

SOUTH WAIRARAPA DISTRICT COUNCIL

14 DECEMBER 2016

AGENDA ITEM C2

POLICIES REVIEW REPORT

Purpose of Report

To seek Council readoption of the Water by Meter Leak Write-off Policy, Naming of Public Roads, Private Roads and Rights-of-way Policy and Community Housing Policy.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Adopt the Water by Meter Leak Write-off Policy with the amendments as shown.*
3. *Adopt the Naming of Public Roads, Private Roads and Rights-of-way Policy with the amendment as shown.*
4. *Adopt the Community Housing Policy with the amendments as shown.*

1. Executive Summary

In line with the Council decision for new and reviewed policies to be reviewed by the community boards before being presented to Council for adoption, the Water by Meter Leak Write-off, Naming of Public Roads, Private Roads and Rights-of-way and the Community Housing Policy were reviewed by the community boards at their November meetings.

All council policies are on a review timeframe, with the three policies being presented as part of the regular review cycle.

2. Policies for Review

2.1 Water by Meter Leak Write-off Policy

The proposed changes to the Water by Meter Leak Write-off Policy are the inclusion of the following:

- The write-off will only apply to the previous financial year unless previous contact with the council has been made.
- The period taken to repair the leak is reasonable.

The changes are shown as tracked changes in Appendix 1.

The community boards did not have any feedback on this policy.

2.2 Naming of Public Roads, Private Roads and Rights-of-way Policy

No changes were proposed by Council officers to the Naming of Public Roads Policy, however following consultation with the community boards, Greytown Community Board made the following recommendation to Council:

GCB RESOLVED (GCB 2016/81):

1. That Council should give consideration to the inclusion of a statement in the Naming of Public Roads Policy to raise awareness and give consideration to the use of Maori ancestral names.

(Moved Stevenson/Seconded Gray)

Carried

The policy in Appendix 2 has been amended to include the feedback from the Greytown Community Board.

2.3 Community Housing Policy

The proposed changes to the Community Housing Policy are shown as tracked changes in Appendix 3. Explanatory comments are shown next to the proposed change.

The community boards did not have any feedback on this policy.

3. Conclusion

Council is asked to consider the proposed changes and adopt the policies.

4. Appendices

Appendix 1 – SWDC Water By Meter Leak Write-off Policy

Appendix 2 – SWDC Naming of Public Roads, Private Roads and Right-of-ways Policy

Appendix 3 - SWDC Community Housing Policy

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – SWDC Water by Meter Leak Write-off Policy



WATER BY METER LEAK WRITE-OFF POLICY

1. Rationale

To provide for write-off of water by meter usage charges where genuine reasons exist to do so.

To encourage reduction in water usage through prudent application of policies.

2. Purpose

- To set out fair procedures for the write-off of water by meter charges where a leak has been detected.
- To reduce overall consumption through identification and repair of leaks.
- To recognise genuine and real hardship.

3. Guidelines

1. Current owners will be allowed one write-off under this policy per financial year.

1.2. The write-off will only apply to the previous financial year unless previous contact with the council has been made.

2.3. The write-off will only apply where the leak identified is of such magnitude that usage will exceed the allowance set in any year. For example, a slowly dripping tap is unlikely to result in excess usage.

3.4. A copy of the invoice for repair is supplied. Again the nature of the repair must indicate that excess usage is likely and the period taken to repair the leak is reasonable.

4.5. Meter readers will be issuing notices where they suspect excess usage, at the time they read the meter. If this notice is not acted on within four weeks then this policy will not apply.

5.6. A write-off will be available due to council error, or the meter reading inaccurate usage.

6.7. If a property changes ownership during the year, usage for the rest of that year will start from nil from the time of change of ownership.

7.8. If a write-off is agreed, but the user has a history of usage in excess of the allowance, and an estimated usage (based on historical usage) amount will be calculated and invoiced.

4. Delegation

Implementation of this policy is delegated to the Chief Executive who may further delegate as is seen fit.

Appendix 2 – SWDC Naming of Public Roads, Private Roads and Rights-of-way Policy



Policy on Naming of Public Roads, Private Roads and Rights-of-Way

1.0 RATIONALE:

The South Wairarapa District Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed for naming of roads in the District. Roads are named to ensure ease of identification for the Council, the public and key services such as emergency, postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974. The procedures under which the Council wishes to achieve the abovementioned objectives are defined below.

2.0 PURPOSE:

To set out guidelines and standards relating to the naming of public roads, private roads and rights-of-ways in the South Wairarapa District. The Council's policy will apply to new or unnamed roads, both public and private, including roads with existing names that may be locally, but not officially, recognized and will also apply to proposals to change the name of an officially named road. The policy also includes areas that would benefit from an official address for identification purposes such as private rights-of-way serving more than four lots. This policy is critical for correct addressing, which is used by emergency services, making our community safer.

3.0 DEFINITIONS (for purposes of this Policy only):

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-ways that serve more than four lots.

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property,

(normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-ways are not maintained by the Council but those rights-of-ways that serve more than four lots may be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4.0 GUIDELINES:

4.1 GENERAL

- 4.1.1 The naming of roads provides a unique address to enable a property to be identified for power, telephone, mail and emergency services.
- 4.1.2 The Council is responsible for naming roads.
- 4.1.3 The Council will actively promote the formal naming of

existing unnamed (or informally named) public or private roads and any rights-of-ways that serve more than four lots.

4.1.4 All approved road and rights-of-way names, both public and private, will be recorded in the Council's GIS system and flagged as a public road, private road or rights-of-way.

4.1.5 This Policy will be reviewed and amended from time to time.

4.2 PROCEDURE FOR NAMING ROADS

4.2.1 Applications for naming all roads that are created or extended as part of a subdivision are required to be submitted as part of the resource consent process.

4.2.2 To assist Council in assigning a name, an application for subdivision consent where a road is proposed to be named shall include three possible road names to Council for consideration and approval. For rights of way serving more than four lots where it is proposed to name the right of way, the users of the right of way shall jointly submit an agreed proposed name which shall be adopted by Council subject only to the guidelines for the selection of new road names being satisfied.

The names should be listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road, and pay the appropriate fee.

4.2.3 Once Council receives the application, it will check the suitability of the preferred and alternative names against its Policy.

4.2.4 The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council.

4.2.5 The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

4.2.6 Council will advise the applicant in writing of the decision.

4.2.7 Council will ensure that the road naming process is completed and the signs are installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.

4.2.8 Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.5.

4.2.9 The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure

that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

- 4.2.10 Applications for private road and rights-of-way names are to be submitted to the Council on a standard form that is available from the Council office after consideration by officers. Such applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11 Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3 GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

- 4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.
- 4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).
- 4.3.3 The name should have significant local content or meaning, and consideration should be given to Maori ancestral names-
- 4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.
- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4 CHANGING EXISTING ROAD NAMES

- 4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.
- 4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:
- To correct the spelling

- To eliminate duplication in spelling or sound
- To clarify a situation where more than one name is used for a road
- To make geographical corrections
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

4.5 SIGNAGE

- 4.5.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a Section 224 condition of resource consent.
- 4.5.2 Street signs on private roads and rights-of-ways must have the word "Private" under the street name and the applicant is required to pay for the sign, its installation and maintenance.
- 4.5.3 Repair, maintenance or replacement of any road sign for a private road or rights-of-way will not be at Council's expense.
- 4.5.4 Council will provide and erect nameplates and posts for existing public roads that are newly named (not part of a recent subdivision).
- 4.5.5 Council will maintain all road signs on public roads.
- 4.5.6 Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

Appendix 3 – SWDC Community Housing Policy



COMMUNITY HOUSING POLICY

1. Rationale

To provide clear guidelines for staff implementing this policy.

2. Purpose

To establish a policy for housing for the elderly and others with special housing needs.

3. Council Housing Units Guidelines

3.1 Eligibility

3.1.1 Units are let only to persons being 65 years of age or over and in receipt of New Zealand Superannuation, or 55 years of age or over, or to persons and in receipt of an invalid's or widow's benefit.

Comment [HM-AM1]: Clarifies, and aligns with Carterton

3.1.2 All such persons must have a housing need. i.e. an inability to afford market rentals. Income must be below the level set by Work and Income (or its successor agency) to qualify for social housing ie single people up to 1.5 x the net weekly rate of living alone rate of New Zealand Superannuation, and for couples up to 1.5 x the net weekly married rate of New Zealand Superannuation.

Comment [HM-AM2]: Income qualification added and pegged to WINZ qualification. Currently \$577.14 after tax single and \$887.91 after tax couple

3.1.3 The value of the applicant's assets must not exceed the cash asset limit set by Work and Income to qualify for social housing, which is 10% of the national median house sales price. The following assets are excluded from the asset test :

Comment [HM-AM3]: Pegged to WINZ qualification. Currently \$42,700

- personal effects
- motor vehicle principally used by the client for private use
- funds held in KiwiSaver and other retirement scheme accounts (unless the person is able to withdraw them due to being aged over 65 years)
- Maori land where the title is in tribal trust and individual ownership cannot be identified, the client cannot realise or readily convert the land into a cash asset.

Comment [HM-AM4]: Same as WINZ qualification

3.1.4 The above qualifications do not apply to existing tenants; however, if officers believe that an existing tenant's circumstances have changed, they can initiate a review of the tenant's circumstances to ensure that they still meet the eligibility requirements that applied at the commencement of their tenancy. If

the existing tenant does not meet the eligibility requirements that applied at the commencement of their tenancy, they can be given notice to vacate if there are people meeting the eligibility requirements under 3.1.1 – 3.1.3 above on the waiting list.

~~be equal to or below the appropriate threshold depending on circumstances. From 1 July 2011, applicants who:~~

~~3.1.3 do not have a spouse/partner~~

~~3.1.4 must have assets valued at \$210,000 or less to qualify for community housing; or~~

~~3.1.5 have a spouse/partner who is in long term residential care~~

~~3.1.6 3.1.4 must have combined total assets valued at \$210,000 or less to qualify for community housing.~~

~~3.1.7 3.1.5~~ Preference is given to those who are living or have lived in the South Wairarapa district after due regard to the following residency criteria:

a. length of time resident in the district; or

b. if from out of the district, the length of time immediate family (children or those without children - brothers and sisters) have lived in the district.

~~3.1.8 3.1.6~~ Tenants must be able to live harmoniously and in a non-disruptive manner with other tenants and neighbours.

~~3.1.9 3.1.7~~ Tenants must be able to live independently or be receiving sufficient support eg housework, assisted showering, to enable them to live safely and maintain a reasonable standard of personal and household hygiene.

3.1.8 Units are generally allocated on a first come, first served basis. However, an applicant may be categorised as having immediate housing needs, and be moved to the top of the waiting list if they meet the eligibility criteria and are either currently homeless or have pending tenancy termination in less than 30 days.

~~3.1.10 3.1.9~~ In the event that there is no-one either on the waiting list or who has responded to advertising for the flats who meets the eligibility criteria, a flat may be rented to a person who is otherwise ineligible at full market rent for a fixed term of one year. This may be renewed for a further year unless there are eligible people on the waiting list.

Comment [HM-AM5]: This has been done informally in the past in emergency situations where a vacant flat was available, however needs to be supported by policy

3.2 Applications

Applications for tenancy must be in writing on the Community Housing Application Form.

3.3 Rental

Rental is to be paid fortnightly in advance by bank automatic payment.

3.4 Tenant obligations and responsibilities

- 3.4.1 Tenants are to supply their own furniture and furnishings, appliances and services such as telephone, electricity and television.
- 3.4.2 Tenants are to pay for all services they use, including electricity, telephone and television.
- 3.4.3 Tenants will supply any aerial or satellite dish required for their television service. Existing aerials/satellite dishes and cabling left in place by previous tenants become the tenant's responsibility to maintain, unless they ask for them to be removed at the time of taking up the tenancy.
- 3.4.4 Tenants must keep their unit in a clean and tidy condition.
- 3.4.5 Tenants will advise Council immediately of any leaks, damage or maintenance issues.
- [3.4.6 Vacating tenants must leave their unit in a clean and tidy condition, with all rubbish removed from the premises.](#)

3.5 Council obligations and responsibilities

- 3.5.1 The Council supplies and maintains the wall and floor coverings, stove (including replacement elements), drapes, telephone jacks, and one built-in heater.
- 3.5.2 The Council is responsible for the maintenance of the units including electrical and plumbing systems.
- [3.5.3 Council officers will carry out flat inspections on a six-monthly basis to ensure that each tenant is meeting their obligations.](#)

3.6 Grounds

Lawns and gardens are maintained by Council. Tenants may have their own garden immediately adjacent to their own flat. If there is no existing garden, and a tenant wishes to create one, the location and size must be agreed with Council. Tenants must be able to maintain these themselves.

3.7 Outbuildings

Where tenants finance the construction of carports or garden sheds, these buildings become the property of Council and will be maintained by the council. No additional rental will be payable as a result of the additions. Council reserves the right to remove additions where they become too expensive or difficult to maintain.

3.8 Smoking

All units are smoke-free. Tenants may smoke in the exterior porch of their unit as long as this does not cause inconvenience to their neighbours.

3.9 Animals

Tenants wishing to keep a pet such as a bird, cat or small dog must seek Council permission in writing. Pets are permitted provided they are well behaved, properly cared for, and do not pose a nuisance to other tenants.

Tenants will immediately repair at their own expense any damage to Council or other tenants' property caused by the animal.

Tenants with pets will arrange for the flat to be commercially cleaned at their expense on vacating the flat. A certificate for the work must be produced when handing in the keys and before getting the bond back.

3.10 Marketing and Usage

The Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If there are no waiting applicants, the Council will advertise and promote its community housing to ensure maximum usage.

3.11 Welfare

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

4. Policy Review

This policy is reviewed during the Annual Plan process. Units are to be self-supporting with no input from ratepayers.