



## MĀORI STANDING COMMITTEE

### Agenda 3 December 2018

**Notice of a meeting of the Māori Standing Committee of the South Wairarapa District Council to be held in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 3 December 2018 at 6.30pm.**

#### **MEMBERSHIP OF THE COMMITTEE**

Raihana Tipoki (chair), Teresa Aporo, Narida Hooper, Nathan Maynard, Karen Mikaera, Demetrius Potangaroa, Michael Roera, Terry Te Maari, Amiria Te Whaiti, Cr Paora Ammunson and Cr Pip Maynard.

#### **OPEN SECTION**

##### **1. APOLOGIES:**

##### **2. PUBLIC PARTICIPATION:**

- 2.1 Lucy Cooper and Connor Kershaw speaking about the P&K Development and Ms Cooper to speak about the Greytown Orchards development

**6:30pm**

##### **3. ACTIONS FROM PUBLIC PARTICIPATION:**

##### **4. MINUTES FOR RECEIPT AND CONFIRMATION:**

- 4.1 Maori Standing Committee Minutes of 15 October 2018

**Pages 1-3**

***Proposed Resolution:*** That the minutes of the Maori Standing Committee meeting held on 15 October 2018 be confirmed as a true and correct record.

- 4.2 SWDC Minutes from 24 October 2018

**Pages 4-12**

***Proposed Resolution:*** That the minutes of the South Wairarapa District Council meeting held on 24 October 2018 be received.

##### **5. OPERATIONAL REPORTS – COUNCIL OFFICERS:**

- 5.1 SWDC Logo and Branding Working Party Report  
Leigh Hay in attendance to provide an update.

**Pages 13-15**

5.2	Positive Aging Strategy Esther Bokholt in attendance via video conference to inform members about the Strategy.	<b>Pages 16-17</b>
5.3	Schedule of Ordinary Meetings	<b>Pages 18-21</b>
5.4	Officer's Report	<b>Pages 22-63</b>
5.5	Action Items Report	<b>Pages 64-67</b>
5.6	Featherston Wastewater Short Term Consent	<b>Pages 68-72</b>
5.7	Verbal Update on Council Meeting 21 November (Wellington Water, Featherston vacant land)	

## **6. MEMBER ITEMS:**

- 6.1 Naming of the Waihinga Centre; Teresa Aporo
- 6.2 The proposed gifting of pou to the Waihinga Centre from Hau Ariki Marae; Teresa Aporo
- 6.3 Request for an update on the Lake Ferry pine tree felling; Raihana Tipoki

## Māori Standing Committee

### Minutes – 15 October 2018

- Present:** Raihāina Tipoki (Chair), Teresa Aporo, Narida Hooper, Nathan Maynard, Karen Mikaera, Michael Roera, Horipo Rimene, Terry Te Maari, Amiria Te Whaiti, and Cr Pip Maynard.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The above attendees gathered in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:50pm and 8:30pm.
- Also in Attendance:** Wayne Pitau and Amber Craig.

#### PUBLIC BUSINESS

##### 1. APOLOGIES

*MSC RESOLVED (MSC 2018/36)* to receive apologies from Demetrius Potangaroa and Cr Paora Ammunson.

*(Moved N Maynard/Seconded Te Whaiti)*

Carried

##### 2. PUBLIC PARTICIPATION/PRESENTATIONS

There was no public participation.

##### 3. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

##### 4. MINUTES FOR RECEIPT AND CONFIRMATION

###### 4.1 Māori Standing Committee Minutes – 10 September 2018

Members noted that as the Treaty of Waitangi did not come to the Wairarapa, local Māori did not wish to host a celebration so a grant application was not prepared.

*MSC RESOLVED (MSC 2018/37)* that the minutes of 10 September 2018 be confirmed as a true and correct record subject to removing all of the following paragraph – ‘6.3 Te Miha Crescent, Whatarangi’.

*(Moved Aporo/Seconded Cr Maynard)*

Carried

4.2 SWDC Minutes from 19 September 2018

*MSC RESOLVED (MSC 2018/38):*

1. That the minutes of the South Wairarapa District Council meeting held on the 19 September 2018 be received.  
*(Moved Cr Maynard/Seconded Tipoki)* Carried
2. Action 684: Provide examples of other councils Māori policies to the Committee for consideration at their workshop on the 5 November 2018; P Crimp

**5. OPERATIONAL REPORTS – COUNCIL OFFICERS**

5.1 Officers' Report

*MSC RESOLVED (MSC 2018/39) to receive the Officers' Report.*

*(Moved Roera/Seconded Te Whaiti)*

Carried

5.2 Update on Featherston Wastewater Treatment Project

Mr Allingham updated members on the status of the Featherston Wastewater Project consent application. Delays were due to Greater Wellington Regional Council's draft Natural Resources Plan being at odds with Council's consent application. Even though the Plan was still a draft, the content was legally binding for any consents lodged and not yet approved. The Natural Resources Plan is due to be finalised by March 2019. Mr Allingham outlined the process and scientific components of treated wastewater and discussed the wastewater mains pipe upgrade project currently underway in Featherston.

5.3 Action Items Report

Members discussed the action items.

*MSC RESOLVED (MSC 2018/40) to receive the Action Items Report.*

*(Moved Tipoki/Seconded Te Whaiti)*

Carried

5.4 Lagoon Hills Resource Consent Application

Members discussed the Lagoon Hills resource consent application that had been circulated to members via email. As members were aware of cultural sites of significance in the area, Mr Tipoki undertook to request an extension of time for response from Council officers. Ms Te Whaiti undertook to liaise with Haami Te Whaiti and ask him to review his wahi tapu database to determine the exact location of wahi tapu sites.

Members discussed the current process for Māori providing feedback on resource consents noting that it did not appear to be working.

**6. MEMBER ITEMS**

6.1 Lottery Tuia

Mr Tipoki had been approached by Carterton District Council and Masterton District Council about ideas for funding. Members agreed to think about projects for funding noting that all three Wairarapa councils would need to agree to the project so one application could be made.

6.2 Lakes380 Project

Marcus Vandergoes had made a Lakes380 Project presentation to the Committee prior to the meeting.

Mr Tipoki closed with a karakia.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# **SOUTH WAIRARAPA DISTRICT COUNCIL MEETING MINUTES**

**24 October 2018**

<b>Present:</b>	Mayor Viv Napier (Chair), Councillors Lee Carter, Pam Colenso, Margaret Craig, Pip Maynard, Brian Jephson, Colin Olds, Colin Wright and Ross Vickery.
<b>In Attendance:</b>	Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary) and for part only Mark Allingham (Group Manager Infrastructure and Services), Jennie Mitchell (Group Manager Corporate Support), Russell O’Leary (Group Manager Planning and Environment) and Russell Hooper (Planning Manager).
<b>Conduct of Business:</b>	The meeting was held in the Council Chambers, 19 Kitchener Street, Martinborough and was conducted in public between 9:00am and 2:30pm.
<b>Forum and Other Presenters:</b>	Mary Byrne, Claire Bleakley, Indigo Freya (Featherston Dog Park users), Robyn Ramsden (Featherston Community Board Chair), Leigh Hay (Greytown Community Board Chair).

## **Open Section**

### **A1. Karakia**

Councillor Colin Olds opened with a reading.

### **A2. Apologies**

*COUNCIL RESOLVED (DC2018/142)* to accept apologies from Cr Ammunson and Mr Tipoki.

*(Moved Cr Craig/Seconded Cr Jephson)*

Carried

### **A3. Conflicts of Interest**

There were no conflicts of interest declared.

### **A4. Acknowledgements and Tributes**

Mayor Viv Napier acknowledged the Featherston Memorial Camp Sculpture Trust who had successfully fund raised over \$600,000 for a sculpture to remember the men who went through the Featherston Camp. The sculpture was in the process of being erected.

Cr Carter acknowledged Tokelauan language week, which started 21 October 2018.

### **A5. Public Participation**

Ms Byrne presented statistics of rising cancer and gluten intolerance rates alongside rising use of glyphosate sprays. In 2015 the World Health Organization had declared glyphosate a probable carcinogen. Ms Byrne wanted Council to take the information seriously and put the health of the community above all else. Ms Byrne queried

when Council would be making a decision on whether to proceed with the Featherston wastewater consent application.

Mrs Bleakley presented glyphosate material to councillors and stated that Roundup was originally approved for weed control and not food production use. In 2016 the Environmental Protection Agency conducted a reassessment on glyphosate, but not the 91 commercially available products each with varying chemical components. Mrs Bleakley requested Council provide for various contractor protection methods when glyphosate sprays were used and to prohibit the spray in sports grounds and over waterways.

Ms Freya, representing Featherston Dog Park users, presented a plan to enrich the Dog Park. The plan included the provision of shelters, paths, plantings, an agility area and better gates. The user group could undertake fundraising activities to fund improvements and were willing to undertake much of the plan themselves.

#### **A6. Actions from Public Participation**

Mary Byrne and Claire Bleakley

*COUNCIL NOTED:*

1. Action 721: Prepare a report on the Environmental Protection Agencies findings and assessments for glyphosate, alternatives to glyphosate (e.g. mowing, organic sprays), and budgetary impacts; M Allingham
2. Action 722: Prepare an article for the rates newsletter highlighting that residents can elect not to have sprays used outside their properties; J Mitchell

Indigo Freya

Mayor Napier suggested that Ms Freya present the Dog Park proposal to the Featherston Community Board and moving forward work with Council officers, Fab Feathy and the Community Board.

#### **A7. Community Board Participation**

Featherston Community Board

The Community Board viewed the proposed Charter initiative between Featherston and the 5/7 Royal NZ Infantry Regiment positively.

Mrs Ramsden queried how the Featherston Golf Club land purchase affected the Featherston wastewater proposal and requested an update on the Featherston vacant lot expressing a desire to see the land sold.

Greytown Community Board

The Greytown Community Board were still receiving feedback from concerned residents about the proposed 68 Main Street development and requested an official statement be included in the Greytown Grapevine. The Board had received negative feedback on swimming pool audits being undertaken.

**A8. Extraordinary Business**

*COUNCIL RESOLVED (DC2018/143)* to consider a late report from the SWDC Logo and Branding Working Party as agenda item B3.

*(Moved Cr Craig/Seconded Cr Jephson)*

Carried

**A9. Minutes for Confirmation**

*COUNCIL RESOLVED (DC2018/144)* that the minutes of the Council meeting held on 19 September 2018 are a true and correct record.

*(Moved Cr Craig/Seconded Cr Jephson)*

Carried

**A10. Notices of Motion**

There were no notices of motion.

**B Council Committee and Community Board Minutes**

**B3. SWDC Logo and Branding Working Party**

Mrs Hay presented the findings of the Logo and Branding Working Party and outlined the selection process. Members thanked Mrs Hay for her work.

*COUNCIL RESOLVED (DC2018/145)*

1. To receive the SWDC Logo and Branding Working Party Report.
2. To approve the appointment of Satellite Design as the recommended designer for the logo.

*(Moved Cr Craig/Seconded Cr Vickery)*

Carried

**B1. Recommendations from Featherston Community Board**

Mr Allingham advised that new kerbing and drainage was best undertaken at the time new footpaths were laid and would be considered in the footpath strategy. Prioritisation of new works would be discussed by the Infrastructure and Services Working Party. An alternative approach was taken for glyphosate under 'A6 Actions from Public Participation'.

*COUNCIL RESOLVED (DC2018/146)*

1. To receive the Recommendations from Featherston Community Board Report.  
*(Moved Cr Olds/Seconded Cr Vickery)*
2. To note the Featherston Community Board recommendation FCB 2018/65 relating to kerbing and drainage.
3. That a generator plug be incorporated into the overall quote for the electrical upgrade works of Anzac Hall and consideration of installation will be given following quote receipt.

*(Moved Cr Jephson/Seconded Cr Olds)*

Carried

**B2. Minutes of Council Community Boards and Committees**

*COUNCIL RESOLVED (DC2018/147)*

1. To receive the information.
2. To receive the minutes of the Featherston Community Board meeting 9 October 2018.

3. To receive the minutes of the Greytown Community Board meeting 10 October 2018.  
(*Moved Cr Craig/Seconded Cr Colenso*) Carried
4. To receive the tabled minutes of the Māori Standing Committee meeting 15 October 2018.  
(*Moved Cr Maynard/Seconded Cr Colenso*) Carried
5. To receive the minutes of the Audit and Risk Working Party 3 October 2018.  
(*Moved Cr Jephson/Seconded Cr Craig*) Carried

## **C Decision Reports from Chief Executive and Staff**

### **C1. Adoption of the 2017/18 Annual Report**

Mr Crimp tabled a copy of the 2017/2018 Annual Report and Summary Annual Report and discussed the nature of surpluses, a water metre waiver against policy, and recording of the Featherston Golf Club land as an event after balance date with councillors.

John Whittal with support from Stephen Usher advised that Audit NZ was happy to clear the Annual Report for adoption, and subject to a check of the final version would be issuing an unmodified audit opinion. No significant issues had been identified and the Report fairly represented the position of the Council. Any issues identified would be reported to management for addressing.

Audit NZ had reviewed the systems and procedures for capitalisation of assets and were satisfied that the processes were appropriate to ensure expenditure was recorded in the right place (including the Waihinga Centre).

On behalf of Council Mayor Napier acknowledged Jennie Mitchell, Kyra Low and the wider team for their work in preparing the 2017/18 Annual Report.

*COUNCIL RESOLVED (DC2018/148):*

1. To receive the Adoption of the 2017/18 Annual Report.  
(*Moved Cr Olds/Seconded Cr Colenso*) Carried
2. To adopt the tabled 2017/18 Annual Report.  
(*Moved Cr Maynard/Seconded Cr Jephson*) Carried
3. To adopt the tabled 2017/18 Summary Annual Report.  
(*Moved Cr Wright/Seconded Cr Vickery*) Carried
4. To delegate to the Mayor and Chief Executive authority to sign these reports.  
(*Moved Cr Craig/Seconded Cr Maynard*) Carried
5. Action 723: In the 'Events after Balance Date' section change Featherston Golf Club to Featherston Golf Club land; J Mitchell

### **C2. Schedule of Ordinary Meetings**

*COUNCIL RESOLVED (DC2018/149):*

1. To receive the Schedule of Ordinary Meetings Report.  
(*Moved Cr Jephson/Seconded Cr Olds*) Carried
2. To adopt the 2019 schedule of ordinary meetings for Council, community boards and committees up to the end of September 2019.  
(*Moved Cr Olds/Seconded Cr Colenso*) Carried

3. Action 724: Change the Martinborough Community Board meeting date of April 22 to April 29, 2019; P Crimp

**C3. Release of Public Excluded Information**

Mr Crimp discussed the report with councillors and undertook to seek advice, where required, on releasing material if uncertainties existed, and to inform councillors of any papers that were to be released.

*COUNCIL RESOLVED (DC2018/150):*

1. To receive the Release of Public Excluded Information Report.  
(*Moved Cr Craig/Seconded Cr Carter*) Carried
2. To release the 'Purchase of Land' report, decision and minutes from the public excluded meeting held on the 19 September 2018.
3. To delegate to the Chief Executive to review reports, decisions and minutes of public excluded items from 15 May 2013-21 March 2018 to determine which items should be released to the public.  
(*Moved Cr Jephson/Seconded Cr Maynard*) Carried

**C4. Acquisition and Disposal of Land**

*COUNCIL RESOLVED (DC2018/151):*

1. To receive the Acquisition and Disposal of Land and Buildings Policy Review Report.
2. To approve the amendments to the Acquisition and Disposal of Land and Buildings Policy (E100).  
(*Moved Cr Vickery/Seconded Cr Jephson*) Carried

The meeting adjourned at 12:00pm.

The meeting reconvened at 12:30pm.

**G Reports from Appointments and Outside Organisations**

**G1. Destination Wairarapa**

Mr Hancock with support from Mr Broughton presented the Destination Wairarapa report at 12:30pm and discussed guest night growth, conference business, relocation of the Martinborough iSite, Wairarapa magazine articles, reporting of risks, and matters relating to the Dark Sky initiative with councillors.

The meeting adjourned at 12:47pm.

The meeting reconvened at 12:48pm.

**C5. Naming of Public Roads, Private Roads and Rights-of-Way**

The Planning Manager discussed the report with councillors, and verified that the requested change would mean that residents would not be given a specific chance to object to a demonstrated spelling error correction.

*COUNCIL RESOLVED (DC2018/152):*

1. To receive the Naming of Public Roads, Private Roads and Rights-of-Way Report.  
*(Moved Cr Craig/Seconded Cr Jephson)* Carried
2. To amend the Policy on Naming of Public Roads, Private Roads and Rights-of-Way as set out in section “2. Recommendations” of this report and other changes as discussed.  
*(Moved Cr Vickery/Seconded Cr Colenso)* Carried
3. To add ‘and to the Maori Standing Committee if required’ to paragraph 4.4.3 after ‘.....relevant Community Board’  
*(Moved Cr Colenso/Seconded Cr Maynard)* Carried
4. Action 725: Review the Policy on Naming of Public Roads, Private Roads and Rights-of-Way in 2020 - send to community boards and the Maori Standing Committee for comment; J Mitchell

**D Operational Reports**

**D1. Planning and Environment Group Report**

The Group Manager Planning and Environment and Mr Crimp discussed the resource consent application Key Performance Indicators (KPI), the proposed development on 68 Main Street, Greytown, the proposed development on Harrison Street East, Featherston and progress on the new dog pound with councillors.

*COUNCIL RESOLVED (DC2018/153)* to receive the Planning and Environment Group Report.

*(Moved Cr Olds/Seconded Cr Maynard)*

Carried

**D2. Infrastructure and Services Group Report**

The Group Manager Infrastructure and Services discussed Featherston water supply works, swimming pool opening dates, water restrictions, the future roading contract, and needed road works at Tukurumuri with councillors. Mr Crimp reported that Council would be continuing with the Featherston wastewater consent application as planned towards a March hearing date. Officers would continue to work through the draft Natural Resources Plan and impact to the application.

*COUNCIL RESOLVED (DC2018/154)* to receive the Infrastructure and Services Group Report.

*(Moved Cr Jephson/Seconded Cr Olds)*

Carried

**D3. Chief Executive Officer Report**

Mr Crimp outlined discussions held with Wairarapa Water Ltd in relation to future water needs for the Wairarapa and discussed the upcoming release of the Wairarapa Economic Development Strategy with councillors.

*COUNCIL RESOLVED (DC2018/155)* to receive the Chief Executive Officer’s Report.

*(Moved Cr Maynard/Seconded Cr Colenso)*

Carried

#### **D4. Action Items Report**

*COUNCIL RESOLVED (DC2018/156):*

1. To receive the District Council Action Items Report.  
*(Moved Cr Craig/Seconded Cr Jephson)* Carried
2. Action 726: Provide a report to the December Council meeting to show progress on LTP initiatives; P Crimp

#### **E Chairperson's Report**

##### **E1. Report from Her Worship the Mayor**

Members discussed the proposed offer from the 5/7 Royal New Zealand Infantry Regiment to establish a Charter with Featherston, councillor attendance at the Wairarapa Business Awards and the World of Wearable Art competition.

*COUNCIL RESOLVED (DC2018/157):*

1. To receive the Mayor's Report.  
*(Moved Mayor Napier/Seconded Cr Maynard)* Carried
2. To accept the offer for Featherston to Charter with 5/7 Royal New Zealand Infantry Regiment.  
*(Moved Mayor Napier/Seconded Cr Olds)* Carried

#### **F Members' Reports**

##### **F1. Reports from Councillors**

###### **Cr Craig**

**Wairarapa Road Safety Council, Wellington Region Waste Forum, Wellington Region Waste Management and Minimisation Plan Joint Committee (WRWMMP), Civic Awards Working Party**

Cr Craig had submitted a Wairarapa Road Safety Council report in meeting papers. The Civic Awards Working Party had met and were tentatively planning a ceremony for April 2019.

###### **Cr Jephson**

**SportNZ Rural Travel Fund Assessment Group, Audit and Risk Working Party, infrastructure planning working party**

The SportNZ Rural Travel Fund Assessment Group had met and grants were made to clubs and schools in the South Wairarapa.

###### **Cr Colenso**

**Wairarapa Library Service, Community Safety and Resilience Working Party**

Cr Colenso reported that the Wairarapa Library Service had met and had reviewed the Library Service Strategy.

A meeting of the Community Safety and Resilience Working Party was scheduled for the 21 November 2018.

## **Cr Olds**

### **Wairarapa Water Race Users Group**

Cr Olds had met with Mayor John Booth and Council's Assets and Operations Manager to review the structure of Carterton's Water Race Committee. It was hoped that a report would be available for Council to consider at the next meeting.

## **Cr Wright**

### **Cobblestones Museum, Community Housing Working Group**

Cr Wright reported that Cobblestones had held its annual fundraising fair.

## **F2. Reports from Appointments to Greater Wellington Regional Council (GWRC) Committees**

### **Cr Jephson**

#### **Awhea Opouawe Scheme Committee, Wairarapa Committee, Regional Climate Change and Natural Hazards Working Group, Wairarapa Committee**

Cr Jephson noted that all councils had contributed to GWRC's climate change mapping tool which was available to the public.

## **Cr Wright**

### **Waiohine Floodplain Management Plan Steering Group, Wairarapa Committee**

Cr Wright reported that the preferred Waiohine River flood protection option was to protect the Greytown urban area only. The Group were investigating the flooding effect of removing a layer of seal from sections of State Highway 2, Greytown.

## **Cr Olds**

### **Wairarapa Moana Governance Group, Ruamāhanga Whaitua Committee, Lower Valley Development Scheme Advisory Committee**

Cr Olds reported that the Whaitua Committee would be meeting at the end of October 2018.

*COUNCIL RESOLVED (DC2018/158) to receive reports from councillors and appointments.*

*(Moved Cr Jephson/Seconded Cr Olds)*

Carried

## **H Consideration of Public Excluded Business**

### **H1. PE Minutes from 19 September 2018 for Receipt and Confirmation**

Due to earlier consideration of report C3 Release of Public Excluded Information, the meeting did not exclude the public.

*COUNCIL RESOLVED (DC2018/159) that the public excluded minutes of the Council meeting held on 19 September 2018 are a true and correct record subject to the following changes:*

- Delete 'Members noted' and replace with '*Points discussed included*'.
- Delete the bullet point and add '*Notwithstanding the points above, members considered*' prior to 'that purchasing the Featherston Golf Club land kept all

options open and provided future proofing possibilities with excess land able to be sold at a later date.'

*(Moved Cr Jephson/Secoded Cr Olds)*

Carried

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

# **SOUTH WAIRARAPA DISTRICT COUNCIL**

**3 DECEMBER 2018**

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## **AGENDA ITEM 5.1**

### **SWDC LOGO AND BRANDING WORKING PARTY**

#### **Purpose of Report**

To inform Community Boards and Maori Standing Committee of the progress on the new SWDC logo.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the SWDC Logo and Branding Working Party Report.*

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

Advertisements for design studios, agencies and graphic designers to register their interest (EOI) in the development of the new council logo and request briefing documents resulted in 21 requests for the briefing papers.

We received 8 submissions from design companies, advertising agencies and graphic design companies from across the Wairarapa and Wellington. All submissions were on time and all signed confidentiality clauses and Conflict of interest forms. No conflict of interest was recorded.

A short list of four companies was drawn up and appointments made to meet with the Logo Working party. We met with the four short-listed candidates on Thursday 18<sup>th</sup> October 2018.

Jennie Mitchell, (Group Manager Corporate Support) made special arrangements for our new communications manager (who starts on 25<sup>th</sup> Oct) to attend the meetings. We found this extremely valuable and added to the robustness of the decision making process.

Candidates presented to us, we had a range of questions for all of them from members of the Logo working party. The views of those members of the working party who were unable to attend the interviews were sought via phone, email & tx.

We accessed the companies and rated them against the following criteria.

1. Partnership Potential
2. Strategic Thinking

3. Market Research
4. Ability to Work Across All Platforms
5. Value for Money
6. Credentials/Experience
7. Creativity
8. Project Management

Of the four companies the standout company was Satellite Design. We were unanimous in our agreement that would be the ideal fit for SWDC. They were the only company that gave a further presentation (in addition to their original submission) on how we would proceed from here and had clearly given a lot of thought to the needs of SWDC.

We also undertook reference checks with clients of Satellite Design all of whom could not recommend them highly enough.

Council agreed we appoint Satellite Design as our agency of choice to work on our logo.

We have started to first of the meetings to begin the process. Members of the logo working party and Reuben Tipoki (MSC) attended. The purpose was to use photos to create a mood board. We also had input from other council staff and councillors.

## **2. Background on Satellite Design**

Satellite Design is based in Tauherenikau, South Wairarapa. They sit firmly in the geographic heart of our region. They have the experience and proven track record, both internationally and locally. They are passionate about the Wairarapa and have the ability to deliver our vision. When considering the final company we also had to ensure that council were getting value for money.

We believe that Jo Lysaght and Dave Murray from Satellite Design will be the perfect fit for SWDC.

They specialise in responsive websites, graphic design and illustration, and many other services that answer clients many different digital needs. With 20 years agency experience we can confidently say they know their way around the changing digital world and can provide us with hassle-free solutions. They were very strategic in their thinking about the needs of SWDC.

They do not out source as they have all the technical knowledge and experience in house. This has big implications for SWDC, in terms of cost savings and deadlines.

Their references were exemplary. Details of their references are available. To summarise comments from clients "With Satellite Design you are getting

big city experience, knowledge and service levels with small town prices and accessibility.

### **3. Transparency and Robustness of the Process**

While it has taken slightly longer than anticipated to get to this point and for the successful applicant to be chosen we believe the process has been robust, transparent and above all very professional. We have confidence this will result in a better outcome for council and our ratepayers and a level of transparency in our processes which will stand the council in good stead in the long term.

### **4. Where To From Here?**

We have started work on a mood board and together with extensive briefing documents presented earlier work has now begun. We have to structure the process around council meeting so hope to have it finished in time for the Feb meeting or April at the latest.

### **5. Bi-Lingual Logo/Input from MSC**

All logos will be bi-lingual. The words are "Te Waharoa o Wairarapa" which translates as "Gateway to the Wairarapa" will be included in our logo. Cr Maynard (who sits on the MSC) emphasised at the interviews the need to consider our Maori heritage in the design.

### **6. Communications**

We issued a press release to local papers on Wednesday 24<sup>th</sup> October regarding the new appointment. This will be done in consultation with the Logo working party and the new communications manager.

### **6. Conclusion**

We are on track with new logo development and are very pleased with the decision to appoint Satellite Design.

Written By: Leigh Hay, Chair Council Logo and Branding Party

# **SOUTH WAIRARAPA DISTRICT COUNCIL**

**3 DECEMBER 2018**

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## **AGENDA ITEM 5.2**

### **JOINT POSITIVE AGING STRATEGY**

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#### **Purpose of Report**

To inform the Māori Standing Committee of the work being undertaken on the Joint Positive Aging Strategy and seek input on how the Committee would like to be involved.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Joint Positive Aging Strategy Report.*
2. *Advise how the Committee would like to work with the Wairarapa councils moving forward.*

#### **1. Summary**

Our population is ageing – quickly. In the next twenty-five years, the number of Wairarapa residents aged over 65 is expected to increase by nearly 79% to nearly 15,000 or 1 in 4 residents. It could be you, it will certainly be people you care about. In addition, the Wairarapa is an increasingly attractive place for older adults. To prepare for this, the South Wairarapa, Carterton and Masterton District Councils are developing a joint Positive Ageing Strategy.

Developing this includes:

- Following the principles of the [Age-Friendly Communities guidelines](#)
- Consulting with residents as well as organisations and businesses that support older adults through surveys, interviews and workshops
- Workshop with District council staff to developing a draft strategy for sign-off by Council
- Inviting feedback from the community
- Finalising the strategy

#### **2. Work to date has included:**

- Reviewing Positive Ageing Strategies in place nationally
- Survey of District Council staff, Community Boards, SWDC Māori Standing Committee and Councillors (101 responses)

- Community conversations with 150 residents at the Age Concern Expo in September
- Resident on-line survey at [www.surveymonkey.com/r/PositiveAge](http://www.surveymonkey.com/r/PositiveAge) (235 respondents to date)
- Interviews with 35 community organisations
- Focus group with members of the Hensley Menzshed
- Community meeting with Māori stakeholders (organised by Hoani Paku and scheduled for 23<sup>rd</sup> November)
- Community workshop to share findings and workshop strategy priorities (scheduled 28<sup>th</sup> November)

### **3. Update to the Māori Standing Committee**

At this update, we would like to:

- Thank you for your contributions so far (to the District Council survey)
- Share our findings to date with you
- Let you know what the next planned consultations and actions are
- Find out how you would like to work with the District Councils moving forward

### **4. All work on this project is:**

- Aligned with Office for Seniors best practice
- Based on the World Health Organisation Age-Friendly cities guidelines
- Designed for cross-Council involvement and participation.



Contact Officer: Amy Wharram, Communications Manager  
 Reviewed By: Paul Crimp, Chief Executive Officer

# MĀORI STANDING COMMITTEE

3 DECEMBER 2018

## AGENDA ITEM 5.3

### SCHEDULE OF ORDINARY MEETINGS

#### **Purpose of Report**

To provide members with the proposed schedule of ordinary meetings for Council, community boards and committees for 2019.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Schedule of Ordinary Meetings Report.*
2. *Adopts the 2019 schedule of ordinary meetings for the Māori Standing Committee to the end of September.*
3. *Sets a meeting start time for ordinary meetings.*
4. *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 meeting dates for the coming 12-month period. The schedule complies with Council policy and meets the Local Government Act 2002 requirements to 'hold meetings that are necessary for the good government of its district'.

The Committee is being asked to adopt the schedule of meetings as presented to Council and set a meeting start time for ordinary meetings.

A meeting schedule, once adopted, can be amended so there is still flexibility to respond to a change of circumstances. For clarity the Committee has been asked to endorse the recommended process should such a change arise.

#### **2. Discussion**

##### **2.1 Proposed 2019 Schedule of Ordinary Meetings**

A proposed schedule of 2019 meetings is provided in Appendix 1. Meetings are scheduled every six weeks as per Council policy.

The calendar has been aligned with legislative timeframes for Council to adopt the Long Term Plan and Annual Report during scheduled Council ordinary meetings.

## **2.2 Meeting Times**

Meeting times have been retained the same as for 2018. The Community Board should decide on a time that suits members.

## **2.3 Venue**

Unless otherwise advised the venue from 2019 will be the Green Room, Waihinga Centre, Martinborough.

## **2.4 2019 Local Government Elections**

The 2019 local government elections will be held on the 12 October 2019, with results declared 17-23 October 2019 (or as soon as practicable). There will not be a scheduled meeting of the Committee in October.

The new Council, community boards and the Māori Standing Committee will adopt a schedule of meetings for the remainder of the year.

## **2.5 Public Notification**

Once the meeting schedule has been adopted by all of the community boards and the Maori Standing Committee the schedule will be published on our website.

# **3. Appendices**

Appendix 1 – Proposed Schedule of Ordinary Meetings 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 –Proposed Schedule of Ordinary Meetings 2019**

**SOUTH WAIRARAPA DISTRICT COUNCIL  
PROGRAMME OF MEETINGS 2019**

<b>MEETING</b>	<b>TIME</b>	<b>DAY</b>	<b>JAN MTG 2019</b>	<b>FEB MTG 2019</b>	<b>MAR MTG 2019</b>	<b>APR MTG 2019</b>	<b>MAY MTG 2019</b>	<b>JUN MTG 2019</b>	<b>JUL MTG 2019</b>	<b>AUG MTG 2019</b>	<b>SEP MTG 2019</b>
Martinborough Community Board	6:30PM	Mon	28	-	11	29	-	10	15	26	-
Featherston Community Board	7:00PM	Tues	29	-	12	23	-	4	16	27	-
Greytown Community Board	7:00PM	Wed	30	-	13	24	-	5	17	28	-
Martinborough Community Board	6:30PM	Thurs	31		14	17 (Wed)		6	18	29	
Maori Standing Committee	6:30PM	Mon	-	11	25	-	6	17	29	-	9
<b>COUNCIL</b>	9.00AM	Wed	-	20		3	15	26	-	7	18

**NOTES:**

1. The dates of all other meetings will be separately notified
2. Waitangi Day: 6 February 2019
3. Easter: Good Friday 19 April 2019 and Easter Monday 22 April 2019
4. Anzac Day: Thursday 25 April 2019
5. Queen's Birthday: Monday 3 June 2019
6. Labour Day: Monday 28 October 2019

**COUNCIL MEETING VENUE:**

Waihinga Centre Martinborough: 26 June

WBS Room, Greytown Town Centre: 3 April, 7 August

Kiwi Hall, Featherston: 20 February, 15 May, 18 September

**Election:** 12 October 2019

# MĀORI STANDING COMMITTEE

3 DECEMBER 2018

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## AGENDA ITEM 5.4

### 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.*

### CHIEF EXECUTIVE

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

The finalisation of the Annual Report has been front and centre since the last report, this process has once again gone extremely well with special thanks to Kyra Low and Jennie Mitchell.

A productive meeting was held between the three Wairarapa councils, the Regional Council, and Wairarapa Water Ltd, to advance the discussion on the future requirements for water in the Wairarapa. The main output will be a position type statement about future water requirements and possible solutions. This will inform our Annual Plan debate, and is a key part of the Regional Economic Development Strategy.

The Wairarapa Economic Development Strategy and Action Plan, due for release shortly, is a progressive and actionable Plan. While this is a long term plan, we need to commence implementation as soon as possible, and we are progressing discussions on the transition from writing to implementation.

It is pleasing to observe that the Wairarapa Councils are actively engaged in Wairarapa wide, long term matters that need to be discussed and resolved now, the future is not that far away!.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS				COMMENTS
		2016/17 ACTUAL	2017/18 TARGET	2017/18 ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	79% (13/14: 73%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 79% (2014: 73%) positive response, 13% (2014: 16%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	63% (13/14: 62%)	75%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 63% (2014: 62%) positive response, 23% (2014: 21%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	70% (14/15: 59%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 70% (2014: 59%) positive response, 14% (2014: 11%) felt they were unable to comment. The 2014/15 result of 59% was a separate survey with a sample size of 117, and was used to provide an interim indication. The NRB survey size of 300, which is our main survey and has a significantly lower margin of error. The previous NRB survey was in 2013/14. The result for that survey was 76% satisfied with a further 8% unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	65% (13/14: 64%)	80%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 65% (2014: 64%) positive response, 14% (2014: 14%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	GTN 96% FTN 95% MBA 92%	90%	GTN 90% FTN 94% MBA 93%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	69% (13/14: 65%)	71%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 69% (2014: 65%) positive response, 0% (2014: 14%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decisions it makes	47% (13/14: 49%)	72%	-	The National Research Bureau (NRB) Customer Satisfaction survey was not carried out this year. For the 2015/16 year, in addition to the 47% (2014: 49%) positive response, 31% (2014: 26%) felt they were neither satisfied nor dissatisfied, and 5% (2014: 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100%	100%	100%	Maori Standing Committee met on 7 occasions. In total 24 resource consent applications were considered. (2017: 7 meetings and 21 resource consent applications).

### 2.1 Representation Review

Submissions closed 21 September.

Hearings and deliberations were held 24<sup>th</sup> October.

### **3. Strategic Planning and Policy Development**

#### **3.1 Meetings/Conferences**

##### ***3.1.1. Chief Executives Forum***

One Chief Executives forum was held during the reporting period.

Agenda items included NZTA Update, Wellington Regional Amenities Fund (of which the Wairarapa Economic Development Strategy is a subset), and the Wellington Regional Amenities fund.

##### ***3.1.2. Featherston Wastewater Application***

Deliberations continue with the Regional Council in an effort to advance this application.

Interpretations on sections and provisions in the Regional Councils Proposed Natural Resources Regional Plan have caused issues for us; we continue to discuss these with the Regional Council.

##### ***3.1.3. Alistair Scott and Jacqui Dean***

MP's Alistair Scott, and Jacqui Dean met with Deputy Mayor Jephson, Councillor Vickery, and I to discuss matters local government.

Jacqui Dean is the shadow minister for Local Government.

We had a wide ranging discussion on local issues and wider local government matters.

### **4. Corporate**

#### **4.1 Annual Report for the Year Ended 30 June 2018**

The Annual Report for the year ended 30 June 2018 is presented at this meeting for adoption.

We have had another good year, with costs and revenues controlled and variances forecast and well understood.

We are in a strong financial position, and this, allied with our strong understanding of our infrastructural assets means we are well set up for the future.

#### **4.2 Occupational Health and Safety**

We continue to make good progress on health and safety matters.

In particular we are focusing on working with volunteers. This has proven somewhat more complex than first thought. We will have working guidance available in due course.

A health and safety report is included in Appendix 1.

#### **4.3 Waihinga Centre/Martinborough Town Hall**

The project continues, completion has been recalculated following some weather and materials delays as previously advised with a completion date of October. This remains subject to normal construction risks, weather, materials and the like.

Occupancy is now planned for October/November.

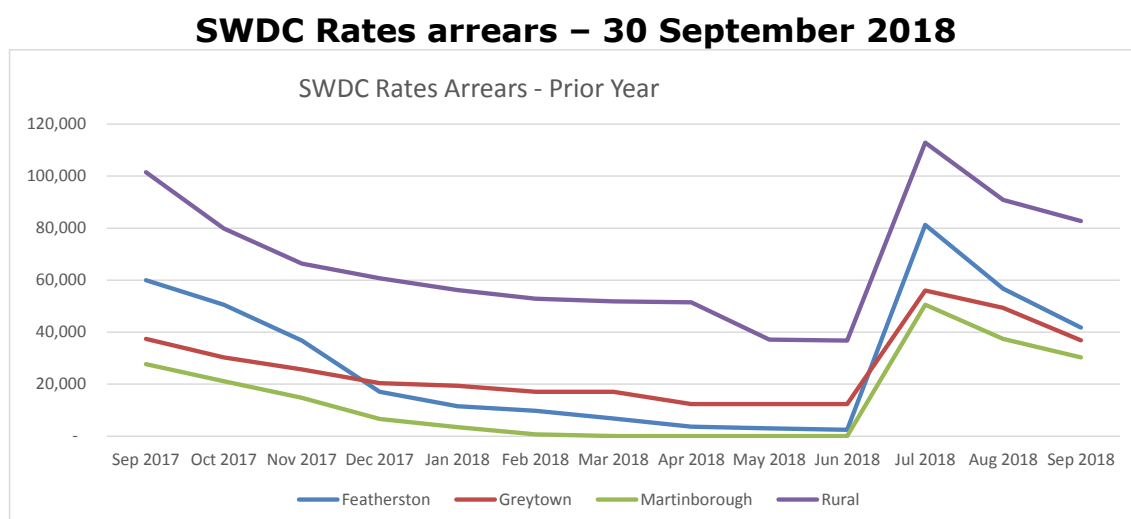
Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

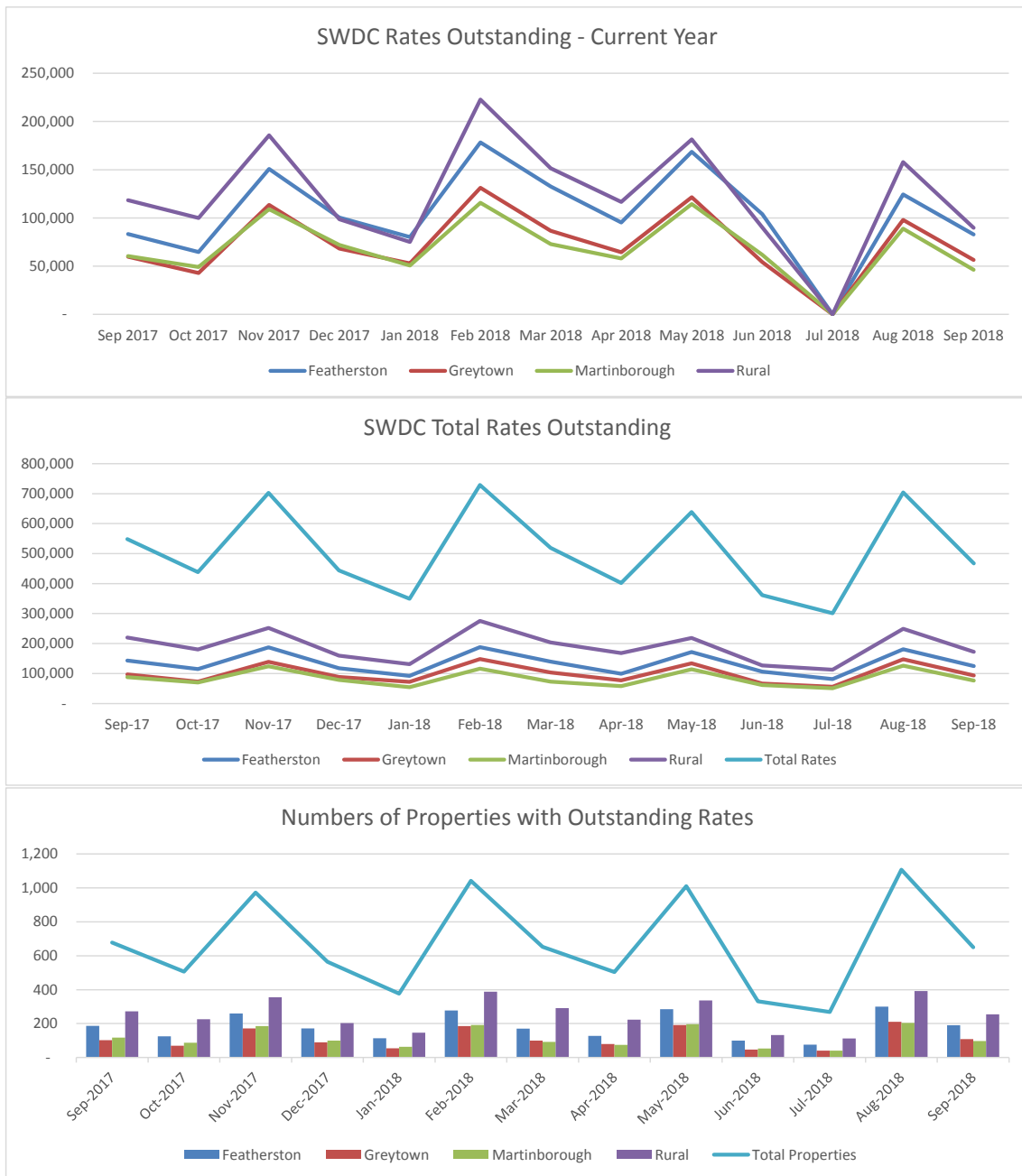
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

#### 4.4 Rates Arrears (Incl. GST) as at 30 June 2018

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding are at a slightly lower level to the same period last year.





## 4.5 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Population projections	Information supplied
Pool Fencing	Information supplied
HRT system for Featherston Sewage.	
Costs associated with Cape Palliser Road	Information Supplied
Total cost of legal advice and services in the three years to 20 June 2018 in matters relating to defamation.	Information Supplied
Total increase in property value for the residential zoned portion of each of 3 SWDC towns from the 2014 RV to the 2017 RV and related increase s in rates take.	
Featherston Wastewater	
Information relating to GIS Systems	Information Supplied

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central government.

## 5. Appendices

Appendix 1 – Health and Safety Report

Appendix 2 – Waihinga Centre Finances

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Health and Safety Report**

## South Wairarapa District Council Health and Safety Report 8 September 2018 – 10 October 2018

### HEALTH AND SAFETY STRATEGY

We continue to progress well on implementing our health and safety strategy and work plan.

### RESOURCING

There are no health and safety resourcing issues. Julie Wallace, working 1 day a week.

### HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)

#### Training

SWDC are continuing to review health and safety training needs of new and existing staff.

#### Engaging with our people

Health and Safety at Work Team have recently:

- Looked at how the team can keep health and safety alive through contributing in team meetings and providing messages to team mates in the health and safety newsletter.
- Contributed to content for health and safety notice boards
- Contributed to initiatives promoting health and wellness.

#### Near Miss reports

No near misses reported in the period 9 September – 10 October 2018.

#### Wellness

Organizations that prioritize wellbeing have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing, greater morale and higher job satisfaction.

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.
- We are looking at a Health and wellness program based on Health promotion agency and Mental health foundation toolkit - Five Ways to Wellbeing - **Connect, Be Active, Take Notice, Keep Learning, and Give**. These areas of focus are internationally proven to help people find balance, build resilience and boost mental health and wellbeing. The Five Ways to Wellbeing can also support workplaces to meet their health and safety obligations to manage risks to mental health and wellbeing.
- Currently running "Let nature in", photo competition, encouraging staff to take part by sharing photos of being active in the outdoors.

#### Working with our Contractors

2 Contractor audits undertaken	1 Contractor audits met expectations	0 Did not meet expectations	1 Minor remedial actions taken
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SWDC staff member observed non-Council contractor operating in an unsafe manner and provided advice to rectify the situation.

Council continue to implement the contractor management system.

- Council staff continue to evaluate contractor's health and safety systems.
- Council staff who engage contractors continue to engage with contractors through pre-start meetings, inductions and safety audits, promoting Councils health and safety expectations.
- No contractor incidents reported.

### HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

1 minor injury incident reported during the period 8 September 2018 to 10 October 2018. All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls are put in place.

## RISK MANAGEMENT

Work on hazard registers is ongoing, controls are currently being reviewed by the H&S at Work Team, and staff are encouraged to report new hazards through the monthly newsletter and staff meetings.

We will be providing updates on how we are managing our biggest risks. To give you the assurance that we understand our biggest risks, what controls and reduction measures are required, and actions we are taking.

Here is an update on two key risks we are currently focussing on:

Risk	Description of risk	Controls and reduction measures	Actions
<b>Contractors</b>	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	<p>Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.</p>	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&amp;S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards added to the audit checklists to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with safety conversations with contractors when work is complete.</p>

Risk	Description of risk	Controls and reduction measures	Actions
<b>Lone / remote workers</b>	It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Consideration to be given to having vehicles fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Garmin InReach remote contact device currently being used by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>A second Garmin device has been purchased for use by the remainder of staff who work in lone/remote situations. Device currently being trialled by Roding team. This will be monitored, with additional devices purchased if required.</p> <p>Monitoring process for sign out/in system developed and implemented by Bylaws and Roding teams.</p> <p>Training in the use of the device, monitoring, and emergency procedures rolled out to Managers, Bylaws and Roding team. Emergency Action Plans developed.</p>

## **Appendix 2 – Waihinga Centre Finances**

**SWDC**  
**Waihinga Centre**  
**Project forecast - Actuals to September 2018**

Per Council decision 18.1.2017

\$ 5,132,010

<b>Made up as follows:</b>	<b>Budget</b>	<b>Invoiced to 30.09.2018</b>	<b>Invoices to come</b>	<b>Forecast spend</b>
<b>Rigg Zschokke Construction Contract</b>	4,223,709	3,296,652	907,057	4,203,709
Rigg Zschokke Agreed Variations*		27,387	10,204	37,591
		<u>3,324,039</u>	<u>917,261</u>	<u>4,241,300</u>
<b>Insurance</b>		27,442	-	27,442
<b>Professional fees (design team) to Jan-17</b>	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
Holmes Consulting - Construction Monitoring		47,500		
Warren and Mahoney - Site Monitoring		35,235		
Warren and Mahoney - Variations*		11,578		
		<u>94,312</u>	<u>-</u>	<u>94,312</u>
<b>Development &amp; Design Variations**</b>		112,876	675	113,551
<b>QS Services to completion</b>	50,000			
Venture Consulting		22,500	7,500	
Clendon Burns & Park		13,438		
		<u>35,938</u>	<u>7,500</u>	<u>43,438</u>
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			190,162
<b>Overall budget</b>	<b>\$ 5,332,010</b>	<b>4,372,410</b>	<b>925,436</b>	<b>\$ 5,322,172</b>

**\*Construction Variations to date:**

	<b>Invoiced to 30.09.2018</b>	<b>Invoices to come</b>	<b>Forecast spend</b>
<b>Rigg Zschokke</b>			
Removal of asbestos	7,310		
Insurance obtained directly	(20,000)		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room	7,500		
Replace ceiling joists supper room	2,000	500	
Temporary structural support	9,500		
Concrete under existing foundation	1,000		
Supper room framing connection to external wall	500	500	
Extend concrete overlay to areas of demolished chimney	3,500		
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing	3,500	1,500	
Supper room lintel beams		500	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Holmes Construction issue	6,727		
Materials supply savings	(5,000)		
Foundation beam kitchen	3,885		
	<u>27,387</u>	<u>10,204</u>	<u>37,591</u>
<b>Warren and Mahoney</b>			
Alternative cladding product + Addl Toilet	11,578	0	11,578
<b>Additional Insurance</b>	27,442		27,442
<b>**Development &amp; Design Variations:</b>			
SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	7,990	675	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	45,158		
Holmes Consulting - Construction Monitoring	27,038		
	<u>112,876</u>	<u>675</u>	<u>113,551</u>
<b>Net cost/(savings) from Variations:</b>			<b>190,162</b>

# PLANNING AND ENVIRONMENT

## 1. Resource Management

### 1.1 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"	75%	87%	NRB 3 Yearly Survey
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.

### 1.2 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%	83%	15 of 19 Land Use applications were processed within statutory timeframes. 18 of 22 Subdivision applications were processed within statutory timeframes. 7 of 7 permitted boundary activity applications were processed within statutory timeframes. Total 40/48. NCS.
s.223 certificates issued within 10 working days	100%	94%	15 of 16 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	93%	14 of 15 s224 certificates processed. NCS.

Officers provide detailed information as fortnightly updates on all consents direct to Council and Community Board members, so this information is not listed here.

### 1.3 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

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

### 1.4 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 2017-18
Non-urgent LIMs are processed within 10 days	100%	98%	G:\LIMs\LIMS PROCESSED 2017-18

TYPE	YTD 1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> SEPTEMBER 2018	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> SEPTEMBER 2017	PERIOD 1 <sup>ST</sup> SEPTEMBER 2018 TO 30 <sup>TH</sup> SEPTEMBER 2018	PREVIOUS PERIOD 1 <sup>ST</sup> SEPTEMBER 2017 TO 30 <sup>TH</sup> SEPTEMBER 2017
Standard LIMs (Processed within 10 working days)	74	50	24	24
Urgent LIMs (Processed within 5 working days)	9	14	2	4
Totals	83	64	26	28

## 2. Public Protection

### 2.1 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 – 134 CCC's were issued within 20WD
Building consent applications are processed within 20 working days	100%	100%	NCS – 135 consents were issued within 20WD
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 BWO's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (September 2018 – 431 inspections) <b>BWO's –</b> Total 169 – average of 3 audits per month required, 2 audit carried out in September. <b>Swimming Pools –</b>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Earthquake prone buildings reports received	90%	N/A	<p>Total 279 – average of 7 audits per month required. 12 audit carried out in September.</p> <p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, all buildings needed to be re-assessed. Council has now reviewed the potential Earthquake Prone Buildings (EQP) and letters have been sent to owners advising them of their buildings status.</p> <p>104 letters sent out in total.</p> <p>69 - identified as no longer EQP</p> <p>20 - require engineer assessment</p> <p>12 - still being assessed by LGE</p> <p>15 - identified as EQP and have been sent notices to be affixed to the building.</p>

TYPE – AUGUST 2018	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$905,800
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	10	\$311,425
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	118	\$6, 904,485
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	11	\$468,329
<b>Totals</b>	<b>144</b>	<b>\$17,545,004</b>

## 2.2 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	1 visits	100%	1 visit to school holiday program in Greytown
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62/62
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	2/2

INCIDENTS REPORTED FOR PERIOD 1 AUGUST 18 TO 30 SEPTEMBER 18	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	6	-	-
Lost Dogs	-	1	3
Found Dogs	-	-	3
Rushing Aggressive	4	-	1
Wandering	12	3	11
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	-

## 2.3 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 8 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 18 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 AUGUST 2018 TO 30 SEPTEMBER 2018
Stock	6

## 2.4 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	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> 26/26 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Total	26	13	16	3

## 2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	30.0%	MAGIQ data. All premises inspected at new or renewal application stage (15/50*).  *Number of inspections completed of licences coming up for renewal within the YTD period.  120 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%	27.3%	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 22 low and medium licences due for renewal or new inspections in the coming 12 months. 6 of these have been inspected as at 30 September 2018. Total number of licences is subject to change month by month as new businesses open and existing premises close. (6/22)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	No CLEG meetings scheduled to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 SEPTEMBER 2018	PREVIOUS YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018	PREVIOUS PERIOD 1 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
On Licence	5	3	0	1
Off Licence	6	2	2	1

Club Licence	3	1	1	1
Manager's Certificate	18	31	13	10
Special Licence	9	9	3	2
Temporary Authority	4	0	2	0
<b>Total</b>	<b>45</b>	<b>46</b>	<b>21</b>	<b>15</b>

## 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 17/18	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 – 6 FCP (Food Act) – 69 FCP (Deemed) – 5 NP – 29 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%	35.14%	FCP verifications – 26/74 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

## 2.7 Bylaws

Between 1 July 2018 and 30 September 2018 there were three notices relating to trees and hedges, seven litter and five abandoned vehicle complaints.

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

# INFRASTRUCTURE AND SERVICES

## 1. Group Manager highlights

Recruiting is complete and an appointment has been made for the group administrator starting on 15 October. Recruitment is about to start for the Amenities Manager position.

With possible changes to services in waters and transport it is an important time to look at the department in regards to shared services and how services can be delivered within the South Wairarapa district. Discussions are still ongoing regarding the combining of the Wairarapa roads contracts and further market analysis is to be done. This will be the final phase in the roading service and contract review determining the procurement contract model.

A focus of the last few months has been the delivery on community board and council actions. Many of these tasks are now complete and the department is looking how it can best communicate and deliver these localised activities through the boards and community.

The Annual report audit is complete with the senior staff being engaged with audit and the corporate services staff for two weeks reviewing the annual report and performance indicators.

Work continues on the annual works programs and long term projects such as the water upgrades and waste water consents.

## 2. Water Supply

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

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		AUG	YTD	AUG	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0	0.25 per 1000 (1 complaints)	0	1
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.75 per 1000 (3 complaints)	0.75 per 1000 (3 complaints)	0	3
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	1	0.25 per 1000 (1 complaints)	1	1
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/1) 100%	Median Time 2mins	0	1
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	(1/1) 100%	Median Time 2h 36mins	0	1
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	(17/26) 65%	Median Time 18h 27mins	26	50
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	(21/26) 81%	Median Time 36h 47mins	26	50
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%		41.3%		

## 2.2 Water supply capital improvements

### 2.2.1. Featherston water supply

Plans for drilling of an additional bore (approximately \$40k for bore) continue with drilling later in October; connection to pipe and pump install to be developed. Ongoing discussions are taking place with Greater Wellington Regional Council (GWRC) about consent to drill and the consent renewal (existing consent expires December 2019).

Request for proposal currently being prepared to convert one of the raw water storage ponds adjacent to the water treatment plant. This will give approximately 2 days storage at peak summer usage for both Featherston and Greytown.

### 2.2.2. Water reticulation renewal

Stage 3 of the trunk main renewal contract completed for Greytown water main to the Waiohine plant.

## 2.3 Water treatment plants

The Waiohine plant and Greytown Bore have operated routinely. The Martinborough plant operated as normal with a report being completed for manganese removal.

## 2.4 Water reticulation

There were 26 reticulation repairs reported and rectified during the period.

## 2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 4 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

## 3. Waste Water

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

### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		AUG	YTD	AUG	YTD
Number of blockages per 1000 connections	<10	0.48 per 1000 (3 complaint)		3	3
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Attendance time: from notification to arrival on site	< 1 Hr	1/3 (33%)	Median Time 1h 2min	3	9
Resolution time: from notification to resolution of fault	< 4 Hrs	1/3 (33%)	Median Time 3h 4m	3	9
% 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
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (1 complaint)	.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	2	0.24 per 1000 (1 complaint)	1	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.48 per 1000 (2 complaint)	1.1 per 1000 (5 complaint)	2	5
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%	3/3 (100%)	89% (8/9)	3	9

### 3.2 Waste water treatment plants

#### 3.2.1. Capital and consents

##### Featherston WWTP

The consent application was lodged on 28 February 2017. GWRC notified on 16 May 2018. Ongoing discussion with response to the panel required from council on decision for the consent by 26 October.

Two further meetings with neighbour and Iwi to provide more information and answer questions. No further meetings have been planned, however discussion around the suggested working group are on-going.

The flow into the plant following the recent dry weather is getting low so the WWTP may stop discharging later in October.

#### Staged improvements at Greytown WWTP

A temporary UV system has operated successfully since 29 August to meet the 1 September consent condition. It is constructed so that when the irrigation building is complete the plant can be relocated as constructed into the building. Construction of the building has started with the construction of the wet-well under the building. This will be 4.5m below the floor of the building with a connection for the future winter storage to flow through under gravity. Earthworks have started this week to lift the surrounding area 1.8m from current level which will be above a 100 year flood.

#### Irrigation at Martinborough WWTP

At Martinborough WWTP irrigation to land stopped in May and has restarted in September. The Ruamahanga River level has started to get low and since the 22 September we have started irrigating to land again.

Since starting to irrigate to land in November, 186 bales of bailage have been cut.

#### Waite Street, Featherston renewal

Perkinson Civil have started the replacement of 1800m of the 375mm main from Revans Street to the wastewater treatment plant. Flow monitoring estimates that 25 % of the inflow and infiltration (I&I) occurs within this main. This is in line with the consent application and will reduce the size of the storage pond that will be required for winter period when the ground is too wet for irrigation.

### **3.3 Operational**

Featherston, Greytown, Martinborough and Lake Ferry plants operated routinely during the period with no reported issues.

#### **3.3.1. Wastewater reticulation**

There were 2 pipeline blockages reported during the period.

## 4. Storm water drainage

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

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was 2 storm water blockages reported during the period.

## 5. Solid waste management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.*

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 1% compared to SEP 2017	Current average annual increased 21% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

## 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 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 6.2 Roading Maintenance – Fulton Hogan

From 3 - 6 September road closures occurred on Ponatahi and White Rock Roads. The wet climatic conditions also caused slips and dropouts on White Rock, Tora, Te Awaiti, Pahaoa, Wainuioru, Moeraki, Ngakonui, Summerhill, Hinekura, Longbush and Lake Ferry Roads. All roads are open but there are remedial works required over the drier summer period.



Flooding and road closure at Haungarua Bridge, Ponatahi Road



Flooding and road closure White Rock Road approximately 3km before Tukurumuri School



Drop out and road closure at Ushers Hill, White Rock Road

95km of grading was carried out during August; 83 km of the graded length was completed with a tow behind roller. The rolling operation provided a tight smooth surface with less loose material.

153 m<sup>3</sup> of maintenance metal was applied to various unsealed roads.

Preseal repairs were carried out on the sealed road network. Both urban and rural sections were repaired.

Kerb and channel repairs were completed on Papawai Road.

Drainage works were carried out behind Ngwai Village in conjunction with the KawaKawa Trust. As part of this work culverts and sumps were flushed out in Ngwai village.

Spraying of road side drains, signs and marker pegs commenced as part of spring vegetation control. No spray zones have been identified and marked out.

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

### 6.3 Other activities

Higgins Contactors have commenced on the seal extension and sealed pavement rehabilitation on Western Lake Road and is programmed to be completed by the end of November 2018.

Calibre Consultants have been engaged to carry out scoping Geotechnical Reports for "The Glue Pot" on Te Awaiti Road and "Johnsons Hill" on Cape Palliser Road, along with design of the pier renewal on Tora Farm Settlement Bridge.

The bus stop on Fitzherbert Street, Featherston adjacent to Birdwood Street has been relocated and became operational on 30 September 2018.

## 7. Amenities

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

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

### 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS		
			YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS
Cycle strategy	Developed		
Ratepayers and residents satisfied with public toilet facilities	90%		NRB Survey: 85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
% of ratepayers and residents satisfied with libraries	90%		NRB Survey: 91%

## 7.2 Parks and reserves

### 7.2.1. Featherston

Work has commenced on the site adjacent to the Town Square for the installation of the Featherston Camp Memorial Sculpture. This work is being carried out by the Sculpture Trust, but council's parks and reserves contractors will also be doing some landscaping in the area.



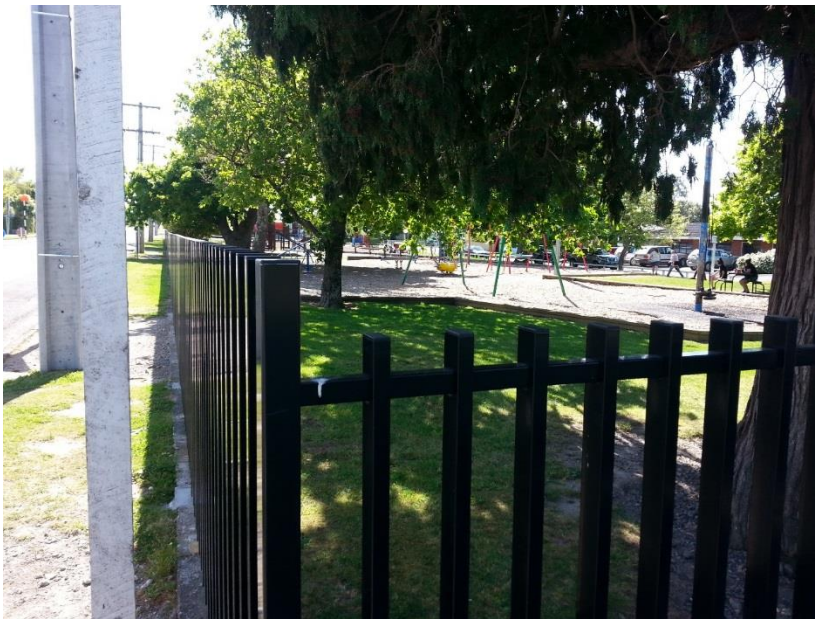
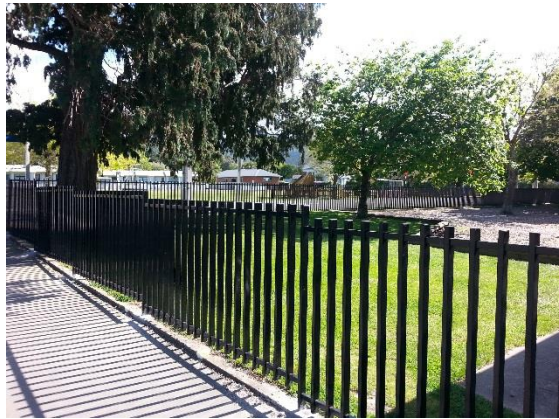
A new seat has been placed in the small park near the wind sculpture. This seat was given as a memorial for Peter Norden, and was placed with the assistance of the Featherston Beautification Group.



As part of the work for the installation of the Featherston Camp Memorial Sculpture, council approved the relocation of the bus stop from in front of the site to a few metres east near the Windgrass sculpture.



The new fence on the Birdwood Street side of the Featherston playground has been completed. This was the only fence originally planned, to prevent small people from running onto Birdwood St. However, the community has asked for the fencing to be continued around the whole playground, and a price for this is being obtained.



### **7.2.2. Greytown**

The Arbor Reserve toilet has been painted and tidied up, and even the resident rooster is happy!!



### 7.3 Community housing

The vacant flats are Burling and Cicely Martin are still waiting on our contractors to fit them in with their busy workload.

### 7.4 Cemeteries

#### 7.4.1. Purchases of burial plots/niches 11 September to 10 October 2018

	Greytown	Featherston	Martinborough
Niche	1	0	0
In-ground ashes Beam	0	0	0
Burial plot	4	2	0
<b>Total</b>	<b>5</b>	<b>2</b>	<b>0</b>

#### 7.4.2. Ashes interments/burials 11 September to 10 October 2018

	Greytown	Featherston	Martinborough
Burial	3	3	0
Ashes in-ground	0	0	0
Ashes wall	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>0</b>

### 7.5 Events

#### 7.5.1. Featherston

*Completed events:*

**Featherston Expo** – held on Sunday, 30 September 2018



**Community Barn Dance & Pie Contest** - held Saturday 15 September 2018



*Future events:*

**Dedication of Camp Memorial Sculpture** – 10 November 2018

**Armistice Day Commemorations** – 11 November 2018

**Featherston Festivals of Choirs** – being held Sunday, 18 November 2018

**Featherston Market** – being held every fourth Saturday: 27 October, 24 November, 22 December 2018, 26 January, 23 February and 23 March 2019

**Christmas in the Squirele** – being held Saturday, 3 November 2018

**In the Shadow of War** – being held Sunday, 11 November 2018



### **7.5.2. Greytown**

*Completed events: Nil*

*Future events:*

**The Greytown Country Market** – being held 21 October, 18 November, 23 December 2018, 20 January, 17 February and 17 March 2019



### **7.5.3. Martinborough**

*Completed events: Nil*

*Future events:*

**Martinborough Charity Fun Ride** – being held Sunday, 28 October 2018



**Toast Martinborough** – being held on Sunday, 18 November 2018



**Christmas Magic in Martinborough** – being held Saturday, 8 December 2018

## **8. Libraries**

Library statistics for September 2018 are attached in Appendix 3. There are no statistics for wi-fi usage in August and September for Featherston and Greytown, due to the change of network provider. Martinborough Library will change to the new provider once the library moves to the Waihinga Centre.

## **9. Appendices**

Appendix 1 - Monthly water usage

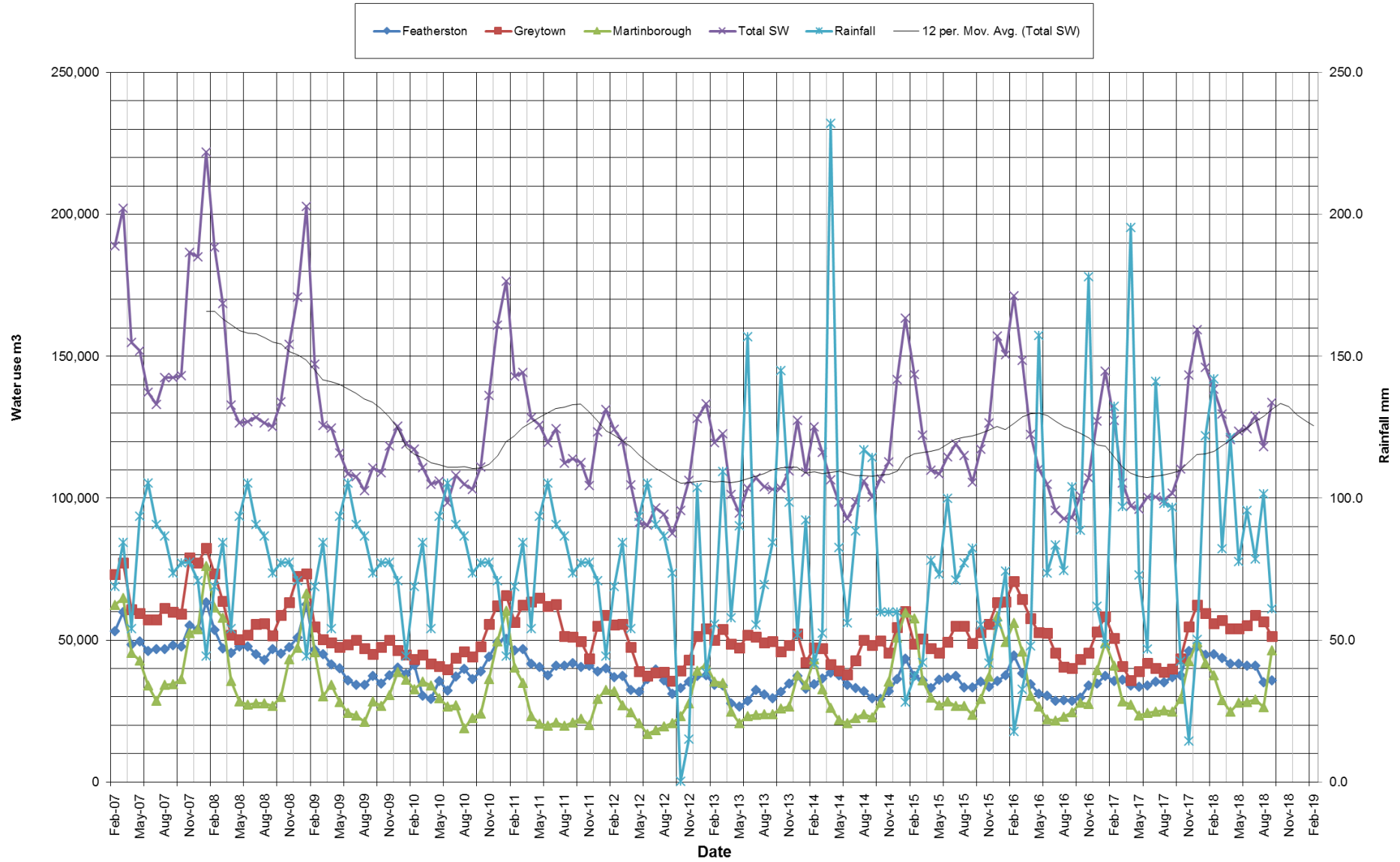
Appendix 2 - Waste exported to Bonny Glen

Appendix 3 - Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

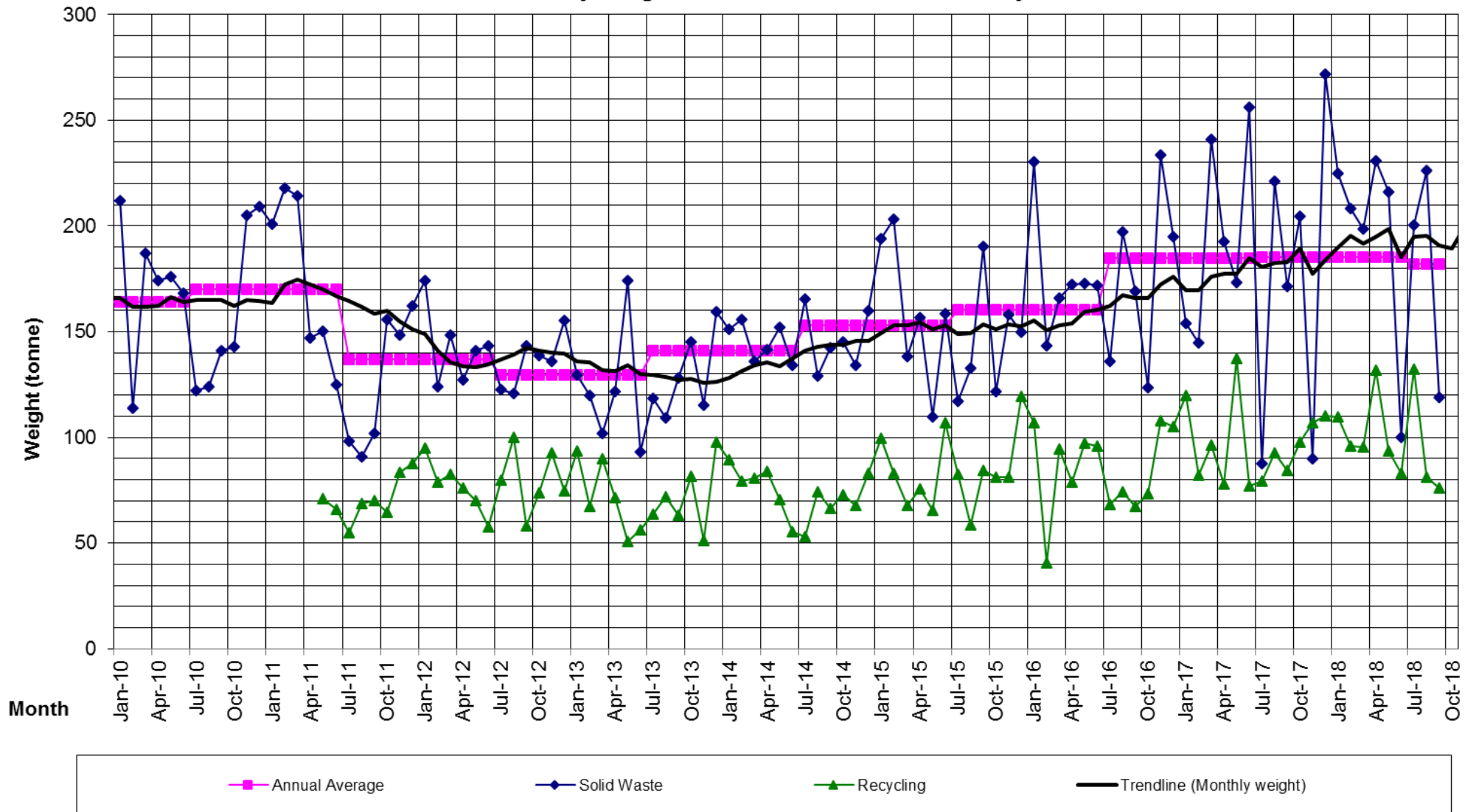
# **Appendix 1 - Monthly water usage**

## Water use South Wairarapa District Council



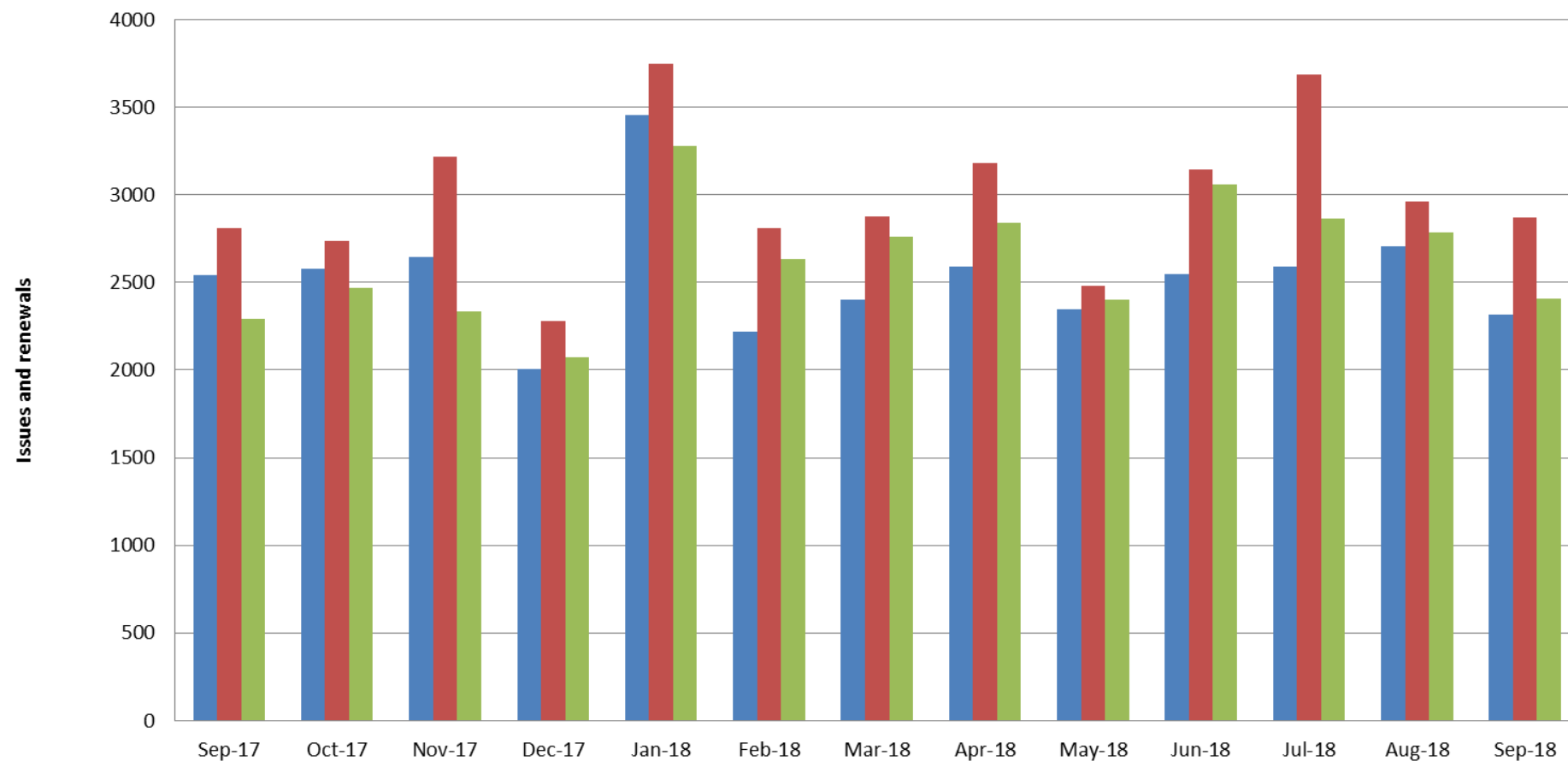
## **Appendix 2 -Waste exported to Bonny Glen**

Monthly weight of waste transferred to Bonny Glen



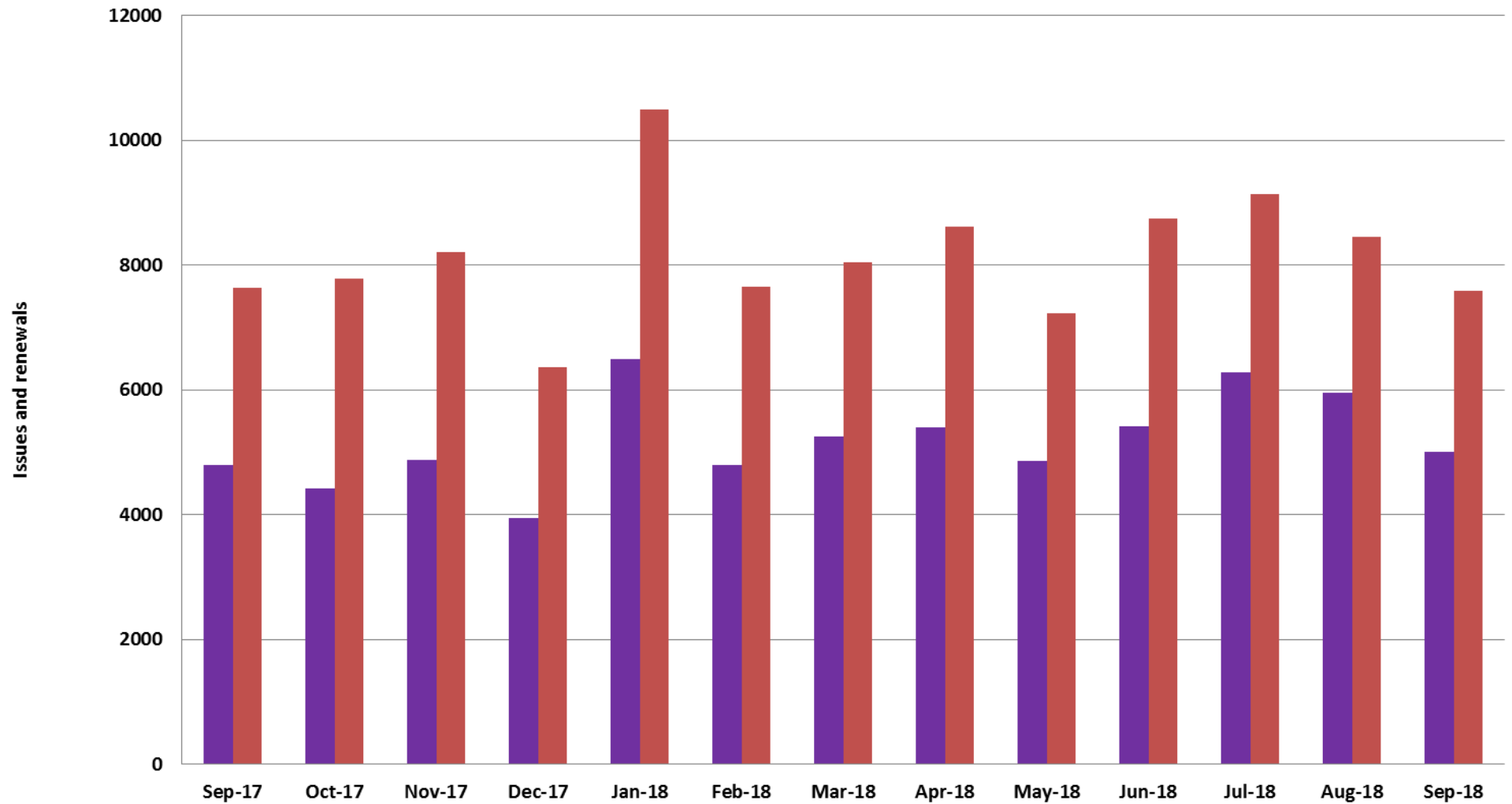
## **Appendix 3 – Library statistic**

## South Wairarapa libraries - issues and renewals to September 2018



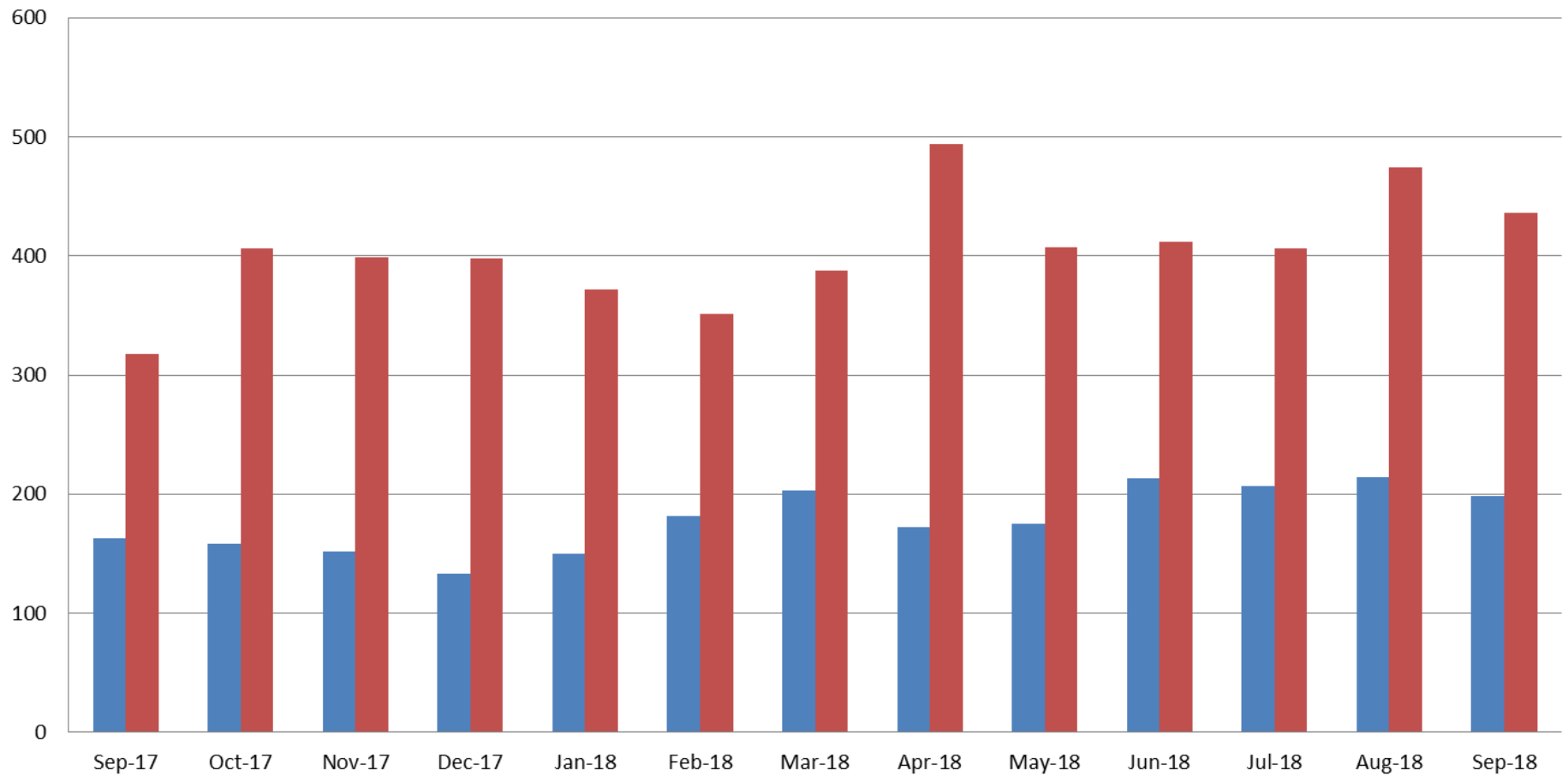
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Featherston	2543	2577	2647	2006	3456	2216	2400	2590	2348	2550	2588	2703	2316
Greytown	2811	2738	3218	2278	3748	2809	2878	3178	2483	3143	3689	2964	2872
Martinborough	2289	2468	2336	2071	3281	2632	2761	2842	2400	3058	2866	2784	2407

## Wairarapa Library Service - issues and renewals to September 2018



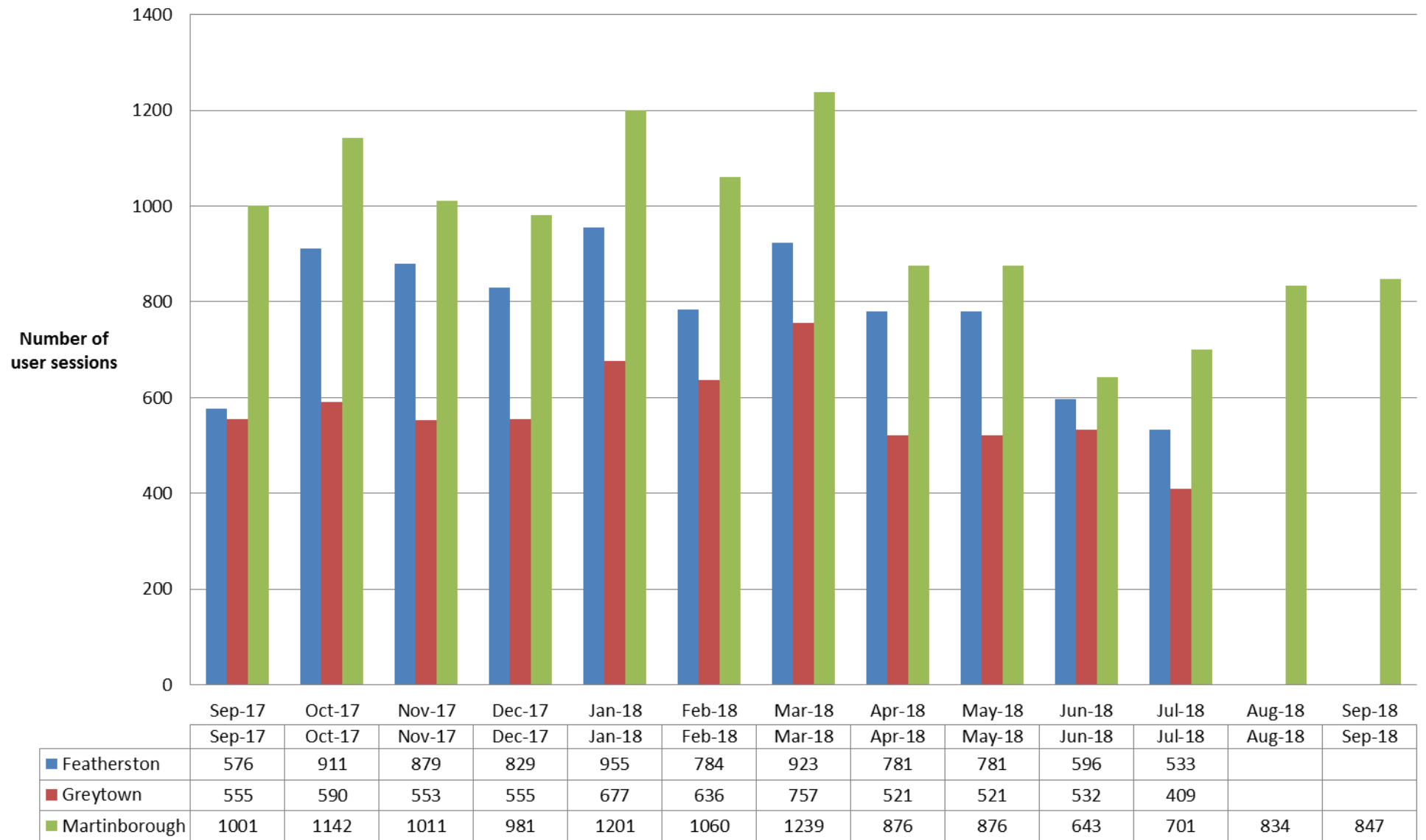
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Carterton	4792	4418	4870	3940	6500	4789	5261	5397	4861	5422	6279	5962	5009
South Wairarapa	7643	7783	8201	6355	10485	7657	8039	8610	7231	8751	9143	8451	7595

## Wairarapa Library Service - audio and e-book issues to September 2018



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Audiobooks	163	158	152	133	150	182	203	172	175	213	207	214	198
Ebooks	318	406	399	398	372	351	388	494	407	412	406	474	436

## APNK Wi-fi user sessions to September 2018



# MĀORI STANDING COMMITTEE

3 DECEMBER 2018

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## AGENDA ITEM 5.5

### ACTION ITEMS REPORT

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#### **Purpose of Report**

To present the Committee with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Action Items Report.*

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

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

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 3 December 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 3 December 2018**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
66	13-Feb-17	Action	Terry Te Maari	Follow-up the outcome of the proposal to move the waka currently held at Te Papa to Aratoi and then discuss in workshop	Open	27/3/17: The owner wanted the waka to be in the public space. 12/2/18: Mr Tipoki and Mr Te Maari undertook to contact Aratoi and Te Papa about waka repatriation. 14/2/18 Original resolution and letter from Aratoi to Mayor Staples forwarded to MSC
748	4-Dec-17	Action	Mark	Liaise with Cr Ammunson and Maori Standing Committee members about the Te Reo wording for the 'Welcome to the South Wairarapa' sign on the Remutaka Hill and forward the agreed Te Reo wording to Council officers	Open	12/2/18: Reuben to send email of suggestions to MSC members, others to respond. 18/6/18: Reuben to forward to Suzanne, with request to add the te reo message now. Mark to work with Reuben to get final agreement on placement of wording. 7/11/18: Waiting on quote/draft from The Sign Factory 10/9/18: Wording and placement agreed, Mark to progress.
389	18-Jun-18	Action	Russell	Start the process for correcting the spelling of Hinakura Road to Hinekura Road (Martinborough) and Pah Road to Pā Road (Greytown)	Open	The process for correcting the spelling of the two roads will need to follow Councils policy for the naming of roads and for changes 10/9/18: Members noted that the spelling of these roads was incorrect and asked for clarification on next steps for correcting the road signs. 11/10/18: For the correcting spelling of road names, a report is going to council to allow for a simpler process, that does not require the residents consultation. Demonstrated spelling mistakes can now be corrected by Council resolution. Council report on the two names in early December, road names to be changed early 2019.
500	30-Jul-18	Resolution	Jennie	MSC RESOLVED (MSC 2018/29) to adopt the amended Māori Standing Committee Terms of Reference and recommend they be tabled at the 8	Open	Proposed TOR to go to Audit & Risk meeting for review on 29 August 2018. A&R will make a recommendation to Council and/or feedback to MSC after this review.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				August 18 Council meeting. (Moved Cr Maynard/Seconded Roera) Carried		16/11/18: MSC in process of reviewing the Māori Policy in conjunction with the TOR and will forward proposed alterations for subsequent review of A&R and Council.
501	30-Jul-18	Action	Russell	Place the MSC chair's name and contact phone number on the Road Naming Application Form	Open	11/10/18: The form is in process for being amended.

# MĀORI STANDING COMMITTEE

3 DECEMBER 2018

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## AGENDA ITEM 5.6

### FEATHERSTON WASTEWATER SHORT TERM CONSENT

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#### **Purpose of Report**

To update the Māori Standing Committee on the proposed course of action for Featherston wastewater.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Featherston Wastewater Short Term Consent Report.*
2. *Provide feedback to Council officers on the proposed course of action.*

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

SWDC lodged a resource consent application on 28 February 2017 for the discharge of treated wastewater to land at the Featherston Wastewater Treatment site.

This application included conditions allowing discharge to continue to Donalds Creek until sufficient infrastructure had been built to exit Donalds Creek.

The Proposed Natural Resources Regional Plan (PNRRP) included some definitions that have been interpreted by the Regional Council in a way that defines our discharge to land as a “new” discharge.

The PNRRP has a rule that prohibits “new” discharges.

Our discharge point remains in exactly the same place as it is now, the concentrations of the discharge will remain the same as it is now.

The only change is the volume is reduced because it is going to be applied to land.

Obviously we disagree with this interpretation.

The result of these discussions has been that there is a delay in the hearing until April 2019.

## **2. Discussion**

### **2.1 Hearing and decision**

The result of the matters raised above is that the hearing of our application has been delayed until April 2019.

The hearings panel may well delay their decision until after the PNRRP has been finalised, thus clarifying whether our discharge is “new” or not.

There could be appeals against any of the PNRRP clauses which could further delay matters.

There could be appeals against the panel’s decisions around our application.

Therefore it could be between 3 months and, say, 18 months to two years before we have an operational consent.... Or longer.

### **2.2 Council Policy**

SWDC policy is for the discharge of treated wastewater to go to land.

We have not been able to achieve this to date at the Featherston site, despite having the land, and planning completed.

We need a consent to enable us to reach our goals.

### **2.3 Short Term Consent**

In order to meet SWDC goals, on the 21 November 18, Council agreed to the preparation and lodging of that a resource consent application to discharge treated wastewater to land, for a period of up to five years

This differs from our current application which is simply an application to discharge to land, which differs from our current consent application which has to take into account our discharge to water.

Discharge of treated wastewater to land is a complying activity under the current plan, accordingly, as long as we meet certain conditions this should be non-notified.

The short term consent would expire when the new, long term consent, is issued.

It is proposed the consent application would be to the land that already has an irrigation system in place. This will be approximately 40Ha of this land initially due to boundary constraints – we want to make this application as straight forward as possible.

This application will allow a significant volume to be irrigated to land the summer period, probably commencing late January / early February, but also into the shoulder period depending on weather conditions.

### **2.4 Costs**

We have had indicative pricing to lodge the application of circa \$50,000.

If we were to proceed straight away, we can amend the existing contract we have for the construction of the new wastewater main from Featherston to the treatment ponds to include the pipework and other work require to link to the treatment plant to the existing irrigation.

We estimate there could be savings in contractor set up, and tendering of up to \$20,000 or \$30,000.

## **2.5 Benefits**

The benefits of acquiring a short term consent are that we commence irrigation to land much earlier than anticipated.

An additional benefit is that we will be sampling the impact of the discharge, and this will inform a significant part of our main consent.

## **2.6 Land Area**

Appendix A identifies the area of land that would be the subject of this consent. In the first stage we would be irrigating to approximately 40ha. We may be able to irrigate to additional land with a variation to that consent.

# **3. Appendices**

Appendix 1 – Area of land that would be the subject of this consent.

Prepared By: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Area of land that would be the subject of this consent**

