



MĀORI STANDING COMMITTEE

**Agenda
6 May 2019**

Notice of a meeting of the Māori Standing Committee of the South Wairarapa District Council to be held in the old Council Chambers, 19 Kitchener Street, Martinborough on Monday 6 May 2019 at 6.30pm.

MEMBERSHIP OF THE COMMITTEE

Raihānia Tipoki (chair), Teresa Aporo, Narida Hooper, Nathan Maynard, Karen Mikaera, Demetrius Potangaroa, Michael Roera, Terry Te Maari, Wayne Pitau, Amiria Te Whaiti, Cr Pip Maynard, Cr Brian Jephson and Cr Ross Vickery.

OPEN SECTION

1. APOLOGIES:

2. PUBLIC PARTICIPATION:

2.1 None advised

3. ACTIONS FROM PUBLIC PARTICIPATION:

4. MINUTES FOR RECEIPT AND CONFIRMATION:

4.1 Māori Standing Committee Minutes of 25 March 2019

Pages 1-4

***Proposed Resolution:** That the minutes of the Māori Standing Committee meeting held on 25 March 2019 be confirmed as a true and correct record.*

5. OPERATIONAL REPORTS – COUNCIL OFFICERS:

5.1 Committee Minutes Report

Pages 5-13

5.2 Action Items Report

Pages 14-18

5.3 Long Term Plan Funding and Grant/Expenditure Process

Pages 19-50

5.4 Gambling Policy

Pages 51-88

5.5 Draft Positive Ageing Strategy

Pages 89-114

5.6 Martinborough Water Supply Temporary Chlorination

Pages 115-168

5.7 Working with Wellington Water - verbal update

5.8 MSC Terms of Reference - verbal update

5.9 Te Puni Kōkiri Marae broadband initiative - verbal update

6. MEMBER ITEMS:

- 6.1 Tyres on the beach at Whāngaimoana; Reuben Tipoki
- 6.2 Rubbish bins at Lake Ferry Reserve; Reuben Tipoki
- 6.3 Update on removal of pine trees at Lake Ferry; Reuben Tipoki
- 6.4 A pronunciation workshop for councillors and staff; Reuben Tipoki
- 6.5 Featherston Domain; Karen Mikaera
 - Beautification, plantings and development
 - Neighbouring property and stock access to moana
- 6.6 What can Wellington Water provide for Māori and their Marae?
- 6.7 What financial support can all marae in the SWDC area give the Maori Standing Committee?

Māori Standing Committee

Minutes – 25 March 2019

- Present:** Michael Roera (Chair), Teresa Aporo, Narida Hooper, Nathan Maynard, Karen Mikaera, Terry Te Maari, Wayne Pitau, Amiria Te Whaiti, Cr Pip Maynard and Cr Brian Jephson.
- In Attendance:** Mayor Napier, Jennie Mitchell (Group Manager Corporate Support) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The above attendees gathered in the old Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:30pm and 8:30pm.
- Also in Attendance:** Ana Faatoia, Jane Mills (Wellington Region Emergency Management Office, WREMO), Teresa Aporo-Hall and Puhi Te Whaiti.

PUBLIC BUSINESS

Ms Te Whaiti opened with a karakia.

1. APOLOGIES

MSC RESOLVED (MSC 2019/05) to receive apologies from Demetrius Potangaroa, Raihānia Tipoki and Cr Ross Vickery.

(Moved Cr Maynard/Seconded N Maynard)

Carried

2. PUBLIC PARTICIPATION/PRESENTATIONS

2.1 SWDC Logo and Branding Working Party Update

Ms Te Whaiti gave Mrs Hay's attendance apologies and presented the new logo material and thanked the Committee for its input on her behalf.

2.2 WREMO

Ms Faatoia with assistance from Ms Mills outlined outcomes from the recent ministerial review of civil defence. Up to seven marae in the region that wished to respond during an emergency would be equipped with capability and capacity to cope. Iwi liaisons were being appointed to work at the national level with Te Puni Kōkiri to ensure Māori communities have a voice at the planning level. WREMO expressed a desire to also build relationships at a local level with marae.

3. ACTIONS FROM PUBLIC PARTICIPATION

3.1 WREMO

Ms Faatoia and Ms Mills undertook to contact marae trustees in the South Wairarapa and seek individual marae interest.

3.2 Tuia Programme

Mayor Napier had taken on Puhi Te Whaiti as her Tuia Rangatahi. Puhi would be attending five wānanga and undertake a community services project over the course of a year.

Ms Aporo left meeting at 7:42pm.

Ms Aporo returned to the meeting at 7:42pm.

4. MINUTES FOR RECEIPT AND CONFIRMATION

4.1 Māori Standing Committee Minutes – 11 February 2019

MSC RESOLVED (MSC 2019/06) that the minutes of 11 February 2019 be confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Te Whaiti)

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report

MSC RESOLVED (MSC 2019/07) to receive the Officers' Report.

(Moved Te Maari/Seconded Roera)

Carried

5.2 Action Items Report

MSC RESOLVED (MSC 2019/08) to receive the Action Items Report.

(Moved Te Maari/Seconded Roera)

Carried

5.3 SWDC Logo and Branding Working Party Report

MSC RESOLVED (MSC 2019/09) to receive the SWDC Logo and Branding Working Party Report.

(Moved Te Maari/Seconded Roera)

Carried

5.4 Bylaws Review Report

MSC RESOLVED (MSC 2019/10) to receive the Bylaws Review Report.

(Moved Te Maari/Seconded Roera)

Carried

6. MEMBER ITEMS

6.1 Tyres on the Beach at Whangaimoana

To be carried forward to the next meeting.

6.2 Rubbish Bins at Lake Ferry Reserve

To be carried forward to the next meeting.

6.3 Pine Trees at Wash Pool/ Update on Removal of Pine Trees at Lake Ferry

The land owner had planted pine trees at the wash pool area forty years ago to stabilise the land and stop a spreading slip. Further trees were being planted,

but only on the southern side so as not to interfere with the stream, and not at the pā site.

Removal of the pine trees at Lake Ferry presented a health and safety risk to workers and residents and the impact and action necessary was being properly assessed.

- 6.4 A pronunciation workshop for councillors and staff
To be carried forward to the next meeting.

6.5 Rapa Valley Development at Moiki

Ms Aporo expressed concern at the subdivision being undertaken at Moiki as there were urupa and wetlands there and the development was encroaching on hapu mana.

MSC NOTED:

1. Action 175: Advise the MSC about consent conditions for the Moiki subdivision and whether the development being undertaken is compliant; R O'Leary

- 6.6 Request to have policies set up for crematoriums on the procedures for dispersing of cremated remains in our Mahinga kai reserves

Ms Aporo expressed concern that human ashes were being dispersed in rivers, lakes and the sea and queried what policies were in place to prevent this practice.

MSC NOTED:

1. Action 176: Contact the policies team at GWRC and query what policies are in place for preventing the practice of scattering human ashes on rivers and lakes; R O'Leary
2. Action 177: Contact the Environmental Protection Agency and query what policies are in place for preventing the practice of scattering human ashes at sea; R O'Leary

7. CORRESPONDENCE

7.1 Inwards

From Māori Standing Committee, to Kathy Houkamau, Department of Conservation, dated 8 March 2019

8. GENERAL BUSINESS

Mr Roera reported that Pare Kore were recruiting, that debris had been left on the Remutaka Road that caused a tyre blowout, and he queried the historic status of a shed built in 1899 located at 15 Mole Street.

Mayor Napier requested that Mr Roera send her an email with details of the Remutaka Hill Road incident that could be forwarded to NZTA and that the Mole Street query be forwarded to the Group Manager Planning and Environment for response.

Access to Councils' electronic agenda system, the new committee structure and appointment of Ms Mitchell as interim Chief Executive were discussed.

Mr Pitau closed with a karakia.

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.1

COMMITTEE MINUTES REPORT

Purpose of Report

To present community boards and the Māori Standing Committee with minutes from Council committees.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Committee Minutes Report.*

1. Executive Summary

Minutes from the Assets and Services Committee, Planning and Regulatory Committee and the Finance, Audit and Risk Committee are presented to the community boards and Māori Standing Committee for information.

Reporting processes for the new committee structure have been streamlined. Group manager reports will no longer be presented to Council and then distributed to community boards and the Māori Standing Committee.

The Infrastructure and Services Report will go to the Assets and Services Committee and the Planning and Environment Report will go to the Planning and Regulatory Committee. Sections of the CEO Report will now go to the Finance, Audit and Risk Committee.

The minutes of these committee meetings will be provided to community boards and the Māori Standing Committee for information. All original group reports to committees will be available on Council's website.

2. Appendices

- Appendix 1 - Assets and Services Committee minutes 20 March 2019
- Planning and Regulatory Committee minutes 20 March 2019
- Finance, Audit and Risk Committee minutes 27 March 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1

- **Assets and Services Committee minutes 20 March 2019**
- **Planning and Regulatory Committee minutes 20 March 2019**
- **Finance, Audit and Risk Committee minutes 27 March 2019**

ASSETS AND SERVICES COMMITTEE

Minutes 20 March 2019

- Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Olds, Colin Wright, Mike Gray, Lisa Cornelissen, Robyn Ramsden and Mayor Viv Napier.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:00am and 12:30pm.
- Also in Attendance:** Councillor Ross Vickery.

Open Section

A1. Apologies

ASSETS AND SERVICES RESOLVED (AS2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

Members discussed the new committee structure, flow of requests for decision, and use of Standing Orders.

Members noted that community boards could be working with officers to prioritise amenities works according to development plans (where they were in place) and budget.

ASSETS AND SERVICES NOTED:

- 1. Action 168: Draft an email to community boards to show the flow of requests to community boards/committees/Council according to terms of reference delegation; including requests for public participation; P Crimp

A6. Notices of Motion

There were no notices of motion.

B Council Committee and Community Board Minutes

B1. Interim Infrastructure and Services Report

Mr Allingham discussed the report and answered members’ questions.

Members noted that the 20 March date in the first paragraph of the report should be 20 February 2019.

Mayor Napier advised that the purpose of the 28 March 2019 workshop with Greater Wellington Regional Council elected and senior staff was to get clarity from regulatory staff and to see if issues could be worked through. Members agreed to await the outcome of the workshop before determining next steps in the wastewater process.

ASSETS AND SERVICES RESOLVED (AS2019/02) to receive the tabled Interim Infrastructure and Services Report.

(Moved Cr Wright/Seconded Cornelissen)

Carried

B2. Amenities Contract 17A Review Report

Members requested that Council officers consider the options as suggested in the report, but also look at other delivery options, specifically some form of hybrid option for in-house delivery and procurement of services, equipment and expertise via agreement with Carterton District Council. Due to time constraints members understood that the existing contract would need to be rolled over for a further year.

ASSETS AND SERVICES RESOLVED (AS2019/03) to receive the tabled Amenities Contract 17A Review Report.

(Moved Cr Colenso/Seconded Cr Jephson)

Carried

B3. Transport Services Delivery Review

Mr Allingham presented the report and answered members’ questions.

ASSETS AND SERVICES RESOLVED (AS2019/04) to receive the Transport Services Delivery Report.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

PLANNING AND REGULATORY COMMITTEE

20 March 2019

- Present:** Councillor Colin Olds (Chair), Brian Jephson, Ross Vickery, Colin Wright, Lisa Cornelissen and Robyn Ramsden.
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment) and Russell Hooper (Planning Manager) and Suzanne Clark (Committee Secretary)
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 1:30pm and 2:30pm.
- Also in Attendance:** Councillor Mike Gray and Pam Colenso.

Open Section

Members discussed the new committee structure, flow of requests for decision and use of Standing Orders.

A1. Apologies

PLANNING AND REGULATORY RESOLVED (PR2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Notices of motion

There were no notices of motion.

B Information and Verbal Reports from Planning and Environment Group Manager and Staff

B1. Planning and Environment Group Project Verbal Update

Mr O’Leary tabled a planning projects summary and briefed members on the status of each item. Mr O’Leary with assistance from Mr Hooper answered questions on the listed projects as they were raised.

Mr O’Leary noted that work volume was high across all departments.

Cr Olds undertook to start a review of the Terms of Reference for this Committee.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

FINANCE, AUDIT AND RISK COMMITTEE

27 March 2019

Members' Present: Deputy Mayor Brian Jephson (Chair), Councillors Pam Colenso, Colin Wright, Ross Vickery and Mayor Viv Napier.

In Attendance: Jennie Mitchell (Group Manager Corporate Support), Katrina Neems (Finance Manager) and Suzanne Clark (Committee Secretary).

Conduct of Business: The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 1:30pm.

Also in attendance: Councillor Mike Gray and Andrew Michl (Local Government Funding Authority (LGFA)).

Open Section

A1. Apologies

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/01) to accept apologies from Mr Paul Crimp.

(Moved Mayor Napier/Seconded Cr Colenso)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

Standing Orders will be used if needed.

A6. Minutes for Receipt

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/02) that the notes from the Risk and Audit Working Party meeting held 29 January 2019 be received.

(Moved Cr Jephson/Seconded Cr Wright)

Carried

A7. Notices of Motion

There were no notices of motion.

B Decision Reports from Chief Executive and Staff

B1. Feedback, Compliments and Complaints and Policy N800

Members agreed to change the title of the policy to place more emphasis on receiving compliments and complaints and altered the next review date to allow for one year's trial of the policy.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/03)

1. To receive the Feedback Compliments and Complaints Policy N800 Report.
(*Moved Mayor Napier/Seconded Cr Vickery*) Carried
2. To recommend that Council approves the Compliments, Complaints and Feedback Policy N800.
3. To recommend that Council agree that the next review date should be April 2020.
(*Moved Jephson/Seconded Cr Colenso*) Carried

B2. Local Government Funding Authority (LGFA) Guarantor Proposal

Mr Michl outlined the governance structure and operations of the LGFA. Members discussed benefits, risks, public disclosure requirements, shareholder reporting, and legal joining fees with Mr Michl and Ms Mitchell.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/04)

1. To receive the Becoming a Guarantor Borrower with LGFA Report.
(*Moved Cr Colenso/Seconded Cr Vickery*) Carried
2. To recommend to Council to become a guarantor member of the Local Government Funding Agency.
(*Moved Mayor Napier/Seconded Cr Wright*) Carried

B3. Data Security and Risk Register

Members deemed recommendation two was not required as recommendations three and four covered all necessary points with the recommended changes shown as tracked changes in the policy. Members agreed that the policy needed to be widened to include everyone that had access to confidential information.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/05):

1. To receive the Data Security and Risk Register Report.
(*Moved Cr Colenso/Seconded Cr Jephson*) Carried
2. To recommend to Council to approve the changes to the Information and Technology (IT) Policy N600.
3. To recommend to Council that the review date of the policy is April 2020.
4. To agree to add the issue of data security on mobile devices to the Risk register.
(*Moved Cr Wright/Seconded Cr Jephson*) Carried

C Decision Reports from Chief Executive and Staff

C1. Financial Report

Ms Mitchell discussed the report and answered members' questions on miscellaneous income, solid waste management, rates arrears, a potential rates remission, quarterly capital expenditure forecast and borrower notes.

Members noted that the working capital as outlined in 'Section 3 Statement of Financial Position' of the Financial Report should be \$14,324k, not \$14k.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/06) to receive the Financial Report.

(Moved Cr Vickery/Seconded Cr Jephson)

Carried

C2. NZTA Report

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/07) to receive the NZTA Audit Report.

(Moved Mayor Napier/Seconded Cr Colenso)

Carried

C3. Project Update Summary

Ms Mitchell discussed the report with members and agreed to add the Martinborough water incident and Featherston flood remedial works to the schedule.

FINANCE, AUDIT AND RISK RESOLVED (FAR2019/08) to receive the Project Summary Report.

(Moved Cr Colenso/Seconded Mayor Napier)

Carried

C4. Verbal Update on Interim Audit

Ms Mitchell reported that the outcome from the interim audit review was good and outlined findings.

C5. Verbal Update on Potential Insurance Claim

Ms Mitchell outlined a situation resulting from an incorrect LIM being issued to a prospective purchaser advising that Council were actively working to correct the mistake with the property owner but there would be a cost to Council.

Internal process changes have been made to ensure a similar situation cannot occur again.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.2

ACTION ITEMS REPORT

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 remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 6 May 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1 – Action Items to 6 May 2019

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 11/2/19: CEO suggested this stay on the register in the way of a long term project/goal or that may be able to be incorporated into other initiatives such as Dark Sky, Māori compass
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 name signs to be changed early 2019, residents to be advised. 11/2/19: Planning to send email update to MSC
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 August 18 Council meeting. (Moved Cr Maynard/Seconded Roera) Carried	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. 20/02/2019: Council approved funding for Amber to assist MSC in process of reviewing the Māori Policy in conjunction with the TOR and will

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						forward proposed alterations for subsequent review of A&R and Council.
810	3-Dec-18	Action	Mark	Provide an update on when the Lake Ferry pine trees would be felled	Actioned	Tree Report emailed to MSC by Roading Manager 10/12/2018. 29/1/19: ETA March 2019 Communication from Marcus Musson. Director FOMS dated 12/03/2019, "we will be assessing the operation with Havard Logging this week. This is extremely technical and full of risk for everyone so we need to make sure we have the right people, gear and program. I realise the urgency in getting this sorted but we have to be very careful not to create an undue risk for all parties." 13/03/2019
63	11-Feb-19	Action	Russell	Arrange a workshop to discuss and organise an appropriate structure to address the issue of the process for reviewing the rural resource consents from a Council and MSC perspective	Open	
64	11-Feb-19	Action	Russell	Investigate whether a section seeking impact on environmental issues can be added to Council's resource consent template	Actioned	Council's template does contain a section entitled 'Discussion of the actual and potential effects the activity may have on the environment' and then one asking the applicant to 'Methods for avoiding, remedying or mitigating any adverse effects' as well as 'alternative methods'. The applicant is not obliged to use Councils template.
65	11-Feb-19	Action	Russell	Determine whether Council's subscription to ArchSite would permit a login for the Māori Standing Committee	Open	
175	25-Mar-19	Action	Russell	Advise the MSC about consent conditions for the Moiki subdivision and whether the development being undertaken is compliant	Open	
176	25-Mar-19	Action	Russell	Contact the policies team at GWRC and query what policies are in place for	Open	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				preventing the practice of scattering human ashes on rivers and lakes		
177	25-Mar-19	Action	Russell	Contact the Environmental Protection Agency and query what policies are in place for preventing the practice of scattering human ashes at sea	Open	

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.3

LONG TERM PLAN (LTP) FUNDING AND GRANT/EXPENDITURE PROCESS

Purpose of Report

To instigate a process for allocating grants to the community and making expenditure decisions.

Recommendations

Officers recommend that the Committee:

1. *Receive the LTP Funding and Grant/Expenditure Process Report.*
2. *Agree that MSC funding will be made available for grant funding and MSC project initiatives.*
3. *Review the grant and accountability forms in Appendix 2 and adopt one of each, with modifications as needed.*
4. *Agree that the forms are made available on Council's website.*
5. *Agree that any requests for funding must be made on the appropriate form.*
6. *Note that community grant funding and Committee expenditure must be made by resolution at a formal meeting.*
7. *Note that if funding from the 19/20 year is unspent a request to Council to carry over the funding should be made.*
8. *Note that if additional funding is sought, a request should be made to Council as part of the annual planning process by the 8 May 2019.*

1. Executive Summary

The Māori Standing Committee made a submission to the 18/28 Long Term Plan seeking funding for various initiatives. Council agreed that the Committee should oversee a budget and granted \$10,000 to be administered in a similar format to that of the community board grants. The Committee is able to use the funds to allocate grants or use the funds for projects that will benefit the community.

The Committee were advised in a letter from Paul Crimp that a process would need to be established for granting funds (see Appendix 1).

In order to make the funds available it is suggested that a community board grant form and accountability form are adopted. The criteria can be subsequently altered.

2. Discussion

Council granted the Committee funding advising that it is to be administered in a similar format to the community boards. The community boards make grant funding decisions as well as tag funds for specific community projects.

The Committee has three options for expending funds:

- Make grant funding available to the community and MSC project initiatives.
- Allocate the entire amount for MSC project initiatives.
- Allocate the entire amount for community grants.

2.1 Making Grant Funding Available to the Community

The following needs to be developed and made available prior to the MSC being able to allocate grant funding to the community.

- A grant form for accepting applications from the community.
- An accountability form that all successful applicants must complete to account for funds granted by the Committee.
- A schedule of meetings when grants will be considered.
- A set of criteria for assessing applications.

Examples forms from community boards are attached in Appendix 2.

2.2 MSC Project Initiatives

The Committee may wish to lead and fund projects or initiatives. It is recommended that these projects be documented and that funding is formally committed by resolution for the purpose of funding these projects.

2.3 Consultation

The Committee may wish to consult with their marae and iwi to prioritise projects. If a proposed project involves a Council asset, the Committee will need to consult with Council officers prior to starting.

2.4 Financial Considerations

The total budget for the 18/19 financial year 1 July 2018 – 30 June 2019 is \$10,000.

3. Conclusion

With consultation open on the 19/20 Annual Plan, the Committee need to work on a plan for committing funding to projects and/or agree a process for making community funding grants.

If the Committee wish to carry the funds into the 19/20 year, then an annual plan submission needs to be made requesting this. If the Committee wish to seek funding for the 19/20 year than a request for funding on the appropriate grant application form should be made as an Annual Plan submission by 4pm, 8 May 2019.

4. Appendices

Appendix 1 – Long Term Plan Correspondence

Appendix 2 – Example Applications and Accountability Forms

Appendix 3 – Modified Grant and Accountability Forms for MSC

Contact Officer: Jennie Mitchell, acting Chief Executive

Appendix 1 – Long Term Plan Correspondence

19 July 2018

Reuben Tipoki
Chairman
Maori Standing Committee
25 Lake Ferry Road
Martinborough 5772

Dear Reuben

2018/28 LTP GRANT APPLICATIONS

After meeting with the Maori Standing Committee (MSC) on 12 June 2018 to discuss the Committee's applications for grants for the 2018/19 financial year, Council decided the method of allocation of grant funding for the Maori Standing Committee and other applicants at their meeting on 27 June 2018.

Council received a large number of requests for funding totaling \$491,000 with the total pool of funds to be allocated of \$240,000.

I am pleased to advise you that from the 2018/19 financial year, the MSC has been allocated grant funding of \$10,000, to be administered in a similar format to that of the Community Board grant funds.

The Committee is able to use the funds to allocate grants or use the funds for projects that will benefit the community.

The MSC will need to establish the criteria for allocation of these grants and applicants will need to complete application and accountability forms as has been the practice for community boards (CBs) for a number of years. You have previously received examples of the criteria the CBs use and examples of application and accountability forms.

The Committee will need to decide how many grant funding rounds they will have each year and how they will publicise the availability of the grants.

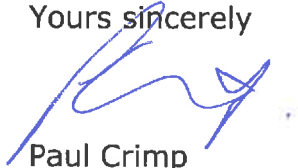
Approval of grants or project spending will need to be made at a public MSC meeting by meeting resolution.

Following a decision the funds will be paid to recipients by South Wairarapa District Council's finance team.

We will add this to the agenda for the September MSC meeting and look forward to working with you to administer these new grants over the coming year.

You will receive a separate letter regarding the other parts of your submission.

Yours sincerely



Paul Crimp
Chief Executive Officer

2018/28 LONG TERM PLAN KEY INITIATIVES

SWDC published their Consultation document in March 2018 for the Long term plan for the ten year period commencing July 2018. The theme of this Long term plan is Kāinga Ora – Making South Wairarapa a great place to live. We received a record number of submissions to our LTP. It was great to see the community engaging in the long term planning process in this way. All submissions were reviewed by Council. Much of the feedback supported the proposed initiatives. Below is a summary of the outcomes of the consultation process.

Future growth and development

Council adopted the proposal to prepare a spatial plan for the South Wairarapa district costing \$300,000 over 10 years.

There was strong support for this proposal.

Water conservation

Council decided not to fund a feasibility study but agreed to put in place communication and education initiatives, with a view to consulting further in the 2019/20 Annual Plan.

Councillors were pleased with the level of community interest in water conservation in order to future proof our communities. Ruamahanga Whaitua findings and implications are now available and will provide essential information to feed into water use reduction options. Communication and education of home storage solutions is to be undertaken by Council.

Youth training and development

Council adopted the proposal to allocate \$75,000 per annum for grants to support youth.

Councillors noted submissions supporting the proposal, and endorsing that youth are the future of our district. Council wanted to provide leadership by way of financial support to groups providing youth programmes.

Reducing waste to Landfills

Based on submissions from ratepayers, Council supported the introduction of 240 litre recycling wheelie bins and e-waste disposal systems subject to satisfactory arrangements with the other Wairarapa councils. Masterton and Carterton District Councils have advised that they will also support these proposals.

Council also supported the idea of a recycling/recovery centre however as immediate rollout was not supported by the other Wairarapa councils this proposal will not be implemented this year.

A food waste collection was also supported by Council as collection could result in a significant reduction in waste going to landfills (40% of waste to landfills is food waste). This proposal was the least favoured waste reduction option consulted on and will not be implemented at this time. Instead, Council officers will be undertaking education and plan to work with suppliers and community groups to provide low cost composting bins to the community.

Infrastructure for visitors

Council adopted the proposal to spend \$50,000 p.a. over 5 years to fund more infrastructure for visitors. There was strong support for this proposal.

Sport coordination

Council did not adopt the proposal to fund a resource for central coordination of sport.

Many submitters see this as outside Council's role to become involved in this area.

LTP submissions

Council received 182 submissions covering over 760 individual requests as part of the Long Term Plan (LTP) submission process. The Mayor and councillors heard a total of 67 verbal submissions.

A clear majority of submissions sought additional services or funding, and requests were assessed to ensure Council was collecting enough revenue to provide core services, maintain community assets and complete the infrastructure projects in the proposed timeline. The LTP indicates a total rates increase of 5.65% for the 2018/19 financial year and an average final rates increase of 2.31% over the ten years of the LTP. The percentage rates increase varies by individual property.

Promoting and enhancing our district

Council adopted the proposal to spend \$300,000 spread over 10 years to promote and enhance the district.

There was considerable support for this proposal.

If you would like to review the decisions from other submitters, you will find the minutes from the hearings and deliberations meetings on our website <http://www.swdc.govt.nz/council-agenda-and-minutes-2018>.

Appendix 2 – Example Applications and Accountability Forms

South Wairarapa District Council



FEATHERSTON COMMUNITY BOARD APPLICATION FOR FINANCIAL ASSISTANCE

CRITERIA:

FEATHERSTON

To be eligible, applications must be from non-profit organisations that are benefiting the local Featherston community. All grants will be considered on a case by case basis and must list all funding raised at time of application. Grants are considered every meeting throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. All questions must be completed.
- 5. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).**
6. Applications must reach the Council not less than ten days before the relevant Community Board is to consider an application.
7. Grant applications will be considered at every meeting.

GENERAL DETAILS:

Name of organisation/individual:

Postal Address:

Street Address:

Purpose of Main Activity of Organisation:

PROJECT DETAILS:

Please provide a full description of your project:

FINANCIAL DETAILS:

(All figures shown are to be exclusive of GST)

Cost of project

\$
=====

Breakdown of above figure

.....
.....
.....

Other funding or grants received or being sought:
Names of funders

.....
.....
.....

\$
=====

Amount of grant sought

\$
=====

Name on bank account:

GST registered:

Bank account number:

If you are successful your grant will be deposited into this account. GST registered organisations will be asked for a tax invoice.

PERSONAL CONTACT DETAILS

Contact names of **two people** in your organisation to assist with further information if required.

One of these contacts **must** be the person who filled in the application form. Please note that consent must be obtained from the other person to provide these details as per the Privacy Act 1993.

First contact person:

Address

Phone (day)

Email

Second contact person

Address:

Phone (day)

Email

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct.

Name: _____ Signature: _____

Position in Organisation: _____

Date: _____

CONSENT UNDER PRIVACY ACT 1993

I, _____ (name) consent to the South Wairarapa District Council collecting the personal details provided above, retaining and using these details and I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge any right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Date: _____ Signature (hand written): _____

Please return application to:

**COMMITTEE SECRETARY
SOUTH WAIRARAPA DISTRICT COUNCIL
P.O. BOX 6, MARTINBOROUGH 5741
PHONE 306-9611
Or by email to Suzanne.clark@swdc.govt.nz**

CHECKLIST

- | | |
|--|--------------------------|
| Have you advised us the names of two contact people? | <input type="checkbox"/> |
| Have you answered all relevant questions? | <input type="checkbox"/> |
| Have you supplied all information required? | <input type="checkbox"/> |
| Have you attached your latest financial statements? | <input type="checkbox"/> |

Appendix 3 – Modified Grant and Accountability Forms for MSC

South Wairarapa District Council



GREYTOWN COMMUNITY BOARD APPLICATION FOR FINANCIAL ASSISTANCE

CRITERIA:

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

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

FINANCIAL DETAILS:

(All figures shown are to be exclusive of GST)

Cost of project \$ _____

Breakdown of above figure

_____

_____

_____

Other funding or grants received or being sought:

Names of funders

_____

_____

_____

\$ _____

Amount of Grant Sought: \$ _____

Name on bank account:

GST registered:

Yes/No

Bank account number:

If you are successful your grant will be deposited into this account. GST registered organisations will be asked for a tax invoice.

PERSONAL CONTACT DETAILS

Contact names of **two people** in your organisation to assist with further information if required.

One of these contacts **must** be the person who filled in the application form. Please note that consent must be obtained from the other person to provide these details as per the Privacy Act 1993.

First contact person:

Address

Phone (day)

Email

Second contact person

Address:

Phone (day)

Email

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct.

Name: _____ Signature: _____

Position in Organisation: _____

Date: _____

CONSENT UNDER PRIVACY ACT 1993

I, _____ (name) consent to the South Wairarapa District Council collecting the personal details provided above, retaining and using these details and I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge any right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Date: _____ Signature: _____

Please return application to:

**COMMITTEE ADVISOR
SOUTH WAIRARAPA DISTRICT COUNCIL
P.O. BOX 6, MARTINBOROUGH 5741
PHONE 306-9611**

CHECKLIST

- | | |
|--|--------------------------|
| Have you advised us the names of two contact people? | <input type="checkbox"/> |
| Have you answered all relevant questions? | <input type="checkbox"/> |
| Have you supplied all information required? | <input type="checkbox"/> |
| Have you attached your latest financial statements? | <input type="checkbox"/> |

South Wairarapa District Council



MARTINBOROUGH COMMUNITY BOARD (MCB)

STRATEGIC GRANT APPLICATION FORM

Preference will be given to applications that:

- Provide long-lasting benefit to the wider Martinborough Ward Community
- Support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – Strategic Plan to 2019", summarised at the end of this document.

Timetable and Grant Pool for MCB Strategic Grants 2019

Applications Close	MCB Meeting	Grant Pool
28 Feb 2019	14 March 2019	\$5,000 (approx)
15 Aug 2019	29 Aug 2019	\$5,000 (approx)

CRITERIA:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Strategic Grant Applications will be considered twice a year, in accordance with the published timetable. Applications for strategic grants must reach Council by the stated close date. Applications will be considered at the next available MCB meeting.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

STRATEGIC FIT:

How does your application support the Martinborough Community Board Vision and Priority Areas?

BENEFITS:

Please describe the expected benefits to the Martinborough Ward Community over the lifetime of this project.

FINANCIAL DETAILS:

(All figures shown are to be exclusive of GST)

Cost of project

\$
=====

Breakdown of above figure

.....
.....
.....

Other funding or grants received or being sought:
Names of funders

.....
.....
.....

\$
=====

Amount of grant sought

\$
=====

Name on bank account:

GST registered:

Bank account number:

If you are successful your grant will be deposited into this account. GST registered organisations will be asked for a tax invoice.

PERSONAL CONTACT DETAILS

Contact names of **two people** in your organisation to assist with further information if required.

One of these contacts **must** be the person who filled in the application form. Please note that consent must be obtained from the other person to provide these details as per the Privacy Act 1993.

First contact person:

Address

Phone (day)

Email

Second contact person

Address:

Phone (day)

Email

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct.

Name: _____ Signature: _____

Position in Organisation: _____

Date: _____

CONSENT UNDER PRIVACY ACT 1993

I, _____ (name) consent to the South Wairarapa District Council collecting the personal details provided above, retaining and using these details and I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge any right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Date: _____ Signature: _____

Please return application to:

**COMMITTEE SECRETARY
SOUTH WAIRARAPA DISTRICT COUNCIL
P.O. BOX 6, MARTINBOROUGH 5741
PHONE 306-9611**
or by email to: Suzanne.clark@swdc.govt.nz

CHECKLIST

- | | |
|--|--------------------------|
| Have you advised us the names of two contact people? | <input type="checkbox"/> |
| Have you answered all relevant questions? | <input type="checkbox"/> |
| Have you supplied all information required? | <input type="checkbox"/> |
| Have you attached your latest financial statements? | <input type="checkbox"/> |

Summary of the MCB Vision for Martinborough and District

Please see the SWDC website or e-mail martinboroughlisa@cornelissen.co.nz for the full "Martinborough Community Board – Strategic Plan to 2019".

Our Vision for Martinborough and District

- Martinborough is a safe, prosperous, liveable town that is well connected to Wellington and the Wairarapa region.
- An involved community that is engaged and family friendly, providing opportunities for residents of all ages.
- A district that continues to attract talent and provide sustainable business opportunities across multiple sectors.
- A district that works proactively to protect and improve its natural environment.

Priority Areas relevant to Grant Applications

- A Vibrant Martinborough Town Centre
- An Engaged, Involved Community
- A Well Connected, Liveable and Accessible District
- An Environmentally and Economically Sustainable District



Funding Accountability Form

FEATHERSTON COMMUNITY BOARD

All recipients of funds from the Featherston Community Board (FCB) must complete this form within three months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through the Featherston Community Board.

Please return the completed form to –

**South Wairarapa District Council
Suzanne Clark
PO Box 6
Martinborough 5741**

1. Funding for:	
2. Name of applicant:	
3. Location of project/funding:	
4. Date of project/funding:	
5. Amount received from the FCB:	\$

6. Please give details of how the money was spent. Your contribution to the project and the FCB funding you received must be accounted for.

	\$
	\$
	\$
	\$

7. Please provide details about the project or activities that were supported by the FCB grant. Explain what was successful, and what didn't work so well.

8. Give a brief description of the highlights of your project, including the number of participants.

9. How did your project benefit your community?

10. What, if any, are the next steps (for your project, for you and/or for the people involved)? Will your organisation continue to require funding?

11. This report was completed by:

Name:

Address:

Date:

Phone:

Email:



Greytown Community Board Grants Feedback Form

The goal of the Greytown Community Board is to support applications from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District.

Please note as per your application accountability in report form, together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form to –

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

1. Name of Organisation

2. Project Name

3. Date of Project

4. Amount received from the Greytown Community Board

\$

5. Provide details of the project



Greytown Community Board Grants Feedback Form

6. Was the money used exactly for the intended purpose as per your application? Please give details and reasons for any variation

7. How did your project benefit the wider Greytown community?

8. How many people or groups from the Greytown community were involved or benefited from your project? Please provide actual numbers of members living in the Greytown area (postal codes 5712, 5794 and rural families with Greytown as their home address). Please state this number versus the total number (e.g. 3 Greytown individuals versus 20 other Wairarapa individuals).

9. Which sector does your organisation have an impact on (as per our stated objectives for funding?)



Greytown Community Board Grants Feedback Form

10. What are the longer term gains for the Greytown ward as a result of your project (if appropriate for your project)?

11. Was your application a one-off application or do you see the need for further funding in the future? Which other organisations supported you in your project?

12. Invoices and Receipts: Please provide evidence of the grant expenditure (copies of invoices or receipts) within 3 months of a grant being expended.

Thank you for your feedback. This allows us to carefully consider the Greytown ward grant applications and put our money to the best possible use for the good of the Greytown community.



Martinborough Community Board Strategic Grants Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

1.	Name of Organisation	
2.	Project Name	
3.	Date of Grant	
4.	Amount of Grant	
5.	Please provide a summary of the project	



Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
9.	Please provide details of funding received from other organisations in support of this project



Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.4

WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY

Purpose of Report

The purpose of this report is to present the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal, as adopted by Council for Consultation, to the Māori Standing Committee.

Recommendations

Officers recommend that the Committee:

1. *Receive the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Report.*
2. *Provide feedback on the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy and consider making a submission by the 15 May 2019.*

1. Executive Summary

Council adopted the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy statement of proposal for consultation on the 3 April 2019.

The background of this policy is as per the report to Council 3 April 2019 and attached in Appendix 1.

Council are raising this proposed policy to the attention of the Māori Standing Committee as research shows that Māori communities are at a higher risk of being affected by problem gambling. Feedback is being sought from Māori communities across the Wairarapa on the proposed policy. SWDC is specifically raising this to the attention of the Māori Standing Committee.

Submissions can be made until 15 May 2019, the process is outlined on Council's website (www.swdc.govt.nz).

2. Appendices

Appendix 1 – Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Report to Council 3 April 2019

Contact Officer: Jennie Mitchel, acting Chief Executive

**Appendix 1 – Wairarapa
Class 4 Gambling and
Standalone TAB Venues
Policy Report to Council 3
April 2019**

SOUTH WAIRARAPA DISTRICT COUNCIL

3 APRIL 2019

PROPOSED AGENDA ITEM C6

REPORT ON PROPOSED WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY

Purpose of Report

The purpose of this report is to present the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal for Council's adoption for consultation with the community (see Appendix 1).

Recommendations

Officers recommend that the Council:

1. *To receive the report on Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.*
2. *To receive the Social Impact Assessment of gambling in the Wairarapa;*
3. *To adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal in Attachment 1 (including the proposed policy) for consultation, using the Special Consultative Procedure, as identified in Section 83 of the Local Government Act 2002;*
4. *To approve the consultation approach described in this report under Significance and Engagement, noting dates are to be confirmed in consultation with Carterton District Council and Masterton District Council;*
5. *To delegate authority to the Wairarapa Policy Working Group to hear and consider submissions and make recommendations back to the three Councils on the final policy; and*
6. *To note that Carterton District Council and Masterton District Council are considering the same Statement of Proposal for adoption on 3 April 2019 and resolutions (3), (4) and (5) require agreement from all three Councils before consultation can proceed.*

1. Executive Summary

Under the Gambling Act 2003 and the Racing Act 2003, all Councils in New Zealand are required to have policies on Class 4 gambling venues and

standalone TAB venues. The intent of these policies is to minimise community harm caused by gambling.

Under the legislation, both policies are required to be reviewed every three years. The current policies were last adopted in August 2016 and are due for review by August 2019.

2. Background

The legislation also requires councils to have regard to the social impact of gambling in their community as part of the policy review.

Masterton District Council (MDC), Carterton District Council (CDC) and South Wairarapa District Council (SWDC) have had joint policies in place since 2004, to enable a consistent approach across the region.

2.1 Wairarapa Policy Working Group

SWDC has undertaken this policy review jointly with MDC and CDC. In February 2019, Council delegated responsibility for progressing the gambling policy review to the Wairarapa Policy Working Group.

Membership of this group is:

- Cr Frazer Mailman, MDC (appointed Chairperson for the gambling policy review)
- Mayor Lyn Patterson, MDC (replacing Cr Brent Goodwin for the gambling policy review)
- Cr Rebecca Vergunst, CDC
- Cr Margaret Craig, SWDC
- Cr Ross Vickery, SWDC

Note that CDC have advised that they will appoint a second representative in April 2019.

3. Discussion

3.1 Review Process

The first stage of the policy review was the completion of a Social Impact Assessment, which is included with this report within the Statement of Proposal.

A workshop was held with the Working Group on 12 March 2019 to consider the different elements of the policy and agree a recommended approach. This discussion was informed by the findings of the Social Impact Assessment.

The next stage of the process is for each of the Wairarapa councils to adopt the Statement of Proposal for community consultation.

3.2 Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

The Working Group recommended that the current policies are continued with minor amendments, as detailed in the table below.

Proposed Changes	Reason for Proposal	Implications of Not Changing
Combine the current Wairarapa Gambling Venue Policy and Wairarapa TAB Board Venues Policy into one Wairarapa Class 4 Gambling and Standalone TAB Venue Policy.	The current Wairarapa TAB Board Venues Policy duplicates the content in the current Wairarapa Gambling Venue Policy. Combining the policies removes the duplication and makes the policy simpler for our community to access.	The policy content may not be as easy for our community to access.
Minor edits that have no effect on the meaning or intent of the existing policies.	To improve the clarity and readability of the policy.	The policy may be difficult for our community to understand, which may lead to confusion.

3.3 Options Considered

A summary of the options considered is included in the table below.

Option	Advantages	Disadvantages
1 Adopt the proposed Wairarapa Class 4 Gambling and TAB Venues Policy.	<ul style="list-style-type: none"> Carries over the existing policy. Supports a reduction in gambling venues and gaming machines in the long term. Provides balance between minimising gambling harm and continuing access to gambling as a form of entertainment and source of funding for community organisations. 	<ul style="list-style-type: none"> May discourage new hospitality businesses, if they need gambling machines to be financially viable. May reduce over time the amount of funding available to community organisations.
2 Adopt a more restrictive proposed Wairarapa Class 4 Gambling and TAB Venues Policy.	<ul style="list-style-type: none"> Current and potential levels of gambling harm could be further reduced. 	<ul style="list-style-type: none"> Could negatively impact existing businesses and their ability to operate. May reduce over time the amount of funding available to community organisations. May lead to some job losses in the hospitality industry.
3 Adopt a less restrictive proposed Wairarapa Class 4 Gambling and TAB Venues Policy.	<ul style="list-style-type: none"> May have positive flow on effects to community organisations accessing pokie machine proceeds. Possible economic gain from visitors who frequent gambling venues. 	<ul style="list-style-type: none"> Current and potential levels of gambling harm may increase. Once Council consent is granted, a venue or gaming machines within a venue cannot be removed. Would be a significant shift from Council's current stance to promote the district's wellbeing and may be negatively perceived by the community.

Further information on the options considered by the Working Group is included in the attached Statement of Proposal.

4. Conclusion

Officers recommend Option 1 as it is the best method available to Council to achieve the policy's aim of minimising gambling harm, taking into account the social impact of gambling in the Wairarapa. This option provides an appropriate balance between minimising gambling harm and continuing access to gambling as a form of entertainment and source of funding for community organisations.

5. SUPPORTING INFORMATION

5.1 Strategic, Policy and Legislative Implications

Option 1 is in alignment with the purpose of the Gambling Act 2003 to control gambling and prevent and minimise harm from gambling. Option 1 also aligns with the 2018-28 Long-Term Plan, Community Outcomes and Strategic Plan.

All statutory requirements have been addressed as detailed through this report.

5.2 Significance, Engagement and Consultation

In accordance with section 102 of the Gambling Act 2003 and section 65E of the Racing Act 2003, the Wairarapa community will be consulted on the proposed policy using the Special Consultative Procedure. This will include consultation with key stakeholders, including organisations that provide specialised problem gambling services in the Wairarapa and the following organisations identified in the legislation:

- Each Corporate Society that holds a Class 4 venue licence for a venue in the Wairarapa;
- Organisations representing Māori in the district; and
- The New Zealand Racing Board.

If Council adopts the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal for consultation, the following process will apply, noting that dates are to be confirmed. This is subject to CDC and MDC also adopting the Statement of Proposal at their meetings on 3 April 2019.

Date	Activity/Milestone
15 April 2019	Submissions open. MDC will manage the submission process on behalf of CDC and SWDC.
15 May 2019	Submissions close
Late May 2019 (date TBC)	Joint MDC, CDC, SWDC hearing. It is proposed that the hearing panel role be delegated to the Wairarapa Policy Working Group. The panel would then make recommendations to the three Councils on the final policy.
26 June 2019	MDC, CDC, SWDC adopt the final policy.

5.3 Financial Implications

The review of the Gambling and TAB policies was allowed for in the Policy team budget for the 2018-19 year. Costs, including SWDC staff time to lead the review and consultation processes, will be shared equally between the three Councils.

Total staff time is estimated at approximately 65 hours, including time already spent to date.

5.4 Treaty Considerations/Implications for Māori

Research shows that Māori communities are at a higher risk of being affected by problem gambling. Feedback will be sought from our Māori communities on the proposed policy. This will include the Maori Standing Committee.

5.5 Communications/Engagement Plan

The proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy will be publicly notified on 15 April 2019 (subject to confirmation as noted above) in the Wairarapa Times Age and on the MDC, CDC and SWDC websites. Notification will also be published via Facebook, on the Wairarapa REAP noticeboard and in Connecting Communities' Neighbourhood Support newsletter.

Notice of the consultation will be directly sent to MDC's consultation mailing list and the key stakeholders identified above. Key stakeholders will be offered the opportunity to meet with representatives from the working group and staff.

The consultation will also be promoted alongside the planned communication and engagement for the 2019-20 Annual Plan over April/May 2019.

5.6 Environmental/Climate Change Impact and Considerations

No environmental/climate change impacts have been identified in relation to this decision.

6. Appendices

Appendix 1 – Statement of Proposal Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (including Wairarapa Class 4 gambling and Standalone TAB Venues Policy)

Appendix 2 – Assessing the Social Impact of Gambling in the Wairarapa Region

Contact Officer: Russell O'Leary, Group Manager Planning and Environment
Reviewed By: Jennie Mitchell, Acting Chief Executive SWDC

**Appendix 1 – Statement of
Proposal Proposed Wairarapa
Class 4 Gambling and
Standalone TAB Venues Policy
(including Wairarapa Class 4
gambling and Standalone TAB
Venues Policy)**



STATEMENT OF PROPOSAL

Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

The Masterton, Carterton and South Wairarapa District Councils are undertaking a joint review of the Wairarapa region's gambling policies to ensure they continue to meet the needs of our community. We are now seeking feedback on the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

Under the Gambling Act 2003 and Racing Act 2003, every Council is required to have a policy on Class 4 gambling and standalone TAB venues. The policies:

- » **Must** state if Class 4 gambling venues and standalone TAB venues may be established in the district and, if so, where they may be located.
- » **Can** restrict the number of gaming machines (pokies) that can be operated at a venue.
- » **Can** allow existing venues to move to a new location.

Masterton District Council (MDC), Carterton District Council (CDC) and South Wairarapa District Council (SWDC) have had a joint Wairarapa Gambling Venue Policy and Wairarapa TAB Board Venue Policy since 2004.

Under legislation, both policies must be reviewed every three years. The current policies were last reviewed in 2016 and remain in effect until a new policy is adopted.

HOW YOU CAN HAVE YOUR SAY

Submissions are open until 4:30pm on Wednesday 15 May 2019. See page 5 of this document for details on how you can have your say.

DEFINITIONS

What is a Class 4 Gambling Venue?

A Class 4 gambling venue is a place licenced to Class 4 gambling i.e. gaming machines (pokies) in pubs and clubs. Class 4 gambling does not include pokies in casinos.

There are currently 12 gambling venues in the Wairarapa. Of these, three are in Carterton, four are in Masterton and five are in South Wairarapa.

What is a standalone TAB venue?

A standalone TAB venue is a place where the main business carried out is to provide racing or sports betting services. These are standalone and do not include TAB outlets or agencies that are additional activities of a bar or hotel.

There are currently no standalone TAB venues in the Wairarapa.



SUMMARY OF PROPOSAL

The proposal is to continue the existing policies, with minor amendments. The proposed policy is provided as Appendix 1 and the key aspects are summarised below.

Proposal	Reason for Proposal and Alternative Options Considered
1 Combine the two current policies into one Wairarapa Class 4 Gambling and Standalone TAB Venues Policy	The current Wairarapa TAB Board Venues Policy duplicates the content in the current Wairarapa Gambling Venue Policy. Combining the policies removes this duplication and makes the policy simpler for our community to access.
2 Continue the current policy to prohibit new Class 4 gambling venues and cap the number of gaming machines	<p>This proposal means that the number of venues and gaming machines cannot increase from the number currently operating (12 venues and 165 gaming machines). This approach is considered the best method available to Council to minimise gambling harm over the long-term.</p> <p>Alternative options considered as part of the policy review were capping the number of venues at current levels or removing all restrictions on venues and gaming machines. These options are not recommended as they do not support a continuing reduction in venue and gaming machine numbers over time and, if all restrictions were removed, may see numbers increase. This is inconsistent with the policy aim of minimising harm from gambling and controlling Class 4 gambling.</p>
3 Continue the current policy to permit existing Class 4 gambling venues to relocate	<p>This proposal means that under certain circumstances and subject to conditions, an existing venue may be permitted to relocate. This approach is considered most appropriate as it means that an existing venue will be able to relocate to another location, either temporarily or permanently, under certain circumstances e.g. if the venue building requires earthquake strengthening.</p> <p>The alternative option is to remove the ability for existing venues to relocate. This option is not recommended as it may negatively impact local business.</p>
4 Continue the current policy to permit new standalone TAB venues to be established	<p>This approach is recommended as there are currently no standalone TAB venues in the Wairarapa and the risk of a significant number of venues applying to operate is considered low.</p> <p>The alternative option is to prohibit new standalone TAB venues, ensuring none open in the Wairarapa. Considering the low risk, this approach is not recommended.</p>
5 Continue the current policy not to permit Class 4 gambling or standalone TAB venues in locations where there may be an adverse impact on the character of the district, preschools, schools, places of worship or community facilities	<p>This approach gives Council discretion on the locations where a Class 4 gambling or standalone TAB venue may be located.</p> <p>The alternative option is to state specific locations where Class 4 gambling or standalone TAB venues may be established. This option is not recommended as it would mean Council has less flexibility when considering an application.</p>
6 Minor amendments	Minor amendments have been made to the wording to update references and to ensure the policy is clear and simple to understand.

SOCIAL IMPACT ASSESSMENT

When reviewing gambling policies, Councils are required to consider the social impact of gambling on its community. The full Social Impact Assessment is provided with this proposal as Appendix 2. In summary, the social impact of gambling in the Wairarapa showed that:

- » The number of gambling venues and Class 4 gaming machines is decreasing.
- » Expenditure (the amount lost) on gaming machines is increasing.
- » In 2018, expenditure was over \$7.5 million.
- » An estimated 2,035 people in the region may experience some level of gambling harm.
- » The region has access to three specialised problem gambling support services, less than one service per 10,000 people.
- » Approximately \$2.9m was received by Wairarapa community organisations from the corporate societies that operate the region’s gaming machines.
- » There are benefits to gambling including community grants, providing employment opportunities and as a form of entertainment.
- » The benefits of gambling must be balanced with the costs of gambling which include physical and mental health problems, and impacts on finances, relationships, work, study and crime.

OPTIONS CONSIDERED BY COUNCIL

In accordance with section 77 of the LGA, all reasonably practicable options have been considered. The advantages and disadvantages associated with each option are detailed in the table below. We are proposing to proceed with Option 1.

Option	Advantages	Disadvantages
<p>1 Adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.</p> <p>This is the preferred option.</p>	<ul style="list-style-type: none"> » Carries over the existing policy. » Supports a reduction in gambling venues and gaming machines in the long term. » Has been developed in consideration of the social impact of gambling in the Wairarapa and provides an appropriate balance between minimising gambling harm and continuing access to gambling as a form of entertainment and source of funding for community organisations. 	<ul style="list-style-type: none"> » May discourage new hospitality businesses, if they need gambling machines to be financially viable. » May reduce over time the amount of funding available to community organisations.
<p>2 Adopt a more restrictive proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.</p>	<ul style="list-style-type: none"> » Current and potential levels of gambling harm could be further reduced. 	<ul style="list-style-type: none"> » Could negatively impact existing businesses and their ability to operate. » May reduce over time the amount of funding available to community organisations. » May lead to some job losses in the hospitality industry.
<p>3 Adopt a less restrictive proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.</p>	<ul style="list-style-type: none"> » May have positive flow on effects for community organisations accessing pokie machine proceeds. » Possible economic gain from visitors who frequent gambling venues. 	<ul style="list-style-type: none"> » Current and potential levels of gambling harm may increase. » Once Council consent is granted, a venue or gaming machines within a venue cannot be removed. » Would be a significant shift from Council’s current stance to promote the Wairarapa region’s wellbeing and may be negatively perceived by the community.

HAVE YOUR SAY

Submissions on the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy are welcome from any person or organisation who wishes to give feedback. Submissions close at 4:30pm on Wednesday 15 May 2019.

Written submissions

Written submissions can be made using either our submission form, by sending us an email or by writing a letter.

Please note that MDC is managing submissions on behalf of CDC and SWDC.

Submit Online: www.mstn.govt.nz/current-consultations

Email to: submissions@mstn.govt.nz

Post to: Masterton District Council
Attn: Kylie Smith
Freepost 112477
PO Box 444
Masterton

Deliver to: Masterton District Council
161 Queen Street, Masterton
Attn: Kylie Smith

Carterton District Council
28 Holloway Street, Carterton
Attn: Gambling Policy Review

South Wairarapa District Council
19 Kitchener Street, Martinborough
Attn: Gambling Policy Review

Hearing

MDC, CDC and SWDC will hold a joint hearing to provide any person or organisation who makes a written submission the opportunity to be heard.

Date: TBC

Time: TBC

Location: TBC

Please indicate in your submission if you wish to speak at the hearing. We will contact you after submissions close in early May to arrange a time.

Want more information?

If you have any questions about the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy or the consultation process, please contact Kylie Smith at submissions@mdc.govt.nz or phone 06 370 6300.

Next Steps

Date	Activity/Milestone
15 April 2019	Submissions open.
15 May 2019	Submissions close.
TBC	Joint MDC, CDC and SWDC hearing.
26 June 2019	Final policy submitted to the three Wairarapa Councils for adoption.



Feedback Form

Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

CONTACT DETAILS

Name: _____

Organisation: _____

Postal Address: _____

Telephone: _____

Email Address: _____

Please note, for your submission to be valid we must have your name and a way of contacting you. All submissions are public documents and will be made available to the media and general public. Your contact details will not be published.

YOUR SUBMISSION

Do you wish to present your views in person?

Please note that the hearing is scheduled for **Date, Location**. We will contact you after submissions close in May to arrange a time for you to present.

Yes No

Are you responding as/or representing a: (please tick all that apply)

Class 4 Operator/Venue Standalone TAB Operator/Venue Social Service Provider

Incorporated Society or Charitable Trust Other: _____

SUPPORT FOR PROPOSAL

Do you support the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy?

- Yes, I fully support the proposed policy.
- I generally support the proposal but have suggestions for amendments. *Please describe your suggested amendments and reasoning in the space provided overleaf.*
- No, I do not support the proposal. *Please explain why in the space provided overleaf.*

RETURNING YOUR SUBMISSION

Please return this form to Masterton District Council, for the attention of Kylie Smith, by:

Scanning and emailing to: submissions@mstn.govt.nz

Posting to: Freepost 112477, PO Box 444, Masterton

Delivering to MDC at 161 Queen Street, Masterton; CDC at 28 Holloway Street, Carterton; or SWDC at 19 Kitchener Street, Martinborough

Submissions must be received by 4:30pm on Wednesday 15 May 2019.

COMMENTS

Please provide your feedback below. Please attach additional pages if more space is required.

ABOUT YOU

We would appreciate if you could answer the following questions as it helps us understand which sectors of our community are providing feedback. This information will not be made public with your submission. Only collated data will be reported to Council.

Gender

Male Female

Ethnicity

NZ European Māori Pacific Islander Asian Other

Age

Under 20 20-35 36-50 51-65 65+



Wairarapa [Class 4](#) Gambling and [Standalone](#) TAB
~~Board~~ Venues Policy

Policy Number:	
First Adopted:	
Latest Version:	
Adopted by:	
Review Date:	

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DRAFT

The Gambling Act 2003 (the Act) that came into effect on 18 September 2003 requires territorial local authorities to have in place a policy that:

- specifies whether or not class 4 venues (hereafter referred to as gaming machine venues) may be established in its district and, if so, where they may be located
- may specify any restrictions on the maximum number of gaming machines that may be operated at any class 4 venue (the Act established a limit of nine machines on gaming venues)
- specifies whether or not TAB stand-alone venues may be established in the district

The purpose of the Racing Act 2003 (the Act) is to provide effective governance

- arrangements for the racing industry; facilitate betting on galloping, harness, greyhound races, and other sporting events; and to promote the long-term viability of New Zealand racing.
- The Act requires territorial local authorities to have in place a policy that specifies whether or not TAB stand-alone venues may be established in the district.

1. Purpose

1.1. The purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is to:

- a) minimise the harm to the community caused by Class 4 gambling;
- b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
- c) control the growth of Class 4 gambling in the Wairarapa region; and
- d) ensure that Councils and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.

1.2. This policy is made in accordance with the Gambling Act 2003 (s.101) and the Racing Act 2003 (s.65D).

2. Scope

2.1. This policy applies to Class 4 and standalone TAB venues in the Masterton, Carterton and South Wairarapa Districts (referred to collectively as the Wairarapa region).

3. When Council Consent is Required

3.1. Council consent is required before:

- a) A corporate society applies for a Class 4 Venue licence and a Class 4 Venue licence has not been held by any corporate society for the venue within the last six months.
- b) A corporate society increases the number of gaming machines that may be operated at a Class 4 Venue (this includes at a venue where clubs propose to merge).
- c) A corporate society changes the location of a venue to which a Class 4 Venue licence currently applies.
- d) The NZ Racing Board establishes a standalone TAB Venue.

4. Establishment of New Class 4 Gambling Venues

- 4.1. ~~No new Class 4 gambling venues may be established in the Wairarapa region subject to the following restrictions.~~
- 4.2. ~~The number of gaming machine venues operating or consented in the Wairarapa Region as of 1 January 2016 (14) will not be allowed to increase i.e. no additional new gaming machine venues will be permitted. There will be no consents granted for any new class 4 venue in Masterton, Carterton and South Wairarapa Districts except as provided for in clause 3.4. The effect in those districts is that if a venue ceases to operate gaming machines no new venue can take its place.~~
- ~~This will mean that Masterton will have a maximum of five venues, Carterton a maximum of three and South Wairarapa will have a maximum of six.~~
- 4.3. Gambling machine venues existing or consented as at 1 January 2016-2019 and not ceasing operations for any period longer than six months will be regarded as existing venues under this policy and will be granted consent to continue their operations automatically.

5. Merged Gambling Venues

- 5.1. Where two or more clubs merge, the combined club may:
- continue to operate existing venues;
 - operate on an existing single venue, which will be regarded as an existing venue ~~for the purposes of under this policy~~, subject to ~~section clause 47.4 of the policy~~; or
 - apply to the Council for a single new venue to be established, provided that all existing venues are closed, subject to ~~section 3-6 and clause 47.4 of this policy~~.
- ~~5.2. New Class 4 gambling venues may be established subject to compliance with the Wairarapa Combined District Plan, fee and application requirements, and the conditions set out under 3.0.~~

6. The ~~Relocation of New Class 4 Gambling Venues will be subject to the following conditions~~

- 6.1. Council may permit a Class 4 venue to re-establish at a new site where, due to extraordinary circumstances, the owner or lessee of the Class 4 venue cannot continue to operate at the existing site. Examples of such circumstances include, but are not limited to, the following:
- expiration of the lease;
 - acquisition of property under the Public Works Act 1981; or
 - site redevelopment.
- 6.2. ~~Any~~ Permission to ~~establish any new~~relocate a Class 4 venue ~~under this clause~~ will be subject to the following conditions:
- the gambling venue operator at the new site shall be the same venue operator at the site to be vacated;
 - the number of gaming machines permitted to operate at the new venue will not exceed the number permitted to be operated at the existing site, ~~with a maximum of nine machines as provided by Section 94 of the Gambling Act 2003.~~

- 6.3. A standalone TAB venue with gaming machines may be considered as an alternate venue if a Class 4 venue closed, subject to the conditions ~~in of~~ this policy ~~for Class 4 venues and conditions in the TAB Board Venue Policy.~~
- 6.4. ~~New~~ Class 4 gambling venues will not be permitted where the Council reasonably believes that:
 - a) the character of the district, or part of the district, for which the venue is proposed will be adversely affected; or
 - b) ~~where~~ there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 6.5. Except in the case of a standalone TAB venue, Class 4 gambling venues will not be approved outside premises authorised under the Sale and Supply of Alcohol Act 2012 to sell and supply ~~liquor alcohol~~ for consumption on the premise, and where the gaming area is designated as restricted and is visually and physically separated from family or children’s activities.

7. ~~Restriction on the Number of Gaming Machines that are permitted to operate at any venue or class of venue~~

7.1. No increase in the number of gaming machines currently operating or consented in the Wairarapa Region as of 1 January ~~2016~~ 2019 (~~188165~~) will be permitted.

Further to the provision above, ~~no additional new gaming machines will be approved in any district beyond the number operating as of 1 January 2016, i.e. the maximum number of gaming machines allowed in each district is detailed in the table below.~~

District	Maximum Gaming Machines Allowed
Masterton	<u>7864</u>
Carterton	45
South Wairarapa	<u>6556</u>

- 7.2. ~~In Masterton, Carterton and South Wairarapa Districts a~~Any gaming machine that is relinquished for a period of longer than six months may not be replaced on that site and may not be transferred to another site under any circumstances.
- 7.3. No venue may operate more than 18 gaming machines if existing at 17 October 2001 and not ceasing operations for any period longer than six months, or more than 9 machines if not existing prior to the 18 October 2001 or having ceased operations for any period longer than six months.
- 7.4. Where two or more club venues merge, the combined club may operate the lesser of 18, or the number of gaming machines both clubs operated immediately prior to the merger, ~~subject to section 2.4 and 5.1.6 of this policy, and section 97A of the Gambling Act 2003.~~

8. Standalone TAB Board Venues

- 8.1. [New standalone TAB venues may be established in the Wairarapa region.](#)
- 8.2. No new [standalone TAB Board](#) venue will be permitted where the Council [reasonably](#) believes that:
- a) the character of the district, or part of the district for which the venue is proposed will be adversely affected; or
 - b) ~~where~~ there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship or other community facilities.

9. Applications

- 9.1. Applications must be made on the approved form and must provide:
- a) Name and contact details of the applicant.
 - b) Street address of the proposed or existing Class 4 gambling venue or [standalone TAB venue](#).
 - c) A scale site plan covering both gambling and other activities proposed for the venue, including any screening or separation from other activities proposed.
 - d) A copy of any certificate of compliance or resource consent required for the primary activity of the venue under the Wairarapa Combined District Plan.
 - e) [For Class 4 gambling venues only](#), evidence of the authority to sell or supply ~~liquor~~ [alcohol](#) for consumption on the premise under the Sale and Supply of Alcohol Act 2012.
 - f) For applications relating to the merging of two or more clubs, details of the number of machines operated at each venue immediately prior to merger and the number of machines intended to be operated at each site, as applicable.
- 9.2. To aid the Council in determining whether there is likely to be an adverse effect, all applications are required to be publicly notified and will include a social impact statement.
- 9.3. Applications will be determined by the Hearings Committee of the Council, which may receive submissions from the applicant and any interested parties at a public hearing.
- 9.4. [Applicants will be notified of Council's decision within 30 days after the application is received.](#)

10. Application Fees

- 10.1. Fees [for gambling consent applications](#) will be set by Council annually and will include consideration of the cost of:
- a) processing the application;
 - b) establishing and triennially reviewing the Gambling [and Standalone TAB Venues Policy](#);
 - c) the triennial assessment of the economic and social impact of gambling in the Wairarapa region.

11. Review of Policy

11.1. The policy will be reviewed every three years.

12. Definitions

Class 4 Gambling: Gambling that utilises or involves a gaming machine, as defined in the Gambling Act 2003 (s.30).

Class 4 Gambling Venue: A place to conduct Class 4 gambling.

Council: The Masterton, Carterton or South Wairarapa District Council.

Gaming Machine: A device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for the use in gambling, as defined in the Gambling Act 2003 (s.4). Commonly known as ‘pokie machines’.

Standalone TAB Venue: Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing or sports betting services under the Racing Act 2003.

Venue Licence: A Class 4 venue licence issued by the Secretary for Internal Affairs.

13. Related Documents

Wairarapa Combined District Plan
[Consent Application Form](#)

14. References

Gambling Act 2003
Racing Act 2003

15. Version Control

Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019		

Appendix 2 – Assessing the Social Impact of Gambling in the Wairarapa Region



Assessing the Social Impact of Gambling in the Wairarapa Region

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This Social Impact Assessment has been completed by Masterton District Council on behalf of all three Wairarapa councils.

1. Introduction

The Gambling Act 2003 and Racing Act 2003 require all territorial authorities to have policies on Class 4 gambling and standalone TAB venues respectively.

Masterton District Council (MDC), Carterton District Council (CDC) and South Wairarapa District Council (SWDC) have had joint policies in place since 2003, to enable a consistent approach across the Wairarapa region.

Under the legislation, both policies are required to be reviewed within three years. The current policies were adopted in August 2016 and are therefore due for review by August 2019.

Council is required to consider the social impact of gambling within its district to inform the policy review. This Social Impact Assessment discusses the social impact of gambling in New Zealand and more specifically for the residents of the Wairarapa region.

2. Types of Gambling Covered by the Policies

2.1. Class 4 Gambling

The Gambling Act 2003 classifies gambling based on the amount of money spent and the risk of problem gambling associated with an activity. Classes of gambling range from Class 1 (low-stake, low-risk gambling) to Class 4 (high-risk, high-turnover gambling). Casino and Lotteries Commission gambling are treated as separate classes under the legislation.

Gaming machines in pubs and clubs (i.e. outside a casino) are defined as Class 4 gambling. Class 4 gambling may only be conducted by a corporate society and only to raise money for one or more of the following authorised purposes:

- charitable purpose;
- non-commercial purpose that is beneficial to the whole or a section of the community; or
- promoting, controlling, and conducting race meetings under the Racing Act 2003, including the payment of stakes.

Council can regulate the number of Class 4 gambling venues that can be established in the region and where they can be located, as well as the number of gaming machines that can be operated in the Wairarapa region.

2.2. Racing and Sports Event Gambling

The Racing Act 2003 facilitates gambling on galloping, harness and greyhound racing, and other sporting events. Racing and sports event gambling is delivered through the New Zealand Racing Board (NZRB).

The NZRB provides on-course services to licensed racing clubs at 65 racing venues throughout the country. Off-course gambling is available through telephone betting, internet betting, remote betting through Sky digital TV and through retail outlets such as pubs and clubs, self-service terminals and standalone NZRB venues (TAB venues).

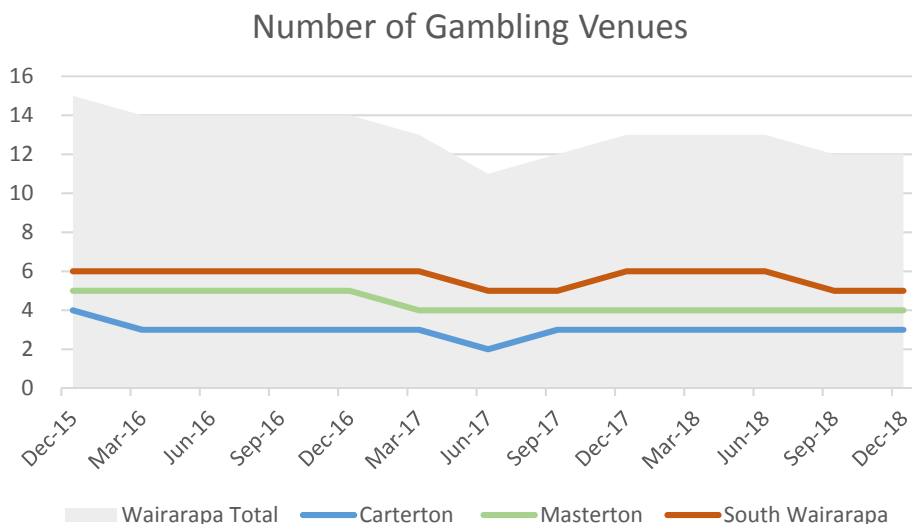
A TAB venue is a venue where the main business carried out is to provide racing or sports betting services. These are standalone venues and do not include TAB outlets or agencies that are additional activities of a bar or hotel.

Council can regulate the number of standalone TAB venues that can be established in the Wairarapa region and where they can be located.

3. Gambling Statistics

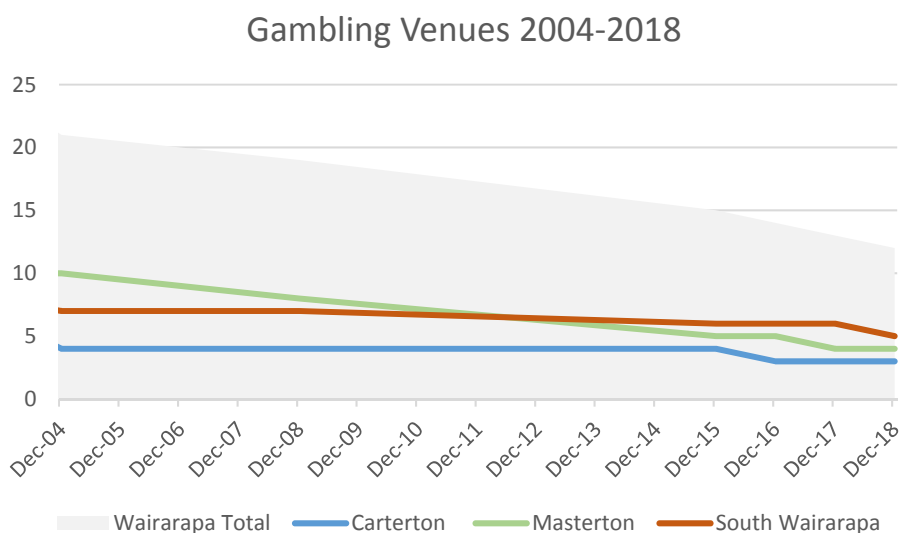
3.1. Gambling Venues

As at December 2018, the Wairarapa region has 12 gambling venues. Of these, three are in Carterton, four are in Masterton and five are in South Wairarapa.



The number of gambling venues has decreased by three (20%) since December 2015, with Carterton, Masterton and South Wairarapa each having one less venue.

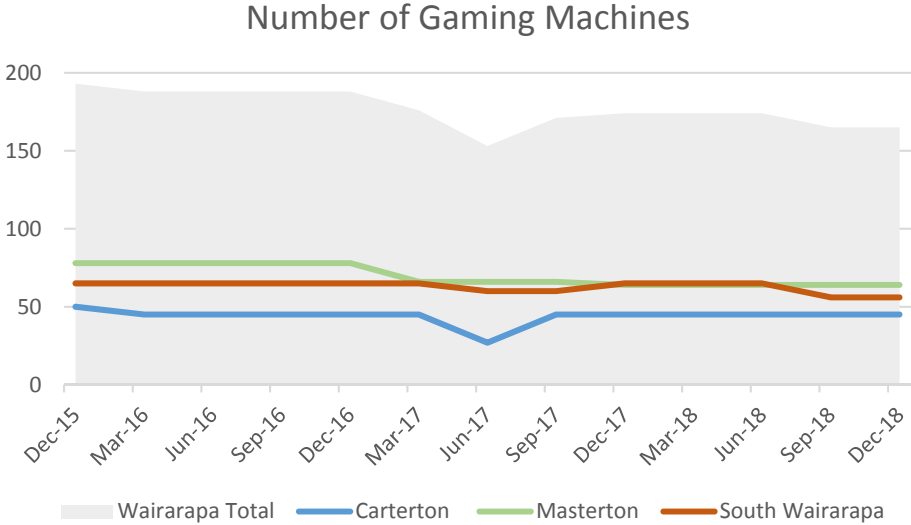
This continues the steady decline of gambling venues in the Wairarapa since a sinking-lid approach (i.e. no new Class 4 gambling venues permitted) was adopted in 2008. In 2008, there were 19 gambling venues in the region.



Each of the venues are within the central business district of the town it is located. A list of gambling venues and the number of gaming machines each operates is provided as Appendix 1.

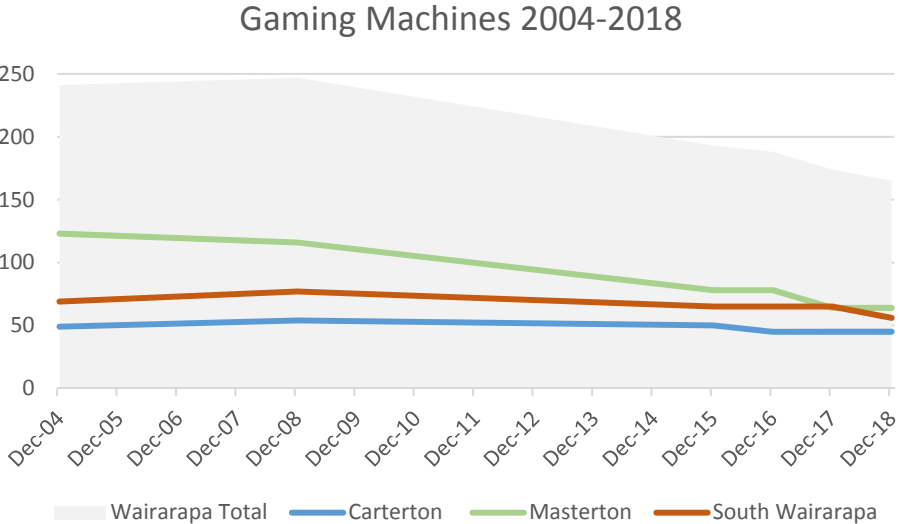
3.2. Gaming Machines

As at December 2018, the Wairarapa region has 165 gaming machines, a decrease of 28 (15%) since December 2015. Of the 165 gaming machines, 45 are in Carterton, 64 are in Masterton and 56 are in South Wairarapa.



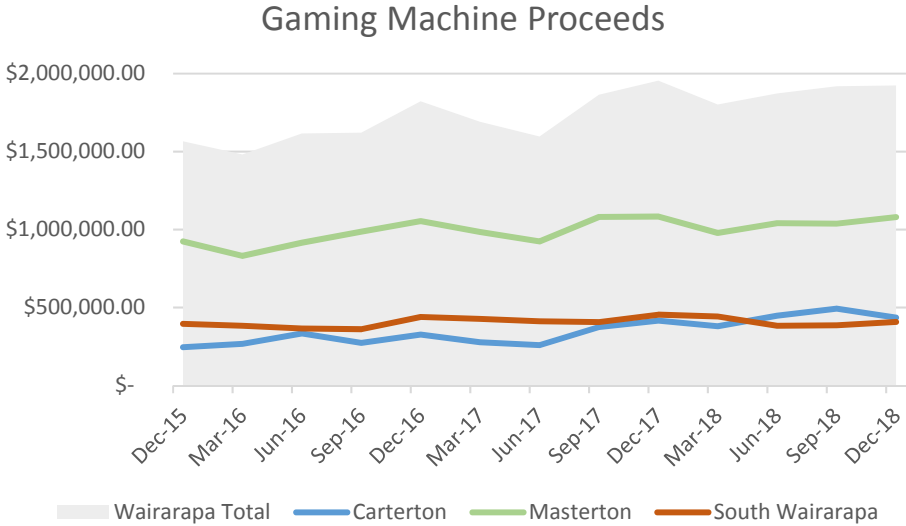
Each district has had a reduction in the number of gaming machines operating since December 2015, with Carterton decreasing by five (10%), Masterton decreasing by 14 (18%) and South Wairarapa decreasing by nine (14%).

As noted above, this continues the steady decline of gaming machines in the Wairarapa since 2008 when the sinking-lid approach was first adopted. In 2008, there were 247 gaming machines in the region.



3.3. Gaming Machine Expenditure

Despite the reduction in gambling venues and gaming machines, expenditure (i.e. the amount lost by players) on gaming machines has slowly increased since December 2015. For the quarter ending December 2018, gaming machine proceeds in the Wairarapa region were just over \$1.9m, an increase of \$358k (23%) compared to the same period in 2015.



The most significant shift was in Carterton, with expenditure in the December 2018 quarter at \$436k, a 77% increase compared to December 2015.

Masterton’s expenditure increased by \$156k (17%) over the same period, while South Wairarapa had a small increase of \$12k (3%).

The estimated Wairarapa adult population has increased by 6% over the period. Each district has had a similar level of population growth (i.e. 6% in Masterton and South Wairarapa and 7% in Carterton). This population increase may have had some effect on the levels of expenditure but is unlikely to have had a significant impact, particularly when considering Carterton’s increase. This suggests that either more people are using gaming machines, or that people are spending more.

3.4. TAB Venues

There are currently no standalone TAB venues in the Wairarapa region.

3.5. National Comparisons

The table overleaf provides a comparison of the number of gaming machines and expenditure levels in the Wairarapa region against the national average. Population figures are based on Statistics New Zealand’s 2018 estimates for the Wairarapa region’s adult population (i.e. people aged 15 years and over).¹

¹ Class 4 gambling is restricted to people aged 18 and over, however, the adult population figures referenced in this report include people aged 15 and over due to Statistic New Zealand’s reporting brackets. Adult population estimates for 2018 are: Wairarapa (36,920), Masterton (20,800), Carterton (7,570), South Wairarapa (8,550).

	Number of Gaming Machines/10,000 People as at 31/12/18		Gaming Machine Expenditure/Person for the year to 31/12/18		Gaming Machine Expenditure/Machine for the year to 31/12/18	
New Zealand	39		\$231		\$59,689	
Wairarapa	45	↑	\$204	↓	\$45,547	↓
Carterton	59	↑	\$232	–	\$39,039	↓
Masterton	31	↓	\$199	↓	\$64,650	↑
South Wairarapa	65	↑	\$190	↓	\$28,945	↓

Key: ↓ Below National Average ↑ Above National Average – Equal to National Average

This data indicates that overall, the Wairarapa region has slightly more gaming machines than other districts in New Zealand, but that the machines are not being used as much.

The expenditure per gaming machine is highest for Masterton, which suggests these machines are being used more extensively than those in Carterton and South Wairarapa.

4. Gambling Risk Profile

This gambling risk profile for the Wairarapa region has been defined using the local government resource developed by KPMG in conjunction with the Ministry of Health (MOH) in 2013.²

The following five known categories of gambling risk have been assessed:

- Prevalence: people in the region at risk of being problem gamblers;
- Density: the number of gaming machines per person and expenditure per person;
- Ethnicity: the percentage of the population who identify as Māori or Pasifika;
- Level of community deprivation; and
- Availability of intervention services in the district.

Each category has been scored based on its level of risk (1 = low, 2 = medium, 3 = high), which is multiplied by the weighting figure to give the category risk rating. The rating for each category has been added together to form an overall risk profile for the Wairarapa region, as provided below.

Category	Risk Score	Weighting	Risk Rating
Prevalence	3	2	6 (High)
Number of Gaming Machines per 10,000 people	1	1	1 (Low)
Expenditure per Person	1	1	1 (Low)
Māori	2	1	2 (Medium)
Pasifika	1	1	1 (Low)
Community Deprivation	2	1	2 (Medium)
Availability of Services	3	1	3 (High)
Overall Risk Rating			16 (Medium)

² KPMG & MOH (2013)

A risk score of 16 is considered medium risk, which according to the KPMG guidance, suggests the Wairarapa is best suited to a policy that restricts locations and/or numbers of gaming machines but may not need to go as far as having a sinking lid.

When looking at each district independently, Masterton and Carterton have a medium risk rating with scores of 16 and 14 respectively. South Wairarapa has a low risk rating with a score of 12. The categories where there is a difference in the level of risk for each district are prevalence (lower risk in South Wairarapa), Māori population and availability of services (both higher risk in Masterton).

Further detail on each of the categories is provided below.

4.1. Prevalence

This measure combines local intervention statistics with national gambling statistics to indicate the prevalence of gambling harm in the district.

According to the 2016 Health and Lifestyles Survey,³ approximately 186,000 New Zealanders experienced some level of gambling harm in that year. MOH data⁴ shows that in 2017-18, 10,555 people nationally received problem gambling treatment services. This means the national prevalence rate is approximately 5.7%.

In 2017-18, 116 people in the Wairarapa region received problem gambling treatment services. Of these, 97 were from Masterton, 16 were from Carterton and three were from South Wairarapa.

Using the KPMG formula, the prevalence rate for the Wairarapa is follows:

$$\left(\begin{array}{c} 116 \\ \text{Wairarapa} \\ \text{intervention clients} \end{array} \div \begin{array}{c} 5.7\% \\ \text{National} \\ \text{prevalence rate} \end{array} \right) \div \begin{array}{c} 36,920 \\ \text{Wairarapa adult} \\ \text{population} \end{array} = \begin{array}{c} 5.5\% \\ \text{Wairarapa region} \\ \text{prevalence rate} \end{array}$$

The number of intervention clients in the region (116) is divided by the national prevalence rate (5.7%). This indicates that approximately 2,035 people in the region may experience some level of gambling harm. Those 2,035 people are then divided by the Wairarapa region’s adult population (36,920) to find the region’s prevalence rate (5.5%).

Prevalence greater than 1.1% is considered high risk.

When broken down by district, the highest prevalence rate is in Masterton (8.2%), followed by Carterton (3.7%) and South Wairarapa (0.6%).

When compared against 10 district councils, which were chosen based on a similar sized adult population, the Wairarapa region’s prevalence rate was significantly higher than all but one. Nine of the comparison councils had a prevalence rate between 0.2% to 2.5%, while one had a rate of 7.7%.⁵

³ Health Promotion Agency (2018), p.14

⁴ Ministry of Health (n.d). *Intervention Client Data*.

⁵ The following district councils were used as a comparison: Ashburton, Gisborne, Kāpiti, Marlborough, Matamata-Piako, Selwyn, Taupō, Waimakariri, Whakatane, Whanganui.

4.2. Density

Gambling density is a measure of the opportunities available for people to gamble. Density is measured via the following two components:

- Number of Class 4 gambling machines per 10,000 people; and
- Expenditure per person.

The Wairarapa region has 45 gaming machines per 10,000 people. Having 75 or less gaming machines per 10,000 people is considered low risk.

Gaming machine expenditure per person in the Wairarapa region is \$204 per year. Expenditure of \$300 or less per person is considered low risk.

Refer to Section 3 above for further details on gaming machine numbers and expenditure.

4.3. Ethnicity

As at September 2018, an estimated 17% of the Wairarapa region's adult population identified as Māori or Pasifika.

	Māori	Pasifika
Wairarapa	5,510 (15%)	840 (2%)
Carterton	890 (12%)	120 (2%)
Masterton	3,520 (17%)	580 (3%)
South Wairarapa	1,100 (13%)	140 (2%)

When broken down by district, Masterton has a slightly higher percentage of people who identify as Māori or Pasifika, compared to Carterton and South Wairarapa.

The level of risk associated with ethnicity is broadly measured by the difference between the local population that identify as Māori or Pasifika, compared with the national average. As at September 2018, an estimated 14% of the national population identified as Māori and 7% identified as Pasifika.

The Wairarapa region's Māori population is slightly higher than the national average which is considered medium risk, while the Pasifika population is less than the national average which is considered low risk.

4.4. Community Deprivation

The New Zealand deprivation index ranks socioeconomic deprivation based on 2013 census information. The index takes into account a number of variables including:

- car and telephone access;
- receipt of means-tested benefits;
- unemployment;
- household income;
- sole parenting;
- educational qualifications;
- home ownership;
- home living space.

The scale runs from one to 10, with one representing least-deprived areas and 10 representing most deprived areas.

Based on the 2013 census, Masterton has a deprivation index of 6.5, while Carterton and South Wairarapa each have a deprivation index of 5.1.⁶

A community with a deprivation score between four to seven is considered moderately deprived, which is a medium risk.

4.5. Service Availability

Service availability refers to the number of intervention services available within the district that specialise in preventing and minimising gambling harm. The Wairarapa community has access to the following three services:⁷

- Salvation Army Oasis Centre (located in Masterton);
- Nationwide Gambling Helpline; and
- Nationwide Problem Gambling Foundation.

This equates to less than one service per 10,000 people, which is considered high risk.

5. Social Benefits of Gambling

Gambling can benefit New Zealand and local communities by way of community grants, providing employment opportunities and as a form of entertainment.

5.1. Community Grants

Under the Gambling Act 2003 and the Gambling (Class 4 Net Proceeds) Regulations 2004, all corporate societies that conduct Class 4 gambling are required to distribute 40% of their net proceeds to an authorised purpose.

There are two types of corporate society that operate gaming machines:

- those that apply funds to their own purposes (e.g. clubs); and
- those that make grants to other organisations for community purposes.

There is currently no requirement that proceeds from gaming machines are distributed within the community from which it derived. This means that not all proceeds from gaming machines that operate in the Wairarapa will necessarily be returned to the region. However, this also means that the Wairarapa region may benefit from proceeds of machines that operate in other districts.

Nationally, more than \$200m in gaming machine proceeds is returned to communities each year.⁸ The majority of this funding is distributed to sports organisations, and social and community service organisations.

In 2017-18, approximately \$2.9m was received by community organisations in the Wairarapa from the corporate societies that operate the region's gaming machines.⁹ The total value of grants is likely to be greater as it does not include grants received from corporate societies that don't operate in the Wairarapa region. There is also a likely broader benefit to the Wairarapa region from grants received by national organisations, though the value of this cannot be quantified.

⁶ Ministry of Business, Innovation and Employment (n.d.)

⁷ Ministry of Health (n.d.)

⁸ Department of Internal Affairs (2016), p.5

⁹ Sourced via grant distribution lists for Lion Foundation, One Foundation Ltd, Trust House Foundation, Trillian Trust and Pub Charity.

Despite the clear benefit of community grants, it should be considered alongside the \$7.4m lost by players in the Wairarapa region in 2017-18, considerably more than what is returned to the community.

5.2. NZRB Sports Contributions

NZRB makes a significant contribution to the development of sports in New Zealand through the commission paid to national sporting bodies for sports on which they take bets. NZRB's 2018 Annual Report noted that in 2017-18, the board paid commissions totalling \$10.2m to national sporting organisations across the country.

5.3. Employment

The existence of Class 4 gaming and sports and racing betting creates employment opportunities for the corporate societies administering the gaming machines, the venues operating them, and the servicing industries.

A survey undertaken in 2009 estimated that nationally there were 300 full-time equivalents (FTEs) directly employed by class 4 non-club corporate societies and 215 employees of external service providers and contractors also working for the corporate societies.¹⁰

NZRB's 2018 Annual Report noted that the Board directly employs around 863 personnel nationally.

5.4. Entertainment

Gambling is a popular form of entertainment, with approximately 2.7 million New Zealanders aged 15 years and over participating in some form of gambling in 2016.¹¹

Gambling is usually a harmless activity, from which most people who participate derive personal enjoyment and positive social effects. Research has shown that the more communal the gambling activity, the higher the level of fun and enjoyment.¹²

6. Social Costs of Gambling

Most people do not experience problems resulting from their gambling. However, for the minority that do develop a problem, the impacts can be far-reaching.

Problem gambling is particularly associated with gaming machines, due to the continuous nature of the activity that allows money to be quickly reinvested. Almost half of the people who received intervention services in 2016-17, identified gaming machines outside of casinos as their main gambling activity.¹³

The 2016 Health and Lifestyles survey,¹⁴ indicates that almost half (49%) of the people who played gaming machines in pubs or clubs at least once a month reported at least some level of risk of gambling harm.

¹⁰ KPMG (2013), p.19

¹¹ Health Promotion Agency (2018), p.12

¹² KPMG (2013), p.19

¹³ Sapere Research Group (2018), p.54

¹⁴ Health Promotion Agency (2018), p.14

The most prevalent forms of gambling harm are listed below:¹⁵

- **Personal impacts:** including elevated physical and mental health problems relative to the general adult population and, in extreme cases, suicide attempts and suicide.
- **Financial impacts:** on average, problem gamblers spend approximately 15 times more than non-problem gamblers per month on gambling.
- **Interpersonal impacts:** including relationship breakups and family neglect. Close family members of heavy gamblers are most often affected. In extreme cases, children of problem gamblers may be left with reduced access to necessities, including adequate housing, warmth and food.
- **Parenting impacts:** people who report having a parent with gambling problems are significantly more likely to experience gambling problems themselves, so problem gambling has the potential to have an impact on future generations.
- **Work and study impacts:** including lost time at work or study and in extreme cases, resignation or termination of a job or a course, due to gambling-related absenteeism or crime.
- **Criminal and legal impacts:** problem gambling has been linked to criminal activity, and studies have suggested that much of the crime goes unreported. Apart from the financial cost of gambling-related crime to organisations and individuals directly involved, there are often financial and other costs for problem gamblers who are convicted, and their families.

These impacts flow on to cause broader harm to communities, including but not limited to:¹⁶

- increased costs to the health system both in terms of treatment for gambling and costs associated with other medical conditions caused or exacerbated by gambling e.g. other addictions or stress-related illness;
- cost of providing services to assist people with emotional and psychological harm;
- increased reliance on both community and government provided welfare;
- costs to the family law courts and associated organisations;
- costs of caring for dependents no longer supported;
- perpetuation of poverty and welfare reliance from a generational perspective;
- costs to business relating to job turnover and absenteeism;
- direct costs of criminal activity in terms of the investigation of crime, costs to the judicial system, incarceration, probation, and parole; and
- financial and emotional cost to victims of crime.

¹⁵ KPMG (2013), p.20

¹⁶ Central Queensland University and Auckland University of Technology (2017), p. 128

7. Views on Gambling

The 2016 Health and Lifestyle Survey found that:¹⁷

- 60% of respondents believed that pokies in pubs and clubs are a particularly harmful gambling activity (compared to 68% in 2014 and 2010).
- 55% of respondents said some forms of gambling were socially undesirable.
- Of those who thought some forms of gambling were socially undesirable, 59% considered gaming machines at a pub or club to be socially undesirable (compared to 74% in 2010).
- 46% of respondents thought that raising money through gambling did more harm than good in the community;
- 43% of respondents said they had some degree of concern about the level of gambling in their community.

At the Waifest event on Waitangi Day 2019, the community was asked how they felt about the number of gambling venues and gaming machines currently operating in the Wairarapa region. Of the 54 responses:

- 59% said there are currently too many gambling venues, 35% said the current number is about right and 6% said there aren't enough.
- 69% said there are too many gaming machines, 26% said the current number is about right and 6% said there aren't enough.

Further views from the Wairarapa community will be sought during the consultation period on the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

8. Conclusion

The Wairarapa region experiences benefits from gambling operations in the region and nationally, associated with entertainment and employment opportunities, and significant amounts of community grants.

However, problem gambling is an issue in the Wairarapa region, which can result in significant negative impacts to the gambler, their family and friends, and the wider community.

In 2017-18, 116 people in the Wairarapa region sought help from problem gambling support agencies. Not all problem gamblers seek help, so the actual number of gamblers and family/friends who are experiencing harm from gambling in the Wairarapa region is unknown. Based on the national prevalence rate of 5.7%, there could be more than 2,000 people in the Wairarapa region that experience some level of gambling harm.

The analysis of the Wairarapa region's gambling risk profile suggests that the Wairarapa is best suited to a policy that restricts locations and/or numbers of gaming machines, but that these restrictions do not necessarily need to include implementing a sinking lid on numbers of venues or machines.

¹⁷ Health Promotion Agency (2018), p.16

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Appendix 1: Wairarapa Gambling Venues

Society Name	Venue	Address	Gaming Machines
Carterton			
The Lion Foundation 2008	Ev's Bar	3 Belvedere Road	9
One Foundation Limited	Marquis of Normanby	63 High Street	18
Trillian Trust	Royal Oak Hotel	321 High Street South	18
Masterton			
Trust House Foundation	Jackson Street Bar	20 Jackson Street	18
	Kuripuni Tavern	Queen Street South	18
	The Farriers	4 Queen Street	18
Wairarapa Services & Citizens Club Inc	Wairarapa Services & Citizens Club	20 Essex Street	10
South Wairarapa			
The Lion Foundation 2008	Empire Hotel	Johnston Street, Featherston	15
Trust House Foundation	Greytown Hotel	33 Main Street, Greytown	9
	Pukemanu Tavern	The Square, Martinborough	14
Pub Charity Ltd	Messines Bar & Restaurant	57 Fox Street, Featherston	5
South Wairarapa Working Men's Club	South Wairarapa Working Men's Club	120 Main Street, Greytown	13

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.5

DRAFT POSITIVE AGEING STRATEGY

Purpose of Report

To present the Committee with the draft Combined Councils Positive Ageing Strategy recently adopted by all three Wairarapa councils, so further feedback can be provided.

Recommendations

Officers recommend that the Committee:

1. *Receives the Positive Ageing Strategy Report.*
2. *Provides feedback on the draft Positive Ageing Strategy.*

1. Executive Summary

The Wairarapa Positive Ageing Strategy was developed by the three Wairarapa District Councils to prepare for our ageing community. The draft strategy has been prepared and has been adopted by Council for further consultation.

2. Background

The Wairarapa Positive Ageing Strategy was developed by the three Wairarapa District councils to prepare for our ageing community. It outlines the way in which the councils will work together to improve and integrate their work for our older people. Our population is ageing rapidly and in the next 25 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.

Esther Bukholt of Solstone was contracted as project lead paid for by funds achieved from the Office For Seniors.

3. Goals of the Strategy

The strategy goals are based on the World Health Organisation Age-Friendly priorities and Office for Seniors Positive Ageing Strategy. The specific goals chosen for Wairarapa were selected through local research and consultation, and subsequently prioritised by elected officials.

These are:

Goal one: Community support and health services

Goal two: Communication and engagement

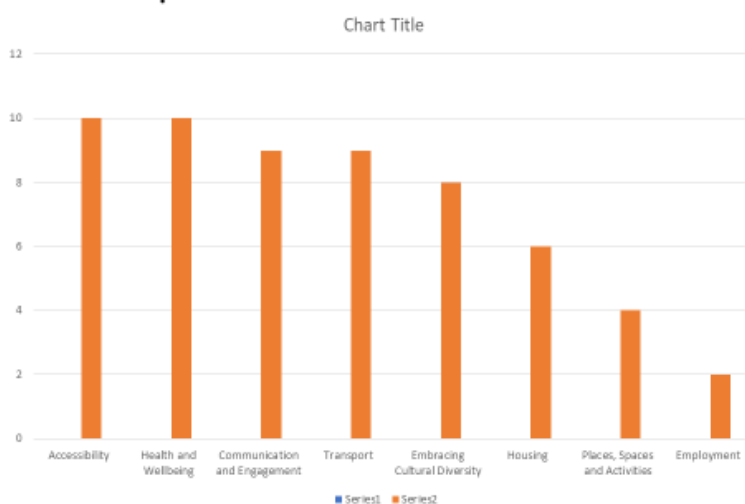
Goal three: Transport

Goal four: Cultural diversity

Goal five: Housing options are appropriate, safe, and accessible for older people

Goal six: Places, spaces and activities are safe, affordable, and provide enjoyable choices for older people

Councillors priorities for Goals



4. Next Steps

Implementing this strategy will require:

1. A dedicated staff member working across all three Councils – staff have identified funds to enable a shared part-time staff member.
2. An action plan with joint-council and individual-Council actions – workshops have identified initial actions which could form the basis of this action plan.
3. Project funding – some project funding is available on application from the Office for Seniors.

4. A monitoring and evaluation plan – to be developed in relation to the action plan.
5. Governance and oversight for each Council with the appropriate Group i.e. MDC Wellbeing Strategy Group, CDC Policy and Strategy Group and SWDC Community Safety and Resilience Working Party.

5. Appendices

Appendix 1 – Positive Ageing Strategy

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Appendix 1 – Positive Ageing Strategy

Joint Wairarapa Councils Positive Ageing Strategy

NOTE: Titles and headings also to be reviewed for translation into te reo



For the District Councils of South Wairarapa, Carterton and Masterton

2019

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2 GREETINGS

Te reo and English

3 WELCOME FROM THE MAYORS

4 WELCOME FROM THE STEERING GROUP AND SPONSORS

4. FOREWORD

To be finalised on adoption of the strategy

5 BACKGROUND

5.1 WHY DID WE DO IT?

The Wairarapa has a widely dispersed population of nearly 45,000 people. 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 (compared to 1 in 4.2 average in New Zealand). In addition, the Wairarapa is an increasingly attractive place for older adults to move to as they approach or become 65+ or retire. In preparation for this growth, the three District Councils agreed to develop a Wairarapa Positive Ageing Strategy in consultation with the community and create linked action plans to ensure positive outcomes for older adults.

5.2 HOW DID WE DO IT?

The Wairarapa Joint Positive Ageing Strategy was sponsored by the Masterton District Council Manager Community Facilities and Activities, Carterton District Council Community Services Manager and the South Wairarapa District Council Group Manager Corporate Support. The Steering Group was made up of Aaron Bacher, Gerry Brooking Amy Wharram and Hoani Paku. Consultant Esther Bukholt from Solstone was contracted as project lead. Funds from the Office for Seniors paid for this contract.

To ensure the project engages appropriately with Māori and Iwi the engagement plan was supported by Hoani Paku and includes consultation with Hauora, Whaiora and Rangitāne ki Wairarapa. Engagement with Kahunungu ki Wairarapa has not been carried out at this time due to a change in their CEO.

5.3 WHAT DID WE DO?

It was agreed that developing the joint Positive Ageing Strategy would include:

- Following the principles of the WHO Age Friendly Communities Guidelines and the Office for Seniors (MSD) Positive Ageing Strategy
- Linking with existing Council plans, policies and projects including Long Term Plans, relevant strategies and local initiatives
- Statistical analysis of ageing populations trends in both the Wairarapa and Aotearoa/New Zealand
- Consulting with residents as well as organisations and businesses that support older adults through surveys, interviews and workshops
- Developing a draft strategy for feedback
- Finalising the strategy

Older people have been defined as residents 65+, although consultation has also been carried out with residents 45 years to 65 years as the next generation of older people.

5.4 WHAT DID WE LEARN?

5.4.1 The faces of ageing are changing

Based on research nationally and internationally, the Office for Seniors has identified a number of key changes that will affect our ageing population in Aotearoa/New Zealand including:

- A rapidly rising older population
- Increasing diversity in older people
- Declining home ownership
- Older people as an increasing workforce and consumer market
- Ageing is a global issue, ageing is changing and we all need to prepare.

Reviewing four key Positive Ageing Strategies from across the country, we learnt that other districts:

- All experience similar trends and issues
- Based their strategies on WHO Principles and the Office for Senior National Goals
- Focused their strategy principles focus on strengths and opportunities
- Identified council collaboration with community as vital for successful outcomes

5.4.2 Alignment with existing Wairarapa District Council strategies and plans

A review of existing strategies and plans revealed a wide range of thinking and action to support older adults in the Wairarapa.

5.4.3 Resident input

Has included

- Distributing 1,200 postcards distributed
- 304 online surveys completed
- 150 community conversations
- 48 participants in 3 focus groups
- Regular updates in community newspapers, mailouts and websites

High level summary of results

- Older residents love: climate, community, environment, public spaces, activities
- Are challenged by: transport, lack of services and opportunities for social connection, employment and technology
- Specific focus groups Māori also identified issues of land, relationships between Iwi and Council, access to health services, housing, improving knowledge and understanding of Māori history and values

5.4.4 Community leaders consultation has included

- 44 in-depth interviews with 60 leaders from business, community, health and government
- A community meeting with 36 leaders to share results of work so far and develop priorities moving forward

(see [Appendix one](#) for a full list of contributors)

Summary of themes

- Lifestyles, circumstances and expectations amongst older adults are changing
- Lack of Elder networks/hubs – results in many smaller organisations working in silos

- Need for improved advice to Council from older people
- In some organisations practices are changing - sometimes this has unexpected consequences which can be positive or challenging (eg Ageing in Place, partnership models, Transport plans).
- In other organisations (especially smaller not-for-profit organisations) many are finding it difficult to adapt to change expectations and modern models of operation eg where they are relying on formal volunteer structures.
- Unique social divides exist in Wairarapa for example rural versus urban and established families versus new retirees
- Resourcing – funding and people under pressure
- Lack of strategies for older adults services outside of the health sector
- Community leaders want to see a culture shift that honours ageing, improved communication with older adults, improved design and accessibility for older adults

5.4.5 Staff and elected member Input

Has included:

- Cross-Council Officer Steering Group
- Cross-Council Officer Sponsors
- Survey of elected members and staff
- Surveys
- Cross-Council staff workshop
- Cross-Council elected member workshop

A Council-wide survey of elected officials and staff across all Councils was conducted. The 101 responses received which indicated:

- The greatest challenges identified for older adults were social isolation/loneliness, health, transport, financial, accessing services, technology, housing
- Key issues that required addressing by Council in the future were transport, housing, social connection, technology, communication/planning
- Working relationships existed with the following organisations: service agencies (such as Lions/Rotary (18), Rest and retirement homes (16), Age Concern (15), Iwi, marae, hapū, whānau (10), Medical Centres (7)

The purpose of the cross-council workshops was to present findings of the research and community consultation as to develop the strategy principles, vision, goals and possible actions.

The workshop for Elected Members from across three District Councils was attended by 21 people. The workshop for staff was attended by 26 people.

The strategy document is based on feedback and recommendations from the workshops.

6 VISION

Our koroua/older residents are loving life, valued, connected, active, independent and contributing members of our community.

7 VALUES/PRINCIPLES GUIDING THE STRATEGY

In order for the Positive Ageing Strategy to be successful, the following underpinning principles have been identified through research and consultation:

7.1 A POSITIVE NARRATIVE

Growing old is a gift and a privilege denied to many. While it comes with new challenges, there are also many opportunities to be celebrated and embraced. The Wairarapa community strongly voiced a desire for councils to ensure positive images and narratives of our older people.

7.2 WORK TOGETHER TO BUILD ON WHAT ALREADY EXISTS

The three District Councils have chosen to work together on this strategy in the knowledge that this will give the greatest benefit for older people in the Wairarapa. There are also a large number for services and facilities that enable older people to live fulfilling lives. Working collaboratively will enable us all to achieve more for older people.

7.3 ENSURE EQUITY

Many older people in the Wairarapa enjoy lives that already reflect the Positive Ageing Strategy vision. There are also some who do not, and targeted actions will be required to ensure equity of outcome.

7.4 CULTURAL DIVERSITY

This strategy acknowledges Aotearoa/New Zealand is a bi-cultural country that also includes a diverse ethnic community. Research shows this diversity exists in our region and is expected to increase and that 'old age' is experienced at an earlier age in communities and cultures with compromised health experiences. Each of the Councils has a governance relationship with Iwi, however, further development is required by councils and Wairarapa communities to ensure strong, responsive relationships and support of other Māori and ethnic communities.

8 STRATEGIC ALIGNMENT

The three councils of the Wairarapa have a wide range of strategies, joint policies, plans, as well as advice from advisory groups and forums to inform their work programmes including support and services for older people. In addition, Iwi, central government and community organisations have formulated plans and strategies for supporting older adults. This Positive Ageing Strategy is designed to develop a coordinated approach for the three Wairarapa Councils that also complements and supports local effort in this sector. Where possible, Iwi, Government and community organisations' plans have been identified and referenced in this document

Examples of key documents includes:

Examples of other plans include:

<i>National</i>	<i>Regional</i>
Positive Ageing Strategy Aotearoa/New Zealand Healthy Ageing Strategy	District Plan Wairarapa Regional Economic Development Strategy

Examples of Council Plans include:

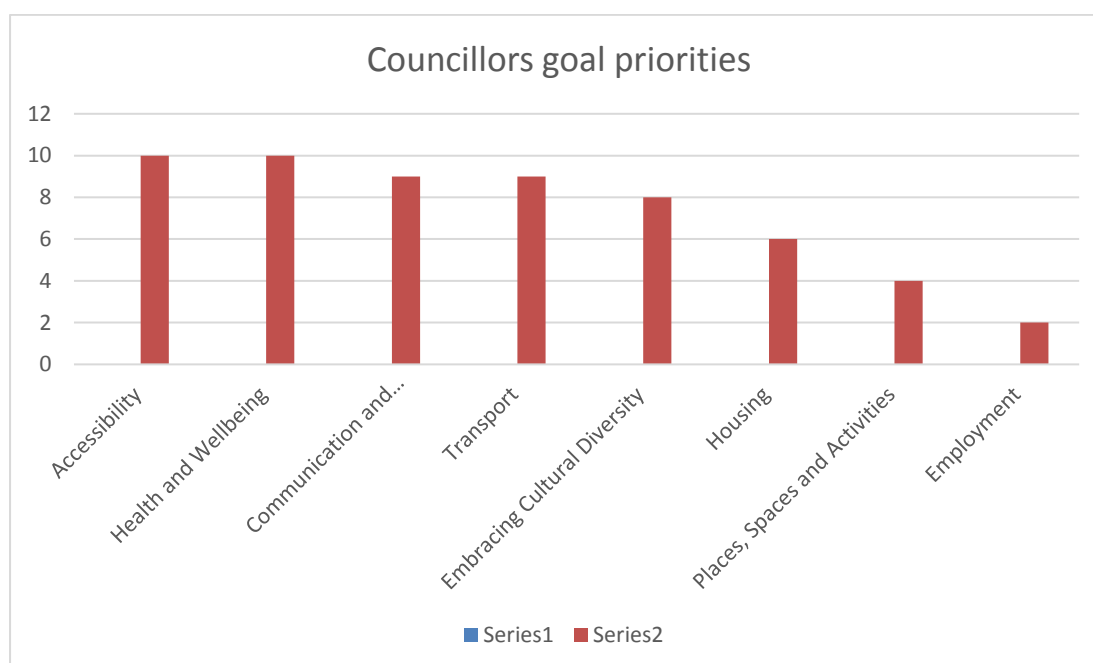
<i>South Wairarapa District Council</i>	<i>Carterton District Council</i>	<i>Masterton District Council</i>
Long Term Plans		
Spatial Plan (in development)	Urban Growth Strategy	Well-being Strategy

9 SIX KEY GOALS

9.1 INTRODUCTION

The strategy goals are based on the World Health Organisation Age-Friendly priorities and Office for Seniors Positive Ageing Strategy which were developed after considerable consultation internationally and nationally. The specific goals chosen for Wairarapa were selected through local research and consultation, and subsequently prioritised by elected officials. These are:

Goal 1	•Community support and health services
Goal 2	•Communication and engagement
Goal 3	•Transport
Goal 4	•Cultural diversity
Goal 5	•Housing
Goal 6	•Places, spaces and activities



Note: the accessibility goal has been incorporated into all other goals

10 GOAL ONE: COMMUNITY SUPPORT AND HEALTH SERVICES

Community and health services support older peoples' well-being

10.1 COMMUNITY SUPPORT AND HEALTH SERVICES OVERVIEW

There are a wide variety of health and community services for older people in the Wairarapa District that support health and wellbeing. These are provided or funded by the public, private and not-for-profit sectors.

Consultation with the public health sector identified that the ageing in place¹ and patient-whanau centred care² is changing the nature of health provision in Aotearoa/New Zealand and in the Wairarapa. It also identified a need for older people and their families to be individually more responsible for their own health. Many smaller not-for-profit health organisations identified themselves as being under stress and are calling for more support and integrated services. They described themselves as working in isolation, and report being under-pressure due to; directives from their national bodies, lack of volunteers, lack of funding, and lack of paid staff. Private sector providers recorded fast growing demand for their services.

Health is not just the absence of disease. Loneliness has a strong relationship with poor mental and physical health outcomes.³ In the Wairarapa, 29% of people over 65 live alone compared with 26% across NZ.⁴

"Sometimes, people are accessing health care, not because they are unwell but needing reassurance and connection." Compass Health Manager

Residents feedback:

- A great deal of positive feedback was received from local residents about the services, activities, venues and open spaces that support health, community connection and well-being
- Many residents are happy with the standard of health care provided in Wairarapa, although lack of access and a shortage of GPs identified as a huge issue
- Residents disadvantaged by health, income or ethnicity were less likely to know about services and activities and to access these

"Insufficient doctors to cover the older persons needs and long waiting times for access. Need to sell the Wairarapa to new doctors." Survey respondent, resident

Community, health and business providers would like Council to focus on:

- Provision of service and infrastructure that improves wellbeing, connection and active lifestyles such as open spaces, community activities and community connection initiatives such as Neighbourhood Support
- Building relationships with and identifying opportunities to work in partnership with the health sector
- Supporting equity of access, such as Community Health and Social Navigators. A limited number of these roles exist in some contracted areas such as Whaiora.
- Enabling more support and integrated services

¹ <https://www.health.govt.nz/publication/new-zealand-health-strategy-2016>

² <http://www.wairarapa.dhb.org.nz/news-and-publications/reports-and-publications/other-planning-documents/designing-our-future-together-strategic-approach.pdf>

³ <https://www.loneliness.org.nz/nz/research/typology-of-loneliness-in-nz/>

⁴ <https://www.stats.govt.nz/>

- Māori health organisations in particular would like to see a change from a contract funding approach to a more wholistic commission approach

10.2 COMMUNITY SUPPORT AND HEALTH SERVICES PRIORITIES

Ensure community and health related services support older peoples' well-being by;

- Providing high quality spaces, parks, activities, services and corridors that are accessible for a growing ageing population
- Supporting the capability and capacity of groups and organisations that provide activities and services with the purpose of building community well-being Fostering relationships and engagement with the community and health sector to engender collaboration on shared outcomes

11 GOAL TWO: COMMUNICATION AND ENGAGEMENT

Communication and engagement with older people is respectful, appropriate and engaging.

11.1 COMMUNICATIONS AND ENGAGEMENT OVERVIEW

Other Councils across the country with a Positive Ageing Strategy have established routes for engagement with older people such as an Elder Network or Older Adults Advisory Group and this formed an important part of their strategy development processes. The Wairarapa District Councils do not have such a structure in place, and in the general course of business, rely on their personal involvement with and links to the community.

"We need to develop a process for timely consultation/info to Councillors from older people." Positive Ageing Strategy Community Consultation workshop, 28th Nov 2018 participant

On the communication front, the growing focus on providing on-line communications has led to a 'digital divide' for a certain proportion of the population and this was repeatedly talked about in surveys and meetings. The Wairarapa has a range of services working to increase digital access for older people including SeniorNet, Digital Seniors and the local libraries. It is also increasingly recognised that communication with older people requires different strategies than with younger populations.

"General information available. Consideration should be given to the fact that not all older people have access to a computer or are computer literate. Often referred to websites for information." Survey respondent, resident

Valuable local information targeted to older people is also available online through the Wairarapa District Health Board website for older people at <http://www.wairarapa.dhb.org.nz/your-health/older-people/>. Ministry of Social Development *Super Seniors* website has information for older people and their families at <http://www.superseniors.msd.govt.nz/>.

Free community newspapers, printed material, radio and television remain important sources of information for older people who may not use the internet or buy newspapers and magazines such as the Wairarapa Midweek, Wairarapa Times and the Carterton Crier.

Community Leaders called for

- A positive narrative about ageing
- Awareness training on communicating with older people for council staff, particularly for communication and frontline staff, on best practice universal communication for older people and those with disabilities
- Developing an Elder Network, Older Persons Hub as a communication and engagement channel for Councils

"We need to develop a process for timely consultation/info to Councillors from older people." Participant in Community Consultation workshop

11.2 COMMUNICATION AND ENGAGEMENT PRIORITIES

Ensure communication and engagement with older people is respectful, appropriate and engaging by:

- Targeted communication and customer service for older people from councils
- Regular, timely and appropriate advice to Councils on matters relevant to older people

12 GOAL THREE: TRANSPORT

Transport options that are affordable and accessible for older people.

12.1 TRANSPORT OVERVIEW

As a low rural population community dispersed over a large land area, transport is a key issue for the Wairarapa community. Public transport in the Wairarapa is a shared responsibility between NZTA, Greater Wellington and the local District Councils.

90% of all residents in surveys and focus groups identified transport as challenging. Rural residents with no bus access are at a particular disadvantage if they have no car. Feedback relating to transport focused on: insufficient rail and bus links, disability parking, lack of cycleways, lack of and unsafe footpaths and lack of value of the Gold Card for rail transport (due to timetabling).

“Shocking!!! No cycle ways, and poor footpaths – uneven and require repairs and maintenance.” Survey respondent, resident

Mobility scooters and other aides are becoming more common and will need to be supported by the different transport modes, and better quality of footpaths and roading access. In the future, driverless cars may also become an option for older adults with greater means.

In interviews, community leaders often talked about transport and accessible journeys being key issues for improvement in service provisions and would like Council to take a stronger lead in this area.

Ideas included: improved connection and frequency of transport between cities/towns, improved parking, improved timetables, more shuttles, improved online information, more pick-up, carpooling, review and development of cycle ways, future planning for mobility scooters, discounted transport for health appointments, more direct transport to hospital, free transport for gold card holders at all times.

Related Action: the Wairarapa Economic Development Strategy and Action Plan⁵ has identified transport as a priority, the DHBs have put in place a range of community transport options for health appointments, and local Councils have, or are, planning to develop cycling strategies. South Wairarapa is also considering transport as part of its spatial planning work, which is currently underway.

12.2 TRANSPORT PRIORITIES

Ensure transport options are affordable and accessible for older people by:

- Advocating for improved rail and bus services and linked connections
- Safe and accessible journeys on cycleways and footpaths
- Sufficient disabled and accessible parking
- Age-friendly CBD planning

⁵ <https://www.growwairarapa.nz/>

13 GOAL FOUR: CULTURAL DIVERSITY

Cultural diversity – our community is proud of, and inclusive of, all cultures

13.1 CULTURAL DIVERSITY OVERVIEW

Cultural diversity has not been included as a stand-alone goal in regional Positive Ageing Strategies around Aotearoa/New Zealand although it is now a goal in the National Positive Ageing Strategy. Nationally, the population of 65+ NZ European population is projected to grow by 50% between 2011 and 2026, compared with 110% for Pacific Peoples, 115% Māori and 203% Asian.⁶ In short, this anticipates a significant increase in cultural diversity among the older population nationally. This trend is likely to be reflected in a changing cultural makeup of the 65+ population in the Wairarapa, especially given its attractiveness for relocation from urban areas

In the Wairarapa, specific consultation was undertaken with Māori but not other ethnic populations. To put this into perspective, in 2013 there were 369 Māori over 65, 27 Pacific Peoples, 45 Asian. In 2019, the Ministry of Social Development recorded 495 Māori receiving Superannuation which demonstrates just how quickly this part of the 65+ cohort is growing. From May 2020, Masterton will become a Refugee Resettlement Location and three to five families are expected to be located in the first year.

Summary of consultation with Māori leaders and residents

- Kuia, koroua and kaumātua enjoy many of the same things that all older people in the Wairarapa enjoy
- They also experience all the same challenges as other older people, only often more acutely due to issues such as health, hardship and finances
- Many have a greater appreciation for the land and history of Wairarapa than other older people

Identified challenges and concerns that need addressing

- Kuia, koroua and kaumātua need access to resources and services they are entitled to and need
- Improved awareness and knowledge of te reo and history of the area
- Capability of councils to engage effectively with iwi, hapū and whānau
- Support for marae development
- Support new voices to talk with Councils

There is call from Māori health leaders for a change from a contract approach to a more wholistic commission approach led by Councils so that a real difference can be made including – sharing data, stories and working together.

“The main way in which the community would like us to support celebrating language and culture is through events.” Arts, Heritage and Culture Review Resident Survey report, Feb 2019

“There is a very account driven approach, and no-one wants to work in commission approach. Council could take leadership of this.” Ronald (Snr) Karaitiana, CEO, Hauora

“Māori seem to become a lot more disconnected from mainstream stuff. We see Māori elderly people with higher health issues. Younger Māori tend to move out of rural areas so older members of family left behind.” Sue Baines, Compass Health

⁶ <http://www.superseniors.msdc.govt.nz/age-friendly-communities/index.html>

In addition, community leaders notice the lower use of mainstream services by Māori and other non-pakeha groups.

13.2 CULTURAL DIVERSITY PRIORITIES

Embrace our community is proud of, and inclusive of, all cultures by:

- Strong Iwi/Council relationships and partner projects
- Cultural competency and Treaty knowledge/training for all staff and elected members
- Supporting and capacity building of cultural groups and events

14 GOAL FIVE: HOUSING

Housing options are appropriate, safe and accessible for older people.

14.1 HOUSING OVERVIEW

In general, Wairarapa has a higher than average percentage of people who own their own homes and this is reflected in the 65+ population (75% compared with 71% nationally).⁷ However, trends in home ownership show a decline across the country and this will result in more older people requiring rental accommodation, social housing or other semi-communal alternatives such as retirement villages. Despite this high rate of home ownership in the Wairarapa district, about 25% of older residents responding to our survey, identified housing as a key issue or challenge. No specific consultation was undertaken with older residents in rental or compromised housing situations.

While the District Councils have provided social housing, Carterton District Council divested its stock in 2015 and the South Wairarapa is considering the future ownership of its housing for seniors. Hurunui o Rangi Marae has a papakāinga development in Carterton to provide affordable housing for a variety of tenants from kaumatua to young families.⁸ In Masterton District Council, social housing is provided by Trust House which has around 75 homes with older people.

“We could do with 200 more [houses], and we need more 1-2 bedroom houses rather than family homes.” Craig Thompson, General Manager, Trust House

In 2017 the Retirement Villages Association (RVA) recorded 12.6% of 75+ live in residential units (an increase of 12.4% in 2016) and 14% in the Wellington region (Wairarapa statistics not available).⁹ Nationally, the population of 75+ is set to grow from 6% to 10% by 2033¹⁰ with a subsequent need for an increase in retirement and other semi-communal living arrangements for older people. This will also provide new employment opportunities – on average, for every 100 retirement village units, there are 64 staff to support operations.¹¹

Currently, RVA retirement villages members in the Wairarapa include:

South Wairarapa District	Wharekaka Retirement Village
Carterton District	Roseneath Lifecare and Village
Masterton	Lansdowne Park, Lansdowne Court, Wairarapa Masonic Village, Wairarapa Village

Note: A retirement village in Greytown is in development and planned for completion in ten years

⁷ <https://www.stats.govt.nz/>

⁸ <https://www.stuff.co.nz/business/property/91778660/new-social-housing-project-located-in-rural-wairarapa-idyll>

⁹ <https://www.retirementvillages.org.nz/Site/industry/>

¹⁰ <https://www.retirementvillages.org.nz/Site/industry/>

¹¹ <https://www.retirementvillages.org.nz/Site/industry/>

14.2 HOUSING PRIORITIES

Ensure housing options are appropriate, safe and accessible for older people by:

- Housing development that considers the needs of older people including housing stock, design, access and community connectedness
- Sufficient social housing stock for older people
- Accessible information for older people on housing options and housing support options

15 GOAL SIX: PLACES, SPACES AND ACTIVITIES

Places, spaces and activities are safe, affordable and provide fun and enjoyable choices for older people.

15.1 PLACES, SPACES AND ACTIVITIES OVERVIEW

Older people enjoy and are over-whelmingly attracted to the Wairarapa for its climate, sense of community, affordability and environment. An important aspect of this, is the extensive network of parks and public spaces in the Wairarapa that are owned and managed by the District Councils. Older adults are deeply appreciative of these facilities and enjoy local recreation, events and opportunities and many volunteer. Some groups (eg Māori) were less likely to have knowledge of opportunities and therefore less likely to participate.

Areas of dissatisfaction included accessible journeys, seating, and toilets, parking, dog walking areas, signage and information. Residents outside of Masterton and especially in rural areas, often requested better access to transport options or mobile services of all kinds. An increasing population will also require increased investment and protection of public spaces and places.

“More public seating. More sheltered areas out of the wind sun rain. Path surfaces suitable for walking sticks, walking frames.”
Survey respondent, resident

Public spaces and buildings in Aotearoa/New Zealand are required by law to be accessible and satisfaction amongst residents with spaces and places was very high. Yet accessibility was one of the highest areas of dissatisfaction.

Nationally 59% of people 65+ have a disability with physical disability being the most common. This will account for increasing demand for accessibility amongst older people. Māori and Pacific Island rates of disability are even higher.

Internationally, parks are beginning to be influenced by older people design (eg China¹², Finland Seniors Playgrounds¹³) and there is a move to complement existing childrens' playgrounds with equipment for older people.

15.2 PLACES, SPACES AND ACTIVITIES PRIORITIES

Ensure places, spaces and activities are safe, affordable and provide fun and enjoyable choices for older people by:

- Continued investment in accessible public spaces and places and corridors
- Promotion of opportunities aimed at older people
- Planning for activity opportunities that match a changing population

¹² <https://www.sciencedirect.com/science/article/pii/S221067071831196X>

¹³ <https://www.athleticbusiness.com/fitness-training/playgrounds-for-seniors-popular-in-europe-asia-and-north-america.html>

16 IMPLEMENTATION PLAN

Implementing this strategy will require:

1. A dedicated staff member working across all three Councils – staff are identifying funds to enable a shared part-time staff member.
2. An action plan with joint-Council and three individual-Council action plans – community consultation and council workshops have identified initial actions which could form the basis of this action plan once the strategy has been approved
3. Project funding – some project funding may be available on application from the Office for Seniors
4. A monitoring and evaluation plan – to be developed in relation to the action plan.
5. Governance and oversight for each Council with the appropriate Group ie. MDC Wellbeing Strategy Group, CDC Policy and Strategy Group and the SWDC Community Safety and Resilience Working Party.

The implementation plan will be in a spreadsheet form to be approved by SLT/Council. It will be designed as a standalone document so it can be reviewed and updated. The spreadsheet will include the following 'tabs' for completion:

- Project Name
- Primary community outcomes the project contributes to
- Alignment with local strategies and plans
- Key Drivers
- Scheduled to commence (LTP Year x)
- Project Status
- Project Milestone/s
- Estimated Budget
- Budget Status
- External Funding
- Project Lead/s
- Project Team/Partners
- Comments

17 APPENDICES

17.1 APPENDIX ONE: CONTRIBUTORS

Representatives from the following organisations were interviewed or contributed to community meetings:

- 1 Access Home Health
- 2 Accident Compensation
- 3 Age Concern Wairarapa
- 4 Alzheimers Wairarapa
- 5 Carter Court Rest Home and Hospital
- 6 Carterton Friendship Club
- 7 Carterton Menzshed
- 8 Carterton Neighbourhood Support
- 9 Community Patrol
- 10 Carterton Farmers Market
- 11 Carterton Time Bank
- 12 Compass Health
- 13 Connecting Communities
- 14 Craig Trust House
- 15 DHB
- 16 DHB Focus
- 17 DIA
- 20 Digital Seniors
- 21 Driving Miss Daisy
- 22 Enable NZ - Easie Living products
- 23 Enliven
- 24 E-People
- 25 Fab Feathy
- 26 Featherston Community Board
- 27 Featherston Community Centre
- 28 Wairarapa Fire Service
- 29 Gain Momentum
- 30 Gibson Sheat
- 31 Hauora
- 32 Headstones Wairarapa
- 33 Heart Foundation
- 34 IHC
- 35 King Street Artworks
- 36 Landsdowne Park Village
- 37 Landsdowne Residents Association
- 38 Life Unlimited
- 39 Lyndale Manor & Villa
- 40 Martinborough Lions Club
- 41 Masterton Rotary Club
- 42 Menzshed
- 43 Neighbourhood Watch
- 44 Police

- 45 Public Trust
- 46 REAP
- 47 Rangitāne o Wairarapa
- 48 Resilient Carterton
- 49 Roseneath Lifecare
- 50 Salvation Army
- 51 Senior Net
- 52 Sport Wellington
- 53 Sustainable Wairarapa,
- 54 Trust House
- 55 Volunteering Wairarapa
- 60 Wairarapa U3A
- 61 Wairarapa Community Law Centre
- 62 Wairarapa Green Dollars
- 63 Wairarapa Kaumatua Council
- 64 Wairarapa Stroke Club
- 65 Whaiora

MĀORI STANDING COMMITTEE

6 MAY 2019

AGENDA ITEM 5.6

MARTINBOROUGH WATER SUPPLY TEMPORARY CHLORINATION

Purpose of Report

The purpose of this report is to seek feedback from the Māori Standing Committee on the Council decision to temporarily chlorinate the Martinborough water supply.

Recommendations

Officers recommend that the Committee:

1. *Receive the Martinborough Water Supply Temporary Chlorination Report.*
2. *Provide feedback on the Council decision to temporarily chlorinate the Martinborough water supply.*

1. Executive Summary

Council agreed to temporarily chlorinate the Martinborough water supply following review of the report attached in Appendix 1 and a lengthy debate on the 24 April 2019.

The resolution made by Council was as follows:

COUNCIL RESOLVED (DC2019/TBC)

1. To receive the proposal to temporarily chlorinate the Martinborough water supply report.
(Moved Mayor Napier/Seconded Cr Olds) Carried
2. That officers complete their investigation of the impact of chlorination on the vineyards and breweries in Martinborough and actions are undertaken by 13 May 2019 to ensure chlorination does not adversely impact the products from these businesses.
(Moved Cr Craig/Seconded Cr Jephson) Carried
3. That officers arrange temporary chlorination as soon as possible after recommendation two has been completed with a view to removing the boil water notice as soon as possible.
(Moved Cr Vickery/Seconded Cr Olds) Carried

Council are seeking the Māori Standing Committees feedback on this decision.

2. Appendices

Appendix 1 – Martinborough Water Chlorination Report to Council 24 April 2019

Contact Officer: Jennie Mitchel, acting Chief Executive

Appendix 1 – Martinborough Water Chlorination Report to Council 24 April 2019

SOUTH WAIRARAPA DISTRICT COUNCIL

24 APRIL 2019

AGENDA ITEM B1

PROPOSAL TO TEMPORARILY CHLORINATE THE MARTINBOROUGH WATER SUPPLY

Purpose of Report

To seek approval to temporarily chlorinate the Martinborough water supply.

Recommendations

Officers recommend that the Council:

1. *Receive the proposal to temporarily chlorinate the Martinborough water supply.*
2. *Recommend that officers complete their investigation of the impact of chlorination on the vineyards and breweries in Martinborough and actions that need to be taken to ensure chlorination does not adversely impact the products from these businesses.*
3. *Recommend officers arrange temporary chlorination as soon as possible after recommendation two has been completed with a view to removing the boil water notice as soon as possible.*

1. Executive Summary

The Martinborough water supply (MWS) currently has only a single treatment barrier to contamination (UV treatment). It is the only water supply in the Wairarapa that is not chlorinated. Two recent incidents where *E.coli* has been detected in the MWS have led to boil water notices (BWNs) being required to protect the health of residents and visitors to Martinborough, as *E.Coli* indicates contamination of the water supply.

Officers have been working closely with Regional Public Health (RPH), water consultants Lutra and Wellington Water Limited's (WWL) potable water experts to find a solution to the water contamination and allow removal of the second BWN.

The advice from all experts and also the Havelock North Inquiry (HNI) is that a multiple barrier approach is required. The most effective and timely solution is for the MWS to be chlorinated.

This paper seeks approval to temporarily chlorinate the MWS to ensure the safety of residents and visitors and to enable the latest BWN to be removed.

2. Background

South Wairarapa District Council is committed to providing our communities with safe drinking water. The Council currently uses a combination of ultraviolet (UV) water treatment and chlorination for its water supplies. All supplies have Water Safety Plans which are approved by RPH.

Chlorination is currently used in the Greytown and Featherston water supply in conjunction with UV disinfection. The MWS is sourced from ground water bores adjacent to the Ruamahunga River and treated with ultraviolet (UV) disinfection before being distributed around Martinborough and to the reservoirs at the top of town near the golf course.

A diagram of the MWS is attached at Appendix 1.

The Martinborough UV treatment plant was installed in 2011. This plant treats the water just downstream of the water supply bores, however does not provide any protection from possible contamination of the water within the network.

Recently, there has been the need to put in place two Boil Water Notices (BWNs) due to routine tests confirming the presence of *E.coli* in the water. The presence of *E.coli* indicates that the water has been contaminated and is unsafe to drink. Those at highest risk of illness due to drinking the contaminated water are babies, the elderly, and people with compromised immune systems.

2.1 First Boil Water Notice

On 30 January 2019, SWDC received notification that *E.coli* had been detected in the MWS. In consultation with RPH, and following further positive *E.coli* tests, a BWN was issued on 2 February 2019. This remained in place until an investigation was completed; it was concluded that the probable cause of the water contamination was a malfunction of the UV at the water treatment plant (WTP) caused by a power cut.

Twenty one days after the BWN was put in place it was removed and Lutra water consultants were requested to complete a full report covering the probable cause of the contamination and any further work needed to avoid a recurrence. A copy of the Lutra report is included at Appendix 2.

Prior to the Lutra report being published, SWDC held a meeting with local business owners to obtain their feedback on the BWN and impacts on them. Subsequent to the Lutra report being published a public meeting was held on Monday 8th April 2019 in the MBA town hall with a panel of experts to answer queries about the probable cause of the water contamination and subsequent BWN.

At the public meeting the Mayor committed to working through the corrective actions in the Lutra report. (See page 22, Appendix 2).

2.2 Second Boil Water Notice

Less than 24 hours after this public meeting, on Tuesday 9th April 2019, officers once again received notice that *E.coli* had been detected in the

MWS. This indicated that the water was again contaminated, with positive test results returned from samples taken at the reservoirs and Shooting Butts Road areas. Officers immediately contacted RPH and it was agreed a BWN needed to be put in place and the source of the problem identified.

The positive results were obtained around 4pm and the BWN put in place around 6pm once elected officials had been notified. Officers organised for the reservoirs to be chlorinated and the area where contamination was detected to be flushed.

Emails were sent to MBA residents and food and beverage providers, phone calls made to key people e.g. Chair of the MBA School Board of Trustees and Wharekaka rest home. A letter drop was completed by Council staff, some Councillors and the volunteer fire brigade who also made announcements on their loud hailer.

2.3 Incident Management Team

Subsequent to the second BWN being put in place an Incident Management team (IMT) was set up comprising WWL potable water experts, Lutra, Wairarapa DHB and SWDC personnel. RPH personnel also sit in on these calls, providing a liaison function. This group meets daily by teleconference to agree next steps and update on actions taken over the previous 24 hours.

The goal of the IMT has been to identify the source of the *E.coli* as quickly as possible and eliminate it to enable the BWN to be taken off. This team also ensures regular communications go out to the media, and through SWDC Facebook and website to keep the community informed.

2.4 Source of the *E.coli*

Investigations confirm that the bores and the WTP can be ruled out as the source of the contamination for the current contamination event. This is because the UV plant has been operating in compliance with drinking water standards requirements since the first incident.

Work to identify the source of the *E.coli* has focussed on potential sources of contamination within the water supply network, including the risk of backflow from private connections to the MWS. Contractors are systematically checking for issues but it is unlikely that this work will be able to definitively identify the source of the latest contamination incident to conclusively resolve the problem.

At about the same time as the *E.coli* was detected, sample results from within the MWS network showed a significant increase in the number of total coliform bacteria. Coliform bacteria are "indicator organisms" that may indicate a possible contamination pathway exists between a source of the bacteria (for example contaminated surface water) and the water supply. *E.coli* is a 'subset' of total coliforms that is most commonly associated with the bacteria existing within the gut of animals and humans.

As discussed above, investigations into the possible sources of the *E.coli* contamination or recent increase in total coliforms have not drawn any definitive conclusions. However, investigations have identified that there are

significant risks that cannot be eliminated or effectively managed if the supply of drinking water from the treatment plant continues without full treatment in place for the management of the waterborne pathogen risk.

Officers have considered different treatment options, including: temporary chlorination; permanent chlorination; ozone treatment; chloramination and ion exchange.

- Ozonation does not leave a lasting residual, so it doesn't provide ongoing protection to the water supply.
- Chloramination is no longer practiced in NZ as chloramines are hundreds of times less effective than chlorine.
- Ion exchange would be a method to remove manganese and would not add further protection to the network.

Any preferred option needs to:

- ensure that safe and healthy drinking water continues to be provided to SWDCs MBA customers (that is, those who currently receive unchlorinated drinking water),
- ensure ongoing compliance with the Drinking Water Standards of New Zealand 2005 (Revised 2018) and be cost efficient.

Accordingly, and after considering the different treatment options, Officers recommendation is to:

1. Implement temporary chlorination of the drinking water to be supplied from the treatment plant; and
2. That the water also continue to be treated with UV, as part of a multi-barrier approach in order to manage the waterborne pathogen risk.

This option is consistent with the independent experts' advice, as well as being in accordance with international best practice.

2.5 Chlorination

The quickest and safest way to be able to remove the BWN would be to chlorinate the water, thereby providing multiple treatment barriers for the MWS. This multi-barrier approach was recommended in the HNI report and the Lutra report.

All other water supplies in Wairarapa are chlorinated for this reason. The reason the MWS has not been chlorinated to date is the presence of manganese in the source water. The effect of adding chlorine to water with manganese is a discolouration of the water.

At the public meeting on 9 April 2019 the Mayor indicated that Council would consult before chlorinating the MBA water. However, this was prior to the second detection of *E.coli*. Since that meeting considerable time has been spent attempting to locate and eliminate the source of the latest contamination. As this has not been possible, the option to temporarily

chlorinate the water is the strong recommendation from the technical experts, and especially RPH, to protect the public from the risk of waterborne disease.

Due to the risk to the health of MBA citizens/visitors and the requests from the public, especially business owners, to remove the BWN, Officers recommend temporary chlorination at this time.

At a later date SWDC will consult with ratepayers regarding permanently chlorinating the water.

2.6 Manganese Extraction

After the first BWN in February, Council agreed to bring forward the installation of a manganese removal plant which had been provided for in the Long Term Plan (LTP) 2018/28 to enable chlorination if required for multi-barrier protection.

It was estimated this would be installed in the first quarter of the 2019/20 financial year (between July and September 2019). This would enable chlorination if needed in a situation such as the current one without the issue of discolouration of the water.

Since the second BWN was put in place and as the source of the contamination has not been able to be identified conclusively to date, RPH in particular have an expectation that chlorination be put in place as soon as possible to reduce the risk to public health in the MBA community.

Research has shown as time passes people become complacent about BWN and take more risks with using the water for everyday activities such as cleaning teeth. This means that the longer a BWN is on, the less effective it is and the greater the risk that someone will get ill as a result due to not following the BWN instructions.

Anecdotal information coming back to officers and elected members indicates that residents are already becoming less concerned about using the MWS water which is of real concern to all on the IMT.

For this reason we are recommending chlorination of the MWS as soon as possible to provide the multi-barrier approach and remove the risk of illness and waterborne disease from drinking contaminated water.

Lutra have tested the level of manganese in the bores and one of the bores has shown relatively low levels of manganese. This test result leads us to believe the discolouration of the water may not be as bad as first thought, and can be managed to minimise the impact to consumers.

If we are able to use this bore for the winter when demand is low, this will minimise the occurrence of discolouration and enable us to install the manganese removal plant in time for summer when demand increases again.

Based on historic water usage, officers believe it will be possible to operate on this one bore for the duration of the winter while the manganese plant is being installed.

2.7 Wineries and Breweries

One significant concern regarding chlorination is the potential impact on our wineries and breweries, some of whom use the MWS in their production. Information obtained by officers shows that chlorinated water has a negative effect on the wine production. The chlorine will react to produce a musty/mouldy/corked effect. This is known as TCA, a chemical that in minuscule levels is a taint in winemaking and may even cause the wine to be ineligible for export (see Appendix 3). Chlorine is an unacceptable element universally in winemaking across the world.

Officers are currently working with the wineries and breweries to establish the extent of this problem and how quickly it can be eliminated. For example, we are aware some vineyards use their own bores. Officers are in the process of establishing which wineries have access to bore water and what they use the town supply for.

Officers shared information regarding ways to offset the impact of chlorine on wine production with the wineries and will continue to engage with them to ensure there are solutions available and these are put in place. The most straight forward solutions are alternative water supplies or installation of carbon filters.

This same issue was encountered by winemakers in the Hawkes Bay as a result of chlorination there.

3. Significance Assessment

When making a decision in relation to the above recommendation, the Local Government Act 2002 (the **Act**) provides that Council must have regard to its Significance and Engagement Policy (the **Policy**).

In assessing the significance of this recommendation under the Policy, the Council must consider, amongst other factors, the level of community interest in the chlorination of water supplies. A great deal of attention has been given to this issue in recent years, and community interest is likely to be high. The community has not been consulted as part of the LTP process.

The Greytown and Featherston water supplies are currently chlorinated. The temporary or permanent chlorination of the MWS will likely attract further interest. Based on these and other factors, the Council may consider the significance of the recommendation to be high.

The Policy provides that, depending on the significance of the decision, the Council has a range of options available to it ranging from implementing the decision and informing the community of its decision, through to empowering the community by collaborating with it to make the decision.

It is proposed that the Council inform the MBA community of the need to temporarily chlorinate the MWS and engage with the community at a later date regarding chlorinating permanently.

3.1 The Havelock North Drinking Water Inquiry: Stage 2 Report

In August 2016, there was a major outbreak of campylobacteriosis in Havelock North. In September 2016, the Government established an enquiry to investigate and report on the outbreak. The HNI proceeded in two stages. The first stage focussed on identifying what happened, the cause of the outbreak, and an assessment of the conduct of those responsible for providing safe drinking water to Havelock North.

The key matters for consideration in Stage 2 were the improvement of the safety of drinking water in New Zealand, lessons to be learned from the Havelock North outbreak, and changes which should be made to achieve those goals

The HNI sets out in Part 24 of the report further changes needed to prevent recurrences of an outbreak of waterborne disease in water supplies throughout New Zealand. In relation to Chlorination, the HNI recommended Mandate Universal Treatment as follows:

(Recommendation 20) Appropriate and effective treatment of drinking water should be mandated by law or through the DWSNZ for all supplies (networked and specified self-suppliers). This should include a residual disinfectant in the reticulation.

(Recommendation 21) Provision should be made for exemptions to mandatory treatment only in very limited circumstances. Any supplier seeking an exemption should have to discharge a heavy onus of satisfying an appropriately qualified and experienced body of the present, and ongoing, safety of the particular supply.

We are awaiting a decision from the Government on the recommendations, though early indications are that the Department of Internal Affairs proposals to Central Government will include all water suppliers other than single households provide a residual disinfectant.

4. Options

4.1 Option Details – Advantages and Disadvantages

Option	tails	Advantage	Disadvantage
Status quo with increased testing for E.coli	Maintain the status quo	<p>When consulted about water supply chlorination, the community may prefer not to.</p> <p>No impact on wineries.</p>	<p>Ignores the findings of the HNI and recommendations of RPH, and international best practice.</p> <p>Would need to retain BWN indefinitely which would not be acceptable to the public especially hospitality businesses.</p> <p>Council would be criticised as the water supply is unsafe.</p> <p>Risk of public getting ill and potential deaths as with Havelock North.</p> <p>Significant additional cost of testing and backflow prevention.</p>
2. Adopt the recommended approach, including the option to temporarily chlorinate the MBA water supply (Option A)	Details as per recommendations to Council	Conservative approach (from a water supply safety perspective) which gives effect to the advice of the Director-General of Health and the HNI to provide adequate protection to public health.	<p>The Council has not consulted with the MBA community regarding chlorination of the water supply. When consulted about water supply chlorination, some members of the community will prefer to not chlorinate. Council could potentially be criticised for not consulting further before taking this step.</p> <p>Need to put in place solutions to ensure wineries are not adversely affected.</p>
3. Adopt the recommended approach but seek a further report from staff regarding the permanent chlorination of water supplies (Option B)	Details as per recommendations	Permanent chlorination is the option most in line with recommendations from the HNI and RPH.	<p>Council needs to consider that the safety of the MWS is compromised. Although chlorination of the GTN and FTN water supplies has been in place since the 1970's, these water supplies do not the issue of manganese in the water. The Mayor has indicated that Council will consult prior to permanent chlorination.</p> <p>Need to put in place solutions to ensure wineries are not adversely affected.</p>

5. Views of those Affected/Consultation

5.1 Views of those affected

The general public are expected to express their views in relation to permanent water supply chlorination as part of a future consultation process. The MBA community have not been consulted in relation to the chlorination of their water supplies to date.

5.2 Māori implications

The public notification and opportunity for submission on the subject of permanent chlorination will include input from the Māori Standing Committee. Their contribution to the decision making process in relation to water supply chlorination is considered important. Officers have commenced the discussions with the MSC regarding the proposed temporary chlorination of the MBA water supply.

6. Funding Implications

The cost to install temporary chlorination will be approximately \$35,000. The chlorination equipment was available in case emergency chlorination was required. To commission the plant that had previously been installed required an additional \$35,000 to be spent.

While the BWN is in place, additional sampling and testing is required which is currently costing Council \$500 per day. This is equivalent to \$182,500 p.a. Normal testing costs approximately \$200 per week or \$10,400 p.a.

In addition, once chlorination has been added, water consultants have advised Council should arrange for flushing of the MBA water supply network. This work will be carried out of the two to three weeks after the chlorination. The flushing will involve some residents being without water for several hours (as mains are progressively flushed) and communication will be made with residents to notify them of the timing of their water being unavailable.

This flushing will cost an estimated **\$45,000**. The programmed flushing will be to minimise the discoloured water due to biofilm and accumulated manganese that may be bound.

SWDC have experienced black water previously following water main breaks so there is some manganese deposits present. The messaging will be that SWDC will do everything that is practicable to reduce the impact on the community. SWDC will air scour the network and will proactively flush the network. SWDC officers will also respond to any complaints and investigate.

7. Communication and Engagement

Officers have prepared a communications plan to help SWDC customers understand more about the water treatment processes undertaken at the treatment plant and the impact of chlorination. Officers are investigating options for the continued availability of unchlorinated UV treated water.

A media announcement will be prepared and distributed following Council's decision on the ongoing treatment.

These monitoring results indicated to officers that further investigation into the sources of the contamination, and appropriate water treatment responses needed to be put in place. In response, in April 2019 officers decided to recommend temporarily chlorinating the water as a precautionary measure. This recommendation is made in collaboration with Wellington Water, Regional Public Health and Lutra water consultants.

Engagement on the matters contained in this report aligns with the level of significance. Council officers have held two workshops with Councillors over recent weeks to discuss the proposed chlorination of the MWS and implications of doing so. RPH were in attendance at both workshops. Representatives from Wellington Water and Lutra were in attendance at the second workshop.

Officers have also met with winemakers to discuss the impact on their businesses and endeavour to establish plans together to eliminate the impact on their businesses.

A communication plan has been prepared to ensure residents and key stakeholders are kept informed of this decision and the implications for them. In addition, FAQs have been prepared and are included at Appendix 5.

8. Conclusion

The MWS is currently a non-chlorinated water supply treated by UV only, at the water treatment plant. The conclusions of the HNI were that drinking water standards needed to be improved to ensure the safety of residents and one of the key recommendations was a multi-barrier approach to treatment. Adding chlorination to the MWS would give this multi-barrier approach.

Whilst some members of the community will be against the idea of chlorination for a number of reasons, this is seen as the only feasible way to ensure the water supply is safe to drink and avoid further BWNs.

Objections from members of the community are likely to mirror those from other communities who have recently made this move e.g. Hutt City and Christchurch City.

The objections normally relate to taste and smell, a fear of having more chemicals in the water and a small percentage of the population (less than 1%) may get a skin reaction to chlorination. Some of these issues can be lessened either through installing filters or by storing the chlorinated water in containers in fridges, as the concentration and associated taste dissipates over time (see Appendix 4 for frequently asked questions and answers re chlorinated water).

MWS has the added complication of possible discolouration of the water due to the manganese content. Officers believe the impact of this can be minimised by using Bore 4 which has low levels of manganese.

It is acknowledged that early indications are that Central Government directives will require chlorination in the future. It is also possible that the outcome of the current RPH investigation into the first contamination event will be to require Council to chlorinate the MWS.

To support its investigations, SWDC sought independent expert advice on the results of its investigations. Both experts advised that they consider there are public health and safety risks associated with water that is sourced from aquifers that is not subsequently fully treated for waterborne pathogens. Both have ultimately recommended that the water supplied by the treatment plant be treated against waterborne pathogens through a combination of chlorine and ultra-violet (UV) processes.

Officers recommend that Council do not wait for potential regulator directives but act now to protect the safety of residents and visitors to MBA and follow expert advice received by Council

In summary, the need to temporarily chlorinate the MWS is due to:

- It being virtually impossible to conclusively determine the cause of the latest water contamination incident.
- The continued presence of total coliforms demonstrating that there may have been sources of contamination previously in the MWS.
- The ongoing risk posed by backflow - a residual disinfectant in the network reduces this risk significantly, and is a further management tool in addition to (but not a replacement for) an actively managed backflow prevention program.
- Chlorine and UV reflects international best practice for microbiological water treatment.
- Recommendations in part 24 of HNI report (see page 7) and Page 19 of the Lutra report (see Appendix 2).

9. Appendices

Appendix 1 – Diagram of Martinborough Water Supply

Appendix 2 – Lutra report

Appendix 3 – Implications of chlorination on winemaking

Appendix 4 – Frequently Asked Questions (FAQs) re chlorination

Contact Officer: Lawrence Stephenson, Assets and Operations Manager

Reviewed By: Jennie Mitchell, Acting CEO

Appendix 1 – Diagram of Martinborough Water Supply

Understanding Martinborough Water Supply

Mark Allingham, Infrastructure and Services Manager, SWDC (written for the March issue of the Martinborough Star)

During the Martinborough Boil water notice it came to our attention that many in the township were unaware of how the Martinborough water supply operated and why the system is not currently chlorinated.

Martinborough's system (Image 1) is different to most water systems in that groundwater is extracted from the bores next to the Rumahunga river to the west of town. It is then treated with Ultra Violet Radiation (sun lamps), PH corrected and pumped through the township to the reservoir tanks on the hill above the golf course. The gravity pressure from the tanks and the bore pumps keeps the pressure in the pipes that supply your homes.

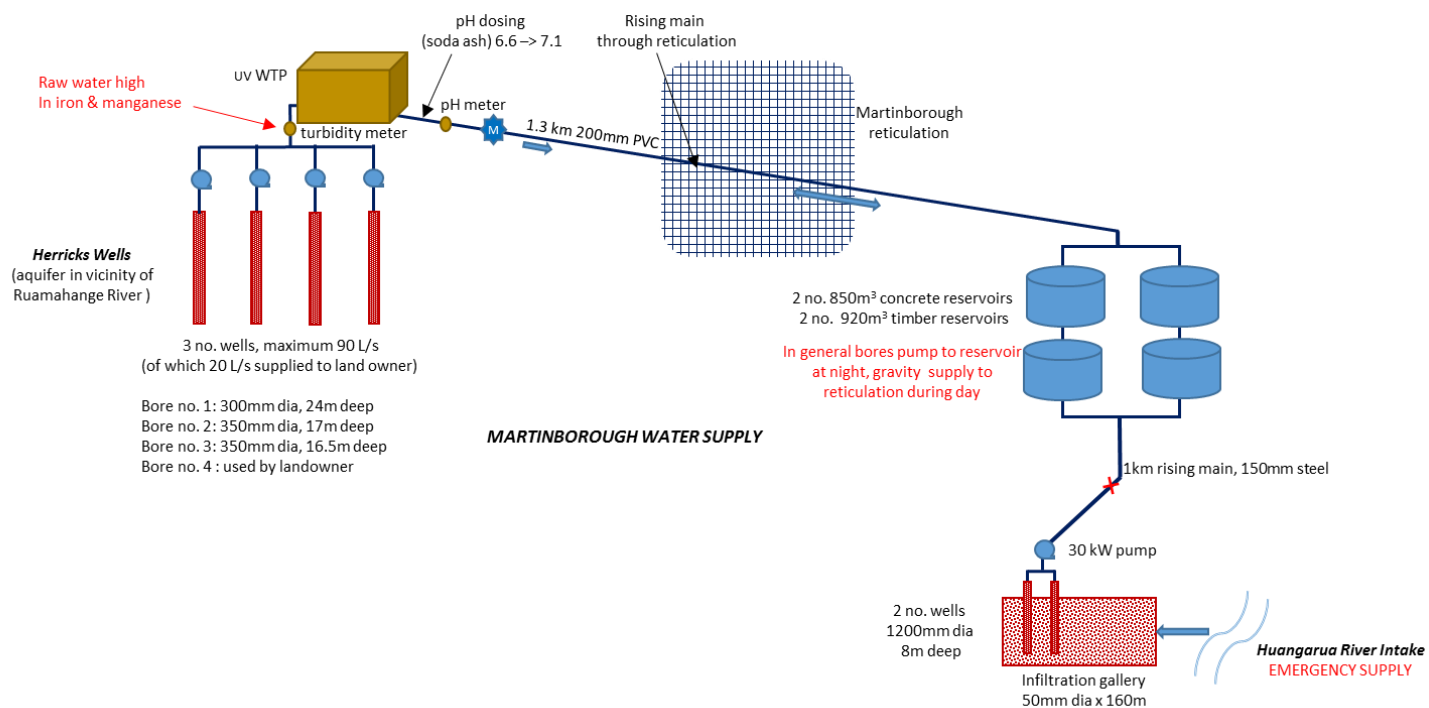


Image 1 – Martinborough Water Supply (uv WTP = UV water treatment plant)

Quarterly testing of the untreated groundwater, since 1990, has not shown any indication of bacterial contamination. The last of these routine tests was carried out in December 2018.

The UV disinfection system (Image 2) provides treats the water after it is extracted from the bores and at the point enters the system. The system relies on the premise that nothing else enters the system from anywhere. Backflow prevention mechanisms are fitted on connections throughout the system with the aim of preventing potential sources of contamination.

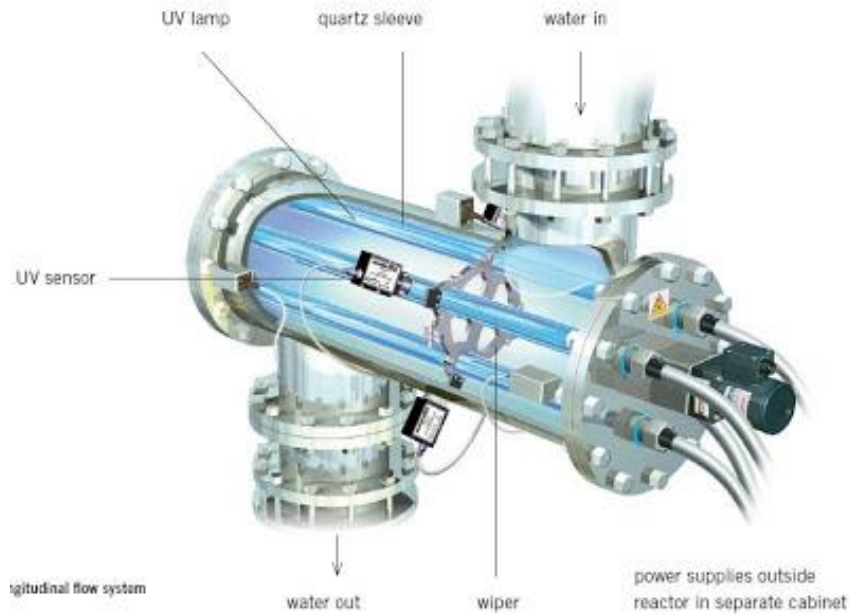


Image 2 – Diagram of UV disinfection system

The next three points are critical to understanding why there are issues associated with chlorinating Martinborough's water:

1. Inside the pipes is a biofilm (Image 3) that naturally accumulates on the pipe walls (like cholesterol in arteries).
2. The groundwater from the bores contains manganese, this when mixed with chlorine will discolour the water and while completely safe to drink, being blackish in colour is not palatable.
3. As the water is pumped through town to the tanks, the manganese settles on the bottom of the pipes, in the biofilm, and is suspended in the water.



Image 3 – Biofilm inside a pipe

So, if there is a broken pipe or major disturbance to the pipes this can cause either the dark manganese granules or biofilm containing the manganese to be released, this can enter people's water supply. Manganese is more of an issue in areas of the system where it settles in the biofilm, for example the bottom end of the system (New York St) and where the water travels frequently

backwards and forwards between the tanks and the bores; it's not so much of an issue at the top end of town.

Martinborough water is not chlorinated due to the presence of manganese. A manganese removal plant is planned for the future to enable chlorination. The additional of residual chlorine in the water protects it as it moves through the pipes and ensures the water is safe should anything enter the system. It will also destabilise the biofilm for a period of time.

Questions often asked are...

Q Why do people have discoloured water at times, is it chlorine?

A. It is not due to chlorination but rather unsettling of the biofilm.

Q. Is it true that Martinborough water can't be chlorinated?

A. The system can be chlorinated, but must have the manganese reduced/removed first to prevent discolouration.

Q When Martinborough Estate (East of Todds Rd) was chlorinated during the boil water notice period, the water didn't change, why?

A. The pipes in the Martinborough Estate are all newer than in other parts of town so there is very little biofilm. At the top end of the system there is also very little manganese.

Q. When flushing the top end of the system (East of Todds Rd), why did some houses have discoloured water at the bottom of the system?

A. Unrelated to the flushing, we unfortunately had a broken water pipe off the main at New York St West at the same time. This is what caused the discoloured water.

Q. If you replace water pipes why are there manganese and biofilm and issues?

A. We replace pipes on wear and criticality in sections over the whole network so no one area is new at any one time.

Q. Why don't the other towns have these issues?

A. The Featherston and Greytown water supply does not have Manganese and is chlorinated.

Any comments or questions, please contact Martinboroughwater@swdc.govt.nz

Appendix 2 – Lutra report



Cover note from SWDC on the ‘Technical Report: Martinborough Water Treatment Plant – Incident Review’

The attached ‘Technical Report: Martinborough Water Treatment Plant – Incident Review’ has been prepared by Lutra for the benefit of and use by South Wairarapa District Council (SWDC).

Lutra is an expert water consultancy. This is an independent report and, as such, SWDC, and other agencies involved in the incident, have not influenced its content other than to offer factual corrections to information such as dates, times etc.

Lutra was commissioned by SWDC to develop the Report based on the consultancy having the necessary expertise and knowledge to assess the Martinborough Water Treatment Plant. It should be noted that Lutra became involved in the response to remove the boil water notice, by providing services to fix and test the UV plant, at around Day 13 of the incident.

Despite this, the company was a fair and practical choice to prepare this Report. There are a limited number of companies in New Zealand that could have carried out this technical review, given the specialised nature of the subject matter and the tight timeline in which the Report needed to be completed.

This Report describes the incident, identifies potential intervention points that could have helped prevent the incident, and makes recommendations for the future to prevent a repeat incident.

As a technical report, SWDC acknowledges there will be terms used within the Report that may not be easily understood by a lay person. A glossary of terms will be made available to help address this.

SWDC considers this Report to be an important input to its overall post-incident review of the Martinborough water incident. Other key inputs to the review process include feedback from the Martinborough community, and business community, gathered via community meetings and email, and from other agencies involved in the response, gathered by an inter-agency debrief.

The full and final post-incident review will include this Technical Report, summaries of the feedback received from the community, and a plan of action to minimise the risk of a repeat incident and its impact on the community.

For questions or feedback on this report, please email martinboroughwater@swdc.govt.nz.

Jennie Mitchell
Acting Chief Executive

5 April 2019



Lutra.

Technical Report.

Martinborough Water Treatment Plant – Incident Review

Prepared for South Wairarapa District Council

SWDC-R01-11

April 2019



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1 Introduction

E.Coli, an indicator of faecal contamination, was detected in the Martinborough water supply on the 30th of January 2019. A boil water notice was put in place on the 1st of February. The boil water notice remained in place until the 21st of February.

Lutra were engaged to provide an independent review of the contamination incident. South Wairarapa District Council (SWDC) had the following objectives for this incident review report:

- To describe the incident.
- To identify potential intervention points that could have helped prevent this incident happening.
- To recommend corrective actions that will prevent a repeat of the incident.

2 Background Information

2.1 Water Source

Water for the Martinborough supply is sourced from two bores – Herricks Bores 3 and 4 – located adjacent to the Ruamahanga River on a private dairy farm (Figure 1). The bores are classified as not secure (Morris and Mzila, 2019) and according to the Water Safety Plan (Graham, 2015) require 4 Log protozoa treatment. It is noted that *Cryptosporidium* testing undertaken between June 2016 and July 2017 (SWDC, 2019) showed no *Cryptosporidium* oocysts detected, indicating that the source is likely to require a maximum of 3 Log protozoal treatment. However, this sample data has not yet been assessed by the Drinking Water Assessor (DWA).



Figure 1 – Location of water source and water treatment plant.

Herricks Bore No.3 is 11.5m deep and Herricks Bore No.4 is 9.4m deep. The aquifer is unconfined and highly permeable (Morris and Mzila, 2019).

61 bore water samples have been taken since 2003 and no *E.Coli* have been detected (SWDC, 2003-2019). The most recent sample was taken in December 2018.

The bore water has a near neutral pH (lab data – average 6.9), low turbidity (online average of 0.037NTU), low organic carbon content (online average of 98.2% UVT), elevated dissolved manganese (lab data - average 0.049 mg/L) and dissolved iron (lab data - average 0.058 mg/L), and elevated hardness (lab data - average of 197mg/L).

There are no assigned P2 determinands.

2.2 Water Treatment Plant

The bore water was untreated until the installation of an ultraviolet (UV) disinfection process in 2011. This was designed as a protozoa barrier and applied a UV dose of 12mJ/cm². The UV models are Berson IL450+ configured in a duty/standby arrangement. The certificate of validation is based on the USEPA method. The UV plant is validated up to a flow of 26.1L/s with a UVT of 90% and a flow of up to 61.4 L/s with a UVT of ≥ 98% UVT. The UV

plant was upgraded in April 2018 when the target applied dose was increased to 40mJ/cm² to provide additional bacteriological disinfection.

The UV treated water is dosed with sodium carbonate to increase the pH of the treated water.

There is no chlorination process. The water is transferred to the reticulation system without any disinfectant residual.

The water treatment plant is operated by Citycare under contract to South Wairarapa District Council.

2.3 Supply Zone

Water is pumped directly from the bores, through the water treatment plant to the reticulation system. There are four reservoirs located at the far end of the system providing a total storage volume of approximately 4000 m³ (Figure 2).



Figure 2 – Location of treated water storage reservoirs.

The Martinborough supply zone has a population of 1,505 (Environmental Science and Research, 2017).

3 Drinking Water Standards Compliance

The Drinking Water Standards for New Zealand 2005 (Revised 2018) (Ministry of Health, 2018), referred to simply as DWSNZ, define the minimum performance requirements for a water supply scheme. It is noted that recent changes to the DWSNZ did not come into effect until 1st March 2019 and therefore the previous version of the DWSNZ – The Drinking Water Standards for New Zealand 2005 (Revised 2008) were in effect at the time of the incident. The requirements of this version of the DWSNZ are defined in the following sections.

3.1 Water Source

The water source compliance requirements for the Martinborough water supply along with recent performance are summarised in Table 1. It is noted that the bores are classified as non-secure.

Requirement	Compliance Achieved ^[1]	
	2017-2018	2018-2019 to date ^[2]
Radiological compliance ^[3]	Yes	Yes

Notes: [1] The compliance year runs from 1st July to 30th June. [2] Lutra assessment based on information available. [3] Radiological compliance requires testing against a range of radiological parameters. Testing must be undertaken once every 10 years. Sampling was completed in June 2016.

3.2 Water Treatment Plant

The water treatment compliance requirements for the Martinborough water supply along with recent performance are summarised in Table 2. It is noted that SWDC report against bacteriological compliance using Criterion 1 – *E.Coli* monitoring. Compliance against Criterion 5 – UV disinfection is shown in Table 2 for information only.

Requirement	Compliance Achieved ^[1]	
	2017-2018	2018-2019 to date ^[2]
Protozoal compliance	No ^[3]	No ^[4]
Bacteriological compliance – Criterion 1	No	Not reviewed
Bacteriological compliance – Criterion 5	No ^[5]	No ^[6]
Chemical compliance	Yes	Not reviewed

Notes: [1] The compliance year runs from 1st July to 30th June. [2] Lutra assessment based on information available. [3] DWA annual review deemed Citycare staff not competent to calibrate instruments that ensure compliance is met. [4] Citycare staff failed DWA competency audit in November 2018 therefore still not competent to calibrate instruments to ensure compliance is met. No UV applied during Incident. [5] UV dose not sufficient to achieve Criterion 5. [6] UV dose not controlled correctly therefore not achieving correct UV dose in addition to no UV applied during incident and Citycare staff not being audited by DWA for competency to calibrate UV instruments (UVI and UVT) to ensure compliance is met.

The DWA identified in their annual review (July 1st 2017 – 30th June 2018) (Central North Island Drinking Water Assessment Unit, 2018) that Citycare operations staff were not competent to calibrate instruments that ensure compliance is met. The DWA undertook an audit of two Citycare staff members in November 2018 (Central North

Island Drinking Water Assessment Unit, 2018) and assessed their competency to calibrate pH meters, turbidity meters and free available chlorine analysers. Both operators failed this assessment and there were also non-conformances on record keeping. The two Citycare staff members were re-assessed on 27-28th March 2019 and found to be competent to calibrate pH meters, turbidity meters and free available chlorine analysers.

Lutra reviewed the compliance reporting spreadsheet (SWDC, 2018) used by South Wairarapa District Council to determine online protozoal and bacteriological compliance. Multiple cell reference and calculation errors were found, the net result of which was an under-reporting of non-compliance.

It was noted that in reviewing online data that the treatment plant was operational without UV (the most probable cause of the incident) on a prior occasion – 3rd April 2018 to 17th April 2018.

3.3 Supply Zone

The water supply zone compliance requirements for the Martinborough water supply zone along with recent performance are summarised in Table 3.

Requirement	Compliance Achieved ^[1]	
	2017-2018	2018-2019 to date ^[2]
Bacteriological compliance	No ^[3]	No ^[4]

Notes: [1] The compliance year runs from 1st July to 30th June. [2] Lutra assessment based on information available. [3] Maximum interval between samples exceeded. No positive *E.coli* results from samples taken. [4] Positive *E.Coli* samples during incident.

3.4 Summary

At the time of the incident the plant was not compliant with the DWSNZ¹ and in fact had never been compliant with the DWSNZ. Sampling errors or omissions meant the supply zone was non-compliant with DWSNZ. Operators were assessed by the DWA and found not to be competent to calibrate instruments. Record keeping was assessed by the DWA as being non-conforming.

¹ As assessed by Lutra on information available.

4 Description of Incident

4.1 Incident Timeline

A timeline of the incident is presented in Table 4.

Time	Event	Comments
Wednesday 16 th Jan 09:50	Sample taken at Martinborough school with following results ² : <ul style="list-style-type: none"> • <1 MPN/100mL <i>E.Coli</i> • 19 MPN/100mL Total Coliforms • 750 cfu/mL HPC @ 35 degrees • 5700 cfu/mL HPC @ 22 degrees 	Results received on 17 th due to lab processing time. SWDC report that the sample point is on the school lateral and maintenance was undertaken around the time of this sample. No action taken.
Wednesday 23 rd Jan 10:40	Sample taken at Martinborough water treatment plant (treated water) with following results: <ul style="list-style-type: none"> • <1 MPN/100mL total Coliforms • <1 cfu/mL HPC @ 35 degrees • 1 cfu/mL HPC @ 22 degrees 	Results received on 24 th due to lab processing time. <i>E.Coli</i> is not tested for at the plant. The next sample at the plant was taken on the 29 th Jan.
Wednesday 23 rd Jan 11:00	Sample taken at Martinborough school with following results: <ul style="list-style-type: none"> • <1 MPN/100mL <i>E.Coli</i> • <1 MPN/100mL total Coliforms • 1 cfu/mL HPC @ 35 degrees • 39 cfu/mL HPC @ 22 degrees 	Results received on 24 th due to lab processing time.
Wednesday 23 rd Jan 18:08	Power cut occurs. UVT analyser fault at water treatment plant causes loss of UVT signal.	Power cut occurred from 18:08 to 21:00.
Wednesday 23 rd Jan 18:08 to 23 rd Jan 21:08	UVT analyser remains out of service. Bore water is pumped to supply without UV treatment.	

² *E.Coli* must be non-detectable. It is an immediate DWSNZ compliance failure if they are present. Total coliforms should be non-detectable but it is not a DWSNZ compliance failure if they are detected. Heterotrophic plate counts (HPC) are used as an indicator of change in a reticulation system. They are not included in DWSNZ. A non-chlorinated system should target less than 500 cfu/mL.

Wednesday 23 rd Jan 21:08 to 23 rd Jan 23:02	Plant stopped.	
Wednesday 23 rd Jan 23:02 to Thursday 24 th Jan 14:28	UVT analyser remains out of service. Bore water is pumped to supply without UV treatment.	
Thursday 24 th Jan 15:00	The operations staff are reported to have entered a manual UVT of 95% into the UV controller to enable its operation.	
Tuesday 29 th Jan 10:50	Sample taken at Martinborough water treatment plant (treated water) with following results: <ul style="list-style-type: none"> • <1 MPN/100mL <i>E.Coli</i> • <1 MPN/100mL total Coliforms • 3 cfu/mL HPC @ 35 degrees • 120 cfu/mL HPC @ 22 degrees 	Results received on 30 th due to lab processing time. Previous sample taken on 23 rd Jan @ 10:30. No samples taken between 23 rd and 29 th .
Tuesday 29 th Jan 11:15	Sample taken at Martinborough school with following results: <ul style="list-style-type: none"> • 2 MPN/100mL <i>E.Coli</i> • 5 MPN/100mL total Coliforms • 51 cfu/mL HPC @ 35 degrees • 220 cfu/mL HPC @ 22 degrees 	Results received on 30 th due to lab processing time.
Wednesday 30 th Jan 16:17	SWDC receive notification of <i>E.Coli</i> detection in water supply.	
Wednesday 30 th Jan 16:53	SWDC notify Regional Public Health (RPH) by email.	
Wednesday 30 th Jan 17:00	Sample taken at Martinborough school with following results: <ul style="list-style-type: none"> • <1 MPN/100mL <i>E.Coli</i> • <1 MPN/100mL total Coliforms • 2500 cfu/mL HPC @ 35 degrees • 2000 cfu/mL HPC @ 22 degrees 	Results received on 1 st Feb 10:30 due to lab processing time.

Wednesday 30 th Jan 17:15	Sample taken at SWDC offices with following results: <ul style="list-style-type: none"> • <1 MPN/100mL total Coliforms • 10 cfu/mL HPC @ 35 degrees • 43 cfu/mL HPC @ 22 degrees 	Results received on 1 st Feb 10:30 due to lab processing time. <i>E.Coli</i> is not tested for.
Thursday 31 st Jan 09:00	Sample taken at Martinborough school with following results: <ul style="list-style-type: none"> • <1 MPN/100mL <i>E.Coli</i> • <1 MPN/100mL total Coliforms • 570 cfu/mL HPC @ 35 degrees • 620 cfu/mL HPC @ 22 degrees 	Results received on 1 st at 10:30 due to lab processing time.
Thursday 31 st Jan 09:30	Sample taken at SWDC offices with following results: <ul style="list-style-type: none"> • <1 MPN/100mL total Coliforms • 22 cfu/mL HPC @ 35 degrees • 18 cfu/mL HPC @ 22 degrees 	Results received on 1 st at 10:30 due to lab processing time.
Thursday 31 st Jan 10:30	RPH and SWDC phone discussion held on investigating source and confirming remedial action at school (alternative water source provided).	RPH sought confirmation alternative water source had been provided to the school.
Thursday 31 st Jan 14:00	Sample taken at reservoir sample tap with following results: <ul style="list-style-type: none"> • 2 MPN/100mL <i>E.Coli</i> • 12 MPN/100mL total Coliforms • 7 cfu/mL HPC @ 35 degrees • 28 cfu/mL HPC @ 22 degrees 	Results received on 1 st at 13:36 due to lab processing time.
Friday 1 st Feb 13:36	SWDC receive notification of <i>E.Coli</i> detection in reservoir sample tap sample taken on 31 st . RPH and SWDC hold a phone discussion on further positive result and requirements for remedial action (Boil Water Notice).	
Friday 1 st Feb 14:00	Boil Water Notice issued and source of alternative water supplies organised in consultation with RPH.	
Friday 1 st Feb to Tuesday 5 th Feb	Samples taken daily at multiple locations in the network. <i>E.Coli</i> was detected in each of the daily samples from the reservoir sample tap. Counts of 2,3,4 and 1 MPN/100mL. SWDC investigated potential contamination routes.	

Saturday 2 nd Feb	Martinborough Country Fair. Tankers provided as alternative water source (filled with water from Masterton District Council).	
Sunday 3 rd Feb	Wellington Water offers SWDC assistance with <i>E. Coli</i> response. Multiple Wellington Water emergency water bladders deployed.	
Saturday 2 nd Feb 11:15 to Sunday 3 rd Feb 08:00	UV plant operating at approx. half required UV dose.	No explanation provided by SWDC.
Monday 4 th Feb	<i>E. Coli</i> detected at Martinborough golf course (1 MPN/100mL) and Fairway Drive (1 MPN/ 100mL).	Results received on 5 th due to lab processing time.
Monday 4 th Feb	Formal request for assistance from SWDC to Wellington Water	
Monday 4 th Feb	Reservoirs sequentially chlorinated to 6mg/L of free available chlorine and limited area of the reticulation system in the vicinity of the reservoirs also chlorinated.	
Tuesday 5 th Feb	SWDC, Wellington Water workshop. Plan put in place to review all potential contamination sources and eliminate or mitigate all identified risks. Possible sources of contamination identified by the group: <ul style="list-style-type: none"> • UV plant malfunction allowing untreated source water into supply; • Ingress in to reservoirs; • Backflow; • Air valves; • Loss of system pressure due to system shutdowns. Extensive sampling programme commenced. Boil Water Notice lifting plan development commenced.	
Tuesday 5 th Feb	SWDC, RPH and Wellington Water teleconference.	Workshop discussion

Wednesday 6 th Feb	SWDC, RPH and Wellington Water teleconference.	Progress and situation update.
Thursday 7 th Feb	SWDC, RPH and Wellington Water teleconference.	Progress and situation update.
Thursday 7 th Feb 17:00	Wellington Water received first UV plant performance data.	
Friday 8 th Feb	Issues with UV plant performance identified in the data. Continued work on boil water notice lifting plan.	
Friday 8 th Feb	SWDC, RPH and Wellington Water teleconference.	
Saturday 9 th Feb	Reservoir cleaning continues.	
Sunday 10 th Feb 10:30	SWDC, Wellington Water, RPH and Lutra teleconference.	
Sunday 10 th Feb 21:50	UV plant performance data for February 2019 received.	
Monday 11 th Feb 11:00	SWDC, Wellington Water and Lutra meeting at SWDC offices. RPH dialled in. Urgent review of UV plant performance & controls initiated. Lutra assistance commenced.	
Monday 11 th Feb	Reservoirs 2 and 4 superchlorinated then fully drained.	10 mg/L of free available chlorine for not less than 12 hours.
Monday 11 th Feb	SWDC, Wellington Water, RPH and Lutra teleconference.	Update on work completed, issues identified, plan to lift BWN
Tuesday 12 th Feb	Reservoir cleaning continues.	
Wednesday 13 th Feb	Reservoir 1 superchlorinated then fully drained.	10 mg/L of free available chlorine for not less than 12 hours.
Wednesday 13 th Feb	Meeting to review plan to lift boil water notice. Regional Public Health, SWDC, Wellington Water and Lutra. Plan agreed.	
Wednesday 13 th Feb	UV plant performance data received for 2018.	

Wednesday 13 th Feb & Thursday 14 th Feb	Lutra engineers attend site to perform initial checks on UV plant.	Large number of operational and control issues identified requiring software changes.
Wednesday 13 th Feb	RPH, Lutra and Wellington Water meet in Wellington and agree plan to lift the boil water notice.	
Thursday 14 th Feb	Reservoir 3 superchlorinated then fully drained.	10 mg/L of free available chlorine for not less than 12 hours.
Friday 15 th Feb	Software changes made remotely by Qtech. Changes not validated or tested.	Collective agreement (SWDC, Wellington Water and Lutra) that the plant was producing DWSNZ compliant water and that flushing programme could start.
Friday 15 th Feb & Saturday 16 th Feb	Flushing of reticulation system during evening and in to the night by Citycare and Wellington Water staff. Flow management issues and water quality issues caused plant to shut down. Plant could not be restarted. Flushing ceased. A sample taken at Nelson Rd after the flushing had a positive <i>E. Coli</i> result (1 MPN/100mL).	Sample taken at Nelson Rd on 15 th Feb at 23:05. Results received 17 th Feb.
Saturday 16 th Feb	Plant restarted manually. Abandonment of flushing programme.	
Sunday 17 th Feb	Flushing of remaining reticulation system during evening and in to the night. 3 days of extensive <i>E. Coli</i> testing started after flushing completed. Nelson Rd was re-flushed, and three samples were taken on the 17 th , 18 th and 19 th all of which were clear.	
Monday 18 th Feb	Lutra engineers attend site and perform commissioning and UV plant validation checks. UVI reference sensor not available for UVI sensor check (DWSNZ monthly compliance requirement). One was borrowed from Carterton DC to allow the checks to be undertaken.	Unable to perform full checks due to unavailability of system control and data acquisition (SCADA) programmer. Collective agreement (SWDC, Wellington Water and Lutra) that the plant was producing DWSNZ compliant water at this stage.

Tuesday 19 th Feb	Lutra engineers attend site with independent SCADA programmer, fix issues and perform remaining commissioning checks.	Collective agreement (SWDC, Wellington Water and Lutra) that the plant was producing DWSNZ compliant water at this stage.
Thursday 21 st Feb	Boil water notice lifted in consultation with RPH after 3 days of clear <i>E.coli</i> samples.	

4.2 Probable Cause

The most probable cause of the contamination incident was the malfunction of the UV plant on the 23rd and 24th January 2019 allowing untreated water to enter the supply network and charge the storage reservoirs. However, it should be noted that the cause cannot be definitively identified. It is still possible that the contamination occurred within the network itself (e.g. backflow, air valves).

4.3 Water Treatment Plant Operation on 23rd and 24th January 2019

Given that the malfunction on the UV plant on the 23rd and 24th January was the most probable cause of the incident a more detailed review of the actions of the plant operator(s) was required. A timeline was developed from the operator's account of the power failure on the 23rd January 2019 (Citycare, 2019) and is presented in Table 5.

Table 5 – Operator notes on power cut		
Time	Action (as noted by Operator)	Comments
23/1/19		
18:00	Power cuts in South Wairarapa and Masterton.	
18:09	Common Lamp Failure alarm at Ruamahanga Pump Station UV site.	
18:19	Ruamahanga Pump Station site battery Low alarm.	
18:40	Operator arrived at site.	
19:04	Operator contacts GVElectrical requesting assistance – he is told that someone will get back to him.	
19:11	Operator contacts second Operator for advice on the next course of action. Second Operator advised that the WTP would “probably resume normal production when the power came back on” and contacts the SWDC Assets and Operations Manager on how critical it was to get the power back on.	The lack of knowledge of how the plant would respond to power failure is concerning.
	GVE rang back saying he was available if required.	

19:33	Operator contacted SWDC Asset and Operations Manager and was advised that the reservoirs had 3 days storage and to “leave any remedial work to the next day”.	It is not clear whether the plant was left in a state where it would restart if the power came back on.
	Operator contacted second Operator again and relayed instructions received from the SWDC Asset and Operations Manager and locked up the WTP.	
20:30	GVE called again and was told that remedial work would be carried out the next day.	
21:08	Power was restored and UV common alarm received by the operator on his way home.	The operator interpreted this to be the “return alarm” that indicated that the UV was functional and no longer in an alarm state.
21:19	Pump 4 fault received by the operator indicating that the plant was now only running on bore 3.	
24/1/19		
07:30	Operator attends site and clears pump 4 fault and notices that UVT meter is not displaying the usual screen. Operator tries to reset the UVT meter several times without success. Operator checks the UV units and may have cleared a fault on UV One display.	
08:15	Operator arrives at SWDC and first discusses the UVT fault with second Operator.	
13:00	Operator meets second Operator on site, and they try to reset the UVT meter without success. Second Operator noticed that UV two is not dosing and tried stopping and starting the unit several times.	This is a considerable time lag between noticing a problem with a critical piece of equipment and the action
	They called the Berson agent (Davey). He told them how to put in a fixed UVT value into the UV system so it would dose “correctly”. The Berson agent made the comment that the UV should not have started without a UVT value.	Value of 95% entered. Record data was later shown to be inaccurate due to incorrect scaling of the UVT reading in the Datran control system.
	The Berson agent provided all the operating values that had been disrupted by the power outage. Two values were required from the manufacturer that were provided the following Monday to get the UV operational again.	PLCs and control systems should be protected during a power failure so that data is not lost.

5 Potential Intervention Points

In evaluating the events and actions before, during and after the incident, a benchmark was required. The public inquiry into the Havelock North contamination incident identified six principles for safe drinking water (Government Inquiry into Havelock North Drinking Water, 2017) which were used as that benchmark. These are repeated here for information:

Principle 1: A high standard of care must be embraced

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

Principle 2: Protection of source water is of paramount importance

Protection of the source of drinking water provides the first, and most significant, barrier against drinking water contamination and illness. It is of paramount importance that risks to sources of drinking water are understood, managed and addressed appropriately. However, as pathogenic microorganisms are found everywhere, complete protection is impossible and further barriers against contamination are vital.

Principle 3: Maintain multiple barriers against contamination

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

Principle 4: Change precedes contamination

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

Principle 5: Suppliers must own the safety of drinking water

Drinking water suppliers must maintain a personal sense of responsibility and dedication to providing consumers with safe water. Knowledgeable, experienced, committed and responsive personnel provide the best assurance of safe drinking water. The personnel, and drinking water supply system, must be able to respond quickly and effectively to adverse monitoring signals. This requires commitment from the highest level of the organisation and accountability by all those with responsibility for drinking water.

Principle 6: Apply a preventive risk management approach

A preventive risk management approach provides the best protection against waterborne illness. Once contamination is detected, contaminated water may already have been consumed and illness may already have occurred. Accordingly, the focus must always be on preventing contamination. This requires systematic assessment of risks throughout a drinking water supply from source to tap; identification of ways these risks can be managed; and control measures implemented to ensure that management is occurring properly. Adequate monitoring of the performance of each barrier is essential. Each supplier’s risk management approach should be recorded in a living WSP which is utilised on a day to day basis.

Potential intervention points that may have prevented the incident occurring have been identified and are presented in Table 6.

Table 6 – Potential Intervention Points Prior to the Incident.	
Potential Intervention Point	What should have been done?
Decision to not provide residual disinfection	<p>Chlorination of the supply is essential to provide a robust multi-barrier treatment process and to protect against contamination of the reticulation system. If chlorination had been a part of the Martinborough WTP this incident would not have happened.</p> <p>Principle 3: maintain multiple barriers against contamination; Principle 5: Suppliers must own the safety of drinking water and Principle 6: Apply a preventative risk management approach.</p>
Plant design	<p>The design should have provided a means to demonstrate that flow was not by-passing UV treatment. Limit switches should have been installed on the UV reactor isolation valves and the plant by-pass should have been removed.</p> <p>Principle 5: Suppliers must own the safety of drinking water.</p>
Plant construction record documents	<p>A complete set of construction record documents should have been developed, including P&IDs, wiring diagrams and functional description. The standard of documentation was found to be very poor and made fault finding during the incident challenging.</p> <p>Principle 1: A high standard of care must be embraced</p>
Plant labelling	<p>Electrical and control cables should be clearly labelled. The plant cabling was found to be unlabelled and in a very untidy state making fault finding during the incident challenging.</p> <p>Principle 1: A high standard of care must be embraced</p>
Plant programming and commissioning	<p>A functional description should have been prepared. Factory acceptance test (FAT), site acceptance test (SAT) and full commissioning checks should have been completed and documented for the original UV installation and for the UV modifications in April 2018.</p> <p>Clearly none of these were performed since there was found to be a basic lack of understanding of the DWSNZ compliance requirements. A number had either not been programmed in at all or had been programmed incorrectly.</p> <p>Principle 1: A high standard of care must be embraced</p>

<p>Reliance on one person for plant control and SCADA programming</p>	<p>A SCADA maintenance and support system should have been set up without reliance on a single individual at the automation company.</p> <p>The vulnerability of the current arrangements became apparent during the incident when the sole person with knowledge of how the system operates was not available for critical testing.</p> <p>Principle 1: A high standard of care must be embraced and Principle 6: Apply a preventative risk management approach.</p>
<p>Operations and maintenance manuals.</p>	<p>An operations manual with clear description of how the plant operates, how it will respond to failures and with troubleshooting guides should have been prepared.</p> <p>Had this information been available, the operator may have been able to refer to the documents and provide a better response to the power failure and UVT instrument failure.</p> <p>Principle 1: A high standard of care must be embraced.</p>
<p>Lack of UVI reference sensor and training to carry out reference sensor checks</p>	<p>SWDC and Citycare should have UVI reference sensors available and staff should be trained in their use.</p> <p>UVI sensor reference checks are a monthly DWSNZ compliance requirement. Neither SWDC or Citycare had a UVI reference sensor at the time of the incident. Citycare staff did not appear to be trained in the UVI reference check process and records of previous checks were not available for review.</p> <p>Principle 1: A high standard of care must be embraced; and Principle 5: Suppliers must own the safety of drinking water.</p>
<p>No authorised staff available for calibrations and standardisations.</p>	<p>Operations staff should be assessed as competent to undertake all instrument calibrations and standardisations. This should cover turbidity, UVT and UVI sensor checks for UV plants.</p> <p>Citycare staff were assessed as not competent to carry out calibrations and standardisations by the DWA in accordance with the Drinking Water Standards in November 2018. It is noted that the DWA only audited the operators on turbidity, pH and FAC analysers since they do not cover competency for UVI sensor checks or for UVT calibrations.</p> <p>Principle 1: A high standard of care must be embraced.</p>
<p>Calibration and standardisation records missing</p>	<p>All calibration and standardisation activities should be recorded, performed and tracked according to a schedule.</p> <p>The DWA identified non-conformances with the frequency of calibration activities and with record keeping, noting problems with missing and incomplete records.</p> <p>Principle 1: A high standard of care must be embraced; and Principle 5: Suppliers must own the safety of drinking water.</p>

DWSNZ compliance reporting spreadsheet incorrect	<p>All compliance reporting should be based on a validated and quality-controlled procedure.</p> <p>The spreadsheet used by SWDC to report on compliance was found to contain multiple errors which under-reported non-compliance.</p> <p>Principle 1: A high standard of care must be embraced.</p>
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Potential intervention points during the incident have been identified and are presented in Table 7.

Table 7 – Potential Intervention Points During the Incident.	
Potential Intervention Point	What should have been done?
First Detection of <i>E.coli</i>	<p>A boil water notice should have been issued immediately³. The presence of <i>E.coli</i> means that faecal contamination of the water has occurred and any delay in issuing the boil water notice risks the health of the community.</p> <p>Principle 5: Suppliers must own the safety of drinking water.</p>
Power cut causing plant shut down	<p>Operators should know how the plant responds to power outages and what is required to protect public health. A more vigilant approach should have been taken with the plant being isolated until a detailed examination of the problems and remedial action could be undertaken.</p> <p>Principle 4: Change precedes contamination.</p>
Operator notices fault with UVT instrument and fails to take immediate action.	<p>This should have led to an immediate plant shutdown as a critical piece of equipment was not functioning correctly.</p> <p>Principle 5: Suppliers must own the safety of drinking water.</p>

³ Note this is a Lutra opinion. RPH states that for an *E.Coli* transgression in the distribution zone, the DWSNZ requires an investigation of cause and remedial actions. A boil water notice is one action to be considered based on initial assessment of cause.

6 Corrective Actions

The investigation of the contamination incident as documented in this report has highlighted a number of corrective actions which should be implemented. These are presented in Table 8 and are linked to the 6 principles of safe drinking water.

Table 8 – Corrective Actions	
No.	Details
Principle 1: A high standard of care must be embraced	
1.1	<p>SWDC should review the importance of drinking water supply within their organisation and those of their contractors specifically:</p> <ul style="list-style-type: none"> a) Review the findings of the Havelock North Stage 1 and Stage 2 Reports. b) Ensure all staff and contractors involved with the supply of drinking water understand their personal responsibility for the health of the public. c) Ensure that the contracts with suppliers and contractors are set up for 24/7 support. d) Ensure that all staff are adequately trained to perform their duties including calibrations.
1.2	<p>Ensure that the plant documentation is current and relevant, specifically:</p> <ul style="list-style-type: none"> a) Ensure the process schematics (P&IDs) are available and current. b) Ensure the functional description describing plant operation is available and current. c) Provide a detailed operations manual that details the plant functionality, troubleshooting and standard operating procedures for the operators. d) Provide a schedule of maintenance checks, verifications and calibrations for the whole plant.
1.3	<p>Ensure compliance data is analysed correctly (by a system that has been through adequate quality assurance) and presented in a way that is easily understood, specifically:</p> <ul style="list-style-type: none"> a) Use an independent compliance reporting system to report compliance.
1.4	<p>Replace existing outdated control system with a modern programmable logic controller (PLC) and SCADA system, specifically:</p> <ul style="list-style-type: none"> a) Any failure will lead to a plant shutdown and the inability to deliver unsafe drinking water. b) Ensure that as-built documentation is accurate such that troubleshooting problems is not constrained because of lack of information.

1.5	<p>Ensure that calibrations and verifications are carried out and recorded in accordance with the standards, specifically:</p> <ul style="list-style-type: none"> a) Calibration and verifications are carried out by DWA approved personnel. b) Equipment required for calibrations and verifications is available. c) Calibration and verification records are available for inspection. d) Staff are competent and authorised to carry out calibrations.
Principle 2: Protection of the source water is of paramount importance	
2.1	SWDC should perform a catchment risk assessment and source protection zone study to develop a better understanding of the source risk.
Principle 3: Maintain multiple barriers against contamination	
3.1	Chlorination of the supply is essential to provide a robust multi-barrier treatment process and to protect against contamination of the reticulation system. It is noted that dissolved iron and manganese levels in the source water will cause aesthetic issues when chlorine is added to the water. To avoid these an iron and manganese removal process will need to be installed at the water treatment plant.
Principle 4: Change proceeds contamination	
4.1	<p>Ensure operators, supervisors, and managers are sufficiently trained to understand the importance of change on a treatment plant, specifically:</p> <ul style="list-style-type: none"> a) What constitutes a change. b) What action to take in the event of a change. c) Authority of operators to respond to a change. d) Understanding the change cannot compromise drinking water safety.
Principle 5: Suppliers must own the safety of drinking water	
5.1	<p>Operators, supervisors and managers must understand their drinking water supply and understand the importance of each critical element, specifically:</p> <ul style="list-style-type: none"> a) Understanding critical instruments and their function in the water supply. b) Understanding how the plant will respond to upset conditions (e.g. resumption of power after a power cut). c) Eliminate the ability to by-pass the UV treatment process. d) Understanding that a positive <i>E.coli</i> means the water is contaminated with faecal matter.
Principle 6: Apply a preventative risk management approach	
6.1	<p>Undertake a systematic assessment of risks throughout the drinking water system, specifically:</p> <ul style="list-style-type: none"> a) Identify source risks, treatment risks and reticulation risks. b) Identify mitigation measures for each risk. c) Monitor the performance of each barrier.

7 Conclusion

The seriousness of this incident cannot be overstated. It is a matter of luck that this was not another Havelock North⁴ or a Walkerton⁵. *E. Coli* is an indicator organism. It indicates the presence of faecal material. It indicates the likely presence of pathogenic bacteria and some strains of *E. Coli* themselves can be deadly (*E. Coli* O157:H7).

E. Coli was present in the Martinborough system for **at least** three days before a boil water notice was put in place.

This incident has highlighted shortcomings in the design, operation and management of the Martinborough water supply system.

The incident response and management was largely reactive and unplanned until Wellington Water became involved and provided a risk based rationale to the decision making process.

It is understood that SWDC have a wish to improve their performance and that of their contractors. To this end they have committed to installing a manganese removal plant within the next 6-12 months, which will enable full time chlorination. In addition to this commitment, SWDC should adopt the six fundamental principles of drinking water safety for New Zealand and consider implementing the corrective actions presented in this report.

⁴ The Havelock North incident occurred in August 2016. Campylobacter contamination caused approx. 5,500 (33% of the population) people to be violently ill and was linked to the deaths of three people.

⁵ The Walkerton incident occurred in April 2000. *E. Coli* (O157:H7) and Campylobacter contamination caused 2,500 people (50% of the population) to get ill and seven people died.

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Appendix 3 – Implications of chlorination on winemaking

Commercial Winemaking Production Series

Chlorine Use in the Winery

Why not to use any chlorinated products anywhere in the winery

By Christian Butzke

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Hypochlorite

Cleaning products that contain hypochlorite (OCl^-) should not be used anywhere near the winery, especially the production and hospitality areas, specifically the tasting room.

Formation of 2,4,6-trichloroanisole

Presence of chlorine is one of the two major contributors to the production of 2,4,6-trichloroanisole (TCA), the compound that causes a moldy, musty cork taint. TCA's sensory threshold is one of the lowest in nature at around 1 to 5 nanograms per liter. The second requirement for TCA formation is the presence of molds. They are common even in watertight caves and cellars due to frequent rinsing of tanks and floors and the desirably high relative humidity (80 percent or more) in barrel rooms, which minimizes evaporative losses of wine. Chlorinated and mold-methylated phenolics from materials such as wood or cork bark are known as chloroanisoles, and their equally potent bromine analogues are bromoanisoles.

Airborne TCA

Dirty floor drains in particular can become a potential source for TCA formation in the winery as they combine chlorine residues from rinses with the rich microbial activity needed for its formation.

If TCA is subsequently present in the cellar air, it can be introduced into the wine when barrels or tanks are emptied and refilled. The tiny amount of TCA that it takes to spoil a wine lot corresponds to equally small residues of chlorine from sanitizing operations. TCA is also easily absorbed by corks stored in the bottling line hopper and by open bags of bentonite or filter pads, so proper and separated storage of all processing aids is crucial.

Chlorinated cleaning products

Unfortunately, it is not always easy to immediately recognize that a product contains hypochlorite. Look closely at the ingredient list in dishwasher detergents (for tasting glasses), kitchen and bathroom cleaners, disinfecting wipes, and anti-allergen and sanitizing sprays. You also should watch out for fabrics and textiles that were treated with proprietary coating techniques that bind hypochlorite and prolong the presence of chlorine bleach. Because it is easily inactivated on contact with organic matter, chlorine often bleaches the dirt without removing it, while leaving a "clean" (only by association) smell behind.

Water quality

In addition to eliminating hypochlorite-based cleaning products, wineries should not use chlorinated municipal water for



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processing grapes or wine, such as when rehydrating yeast or malolactic bacteria or when rinsing destemmer-crushers, tanks, or hoses, etc. If there are no other options, the water must be pretreated with high-capacity, in-line carbon filters that are maintained on a very regular basis and exchanged frequently.

Chlorine dioxide

In recent years, chlorine dioxide (ClO₂) has been introduced to sterilize containers in the food industry. So far, research has been unable to determine if the use of ClO₂ could contribute traces of hypochlorite that are sufficient to produce troubling amounts of TCA in the winery.

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Wineries and breweries use filters to combat chlorine

10 Nov, 2016 6:00am

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Hastings brewer Matt Smith, owner of Brave Brewing Co, with the carbon filter he has installed to extract the chlorine during beer production. PHOTO/WARREN BUCKLAND

Hawkes Bay Today

Chlorine in the water has left a bad taste in the mouths of Hawke's Bay brewers and winemakers.

Hastings-based Brave Brewing Co owner Matt Smith said chlorinated water did not make good beer.

"It has to be taken out so we had to put in a carbon filter. It cost about \$1000 - I was not anticipating I would have to do it, as I was lucky enough when I started brewing to just take it from the water supply."

He said if you brewed with chlorinated water it came through in the flavour of the finished beer.

"It's called chlorophenol flavour - it's a harsh flavour and you don't want it in there."

He said there was no health issue, it was just a matter of protecting the premium beer flavour and brand.

Even if the Hastings District Council decided not to continue with chlorination, he said he would probably hold on to the filter, and put a bypass in so it could be used if necessary in the future.

"It was a pain for me, but not as much as for other businesses when they were tackling the water contamination."

He noted that in general food businesses were attracted to Hawke's Bay partly because of the water, and having chlorine in it didn't fit with that.

At Roosters Brewery, owner Chris Harrison said they had also put in a carbon filter, and it was a "bit of a scramble" at the time to install it once the chlorine was added to the water, but costs were kept down by installing it themselves.

Vidal Estate winemaker Hugh Crichton said they were checking the chlorine levels regularly, and had installed a filter they already had within the business.

"Chlorine in wine can have significant quality effects and we are very mindful of that - if the chlorine level is above what is acceptable we have to pass it through the carbon filter to strip it out.

"The downside of high levels of chlorine from a quality point of view could be significant in terms of aromatics and flavour, but the filter system is effective for this."

At Pask Winery, winemaker and co-owner Kate Radburnd said different filtration systems had been introduced on the bottling line as a result of the added chlorine.

"It's had an impact, we have been able to overcome it, but it's taken a bit of work."

Hastings mayor Lawrence Yule said he was aware of the filtering action that was required, and was keen to find a resolution to this that did not involve chlorine if possible.

"I can give businesses and the public an assurance they will be kept fully informed as we move into the longer term options following the Havelock North water contamination."

He said decisions around this would include the Ministry of Health and subsequently the Government inquiry findings.

"I want to support our pure water reputation and its use in food and beverages."

Hastings water services manager Brett Chapman said a number of businesses and major food processors did not access the Hastings supply for processing as they had their own bores and used the town water supply for service needs only.

Appendix 4 – Frequently Asked Questions (FAQs) re chlorination

Temporary Chlorination of the Martinborough water supply – FAQs

1. Why are you planning to temporarily chlorinate?

The Martinborough water supply currently has UV treatment and is the only water supply in the Wairarapa that is not chlorinated. The two recent positive *E.coli* indicator tests, have led to Boil Water Notices and are a signal for further investigation to understand why this is happening.

Community wellbeing is our number one priority, which means we have to temporarily chlorinate to protect the health of residents and visitors to Martinborough. This will be done in close collaboration with our wine and beer making industries.

2. What do the health authorities say?

SWDC is working closely with Regional Public Health. Regional Public Health have advised that they will be satisfied with the multiple-barrier approach of UV treatment and temporarily chlorination in order for the Boil Water Notice (BWN) to be lifted. We have to temporarily chlorinate, otherwise a compliance order will be issued from Regional Public Health.

3. What is the history of positive *E.coli* test results in the Martinborough water supply?

The UV treatment plant was installed in 2011 and has generally been effective. There had been precious positive *E.coli* results in 2012, 2014 and 2016. Follow up samples indicated a BWN was not required. Since 2016, there have been no positive *E.coli* results prior to the two recent incidents in February and April 2019.

These recent positive results have not come from the water source but from the distribution network. Progress to date in identifying the source of the *E.coli* leads us to believe that part of the problem is back flow from private connections to the Martinborough water supply. Contractors are systematically checking connections, but it's unlikely that this exercise will completely eliminate the problem.

Last three months:

30 January 2019 – positive *E.coli* test result – probably cause due to UV malfunction, during a power cut. A Boil Water Notice was issued on 2 February 2019. The Boil Water Notice remained in place for 21 days.

9 April 2019 – positive *E.coli* test result – this time from the reservoirs and Shooting Butts Road areas. 3 further tests were clear. The Boil Water Notice has been in place for 14 days to date (23 April 2019).

4. How long will the Martinborough water be chlorinated for?

This depends on the results of SWDC's investigations. These investigations are expected to take a number of months to complete and the town water supply will remain chlorinated during this time.

5. Why didn't you move to chlorinate the water supply the first time *E.coli* was found?

In 2016, the issues with manganese in the water reacting with chlorine was considered prohibitive, because of likely discolouration to the water. However, we are working towards installing a manganese removal plant, which will solve this problem. It's important that we can effectively chlorinate the water supply if we need to.

6. So how will temporary chlorination work in the meantime without the manganese removal plant in place?

We're confident that during the winter months we can operate with a bore that has lower levels of manganese, which shouldn't affect the colour of the water too much.

7. How likely is it that the Martinborough water supply will be permanently chlorinated?

A decision on the permanent chlorination of the Martinborough water supply has yet to be made. This decision depends on the result of SWDC's investigations and further discussions between Regional Public Health, Lutra water consultants, and Wellington Water.

8. How will you keep us updated on the situation?

SWDC will be updating the website and Facebook pages on a regular basis.

9. Is there any place in Martinborough to get access to unchlorinated water now?

No. If your water has a chlorine taste, try putting the water in a container or jug in the fridge (this helps the chlorine dissipate from the water). Boiling the water also helps take the chlorine taste out of the water.

10. Is this issue similar to the water quality incident in Havelock North?

No. Havelock North had a number of unwell residents (that was traced to the water supply) while we have none.

11. Who is responsible for the water network?

Each city council owns their respective reticulation network. Recently, SWDC voted to join Wellington Water (a Council Controlled Organisation). In the future, Wellington Water will manage the entire water network on behalf of SWDC as it does for its other five council owners (Greater Wellington Regional Council, Hutt City Council, Wellington City Council, Porirua City Council and Upper Hutt City Council).

12. Is this just a ploy to permanently chlorinate the water because it's easier to do?

No. A decision on the permanent chlorination of the Martinborough town water supply water has yet to be made.

13. What will be the impact of chlorine in the water?

SWDC will do everything possible to reduce the impact on the community. We will air scour the network and will proactively flush the network. Some people may experience a bit of discolouration initially, but it shouldn't be too bad. This short-term problem is part of having safe water while working towards a permanent solution.

14. What about my pet fish?

If you have fish outside in ponds you will need to either turn down in-coming water to an absolute trickle (this dilutes the chlorine level to a safe amount for your fish), or fill up drums of water and let them stand for at least 24-hours before using (the UV of the sun evaporates chlorine). For fish tanks or bowls inside, fill up a container of water and let it sit for at least 24-hours and then only replace 1/3 of this water at a time with what is in the tank already. If you're still worried, de-chlorinating kits can be purchased from pet stores.