



## **GREYTOWN COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 11 December 2019 at 7:00pm.

#### **MEMBERSHIP OF THE COMMUNITY BOARD**

Ann Rainford (Chair), Graeme Gray, Shelley Symes, Cr Alistair Plimmer and Cr Rebecca Fox.

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#### **PUBLIC BUSINESS**

**1. EXTRAORDINARY BUSINESS**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

5.1 None advised

**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: Minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 (sections D and H).

***Proposed Resolution:*** *That sections D and H of the minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 be confirmed as a true and correct record.*

- 8. REPORT FROM COMMITTEES:**
- 8.1 Tree Advisory Group – verbal update
- 9. CHIEF EXECUTIVE AND STAFF REPORTS:**
- 9.1 Adoption of 2020 Schedule of Ordinary Meetings **Pages 7-11**
- 9.2 Income and Expenditure Report **Pages 12-19**
- 9.3 Financial Assistance Report **Pages 20-22**
- 9.4 Compliance with Drinking Water Standards and Summer Water Demand **Pages 23-67**
- 9.5 Officers Report **Pages 68-106**
- Jane Mills to provide a brief summary of civil defence in the Wairarapa from Wellington Region Emergency Management Office (WREMO)*
- 9.6 Establishment of and Appointments to Committees **Pages 107-118**
- 10. NOTICES OF MOTION:**
- 10.1 None advised
- 11. CHAIRPERSON’S REPORT:**
- 11.1 Chairperson Report **Pages 119-122**
- 12. MEMBER REPORTS (INFORMATION):**
- 12.1 None advised
- 13. CORRESPONDENCE:**
- 13.1 Inwards **Pages 123-125**
- To Greytown Community Board from Arbor House Trust, dated 26 August 2019.



**SOUTH WAIRARAPA DISTRICT COUNCIL  
First Meeting of the Triennium for Council and community boards (Martinborough,  
Featherston and Greytown)  
Minutes from 30 October 2019**

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<b>Present (Council):</b>	Mayor Alex Beijen, Councillors Garrick Emms, Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Ross Vickery and Brenda West.
<b>Present (MCB):</b>	Aidan Ellims, Nathan Fenwick, Michael Honey, Mel Maynard, Cr Pip Maynard and Cr Pam Colenso.
<b>Present (FCB):</b>	Indigo Freya, Mark Shepherd, Cr Ross Vickery and Cr Garrick Emms.
<b>Present (GCB):</b>	Graeme Gray, Shelley Symes, Ann Rainford, Cr Rebecca Fox and Cr Alistair Plimmer.
<b>In Attendance:</b>	Harry Wilson (Chief Executive Officer), Raihānia Tipoki, Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	The meeting was held in Martinborough Hall, Texas Street, Martinborough and was conducted in public between 4:00pm and 5:23pm.

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## **Open Section**

### **A Powhiri**

Elected members were called into the Martinborough Town Hall. Mr Tipoki opened with a karakia and welcomed elected members. Mr Wilson also welcomed elected members.

Chief Executive Officer Harry Wilson in the Chair.

### **B Kuranui College Kapa Haka Performance**

Students from the Kuranui College Kapa Haka Group, led by teacher Suzanne Murphy, performed for those in attendance.

### **C Apologies**

Apologies were received from Claire Bleakley (Featherston Community Board member), and lateness apologies were received from Aidan Ellims (Martinborough Community Board member).

## D Declarations

The following elected members made their declarations in front of family, friends, staff and members of the public.

### **Council:**

Mayor Alex Beijen, Councillors Garrick Emms, Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Ross Vickery and Brenda West.

### **Martinborough Community Board:**

Aidan Ellims, Nathan Fenwick, Michael Honey and Mel Maynard.

### **Featherston Community Board:**

Indigo Freya and Mark Shepherd.

### **Greytown Community Board:**

Graeme Gray, Ann Rainford and Shelley Symes.

Chief Executive Officer Harry Wilson vacated the Chair.

His Worship the Mayor assumed the Chair.

## E Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

### **E1. Mayoral Appointments**

*COUNCIL RESOLVED (DC2019/164)* to receive the tabled Mayoral Appointment Report.

*(Moved Mayor Beijen/Seconded Cr Hay)*

Carried

### **E2. Laws Affecting Elected Members**

Mr Wilson presented selected sections of the Laws Affecting Elected Members Report.

*COUNCIL RESOLVED (DC2019/165):*

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

*(Moved Cr West/Seconded Cr Hay)*

Carried

### **E3. Fixing of date and time for first ordinary meetings**

*COUNCIL RESOLVED (DC2019/166):*

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Cr Maynard/Seconded Cr Jephson)*

Carried

His Worship the Mayor vacated the chair.

Chief Executive Officer Harry Wilson assumed the chair.

### **Martinborough Community Board**

#### **F Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002**

##### **F1. Election of Chairperson and Deputy Chairperson**

*MCB RESOLVED (MCB2019/72):*

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

*(Moved Fenwick/Seconded Honey)*

Carried

Mr Wilson called for nominations to the position of Martinborough Community Board Chair.

*(Moved Ellims/Seconded Fenwick)* that Mel Maynard be nominated as Martinborough Community Board Chair.

There being no further nominations Mr Wilson declared Ms Maynard Martinborough Community Board Chair.

Mr Wilson called for nominations to the position of Martinborough Community Board Deputy Chair.

*(Moved Fenwick/Seconded M. Maynard)* that Aidan Ellims be nominated as Martinborough Community Board Deputy Chair.

There being no further nominations Mr Wilson declared Mr Ellims Martinborough Community Board Deputy Chair.

##### **F2. Laws Affecting Elected Members**

*MCB RESOLVED (MCB2019/73):*

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

*(Moved M Maynard/Seconded Ellims)*

Carried

##### **F3. Fixing of date and time for first ordinary meetings**

*MCB RESOLVED (MCB 2019/74):*

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees with the amendment of the Martinborough Community Board meeting to start at 6:30pm.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Ellims/Seconded M Maynard)*

Carried

## Featherston Community Board

### G Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

#### G1. Election of Chairperson and Deputy Chairperson

*FCB RESOLVED (FCB2019/65):*

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

*(Moved Shepherd/Seconded Freya)*

Carried

Mr Wilson called for nominations to the position of Featherston Community Board Chair.

*(Moved Freya/Seconded Cr Emms)* that Mark Shepherd be nominated as Featherston Community Board Chair.

There being no further nominations Mr Wilson declared Mr Shepherd Featherston Community Board Chair.

Mr Wilson called for nominations to the position of Featherston Community Board Deputy Chair.

*(Moved Cr Vickery/Seconded Cr Emms)* that Indigo Freya be nominated as Featherston Community Board Deputy Chair.

Mr Shepherd nominated Ms Bleakley to the position of Featherston Community Board Deputy Chair.

Mr Wilson declared Ms Freya Featherston Community Board Deputy Chair.

#### G2. Laws Affecting Elected Members

*FCB RESOLVED (FCB2019/66):*

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

*(Moved Freya/Seconded Shepherd)*

Carried

#### G3. Fixing of date and time for first ordinary meetings

*FCB RESOLVED (FCB2019/67):*

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Shepherd/Seconded Freya)*

Carried

## Greytown Community Board

### H Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

#### H1. Election of Chairperson and Deputy Chairperson

*GCB RESOLVED (GCB2019/52):*

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

*(Moved Rainford/Seconded Symes)*

Carried

Mr Wilson called for nominations to the position of Greytown Community Board Chair.

*(Moved Symes/Seconded Gray)* that Ann Rainford be nominated as Greytown Community Board Chair.

There being no further nominations Mr Wilson declared Mrs Rainford Greytown Community Board Chair.

Mr Wilson called for nominations to the position of Greytown Community Board Deputy Chair.

*GCB RESOLVED (GCB2019/53)* to hold over election of a deputy chair until after the Greytown Community Board 2020 byelection.

*(Moved Rainford/Seconded Symes)*

Carried

#### H2. Laws Affecting Elected Members

*GCB RESOLVED (GCB2019/54):*

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

*(Moved Gray/Seconded Rainford)*

Carried

#### H3. Fixing of date and time for first ordinary meetings

*GCB RESOLVED (GCB2019/55):*

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

*(Moved Gray/Seconded Symes)*

Carried

The Mayor assumed the Chair.

His Worship the Mayor declared the meeting closed at 5:23pm.

**Sections A through E confirmed as a true and correct record**

.....(Mayor)

.....(Date)

**Section D and F confirmed as a true and correct record**

.....(Martinborough Community Board Chair)

.....(Date)

**Section D and G confirmed as a true and correct record**

.....(Featherston Community Board Chair)

.....(Date)

**Section D and H confirmed as a true and correct record**

.....(Greytown Community Board Chair)

.....(Date)



# GREYTOWN COMMUNITY BOARD

11 DECEMBER 2019

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## AGENDA ITEM 9.1

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### ADOPTION OF THE 2020 SCHEDULE OF ORDINARY MEETINGS

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#### **Purpose of Report**

To provide community boards with the schedule of ordinary Council, community board and committee meetings for 2020 that was adopted by Council on 20 November 2019.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.*
2. *Adopt the 2020 schedule of ordinary meetings for Council, community boards and committees.*
3. *Set a regular meeting time for Greytown Community Board.*
4. *To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

#### **1. Background**

Each year Council adopts a schedule of Council, committee and community board meetings for the following calendar year.

The schedule must comply with schedule 7, cl19 of the Local Government Act 2002 which states:

##### ***19 General provisions for meetings***

*(1) A local authority must hold the meetings that are necessary for the good government of its region or district.*

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The meetings must be called, and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Community boards are being asked to adopt the schedule of meetings adopted by Council on 20 November 2019 and set a start time for ordinary meetings.

## **2. Discussion**

### **2.1 Schedule of Meetings**

The 2020 meeting schedule is provided in Appendix 1. This schedule may be amended at any time.

There were a number of considerations that went into the creation of the 2020 meeting schedule adopted by Council:

- a. Where possible, Council meetings are scheduled to take place every six weeks, at 10:00am on Wednesdays.
- b. Community Board meetings and Māori Standing Committee meetings are split across two weeks and held in the evening at a time that suits members.
- c. Assets and Services Committee and Planning and Regulatory Committee are scheduled on Wednesdays every six weeks, or according to the requirements of their terms of reference, and spaced midway between Council meetings.
- d. Finance Audit and Risk Committee is scheduled quarterly and not on a Council meeting day.
- e. A request was received to consider a calendar schedule where Council meetings do not fall during school holidays.

Note: The CEO Review Committee and Water Race Subcommittee meetings are still to be added to the schedule.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.

### **2.2 Meeting Times and Venue**

Community board members are asked to set a regular meeting start time that suits members.

Proposed start times for ordinary meetings of the community boards for 2020 are set out in the following table.

	<b>Proposed Start Time</b>	<b>Venue (unless otherwise advised)</b>
Featherston Community Board	7:00pm	Kiwi Hall, 62 Bell Street, Featherston
Martinborough Community Board	6:30pm	Martinborough Town Hall Supper Room, Texas Street
Greytown Community Board	7:00pm	WBS room, Greytown Town Centre, 89 Main Street

The venue for each meeting is listed in the table above. If the venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

### **3. Financial Considerations**

Costs to hold meetings have been factored in to existing Council budgets, with the exception of any claim for the childcare allowance.

To assist elected members to attend to local authority business, the Remuneration Authority introduced a childcare allowance for elected members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by elected members for the provision of childcare while the member is engaged on local authority business. For the 19/20 year, this expense will be met by Council.

On the 7 August 2019 Council adopted the Remuneration Authority's proposed Childcare Allowance noting that no budget had been provided in the 2019/2020 Annual Plan (DC2019/124). A report on the impact of this allowance has been presented to Council.

Elected members may also claim mileage. The community boards receive an annual budget allowance of \$500 for this and the actual cost will be met by the relevant community board.

### **4. Engagement and Communications**

The Chief Executive and general managers were consulted in the process of creating the 2020 meeting schedule.

The 2020 meeting schedule allows the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once the 2020 schedule has been adopted by all of the community boards it will be notified on Council's website.

### **5. Appendices**

Appendix 1 – 2020 Schedule of Ordinary Meetings

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 –2020 Schedule of Ordinary Meetings**

2020	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2020
MON						1 Queens Bday							MON
TUE						2			1			1	TUE
WED	1 New Years Day			1 GCB		3	A&S/P&R		2 Council			2	WED
THU	2 Public Holiday			2		4	2 MCB		3	1		3	THU
FRI	3			3	1	5	3		4	2		4	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3	2	6	4	8	6	3 MSC	7	5	2	7 MSC	MON
TUE	7	4	3	7 FCB	5	9	7	4	8	6	3 FCB	8	TUE
WED	8	5 Council	4	8 A&S/P&R	6	10 Council	8	5 GCB	9	7	4 A&S/P&R	9 FAR/GCB	WED
THU	9	6 Waitangi Day	5	9 MCB	7	11	9	6	10	8	5 MCB	10	THU
FRI	10	7	6	10 Good Friday	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10	9	13 Easter Monday	11 MSC	15	13	10	14 MSC	12	9	14	MON
TUE	14	11	10	14	12	16	14	11 FCB	15	13	10	15 FCB	TUE
WED	15	12	11	15	13 GCB	17	15	12 A&S/P&R	16 GCB	14 Council	11	16 A&S/P&R	WED
THU	16	13	12	16	14	18	16 LG conference	13 MCB	17	15	12	17 MCB	THU
FRI	17	14	13	17	15	19	17 LG conference	14	18	16	13	18	FRI
SAT	18	15	14	18	16	20	18 LG conference	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 Wgtn Anniversary	17 MSC	16	20	18	22 MSC	20	17	21	19	16	21	MON
TUE	21	18	17	21	19 FCB	23	21	18	22 FCB	20	17	22	TUE
WED	22	19 GCB	18 Council	22	20 A&S/P&R	24 FAR/GCB	22 Council	19	23 A&S/P&R/FAR	21	18	23	WED
THU	23	20	19	23	21 MCB	25	23	20	24 MCB	22	19	24	THU
FRI	24	21	20	24	22	26	24	21	25	23	20	25 Xmas Day	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27	SUN
MON	27	24	23	27 Anzac Day	25	29	27	24	28	26 Labour Day	23	28	MON
TUE	28	25 FCB	24	28	26	30 Council AP/FCB	28	25	29	27 MSC	24	29	TUE
WED	29	26 A&S/P&R	25 FAR	29 Council	27		29	26	30	28 Council (adopt AR)	25 Council	30	WED
THU	30	27 MCB	26	30	28		30	27		29 GCB	26	31	THU
FRI	31	28	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30 MSC					31			30		MON
TUE			31										TUE

<b>COUNCIL</b>	District Council meeting	<b>A&amp;S</b>	Assets and Services Committee
<b>MCB</b>	Martinborough Community Board	<b>P&amp;R</b>	Planning and Regulatory Committee
<b>FCB</b>	Featherston Community Board	<b>FAR</b>	Finance Audit and Risk Committee
<b>GCB</b>	Greytown Community Board		School holidays
<b>MSC</b>	Māori Standing Committee		

**INCOME AND EXPENDITURE REPORT**

**Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements and to seek Community Board approval to fund a member to attend the Keep New Zealand Beautiful Conference.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019*
3. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019.*
4. *Approve funding of \$1,117 for a community board member to attend the 2019 Keep New Zealand Beautiful Conference.*

**1. Background**

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Statements presented in this report.

The Community Board is being asked to approve funds for a member to attend the Keep New Zealand Beautiful Conference (in retrospect).

**2. Discussion**

**2.1 Income and Expenditure Statements**

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2019 – 31 October 2019 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.

## **2.2. Financial decision**

Keep New Zealand Beautiful held its annual Beautiful Awards Conference on 24 October 2019. This is an annual competition that recognises the environmental excellence of individuals, groups, businesses and schools. Greytown was a finalist for the most beautiful street in New Zealand.

As the timing of this event came after the last meeting of previously elected members but before new members were sworn in, Harry Wilson, Chief Executive gave interim approval of budget \$1,117 for a community board member to attend. The primary reason for attending was to network at a national level and gain ideas that could be used in Greytown and the South Wairarapa to reduce the environmental footprint and build resilient towns and cities.

The Chief Executive approved this budget in the interim as Clause 14 of Schedule 7 of the Local Government Act 2002 provides that a person newly elected to Council may not act until they have made the necessary declaration at the inaugural Council meeting. This provision combines with sections 115 and 116 of the Local Electoral Act 2001 (as set out below) to the effect that, from the day after the declaration of election results (which is by way of public notice in a local newspaper), until the new members declaration is taken at the inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members go out of office at the same time as the new members come into office (the day after the public notice in the newspaper).

Community Board members were sworn in at the Inaugural Council meeting on 30 October 2019. It is recommended that members formally approve the \$1,117 that the Chief Executive approved during this period.

## **3. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 31 October 2019

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 - Income and Expenditure  
Statement for**

**1 July 2018 – 30 June 2019**



**Greytown Community Board**  
**Income & Expenditure For the Period Ended 30 JUNE 2019**

<b>INCOME</b>		
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>43,689.73</b>
<b>EXPENDITURE</b>		
	Members' Salaries	15,031.30
	Mileage reimbursements	757.44
	<b>Total Personnel Costs</b>	<b>15,788.74</b>
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative L O,Connell/Aimee Clouston	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
14/04/2019	AP The Devon Hotel GTN CB 19 Conference A Rainford	540.60
24/04/2019	AP Lamb-Peters Pri Celebrate Greytown Flyers	293.00
6/05/2019	AP Greytown Early Maintenance of GTN Main St Barrells	510.00
10/05/2019	AP Nirvana Interio Oversized Clock	260.00
27/05/2019	AP Mark's Signs 15 x Pickup after your Pet signs	675.00
28/05/2019	AP He Putiputi Lim Flowers - Margaret Craig	100.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	322.28
5/06/2019	exp x wages MAY CB Conf exp A Rainford	98.00
5/06/2019	GCB coding corxn Satellite Design Flag artwork	198.81
10/06/2019	AP P A Neilson Delivry 1100 Circulars to GTN households	55.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	275.00
31/05/2019	AP Power Services Flag Installation	262.00
2/07/2019	exp x wages JUNE	64.78
26/06/2019	AP Lamb-Peters Pri June Grapevine Advertising GTN Com Board	160.00
	<b>Total General Expenses</b>	<b>8,541.41</b>
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - Illuminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
0/01/1900	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
20/05/2019	AP Alzheimers Wair 2019 Community Grant Annual op costs	500.00
16/05/2019	AP Hooper N GCB Grant - May 2019	500.00
12/06/2019	AP Greytown School Grant Bike Track Project	500.00
	AP Maths Wairarapa Running Matharapa Competition	300.00
30/06/2019	AP Greytown Little Grant for running after school classes	500.00
	<b>Total Grants</b>	<b>9,883.78</b>
	<b>TOTAL EXPENDITURE</b>	<b>34,213.93</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>9,475.80</b>
<b>LESS: COMMITMENTS</b>		
	Salaries to 30 June 2019	1,153.70
	Mileage to 30 June 2019	-257.44
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018	Conference accommodation, food, petrol costs up to (overspend-SM)	-61.70
21/11/2018	Advertising for meetings December/January for Public consultations for AP submissions	800.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
2/05/2019	Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019	Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019	Rotary for organising 2019 Greytown Xmas parade	1,500.00
	<b>Total Commitments</b>	<b>6,486.32</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>2,989.48</b>

**Greytown Community Board****Beautification fund For the Period Ended 30 JUNE 2019**

	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	<b>TOTAL INCOME</b>	<b>39,178.62</b>
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018	AP Design Warehouse Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018	AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019	AP Greytown Herita GL jnl correction	3000.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	1208.57
21/05/2019	AP S H Davis GTN Main Street Barrels	120.00
21/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	300.00
7/06/2019	GCB xfr from Amenities for barrels	-2000.00
	GCB coding corxn Satellite Design cemetery signage	310.87
31/05/2019	AP Satellite Desig Greytown Cemetery/ Soldiers Mem Park	150.00
19/06/2019	AP Mr P J Bennett Construct and install new signage	1420.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	83.54
	<b>Total Beautification</b>	<b>8,094.37</b>
	<b>TOTAL EXPENDITURE</b>	<b>8,094.37</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>31,084.25</b>
	<u>LESS: COMMITMENTS</u>	
	Bench Plaque	-21.68
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019	Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
	<b>Total Commitments</b>	<b>14,270.42</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>16,813.83</b>

**Appendix 2 – Income and Expenditure  
Statement for  
1 July 2019 – 31 October 2019**

**Greytown Community Board**  
**Income & Expenditure for the Period Ended 31 OCTOBER 2019**

	<u>INCOME</u>	
	Balance 1 July 2019	9,475.80
	Annual Plan 2019/20	28,053.00
	<b>TOTAL INCOME</b>	<b>37,528.80</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	3,681.06
	Mileage reimbursements	165.45
	<b>Total Personnel Costs</b>	<b>3,846.51</b>
1/10/2019	Exp from Payroll - Student Member Aimee Clouston	100.00
16/10/2019	AP House of Travel WGN-DND-WGN Ann Rainford	586.08
	<b>Total General Expenses</b>	<b>686.08</b>
2/09/2019	AP Carterton Commu Recycled, denailed Totara Boards	486.96
9/09/2019	AP Friends of Cobb Grant to assist Pioneer Village Day Oct	500.00
20/09/2019	AP Greytown Early GCB Grant for Outdoor Double Slide	500.00
30/09/2019	AP Greytown Rugby GCB Grant - Financial Assistance	500.00
4/10/2019	AP Greytown Bowlin Purchase 2 x lighter weight Bowling Ball	500.00
4/10/2019	AP South Wairarapa Contribution to Greytown Xmas Parade 201	1,500.00
	<b>Total Grants</b>	<b>3,986.96</b>
	<b>Total Capital Expenditure - General</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>8,519.55</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>29,009.25</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2020	12,584.94
	Mileage to 30 June 2020	334.55
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	383.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
28/08/2019	Gtn Trails Trust - maintenance & promotion of Rail Trail	1,000.00
28/08/2019	Produce four Arbor Day Banners	2,000.00
	<b>Total Commitments</b>	<b>18,616.25</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>10,393.00</b>

<b>Greytown Community Board</b>		
<b>Beautification Fund for the Period Ended 31 OCTOBER 2019</b>		
	Balance 1 July 2019	31,084.25
	Annual Plan 2019/20	10,710.00
	<b>TOTAL INCOME</b>	<b>41,794.25</b>
4/07/2019	AP Norfolk Road Nu Plants for Friends of O'Connors Bush GTN	173.04
	<b>Total Beautification</b>	<b>173.04</b>
	<b>Total Capital Expenditure - Beautification</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>173.04</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>41,621.21</b>
	<u>LESS: COMMITMENTS</u>	
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
28/08/2019	design/priniting and installation signs at Papawai Marae and Papawai Cemetery	4,000.00
	<b>Total Commitments</b>	<b>18,092.10</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>23,529.11</b>

AGENDA ITEM 9.3

APPLICATIONS FOR FINANCIAL ASSISTANCE

**Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the request from Royal NZ Plunket Trust to repurpose \$20 of their grant funding towards a Plunket South Wairarapa Community Service.*
3. *Consider the application from Wairarapa Citizens Advice Bureau for funding of \$350 to assist with the general running and operational costs for the Bureau.*
4. *Consider the application from Life Education Trust for funding of \$500 to assist with the general costs of running the Life Education programme.*
5. *Consider the application from Greytown Little Theatre for funding of \$500 to assist with the costs of the Fernside Garden Open Days fund-raising event.*
6. *Consider the application from South Wairarapa Neighbourhood Support for funding of \$200 to assist with the costs of funding a replacement promotional flag with its new logo.*

**1. Executive Summary**

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

<b>Applicant</b>	<b>Amount Requested</b>
Wairarapa Citizens Advice Bureau	\$350
Life Education Trust	\$500
Greytown Little Theatre	\$500
South Wairarapa Neighbourhood Support	\$200

## 2. Discussion

### 2.1 Royal NZ Plunket Trust

A grant application from Royal NZ Plunket Trust was considered at the Greytown Community Board meeting on 30 January 2019 to help cover the costs associated with running a Children's Day event. The Board approved funds of \$200 for the event with funds being paid on the 20<sup>th</sup> of February 2019.

Royal NZ Plunket Trust has completed the activity and have \$20 remaining that they have requested be repurposed to a Plunket South Wairarapa Community Service.

The Community Board is asked to consider approving the repurposing of these unspent funds.

## 3. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants)

#### 4. Accountability Reports

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Royal NZ Plunket Trust	Outstanding accountability form – awaiting decision on unspent funds as detailed above
Wairarapa Citizens Advice Bureau	No outstanding accountability form
Life Education Trust	No outstanding accountability form
Greytown Little Theatre	Outstanding accountability form – funding provided in June 2019 so still within six-month period to spend funds
South Wairarapa Neighbourhood Support	No outstanding accountability form

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer



AGENDA ITEM 9.4

**COMPLIANCE WITH DRINKING WATER STANDARDS AND  
SUMMER WATER DEMAND**

**Purpose of Report**

To inform the Community Board Members of the compliance status of South Wairarapa District Council (SWDC) water supplies and the summer water demand approach for Greytown.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Compliance with Drinking Water Standards and Summer Water Demand Report.*
2. *Note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.*
3. *Note the vulnerabilities of the Greytown water supply and the potential impact on summer water demand.*
4. *Note the Wellington Water microsite for summer water demand information.*

**1. Background**

South Wairarapa District Council became a shareholder of Wellington Water on 1 October 2019. On this date, Wellington Water began management and operation of our water supplies and immediately began a full review of the District's water supply operations and infrastructure.

Wellington Water has identified that improvements are needed to ensure South Wairarapa water supplies are compliant with Drinking Water Standards.

There is also a water supply vulnerability for Greytown that could affect summer demand water availability.

**2. Compliance with Drinking Water Standards**

The safety of the district's drinking water is a top priority for our Council. We monitor its safety through assessment of compliance with the Drinking Water Standards of

New Zealand (DWSNZ), as reported by the Ministry of Health's Central North Island Drinking Water Assessment Unit.

An assessment for the 2018/19 financial year highlighted issues with water compliance across the South Wairarapa District. More detailed information is available in the Compliance with Drinking Water Report in Appendix 1.

Wellington Water has outlined urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards. To implement this work, Council has agreed to an initial additional capital investment of \$500,000 in this financial year. This will be funded from Council Infrastructure Reserves and pay for interim improvements at the Greytown Memorial Park treatment plant and includes upgrades at Pirinoa.

Further funding within the order of \$2.3 to \$5.1 million may be needed to implement permanent improvements to ensure fully compliant drinking water to South Wairarapa's towns. The extent of the additional capital expenditure will be known once the detailed design work is completed and the full scope of the work required is confirmed.

### **3. Summer Demand Approach**

The Summer Demand approach for Greytown is to ensure that the community is aware that everyone has a part to play in managing summer water demand.

Wellington Water will endeavour to ensure that the community are informed about what to expect and have choices about their own water consumption. Messaging about ways to conserve water and what restrictions apply to Greytown are being promoted via the following microsite: [www.wellingtonwater.co.nz/SWDC](http://www.wellingtonwater.co.nz/SWDC).

Greytown is subject to all year alternate day watering, with even numbered properties watering on even numbered dates and odd numbered properties watering on odd numbered dates.

When water supply becomes limited, the Greytown community will step through further graduated outdoor water restrictions as required. We will ensure that the community has as much notice as possible to respond to these restrictions.

Council is also reviewing its operations to reduce Council water use where possible.

Residents wanting to continue to water their gardens can purchase 200 litre water tanks from Council for \$105 to enable them to gather rain water to use for garden watering.

Outdoor watering restrictions for Greytown will be applied via public notice pursuant to clause 4.7.3 of the Wairarapa Consolidated Bylaw 2019 Part 5: Water Supply.

#### **4. Recommendations**

1. Note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.
2. Note the vulnerabilities of the Greytown water supply and potential impact on summer demand.
3. Note the Wellington Water microsite for summer water demand information.

#### **5. Appendices**

Appendix 1 – Compliance with Drinking Water Standards Report

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1**

## **South Wairarapa District Council Compliance with Drinking Water Standards Report – 20 November 2019**

# SOUTH WAIRARAPA DISTRICT COUNCIL

20 NOVEMBER 2019

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## AGENDA ITEM B7

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### COMPLIANCE WITH DRINKING WATER STANDARDS

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#### **Purpose of Report**

To inform Councillors of the compliance status of SWDC water supplies for 2018/19, and seek approval for additional funding for urgent work needed to provide safe drinking water.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the 'Compliance with Drinking Water Standards' Report.*
2. *Note the compliance status of our water supplies for FY2018/19, and that urgent work is needed to achieve compliance and provide safe drinking water.*
3. *Approve additional funding of \$500,000 for the 2019/20 financial year for urgent work needed to improve treatment plant performance generally (including interim improvements at Memorial Park, Greytown and improvements to the Pirinoa water supply), to complete detailed design work for permanent improvements needed at Memorial Park, and to commence the permanent improvement work required.*
4. *Note that the cost of permanent improvement work needed at Memorial Park, Greytown, is to be confirmed following completion of design work, and the permanent improvement work will extend into FY 2020/21.*

#### **1. Executive Summary**

The safety of the district's drinking water is a top priority for our Council. We monitor its safety through assessment of compliance with the Drinking Water Standards of New Zealand (DWSNZ), as reported by the Ministry of Health's Central North Island Drinking Water Assessment Unit.

A summary of the compliance status of our water supplies for the 2018/19 financial year is provided in Figure 1:

**Table 1: Compliance status 2018-19**

Water Supply	Compliant?			Multi-barrier approach in place?
	Bacterial	Protozoa	Chemical	
Featherston/Greytown (Waiohine)	No	No	No	Yes – but improvements needed in alarms, controls and data capture
Greytown (Memorial Park)	No	No	Yes	No
Martinborough	No	No	Yes	No*
Pirinoa	No **			No**

\*A multi-barrier approach is now in place following the decision to chlorinate the supply

\*\*Pirinoa does not feature in the CNIDWA report, but we have been advised that the existing treatment in place does not achieve DWSNZ requirements

From the above, it is clear that there is work to be done in order for us to achieve compliance with the drinking water standards and ensure we provide safe and healthy drinking water to our communities.

Earlier this year, we made the decision to join Wellington Water with the objective of improving management and delivery of water services to our communities. We became a shareholder of Wellington Water on 1 October 2019.

Since then, Wellington Water has been making changes to improve the performance of our treatment plants within the current funding allowance. They have identified further urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards.

To implement the urgent work identified, initial additional capital investment of \$500,000 is required this financial year. Once Wellington Water have completed options assessments and preliminary design to confirm the full scope of work required, they will advise Council of the full costs of providing safe and healthy drinking water that complies with the DWSNZ.

## **2. Background**

A multi-barrier approach is essential for ensuring safe drinking water for our communities, and is one of the six principles of safe drinking water. As indicated in Table 1, some of our water supplies currently lack multi-barrier protection.

The importance of the six principles of safe drinking water were reinforced following the Havelock North contamination incident in 2016 and subsequent inquiry, and through our own experience with the two boil water notices in Martinborough earlier

this year. These principles will be a key focus of the drinking water regulator that is soon to be established.

On 7 October 2019 we received our annual report on drinking water compliance from the Ministry of Health's Central North Island Drinking Water Assessment Unit (*Report on Compliance with the Drinking-Water Standards for New Zealand 2005 (revised 2018) and duties under the Health Act 1956 for the period 01/07/2018 to 30/06/2019*).

This report shows that for the 2018/19 financial year the Waiohine (Featherston and Greytown), Memorial Park (Greytown), and Martinborough water treatment plants did not meet the requirements for bacteriological and protozoal compliance in the Drinking Water Standards for New Zealand 2005 (revised 2018, DWSNZ). The requirements for chemical compliance were also not met for the Featherston water distribution zone, and the requirements for bacteriological compliance were not met for the Martinborough, Featherston and Greytown distribution zones.

We also operate the Pirinoa supply, though this does not feature in the report, perhaps because the supply falls under the requirements of a 'Small Water Supply' of less than 500 people.

Following the boil water notice events in Martinborough earlier this year, we now have multi-barrier protection in place in Martinborough. Although by the end of the 2018/19 year we had multi-barrier protection in place, the fact that for part of the year we did not, means we do not comply for the year. In order to comply we need to meet all the drinking water standards throughout the whole year.

In April this year, Council made the decision to become a shareholder of Wellington Water, with the objective of improving management and delivery of water services to our communities.

Since we became a shareholder on 1 October 2019, Wellington Water has commenced operation of the treatment plants and supply networks on our behalf, and as part of this has completed the following work:

- visited each of the water treatment plants,
- arranged for process audits of our water treatment plants,
- sought feedback on drinking water matters from the Drinking Water Assessor at Regional Public Health, and
- collated feedback from the treatment plant operators.

Various improvement works required have been identified, with the key issues identified being:

**Table 2 – Issues identified from treatment plant process audits**

Water supply/treatment plant	Issues identified
Greytown/Memorial Park	<ol style="list-style-type: none"> <li>1) The Memorial Park treatment plant lacks a Protozoa barrier</li> <li>2) Chlorine is the only barrier to contamination in place. If this system does not function correctly Wellington Water would have no choice but to issue a boil water notice. It's therefore important to put additional protection in place as soon as possible, or to stop using the supply. Not using the supply is not a viable option at present due to lack of sufficient supply capacity from the Waiohine Water Treatment Plant. Upgrading the Memorial Park supply to compliant status is considered preferable to abandoning it, as this will provide operational flexibility and increased resilience of the Featherston and Greytown water supply generally.</li> <li>4) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement. Temporary improvements have been made to the existing equipment to manage supply risk in the meantime.</li> <li>5) The chemical storage and dosing arrangements do not currently comply with modern standards.</li> </ol>
Featherston and Greytown/Waiohine	<ol style="list-style-type: none"> <li>1) The plant does not currently have sufficient capacity to supply both Greytown and Featherston and needs to be supplemented from the Memorial Park water supply. Installation of an additional supply bore together with lining of an existing storage pond to convert it to a treated water storage facility was initiated earlier this year in an effort to provide additional supply capacity. This work is yet to be completed, is unlikely to be ready for the upcoming peak summer demand period. The sustainable yield achievable is still to be confirmed and will not be known until the new bore is operational. This means there is an ongoing reliance on the Memorial Park bore to supply Greytown.</li> <li>2) The proposed treated water storage facility will require additional Chlorine dosing equipment.</li> <li>3) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement. Temporary improvements have been made to the existing equipment to manage supply risk in the meantime.</li> <li>4) The pH control system (soda ash) needs replacement.</li> <li>5) Old equipment and chemicals associated with the mothballed ultrafiltration plant are still onsite, presenting a health and safety hazard and taking up space in the treatment plant building. These need to be removed and disposed off in a safe way.</li> </ol>
Martinborough/Ruamahanga	<ol style="list-style-type: none"> <li>1) The Martinborough Water Treatment Plant telemetry system has reliability issues that have resulted in data loss which has impacted the compliance status for FY 2019/20. Though not impacting the provision of safe water, improvements are needed to avoid future loss of data that will continue to impact compliance status.</li> <li>2) There are further improvements proposed in the Lutra report that need to be actioned, once the manganese removal plant is installed.</li> <li>3) New chlorine dosing equipment is needed at the Martinborough reservoirs to reduce health and safety risks for operators.</li> </ol>
Pirinoa	<ol style="list-style-type: none"> <li>1) There are improvements needed to the controls in place to determine or adjust treatment performance.</li> <li>2) Chlorine is currently dosed manually three into the reservoir. New automated chlorine dosing equipment is needed at the Pirinoa treatment plant to reduce health and safety risks for operators.</li> <li>3) The ozone treatment facility does not achieve DWSNZ requirements and therefore cannot be relied on to provide a multi-barrier approach. An additional barrier needs to be put in place.</li> </ol>



On a general level, Wellington Water considers that the water supplies are vulnerable as they include shallow bores, with little or no storage or flow buffering prior to delivery to customers, and are at risk due to system changes and operational failures with limited operational flexibility at present, due to the way they have developed over time. This relates to the fourth principle of safe drinking water, 'change precedes contamination'.

Wellington Water has indicated that our key risks currently relate to the lack of an adequate multi-barrier approach at Memorial Park in Greytown and at Pirinoa. While we continue to monitor the water quality within Greytown and Pirinoa including testing for possible contamination and testing residual chlorine levels, if the chlorine systems were to fail or malfunction, we would have no effective barriers to contamination in place and would have no choice but to issue a boil water notice as part of our duty of care to mitigate public health risks.

Wellington Water has therefore recommended urgent improvement works are implemented to manage these risks.

There are also a number of lesser risks that need attention to improve system performance and ensure we provide safe drinking water that meets the DWSNZ.

### **3. Discussion**

#### **3.1 Options**

Officers have considered the advice from Wellington Water and consider that it is not an option to either do nothing or wait until the next financial year to commence the work to improve our water supplies.

Officers are therefore asking Council to approve additional funding in FY 2019/20 to allow completion of initial urgent improvement works, and to confirm additional funding to address all key risks.

Approval of additional funding in FY 2019/20 will allow:

1. Completion of urgent and interim improvement work at Memorial Park to provide safe water,
2. Completion of urgent improvement work at Pirinoa to provide safe water,
3. Completion of important improvements to electrical, control, and alarm systems at the treatment plants, and
4. Completion of design for permanent improvements needed at Memorial Park treatment plant, providing greater confidence in cost estimates for the remainder of the work to be completed once Council approval has been obtained.

#### **4.1 Consultation**

The district water supply is a significant activity under the Council's Annual Plan and Long Term Plan. As such, decisions relating to the water supply are "significant" for the

purposes of decision-making and consultation requirements under the Local Government Act 2002. The Council's Significance and Engagement Policy states at paragraph 6.7 that consultation is not appropriate when there is a threat to public health or safety. Consultation on the decision to approve funding for urgent improvement work is therefore not required. Further consideration will be given to community engagement and consultation as the work develops.

#### **4.2 Legal Implications**

Legal implications relating to the Local Government Act are described above. That Act also places obligations on the Council to maintain water services and carry out assessments, from a public health perspective, on the adequacy of the water service.

There are other legal implications associated with the Health Act that required urgent actions to improve the safety of drinking water supplied to our communities.

#### **4.3 Financial Considerations**

An additional \$500,000 in capital expenditure is required for FY 2019/20. Wellington Water will confirm the additional funding required following completion of preliminary design, and a further paper will be presented to Council to approve the amount required to complete the remainder of the work. Depending on timing, approval for some of the additional Capital expenditure may be part of the Annual Plan process for FY 2020/21.

The additional \$500,000 capital expenditure is proposed to be funded from the infrastructure reserve and will not impact on rates.

The \$500,000 will cover the following:

- Completion of urgent and interim improvement work at Memorial Park to provide safe water,
- Completion of urgent improvement work at Pirinoa to provide safe water,
- Completion of important improvements to electrical, control, and alarm systems at the treatment plants, and
- Completion of design for permanent improvements needed at Memorial Park treatment plant

Agreeing to this expenditure will minimise risk to provision of safe drinking water pending completion of permanent improvement works, while also allowing design work to be completed to increase confidence in the cost associated with permanent upgrade work at Memorial Park, Greytown.

At present, high level estimates of the total capital expenditure to complete all of the proposed work range from \$2.8 million to \$5.6 million. This range is due to a 100% contingency until there is more certainty around the works to be done. Council will be advised once more accurate estimates are available. (See attached briefing paper Appendix 1 and slide 12 "Cost estimating in Appendix 2 for more information).

## **5. Conclusion**

Work is needed for us to achieve compliance with the drinking water standards and ensure we provide safe and healthy drinking water to our communities.

Earlier this year we made the decision to join Wellington Water with the objective of improving management and delivery of water services to our communities. We became a shareholder of Wellington Water on 1 October 2019.

Wellington Water has identified urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards.

To implement the urgent work identified, additional capital investment of \$500,000 is required this financial year, with further investment required for permanent improvements to the Memorial Park bore. The actual amount required will be confirmed following completion of further design work.

Officers are seeking approval from Council to spend for \$500,000 of unbudgeted Capital expenditure to enable this work to proceed.

## **6. Supporting Information**

### **6.1 Long Term Plan - Community Outcomes**

#### **6.1.1. Healthy & Economically Secure People**

The recommended approach will minimise public health risks and aligns with Wellington Water's service goal 'We provide safe and healthy drinking water'.

It will also better protect the local economy from negative impacts associated with boil water notices due to a lack of multi-barrier approach, and will increase the water supplies' ability to cope with change.

## **7. Appendices**

Appendix 1: Wellington Water briefing to SWDC – 13 November 2019

Appendix 2: Wellington Water briefing to SWDC (powerpoint)

Contact Officer: Harry Wilson, CEO

# **Appendix 1**

## **Wellington Water Briefing on South Wairarapa District Council Water Supply Matters (13 Nov. 2019)**

TO South Wairarapa District Council  
COPIED TO Ian McSherry, Chief Advisor Service Delivery  
FROM Laurence Edwards, Chief Advisor Drinking Water  
DATE 13 November 2019

FILE NUMBER

**FOR YOUR INFORMATION**

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**Briefing on South Wairarapa District Council Water Supply Matters**

South Wairarapa District Council (SWDC) became a shareholder of Wellington Water on 1 October 2019.

As your trusted advisor, it is our role to report to Council on how your assets are performing against our twelve service goals, and to advise where it's necessary to invest to raise the performance against these.

Our number one service goal is to provide safe and healthy water. This goal has had particular focus nationally as a result of shortcomings identified through the Havelock North inquiry in 2016. The Havelock North inquiry highlighted the importance of the six principles of drinking water safety, which are:

- 1) A high standard of care must be embraced
- 2) Protection of source water is of paramount importance
- 3) Maintain multiple barriers against contamination
- 4) Change precedes contamination
- 5) Suppliers must own the safety of drinking water
- 6) Apply a preventative risk management approach

The shortcomings identified by the inquiry were a key factor in the government launching their three waters review, and in their recent decision to establish a new drinking water regulator that will be implemented in the near future.

SWDC's Water Supplies

SWDC currently has public water supplies serving the communities of Featherston, Greytown, Martinborough, and Pirinoa (Attachment A).

Greytown and Featherston are both supplied from the Waiohine Water Treatment Plant which draws water from a series of bores near the Waiohine River. The water is treated using Ultraviolet (UV) and chlorine

disinfection. Much of the existing plant was constructed in 2017 to replace an earlier Ultrafiltration plant on the site that was decommissioned.

Water from the Waiohine plant receives a chlorine boost on its way to Featherston at the Boar Bush reservoir.

There is also a single shallow bore located at Memorial Park in Greytown that is treated using chlorine only, with no Protozoa barrier in place (and is therefore non-compliant). This bore is currently relied upon to operate every day to supply Greytown due to inadequate capacity at the Waiohine plant to supply both Featherston and Greytown, though supply is supplemented from the Waiohine Water Treatment Plant at times using a pressure control valve when the system pressure drops below set points.

Martinborough is supplied from bores located near the Ruamahanga River. The water is treated with UV and chlorine (multi-barrier approach). Chlorine is now permanently dosed into the supply following the two boil water notice incidents in early 2019. However supply is currently restricted to one bore only due to the higher manganese content in the water from the other bores that requires treatment to avoid discolouration of the water and associated complaints. This will be resolved once the manganese treatment plant is constructed, allowing unrestricted supply from all the bores.

The small supply scheme at Pirinoa is supplied from a single shallow bore. The water is treated using Ozone and Chlorine.

On a general level, our observations are that the water supplies are vulnerable as they include shallow bores, with little or no storage or flow buffering prior to delivery to customers, and are at risk due to system changes and operational failures with limited operational flexibility at present, due to the way they have developed over time.

#### Compliance with Drinking Water Standards - (2018/19)

The Ministry of Health relies on assessment of water supplies against the Drinking Water Standards for New Zealand 2005 (Revised 2018, DWSNZ) to determine if the water supplied to communities is safe.

The Central North Island Drinking Water Assessment Unit's *Report on Compliance with the Drinking-Water Standards for New Zealand 2005 (revised 2018) and duties under the Health Act 1956 for the period 01/07/2018 to 30/06/2019* was received on 7 October 2019.

This report shows that all water treatment plants in South Wairarapa did not meet the requirements for bacteriological and protozoal compliance in the DWSNZ. The requirements for chemical compliance were also not met for the Featherston water distribution zone, and that the requirements for bacteriological compliance were not met for the Martinborough, Featherston and Greytown distribution zones.

The Pirinoa supply does not feature in the report, perhaps because the supply falls under the requirements of a 'Small Water Supply' of less than 500 persons (as it supplies approximately 80 people) and according to Ministry of Health information, the registered water supplier is 'Pirinoa Community'. However the scheme has been operated by SWDC and new regulatory requirements will place responsibility for compliance of the scheme firmly with Wellington Water and SWDC.

The non-compliance means that the water supplied to the communities of South Wairarapa was not demonstrably safe, and work is needed to improve this.

**Table 1: Compliance status 2018-19**

Water Supply	Compliant?			Multi-barrier approach in place?
	Bacterial	Protozoa	Chemical	
Featherston/Greytown (Waiohine)	No	No	No	Yes – but improvements needed in alarms, controls and data capture
Greytown (Memorial Park)	No	No	Yes	No
Martinborough	No	No	Yes	No*
Pirinoa	No **			No**

\*A multi-barrier approach is now in place following Council’s decision to permanently chlorinate the supply

\*\*Pirinoa does not feature in the CNIDWA report, but the existing treatment in place does not achieve DWSNZ requirements

### Our Work so Far, and What We Have Learned

Since SWDC became a shareholder of Wellington Water on 1 October 2019, we have visited each of the treatment plants and arranged for audits by a specialist water treatment consultancy, sought feedback on known historical issues and concerns from the Drinking Water Assessor, and collated feedback from the treatment plant operators.

From this we have learned that:

#### **[Greytown Supply – Memorial Park]**

- 1) The Memorial Park bore/treatment plant is non-compliant as it lacks a Protozoa barrier, and the plant has had issues with the chlorine dosing system reliability that resulted in residual levels in the network that were at times below levels required by DWSNZ.
- 2) Chlorine is the only barrier to contamination in place at the Memorial Park bore. If this system does not function correctly we would have no choice but to issue a boil water notice as part of our duty of care. It’s therefore important to provide additional protection in place as soon as possible, or to stop using the supply which is not possible due to lack of available supply capacity from the Waiohine Water Treatment Plant.

- 3) Upgrading this supply to compliant status is considered preferable to abandoning it, as this will provide operational flexibility and increased resilience of the Featherston and Greytown water supply generally.
- 4) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement.
- 5) The chemical storage and dosing arrangements at the Memorial Park bore do not comply with modern standards.

#### **[Featherston and Greytown Supply - Waiohine]**

- 6) The Waiohine Water Treatment Plant does not currently have sufficient capacity to supply both Greytown and Featherston alone. Installation of an additional supply bore at the plant was initiated earlier this year, together with lining of an existing storage pond to convert it to a treated water storage facility, in an effort to provide additional supply capacity.
- 7) This work is yet to be completed and is unlikely to be ready for the upcoming peak summer demand period. The sustainable yield achievable from this arrangement is to be confirmed. This means there is an ongoing reliance on the Memorial Park bore to supply Greytown.
- 8) The treated water storage facility will require additional Chlorine equipment dosing into supply prior to delivery to Greytown and Featherston.
- 9) The Chlorine store is non-compliant with relevant standards due to ventilation issues, and potentially other issues (for example the storage fire rating needs to be checked and confirmed).
- 10) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement.
- 11) The pH control system (Soda ash) is ineffective, resulting in water leaving the treatment plant being corrosive, and this is likely to be impacting the condition of pipelines and pipework downstream.
- 12) Old equipment and chemicals associated with the mothballed ultrafiltration plant are still onsite, presenting a health and safety hazard and taking up space in the treatment plant building.
- 13) The Boar Bush Chlorine contact tank roof (Featherston) is in poor condition, the chlorine dosing system does not comply with relevant standards, and the raw water (untreated) supply from Boar Bush is not sufficiently isolated from the treated water supply to adequately mitigate contamination risk.

#### **[Martinborough Supply - Ruamahanga]**

- 14) The Martinborough Water Treatment Plant telemetry system has reliability issues. This resulted in loss of data that has impacted the compliance status for FY19/20. Improvements are needed to avoid future loss of data that will continue to impact compliance status.
- 15) There are further improvements that still need to be actioned since the boil water notice incidents earlier this year, once the manganese treatment plant is installed.
- 16) New chlorine dosing equipment is needed at the Martinborough reservoirs to reduce health and safety risks for operators.

#### **[Pirinoa Supply]**

- 17) There are very limited controls in place at the Pirinoa treatment plant to determine treatment performance, and chlorine is dosed manually three times per week into the reservoir at the plant by the operators.
- 18) The ozone treatment facility does not achieve DWSNZ requirements and therefore cannot be relied on to provide a multi-barrier approach.



- 19) New chlorine dosing equipment is needed at the Pirinoa treatment plant to reduce health and safety risks for operators.

What are the key risks we are currently exposed to?

The supplies at Greytown (Memorial Park) and Pirinoa are of particular concern and require urgent upgrade to provide multi-barrier protection to achieve safe water.

We continue to monitor the water quality within Greytown and Pirinoa including testing for possible contamination and testing residual Chlorine levels. If the Chlorine systems for either were found to be inadequate, we would have no effective barriers to contamination in place and so would have no choice but to issue a boil water notice as part of our duty of care to mitigate public health risks.

Work completed and underway

- We have completed initial modifications to some of the alarms, controls and telemetry systems at the Memorial Park and Waiohine Treatment Plants to reduce some significant risks at those sites.
- We are in the process of altering the soda ash dosing system at the Waiohine treatment plant to improve its performance.
- We are working to check the feasibility of using two emergency treatment containers from our Community Infrastructure Resilience project to provide a temporary multi-barrier approach for the Memorial Park bore, pending completion of permanent upgrade work. Installation of these containers would significantly increase the safety of that supply, pending implementation of a permanent solution, though are only a temporary and short-term solution and require continuous manning to function correctly.
- We have initiated a review and refresh of the sampling program to meet the requirements of the drinking water standards. We are also arranging for sampling work to be completed through a contractor engaged directly by the laboratory instead of being carried out by the treatment plant operators (as was the previous arrangement) to free them up to focus on their core work and reduce the risk of human error.

Next steps to address the issues and achieve compliance

Urgent improvement work (Memorial Park and Pirinoa)

- Obtain SWDC approval and funding to fast track design of upgrade of the Memorial Park supply bore and improvements at Pirinoa, for subsequent implementation through our Major Projects team or Program Management Office as appropriate
- Confirm costs following more detailed assessment/preliminary design
- Seek approval for budget needed to implement upgrades
- Complete detailed design and construction
- Commission new treatment equipment

#### Short-term improvement work

- Complete installation of bore no. 4 at Waiohine WTP (this work is already funded)
- Complete construction and commissioning of treated water storage (this work is already funded) and post-treatment Chlorine dosing system at Waiohine WTP (not currently funded)
- Complete alterations/modifications to Featherston supply including Boar Bush Chlorine contact tank and emergency supply alterations to reduce contamination risks
- Replace electronic equipment at Memorial Park and Waiohine WTPs
- Install standby generator connection points at all treatment plants and bores.
- Implement Chlorine dosing system modifications at Martinborough reservoirs

#### Longer term improvement work

- Transition Waiohine WTP to caustic dosing system for pH control
- Remove old Ultrafiltration plant equipment from Waiohine WTP

#### How much will this cost?

We have completed initial assessment work only, and at this stage consider our estimates are 'Level 0' and so include a 100% contingency allowance pending completion of further design work to more accurately determine costs.

In total, the improvements required are estimated to cost between \$2.8M and \$5.6M (Level 0 rough order of cost estimates applying 100% contingency according to our cost estimating manual), though detailed assessment is required to confirm costs. The 100% contingency allowance at this stage reflects the fact that limited assessment work has been carried out and that design work needs to be completed to improve confidence in the estimates.

There are some things we can do immediately (and are doing) with relatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine, updating set points on alarms and controls, and improving control and telemetry systems.

Other urgent improvements requiring SWDC funding are needed particularly for the treatment plants at Memorial Park (Greytown) and Pirinoa to provide safe drinking water. These are currently unfunded. The Memorial Park supply is of particular concern, and in the event of failure of the chlorination system we would have no choice but to issue a Boil Water Notice to protect public health.

Longer term improvements are proposed to improve system operation generally.

#### Summary

- There are some things we can do immediately (and are doing) with relatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine, updating set points on alarms and controls, and improving control and telemetry systems.
- Other urgent improvements requiring SWDC funding are needed particularly for the treatment plants at Memorial Park (Greytown) and Pirinoa to provide safe drinking water. These are currently unfunded.

- The Memorial Park supply is of particular concern, and in the event of failure of the chlorination system we would have no choice but to issue a Boil Water Notice to protect public health.
- Longer term improvements are proposed to improve system operation generally. In total, the improvements required are estimated to cost between \$2.8M and \$5.6M (Level 0 rough order of cost estimates applying 100% contingency according to our cost estimating manual).
- As compliance reports are prepared for the period 1 July to 30 June each year, it's likely that SWDC water supplies will also be non-compliant for the 19/20 financial year, though we will be discussing this with Regional Public Health to determine if there is scope for showing and reporting on improvement in performance over this period.
- As the Water Supplier, we have a duty of care to manage system risks to the best of our ability and within the funding available, and as trusted advisor we must inform Council of any significant reputational and public health risks being carried with the existing assets and the urgency of investment needed to address them.

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Chief Advisor Drinking Water

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Attachment A





## **Appendix 2**

### **Wellington Water Briefing Powerpoint - Water Supply Matters (13 Nov. 2019)**

# SWDC Workshop













Safe and Healthy Drinking Water



Your public water company

# Wellington Water Service Goals

## - what customers experience

Safe and healthy water	Respectful of the environment	Resilient networks support our economy
 We provide safe and healthy drinking water	 We manage the use of resources in a sustainable way	 We minimise the impact of flooding on people's lives and proactively plan for the impacts of climate change
 We operate and manage assets that are safe for our suppliers, people and customers	 We will enhance the health of our waterways and the ocean	 We provide three water networks that are resilient to shocks and stresses
 We provide an appropriate region-wide fire-fighting water supply to maintain public safety	 We influence people's behaviour so they are respectful of the environment	 We plan to meet future growth and manage demand
 We minimise public health risks associated with wastewater and stormwater	 We ensure the impact of water services is for the good of the natural and built environment	 We provide reliable services to customers



# Havelock North Inquiry:

- Gastroenteritis outbreak
- Significant outbreak in international terms (Walkerton 2000, Milwaukee 1994)
- 4 people died
- 45 hospitalised
- 5,500 residents ill with campylobacteriosis
- Ongoing health complications for many
- Traced to two bores in Brookvale Road
- Sheep faeces identified as source of campylobacter
- Raised concerns about safety and security of NZ's drinking water



# Principles of drinking water safety



**1.**  
High standard of care



**2.**  
Protection of source water



**3.**  
Barriers against contamination



**4.**  
Change precedes contamination



**5.**  
Sense of responsibility



**6.**  
Preventative risk management

The Havelock North Inquiry recommended six fundamental principles of drinking water safety for New Zealand:

- 1. A high standard of care must be embraced:** We care about our customers, and their communities, and will make sure they always have access to safe drinking water now and in the future.
- 2. Protection of source water is of paramount importance:** We will look after our water sources and catchment areas and will work with others to make sure they are protected from potential contamination.
- 3. Maintain multiple barriers against contamination:** Our source to tap approach uses multiple robust barriers to make sure the water we supply our customers is, and remains, safe.
- 4. Change precedes contamination:** We will actively monitor our environment, prepare, and respond quickly to any change that could result in the contamination of the drinking water we supply.
- 5. Suppliers must own the safety of drinking water:** Our people are responsive, knowledgeable, experienced, and committed to making sure we provide safe drinking water to our customers.
- 6. Apply a preventative risk management approach:** We will actively monitor and manage risks to our water supply from source to tap to make sure we prevent contamination.

# Principle No.1: A high standard of care must be embraced



- Unsafe drinking water can cause illness, injury or death on a large-scale.
- All those involved in supplying drinking water (from operators to politically elected representatives) must therefore embrace a high standard of care akin to that applied in the fields of medicine and aviation where the consequences of a failure are similarly detrimental to public health and safety.
- Vigilance, diligence and competence are minimum requirements and complacency has no place.

# Principle No.3: Maintain multiple barriers against contamination



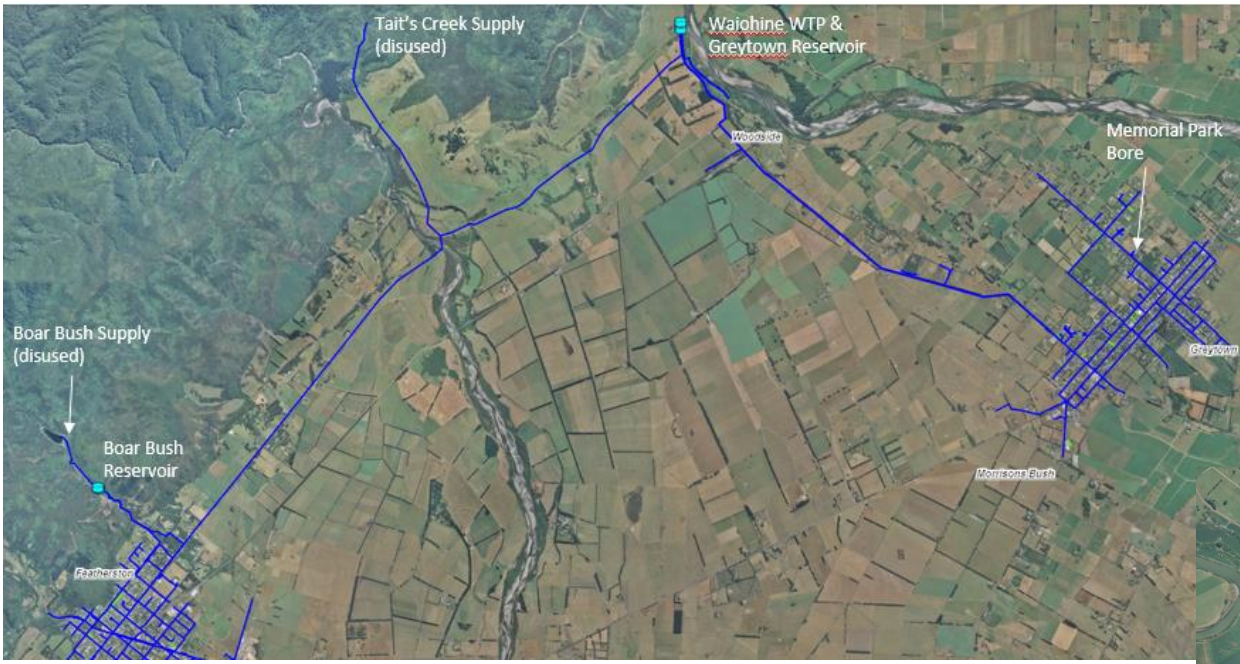
- Any drinking water system must have, and continuously maintain, robust multiple barriers against contamination appropriate to the level of potential contamination.
- This is because no single barrier is effective against all sources of contamination and any barrier can fail at any time.
- Barriers with appropriate capabilities are needed at each of the following levels: source protection; effective treatment; secure distribution; effective monitoring; and effective responses to adverse signals.
- A “source to tap” approach is required.

# Principle No.4: Change precedes contamination



- Contamination is almost always preceded by some kind of change and change must never be ignored.
- Sudden or extreme changes in water quality, flow or environmental conditions (for example, heavy rainfall, flooding, earthquakes) should arouse particular suspicion that drinking water might become contaminated.
- Change of any kind (for example, personnel, governance, equipment) should be monitored and responded to with due diligence.

# Your Water Networks



# Drinking Water Compliance

All SWDC water treatment plants were non-compliant with the drinking water standards last year:

Water Supply Compliance status 2018-19	Compliant?			Multi-barrier approach in place?
	Bacterial	Protozoa	Chemical	
Featherston/Greytown (Waiohine)	Non-compliant	Non-compliant	Non-compliant	Yes – but improvements needed in alarms, controls and data capture
Greytown (Memorial Park)	Non-compliant	Non-compliant	Compliant	No
Martinborough	Non-compliant	Non-compliant	Compliant	No*
Pirinoa	Non-compliant**			No – the Ozone plant does not provide sufficient protection

# Investigations to date



Since Wellington Water go-live on 1 October we have:

- Set up a water safety project team
- Completed site audits of critical assets
- Completed initial urgent modifications to control systems
- Initiated a review and refresh of the sampling program
- Initial planning work to determine what needs to be done (in priority order)
  - 1) ensure safety of operators,
  - 2) provide safe drinking water, and
  - 3) achieve compliance with drinking water standards



# Risks

Our work to date has identified the highest risks to be:

## 1. Greytown Supply – Memorial Park:

There is no multi-barrier protection in place – just chlorination and no protozoa barrier

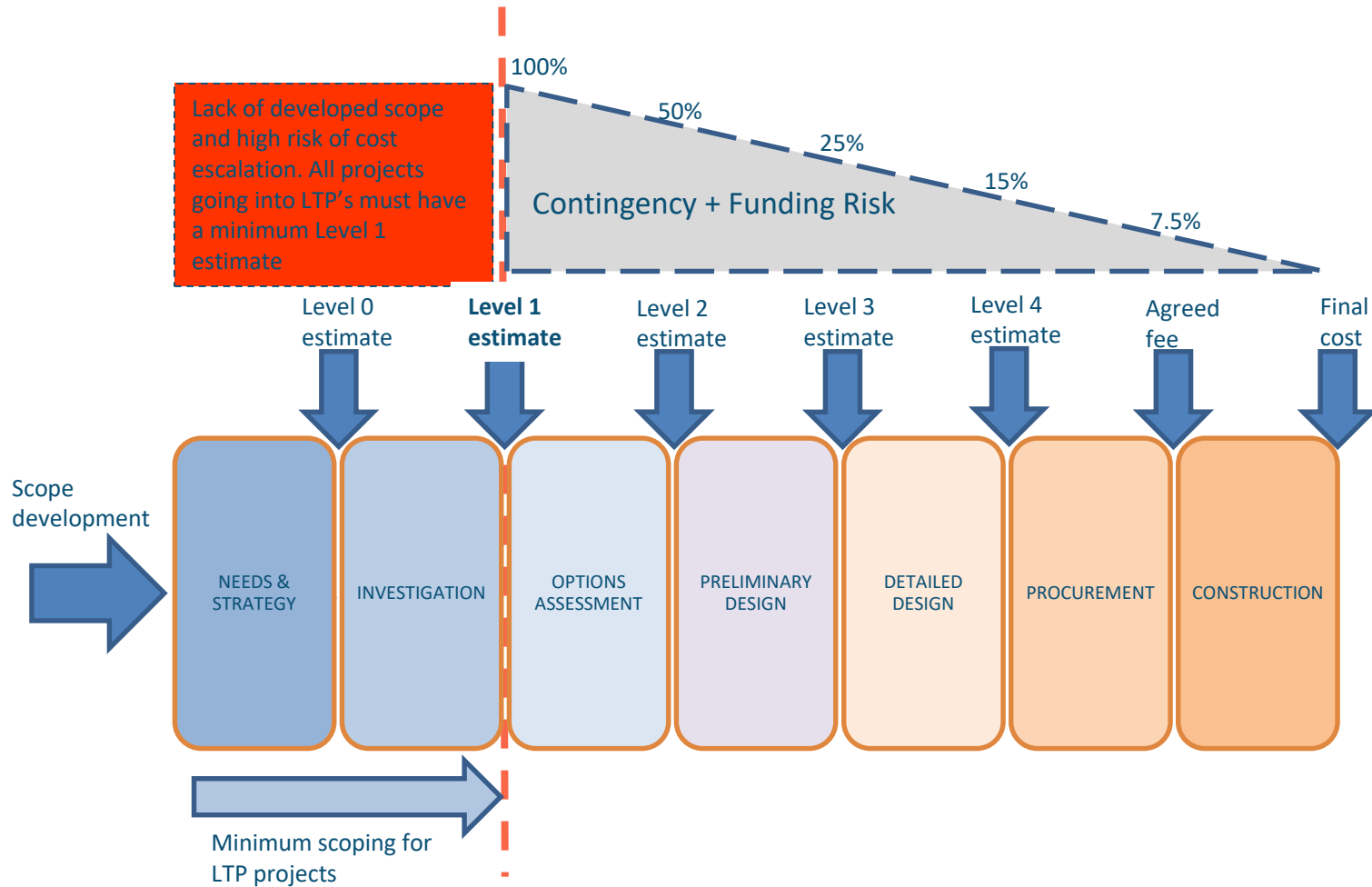
## 2. Pirinoa Supply:

No reliable multi-barrier approach

Inadequate/unreliable Chlorine dosing system

There are also a number of lesser risks that need attention at comparatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine and improvement of control systems.

# Cost Estimating



# Estimate Definitions

Outside of estimating manual

Multiple options -100% contingency

Single option – 50% contingency

## Level 0

Sometimes estimates are requested prior to any investigation or feasibility work being carried out, and without any defined scope of works. These estimates fall outside any recommended procedures.

## Level 1

Under the WWL procedures, these estimates apply to the Definition Phase. These estimates are based on:

- Risk Register outputs,
- No site investigations,
- Estimate land requirements,
- Estimated consent conditions,
- Possibility of scope change,
- A range of options that may be developed and delivered.

## Level 2

Under the WWL procedures, these estimates are prepared during the Development Phase. These estimates are based on:

- Risk Register outputs,
  - Limited site investigations,
  - Estimate land requirements,
  - Estimated consent conditions,
  - Possibility of scope change,
- Outline design drawings with schedule of quantities

# Next Steps

Urgent work (Memorial Park and Pirinoa):

- Obtain SWDC approval to fast track design of upgrade of the Memorial Park and Pirinoa treatment plants
- Confirm costs following more detailed assessment/preliminary design
- Seek approval for budget
- Complete detailed design and construction
- Commission new treatment equipment

# Summer Water Demand



Your public water company

## **Why are we being asked to conserve water so early?**

We are conserving water earlier this summer because of limited treated water supply from one operational bore.

When the manganese extraction plant is operational in the autumn of 2020, we'll be able to use our other bores and water supply will be back to normal.

## Why is the manganese extraction plant not operational by the summer?

A couple of things:

- We are finalising the short-term lease agreement for the land where the manganese extraction plant will be set up; after this is done the Resource Consent process will get under way.
- A local contractor has joined the project team and contractual details are being finalised

**What about using my own private bore, do the water restrictions apply to me?**

No, the current water restrictions do not impact those with private bores.



## **What will happen if people don't follow the water restriction requirements?**

If the Martinborough township uses more water than can be supplied from the low manganese bore, we will have to use the other bores as well. This is a problem because, although safe to drink, the water could become discoloured due to the reaction between manganese and chlorine.

The discolouration could range from looking like weak tea to at worst black – which is why everyone needs to do their part in conserving water this summer. Information on how to conserve water will be shared throughout the community. Enjoying safe, clean, clear and healthy water over the next few months means that we all have to work together. Failure to reduce demand means that more formal enforcement measures would be employed.

The Wairarapa Consolidated Bylaw 2019

# Collateral examples



## FROM 30 NOVEMBER 2019 HAND HELD WATERING ONLY



Find out more: [wellingtonwater.co.nz/SWDC](http://wellingtonwater.co.nz/SWDC)



# BAN ON RESIDENTIAL SPRINKLERS

AND IRRIGATION SYSTEMS



APPLIES TO MARTINBOROUGH

# BAN ON RESIDENTIAL SPRINKLERS AND IRRIGATION SYSTEMS



**APPLIES TO FEATHERSTON & GREYTOWN**

## TOTAL OUTDOOR WATER BAN

Including hand held watering



APPLIES TO MARTINBOROUGH

# GREYTOWN COMMUNITY BOARD

11 DECEMBER 2019

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## AGENDA ITEM 9.5

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### OFFICERS' REPORT

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#### **Purpose of Report**

To report to community boards and the Māori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. The Planning Manager replacement will commence on 2<sup>nd</sup> September, he is Godwell Mahowa, who has worked for Masterton District Council (MDC).

###### **1.1.2. South Wairarapa Spatial Plan**

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. Some group engagement sessions will occur in this period, then revision work in September/October to produce the draft plan document. Other community sessions will occur in October/November 2019.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant and staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be

undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

#### **1.1.4. District Plan Review**

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

#### **1.1.5. Dark Sky**

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the dark sky reserve to be compiled for commitment by the three Wairarapa Council's, and this followed by a plan change to the WCDP.

#### **1.1.6. Review of Notable Trees Register**

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report to be compiled for an independent commissioner hearing in October.

#### **1.1.7. Greytown Development Area**

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved, other appeal awaits trustee signatures on the agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

#### **1.1.8. Greytown Orchards Retirement Village**

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to be notified. Consultant Honor Clark processing this application for Council. A hearing is to be held in Greytown, by independent commissioner on 29-30 August 2019.

#### **1.1.9. Featherston Tiny Homes/Brookside RC**

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further information on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

## 1.2 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.

## 1.3 Resource Management Act - Consents

*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%	57%	<b>Total 8/ 14</b>
		71%	5/ 7 Land Use applications were completed within statutory timeframes. NCS
		43%	3/ 7 Subdivision applications were completed within statutory timeframes. NCS
		-	0 marginal / permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	50%	2 of 4 s223 certificates were certified within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	89%	8 out of 9 s224 certificates were certified. NCS.

## 1.4 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



RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			anticipated that any updates will be undertaken this year.

## 1.5 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%	18/ 18 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD	PREVIOUS YTD	PERIOD	PREVIOUS PERIOD
	1 <sup>ST</sup> JULY 2019 TO 31 JULY 2019	1 <sup>ST</sup> JULY 2018 TO 31 JULY 2018	1 <sup>ST</sup> JULY 2019 TO 31 JULY 2019	1 <sup>ST</sup> JULY 2018 TO 31 JULY 2018
Standard LIMs (Processed within 10 working days)	18	15	18	15
Urgent LIMs (Processed within 5 working)	5	4	5	4
<b>Totals</b>	<b>23</b>	<b>19</b>	<b>23</b>	<b>19</b>

## 1.6 Building Summary

### 1.6.1. 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 applications are processed within 20 working days	100%	100%	NCS – 31 CCC’s were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 43 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 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF’s and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (July 2019– 487 inspections) <b>BWOF’s –</b>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>Total 169 – average of 3 audits per month required, 4 audits carried out July.</p> <p><b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 3 audits carried out in July.</p>
Earthquake prone buildings reports received	100%	N/A	<p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 11 (previously 12) - still being assessed by LGE Status: 69 - identified as no longer EPB 20 (previously 21) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 of the 21 approved extensions</li> <li>- 3 of the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> <li>- 1 building demolished as a result of a fire</li> </ul> <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

**1.6.2. Building Consents Processed**

TYPE –MAY - JULY 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$13,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$3,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	47	\$4,062,039
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>50</b>	<b>\$4,078,039</b>

## 1.7 Environmental Health and Public Protection

### 1.7.1. 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	Letter to go out to schools
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	2/2

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JULY 2019 TO 31 JULY 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	-	-	1
Lost Dogs	-	-	1
Found Dogs	-	-	1
Rushing Aggressive	-	-	1
Wandering	2	3	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

### 1.7.2. 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  No incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls  1 incident

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2019 TO 31 JULY 2019
Stock	1

### 1.7.3. 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 19/20	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%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 9/9 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018	PERIOD 1 JULY 2019 TO 31 JULY 2019	PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018
Total	9	2	9	2

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment

causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

#### **1.7.4. Sale and Supply of Alcohol Act - Licensing**

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

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET 19/20</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Premises are inspected as part of licence renewals or applications for new licences.	100%	4% YTD	MAGIQ data. All premises inspected at new or renewal application stage (2/45*). *Number of inspections completed of licences coming up for renewal within the YTD period.  122 licences in total. 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%	4% 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 24 low and medium licences due for renewal or new inspections in this financial year. 1 of these have been inspected as at 31 July 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (1/24)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	N/A	1 meeting held August 2019. No compliance inspections undertaken with the CLEG to date.

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

<b>ALCOHOL LICENCE APPLICATIONS PROCESSED</b>	<b>YTD 1 JULY 2019 TO 31 JULY 2019</b>	<b>PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018</b>	<b>PERIOD 1 JULY 2019 TO 31 JULY 2019</b>	<b>PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018</b>
On Licence	4	0	4	0
Off Licence	5	1	5	1
Club Licence	3	1	3	1
Manager's Certificate	7	2	7	2
Special Licence	3	2	3	2
Temporary Authority	0	2	0	2

Total	22	8	22	8
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### 1.8.1. 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) – 94 NP – 62  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%	0%	FCP verifications – 0/94  *Total number of premises is subject to change month by month as new businesses open and existing premises close.

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

### 1.8.2. Bylaws

Between 1 July 2019 and 31 July 2019 there were no notices relating to trees and hedges, 2 litter and 2 abandoned vehicle complaints.

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



## INFRASTRUCTURE AND SERVICES REPORT

### 2. Group Manager highlights

This month the new roads contract under Ruamahanga Roads was rated number 1 from 31 council contracts for the completion of the works programs achieved. This is a great start to a new contract and aided by the joint work programs and collaborative processes.

Work in transport is continuing the annual contracts and renewals for the coming year to 5 years. This joint programming is envisaged to deliver savings over these works into the future through good programming and logistics.

The wheelie bin roll out in solid waste has been achieved with approximately 60 location issues for the drop off over the whole district. This process has highlighted the need to keep our databases up to date and the variation in property locations to their addresses.

The move to Wellington Water is well underway with the human resources processes underway. Attending the Client Councils Representative meeting highlighted how the contract governance processes work within the Wellington Water Council Controlled Organisation. It not only looked at the issues with the new alliance contract that needed to be resolved it also allowed for knowledge sharing across other areas such as waste and Health and Safety.

Work continues to be done on the manganese removal plant and the associated works for integration into the wastewater system, plant access and modular setup to enable future movement.

### 3. Water supply

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

#### Key Performance Indicators

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



WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
	MTB: Yes		MTB: Yes		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.49 per 1000 (2 complaints)	0.49 per 1000 (2 complaints)	2	2
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0 per 1000 (0 complaints)	0 per 1000 (0 complaints))	0	0
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	0.24 per 1000 (1 complaints)	1	1
Ratepayers and residents satisfied with level of service for water	75%			NRB Survey:	61%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(5/5) 100%	Median Time 1mins	5	5
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(5/5) 100%	Median Time 1mins	5	5
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(18/24) 75%	Median Time 20h 44mins	24	24
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(21/24) 88%	Median Time 24h 27mins	24	24
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required, as there is period lower chlorine levels. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries. The design of the Manganese Removal Plant (MRP) is progressing and an updated layout with more detailed cost estimate for procurement at the end of August.

Featherston (Waiohine) plants operated well during the period. The concrete ring main for the storage area is complete and the lining is due in for early September. The fourth bore is drilled to enable the supply of both Featherston and Greytown. This will need further development to install pump equipment and connecting pipeline. Greytown bore had a fault during an unplanned shut-down which was rectified within 60 minutes.

## 4. Wastewater

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

### 4.1 Key Performance Indicators

WASTEWATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
Attendance time: from notification to arrival on site	< 1 Hr	6/10 (00%)	Median Time 0h 44min	10	10
Resolution time: from notification to resolution of fault	< 4 Hrs	2/10 (20%)	Median Time 31h 54min	10	10
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	2.44 per 1000 (10 complaint)	2.44 per 1000 (10 complaint)	10	10
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	7/10 (70%)	7/10 (70%)	10	10
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and resident's satisfaction with wastewater services	57%			NRB survey:	57%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

### 4.2 Consents – Featherston wastewater to land

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

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped and mitigation measures are ongoing to restore the ponds back to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Stormwater drainage

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

### Key Performance Indicators

STORMWATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	59%			NRB survey:	48%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were two stormwater blockages reported during the period within the Greytown water race sections.

## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	68%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	62%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	36/39 (92%)	39	39
Meet annual plan footpath targets	Yes				

### 6.2 Roading Maintenance Ruamahanga Roads – Fulton Hogan

The first month of the Ruamahanga Roads contract working with Carterton District Council to share resources to complete programme works. The approved programme was substantially complete on time and within budget.

Works completed as shown below

- 295 km of roads were inspected and identified faults recorded in RAMM for future programming.
- 10 bridges were inspected and found to be in a tidy condition.
- 152.678 km of unsealed roads were graded
- 1589m<sup>3</sup> of maintenance metal was applied to the unsealed roads
- 2 Cattle stops were installed on Ushers hill on White Rock Road as part of resilience works.
- 17 sealed road potholes were identified and filled.
- 31.1 meters of new and replacement culverts were installed.

Sealed road widening on Johnson Street in Featherston adjacent to the dog run was constructed.

Test pits have been dug and samples sent for testing as part of this year's design for sealed Road Rehabilitation.

Emergency response and initial clean-up occurred on Cape Palliser Road from the DOC station to the lighthouse due to extremely high seas and tidal swell.



Cape Palliser Rd tidal swell damage

Cape Palliser Road debris on carriageway

The drain behind Hart Street in Featherston was cleaned out and regraded to Abbots Creek following resident concerns.



Hart St after



Hart St Before

### 6.3 Other activities

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



Pile driving Tora farm Settlement bridge.

A summary of maintenance works identified following the programmed Principal and Engineers inspections is currently being reviewed to determine the need and broken into High, Medium and Low work categories to enable maintenance to be programmed and costed.

Udy Street extension and Settlement Road (off Battersea Rd) have been surveyed for inclusion in the South Wairarapa District Roding network to enable subsidised works to be carried out.

## 7. Amenities

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

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

### 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	88%
Ratepayers and residents are satisfied with Council playgrounds	85%			NRB Survey:	78%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents’ satisfaction with Council swimming pools	68%				73%
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	80%			NRB Survey:	71%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	87%			NRB Survey:	87%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	90%

### 7.2 Housing for Seniors

Flat inspections at Westhaven have been completed. The flats are looking tired and in need of a fresh coat of paint both on the interior and exterior.

If the tenants are planning to be away for a period of time they have been asked to let us know and it may be possible for some interior painting to be done in their absence.

### 7.3 Cemeteries

Contractors have completed the ashes wall 4 at the Featherston cemetery.

*Featherston Cemetery Ashes Walls 2 & 4*



Veteran Affairs are in the first stages of installing beams for nine burial plots and 20 in-ground ashes plots at the Featherston cemetery, block 4, services area.

Costs are being obtained for the following at Featherston Cemetery:

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

#### **7.3.1. Purchases of burial plots/niches 16 July to 24 August 2019**

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

#### **7.3.2. Ashes interments/burials 16 July to 24 August 2019**

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



Disinterment			
<b>Total</b>	<b>3</b>	<b>4</b>	<b>0</b>

## 7.4 Events

### 7.4.1. Featherston

*Completed events:*

*Future events:*

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

**Featherston Expo** – being held 29 September 2019 at the ANZAC hall

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

### 7.4.2. Greytown

*Completed events:*

*Future events:*

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

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

### 7.4.3. Martinborough

*Completed events: Madcaps Show*

*Future events:*

**Jazz in Martinborough** – being held from 29 August to Sunday 1 September 2019 at the Martinborough Town Hall

## Waihinga Playground

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

## 8. Library Activity Update

### 1. PURPOSE OF THE REPORT

To update the Committee on the progress and activities of the Wairarapa Library Service.

## 2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

## 3. STATISTICS AND ACTIVITY

The statistics in this report refer to the month of July 2019, as data is gathered at the end of each month. At each committee meeting the statistics and activities update will cover all four libraries, for all months since the last meeting.

### 9. 3.1 Issues and renewals

Physical items:

	Carterton	Featherston	Greytown	Martinborough	Wairarapa Library Service Total
<b>Number of issues and renewals for May 2019</b>	5890	2626	3245	3019	<b>14780</b>
<b>Number of issues and renewals for June 2019</b>	5904	2357	2842	2695	<b>13798</b>
<b>Number of issues and renewals for July 2019</b>	7161	2915	3666	3170	<b>16192</b>

### E-books and Audiobooks

Below are the ebook and audiobook issues for the entire Wairarapa Library Service broken down into months. As you can see Audiobooks show an increase each month.

Wairarapa Library Service	May 2019	June 2019	July 2019
<b>Audiobooks</b>	250	469	539
<b>Ebooks</b>	557	238	309
<b>TOTAL</b>	<b>807</b>	<b>707</b>	<b>848</b>

### 3.2 New Library members

It is great to see our overall figures show a great increase in the people joining our libraries.

	May 2019	June 2019	July 2019
Carterton	29	35	53
Featherston	13	11	26
Greytown	17	23	29
Martinborough	25	17	25
<b>TOTAL</b>	<b>84</b>	<b>86</b>	<b>133</b>

### 9.1

### 3.3 Public Wi-Fi Use (number of times WiFi accessed)

Carterton was one of the first libraries to receive the new hardware from APNK. Completed statistics for all libraries will be available when all have received the new equipment.

	May 2019	June 2019	July 2019
Carterton	518	425	469
Featherston	N/A	N/A	19 (last week of July only)
Greytown	N/A	N/A	0 (upgrade not installed)
Martinborough	N/A	N/A	17 (last week of July only)

### 3.4 Carterton Events

#### Displays

Month	Adult Displays	Junior Displays
May 2019	Nordic Thrillers	May the fourth be with you
		Warning – pirate books!
June 2019	Time for a laugh	Winter Warmers reading programme
July 2019	If you like Lesley Pearse try.....	Family movie night
		Winter Warmers reading programme

#### Events May

- Alpacas with Maracas: On 22 May Carterton library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”. Children were able to make their own alpaca mask in the craft activity and petted the live alpacas on display.

#### Events June

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

#### Events July

- On the 3rd the library hosted an evening storytime session with children and their teddy bears. The teddies then stayed in the library overnight as a sleepover. Their antics were captured and turned into a story available for the children to pick up with their teddy bears. You can read about their exploits at <https://bit.ly/2ZEVoCY>.
- A craft session was held during the school holidays. The crafts were all based around the Winter Warmers Reading Programme, and celebrated Matariki

- As part of the Winter Warmers Reading Programme entertainers “Kirsty and Manu” with their tales and sand art.
- The Code Club celebrated completion of the beginner course. They demonstrated their software coding skills to their parents by running their favourite creations.
- The library held 3 craft sessions for children enrolled in the Carterton District Council School Holiday Programme.

#### Other initiatives - May

- Carterton library implemented a technology upgrade, led by APNK (the suppliers of our public access computing). The library now has 2 fixed Chrome stations and 8 portable Chromebooks available for use within the library. The tech upgrade also included a software management upgrade, allowing library staff to better manage computer allocation and printing services. Come in for a demonstration!

#### Other initiatives - June

- The annual stocktake was completed in June 2019.

### 3.5 Featherston Events

#### Displays

Month	Adult Displays	Teen Displays
May 2019	'I Can't remember the title, but the colour was blue'	
June 2019	Crochet (for the month)	New Books

#### Events - May

- Alpacas with Maracas: On 22 May Featherston library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”.
- Booktown, the Library hosted a massive Harry Potter Quiz in the Featherston School Hall, Quiz Master, Juanita McLellan and Sam Wiblin with 10 House Elves from Kuranui College attending the tables.
- The Library hosted ‘Puffin the Architect’ author for a reading and book signing.
- Regular preschool programme attendance is up to 15 children plus parents/caregivers (including 3 Dads)
- Penny attended training on Blue Cloud Analytics to enable her to produce reports.

#### Events - June

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

#### Events – July

- Maths is Fun Programme ran in Week 1 of the school holidays. We enrolled 35 and 29 completed
- Week 2, we hosted Lego building every morning, this was very well attended.
- Preschool Programme topics Bugs started back for the new term with the Moon Landing
- Class visits from St Teresa's School, Takitimu, Remutaka on the first day of term. We also had a visit from Featherston School Seniors, the first visit for years! We are forging a great relationship with them through Winter Warmers.
- Thursday nights – 8 Library users, 1 council, 5 crochet class is average for the month.
- Winter Warmers booklets have been checked twice with one class achieving 5 reviews.
- Kirsty Wadsworth & Manu Bennett visited to tell their stories of Matariki and perform some sand art. The show was a magical experience for those who attended. Thanks to the Eastern & Central Community Trust for funding ECREAD'N.

- St Teresa’s Year 8 and 9 are trialling the online platform for reviews, we have experienced a couple of issues, which was the idea of the trial, but they are enjoying the challenge. [iread.co.nz](http://iread.co.nz)

Other initiatives

- Featherston extended its hours on a Thursday night until 7.00pm.
- Beginners crochet class with 6 attendees.
- Penny attended ECREAD’N meeting in Masterton to finalise Winter Warmers and to submit the Funding Application to the Eastern & Central Community Trust.
- Seed Bank Collaboration is progressing. A planned craft activity will be held in the next school holidays.
- Our Community Service Worker completed his hours and proved to be a great shelf tidier and had a very willing attitude.

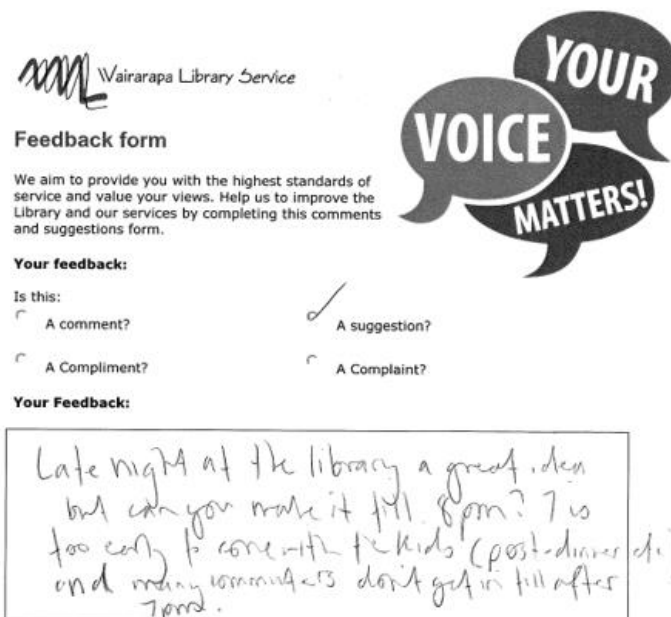
**3.6 Greytown Events**

Events – May

Greytown’s opening hours have been extended to include a late night on Tuesday until 7.00pm.

Events – June

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



### Events July

## 3.7 Martinborough Events

### Displays

Month	Adult Displays	Teen Displays	Junior Displays
June 2019	Moody Winter Reads	New books	New Books
	Today's Picks		June Author Birthdays

### Events – June

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

### Events - July

- The Library ran two very popular school holiday competitions – a scavenger hunt which garnered 31 entries. There were 3 prize packs up for grabs (Knucklebone café and the new Martinborough Sweet Shop provided some scrummy prizes!) – one of our regular readers won first prize.
- Our second competition was the classic “Guess the lollies in the Jar”; we had an astounding 128 entries, and one person guessed the EXACT number of lollies (99). Bless his heart, he said he was taking them to school the next day to share with his friends.
- Liz the Lovely Librarian brought in her own lego for children to enjoy on the Saturdays she was working in Martinborough; it was very popular!

### Other initiatives

- Martinborough has extended its opening hours on a Saturday and is open until 2.00pm.
- Ali attended training on Blue Cloud Analytics to enable her to produce reports.

- Our children’s library beautification project is coming along in leaps and bounds – we have moved some collections around to improve the flow through the area. We were also blessed with the donation of a FABULOUS new seating/shelving unit from Plunket.
- Kathy S. has created a new area primarily for pet books – it is proving very popular!
- Our newly separate Geronimo section and our new Junior non-fiction display:
- Kathy and Victoria spent time at Carterton Library; it was great practice for them to see the Chromebooks in action and to gain experience at another library
- Feedback from our community regarding the removal of rental fees on fiction material (and reduced photocopying charges) has been overwhelmingly positive.
- Our social media presence is becoming more and more prominent in the community - our Facebook page has 589 followers at present. Considering Martinborough’s population of approximately 1,680, we consider this a great achievement.

### **3.8 Update**

9.2 South Wairarapa staff have undertaken training in Interloans, and Blue Cloud Analytics, enabling them to produce reports and examine statistics provided by the library management system. At present, staff are gaining experience using these reports and once they are comfortable and experienced in producing reports, Acquisition training will be rolled out to each of the South Wairarapa libraries. This is a part of the Library Management System, enhancing ordering, invoicing and budget tracking. Kotui has requested that libraries use this process as part of Workflows.

9.3 Carterton and South Wairarapa staff have recently had Enterprise training by Sirsi Dynix so that every library has access to and is able to upload events and information to the Wairarapa Library Service website. This was held at Carterton and was well received by all participants. There will be ongoing training opportunities for all staff.

The three South Wairarapa Libraries have extended their opening times by two hours each. These times afford customers more opportunity to access a WLS library, especially commuters. Currently, the new opening times are for a three-month trial and has been so successful that the new opening times will remain.

- Greytown library is now open on Tuesday 09.00am – 7.00pm
- Featherston library is now open on Thursday 09.00am – 7.00pm
- Martinborough library is now open on Saturday 10.00am – 2.00pm



- Carterton library is open on Saturday  
4.00pm

10.00am –

Customer forms and stationery are being adopted for use in every library enhancing consistency of service e.g. all libraries have the same customer Feedback form and staff are being encouraged to get customer feedback on the new opening times. Libraries are being encouraged to share their forms and stationery to ensure best practice and continuity. This will be ongoing.

All libraries have received their new hardware from APNK. Feedback on the new Chromebooks is overwhelmingly positive. Carterton elected to have mobile devices for customers with two fixed stations and the South Wairarapa libraries have fixed stations with one mobile device for staff use. These mobile devices have not yet been delivered yet because of supply problems. They should arrive within the next month.

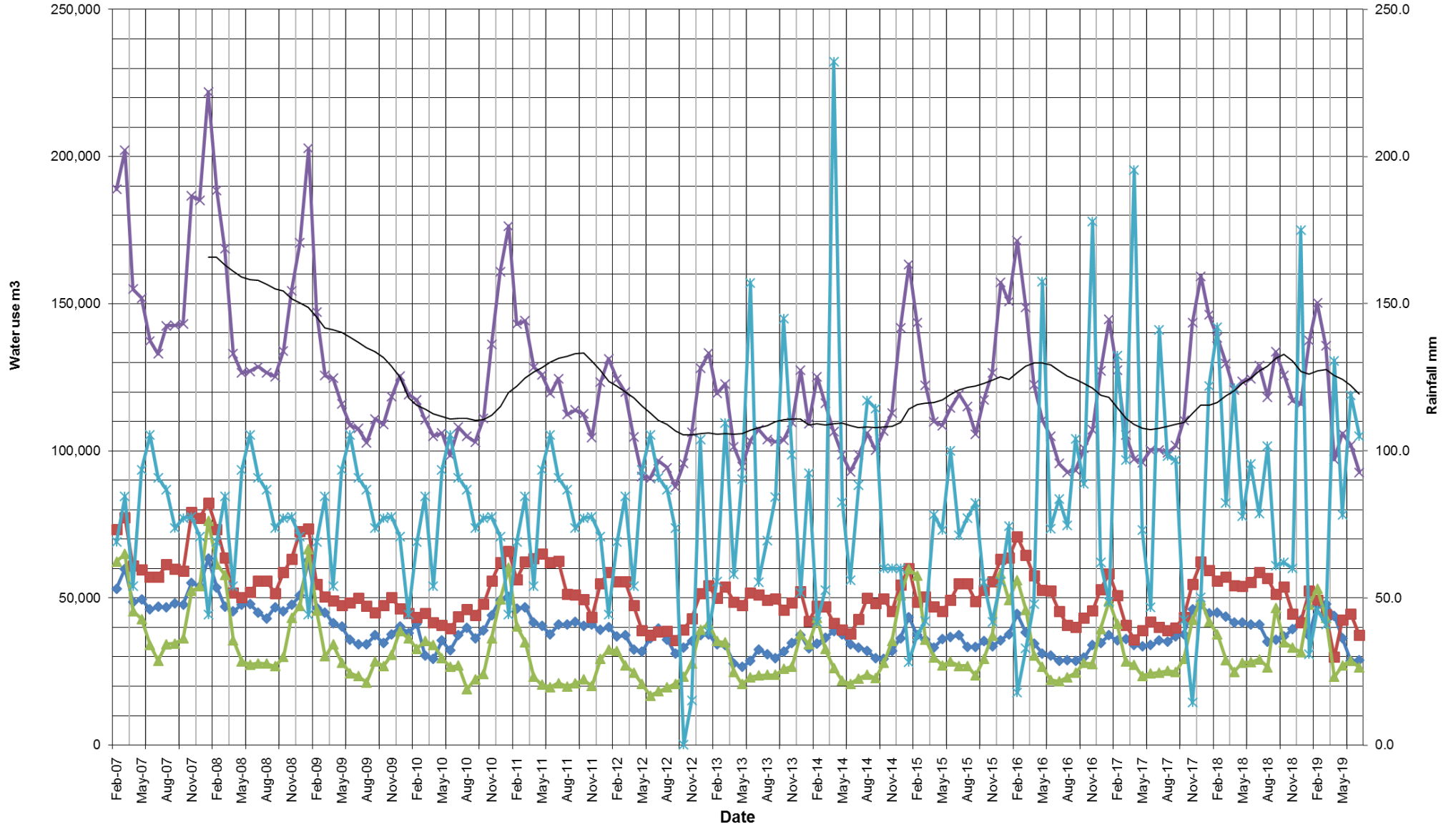
The library service now has a new app. Using the app, our communities no longer need to carry their library card with them as their barcode is accessible directly from the app. In addition to all the standard capabilities, such as browsing the catalogue, reserving items, renewing their books, you can also use the app to scan the ISBN barcode on the back of any book and see if we have it in the Wairarapa library system. Feedback from customers is very positive and, as it has made it possible to check the library stock quickly when undertaking a physical stock buy, feedback from the staff who have used it is also positive.

Contact Officer : Mark Allingham, Group Manager Infrastructure and Services

Reviewed By : Jennie Mitchell, Group Manager Corporate Support

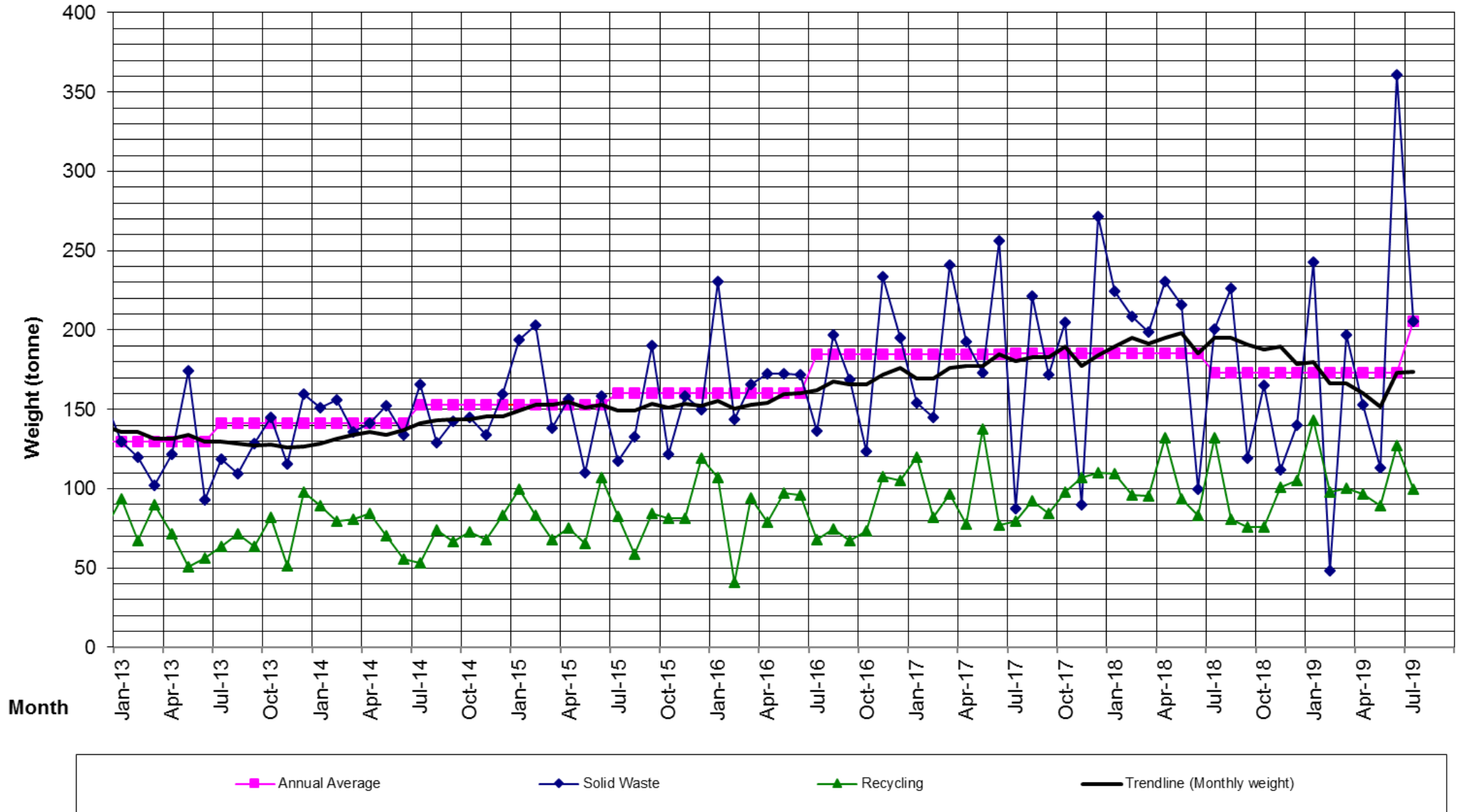
# **Appendix 1 – Monthly water usage**

# Water use South Wairarapa District Council



## **Appendix 2 – Waste exported to Bonny Glen**

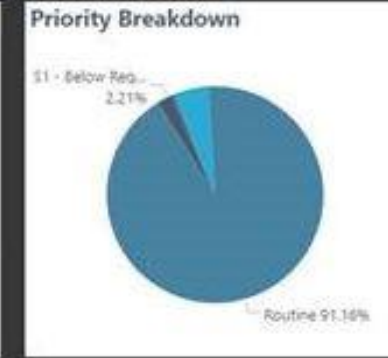
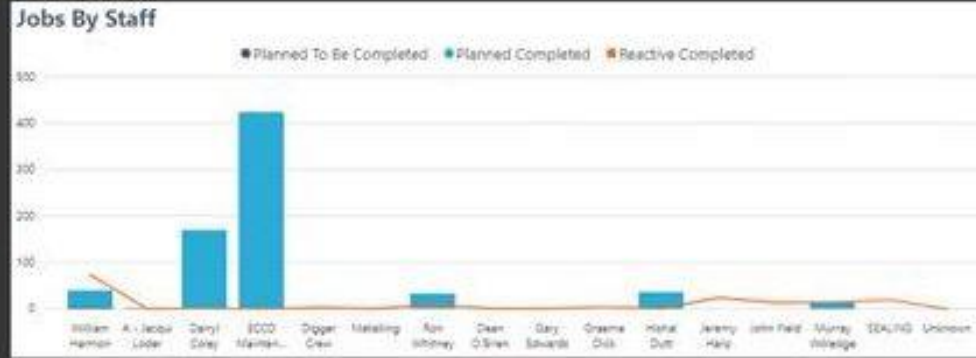
### Monthly weight of waste transferred to Bonny Glen



# **Appendix 3 – Fulton Hogan Reporting July & August 2019**

# Monthly Programme - Ruamahunga Roads CDC (2019-2029)

01/07/2019 to 31/07/2019



### Programmed Last Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	422	57,376	m
Sign Inspection	132	132	each
Carriageway Inspection	52	128,700	m
Grading	33	109,400	m
Edge break	25	261	m
Unsealed Inspection	14	42,997	m
Edge Marker - Replace	10	11	each
Install Edge Marker (Renew)	9	39	each
Bridge Inspection	8	8	each
Post - Leaning	2	2	each
Sign & Support - Entire Replacement	2	1	each
Street Sweeping	2	356	m
Low Shoulder	1	60	m <sup>2</sup>
Mill & Fill - Deformation	1	10	m <sup>2</sup>
Post - Paint	1	1	each

### Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	38	42	each
Edge Marker - Replace	27	27	each
Carriageway Inspection	24	18,034	m
Edge break	22	91	m
Grading	8	10,965	m
Install Edge Marker (Renew)	5	5	each
Fpath - Driveway Repair	4	41	m <sup>2</sup>
Dumping/Debris/Debris	3	33	m <sup>2</sup>
K&C - Repair	3	16	m
Footpath - Renew (Concrete)	2	19	m <sup>2</sup>
Post - Replace	2	2	each
Railing - Paint	2	5	m
ServiceCover - Uneven	2	2	each
Sight Rail - Repair/Replace	2	11	m
Sign - Accident (Repair/Replace)	2	2	each



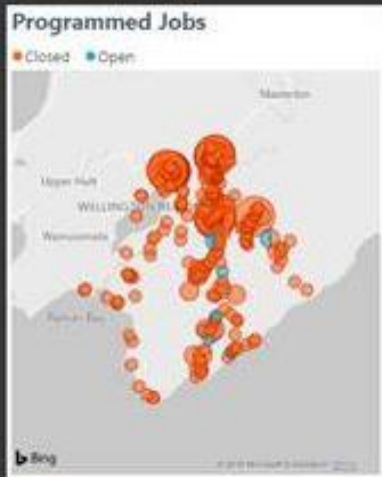
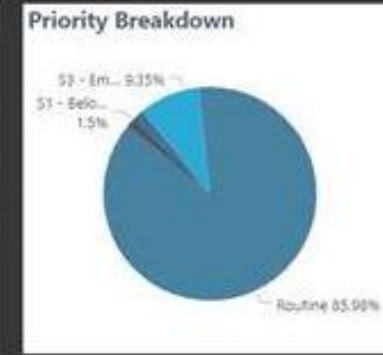
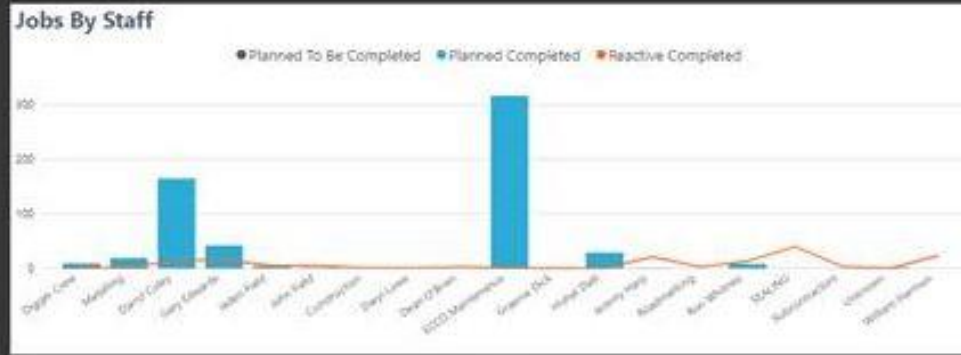
### Job Details

Dispatch ID	Road	Staff Name
2	ADMIRAL STA...	Darryl Coley
3	ANILRUNE SE...	Darryl Coley
4	BARLEY FLAT ...	Darryl Coley
5	BEACH ROAD	Darryl Coley
6	CHESTER PAR...	Darryl Coley
7	MARKET ENDR	Darryl Coley



# Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

01/07/2019 to 31/07/2019



### Programmed Last Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	117	42,941	m
Sign Inspection	84	84	each
Carriageway Inspection	66	201,2...	m
Grading	30	130,9...	m
Unsealed Inspection	31	80,024	m
Resheeting - Renewal	16	995	m3
Bridge Inspection	12	12	each
Culvert - Clear Inlet/Outlet	3	3	che...
Resheeting - Maintenance	3	198	m3
Cattle Stop - Maintenance	2	2	each
Fpath - Uneven Surface	2	30	m2
Slip (Emergency)	2	44	m3
Blocked Drainage	1	1	each
Carriageway Inspection	1	2,955	m2
Culvert - Maintenance	1	1	m

### Reactive Completed

Fault Description	Jobs	Qty	Units
Grading	29	41,525	m
Level - Uneven Surface	26	81	m2
Carriageway Inspection	21	13,293	m
Sealed Pothole	17	17	each
Bridge Inspection	14	14	each
Edge break	12	112	m
Road Drop Out (Emergency)	4	4	m3
Light out	3	3	each
Marking - New	3	3	each
Sump Blocked - Clean (including Grate)	3	3	each
Culvert - New	2	20	m
Dumping/Debris/Debris	2	1,618	m2
Post - Replace	2	2	each
Resheeting - Maintenance	2	4,963	m3
Fallen Tree On Rd (Emergency)	1	1	each



### Job Details

Dispatch ID	Road	Staff Name
1	KUMENGA RD	Metalling
2	WHITE ROCK ...	Metalling
3	WHAKATOM...	Metalling
136	WHITE ROCK ...	Digger Crew
137	WHITE ROCK ...	Digger Crew
147	WHAKATOM...	Metalling





# Monthly Programme - Ruamahunga Roads CDC (2019-2029)

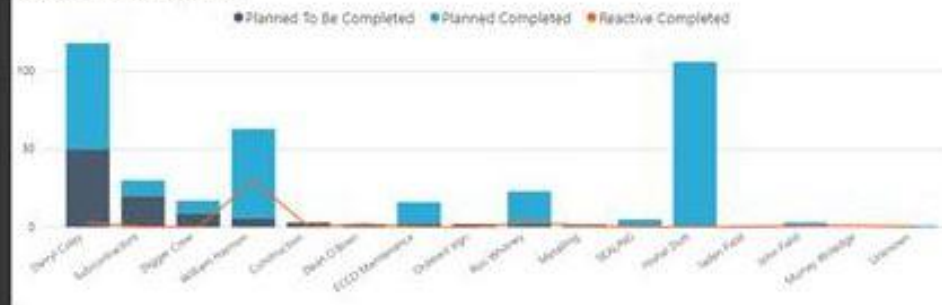
01/08/2019 to 31/08/2019



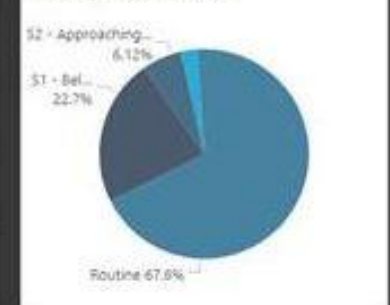
## Programme Achievement



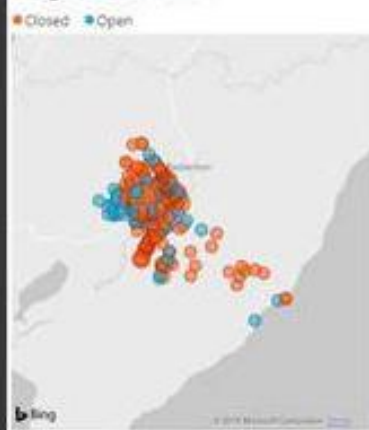
## Current Jobs By Staff



## Priority Breakdown



## Programmed Jobs



## Programmed This Month

Fault Description	Jobs	Qty	Units
Carriageway Inspection	88	144,447	m
Sign Inspection	62	59	each
Sign Inspection	42	0	
Edge Marker - Replace	35	37	each
Light out	29	29	each
Grading	23	35,132	m
Unsealed Inspection	19	56,385	m
K&C - Sweep	16	8,596	m
Sign - Replace	14	15	each
Bridge Inspection	11	11	each
Edge break	5	24	m
Road - Paint	5	6	each
Low Shoulder	4	102	m
Rehab - Granular Overlay	4	5,756	m <sup>2</sup>
Culvert - Clear Inlet/Outlet	3	3	m

## Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	13	24	each
Dumping/Debris/Debris	7	57	m <sup>2</sup>
Dumping/Debris/Debris	5	13	m <sup>3</sup>
Dumping/Debris/Debris	3	3	each
Grading	2	1,032	m
Tree Removal	2	13	each
Unsealed Potholes	2	2	each
Culvert - Waterblast	1	10	m
Fallen Tree On Rd (Emergency)	1	1	each
Flooding	1	0	m <sup>3</sup>
Resurfacing - Maintenance	1	13	m <sup>3</sup>
Sign Inspection	1	1	each
Sump Blocked - Clean (Including Gr...	1	1	each
Vehicle Accident	1	1	each

## Programme Categories



## Job Details

Dispatch ID	Road	Staff Name
234	GLADSTONE ...	Ron Whitney
324	LONGBUSH R...	William Harmon
332	BROOKLYN R...	William Harmon
375	CARTERS LINE	William Harmon
376	CARTERS LINE	William Harmon
426	TEA COBBY R...	John Field



# Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

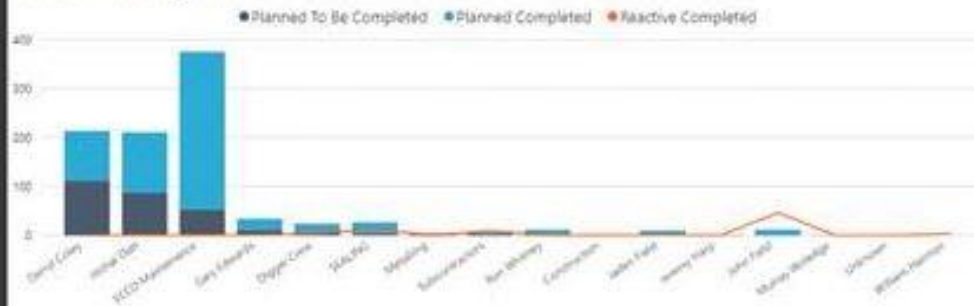
01/08/2019 to 31/08/2019



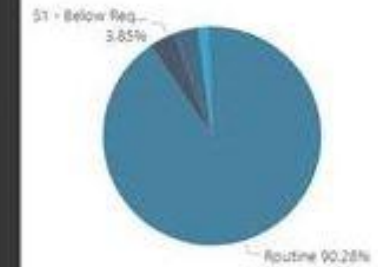
## Programme Achievement



## Current Jobs By Staff



## Priority Breakdown



## Programmed Jobs



## Programmed This Month

Fault Description	Jobs	Qty	Units
K&C - Sweep	376	51,982 m	
Sign Inspection	272	272 each	
Carrageway Inspection	95	214,183 m	
Grading	46	67,329 m	
Unsealed Inspection	42	76,109 m	
Edge break	22	202 m	
Bridge Inspection	16	16 each	
Culvert - Clear Inlet/Outlet	10	10 one...	
Culvert - New	5	47 m	
Level - Depression	4	42 m2	
Resheeting - Maintenance	4	405 m3	
High Cut	3	1,500 m	
Sign - Replace	3	5 each	
Culvert - Maintenance	2	16 m	
Culvert - New	2	2 each	

## Reactive Completed

Fault Description	Jobs	Qty	Units
Sealed Pothole	20	29 each	
Edge break	10	41 m	
Light out	10	10 each	
Sign and/or Post - New Installation	6	7 each	
Dumping/Debris/Debris	4	620 m2	
Edge Marker - Install/Upgrade	4	4 each	
Sump Blocked - Clean (including Gr...	4	4 each	
Bridge End Marker - Install/Replace	3	3 each	
Culvert - Clear Inlet/Outlet	3	3 one...	
Digout - Deformation	3	95 m2	
Post - Leaning	3	3 each	
Mowing	2	30 m	
Sight Rail - New	2	29 m	
Dumping/Debris/Debris	1	1 each	
Grading	1	2,175 m	

## Programme Categories



## Job Details

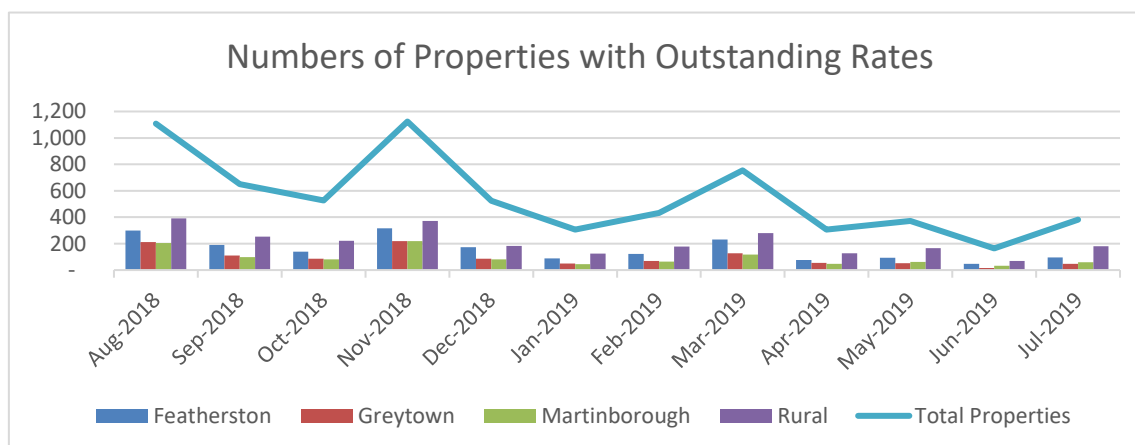
Dispatch ID	Road	Staff Name
341	HIKAWERA RD	Darryl Coley
1739	TORA RD	Digger Crew
1740	TORA RD	Digger Crew
1743	TORA RD	Digger Crew
1745	TORA RD	Digger Crew
1746	TORA RD	Planner Crew



## CORPORATE SERVICES REPORT

### Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.



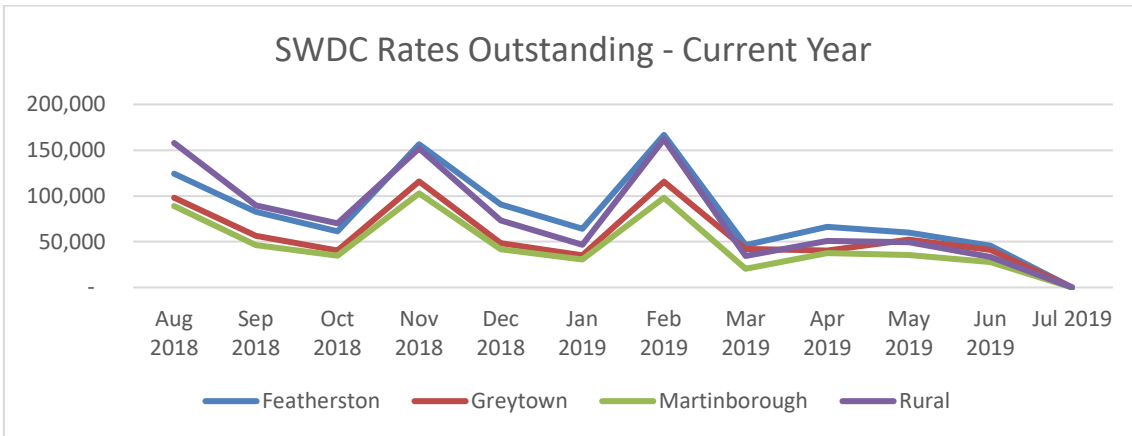
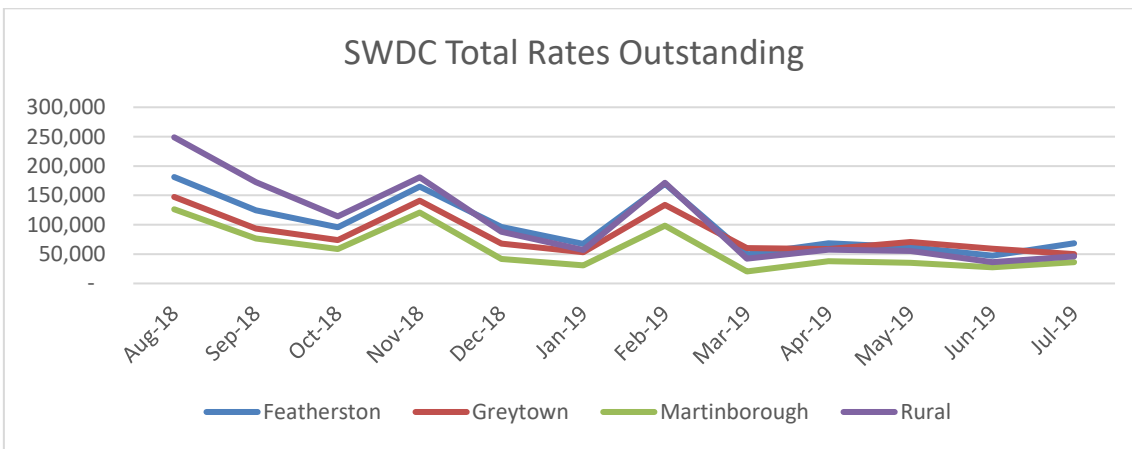
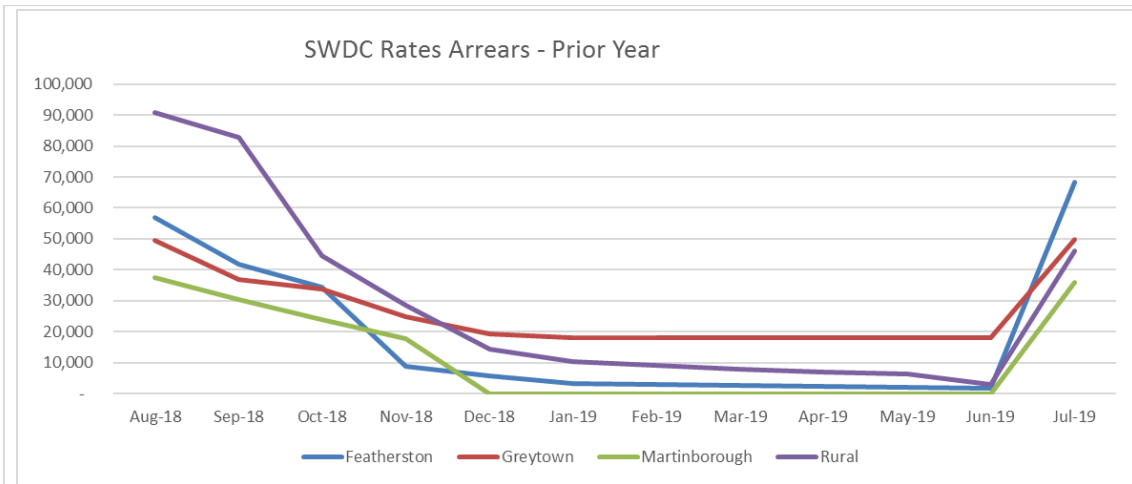
Now that we have rolled the rates ledger over into the new financial year, the amount of rates arrears has increased to \$200k. At the end of July 2018, the arrears amount was \$300k so this has dropped \$100K or one third over the last year due to the consistent work done by the rates team.

We will soon commence the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 1 is on repayment plan, 2 have issues with the title of their property, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 196 rebates processed to date. Last years total was 369 rebates, so we have processed over half the likely rebates already.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.



# GREYTOWN COMMUNITY BOARD

11 DECEMBER 2019

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## AGENDA ITEM 9.6

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### ESTABLISHMENT OF AND APPOINTMENTS TO COMMITTEES

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#### **Purpose of Report**

To provide the Community Board with information on establishing committees/user groups and other appointments.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Establishment of and Appointments to Committees Report.*
2. *Consider the need to make appointments to community groups.*
3. *Appoint a member to the Cobblestones Trust Board.*
4. *Note the requirement to appoint a community board liaison for WREMO and civil defence management and that this appointment is being made via the Chairs Report.*
5. *Establish a partnership relationship with the Tree Advisory Group and appoint a Greytown Community Board member as a liaison.*
6. *Note the requirement to reappoint the student representative for the 2019-22 triennium if the Community Board wishes to retain a youth advisory position at formal meetings.*

#### **1. Background**

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31). Clause 30 (7) discharges all committees (unless otherwise resolved) at the end of every triennium.

Section 54(2) of the LGA says that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities". This being so, then clauses 30 and 31 apply to the appointment of committees and subordinate decision-making bodies of the community board.

The Council's Standing Orders recognise that a local authority can convene an advisory group, such as a working party or forum, which is not a committee or subcommittee for the purposes of providing advice or information. Standing Orders do not apply to such advisory groups and such groups do not make decisions.

## 2. 2016-2019 Triennium Decisions

### 2.1 Appointments Made in the 2016-2019 Triennium

The following GCB appointments were made in the last triennium. The Greytown Community Board (GCB) should investigate whether the group is still operational and if so whether an elected member appointment is required.

Group	Position Description	Group Status/requirement for representation 19-22
WREMO and civil defence management	Community Board liaison (one)	Required
Greytown Information Centre	Community Board liaison (one)	Unknown
Greytown Wheels Park Steering Group	Community Board representatives (three)	Unknown
Papawai Stream Care Group	Community Board representatives (one)	Unknown
Greytown Sports Facilities Taskforce	NA	Now Greytown Sport and Recreation Advisory Group, representation not required by Community Board
Greytown Wastewater Treatment Community Liaison Group	NA	Now Water Race Subcommittee, representation not required by Community Board
Waiohine Floodplain Management Advisory Committee	NA	Representation not required by Community Board
Arbor House Trust Board	NA	Board no longer exists
Community Safety and Resilience Working Party	NA	Not reconstituted

### 2.2 Tree Advisory Group

In the last triennium the GCB resolved to establish the Tree Advisory Group as a subordinate decision-making body and one community board member was appointed. An agreement between the Tree Advisory Group and the GCB was established and the Tree Advisory Group provided a regular update to GCB meetings.

### 2.3 Chair Representation on Council Committees

In addition to the above, the Chair represented the GCB on the Annual Plan/Long Term Plan Working Party, the Assets and Services Committee and the Planning and Regulatory Committee as per the membership specifications in the TOR documents.

## 3. Establishment of User Groups and Appointments 2019-2022

### 3.1 Appointments Delegated by Council

On the 20 November 2019, Mayor Beijen advised Council that the Cobblestones Trust Board member appointment would be delegated to the GCB as part of expanding the

community board profile and role of the community board within their local communities. GCB are invited to make an appointment to the Cobblestones Trust Board.

### 3.2 Tree Advisory Group (TAG)

Officers consider that the Tree Advisory Group is not a subordinate decision-making group, but that it is a community group in its own right that can act independently of the GCB. Officers consider that the TAG and GCB had a partnership relationship in the last triennium and recommend that this is continued.

Committees, subcommittees and groups established by a community board must also have their membership appointed by the Board. Unless delegations are made then these bodies are not free to make decisions or act beyond recommendations to their governing body or in accordance with their terms of reference.

An agreement between the Tree Advisory Group and the GCB was established in the last triennium, and officers have provided amendment suggestions to the agreement to better reflect the relationship (refer Appendix 1). The agreement between the two entities could be described as a partnership. The partnership has benefited Greytown and the wider community as TAG have advocated for the protection of trees and provided specialist advice to the GCB and Council. TAG successfully advocated for a notable trees review. A partnership relationship would not require the GCB to accept all recommendations and views put forward by the TAG.

The options for the 19/22 triennium are to:

Options	Advantages	Disadvantages
Create a Tree Committee	Transparency to public	A 'committee' must be serviced according to the Local Government Act (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) i.e. administration overhead (no Council officer capacity) and meeting advertising costs. Standing Orders apply. Limits capacity of the TAG to act independently without approval of GCB. GCB expected to appoint all members. GCB to oversee and be responsible for all actions of the TAG.
Create a Tree Advisory Group that has appropriate delegations and recommendatory powers to the GCB.	Less administration overhead than a committee, basic minutes still required.	Limits capacity of the TAG to act independently without approval of GCB. GCB expected to appoint all members. Less transparency than a committee.
Create a partnership with the Tree Advisory Group	TAG free to act without approval from the GCB, they are a community group and can advocate and act independently on matters within their scope of interest. GCB appoints one liaison representative but not all members.	

Options	Advantages	Disadvantages
	As a community group transparency not a consideration	

A final option is for a decision to be delayed until a subsequent meeting.

### 3.3 Chair Representation

The chair is invited to review meeting agenda for the following committees, and if items of interest are to be discussed, to attend and participate in debate. The chair is not a member of these committees and does not have voting rights.

Group	Position Description
Assets and Services Committee	Community Board Chair
Planning and Regulatory Committee	Community Board Chair

Agenda documents and meeting invitations will not automatically be sent to the chair. Chairs are encouraged to subscribe to the agenda and minutes pages for these committees to receive update notifications.

## 4. Legal Considerations

The words 'committee' and 'subcommittee' have a legal definition under the LGA and LGOIMA.

If the Board determines that there is a need for a committee to be established, then the Board should resolve to create this committee. External appointments should be made in accordance with schedule 7, clause 30 of the LGA. External members may be appointed by the Community Board and appoint members, *'if in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee'*.

Committees must be public meetings that meet legal notification requirements.

## 5. Financial Considerations

There are no financial considerations unless the option to create a committee was selected.

There would be an administration overhead across the governance team that is currently not resourced to provide services to a committee as required by LGOIMA and the LGA and meetings would need to be open to the public and advertised.

## 6. Other Appointments

### 6.1 Greytown Youth Representative

Greytown Community Board appointed a student representative on the 5 June 2019 in an advocacy role with non-voting rights until the end of the triennium. An honorarium



payment of \$50 per ordinary meeting attended is paid to the student representative out of the Board's discretionary budget.

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 report submitted to the Community Board on the 5 June 2019 is attached in Appendix 2. Should the Board wish to appoint a student representative, a similar report could be prepared for the next meeting.

## **7. Appendices**

Appendix 1 – Tree Advisory Troup Terms of Reference

Appendix 2 – Student Representative Report June 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Tree Advisory Troup Terms of Reference**

## Terms of Reference for the Greytown Tree Advisory Group

<b>Name:</b>	<b>THE GREYTOWN TREE ADVISORY GROUP</b>
<b>Purpose:</b>	<p>The Greytown Tree Advisory Group is an advisory group to Greytown Community Board which works with the Greytown Community Board.</p> <p>It's aim is to increase public awareness about the important contribution of trees to Greytown's history and heritage.</p>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>- Recognise and recommend individual heritage trees or groups of trees of significance for inclusion in the schedule of natural and historic heritage sites</li> <li>- To educate the community about the benefits and significance of our trees</li> <li>- To retain and protect these trees as part of Greytown's heritage</li> <li>- To advocate for the protection of Greytown's trees</li> <li>- To work with the Friends of O'Connor's Bush to advocate for the protection and positive management of this reserve</li> </ul>
<b>Activities of the T A G Include:</b>	<ul style="list-style-type: none"> <li>- Advice to the Greytown Community Board about matters pertaining to all significant trees of Greytown</li> <li>- Tree planting</li> <li>- Public education about the importance of trees</li> <li>- Arbor Day planning</li> <li>- Maintain a list of trees which could be recommended for protection in the Combined District Plan</li> <li>- Liaise with interested groups and stakeholders</li> <li>- Provide input into management plans of Greytown's Reserves</li> </ul>
<b>Points of contact</b>	Katie Abbott and Jez Partridge
<b>The points of contact will:</b>	<ul style="list-style-type: none"> <li>- Work with the Community Board and members of the Tree Advisory Group to identify priorities for the Tree Advisory Group for the coming year</li> <li>- Provide regular updates to meetings of the Greytown Community Board</li> <li>- Provide feedback to the Community Board prior to the Annual Plan Process</li> <li>- Ensure members of the Group know where responsibility for decision-making lies in relation to different projects <i>[i.e. Decisions made by Council, decisions delegated to the Community Board or decisions delegated to Council Officers]</i></li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the Tree Advisory Group when preparing a strategic or annual plan submission</li> <li>- Keep up to date with the work of the Tree Advisory Group to ensure work programmes are aligned with the Community Board's and Council's strategic and operational objectives</li> <li>- Appoint a Community Board member to liaise with the Greytown Tree Advisory Group</li> <li>- Work with TAG with the planning of activities that promote Arbor Day heritage and history</li> <li>- Work with TAG as required regarding trees in and around Greytown</li> </ul>

	- Advocate for the protection of trees in the Greytown Ward
<b>Review:</b>	This agreement will be reviewed at the first full meeting of the Greytown Community Board in each Triennium, to ensure it continues to be relevant and it is up to date
<b>Signed on behalf of The Greytown TAG</b>	
<b>Signed on behalf of the Greytown Community Board:</b>	
<b>Date:</b>	7 July 2017

# **Appendix 2 – Student Representative Report June 2019**

# GREYTOWN COMMUNITY BOARD

5 JUNE 2019

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## AGENDA ITEM 7.6

### STUDENT REPRESENTATIVE APPOINTMENT

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#### **Purpose of Report**

To seek Community Board approval to make a student appointment to the Board.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Student Representative Appointment Report.*
2. *To appoint Amy Clouston as a student representative, in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.*
3. *That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.*

## **1. Background**

The Community Board recognise that youth, family, schools and sporting clubs are key community demographic groups. These groups have a high proportion of young people whose democratic voice can sometimes be missed. Today's youth will inherit the decisions made today about our district and as such have a major stake in these decisions.

Student representation provides an advocacy voice for young people, and to better understand the views of youth the Greytown Community Board first appointed a student representative in August 2013.

With the resignation of Lachlan O'Connell in January 2019 a replacement representative has been sought.

## **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 student representative.

Boards should seek youth that have strong connections to the community they are representing, and ideally the student 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.

Community boards are governed by the Local Government Act and membership is governed by the Local Electoral Act 2001. The student role is therefore advocacy only with non-voting rights.

## **2.2 Duties of Student Representative**

It is up to the community board to direct and mentor the student and provide clear direction on what they expect from the appointment, what engagement with their peers is required, and any special projects the board would like them to conduct.

The community board should also consider how decisions made at board level concerning youth interests need to be reported back to that demographic and whether the student 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**

Where a local authority chooses to appoint members to a community board, the Local Electoral Act 2001 states:

#### ***19F Membership of community boards***

*(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 for eight ordinary meetings a year would need to be met by the Board. There has been a precedent set by the Board of \$50

paid for each meeting attended, which is equivalent to what a student representative on a school board of trustees would be paid.

## **5. Conclusion**

Interest has been expressed from Greytown Community Board and the proposed candidate to enter into a student representation agreement. It is recommended that this now be formalised.

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive



AGENDA ITEM 11.1

CHAIRPERSON REPORT

**Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Approve the annual cost of \$200 for the installation and removal of the Christmas decorations in the town centre; cost to come from the Beautification Budget.*
3. *Approve the cost of \$120 for the printing and distribution of leaflets for the Kuranui Arts Exhibition, cost to come from the standard budget.*
4. *Appoint a civil defence emergency management and WREMO liaison.*

**1. Topic 1 – Clock for Swimming Pool**

The Greytown Community Board have been asked many times for a replacement clock for the swimming pool. The South Wairarapa District Council (SWDC) Amenities Manager Bryce Neems has approved this. We have found a suitable clock which is 91cm round. The clock is with the Amenities Manager and will be placed in the pool before opening day at the end of November 2019.

**2. Renaming of Underhill Road**

At present there is confusion regarding the numbering system in Underhill Road. Residents in Greytown and Featherstone have the same numbers which causes problems with mail delivery. NZ post and Emergency services brought this to our attention in 2019.

**Note: Council officers have an action to consult with the Greytown Community on the renaming of Underhill Road.**

### **3. Outdoor Play Equipment**

The Community Board has been canvassed regarding the lack of play activities in Greytown for young children.

**Recommended Action: that the Community Board look into this matter regarding**

- **Finding an appropriate venue**
- **The types of equipment suitable**
- **The cost of such an enterprise.**

### **4. Topic 3 – Payment for Installation of Xmas Decorations**

In 2018, the Community Board paid for the Installation of Town Hall Xmas decorations and Replacement of Xmas lights stolen in 2017. Installation costs were \$150.00 +GST and 2 new light sets at \$130 each was \$260.00+GST.

Every year we pay for the installation and take down of these lights in the Town Centre and Craig Thorburn from Grand Illusions is contracted to do this.

***Recommendation to approve a cost of \$200.00 for the installation and take down of the lights and decorations for this Christmas.***

### **5. Greytown named as finalist for the most Beautiful Street in New Zealand**

On Thursday 24<sup>th</sup> October Leigh Hay and Ann Rainford attended the Community Awards Ceremony held in Dunedin. We were named as a finalist in the award for the most beautiful street in New Zealand, but the award was taken by Wanganui. Waihi was named the most beautiful town in New Zealand. We are networking with other towns and have asked to receive their submissions. Many small towns have good environmental projects and we hope to work with Rotary and the wider community to introduce some new schemes such as street litter collection.

### **6. Kuranui College Art Exhibition Leaflets**

We were asked by the college to host their 2019 Student Art's Exhibition. We have built strong ties with the college through our work sponsoring the Kuranui students Me You and IT Too project, which works to improve the computer skills of the older generation.

The Art Exhibition is again bringing the college and young people into the community. We hope that all Councillors and Community Board members will be able to see this exhibition, which runs from 10am till 4pm on Sunday 1<sup>st</sup> December in the town centre.

Unfortunately, I had to go to London for two months and was not able to put in a request to the Community Board for funding to finance the printing and distribution of leaflets for this event. The cost of these leaflets and their distribution is \$120.00.

**Recommend that a cost of \$120.00 is made to finance the printing and distribution of these leaflets.**

## **7. Barrel Maintenance**

A proposal for a year's programme was submitted on Thursday 18<sup>th</sup> April 2019 and accepted by the Council and Community Board. The Board has agreed to fund \$4,753.97 for barrel maintenance on Main Street.

This includes watering and maintenance of the barrels (fertiliser, trimming) once they were revamped after a neglected summer.

The programme includes 54 water visits a year, mostly in the summer and spring months, and includes the hours for the clipping and fertiliser programme.

Of the 23 existing barrels 7 needed replacement of the prunus lusitanica.

Most needed the lower plants revamped and replaced by plants that like the drier conditions e.g. lambs ear (*stachys byzantina*) and blue convolvulus, which has a blue flower.

The labour cost of revamping the barrels =\$300

Total Cost:

Plants, fertiliser and potting soil =\$845

Labour cost to revamp existing barrels =\$300

Hours and water cost = \$4860

Total =\$6005. The extra cost was met by SWDC.

## **8. Arbor Day Banners**

Greytown celebrates Arbor Day on the third of July every year. This year Greytown Arbor Week will commence from Monday 1<sup>st</sup> July to celebrate 130 years since the first Arbor Day in 1890.

Volunteers from the Tree Advisory group (TAG), Friends of O'Connor's Bush, school and Community Groups traditionally do a display in the Town Centre about Arbor Day.

Greytown Community Board has agreed the cost of four pop up banners to explain Arbor day and its historical importance to Greytown, information on the trees, and on O'Connor's Bush.

We have approved a cost of \$2000 for this project. This cost includes, artwork, photography, printing and purchase of the pop up banners and stands.

We are awaiting input from TAG and Friends of O'Connor's Bush in order to finalise the artwork for the four pop up banners and stands.

## **9. Greytown Christmas Parade**

The Greytown Christmas Parade will be held on 14<sup>th</sup> December 2019. The Community Board has contributed \$1500 towards the Greytown road traffic management plan. We hope that our mayor, all councillors and community board members and our youth member will march together behind the banner Celebrating Greytown

## **10. The Towns Many and Diverse Committees.**

Appointments to these committees cannot be ratified until the full Community Board compliment, including Councillor Plimmer and Fox have met.

This said I am recommending one appointment to this Community Board meeting.

One Community Board liaison for civil defence emergency management and WREMO matters. The early appointment is necessary in case there are problems over the Christmas and New Year holiday period.

Ann Rainford

Chair  
Greytown Community Board

## INTRODUCTION.

On behalf of the Board of Trustees for Arbor House I have pleasure once again in presenting my annual report.

This past year has proved to be full of change for Arbor House. I will cover these developments in the substance of my report.

I and the Board wish to take this opportunity to record our sincere appreciation of the dedication and all the hard work that our management and entire staff have contributed over the past year. It is exactly this that continues to earn for Arbor House its well deserved recognition for the excellent standard of care that we provide to our community in a friendly and homely environment.

We specially acknowledge Nicola Nowell now our Nurse/Manager and Kim Drysdale our Office Manager for all the hard work and long hours that they put in throughout the year.

## CARE PROVISION.

Once again this past year we have maintained an overall high level of occupancy. We have a total of 25 resident beds having decided to decommission one very small room that was not really "fit for purpose", and therefore was frequently unoccupied. We continue to provide hospital level care in up to a maximum of 16 of our 25 beds. The remaining 9 beds are designated for rest home level care. One of our beds continues to be permanently available to the DHB for provision of palliative care and Health Recovery. In addition, we provide respite care as needed and day care which is always in high demand.

Our new minibus came into service at the start of 2019. Its reliability, improved comfort, and safety levels, as well as its modern and reliable hoist, are all greatly appreciated. Once again we wish to record our sincere thanks to all in our community, both individuals and organisations, who contributed to the fund that made this new minibus a reality.

## BOARD AND MANAGEMENT CHANGES.

Last October we farewelled Robyn Brady who had been our Nurse/Manager for 4 years. She was offered and accepted a position as Clinical Nurse Manager of a large age-related care facility in North Queensland.

Nicola Nowell, Robyn's deputy, was appointed from the start of this year as our Nurse/Manager. Not surprisingly, she has had a year full of challenges, most of them unexpected. I and the Board fully appreciate what a "steep learning curve" these months have been for Nicola. We are very impressed with her ability to deal with all the day-to-day problems as well as the unexpected more difficult times.

In March this year our Treasurer, Toby Hempleman, and his wife, decided that they should move to the Hutt Valley for family and health reasons. He had been our Treasurer since the retirement of Bruce Cutfield in 2016. We are sincerely grateful for all the time and expertise that he contributed to Arbor House over those 3 years. He had steered us through a very difficult period and, in fact, with his advice and wise counsel, had set us on our present course.

Graham Evans agreed on Toby's departure to become our Treasurer in his place. I am sure that he would be the first to agree that there have been no shortage of challenges and financial hurdles to overcome in these past 4 months. The Board and I, and indeed Arbor House as a whole, are truly fortunate that Graham agreed to accept this position. We already owe him a considerable debt of gratitude for all the time and energy he has contributed to seeing us through this time.

## ARBOR HOUSE POSITION AND FUTURE DIRECTION.

The over-riding priority for the Arbor House Board is our concern to ensure that we continue to provide the care, and the high standard of that care, to those requiring it in our community. To achieve this and to continue to achieve it we, of course, need to maintain a financially sustainable provision of services. When we look back, Arbor House consisted of only 19 rest home level beds as recently as 12 years ago. At that time, however, it was generally accepted by the health experts in the country that a provider of age-related care needed 25 residents to be able to be financially viable. Interestingly, that figure now has been revised to 40.

As a not-for-profit community supported provider, we were always better placed than most, but clearly still vulnerable financially. Since that time, we have increased our capacity to our present 25 beds, and extended the levels of care that we provide to include a majority of hospital level beds and palliative and health recovery care. All these changes have been made with the aim of reducing our financial vulnerability, as well as improving the care we provide to our community. However, along with these developments, came a necessary increase in staff at all levels.

These changes have been realised and made possible by extending our buildings to the maximum size possible in our available space. They were achieved with the help of a loan from the bank and the generous help of the Greytown Trust Lands who transferred to us the Title of our land.

Having achieved this 6 years ago, sustainability looked to be a reality. However, in the provision of age-related care it would be foolish to expect that no problems would arise. We were well aware that fluctuation of occupancy rates with their inevitable significant changes in income could be one such problem. This was quite soon evidenced by the increasing tendency for the District Health Boards around the country to encourage “aging –in- place”, i.e. providing care at home rather than providing rest home care. While not disagreeing with this as a method of provision of care, it became evident that this was resulting in a fall off in demand for rest home level care. In addition, more people were needing residential care at a much higher level of disability on admission.

The next financial problem which has affected the entire sector was the advent of the pay equity settlement last year. This resulted in a significant negative financial impact, particularly on all the smaller providers of residential care. A further round of this award has, in fact, just been made, with a final step next year. Another negative result to us was the need urgently to adjust all other employees’ rates to overcome the pay relativity problems that resulted. A further direct result is that we now see an increase in our wages bill of just under 30%. This has not been covered by any commensurate increase awarded to our income by the DHB.

In effect, this financial position has been a problem that the Board has had to face throughout this year. Our cash flow only just covers our costs even as we maintained full occupancy.

Just over a year ago, we were made aware of The Orchards’ plan for a Retirement Village in Greytown. This will eventually house 180 residential units. Also a Care Facility of 40-60 beds would come on stream 3-4 years into the development. This had to materially change our forward planning for Arbor House. As a result we have had a number of discussions with Craig Percy, representing The Orchards.

From the outset, it has been clear to our Board that Arbor House could not remain viable once this development was achieved. Our Board therefore decided to accept that The Orchards should be the way forward for age-related care provision for Greytown, and indeed should be welcomed, as it will undoubtedly meet a well recognised need in our area. We now have a Memorandum of Understanding between ourselves and The Orchards. This sets out that we will do our best to remain viable until the new Care Facility is completed. This is hoped to

be achieved by November 2022(a quote from Craig Percy’s “milestones” provided in March 2019). It was also agreed that those of our staff, as well as our residents, who wished, could transfer to the facility with no change to their conditions or contracts. To provide continuity, Craig Percy suggested that the name of Arbor House would be transferred to their new Care Facility.

The result of this is that we must do as much as we can to ensure that we remain as a fully functioning provider for our community up to that point. One very major problem that has been in our sights for a considerable period is the servicing of the loans granted to us by BNZ to increase the bed capacity. We have had capital repayments to meet as well as paying significant interest and this has been severely impacting our cash position for some time, and especially since the pay equity settlement as I have already mentioned. After much thought and discussion, financial advice and a great deal of angst, the Trustees agreed that the way forward had to be by way of a sale of our title to the land and our buildings. The business would not be for sale and would continue without change and would pay a lease to the purchaser. This would continue for the period until The Orchards have completed their new facility.

I am very pleased to be able to report that in the last 10 days we have completed a sale of our land and buildings with an agreed lease that will significantly improve our cash position.

I must mention here how much we appreciate the continuous support that we have received from the BNZ throughout this process. Without this support it is doubtful that we could have survived this year.

#### CONCLUSION.

In conclusion, I am very aware that this year has throughout been a very difficult one for the Board to negotiate, and has involved a great deal of time and anxiety for all concerned. Such a significant decision has taken a toll on all involved. However, we are making every effort to avoid any feelings of uncertainty around our immediate future. We remain committed to reassuring our community, as well as our staff and our residents, that Arbor House will continue to provide the same quality of care through these changes that we have in the past.

I would like to thank particularly our Board Members and our Management for their patience and support in this past year.

Dr.R.F.Tuckett,  
Board Chairman,  
Arbor House Board of Trustees.