

SOUTH WAIRARAPA DISTRICT COUNCIL

29 JANUARY 2014

AGENDA ITEM C7

POLICIES FOR ADOPTION

Purpose of Report

To request adoption of policies as recommended by the Policy and Finance Committee.

Recommendations

Officers recommend that the Council:

1. *Receives the information.*
2. *Adopt the amended Naming of Public Roads, Private Roads and Rights-of-Way Policy.*
3. *Adopt the amended Waste Water Disposal Policy – Connections to Sewer Reticulation System.*
4. *Adopt the amended Town Water Supply Policy.*

1. Executive Summary

The following policies have been recommended for adoption by the Policy and Finance Committee on the 27 November 2013, a Council resolution is now required to formalise the adoption.

2. Recommendations Received From P&F Committee

2.1.1. Naming of Public Roads, Private Roads and Rights-of-Way Policy

The amended policy has been included in Appendix 1 and the recommendation from the P&F Committee is as follows.

P&F RESOLVED (P&F2013/29):

1. To receive the report.
2. That section 4.4.3 of the “Policy on Naming of Public Roads, Private Roads and Rights-of-Way” be amended so as to read as follows:
“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”.

(Moved Cr Napier/Seconded Cr Craig)

Carried

2.1.2. Waste Water Disposal Policy – Connections to Sewer Reticulation System & Town Water Supply Policy

The amended policies have been included in Appendix 2 and the recommendation from the P&F Committee is as follows.

P&F RESOLVED (P&F2013/30):

1. To receive the information.
2. To adopt the capacity and suggested allocation model for new water connections for all communities.
3. To adopt the revised policies for water service provision to urban and rural ratepayers with amendments as discussed.
4. In a capacity context leave the waste water policy in its present form with only minor consistency alterations until such time as new resource consents are available for the communities of Greytown, Featherston and Martinborough.
5. To allow Council officers to allocate surplus capacity to new entrants for water supply in rural areas for domestic use only.

(Moved Cr Napier/Seconded Cr Stevens)

Carried

3. Supporting Information

3.1 Long Term Plan - Community Outcomes

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

The above policies help achieve all five Council community outcomes.

4. Appendices

Appendix 1 - Naming of Public Roads, Private Roads and Rights-of-Way Policy

Appendix 2 - Waste Water Disposal Policy – Connections to Sewer Reticulation System & Town Water Supply Policy

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Acting Chief Executive Officer

Appendix 1 - 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 require 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 shall 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 or rights-of-way serving more than four lots is proposed shall include three possible road names to Council for consideration and approval. The names should be listed in order of preference with a brief statement of their significance. 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 Council will approve, amend or decline the name by way of a formal resolution adopted by Council.
- 4.2.5 Council will advise the applicant in writing of the decision.
- 4.2.6 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.
- 4.2.7 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.
- 4.2.8 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.
- 4.2.9 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.
- 4.2.10 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.
- 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. 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.~~

4.4.3 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 2 - Waste Water
Disposal Policy –
Connections to Sewer
Reticulation System & Town
Water Supply Policy**

Waste Water Disposal Policy – Connections to Sewer Reticulation System

1.0 RATIONALE:

Sewer Reticulation to urban areas requires a significant investment by Council to meet ratepayer's expectations. This policy is to protect Council's investment by setting standards for connections to the system and identifying where the costs of connection lie.

2.0 PURPOSE:

To set out conditions and cost responsibilities relating to Council owned Sewer Reticulation Schemes in the District.

3.0 GUIDELINES:

3.1 GENERAL

3.1.1 All new connections are charged an administration fee set by the Council each financial year.

3.1.2 Work shall not commence until an application and administration fee has been paid by the applicant and the Group Manager Infrastructure & Services (or his representative) has approved the specifications for the connection work in writing and a permit to connect issued.

3.1.3 The cost of connection work (lateral) from the sewer mains to the road boundary and any other associated costs are met by applicants.

3.1.4 Connection work referred to above may include (but is not limited to) pipe work, attendance by the Council's contractor at the time of connection to the sewer mains, a New Zealand Transport Agency permit for trenching (if required), a Corridor Access Request for reinstatement of the road and other disturbed infrastructure, relocation of any other services, and any other related work.

3.1.5 Applicants have a choice of engaging either Council's contractor or other contractors acceptable to the Council to carry out the connection work(s) referred to. Applicants pay all the costs direct to the contractor.

3.1.6 If applicants engage a contractor other than Council's contractor, that contractor does the connection to the mains in the presence of Council's contractor. Applicants pay the necessary cost of attendance to Council's contractor, direct.

3.1.7 Costs of extending the sewer mains where required are met by applicants.

- 3.1.8 For connections to new subdivision lots and other properties (where serviceable rates have not been paid) and buildings including multi-dwellings and occupancies, applicants pay capital contributions to join the existing system at a rate set by the Council from time to time.
- 3.1.9 New and existing users own the asset relating to laterals including the actual connection with the sewer main, and are responsible for the maintenance and replacement in future of that asset. Sewer laterals are to be maintained in leak-proof condition.
- 3.1.10 Each property receives only one connection. Additional connections may be available at Council's discretion where the Council permits more than one house, a commercial building or any other building in a section. In such cases, applicants pay the initial capital contribution referred to above and subsequently contributions for each separate additional connection.
- 3.1.11 For new connections, applicants are required to provide double flush cisterns to conserve town water.
- 3.1.12 All new or existing users must ensure that no storm water entry to or is made to discharge into the sewer laterals.
- 3.1.13 Charges are recovered through sewerage rates set by the Council each year. That allows for the use of up to two WC pans, and additional charges apply for any additional pans (one additional charge for each additional pan or equivalent).
- 3.1.14 Users (commercial and industrial users in particular) are required to seek specific written approval for the discharge of any trade waste to the sewer reticulation system. Each case is dealt with on its own merits and in terms of the current Trade Waste By-law after giving due consideration to alternative disposal systems available to applicants, the impact on wastewater treatment plants and the environment. If approved, specific financial contributions and disposal charges shall apply depending upon the type of generated trade waste.
- 3.1.15 Applicants are required to provide as-built plans of connections on completion for Council records. Road opening bonds will not be refunded until as-builts are lodged.
- 3.1.16 Council's obligation to provide sewer connection and liability is in reference to Masterton District Council and South Wairarapa District Council Consolidated Bylaw 2012, Part Eleven: Wastewater Drainage. Council's goal, strategies and policies are made public through the Annual Plan process each year and LTP every three years.
- 3.1.17 To reduce pressure on Council's wastewater treatment systems, no new or replacement of existing waste disposal unit is permitted.

3.1.18 This policy will be reviewed and amended from time to time.

3.1.19 This amended policy will come into force from 01 February 2014 and will be reviewed from time to time.

3.2 URBAN AREAS

3.2.1 Urban boundaries are those defined in the Combined District Plan Maps.

3.2.2 Domestic sewer connections shall be 100mm minimum diameter (internal) or as approved by the Group Manager Infrastructure & Services. For industrial purposes, specific design is to include features such as grease traps which require prior approval of the Group Manager Infrastructure & Services. Financial contributions set by the Council year to year referred to in 3.1.8 above are for standard 100mm connections. For bigger diameter connections if and where permitted shall be on pro-rata bases e.g. for 150mm diameter pipe connection, financial contributions will be 2.25 times that of 100mm diameter connection financial contributions.

3.3 RURAL AREAS

3.3.1 Rural areas are those areas defined in the Combined District Plan Maps.

3.3.2 In rural areas, sewer connections, if available, are for domestic use only for a residential size site deemed to be not greater than 1000 square meters in area.

3.3.3 The relevant conditions for new connection in the urban zones shall apply equally to new connections in the rural zone.

3.3.4 Despite clauses 3.3.1 to 3.3.3 above, Council may provide a new sewer connection of any specification to a rural property provided that the connection is for a Council deemed significant commercial use and it promotes the social, economic, environmental and/or cultural well-being of the community. Any connection provided under this clause will be at Council's absolute discretion. For the avoidance of doubt, no connection will be provided under this clause for a rural/residential subdivision.

Town Water Supply Policy

1.0 RATIONALE:

Water supply to urban areas requires a significant investment by Council to meet ratepayer's expectations. This policy is to protect Council's investment by setting standards for connections to the system and identifying where the costs of connection lie. Council water supply systems have capacity limitations and requests for new connections, sub divisional development will be considered in the context of system capacity.

2.0 PURPOSE:

To set out the conditions and cost responsibilities relating to Council owned water supply schemes in the District.

3.0 GUIDELINES:

3.1 GENERAL

- 3.1.1 All new connections are charged an administration fee set by the Council each financial year.
- 3.1.2 Work shall not commence until an application and administration fee has been paid by the applicant and the Group Manager Infrastructure & Services (or his representative) has approved the specifications for the connection work in writing and a permit to connect issued.
- 3.1.3 The cost of connection work from the water mains to the road boundary and any other associated costs are met by the applicant.
- 3.1.4 Connection work referred to above may include (but is not limited to) pipe work, testing and disinfection, manifold (back flow preventer) and service box (toby), water meter (if required), flow control system (if required), attendance by the Council's contractor at the time of connection to the water mains, a New Zealand Transport Agency permit for trenching (if required), a Corridor Access Request for reinstatement of the road and other disturbed infrastructure, relocation of any other services, and any other related work.
- 3.1.5 Applicants have a choice of engaging either Council's contractor or other contractors acceptable to the Council to carry out the connection work(s) referred to. Applicants pay the costs direct to the contractor.
- 3.1.6 If applicants engage a contractor other than Council's contractor, that contractor does the connection to the mains in the presence of Council's contractor. Applicants pay the cost of attendance to Council's contractor, direct.
- 3.1.7 Costs of extending the water mains where required are met by applicants.

- 3.1.8 For connections to new subdivision lots and other properties (where serviceable rates have not been paid), applicants pay capital contributions to join the existing system at a rate set by the Council from time to time.
- 3.1.9 Council owns the asset relating to new connection work up to and including the service box (toby) located near the road boundary including water meter and will be responsible for its future maintenance. To meet maintenance requirements, Council requires applicants to use Accuflow manifolds (backflow preventers) and service boxes (Code SM905 double check valve) or equivalent with prior approval of the Group Manager Infrastructure & Services.
- 3.1.10 Each property receives only one connection. Additional connections may be available at Council's discretion where the Council permits more than one house, a commercial building or any other building in a section. In such cases, applicants pay the capital contribution referred to above and subsequent capital contributions for each separate connection.
- 3.1.11 New connections will not be approved for irrigation purposes and Council will review existing irrigation connections from time to time to ensure the efficient use of water resources.
- 3.1.12 All new or existing water supply users are required to comply with Council's other policies such as all year round alternate day water supply conservation measures and any other conservation measures applied from time to time.
- 3.1.13 Non-compliance with Council's policies or non-payment of water charges may result in disconnection or reduced flow and non-pressure water supply. For a reconnection, applicants pay an administration charge and other charges.
- 3.1.14 Council's obligation to provide town water supply is in reference to Masterton District Council and South Wairarapa District Council Consolidated Bylaw 2012, Part Five: Water Supply. Council's goal, strategies and policies are made public through the Annual Plan process each year and LTP every three years.
- 3.1.15 As from 1 July 2009, all properties have been metered. The first 350 cubic metre of water supply per year will be included in water rates. This annual allocation will be subject to review from time to time. Additional usage over the threshold would be charged based on a per cubic metre rate set by the Council each year. Monitoring of water usage is the property owner's responsibility.
- 3.1.16 Users requiring higher quality of water as compared to that normally available from council town water supply to suit to their particular needs shall install their own treatment / filtration system at their own cost.
- 3.1.17 It is the responsibility of individual users to regularly clean their appliances (for example: washing machine filters and plumbing fittings) clear of any suspended material within their premises.
- 3.1.18 Connecting booster pumps to Council reticulation system and plumbing fittings within the properties are not permitted. Any existing booster appliances must be disconnected.

- 3.1.19 Applicants are required to provide as-built plans of water connections on completion for Council records.
- 3.1.20 This amended policy will come into force from 01 February 2014 and will be reviewed from time to time.

3.2 URBAN AREAS

- 3.2.1 Urban boundaries are those defined in the Combined District Plan Maps.
- 3.2.2 In urban areas, new water supply connections are 20mm nominal diameter (internal). Financial contributions set by the Council year to year referred to in 3.1.8 above are for standard 20mm connections as stated on the application form. For bigger diameter connections if and where permitted shall be on a pro-rata basis based upon capacity, e.g. for 32mm diameter pipe connection, financial contributions will be 2.56 times that of 20mm diameter connection financial contributions.

3.3 RURAL AREAS

- 3.3.1 Rural areas are those areas defined in the Combined District Plan Maps.
- 3.3.2 New water supply connections are for domestic use only, and to meet that demand, supply is limited to 1500 litres per twenty-four hours. At officer discretion only, an on demand supply may be offered to urban size property in the rural area. An urban size property is deemed to be 1000 square meters or less.

To supplement town water supply, applicants are encouraged to provide a conventional roof water collection system.

- 3.3.3 The relevant conditions for new connection in the urban zones shall apply equally to new connections in the rural zone.
- 3.3.4 Applicants may use a 20-mm connection pipe from the mains and provide a Council approved restricted flow control system to regulate the flow to the extent mentioned above.
- 3.3.5 Despite clauses 3.3.1 to 3.3.3 above, Council may provide a new connection of any specification to a rural property provided that the connection is for a Council deemed significant commercial use and it promotes the social, economic, environmental and/or cultural well-being of the community. Any connection provided under this clause will be at Council's absolute discretion. For the avoidance of doubt, no connection will be provided under this clause for any agricultural use or a residential subdivision.