard density.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision, Council is still in the process of resolving this issue through mediation.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

A costings report by Armstrong Dixon Ltd in April for reporting to July Committee. The Committee sought detailed costings, and comparative costs info being compiled. The Committee on Aug. 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, matter has been parked awaits direction from the Shared Services group. Update

report on Shared Services mtg going to Council in Oct. CDC have recently indicated a hesitancy regarding a combined CD/SWDC pound option.

2. Building Services

The level of new building consent applications has continued to remain consistent and quite high. There has been timely processing together with the provision of ongoing site inspections services, some inspection times in Oct impacted by staff leave, course study. Over the last financial year our team processed 584 applications, including exemptions. Usually around 60 active building consent applications in system.

3. Environmental Services

The provision of helpful advice, support and decisions in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. Have continued inspections post covid and are ahead of the premise’s verifications benchmark. MPI requirements saw us move to remote verifications which impacted some process timing.

4. Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents’ image of the closest town centre ranked “satisfied”	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER’s)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER’s in WCDP. A final monitoring strategy is still to be completed.

Resource Management Act – Consents(Year to date 01/07/2020-30/09/2020)

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	Total 50/50
		100%	29/29 Land Use applications were completed within statutory timeframes. NCS
		100%	16/16 Subdivision applications were completed within statutory timeframes. NCS
		100%	5/5 permitted boundary activity applications were completed within statutory timeframes. NCS

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.223 certificates issued within 10 working days	100%	100%	28/28 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	21 out of 21 s224 certificates were certified. NCS.

Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

Six Months Trend from 1 st April 2020 to 30 th September 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	53/53 within 20 working days	100%
Subdivision Consents	32/32 in 20 working days	100%
223 Certificates	43/43 in 10 working days	100%
224 Certificates	27/27 in 15 working days	100%

Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	100%	68/68 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

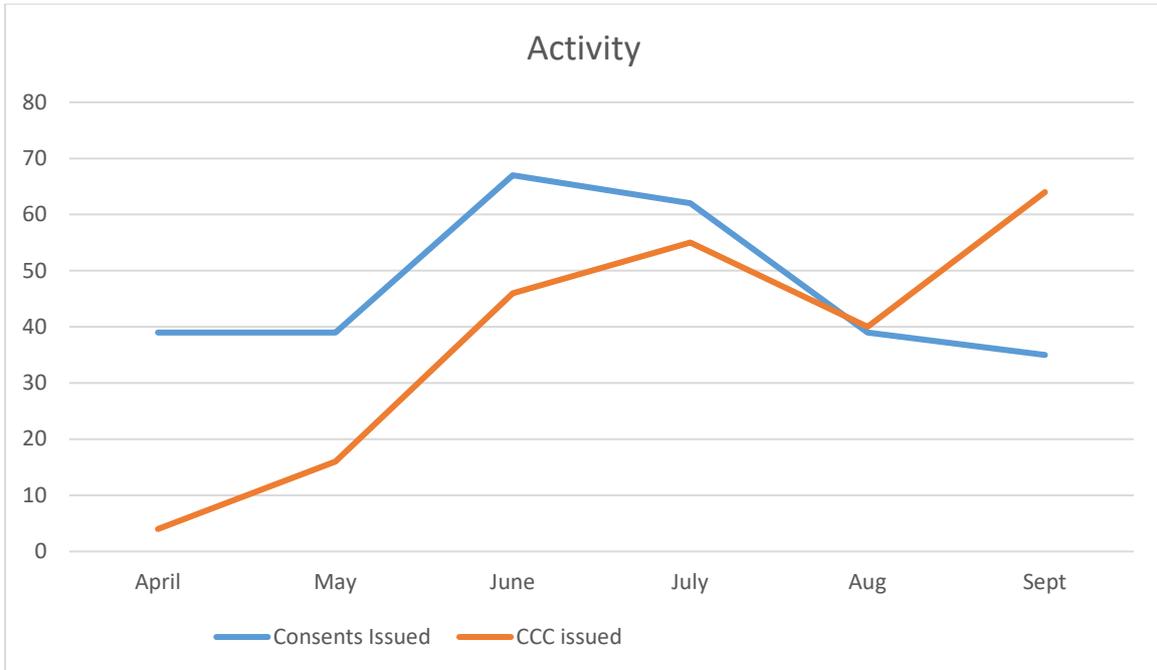
	YTD 1 JULY 2020 – 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 - 30 SEPT 2019	PERIOD 1 SEPT TO 30 SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 - 30 SEPT 2019
Standard LIMs (Processed within 10 working days)	68	39	19	13
Urgent LIMs (Processed within 5 working days)	23	13	7	3
Totals	91	52	26	16

5. Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate (CCC) applications are processed within 20 working days	100%	97.69%	NCS – 127 of 130 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	100%	NCS – 165 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (September 2020 – 322 inspections) BWOF's – Total 169 – average of 3 audits per month required, 0 audits carried out September Swimming Pools – Total 279 – average of 7 audits per month required. 4 audits carried out in September
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

	Apr20	May 20	June 20	July 20	Aug 20	Sept 20
Monthly Building Consents issued	39	39	67	62	39	35
Monthly CCC issued	4	16	46	55	40	64



Building Consents Processed

TYPE – SEPTEMBER 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$6,825,500.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$00.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	56	\$7,265,988.00
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$520,000.00
Totals	62	\$14,611,488.00

6. Environmental Health and Public Protection

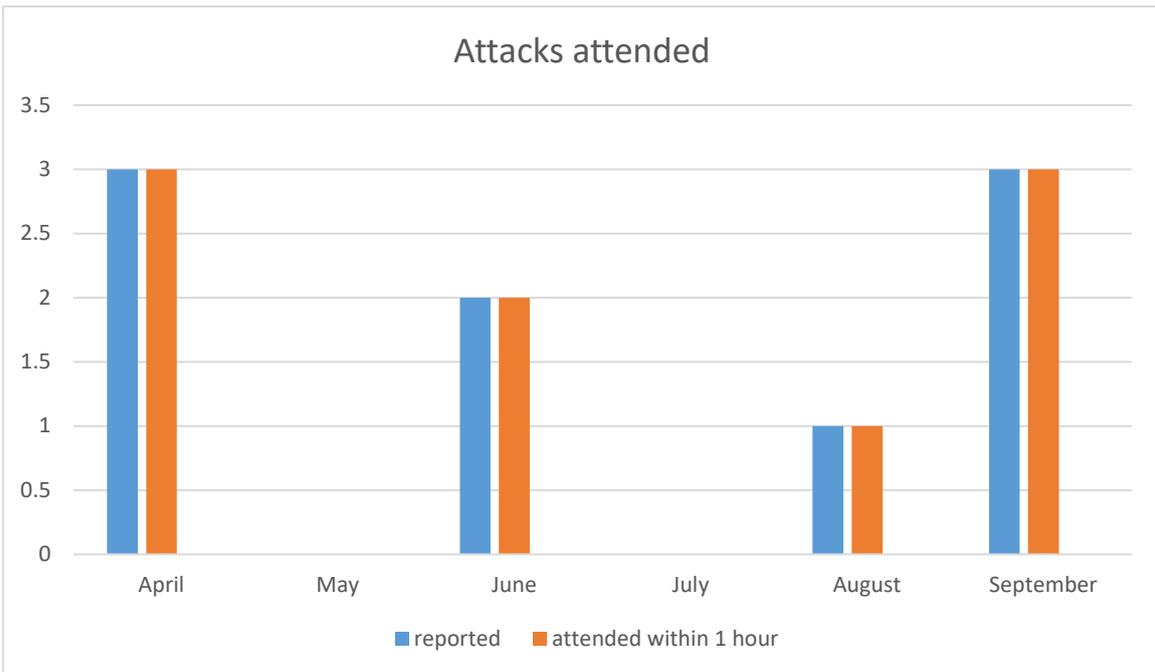
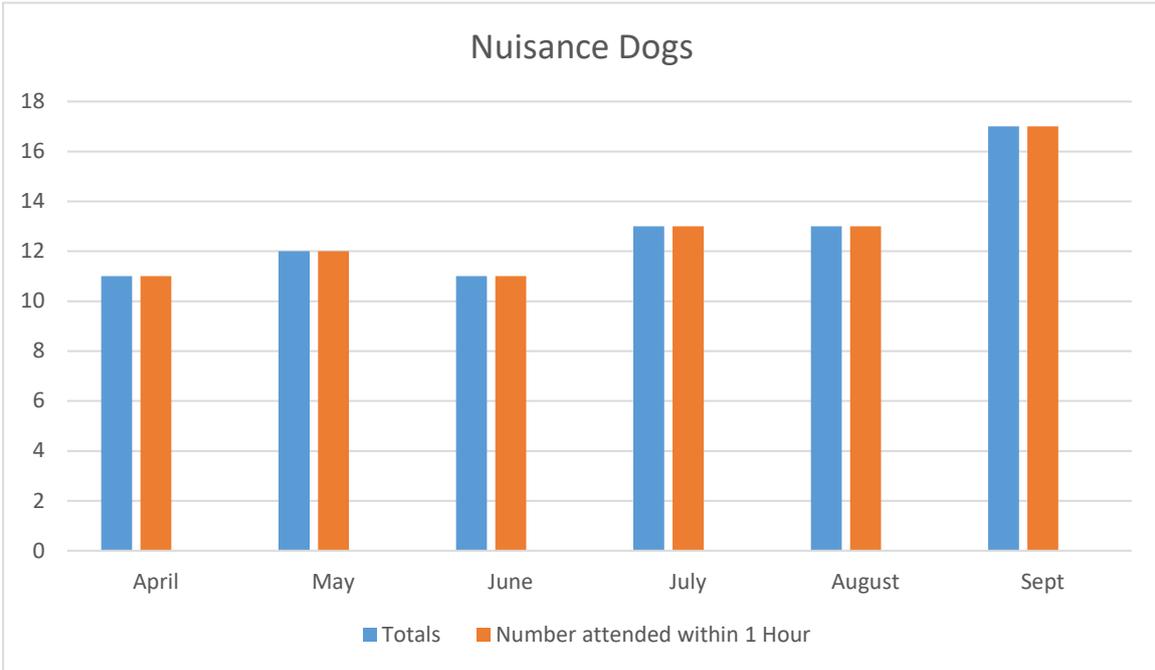
Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	No visits at this stage. Education is planned for at risk groups
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 42/42
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	5/5

INCIDENTS REPORTED FOR PERIOD SEPTEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	4	2	5
Lost Dogs	1	1	3
Found Dogs	3	-	-
Rushing Aggressive	3	-	-
Wandering	11	3	5
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
Nuisance dogs	11	12	11	13	13	17
Attended to within 1 hours	11	12	10	13	13	17
Attack totals	3	0	2	0	1	3
Attacks attended within 1 hours	3	0	2	0	1	3



7. Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 4/4
In cases where multiple stock escapes (more than 1 occasion) have occurred	100%	-	No incidents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
from a property taking compliance or enforcement or prosecution action against the property owner			
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 7/7

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2020 TO 30 SEPT 2020
Stock	7

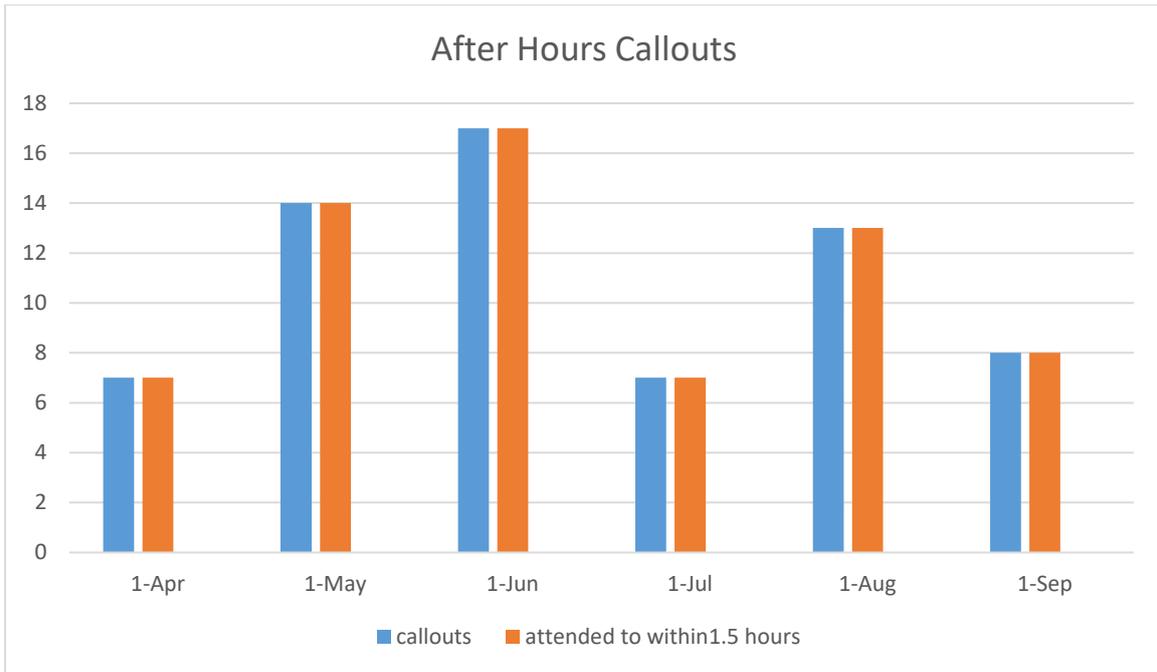
8. Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 28/28 attended within timeframe YTD 8 callouts Sept 20 8/8 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT TO 30 SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 SEPT 2019
Total	28	18	8	5

	APR 20	MAY 20	JUNE20	JULY 20	AUG 20	SEPT 20
Calls	7	14	17	7	13	8
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%



9. Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	31.3% YTD	MAGIQ data. All premises inspected at new or renewal application stage (15/48*). 15/48 Number of inspections completed or licences coming up for renewal within the YTD period. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	35.3% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 34 low and medium licenses due for renewal or new inspections in this financial year. For Sept 20, 5 inspections have been done for low and medium premises. 129 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 12/34
Compliance activities are undertaken generally in accord with the Combined Licencing	100%	0%	0 Controlled purchase Operation has been undertaken this YTD. Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Enforcement Agencies agreement.			inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

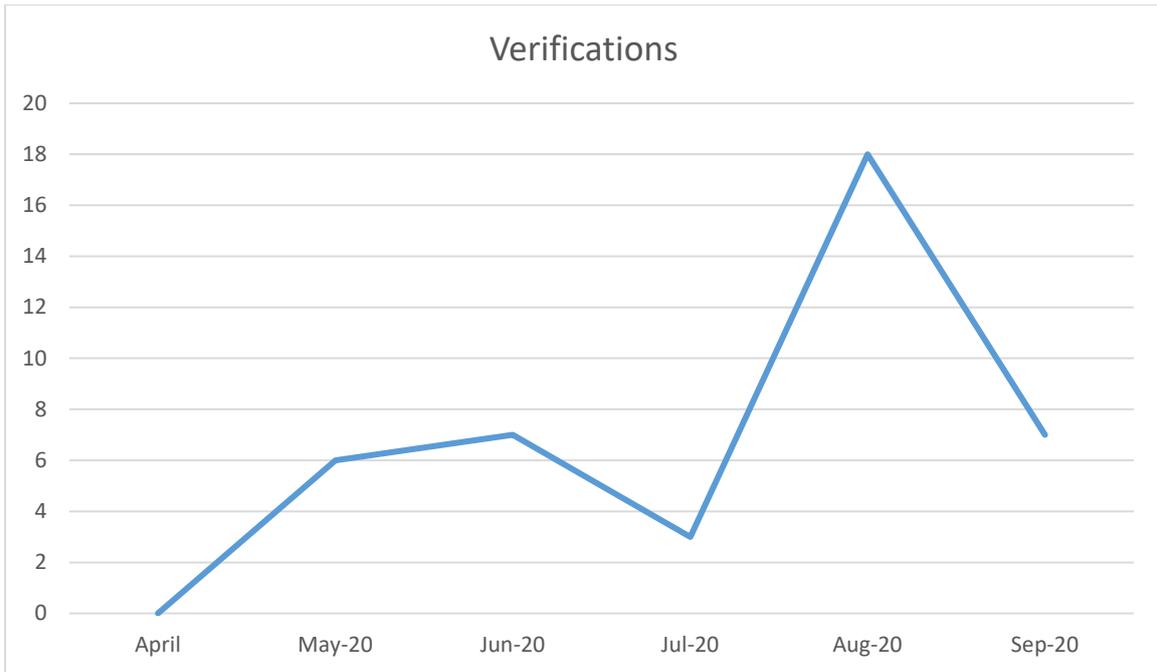
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT 2020 TO 30 TH SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 TH SEPT 2019
On Licence	13	10	8	3
Off Licence	10	12	3	2
Club Licence	1	4	-	-
Manager's Certificate	43	19	22	3
Special Licence	2	17	1	9
Temporary Authority	1	-	-	-
Total	70	62	34	17

Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 98 NP – 59 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	28.6%	FCP verifications – 28/98 *Total number of premises is subject to change month by month as new businesses open and existing premises close. Covid-19 continues to have an impact on the ability of the EHO to undertake verifications. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 7 verifications were undertaken in Sept 2020 We were able to finalise (close out) 12 premises in Sept 2020 0 outstanding corrective action food business follow ups In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels. In Sept EHO attended: 2 day time noise complaints 0 Hazardous substances complaints 4 smoke complaints 0 rat nuisance complaint 2 Odour nuisance complaint 0 complaint discharge of storm water to stream 1 Camp ground inspections 1 Health & Beauty Inspections 1 Hairdresser Inspections 0 Offensive Trade Inspections 1 Rubbish on private property 1 Contaminate leaking from barrel

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
Verifications	0	6	7	3	18	7



10. Bylaws

Between 1 July 2020 and 30 Sept 2020 there were:

Trees & Hedges

- 18 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 4 litter incidents were recorded and from this, Council sent 3 notices to the identifiable people associated with these incidents.

Abandoned vehicles

- There were 8 abandoned vehicles located in the SWDC area, of which 6 were removed by their owners and the remaining 2 vehicle was removed by Councils' contractor.

Contact Officer: Russell O'Leary, Group Manager – Planning & Environment

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 4 November 2020.

11. Group Manager Commentary

This report takes a slightly different format to previous reports. Operational updates are provided in the main body of the report and discreet projects or programmes of work are updated in a new dashboard style report at Appendix 1. It is intended to provide 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 Roading, 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.

12. Water

Operational performance reporting from Wellington Water is provided on a quarterly basis and operational performance is provided at Appendix 1 to this report. Work continues to address key operational issues and improve core performance. 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.

As identified to the previous Assets and Services committee meeting the sewer main running along Fitzherbert Street in Featherston and adjacent to the railway tracks had become blocked and. Wellington Water staff undertook a series of repairs and no impact on level of service or environmental effects were suffered. The final repair was successfully undertaken on the weekend of the 24th/25th October.

On the 1st October 2020 Wellington Water assumed the responsibility for the management of the SWDC water races and are also recruiting supplementary resource to deliver this service.

As part of the Government’s Water Reform process, Councils across the country are being asked to provide a range of data to inform the emerging thinking. Providing this information was a condition of the Memorandum of Understanding (MOU) that Council agreed to. The information includes asset values, population and commercial arrangements. Along with a sample of Councils SWDC has been selected to provide more in-depth data (other Councils can opt in to doing that too). This work will require significant input from staff and Wellington Water over the coming months.

Council Action No 237 requested Officers to ‘advise councillors whether Wellington Water wastewater operations staff are being trained to a NZ recognised qualification’. Wellington Water has advised that the focus of training of South Wairarapa based staff has focused on the particular operation of SWDC assets. Work has also commenced on gaining their Licences to Operate (LTOs) and staff have attended specific courses on operating oxidation ponds. Further training is planned.

An outline of the current experience and qualification status of operational treatment staff is given below:

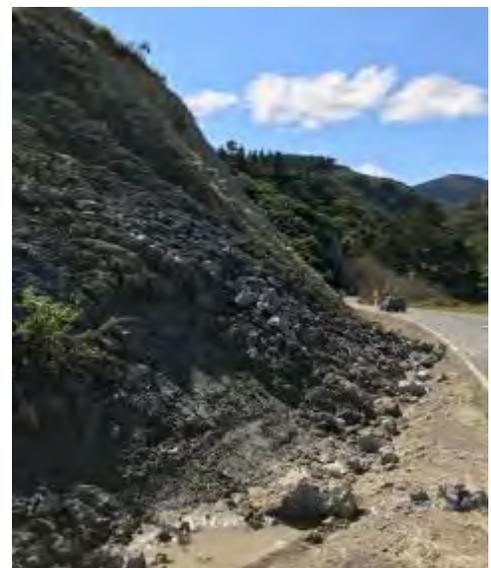
Title	Years in Water & Wastewater Industry	NZ Certificate in Drinking Water Treatment	NZ Diploma in Drinking Water Treatment	NZ Certificate in Wastewater Treatment	NZ Diploma in Wastewater Treatment	Supervisory Experience
Manager, Service Delivery SWDC	11	Yes	No	Yes	No	Yes
Water and Wastewater Operations Technician	25	No	Yes	No	No	Yes
Water and Wastewater Operations Technician	3	No	No	No	No	No
Water and Wastewater Operations Technician	26	Yes	No	Some certificates	No	Yes
Water and Wastewater Operations Technician	11	Yes	No	No	No	No

13. Land Transport

13.1 Roading Maintenance - Ruamahanga Roads

An outline of key works completed through September 2020 is provided below:

- 275.3 km of roads were inspected and identified faults recorded in RAMM for future scheduling.
- 13 bridges were inspected and found to be in an acceptable condition.
- 118 rural culverts were inspected
- 60.32 km of unsealed roads were graded
- 476.94 m3 of maintenance metal was applied to the unsealed roads
- 74 sealed road potholes were identified and filled.
- 68.8 km of mechanical street sweeping was completed
- Pre-seal repairs have continued



- Maintenance works continued on the footpaths within the 3 towns.
- Esther Street new footpath is now complete
- Works completed on Huripi and Johnsons Hill along Cape Palliser Road.
- The spring cycle of chemical spraying of rural water tables and signs has commenced and will be completed prior to rural berm mowing.
- Winds over the past month caused damage to many trees and blocking roads and property.



13.2 Further activities of note

- 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 nearing completion. The draft report has been reviewed and commented on, waiting for final report.
- Annual bridge inspection programme has been priced and awarded to WSP who will undertake the works over the summer period.
- Site Testing has been completed on Western Lake Road Sealed rehabilitation section a design report has been produced, reviewed and accepted estimates currently being developed for consideration.
- Roading infrastructure input has been supplied to all subdivision resource consents.
- Site meetings have been held with GWRC re the aggregate build up in Donald's Creek at Longwood Road and beyond and they are currently meeting with their ecologist on site to help develop a solution to remove the excess gravel without causing too much effect to the habitat.
- The Joint Carterton/South Wairarapa Roading Activity Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.

14. Amenities

14.1 Housing for Seniors

All Housing for Seniors units are fully tenanted. Recent activity includes:

- Completion of heat pumps installation programme
- Installation of five ovens
- Westhaven Flats in Greytown have had the external painting completed. Unit 6 has had a refresh with internal painting and new drapes.
- Two units at Cecily Martin flats in Martinborough have also had an internal refresh.

14.2 Pain Farm:

Work continues at Pain Farm and work that has been completed on the Homestead includes:

- Internal painting
- All Sash windows have been repaired and have new hardware
- New lights in the bathroom
- New light fittings in the main entrance hallway
- Two Heat pumps installed
- Grounds maintenance completed
- New blinds in kitchen, laundry and bathroom
- Homestead has a Fixed term Tenancy agreement



Work completed on the Cottage includes:



Pain Farm Cottage Exterior Before



Pain Farm Cottage Exterior After

- Rewiring to ensure compliance
- External painting
- Extractor fan/rangehood Installation
- Heat pump installed
- New window coverings in kitchen and lounge/bedroom
- Current tenant has agreed with rent increase and is staying on.

14.3 SWDC Playgrounds

Work through winter has included:

- Most planting completed at the Martinborough Playground
- Featherston playground is now fully fenced and general refresh is underway with painting and new bark
- one new seesaw installed in Martinborough and another has arrived to be installed in Featherston

14.4 Parks and Reserves

New seat, donated by the Read family has been installed outside the Martinborough Town hall. Plaque to be installed in memory of John Read, former Mayor.



Six pieces of outside exercise equipment ordered with two to be installed in each town. The equipment will be installed in Considine Park, Colliers Reserve and Johnston Street. These have finally arrived and install will begin.

Other work includes:

- Eastern side of the Featherston RSA has had the garden reinstated, flowing out towards the playground.
- Flagtrax installed in Greytown.
- A manual swing arm gate/s with a secure lock is being installed at Otairira Reserve, Featherston.

14.5 Cemeteries:

Work in the cemeteries has focused on grounds maintenance over the winter:

Martinborough cemetery hedge has been trimmed back, as shown below:



Martinborough cemetery



Martinborough cemetery



The Millennium shelter in Greytown has been thoroughly cleaned.

Greytown cemetery Millennium shelter

New seat installed in the Featherston Cemetery along with the planting across the entrance way and around new seat:



Featherston cemetery front entrance



Featherston cemetery – tree and seating area

SWDC and the New Zealand Remembrance Army (NZRA) Trust are working together to restore and clean servicemen gravestones in cemeteries within our district. (NZRA) services' grave restoration was held on Sunday 25 October at the Featherston Cemetery.





The flag pole at the Featherston cemetery which had fallen over some months ago due to rust and corrosion has now been repaired.

The Cross of Sacrifice has been cleaned and is ready for commemoration of Armistice Day in November.

Natural burial cemetery in Featherston has also undergone significant grounds maintenance.

Purchases of burial plots/niches 1 July to 27 October 2020

	Greytown	Featherston	Martinborough
Niche	2	8	
In-ground ashes Beam	1	2	1
Burial plot	2		3
Services area	1		
Total	6	10	4

Ashes interments/burials 5 November 2019 to 4 February 2020

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

14.6 Swimming Pools:

The viewing stand at the Greytown pool has been rebuilt.



A new bike stand at the Featherston pool:



14.7 Further work:

Significant additional effort has been expended in managing the delivery of the following Provincial Growth Fund (PGF) projects:

- Upgrade to facilities at Anzac Hall, Featherston
- Refurbishment of the Featherston War Memorial
- Supporting upgrades to the Featherston Community Centre
- Supporting the Hau Ariki marae project, and
- Supporting the Tauherenikau bridge trail project.

These projects are included in the Amenities programme dashboard and are in addition to the team's workload.

15. Wairarapa Library Service - Activity Report 1 Jul 2020 -30 Sept 2020

15.1 Statistics and activity

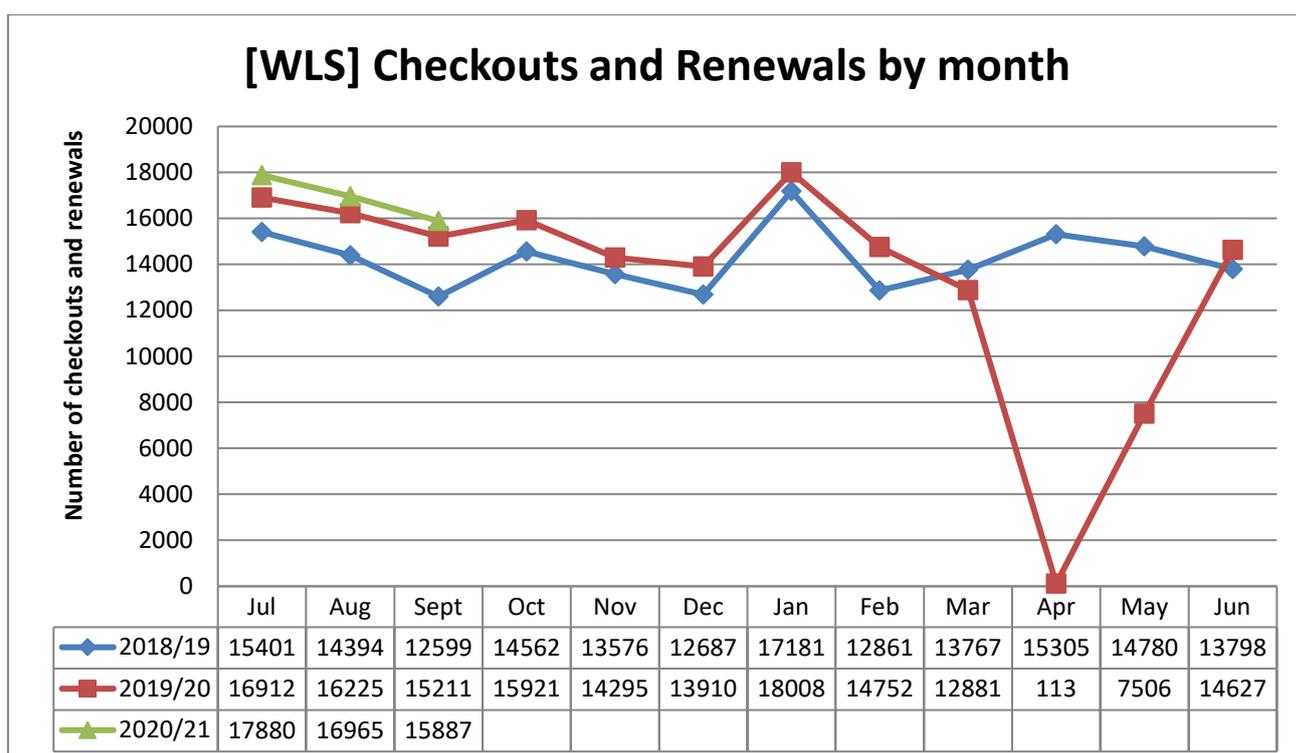
The statistics in this report cover the months of 1 July 2019 – 30 Sept 2020 inclusive. Data is reported as:

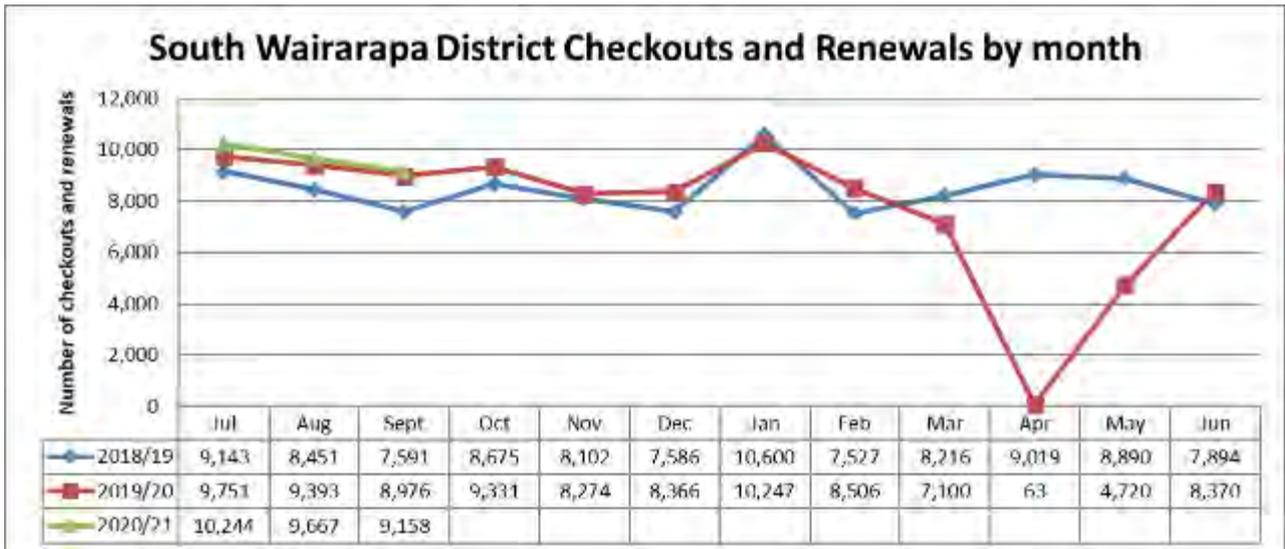
- Wairarapa Library Service
- By Territorial Local Authority

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

Following COVID-19 levels being removed, issues and renewals of items has returned to a similar pattern to previous years, but issues are higher than in previous years. This could be due to people discovering or re-discovering libraries during COVID-19's lockdowns.

Increasing overall usage of the collections and raising the awareness of libraries' offerings will be key foci for 2021. The graphs below summarise the data:



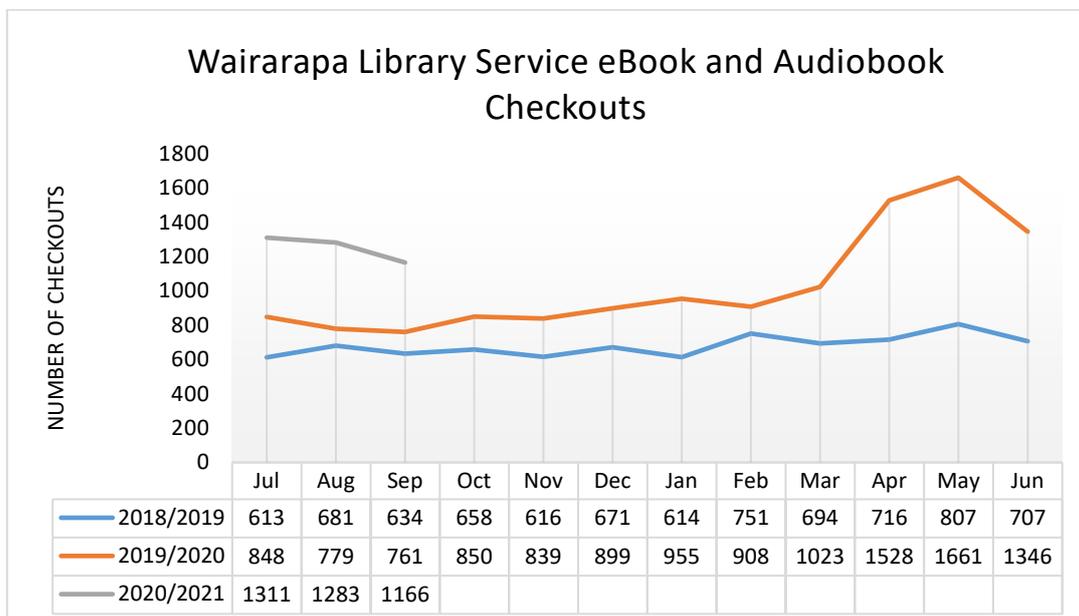


15.3 eBooks and eAudiobooks:

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Sept 2020. Issues are significantly above previous years, again reflective of COVID-19’s impact on reading time and habits.

A review of WLS’ e-book and audio book collections and usage is underway with a view to better aligning collections to customer demand.

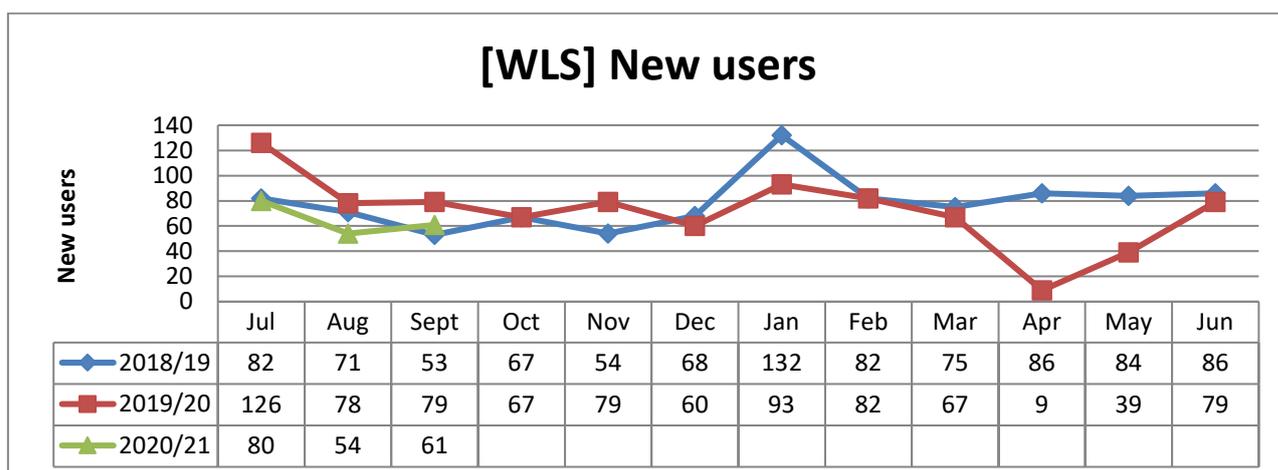
Of note: ePukaPuka is the name of the lower North Island consortia of libraries which purchase OverDrive e-books. The contract is due for expiry in mid-2021. The consortia and contract have been in operation for almost a decade. In that time other e-book providers have come into the market and product and business models have matured to some degree. The consortia agreed at its AGM to carry out a review and go to market. The result may have an impact on existing WLS e-book collection items, as well as where new title are purchased from.



15.4 New Members

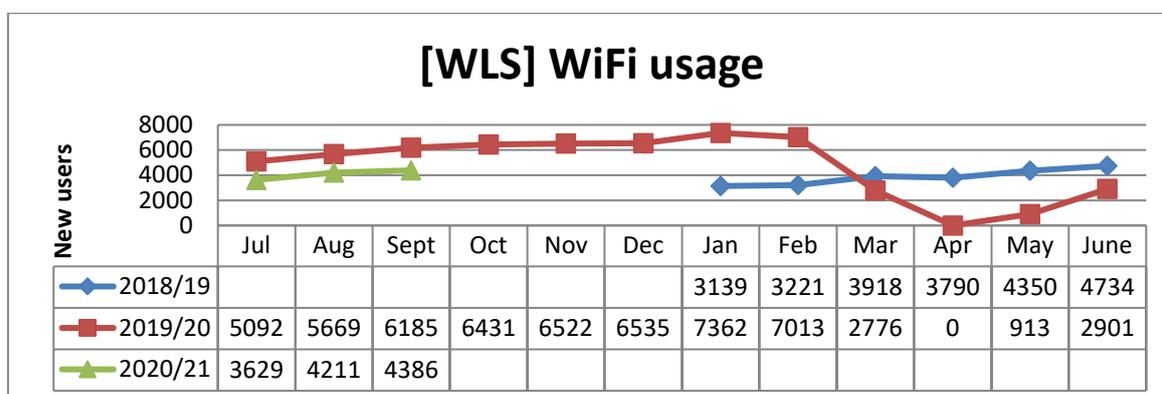
For the quarter July 2020-Sept 2020, new member numbers are down on previous years. Relative to the number of branches, Carterton's membership is growing faster than SWDC.

Understanding which communities are not engaging with libraries and why will be a key focus for 2021, with the aim of improving customer numbers.



15.5 Wi-Fi access

Wi-Fi usage has continued its trend in being well below the first three quarters of the 2019/20 financial year. However, its use since May 2020 has climbed steadily.



15.6 Programmes

All libraries offered programmes in the September/October school holidays. The focus is now on planning for the EC Summer Reading Programme. Aimed at the age group four to 10 years old, it promotes the enjoyment of reading for readers of all abilities. The library team will assist participating children with their reading and encourage them to talk about what they have read when they report into a library branch. Children in the programme earn rewards as they progress and if they complete four report-ins they get to attend the celebratory party with their families. A nationwide event which has been sponsored by Eastern and Central Trust, has been operating for 20 years. Unfortunately, the Trist has announced it will not be funding the programme again.

15.7 To note

The Government announced \$60million to support libraries in its May 2020 Budget. The funding has resulted in two major initiatives:

Funding of some databases until March 2021. WLS has gone live with:

- 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.
- 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.
- 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.

Fixed term funding for library staff until 30 June 2022. WLS is negotiating to receive funding for four fulltime roles which will be:

- Digital Coordinator – upskilling public and libraries’ staff on a basic digital and computer skills.
- STEM Coordinator – developing a network with STEM organisations and offering STEM learning opportunities for public (e.g., animation, robotics, 3D printing etc)
- Community Engagement Coordinator – developing networks into the community with the aim of growing awareness and usage of the libraries (physical and digital) by those who are not customers yet
- Bring Reading to Life Specialist – fostering and celebrating a love of reading, literature, and methods of finding that next great read, or information being sought

We will be advertising these roles in Dec/Jan with staff in place in the early New Year.

15.8 Story Box

We will be going live with a new resource aimed at 4-8 year olds. Called Story Box it is a website of approximately 300 stories read by celebrities, authors, and illustrators. Titles are selected covering a wide range of genres and interests. They aim to celebrate diversity and to enhance real lives of children through experiences and emotions. The site offers at home activities which will all be related to a story’s themes

Booksale. WLS and Masterton District Library will be having a book-sale of weeded stock on 12th and 13th December 2020. The venue is the Greytown Town Hall, chosen as it is central for the region and will undoubtedly be a busy place at that time of year.

The monies raised will go back into collection purchases, in particular e-books.

Public Libraries NZ have released their Strategic Framework document. A useful and highly relevant document, its timing is useful for informing councillors as they consider the LTP and work to ensure wellbeing across communities is facilitated in practical ways.

15.9 WLS focus Sept-March 2021

The focus for the next two quarters is the delivery of services in a more network-wide and consistent way. In parallel with the Councils' Long-Term Council Community Plan (LTCCP) development, the Libraries are drafting an updated strategic plan for 2021-2024 which will bring to life how libraries connect and enable people and communities.

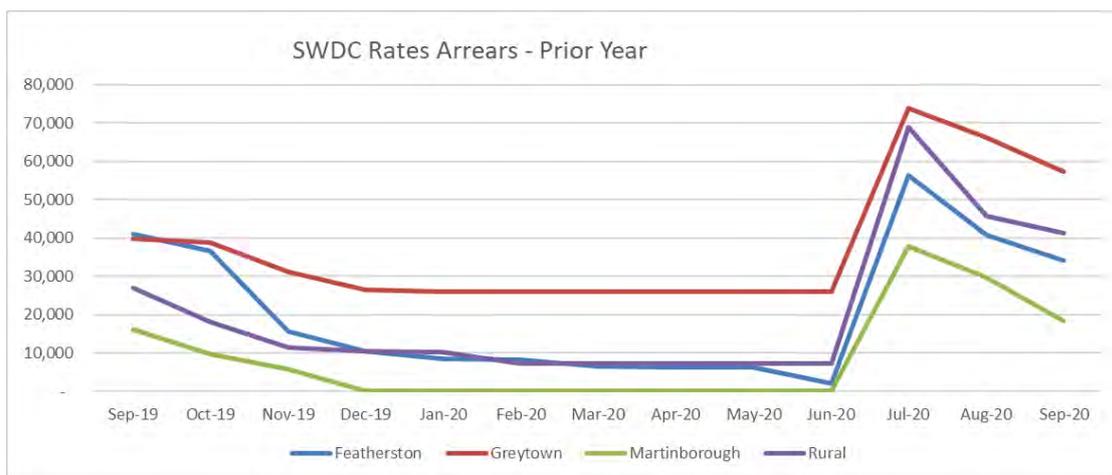
Contact Officer: Euan Stitt, GM Partnerships and Operations

16. Rates Arrears

This information was presented to the Finance, Audit and Risk Committee on 21 October 2020.

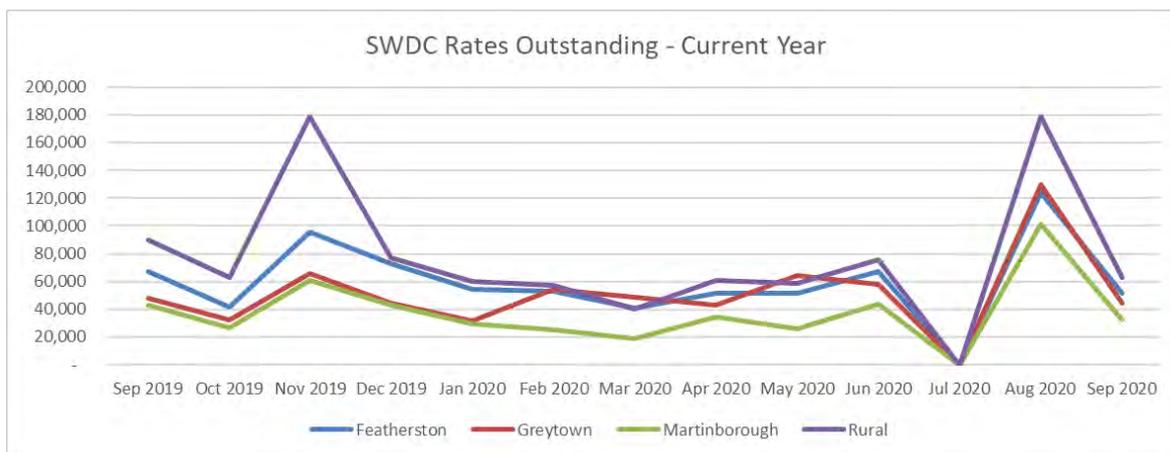
The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).

Prior years arrears have increased \$31k (22%) from the same time last year.

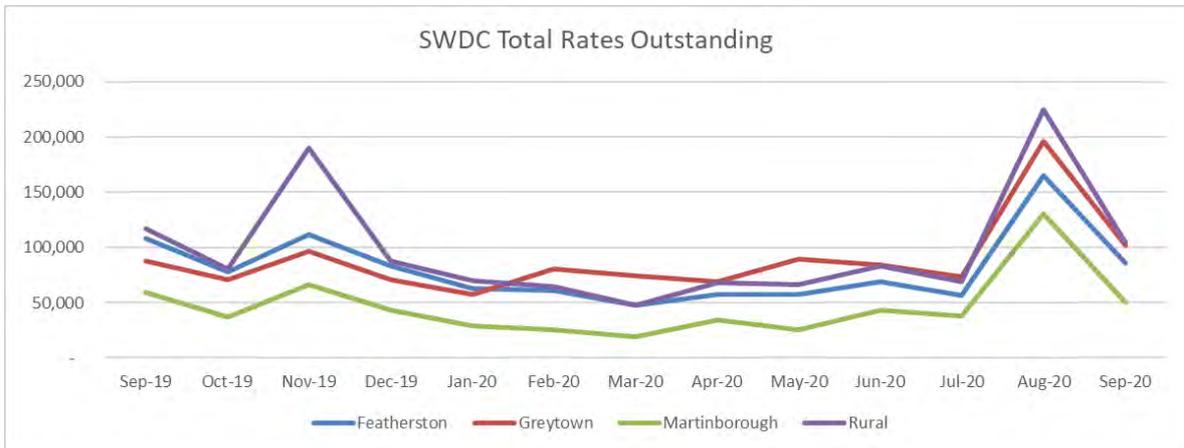


Commercial properties have seen the highest increase.

At the end of September 2020, the current years arrears amount was \$192K, 29% lower than the same time last year.



Total rates outstanding have decreased by \$29k (9%) from the same month last year. Outstanding rates were \$372k in September 2019 to \$343k September 2020.



The number of properties with outstanding rates has decreased significantly from 414 in September 2019 to 268 in September 2020.

The rates team continues to actively promote direct debits and payment plans to assist ratepayers with financial difficulties.

Contact Officer: Katrina Neems, Chief Financial Officer

17. Appendices

Appendix 1 – SWDC Wellington Water Q1 Performance Report

Appendix 2 – Wellington Water Q1 performance overview

Appendix 3 – Programme Reports

Appendix 1 – SWDC Wellington Water Q1 Performance Report



2020/21 Council Performance Dashboard as at Q1



● On Track / Achieved
 ● Off Track / Not Achieved
 ● Not Due / Not Applicable / Not Available
 ● Baseline

Service Objective		Performance Measure	Annual Target	YTD Status	YTD Status	In Quarter Performance Q1	Comment Ref.	
Safe and healthy water	Bulk Water	To measure the quality of water supplied to residents	FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	100 %	●	A	
		GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	●	B		
		MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	●	C		
		Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	●	D		
		FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	100 %	●	E		
		GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	●	F		
		MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	●	G		
		Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	●	H		
Water Supply	To measure the quality of water supplied to residents	Compliance with with resource consent conditions/water permit conditions to "mainly complying" or better	100 %	100 %	●			
	To achieve a high overall level of customer approval of the water service	Number of complaints per 1000 connections about: a) drinking water clarity d) drinking water pressure or flow b) drinking water taste e) drinking water continuity of supply c) drinking wat..	<17.5	12.48	●			
	Community satisfaction with water supply	>80 %	Not Due	●				
To provide an appropriate region-wide firefighting water supply to maintain public saf..	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	>20 %	Not Due	●				
Respectful of the environment	Wastewater	To maintain and promote appropriate standards of water quality and waterway health in the cit..	The number of dry weather sewerage overflows from the Council's sewerage system expressed per 1000 sewerage connections to the sewerage system	<2.5	7.64	●	J	
		To comply with all relevant legislation	Compliance with resource consents for discharge from its wastewater system	<0.5	0	●		
		To meet all resource consenting requirements	% of resource (wastewater) consent conditions complied with to "Mainly complying" or better	>90 %	100 %	●		
	Stormwater	To meet all resource consenting requirements	Compliance with resource consents for discharge from its stormwater system	0	0	●		
		Bulk Water	To minimise demands on the region's water resources	Average drinking water consumption/resident/day	<400 L/p/d	493.67	●	I
			To minimise water loss from the network	Percentage of real water loss from networked reticulation system	<30 %	0.45 %	●	
Outcome / Service	Wastewater	Median response times	Attendance time: from the time that the Council receives notification to the time that service personnel reach the site	<60 mins	114.05 mins	●	S	
			Attendance time: from notification to arrival on site < 1 hour	>75 %	25 %	●	T	
			Resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	<4 hrs	89.04 hrs	●	U	
			Resolution time: from notification to resolution of fault < 4 hours	>80 %	25 %	●	V	
			Proportion of urgent wastewater service requests responded to within 6 hours of notification	>95 %	55.05 %	●	W	
	Wastewater	Reliability of the network	Number of blockages per 1000 connections	<2.5	0.23	●		
		To achieve a relatively high overall level of customer approval of the wastewater service	No. of complaints per 1000 connections received about sewage odour	<3.75	0	●		
			No. of complaints per 1000 connections received about sewage system faults	<3.75	0.23	●		
			No. of complaints per 1000 connections received about sewage system blockages	<3.75	0.23	●		
			No. of complaints per 1000 connections received about the response to issues with wastewater	<3.75	0	●		
	Customer satisfaction with wastewater service	>57 %	Not Due	●				
	Stormwater	Median response times	Median response time to attend a flooding event; measured from the time that Council received notification to the time that service personnel reach the site	N/A	0	●		
		To minimise the effects of flooding	Number of flooding events that occur in a territorial authority district	0	0	●		
			Number of habitable floors affected per 1000 stormwater connections	0	Not Due	●		
			% of urgent (any blockage causing extensive flooding of building or other serious flooding) requests for service responded to with 5 hours	>95 %	Not Due	●		
To achieve a high overall level of customer approval of the stormwater service		Customer satisfaction with stormwater management	>59 %	Not Due	●			
		Number of complaints per 1000 properties connected to the Council's stormwater system	0	Not Due	●			
Water Supply	Median response times	Median response times for: attendance for urgent callouts	<60 mins	1115.28 mins	●	K		
		Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 1 hour	>80 %	0 %	●	L		
		Median response times for: resolution of urgent callouts	<8 hrs	38.16 hrs	●	M		
		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 in < 8 hours	>90 %	0 %	●	N		
		Median response times for: attendance for non-urgent callouts	<48 hrs	61.73 hrs	●	O		
		Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 2 working days	>80 %	26.32 %	●	P		
		Median response times for: resolution of non-urgent callouts	<8 days	5.07 days	●	Q		
		Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm in < 5 working days	>90 %	31.58 %	●	R		

2020/21 Council Performance Dashboard as at Q1

◆ On Track / Achieved
 ◆ Off Track / Not Achieved
 ◆ Not Due / Not Applicable / Not Available
 ◆ Baseline

A	FTN: Featherston Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress and is due to be completed in Q2.
B	GTN: Greytown Water Treatment Plant/Memorial Park Bore; Improvements to address bore start up turbidity spikes (inability to run to waste), power, control and data capture systems have been made and site testing is underway. The addition of filtration (required to achieve log 4 treatment barrier) to meet Drinking Water Standards NZ (DWSNZ) compliance requirements has yet to be installed
C	MTB: Ruamahanga Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress (included with Manganese Removal Plant installation) and is due to be completed in Q2.
D	Pirinoa Water Treatment Plant requires DWSNZ Section 10 compliance due to the small size of the supply and population served. For Section 10 compliance, an approved water safety plan needs to be written. Currently the Water Safety Plan has not been completed, pending for 20/21.
E	UV is in place however filtration at the WTP is required to achieve this metric. Addition of filtration is planned for FYQ3.
F	GTN: Greytown Water Treatment Plant/Memorial Park Bore; Improvements to address bore start up turbidity spikes (inability to run to waste), power, control and data capture systems and addition of filtration (required to achieve log 4 treatment barrier) to meet Drinking Water Standards NZ (DWSNZ) compliance requirements – this work is in progress.
G	MTB: Ruamahanga Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress (included with Manganese Removal Plant installation), this is due to be completed in Q2
H	Pirinoa Water Treatment Plant requires the implementation of an approved water safety plan to meet the requirements of Section 10 of the DWSNZ. Currently the Water Safety Plan is not complete, pending for 20/21.
I	Due to an aging 3 waters network the number of leaks and total leakage across the network is increasing. We are targeting detection and fixing as a key priority of the fiscal stimulus funds.
J	Most overflows are a result of the ageing network, deteriorating pipes, tree root intrusions and customer behaviours including disposing of fats, wipes and sanitary products through the wastewater network.
K	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
L	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
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P	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
Q	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
R	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
S	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
T	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
U	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
V	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
W	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.

Appendix 2 –Wellington Water Q1 Performance Overview

Wellington Water

Performance update Quarter 1, 2020



Quarter 1 – the headlines

Water tight

Water security is a concern - especially if we have prolonged dry weather. Leak repairs and network upgrades are a key focus for us.

Age concern

Age-related faults and customer behaviour (flushing wipes) are resulting causing extra work, with asbestos-cement water pipes and earthenware wastewater pipes particularly vulnerable. Together with higher input costs this is putting budgets and in some cases performance targets under pressure.

Capital progress

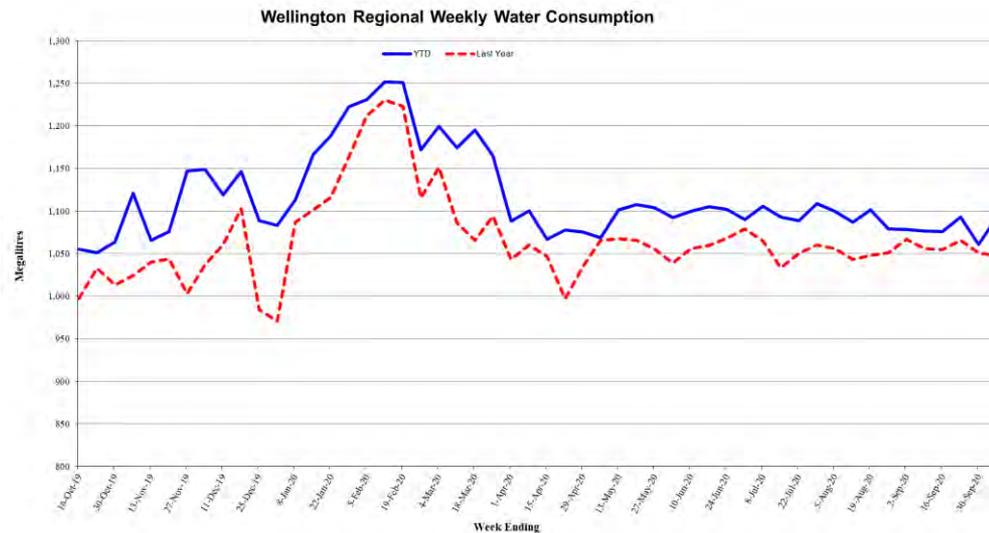
We're making good progress on the regional capital works programme.

Our outcomes

1. Safe and healthy water

- Safe water delivered to the four cities in Quarter 1: 14,307 million litres*
- No significant drinking water safety issues over the quarter
- No wastewater health incidents
- Water security – the ability to meet demand now and in the future – will be increasingly topical. We're doing more surveys and focusing on water supply renewals with reform funding

* South Wairarapa figures coming separately

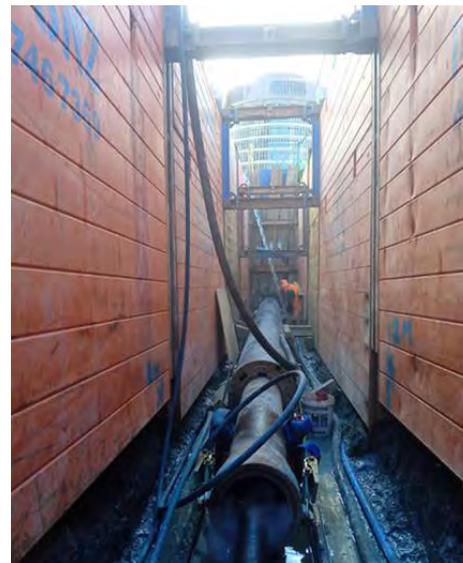


Water use is tracking consistently above last year's levels. Leaks and increased demand are increasing the risk of higher water restrictions over summer

Our outcomes

2. Respectful of the environment

- 14,745 million litres wastewater treated at the four treatment plants
- We are signalling a change to the way dry weather overflows are recorded; this will significantly increase event numbers
- We remain concerned about the risk of environmental harm posed by a temporary pumping arrangement while we wait on a resource consent to carry out a permanent repair



A new wastewater main pipe is making its way past the Beehive

Our outcomes

3. Resilient networks that support our economy

- Service request numbers have reduced; summer typically sees leak reports rise.
- Service requests received: September 2,320: August: 2,091.
- Diligent oversight by our contractor identified stormwater pipe integrity issues on a job for Porirua City Council – pipe will be re-laid at supplier's cost

Performance reporting

We have been having prolonged discussions with Audit NZ over our response time measures. You will recall we couldn't report these to you in Q1 last year, due to immaturity in our data and reporting systems. We promised we would retrospectively report these results at the end of the year, which we did. Audit NZ have taken issue with this because we can't assure them of the integrity and accuracy of response time data.

Putting aside the maturity of our systems, we stand by the integrity of our staff who attended site, fixed leaks, bursts and overflows and reported them back to us. We believe our reporting for the entirety of 2019/20 is a fair reflection of our performance. We also note customers are generally happy with our performance.

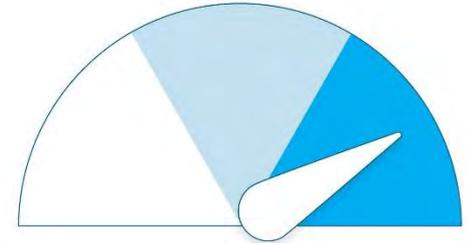
We accept Audit NZ's view that we cannot assure them of the work we did, and that we need to work on improving this. We began working on an assurance framework in Q2 of last year and are continuing to work on it.

We are yet to receive anything in writing from Audit NZ on their concerns.

Customers and value

Putting customers at the heart of everything we do

- Water restrictions are now in force for Porirua, Hutt City, and Wellington (joining Upper Hutt and South Wairarapa). Restrictions advertising is under way and we'll be posting supply updates regularly through summer
- Despite increased service requests and network failures, customer satisfaction remains high at around 85% satisfied for the quarter



This indicator will help support messages on water restrictions

Creating value

- We successfully lodged an application for \$47.3 million of additional funding for regional three waters expenditure with Crown Infrastructure Partners
- Long term plan discussion cycle is continuing across all client councils, using the agreed strategic priority structure: looking after existing assets; water supply; environmental water quality; growth; carbon reduction. This is helping all councils focus their investment decision-making and trade-offs

Additional points of interest

- We've completed an economic case on water metering as a demand management intervention, on behalf of Greater Wellington Regional Council. A report on the findings is in development
- We'll provide more details to you on water security risk and options
- A report on a sludge minimisation facility at Moa Point Treatment Plant for Wellington City Council is to be presented to Council in the next few weeks

Financial overview: Operational expenditure

- Increasing age-related network failures, and the rising cost of repairs – for example traffic management – are common to all three water networks
- At current resource settings, we will continue to miss some response time targets
- Our new wastewater contract transfers some of the risk from within the contract back onto us on your behalf; for example power costs and impacts of change in volumes of wastewater processed. Over the past few months we have been able to gain a better understanding of these details and they have now been fully accounted for in opex forecasts.
- Opex forecasts are above budgets and we will discuss with owners the use of three waters reform stimulus funding to fund this overrun rather than stopping work to remain under budget.
- Despite the slow approval process for the stimulus funding we have begun the planning necessary to make a full start to the work when approval is given.

Financial overview: Capital expenditure

- With carry-over amounts now confirmed we are able to provide much more clarity over the year's programme, budgets and forecasts
- In some instances we are over-programmed against LTP budgets; in others, we have signalled we will not be able to apply the full allocation.
- We will continue to discuss individual circumstances and options with council finance and infrastructure officers

Appendix 3 – Programme Reports

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Overall programme progressing well other than those projects that did not receive PGF funding. Works will commence if funding is available or part of ITP discussions. Some Delivery concerns highlighted but slight delays, not considered cause for concern.

Current Projects

Featherston War Memorial	\$250k	tbc				
Repair earthquake damage and structural deficiencies		↑				Under action.
Anzac Hall upgrades	\$100k	Nov-20				
Toilets, roof and wall repairs						Works progressed well and completion early November.
Featherston Community Centre	\$110k	tbc				
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Work commenced on entrance and building work inside
Hau Arika marae - PGF support	tbc	tbc				
Various upgrades - sprinklet systems, water storage, kitchen upgrades. SWDC Role in supporting marae.						Finalising discussions with PGF and marae on timing and processes.
Tauherenikau Bridge	\$1.36m	tbc				
Construct cycle/walkway over Tauherenikau river						Finalising discussions with PGF and Greytown Trails Trust on timing and processes.
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	Nov-20				
Install lighting for safety/security of users						Scheduled - solar solution has saved money v budget. Lights arrive Mid November, hope to have
Peace Garden, Featherston	\$120k	tbc				
Construct accessible ramp and web-enabled information display with additional seating and planting	↓	↓				PGF application declined. Work unlikely to commence as unfunded
Featherston Stadium	\$20k	tbc				
Upgrade to kitchen, seating and ablutions	↓	↓				PGF declined, will carry out repairs as funding becomes available
Ngawi Community Hall	\$30k	Dec-20				
Upgrade septic system					↓	Designer engaged, in negotiations with Greater Wellington for approval
Cemeteries 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. Project will be placed on hold at Xmas
Pain Farm upgrades	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards			↑			99% work completed, both properties are tenanted
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. Multiple leases to work thru
Senior Housing	\$85k	Oct-20				
Heat pump/air conditioning installation and painting (int and ext)						Completed under this budget
Swimming Pools	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Completed for new season
Martinborough Waihinga 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 finally has arrived due to Covid overseas, will be installed asap

Status key:

On track/achieving

Some concern

Off Track/Major concern

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Resource constraints and additional workload are starting to cause concern. Action underway to mitigate (temp resource). Works season started and progressing well.

Current Projects

Ruakokoputuna \$400k Oct 20 - Dec 20						
Ruakokoputuna Seal Extension						Work has started and on schedule
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.						Unlikely to meet KPI of having 5% of network resealed per year due to budget constraints/cost increases. Papawai, Tilsons and Hecklers Roads have been rescheduled due the WWL sewer upgrade and replaced with the first section of Hinekura Rd which was identified on the 2021/2022 programme
Sealed Road Resurfacing Special Purpose Rd \$115K Jan 21 - Jun 21						
3.5 kms of resurfacing work on Cape Palliser Road						Preparatory desk work underway. Physical works to be completed in 21.
FootPath Renewals \$177K Oct 20 - Jun 21						
Planned maintenance						Work ongoing
FootPath maintenance Extra Funding \$375K Jun 20 - Jun 21						
Footpath Maintenance \$125K per town						High level of input required by staff. Work ongoing.
Esther Street Footpath Extension \$70K Sep-20						
Noted from AP submissions						Works completed.
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						Includes \$100k carry forward from 19/20
Aseet Management Plan \$50k June 20 Nov 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 Nov 20 Jun 21						
Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation dates through Nov and in discussions with NZTA on alignment.
Tora Farm Rd bridge beam painting x2 \$100K Jan 21 - Jun 21						
Painting steel beams on Tora Farm and Pukeamuri Bridges		↓				Enviornmental and Health and Safety risk due to working above waterways and working at height. Delayed due to Resouce consent conditions re the habitat of various species.

Status key:



On track/achieving



Some concern



Off Track/Major concern

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Financial risk on two key WWL projects are the key concern, as highlighted previously. Analysis of these projects are covered under separate paper. The cost impact of the Lake Ferry WWTP issue has been identified and is well over what is budgeted for. Also covered in separate report. WWL have also notified us of delays in completing the Drinking Water programme due to delays on a critical path project (4th bore at Waiohine). MRP is the positive project with it remaining on track for mid Nov delivery.

Major Projects

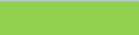
Project Name	Cost	Period	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Manganese Reduction Plant - Martinborough	\$2.5m	Nov 19 - Nov 20						
Construct and commission a manganese reduction plant		↑						All major works on MRP completed and successful initial commissioning testing in a closed loop have been completed. Upgrade to MBO Water Plant control systems successfully completed. On schedule to be operational by mid Nov, the agreed revised delivery date. (NB - Manganese Reduction Plant is correct project name as it involved reducing manganese to levels that avoids discolouration when chlorinated. It is not to completely remove all manganese.)
Featherston WWTP	\$500k*	Jul 20 - Jun 2025						
Develop and implement a suitable wastewater solution for Featherston								Criteria and long list option workshops held with officers and first public engagement undertaken. Second public workshop scheduled for 20th Nov. Letter sent to GWRC withdrawing 2017 consent application sent. * initial consent budget

Upgrade/Renewal Projects

Project Name	Cost	Period	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Papawai Road WW Upgrade	\$2m	May 2021 onwards						
Capacity issue - upgrade pipe								Pricing from WWL panel to deliver to Regional Standard is higher than budgeted (\$2m v \$2.8m), noting final pricing to be confirmed. Programme phasing adjusted to allow for delivery this FY. Project is detailed further in separate report to A&S committee.
Pinot Grove WW upgrade	\$300k	Mar 21 - Jul21						
Capacity issue - upgrade pipe								Pricing from WWL panel to deliver to Regional Standard is higher than budgeted (\$860k v \$300k). Programme phasing adjusted to allow for delivery this FY. Project is detailed further in separate report to A&S committee.
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. Operational resourcing and concurrent projects has limited progress to date.
Memorial Park WTP upgrades stage 2	\$330k	Nov-20						
Replace bore pump, new filter, additional pipework and run to waste		↓						Work being delayed by Waiohine upgrades (above). Unlikely to meet Dec 20 target.
Memorial Park WTP upgrades stage 3	\$1.5m	Jun-21						
Chemical dosing, UV and filter upgrades		↓						Work being delayed by Waiohine upgrades (above)
Lake Ferry WWTP driplines		tbc						
Replace driplines at WWTP		↓						Planned upgrade brought forward following damage to lines. Investigation Report provided to A&S meeting under sep cover. Damage is beyond original upgrade scope and will incur higher cost than original upgrade work planned. Budget to repair now confirmed at \$326k
WWTP Improvement Programme	\$400k	Dec-20						
Enhance processes, facilities and management of WWTPs across District		↓						Progress has been slower than intended due to operational staff workloads but work continues as resource allows. Work continues to refine budget requirements for the programme.

SWDC-led Projects

Water Race User Survey	n/a	Dec-20						
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Survey Water Race users and related stakeholders on use		↓			Additional external resource engaged, qualitative survey (interviews) to be completed by Dec 20 with formal quantitative from Jan 21.
Longwood Water Race Consent	n/a	Dec-20			
Gain consent for continued use of water race					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.
Status key:	 <i>On track/achieving</i>		 <i>Some concern</i>	 <i>Off Track/Major concern</i>	

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council 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 be remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 8 December 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Action Items to 8 December 2020

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
83	25-Feb-20	Action	E Stitt	Investigate a solution for the "Welcome to Featherston" signs on State Highway 2 following notification that the location of these signs presents a risk to motorists and keep the community informed through communications.	Open	Signs removed 16th/17th March due to unresolved safety concerns. Meeting onsite on 23rd March with SWDC/NZTA/FCB/Featherston Beautification Group to agree location, materials and design of supports for the signs. 30/6/20: Progress is being made on a licence to occupy the proposed location of the signs. 30/7/20: This is still with NZTA for a licence to occupy. 15/10/20: Still working through the solution with NZTA 8/12/20: Awaiting final drawings from FBG to proceed. <i>Noted: Amended on 22/09/20 to incorporate Action 273 relating to the request for communications to be released.</i>
158	19-May-20	Resolution	K Neems	FCB RESOLVED (FCB 2020/15): 1. To receive the Applications for Financial Assistance Report. (Moved Bleakley/Seconded Cr Vickery) Carried 2. To grant Wairarapa Citizens Advice Bureau funding of \$350 to support its day to day running costs. (Moved Bleakley/Seconded Cr Vickery) Carried 3. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of funding a new promotional flag and collateral. (Moved Bleakley/Seconded Smith) Carried 4. To defer granting Featherston Community Centre funding to assist with the costs of its carpark development until Council has considered the proposed partnership agreement with Featherston Community Centre.	Open	15/10/2020: Grant from Featherston Community Centre awaiting outcome of ownership proposal.
266	30-Jun-20	Resolution	K Neems	FCB RESOLVED (FCB 2020/29): 1. To receive the Applications for Financial Assistance Report. (Moved Cr Emms/Seconded Tahinurua) Carried 2. To grant Featherston Menz Shed funds of \$117 to cover a three-month subscription to Skinny for wireless broadband and defer a decision on funding the remaining 9 months pending the outcome of an investigation to make Wi-Fi available to Featherston. (Moved Smith/Seconded Bleakley) Carried	Actioned	8/12/2020: Featherston Menz Shed withdrew the application for the remaining 9 months as noted in Financial Assistance Report.
274	30-Jun-20	Action	E Stitt	Investigate making free Wi-Fi available to Featherston	Open	
275	30-Jun-20	Action	FCB	Request Featherston Community Centre provides further details on the proposal for SWDC to take ownership of the building and carry out upgrades	Open	11/08/2020: FCB suggested they meet with Featherston Community Centre and representatives from Council to consider a way forward. Workshop held 15 July 22/09/2020: FCB undertook to arrange to meet with the Featherston Community Centre and Council officers to discuss the proposal in more detail.
276	30-Jun-20	Action	FCB	Present the proposal to have a Māori name for Featherston as Paetumokai and a pou (carving) to the Māori Standing Committee	Open	
378	11-Aug-20	Resolution	R O'Leary	1. To receive the Proposed Naming of a New Road, at 123 Fitzherbert Street, in Featherston Report. (Moved Bleakley/Seconded Tahinurua) Carried 2. To defer approving a name for a new road at 123 Fitzherbert Street, in Featherston and delegate to the Chair the ability to approve a road name pending advice from the Chair of the Māori Standing Committee. (Moved Bleakley/Seconded Smith) Carried	Actioned	19/10/20: Iwi representatives have undertaken a site visit and the MSC Chair is discussing next steps with iwi representatives at the MSC meeting 27-Oct-20. 8/12/20: A report to formalise the decision is presented in agenda item 8.8.
384	11-Aug-20	Action	FCB	To clarify the process of undertaking a two-stage engagement approach to the naming of Featherston Town Square	Open	22/09/2020: Members undertook to discuss this in a workshop.
472	22-Sep-20	Action	FCB	Meet with students put forth by Kuranui College as potential youth representatives and report back to the Board, S Smith	Actioned	
586	3-Nov-20	Action	R O'Leary	Provide the community board with information on signage rules for the zone of the funeral sign located on the State Highway at the southern entrance to Featherston	Actioned	
587	3-Nov-20	Action	E Stitt	To confirm if there is Council land available in Featherston for the planting of a Kowhai tree donated by Lions	Actioned	

FEATHERSTON COMMUNITY BOARD

15 DECEMBER 2020

AGENDA ITEM 8.3

INCOME AND EXPENDITURE REPORT

Purpose of Report

To present the Community Board with recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 30 September 2020 is attached in Appendix 1. Please note that due to current resourcing constraints any commitments made at the last meeting on 3 November 2020 are not reflected in this statement. The Board will receive an updated statement at its first meeting of 2021.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2020 – 30 September 2020

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 - Income and Expenditure
Report for the period 1 July 2020 – 30
September 2020**

Featherston Community Board
Income & Expenditure for the Period Ended 30 September 2020

Personnel & Operating Costs

Budget

Members' salaries	11,459.96
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2020-21	18,903.96

Expenses

Personnel Costs

Members' Salaries	4,586.77
Mileage reimbursements	371.29
Total Personnel Costs to 30 September 2020	4,958.06

Operating Expenses

Total Operating Expenses to 30 September 2020	-
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Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment	
	Members' Salaries	11,459.96	4,586.77	6,873.19
	Mileage reimbursements	500.00	371.29	128.71
Total Commitments				7,001.90

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,944.00

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2020-21 grant allocation	4,343.00
Other miscellaneous income	-
Total Income for 2020-21	4,343.00

LESS: Grants paid out

8/07/2020 Fratherston Menz Shed	3-month wireless broadband	101.74
21/07/2020 Kurunui College	First aid, safety equipment	500.00
14/08/2020 Kidz Need Dadz	Father's Day Bowling	200.00
12/08/2020 Pae tū Mōkai o Tauria	Contribution to upgrade of outbuildings	500.00
12/08/2020 Wisdom & Wellbeing	Contribution to operating costs	500.00
3/09/2020 Featherston Phoenix	Advertising for Organic Week	40.00
31/08/2020 Lamb-Peters	Signs for Organic Week	170.00
Total Grants paid out to 30 September 2020		2,011.74

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
12/03/2019 Featherston Junior FC	Equipment & coaching in schools	500.00		500.00
25/02/2020 REAP (Fab Feathy)	Sights of Significance documentary	400.00		400.00
19/05/2020 Wairarapa Citizens Advice Bureau	Day to day running costs	350.00	-	350.00
19/05/2020 South Wairarapa Neighbourhood Support	Promotional flag & collateral	200.00		200.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2019-20	300.00	-	300.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	300.00	-	300.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00	-	300.00
30/06/2020 Featherston Menz Shed	3-month wireless broadband	117.00	101.74	15.26
11/08/2020 Featherston Organics	Organic Week - contribution to costs	500.00	210.00	290.00
22/09/2020 Featherston Netball Club	Uniforms	500.00		500.00
22/09/2020 Wharekaka Trust	Assistance with Meals on Wheels	500.00		500.00
22/09/2020 Cross Creek Railway Society	New batteries for miniature train	500.00		500.00
22/09/2020 Featherston Xmas Parade	Traffic management	600.00		600.00
22/09/2020 Featherston Xmas Parade	Running costs	300.00		300.00
Total Commitments				5,055.26

PLUS: Balance Carried forward from previous year

6,028.65

TOTAL GRANTS FUNDS AVAILABLE

3,304.65

Featherston Community Board
Beautification Fund for the Period Ended 30 September 2020

Income

Annual Plan 2020-21 allocation	10,710.00
Total Income 2020-21	10,710.00

Beautification grants - operating

Total Beautification grants - operating to 30 September 2020	-
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Beautification grants - capital

Total Beautification grants - capital to 30 September 2020	-
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LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
22/09/2020	St Teresa's School	1,000.00	-	1,000.00
Total Commitments				1,000.00

PLUS: Balance Carried forward from previous year	17,139.00
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TOTAL BEAUTIFICATION FUNDS AVAILABLE	26,849.00
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**Appendix 2 - Income and Expenditure
Report for the period 1 July 2019 – 30
June 2020**

Featherston Community Board						
Income & Expenditure for the Period Ended 30 June 2020						
Income						
		Annual Plan 2019/20 allocation				28,053.00
		Total Income 2019/20				28,053.00
Expenditure						
		Members' Salaries				12,327.46
		Mileage reimbursements				691.06
		Total Personnel Costs				13,018.52
General Expenses						
31/07/2019		Sundry expenses ex payroll	Featherston Organic Week			499.82
30/09/2019		Wairarapa Times	Advertising - Featherston Expo			296.00
5/11/2019		Office Max	Stationary			9.92
7/01/2020		Sundry expenses ex payroll				17.04
		Total General Expenses				822.78
Grants						
18/07/2019		Featherston Clothing Collective				418.70
1/07/2018		Hooper N	Painting workshop costs			500.00
3/07/2018		The Featherston	Donation to RSA			100.00
2/09/2019		Featherston Heritage Museum	Print brochures with new logo			500.00
2/09/2019		Pae Tu Mokai O Tauira	Assist with new signage			500.00
3/09/2019		Lamb-Peters Print	Wairarapa Moana Trails Group banner			418.00
11/12/2019		The Featherston	Assist with painting exterior of building			500.00
12/10/2019		Shepherd Traffic Mgmt Sol	Featherston Xmas Parade			695.00
3/05/2020		Life Education Trust	Financial assistance			500.00
23/03/2020		Featherston Lions	Dr Berry's Farewell			250.00
9/06/2020		Citizens Advice	Day to day running costs			350.00
30/06/2020		Wairarapa Mathematics Assoc.	Annual maths competition			300.00
		Total Grants				5,031.70
Capital Expenditure						
		Total Capital Expenditure				-
		Total Expenditure				18,873.00
		Net Surplus/(Deficit) Year to Date				9,180.00
LESS: Committed Funds						
	Resolution date			Original commitment	Spent to date	Remaining commitment
		Salaries to 30 June 2020*		16,266.00	12,327.46	3,938.54
		Mileage to 30 June 2020*		500.00	691.06	(191.06)
12/03/2019		Featherston Junior FC	Equipment & coaching in schools	500.00		500.00
25/02/2020		REAP (Fab Feathy)	Sights of Significance documentary	400.00		400.00
25/02/2020		Kuranui College	First aid, safety equipment	500.00		500.00
19/05/2020		South Wairarapa Neighbourhood Support	Promotional flag & collateral	200.00		200.00
30/06/2020		Featherston Menz Shed	3-month wireless broadband	117.00		117.00
		Total Commitments				5,464.48
		Current Year Surplus/(Deficit)				3,715.52
		PLUS: Balance Carried forward from previous year				6,717.35
		TOTAL FUNDS AVAILABLE				10,432.87
* remaining budget for salaries & mileage does not carry over into subsequent financial years						

Featherston Community Board				
Beautification Fund for the Period Ended 30 June 2020				
Income				
		Annual Plan 2019/20 allocation		10,710.00
		Total Income 2019/20		10,710.00
Expenditure				
	9/08/2019	One Source	Street flags	1,186.00
		Total Capital Expenditure - Beautification		1,186.00
		Total Expenditure		1,186.00
		Net Surplus/(Deficit) Year to Date		9,524.00
LESS: Committed Funds				
	Resolution date		Original commitment	Spent to date
				Remaining commitment
		Total Commitments		-
		Current Year Surplus/(Deficit)		9,524.00
		PLUS: Balance Carried forward from previous year		7,615.00
		TOTAL FUNDS AVAILABLE		17,139.00

FINANCIAL ASSISTANCE REPORT

Purpose of Report

To advise the Community Board of the withdrawal of a grant application.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Financial Assistance Report.*
2. *Note that Featherston Menz Shed has withdrawn the grant application for funding of the remaining nine-month subscription to Skinny for wireless broadband.*

1. Executive Summary

On 30 June 2020, the Board considered a grant application from Featherston Menz Shed for funding of \$468 to cover a 12-month subscription to Skinny for wireless broadband.

The Board agreed to grant Featherston Menz Shed \$117 to cover a three-month subscription to Skinny for wireless broadband and defer a decision on funding the remaining nine months pending the outcome of an investigation to make Wi-Fi available to Featherston (FCB 2020/29).

At its meeting on 22 September 2020, members requested the deferred component of the grant application be represented for reconsideration as the initial three-month period had ended and the investigation of Wi-Fi was ongoing. On notification to Featherston Menz Shed, the Chairman advised the funds for the remaining nine months are not required as they have obtained free Wi-Fi (refer to correspondence in Appendix 1).

2. Appendices

Appendix 1 – Correspondence from Featherston Menz Shed

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 - Correspondence from Featherston Menz Shed

From: [Garry Thomas](#)
To: [Steph Dorne](#)
Subject: RE: Grant application to Featherston Community Board
Date: Wednesday, 14 October 2020 3:23:31 PM
Attachments: [image001.png](#)

Hi Steph,

Just to let you know that we will not be needing this grant application for the next nine months

As we have now got free wifi which has been given to us by Wiz wireless.

Regards Garry Thomas

Featherston Menzshed Chairman

From: Steph Dorne [mailto:steph.dorne@swdc.govt.nz]
Sent: Wednesday, October 14, 2020 2:39 PM
Subject: Grant application to Featherston Community Board

Hi Garry,

I'm just touching base to let you know that the Featherston Community Board will consider your grant application for the remaining 9 month Wi-Fi subscription at their next meeting on 3 November. This is because the investigation into making Wi-Fi available to Featherston more broadly is still ongoing and they recognise this has extended longer than the original 3 month period granted.

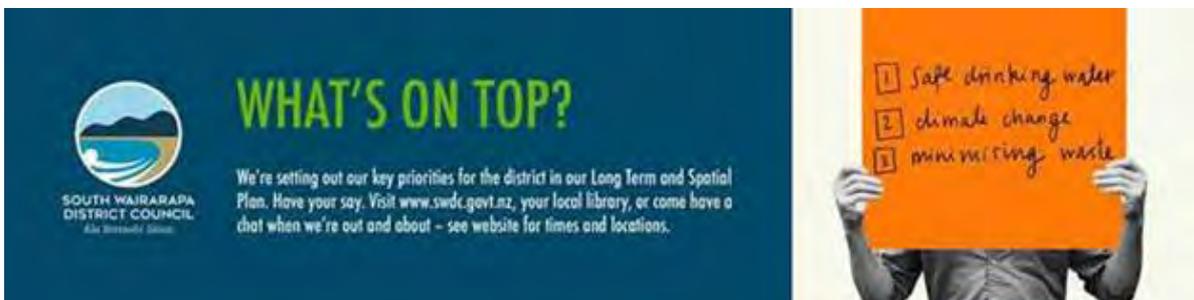
I'll be in touch after the meeting to let you know the outcome of the remainder of the application.

Thanks,

Steph Dorne
Committee Advisor



South Wairarapa District Council
06 306 9611 ext.885
PO Box 6 Martinborough 5741
19 Kitchener Street Martinborough 5711
www.swdc.govt.nz



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**FEATHERSTON WASTEWATER TREATMENT PLANT – CONSENT
PROCESS UPDATE**

Purpose of Report

To update the Board on the status of the Featherston Wastewater Treatment Plant consent process and seek input into the wastewater treatment ideas currently being developed as presented in Appendix 2.

Recommendations

Officers recommend that the Board:

1. *Receive the Featherston Wastewater Treatment Plant – Consent Process Update Report.*
2. *Provide any feedback on the wastewater treatment ideas currently being developed by the project team for the Featherston Wastewater Network.*

1. Executive Summary

In March 2020, SWDC resolved to withdraw the 2017 consent application for the Featherston Wastewater Treatment Plant (WWTP). Since that point, Wellington Water (WWL) have led a project to develop an optimum solution and gain consent for the treatment of Featherston’s wastewater.

This report provides an update to the Board on progress to date (Appendix 1) and an overview of the ideas (Appendix 2) currently being developed by the project team.

We are keen to engage with the Board to ensure its members’ views are considered by the project team. This will include ongoing updates and discussions with the Board, specific invites to public workshops to provide direct feedback and other engagement opportunities as the work progresses from this initial phase.

2. Appendices

Appendix 1 – SWDC Featherston WWTP Project update

Appendix 2 – Featherston WWTP engagement posters

Contact Officer: Euan Stitt, GM Partnerships and Operations

Reviewed By: Harry Wilson, CEO

Appendix 1 – SWDC Featherston WWTP Project update

South Wairarapa District Council

Featherston Wastewater Treatment Plant Waste Disposal

Project Update - October

21 October 2020

Summary

1. Wellington Water is managing the delivery of the Featherston Waste Water Treatment Plant (WWTP) waste disposal project on behalf of South Wairarapa District Council (SWDC).
2. The project start-up is complete with a review of background information, the previous consent application and submissions. The definition stage is nearing completion having held the first workshop to review the project objectives and establish a draft set of criteria for the selection of the preferred waste water treatment option.
3. The second workshop to agree the selection criteria and prepare a draft long list of waste water treatment options took place on 12 October 2020. The workshop included Key Partners and Key Stakeholders with good feedback from all on the options presented.
4. Feedback will be sought from the community on the selection criteria and long list of waste water treatment options on 20 November 2020. A further update including the selection criteria and long list of waste water treatment options will be provided to SWDC in December.

Background

5. The Featherston WWTP receives wastewater from the town of Featherston, which has a population of approximately 2,500 people. The plant was constructed in 1975, and treatment consists of two oxidation ponds in series, and UV treatment.

6. An application for consent for the irrigation of treated wastewater from the Featherston WWTP was lodged with Greater Wellington Regional Council (GWRC) in 2017. It has not been granted.
7. At a SWDC meeting on 18 March 2020, the Council resolved to withdraw the current application and lodge a new consent application. This now means the consent application, as well as the construction project, will be progressed by Wellington Water.

Progress

8. A meeting was held with Greater Wellington Regional Council (GWRC) Regulatory team on 30 July 2020 to agree the methodology being used by Wellington Water to engage with the community and select the preferred waste water treatment option. GWRC provided feedback of the previous consent application and were supportive of the proposed process.
9. A Communications Plan was provided to South Wairarapa District Council on 24 August 2020 which identified the key partners and stakeholders, delivery process, communications and engagement objectives, strategic approach and key messages.
10. The first workshop to review the project objectives and prepare a draft selection criteria was held on 14 September 2020. The workshop included the key partners of South Wairarapa District Council, Wellington Water and Mana Whenua and key stakeholders of statutory authorities with interests in the quality of freshwater including Greater Wellington Regional Council and Regional Health. The Department of Conservation and Fish and Game chose not to attend.
11. The workshop included a review of population growth, the existing treatment plant and previous applications. There was then a discussion on investment outcomes, cultural, environmental and social effects, cost, constructability and operations. From the discussion a draft set of selection criteria for the preferred waste water treatment option were prepared for review at workshop 2.
12. The selection criteria are based on the key factors of
 - a. Investment objectives – i.e. protects public health, allows for water re-use,

- b. Cultural social and environmental impacts, and
 - c. Cost constructability and operations.
13. Updates of the proposed project were made to each of the submitters to the 2012 and 2017 consent applications, that the former consent will be put on hold and the latter withdrawn. The community were also updated via Facebook.
14. Community update was held on Saturday 3 October at the ANZAC Hall in Featherston. There were approximately 100 attendees and feedback was received from a number of people. Submitters to the previous consent application were present and expressed interest in the waste water treatment options being proposed. The team responded by indicating that the long list of options will be shared in late October/early November.
15. The second workshop to agree the selection criteria and define a draft long list of waste water treatment options took place on 12 October 2020. There was good feedback on the selection criteria and options presented which has resulted in the need to bring forward some investigations to confirm the viability of alternative options.

Next Steps

16. Community engagement to seek feedback on the selection criteria and long list of waste water treatment options, is planned for 20 November 2020 and an update to the Council in December. The community engagement has been delayed by a couple of weeks to allow time to investigate alternative options and background information raised at the second workshop.
17. The project development work is still on programme to be complete in June 2021.

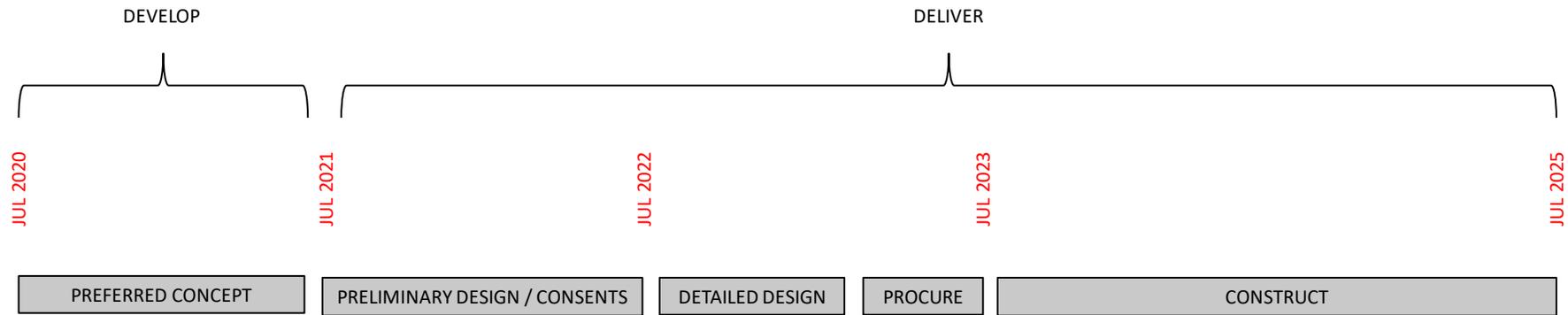
Attachments

18. There are two attachments.

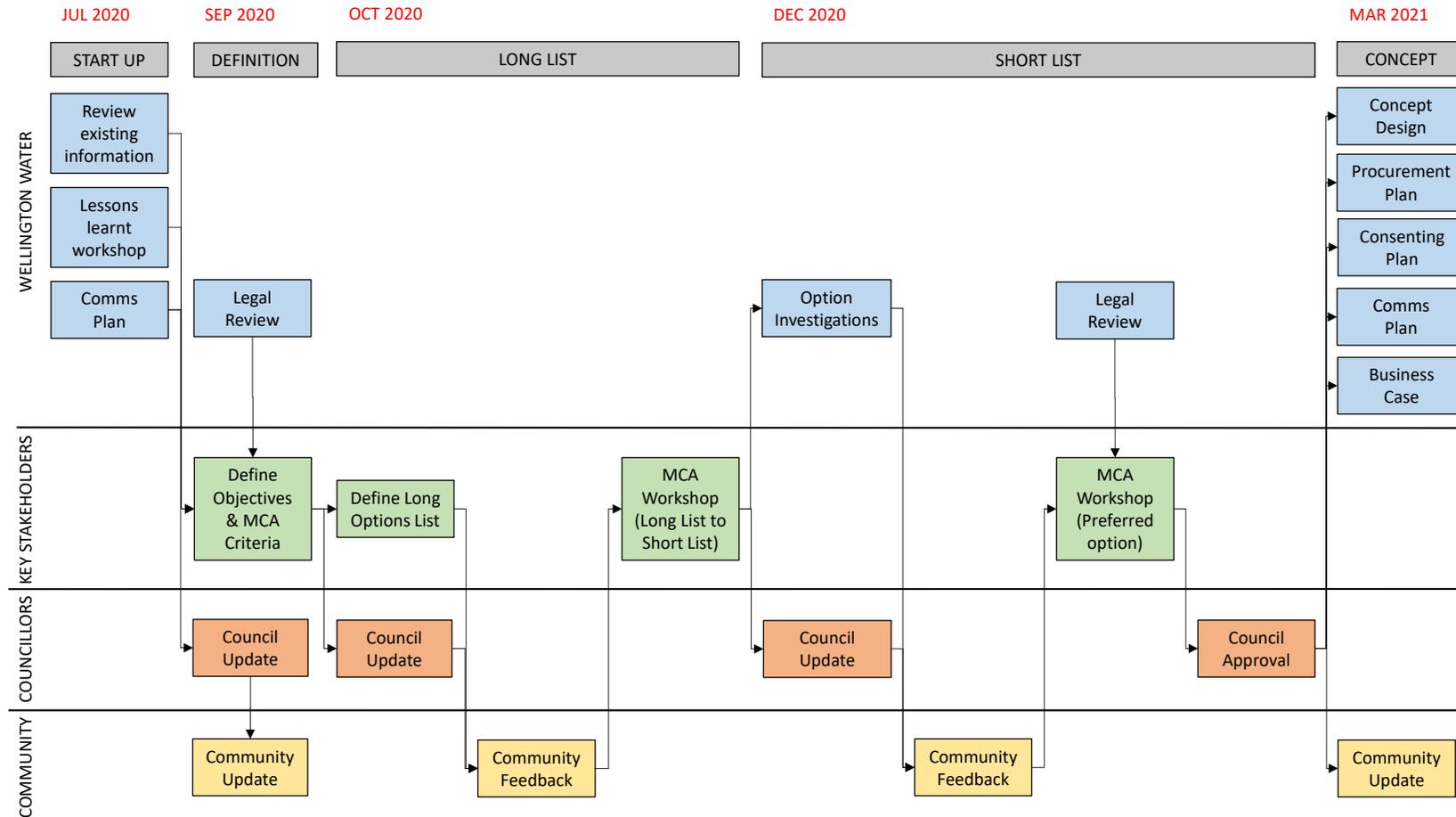
Attachment A: Wellington Water – Develop and Deliver Process

Attachment B: Wellington Water – Preferred Concept Process

Attachment A: Wellington Water – Develop and Deliver Process



Attachment B: Wellington Water – Preferred Concept Process



Appendix 2 – Featherston WWTP engagement posters

What is wastewater?

Wastewater is water that's been used by humans.

It's also called sewage, but the term wastewater is more meaningful, and avoids confusion between the different words sewer, sewage and sewerage.

Wastewater contains soap, urine, faeces, chemicals and food scraps.

People shouldn't flush anything other than the 'three Ps' pee, pooh and toilet paper, but sanitary items such as wet wipes, cotton buds, and tampons often end up in wastewater as well – and can cause blockages.

Untreated wastewater is harmful to humans and the environment.

Treated wastewater, if it's been properly managed, is safe to return to the environment. Depending on the treatment method, treated wastewater can safely be returned to water or land, or re-used in the home. It can even be treated so it's good enough to drink.

For more information go to wellingtonwater.co.nz/fwp

What is wastewater treatment?

Wastewater treatment uses biological and other processes (such as ultraviolet light and filtration), to clean wastewater before it is returned to the environment.

There are a lot of possible ways to treat wastewater, and to return the wastewater to the environment. Treatment also produces a substance known as sludge – the solids remaining after treated wastewater is taken away. There are a lot of different ways of dealing with sludge as well.

Treatment processes and the associated plant and equipment required often depend on how and where the final treated product is returned to the environment.

There are a lot of treatment process options, but after all is said and done, there are three basic pathways by which treated wastewater returns to the environment – via:



Land



Water



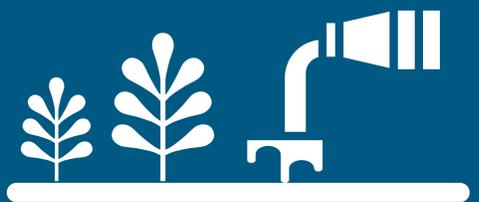
Re-used

Looking after your wastewater

Our wastewater system is only designed for poo, pee and toilet paper.



Don't flush wet wipes or menstrual products – put them in the rubbish bin or a sanitary bin.



Never pour cooking fats and oils down the kitchen sink – put them in your rubbish bin or garden.



Avoid using a food disposal unit – compost where you can.



Choose environmentally friendly washing machine detergents.

For more information go to wellingtonwater.co.nz/fwp

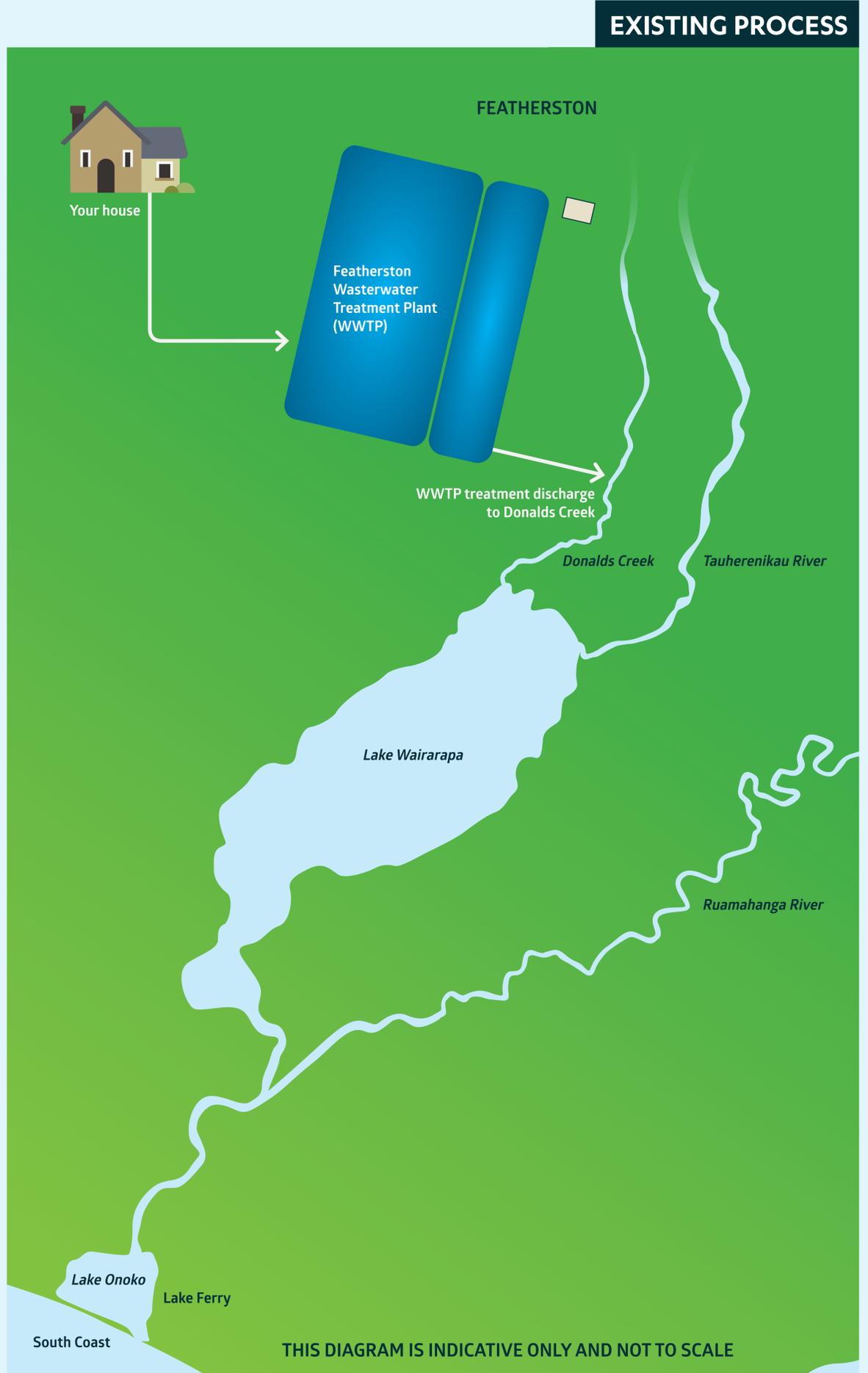
What do people think?

That's what we'd like to know!

Māori perspectives usually prefer returning wastewater to land, rather than the sea or rivers.

Others also have strong preferences about how wastewater should be treated, how treated wastewater is returned to the environment, and what to do with the treatment byproduct known as sludge.

The Featherston community have different views about the best thing to do. Different treatment outcomes have different needs. Some factors that are important to people include the environment, odour, sustainability, use of resources, and of course cost. It's not just Featherston ratepayers that will be affected by these choices. Other ratepayers in South Wairarapa will be affected by the chosen solution.



For more information go to wellingtonwater.co.nz/fwp

Things we're thinking about as we work towards an agreed solution

Investment objectives

- The principles of Te Mana o te Wai (Freshwater National Policy Statement)
- The health and wellbeing of water bodies
- Avoiding harm to public health related to wastewater treatment and return to the environment
- Supporting sustainable use of water, land and energy resources
- Catering for the community's needs now and in the future

Cultural, Environmental and Social Impacts

- Enhancing landscape and visual amenity
- Minimising aerosols and odour impacts on people
- Providing for natural processes (plant growth or wetlands) to have contact with wastewater
- Providing for discharges to land over discharges to water
- How might it affect adjoining land uses?

Cost, Constructability and Operations

- How feasible is the option?
- How complex would the operation and maintenance be?
- Will it provide resilience against operational failures and negative environmental impacts if it did fail?
- How resilient is it to earthquakes and natural hazards?
- Can it get resource consents under the Resource Management Act?

What's Missing?



Your thoughts?

For more information go to wellingtonwater.co.nz/fwp

What do you think?

Tell us what you think about...



Treated wastewater outflow to **water**

How it works

Wastewater from Featherston’s homes and businesses flows to the new or upgraded Featherston wastewater plant. The water is treated and returned to the environment by **water**.

Some possible treatment processes

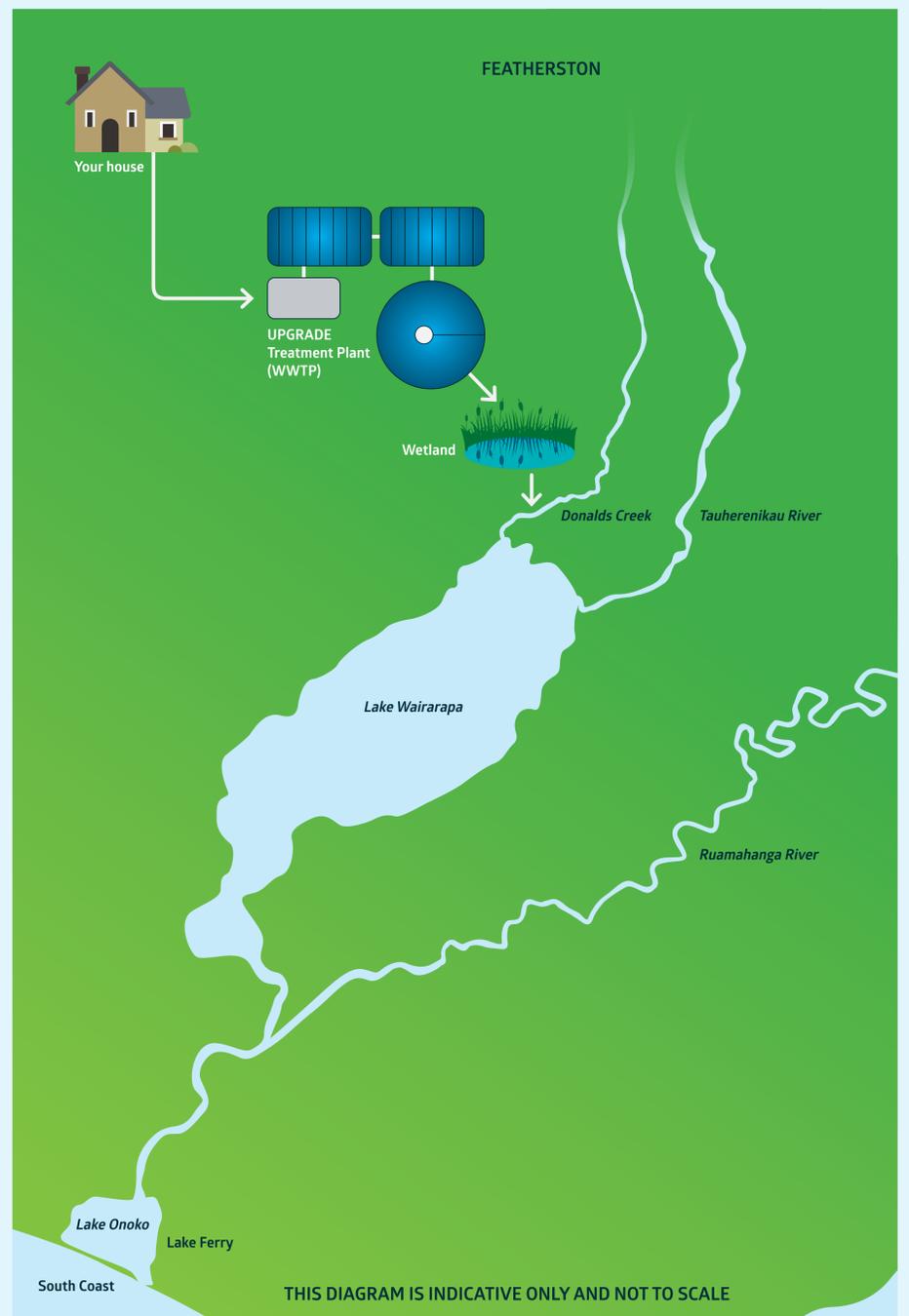
Biological treatment and UV light, or
 Biological membrane and UV light, or
 Ponds and UV light.

Treated water is returned by;

A new wetland, or
 A rock filter bed.

Where the treated water is returned

Donalds Creek (via wetland), or
 Tauherinikau River (via rock filter bed), or
 Ruamahanga River (via rock filter bed), or
 To Sea (pumped via a long pipe), or
 Lake Wairarapa (via rock bed or wetland).



Your thoughts?

Is there something here you’d like more information on?

What else do you need to know to contribute to the decision?

For more information go to wellingtonwater.co.nz/fwp

What do you think?

Tell us what you think about...



Treated wastewater outflow to **land**

How it works

Wastewater from Featherston’s homes and businesses flows to the new or upgraded Featherston wastewater plant. It is treated and the treated water is returned to the environment by **land**.

Some possible treatment processes

Settling ponds and UV treatment, or Biological (activated sludge) treatment and UV, or

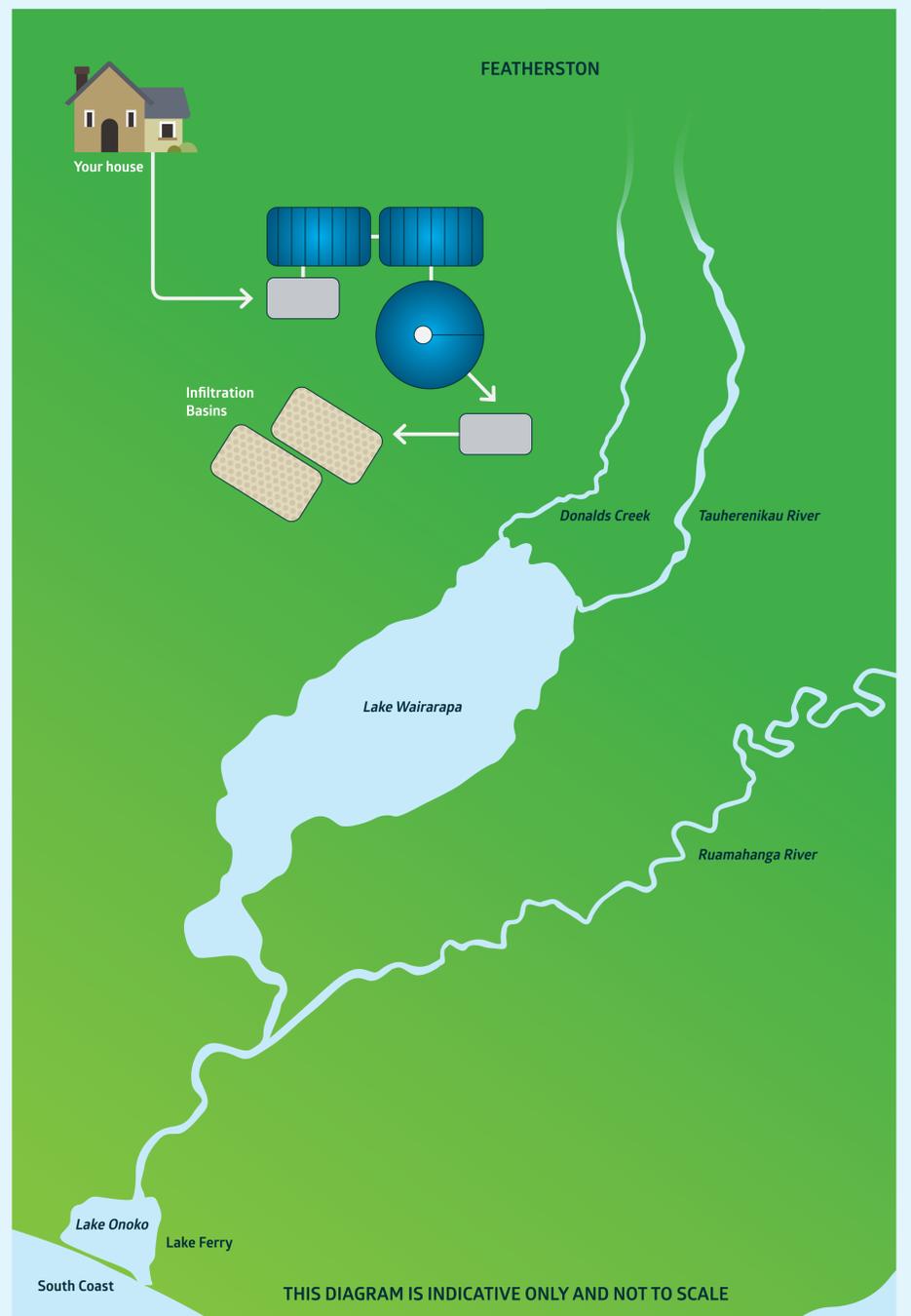
Membrane filtration with biological and UV treatment.

Treated water is returned by;

Surface or subsurface irrigation, infiltration through trenches or soakage from large basins. During wet conditions excess wastewater is held in storage ponds.

Where the treated water is returned

Over large areas of land near the treatment plant.



Your thoughts?

Is there something here you’d like more information on?

What else do you need to know to contribute to the decision?

For more information go to wellingtonwater.co.nz/fwp

What do you think?

Tell us what you think about...



Treated wastewater outflow to **land and water**

How it works

Wastewater from Featherston’s homes and businesses flows to the new or upgraded Featherston wastewater plant. It is treated and the treated water is returned to the environment by a mixture of **land and water**.

Some possible treatment processes

Biological treatment and UV.

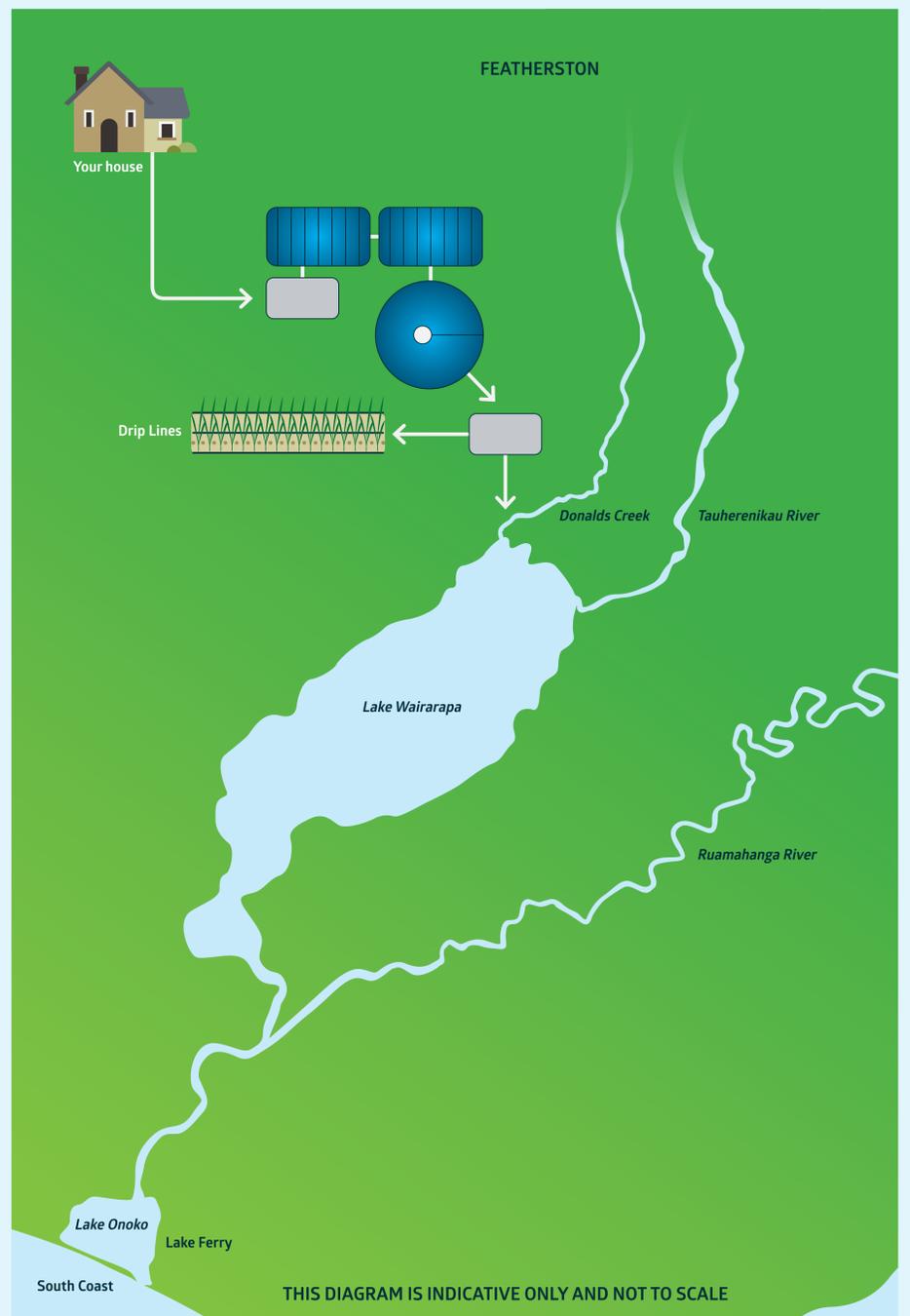
Treated water is returned by;

Normal treated water flow is returned to land via irrigation. Excess flows are discharged to water, via pumps and pipelines and/or specially built basins.

Where the treated water is returned

Over large areas of land near the treatment plant and one of the streams or rivers.

This has the potential to combine all flows from all South Wairarapa treatment plants into one, or pump to Martinborough WWTP.



Your thoughts?

Is there something here you’d like more information on?

What else do you need to know to contribute to the decision?

For more information go to wellingtonwater.co.nz/fwp

What do you think?

Tell us what you think about...



Treated wastewater re-use or re-distribution

How it works

Wastewater from Featherston’s homes and businesses flows to an advanced wastewater treatment plant that can produce water to a range of treatment standards – e.g. from non-potable (not for drinking) greywater use, to non-food crop irrigation or even purified recycled water for drinking.

Some possible treatment processes

The overall treatment depends on the use of the reclaimed water. It may require an advanced treatment process following a new wastewater treatment facility at Featherston.

Membrane biological treatment and advanced treatment, or

Treatment at homes or businesses, or

Treatment at Martinborough plant.

Treated water is returned by;

Pumps and pipes, storage reservoir for local distribution.

Where the treated water is returned

Reticulation into a greywater system into homes and businesses and non-food crop irrigation.



Your thoughts?

Is there something here you’d like more information on?

What else do you need to know to contribute to the decision?

For more information go to wellingtonwater.co.nz/fwp

Long list of ideas

1	New Waste Water Treatment Plant (WWTP) and continue discharge to Donalds Creek	See poster 5
2	New WWTP and discharge to Tauherenikau River	See poster 5
3	Upgraded WWTP and Discharge to Ruamahanga River	See poster 5
4	New WWTP and Discharge to Lake Wairarapa	See poster 5
5	Upgraded WWTP and Full flow to land discharge with large storage	See poster 6
6	New WWTP and Combined land discharge and high rate trenches (minimal effluent storage)	See poster 6
7	Upgraded WWTP and combined land and water discharge via small rapid infiltration basins 7a Donalds Creek, 7b Tauherenikau River, 7c Ruamahanga River or 7d Lake Wairarapa	See poster 7
8	New WWTP and combined land and water discharge via small rapid infiltration basins, quality suitable for reuse (non drinking water) 8a Donalds Creek, 8b Tauherenikau River, 8c Ruamahanga River or 8d Lake Wairarapa	See poster 7
9	Indirect Potable Water for drinking water augmentation	See poster 8
10	Greywater Reuse	See poster 8
11a	Groundwater shallow bore discharge	See poster 5
11b	Groundwater deep bore discharge	See poster 5
12	Onsite Wastewater Systems e.g. composting toilets	See poster 8
13	Locally treated at Featherston WWTP then pump to another scheme for effluent disposal (land/water)	See poster 8
14	Existing Ponds and Ocean outfall	See poster 5
15	Combined Wairarapa Scheme – a new WWTP, servicing Greytown, Martinborough and Featherston	See poster 7
16	Emerging treatment solutions – e.g. Organica or Aerobic Granular Sludge.	See poster 8
17	Other ideas	

For more information go to wellingtonwater.co.nz/fwp

Timelines and processes

Project Timeline



Who's doing what?

- Community**
Letting us know what their preferences are
- Council**
Final decision makers
- Wellington Water**
Advisors and facilitators
- Greater Wellington**
Resource consent



For more information go to wellingtonwater.co.nz/fwp

FEATHERSTON COMMUNITY BOARD

15 DECEMBER 2020

AGENDA ITEM 8.6

YOUTH REPRESENTATIVE APPOINTMENT

Purpose of Report

To seek Community Board approval to appoint two youth representatives to the Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Youth Representative Appointment Report.*
2. *Appoint Ana Souto and Isla Richardson as youth representatives, in an advocacy role with non-voting rights to the Featherston Community Board, until the end of the 2019-2022 triennium.*
3. *Agree an honorarium payment of \$50 per ordinary meeting attended be paid to each of the youth representatives from the Featherston Community Board operating budget.*

1. Background

The Community Board Terms of Reference approved by Council on 3 June 2020 provides for one youth representative to be appointed by the Community Board in an advocacy role with non-voting rights (DC2020/56). The Board has expressed interest in appointing two youth representatives and while two representatives are not specifically provided for in the Terms of Reference, the Local Electoral Act 2001 provides for the Board to make additional appointments.

Youth representation provides an advocacy voice for young people and to better understand the views of youth the Board is seeking to appoint two youth representatives.

2. Discussion

2.1 Appointment to Community Board

Appointment to a community board could be on a yearly or triennium basis, or as needed by resignations. The community board should agree the term with their youth representatives.

It is recommended that the Board seeks youth that have strong connections to the community they are representing, and ideally the representatives should reside in that town.

Representatives may be found by approaching school principals or teachers for suitable recommendations, seeking applications, or on recommendation of a member.

The Electoral Act 2001 and LGA 2002 does not allow voting appointments to be made to community boards unless a person has been elected and/or appointed by Council. The youth role is therefore an advocacy role with no voting rights.

2.2 Duties of Youth Representative

It is the Board's responsibility to direct and mentor the youth representatives. The Board should provide clear direction on what they expect from the appointment, any special projects they would like them to be involved with, and what engagement with their peers is expected.

The Board should also consider how decisions made at a board level concerning youth interests need to be reported back to that demographic and whether the youth representative has a role to play in doing that.

3. Legislation

3.1 Local Government Act 2002

The Local Government Act 2002 Section 50 states:

50 Membership of community boards

The membership of a community board consists of-

- (a) members elected under the Local Electoral Act 2001; and*
- (b) members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose district the relevant community is situated.*

3.2 Local Electoral Act 2001

The Local Electoral Act 2001 states:

19F Membership of community boards

- (1) Every community board—
 - (a) is to consist of not fewer than 4 members nor more than 12 members; and*
 - (b) is to include at least 4 elected members; and*
 - (c) may include appointed members.**
- (2) The number of appointed members is to be less than half the total number of members.*
- (3) The persons who are appointed under subsection (1)(c) as members of the community board must—
 - (a) be members of, and must be appointed by, the territorial authority for the district in respect of which the community is constituted; and*
 - (b) if the territorial authority is divided into wards, also be members of the territorial authority representing a ward in which the community is situated.**

4. Financial Considerations

An honorarium payment of \$50 per ordinary meeting attended is to be paid to each of the youth representatives from the Board's discretionary budget.

5. Conclusion

Interest has been expressed from Featherston Community Board to appoint two youth representatives. While the Community Board Terms of Reference provide for one youth representative to be appointed, the Local Electoral Act 2001 provides for the Community Board to appoint additional members. It is recommended that these appointments now be formalised.

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

FEATHERSTON COMMUNITY BOARD

15 DECEMBER 2020

AGENDA ITEM 8.7

PROPOSED NAMING OF A NEW PRIVATE ROAD, AT 24-32 REVANS STREET, IN FEATHERSTON

Purpose of Report

To seek the Featherston Community Board's consideration and approval of the name "Galaxy Way" for a proposed private road/right of way to access a 6 lot subdivision by *XLanding Limited*.

Recommendations

Officers recommend that the Featherston Community Board:

1. *Receive the Proposed Naming of a New Private Road, at 24-32 Revans Street, in Featherston Report.*
2. *Consider and approve the Proposed Naming of "Galaxy Way" for the proposed private road at 24-32 Revans Street Featherston.*

1. Background

XLanding Limited seeks to name a new Private Road which is part of a 6 lot residential subdivision (RC 200093) at *24-32 Revans Street, in Featherston* (see appended plan in the request at Appendix 1).

Council, through the Featherston Community Board has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa pursuant to Section 319(1)(j) of the Local Government Act 1974.

There is no current pre-approved list from the Featherston Community Board for new roads in the Featherston area. The proposed name is "Galaxy Way" which is the applicants preferred option for this new private road. The road name options all reference aspects of sky, space, or navigation which has significance for the local area as well as the applicants. The preferred suffix for this road name is Way which is consistent with the policy requirements. Council has delegated to community boards the authority to approve road names. This report is required to give the Featherston Community Board and opportunity to review and approve the proposed road name.

2. Discussion

2.1 Legal situation

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following names are considered for approval;

1. Galaxy Way
2. Cross Lane
3. Orion Way

2.2 Assessment of Councils Policy

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

There are no existing roads or right of ways which include "Galaxy Way", or "Orion Way", within the Wairarapa. There is however a "Cross Line" in the Greytown area which may become confused with the proposed "Cross Lane".

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

No issue identified.

4.3.3 The name should have significant local content or meaning.

The application has set out why the preferred names have been selected. The following information has been copied from the road name application. Despite not outlining the exact significance for each option, the following descriptions have been provided which could be relevant to all proposed names.

- The proposed names have direct alignment with the theme of SWDC's emerging intent for the International Dark Sky Reserve accreditation.
- The alignment of the property beneath a significant aspect of our galaxy, being the Milky Way.
- The direct line of sight towards the Southern Cross when entering the property along the new right of way.
- Grant's (one of the applicants) 38 Years of Military Service in support of New Zealand and Pacific Peoples, starting with using and teaching others to use the stars as a navigator. Flying on Orion maritime surveillance aircraft of No 5 Squadron RNZAF. The Air Force motto (Per Ardua Ad Astra, through struggle we find the stars).

- The significance of the Southern Cross, both in our national identity and the constellations utility in helping one to find ones way.

4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map

None of the proposed names are too long and can be clearly displayed on a map.

4.3.5 The end name for the roadway should be one that most accurately reflects the type of roadway that it is.

All proposed names are considered consistent with the policy, private road/right of ways having a suffix of Lane or Way.

4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".

All proposed names are considered consistent with the policy.

4.3.7 Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.

Not applicable.

2.3 Procedure for Naming Roads of the Naming of Public Roads, Private Roads and Rights-of-Way Policy Review

Section 4.2 will be reviewed and aligned with the community board delegation to name roads when it is next reviewed.

3. Conclusion

The proposed names are consistent with the guideline criteria in the road naming policy. The applicant has been asked to select their preferred road name, being "Galaxy Way". The applicant has noted numerous points of local and personal significance for the proposed private road name options. The Featherston Community Board has delegation to approve road names.

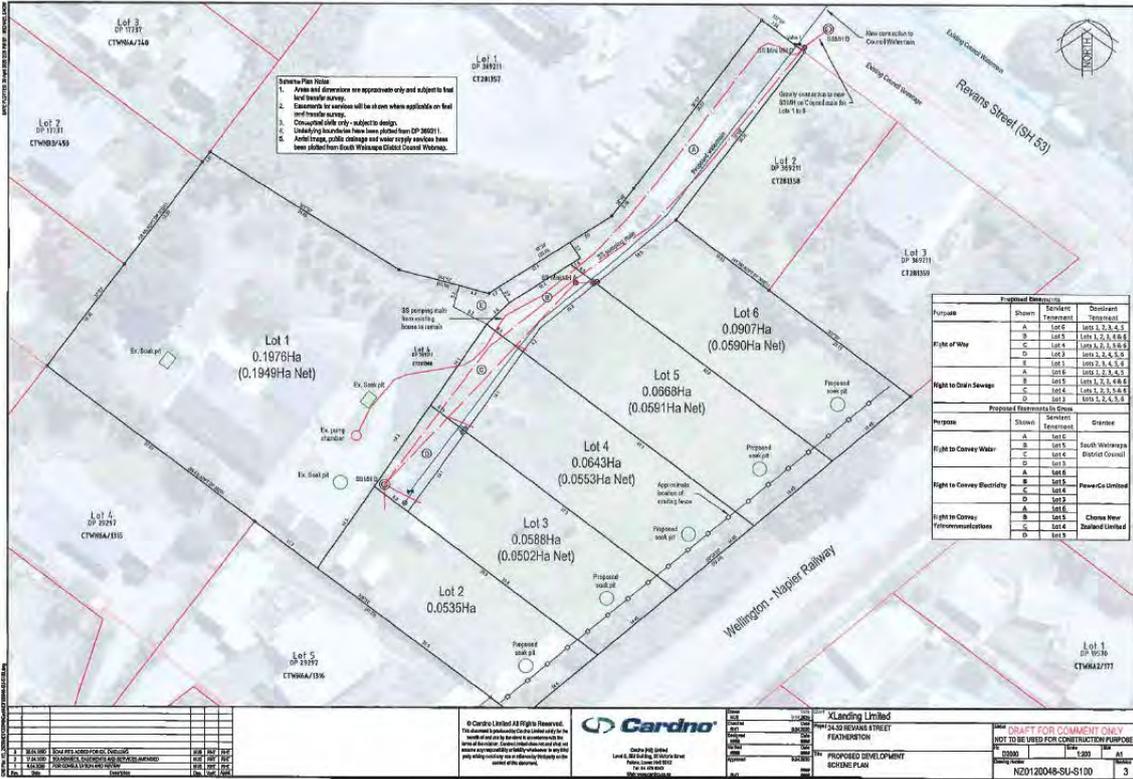
4. Appendices

Appendix 1 - Subdivision Scheme Plan

Prepared by/Contact Officer: Harriet Barber, Planner

Reviewed by: Godwell Mahowa, Acting Group Manager Planning and Environment

Appendix 1 - Scheme Plan



AGENDA ITEM 8.8

**NAMING OF A NEW ROAD, AT HARRISON STREET EAST,
FEATHERSTON**

Purpose of Report

To seek the Featherston Community Board's approval of the name "Community Green" for the proposed road at Harrison Street East, Featherston.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Naming of a New Road, at Harrison Street East, Featherston Report.*
2. *Approve the name "Community Green" for the proposed road at Harrison Street East, Featherston.*

1. Background

At its meeting on 11 August 2020, the Board considered an officers' report proposing three names for a proposed road to be vested in Council to access a subdivision by *Brookside Developments*. At the time the road was referred to as at 123 Fitzherbert Street however as the subdivision can no longer be accessed from Fitzherbert Street it is now referred to as at Harrison Street East.

The applicants proposed the names "Hapori Common", "Community Common" and "Brookside Common", with the preferred option being "Hapori Common." At the time of the meeting, the Chair had been in discussions with the Chair of the Māori Standing Committee on the use of the Te Reo name and the Board resolved as follows:

1. To receive the Proposed Naming of a New Road, at 123 Fitzherbert Street, in Featherston Report.
2. To defer approving a name for a new road at 123 Fitzherbert Street, in Featherston and delegate to the Chair the ability to approve a road name pending advice from the Chair of the Māori Standing Committee.

The Featherston Community Board Chair and applicant liaised with the Chair of the Māori Standing Committee and have since been advised the Chair is unable to support or give input to applications requesting Te Reo kupu for the use of naming streets at this time. The applicant has since advised he would like to use the name "Community

Green” and the Featherston Community Board Chair has requested proceeding with this name.

As the naming of a road must be via resolution, the Board is unable to delegate the approval of a name to the Chair. The Board is therefore asked to formally approve the name “Community Green.”

2. Legislative and policy framework for naming roads

2.1 Local Government Act 1974

Council has general powers in respect of roads under section 319 of the Local Government Act 1974. Section 319(1)(j) provides Council with the power:

to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road

Section 319A provides:

If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

2.2 Policy on naming of roads

Council has adopted a policy on the Naming of Public Roads, Private Roads and Rights-of-Way. The policy sets out the procedure for naming roads, guidelines for the selection of new road names and for changing existing road names, and for the provision of signage.

2.2.1. Process

Paragraph 4.2.1 requires that applications for naming all roads created or extended as part of a subdivision to be submitted as part of the resource consent process.

Paragraph 4.2.2 provides:

To assist Council in assigning a name, an application for subdivision consent where a road is proposed to be named shall include three possible road names to Council for consideration and approval... The names should be listed in order of preference with a brief statement of their significance...

Paragraphs 4.2.3 to 4.2.5 state that Council will check the suitability of the preferred and alternative names against its policy. The application will then be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council. The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

2.2.2. Guidelines for selection of a new name

Section 4.3 of the policy sets out the guidelines for the selection of new road names as follows:

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

4.3.3 The name should have significant local content or meaning.

4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.

4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.

4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".

4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.

4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

2.3 Delegation of power to name roads

In previous electoral terms, Council delegated the power to the relevant Community Board to make a recommendation on the naming of roads for consideration and decision by Council. This is reflected in paragraph 4.2.4 of the policy. In the current electoral term, Council has delegated the power to name and alter the name of any road to Community Boards.¹ The power to delegate the naming of roads to Community Boards is consistent with Clause 32, Schedule 7 of the Local Government Act 2002.

The policy must therefore be read alongside the delegation and references to any consideration, decision-making and action being undertaken by the Council (i.e. the elected members) must be substituted with references to the Community Board.

3. Discussion

3.1 Delegation to Community Board members

The delegation to the Board members operates as a sub-delegation of the primary delegation to the Community Board. Clause 32(3) of Schedule 7 to the LGA 2002 provides that the power to sub-delegate is subject to any conditions, limitations or prohibitions imposed in connection with the primary delegation. There is no prohibition on sub-delegation in the delegation to the Board as outlined in the Terms of Reference. However, the naming of a road and approval of the name must be by resolution, by virtue of Section 319A of the LGA 1974 and paragraph 4.2.5 of the

¹ See Terms of Reference for the Greytown Community Board adopted by Council at the meeting on 3 June 2020. Note that there is a typographical error in the delegation in the Terms of Reference as it refers to the power to name a road under section 319A whereas the general power is in section 319.

policy. The Board are not, therefore, able to delegate the naming of the road or approval of a name to the Chair or other Board members as Board members cannot individually pass resolutions.

3.2 Community Green

The report on 11 August listed “Community Common” as the second preferred name. As noted in that report, the applicant intended to reflect the community-focused intentions of the development and idea of community living and provided the following explanation as to the significance of the name:

In keeping with the community-focused intentions of the development, should ‘Hapori’ not be deemed appropriate, the second choice would be Community Common. This also reflects the community spirit evident in Featherston, such as the community-led initiative Fab Feathy. The proposed development would build on the aspirations of this initiative and the naming of the road as such would reinforce community ideals.

The report concluded that all proposed names, including “Community Common”, were consistent with the guideline criteria in the road naming policy.

3.3 Suffix

Paragraph 4.3.5 of the policy indicates the end name for the roadway should be one that most accurately reflects the type of roadway that it is. In the application, the proposed suffix was Common with the definition being:

A street with a reserve or public open space along one side.

The applicant has since amended the preferred suffix from Common to Green. Under the policy, Green is as for Common, but not necessarily bounded by a reserve. Green is therefore an appropriate suffix under the policy.

3.4 Review of policy

The policy was due for review in November 2019. Note that this is not a statutorily required review. However, officers consider it timely to review the policy in order that Council can consider the policy approach regarding road and open space names, consultation requirements with mana whenua and the community, and the extent that Te Reo Māori is to be adopted.

3.5 Financial implications

There are no financial implications associated with this decision.

4. Conclusion

The proposed name “Community Green” is consistent with the guideline criteria in the road naming policy and the Chair of the Featherston Community Board has requested proceeding with this name. The Board is now asked to approve the name to formalise the decision.

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Approve funds of \$2,610 for two sets of 15 street flags, to be funded from the beautification fund.*

1. Meetings and Events

<i>Date</i>	<i>Past meetings or events</i>
5 th Nov	NZTA Hui at Featherston School
7 th Nov	Working bee at reuse/recycle site Boundary Road
12 th Nov	Treaty Workshop Waihinga Centre
12 th Nov	Wastewater hui Garrison Bar Featherston
17 th Nov	FCB Workshop

2. NZTA Community meeting

NZTA in conjunction with Wairarapa Road Safety are gathering community input into what is wanted to improve road safety within the Wairarapa. High on Featherston priorities was wanting the 50kmh zones being pushed further out of town on all 3 entries along with having the existing pedestrian crossing raised as well as adding a new crossing outside Featherston Schools entrance on Lyons Street.

3. Reuse/Recycle centre

Plans are going well with setting up the reuse/recycle centre in the old Wairarapa Whanau Centre in Boundary Road. Property tidy up has started with recladding of the building to kick off shortly.

4. Treaty Workshop

A very interesting workshop with Ingrid Huygens and Michaela Westrupp sharing their knowledge of the treaty history along with local history around the Wairarapa. Further workshops are planned to follow.

5. Wastewater Community drop in session

Another stage of Wellington Waters wastewater project asking for input from the community.

6. FCB Workshop

Along with discussions around the purchase of new street flags we also got to meet the two prospective Featherston Community Board youth representatives. After discussions within the group we were happy to have both students (Isla Richardson and Ana Souto) on the Board. Officers have been advised and we will receive a report to make the appointments and both will be included in any future meetings etc.

We also discussed purchasing two sets of street flags. One set to replace the existing Featherston flags and a new set of White Ribbon Flags. A third set was also ordered and will be generously be paid for by Ross Vickery.

Report compiled by Mark Shepherd
Chair
Featherston Community Board

MEMBER REPORT
for
Featherston Community Board Meeting
15 December 2020

Member Name	Claire Bleakley
General	Featherston had another very happy and successful Christmas Parade. We had a record number of floats and lovely children’s walking groups. Thank you Featherston Community and Businesses who all made this a great celebration day. I would like to thank Jack Sheppard and Colin Olds, Brenda West, Sophronia Smith –Mete for all their help in the Christmas Parade. The day went well and the rain held off.