



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

*Kia Reretahi Tātau*

## **Agenda**

**ORDER PAPER FOR AN ORDINARY MEETING  
TO BE HELD  
Via audio-visual conference  
ON  
23 February 2022**

**MEMBERSHIP OF COUNCIL  
HIS WORSHIP THE MAYOR  
Mr Alex Beijen**

Deputy Mayor Garrick Emms

Cr P Colenso  
Cr R Fox  
Cr L Hay  
Cr B Jephson

Cr P Maynard  
Cr A Plimmer  
Cr B West  
Cr C Olds

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS  
COUNCIL POLICY UNTIL ADOPTED BY COUNCIL**





## **SOUTH WAIRARAPA DISTRICT COUNCIL MEETING**

### **Agenda 23 February 2022**

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#### **NOTICE OF MEETING**

Under the COVID-19 Protection Framework Red traffic light setting this meeting will be held via video conference starting at 10.00am. All members participating via video conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

#### **SWDC Affirmation**

**We pledge that we will faithfully and impartially use our skill, wisdom and judgement throughout discussions and deliberations ahead of us today in order to make responsible and appropriate decisions for the benefit of the South Wairarapa district at large.**

**We commit individually and as a Council to the principles of integrity and respect, and to upholding the vision and values we have adopted in our Long Term Plan strategic document in order to energise, unify and enrich our district.**

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#### **Open Section**

**A1.** Apologies

**A2.** Conflicts of interest

**A3.** Acknowledgements and tributes

**A4.** Public participation

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

**A5.** Actions from public participation

**A6.** Confirmation of Minutes

***Proposed Resolution:*** *That the minutes of the Council meeting held on 15 December 2021 are a true and correct record.*

Pages 1-6

***Proposed Resolution:*** *That the public excluded minutes of the Council meeting held on 15 December 2021 are a true and correct record.*

Pages 7-8

<b>B</b>	<b>Recommendations from Committees and Community Boards</b>	
<b>B1.</b>	Minutes of Council Committees and Community Boards	Pages 9-47
<b>B2.</b>	Recommendations from Planning and Regulatory Committee	Pages 48-49
<b>C</b>	<b>Decision Reports from Chief Executive and Staff</b>	
<b>C1.</b>	Review of the Wairarapa Local Alcohol Policy Report	Pages 50-73
<b>C2.</b>	Tauherenikau River Crossing – Pipe Repair and Renewal	Pages 74-149
<b>D.</b>	<b>Information Reports</b>	
<b>D1.</b>	Action Items Report	Page 150-164
<b>E.</b>	<b>Chairperson’s Report</b>	
<b>E1.</b>	Report from His Worship the Mayor	Pages 165-200
<b>F.</b>	<b>Appointments Reports</b>	
	<i><b>Proposed Resolution:</b> That reports from appointments are received.</i>	
<b>F1.</b>	Joint Committees/Working Groups	Pages 201-223
	Wairarapa District Plan Joint Ctte (Cr Plimmer, Cr Jephson, Cr Fox (alt))	
	Wairarapa Library Service (Cr Colenso, Cr Hay)	
	Wairarapa Policies Working Group (Cr Emms, Cr Plimmer)	
	Wairarapa Trails Action Group (Cr Hay, Cr Olds)	
	Wgtn Region Waste Management & Minimisation Plan JCtte (Cr Colenso)	
	Wgtn Region Waste Forum (Cr Colenso)	
<b>F2.</b>	GWRC Committees/Groups	
	Wgtn Region Climate Change Working Group (Cr Jephson, Cr Colenso (alt))	
	Awhea Opouawe Scheme Committee (Cr Jephson)	
	Lower Valley Development Scheme Advisory Committee (Cr Emms)	
	Ruamahanga Whitua Catchment Ctte (Cr Fox)	
	Waiohine Floodplain Management Plan Steering Group (Cr Fox, Cr Olds, Mr Wright)	
<b>F3.</b>	Appointments	
	Destination Wairarapa (Mr Hogg)	
	Wairarapa Road Safety Council (Cr Plimmer)	
	Cobblestones Trust Board (Ms Cooper)	
	Wairarapa Safer Community Trust (Cr West)	
	Hood Aerodrome Strategic Advisory Group (Cr West)	
<b>G.</b>	<b>Public Excluded Business</b>	
<b>G1.</b>	New Lease of Martinborough Golf Club	<i>distributed separately</i>

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
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New Lease of Martinborough Golf Club	Good reason to withhold exists under 7(2)(h) and section 7(2)(i)	Section 48(1)(a)
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This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)



**SOUTH WAIRARAPA DISTRICT COUNCIL  
Minutes from 15 December 2021**

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<b>Present:</b>	Mayor Alex Beijen, Deputy Mayor Garrick Emms, Councillors Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Brenda West and Colin Olds.
<b>In Attendance:</b>	Harry Wilson (Chief Executive), Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (Chief Financial Officer), Charly Clarke (Finance Manager) and Suzanne Clark (Committee Advisor). Audit NZ: John Whittal.
<b>Conduct of Business:</b>	Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council’s YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was held in public under the above provisions from 9:00am to 10:55am except where expressly noted.
<b>Public Forum</b>	Joe Taukamo, and Daphne Geisler.

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**Open Section**

Cr Fox read the Council affirmation.

**A1. Apologies**

There were no apologies received.

**A2. Conflicts of Interest**

There were no conflicts of interest declared.

**A3. Acknowledgements and Tributes**

There were no acknowledgements or tributes.

**A4. Public Participation**

Mr Taukamo wanted to raise greater public awareness of the assistance that guide dogs provided to people with disabilities. Exemptions were granted to guide dogs for entering events and businesses. Mr Taukamo queried who acted in the health and disability advisory role at Council.

Ms Geisler queried whether Council had spent \$35,000 on an unbudgeted item, specifically BBQ's for the community pools. Ms Geisler noted that a LGOIMA response time was excessive and did not provide a full answer which required a second question. Ms Geisler believed that the LGOIMA process needed attention. Governance oversight of expenditure and a review of delegated authorities was requested.

**A5. Actions from public participation**

*COUNCIL NOTED:*

1. Action 637: Raise public awareness of guide dogs and the exemptions that applied with regards to allowing them in venues; e.g. signs in public places, social media posts, placing information on Council's website, community papers; S Priest
2. Action 638: Provide an account of the recent expenditure on BBQ's for the swimming pools and whether it was planned or unbudgeted expenditure; K Neems

**A6. Extraordinary Business**

*COUNCIL RESOLVED (DC2021/110)* to add the Annual Report Adoption Report to the agenda as item B2. The reason it was late was that Audit NZ were still finalising their audit when the agenda was issued and it can't wait until the next meeting as the Annual Report must be adopted by the 31 December 2021.

*(Moved Cr Hay/Seconded Cr Colenso)*

Carried

*Cr Maynard voted against*

*Cr West voted against*

**A8. Minutes for Confirmation**

*COUNCIL RESOLVED (DC2021/111)* that the minutes of the Council meeting held on 3 November 2021 are a true and correct record.

*(Moved Cr Plimmer/Seconded Mayor Beijen)*

Carried

*COUNCIL RESOLVED (DC2021/112)* that the minutes of the Council meeting held on 10 November 2021 are a true and correct record.

*(Moved Cr Jephson/Seconded Cr Plimmer)*

Carried

*COUNCIL RESOLVED (DC2021/113)* that the minutes of the Council meeting held on 17 November 2021 are a true and correct record.

*(Moved Mayor Beijen/Seconded Cr Colenso)*

Carried

**B Decision Reports from Chief Executive and Staff**

**B1. Council Extraordinary Vacancy**

*COUNCIL RESOLVED (DC2021/114):*

1. To receive the Council Extraordinary Vacancy Report.  
*(Moved Cr Jephson/Seconded Cr Fox)* Carried
2. To confirm the appointment of Colin Olds to fill the extraordinary vacancy on Council.  
*(Moved Cr Hay/Seconded Mayor Beijen)* Carried

**C Declaration of Cr Colin Olds**

Cr Colin Olds made his declaration, this was witnessed by Mayor Beijen.

**B Decision Reports from Chief Executive and Staff (cont.)**

**B2. Adoption of 2020/2021 Annual Report**

Some members expressed concern at the late distribution of this item.

Mr Wilson noted that a draft Annual Report had been reviewed at a workshop of the Finance, Audit and Risk Committee and that the document was a report of historic financial information which was not subject to change.

Mr Whittal advised that Audit NZ were satisfied that the capital expenditure was correct, that the service performance audit was qualified due to Wellington Water performance measures (now corrected) and that the overall opinion would be modified despite the identified issue being corrected. The document made all appropriate disclosures.

Cr Jephson left the meeting at 9:40am.

Cr Jephson returned to the meeting at 9:42am.

Mr Whittal noted that the impacts of COVID on Audit NZ were significant. Mr Wilson thanked Mr Whittal for personally contributing to the audit.

Members discussed possible updates needed to the Annual Report and agreed to forward queries and suggestions to Council officers. Rating units and property values was discussed.

*COUNCIL RESOLVED (DC2021/115):*

1. To receive the Adoption of 2020/2021 Annual Report.  
*(Moved Cr Plimmer/Seconded Cr Hay)* Carried
2. To adopt the 2020/2021 Annual Report.  
*(Moved Mayor Beijen/Seconded Cr Hay)* Carried  
*Cr Maynard voted against*  
*Cr West voted against*  
*Cr Olds abstained*
3. To adopt the 2020/2021 Summary Annual Report.  
*(Moved Cr Hay/Seconded Cr Colenso)* Carried

*Cr Maynard voted against*

*Cr West voted against*

*Cr Olds abstained*

4. To delegate to the Mayor and Chief Executive to correct minor grammatical and other errors.

*(Moved Cr Plimmer/Seconded Cr Emms)*

Carried

*Cr Maynard voted against*

*Cr West voted against*

*Cr Olds abstained*

5. To delegate to the Mayor and Chief Executive authority to sign these reports.

*(Moved Cr Emms/Seconded Cr Colenso)*

Carried

6. Action 639: Elected members are to email the Chief Financial Officer with any requests for change to the Annual Report, or with requests for answers to further queries; Councillors

### **B3. Code of Conduct Review Report**

Members discussed the impact of including an undischarged bankrupt clause, whether there was a pre-election disclosure requirement and grammatical corrections to the Code.

*COUNCIL RESOLVED (DC2021/116):*

1. To receive the Elected Member Code of Conduct Report.

*(Moved Cr Colenso/Seconded Cr Fox)*

Carried

2. To agree to include a clause in the Code of Conduct that requires a newly elected member or member to declare whether they are an undischarged bankrupt (clause 12).

*(Moved Mayor Beijen/Seconded Cr Plimmer)*

Carried

3. To adopt the Code of Conduct.

*(Moved Cr Olds/Seconded Cr Maynard)*

Carried

4. To delegate to the Chief Executive the authority to make minor grammatical amendments that do not alter the intent of the Code of Conduct.

*(Moved Cr Colenso/Seconded Cr Fox)*

Carried

## **E Chairperson's Report**

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

Mayor Beijen discussed the NZTA lobbying he was undertaking regarding the Waihenga Bridge, pending changes to the Wairarapa Moana Governance Group, and the proposed committee appointments structure with members. A further report would be presented to the first Council meeting in February 2022. Councillors committed to sending through comments on appointments to Mayor Beijen.

*COUNCIL RESOLVED (DC2021/117):*

1. To receive the Report from His Worship the Mayor.

*(Moved Cr Emms/Seconded Cr Colenso)*

Carried

2. To adopt the proposed appointment structure with the following alterations:
  - a. Remove Cr Hay from the Assets and Services Committee.
  - b. Remove Cr Olds from the District Licensing Committee and add Cr West.
  - c. Add Cr West to the Planning and Regulatory Committee.

*(Moved Mayor Beijen/Seconded Cr Emms)*

Carried

3. Action 640: Add the Mayor's Taskforce Working Group and the Working Group for the Future of Local Government to the appointment structure; Mayor Beijen

Cr Plimmer had raised an issue of perception with regards to the Chair of the Featherston Community Board, this has now been resolved. The community had perceived that Cr Plimmer had made an allegation that Mr Shepherd was behaving in an unethical way which was incorrect. The perception of a conflict of interest and Mr Shepherd's role on the Mayor's Task Force for jobs has been resolved. There is no conflict and Mr Shepherd had not acted unethically.

Cr West acknowledged previously stated conflict of interest concerns about Mr Shepherd, acknowledged that there were no conflicts, and apologised to Mr Shepherd for raising. Any concerns had been resolved.

## **G Public Excluded Business**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Confirmation of Public Excluded Minutes 17 November 2021	Good reason to withhold exists under section 7(2)a, section 7(2)(g), section 7(2)(h) and section 7(2)(i)	Section 48(1)(a)

This resolution (DC2021/118) is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
The withholding of the information is necessary to maintain legal professional privilege	Section 7(2)(g)
The withholding of the information is necessary to enable any local authority holding the information to	Section 7(2)(h)

carry out, without prejudice or disadvantage, commercial activities.	
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

*(Moved Cr Colenso/Seconded Cr Hay)*

Carried

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

**SOUTH WAIRARAPA DISTRICT COUNCIL**  
**Public Excluded Minutes from 15 December 2021**

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<b>Present:</b>	Deputy Mayor Garrick Emms (Chair), Mayor Alex Beijen, Councillors Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Brenda West and Colin Olds.
<b>In Attendance:</b>	Harry Wilson (Chief Executive), Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (Chief Financial Officer), and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	<p>Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council’s YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public excluded provisions from 10:53am to 10:55am.</p>

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**Open Section**

**A1. Apologies**

There were no apologies received.

**G Public Excluded Business**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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This resolution (DC2021/118) is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:



<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
The withholding of the information is necessary to maintain legal professional privilege	Section 7(2)(g)
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

*(Moved Cr Colenso/Seconded Cr Hay)*

**Carried**

**COUNCIL RESOLVED (DC2021/119PE)** that the public excluded minutes of the Council meeting held on 17 November 2021 are a true and correct record subject to amending the minutes to record Cr Rebecca Fox as present.

*(Moved Mayor Beijen/Seconded Cr Colenso)*

**Carried**

*Cr Olds abstained*

**Confirmed as a true and correct record**

.....**(Mayor)**

.....**(Date)**

# SOUTH WAIRARAPA DISTRICT COUNCIL

23 FEBRUARY 2022

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## AGENDA ITEM B1

### MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Māori Standing Committee meeting 23 November 2021.*
3. *Receive the minutes of the Wairarapa Library Service Joint Committee meeting 24 November 2021.*
4. *Receive the minutes of the Greytown Community Board meeting 24 November 2021.*
5. *Receive the minutes of the Martinborough Community Board meeting 25 November 2021*
6. *Receive the minutes of the Featherston Community Board meeting 30 November 2021.*
7. *Receive the minutes of the Finance, Audit and Risk Committee meeting 1 December 2021.*
8. *Receive the minutes of the Assets and Services Committee meeting 15 December 2021.*
9. *Receive the minutes of the Assets and Services Committee meeting 2 February 2022.*
10. *Receive the minutes of the Planning and Regulatory Committee meeting 2 February 2022.*

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

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

## **2. Appendices**

Appendix 1 -      Māori Standing Committee meeting 23 November 2021  
                         Wairarapa Library Service Joint Committee 24 November 2021  
                         Greytown Community Board meeting 24 November 2021  
                         Martinborough Community Board meeting 25 November 2021  
                         Featherston Community Board meeting 30 November 2021  
                         Finance, Audit and Risk Committee meeting 1 December 2021  
                         Assets and Services Committee meeting 15 December 2021  
                         Assets and Services Committee meeting 2 February 2022  
                         Planning and Regulatory Committee meeting 2 February 2022

Contact Officer:    Steph Frischknecht, Policy and Governance Advisor

Reviewed By:        Amanda Bradley, Policy and Governance Manager

# Appendix 1

- Māori Standing Committee meeting 23 November 2021
- Wairarapa Library Service Joint Committee 24 November 2021
- Greytown Community Board meeting 24 November 2021
- Martinborough Community Board meeting 25 November 2021
- Featherston Community Board meeting 30 November 2021
- Finance, Audit and Risk Committee meeting 1 December 2021
- Assets and Services Committee meeting 15 December 2021
- Assets and Services Committee meeting 2 February 2022
- Planning and Regulatory Committee meeting 2 February 2022



**MĀORI STANDING COMMITTEE**  
**Minutes from 23 November 2021**

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<b>Present:</b>	Narida Hooper (Chair), Andrea Rutene, Karen Mikaera, Toni Kerr, Gillies Baker, Violet Edwards, Mayor Alex Beijen, Councillor Garrick Emms, Councillor Pip Maynard, Councillor Brian Jephson
<b>In Attendance:</b>	Russell O’Leary (Group Manager Planning and Environment), Steph Frischknecht (Policy and Governance Advisor) and Kaity Carmichael (Committee Advisor)
<b>Also in Attendance:</b>	Dayle Clarkson, Nicky Sheriff, Charlotte Harding
<b>Conduct of Business:</b>	Due to COVID-19 restrictions this meeting was held via video conference and was live-streamed to Council’s <a href="#">YouTube channel</a> . All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was conducted between 6.00pm and 7.18pm.

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**PUBLIC BUSINESS**

Members opened with a karakia.

**EXTRAORDINARY BUSINESS**

*MSC RESOLVED (MSC 2021/48)* to add the Schedule of Ordinary Meetings Report item as item 7.4, for the purposes of considering a 2022 meeting schedule. It was not included in the agenda as the Council meeting to adopt the schedule did not take place until 17 November 21. This item could not be delayed, as this is the last meeting of 2021.

*(Moved Cr Maynard/Seconded Mikaera)*

Carried

*MSC RESOLVED (MSC 2021/49)* to add the Financial Assistance Report as agenda item 7.5 for the purpose of considering a grant application from Kristina Perry. It was not included in the agenda as the grant application was late. This matter could not be delayed because the event will be held prior to the next meeting.

*(Moved Cr Maynard/Seconded Kerr)*

Carried

Violet Edwards left the meeting at 6.04pm

1. **APOLOGIES** (*YouTube streaming 4.45*)  
*MSC RESOLVED (MSC 2021/50)* to receive apologies from Michele Elliott, as she has resigned from the board of trustees at Papawai Marae.  
(*Moved Mayor Beijen/Seconded Cr Maynard*) Carried
2. **CONFLICTS OF INTEREST** (*YouTube streaming 5.43*)  
Mr Baker declared a conflict of interest with the grant application raised under agenda item 7.5, the Financial Assistance Report.
3. **ACKNOWLEDGMENTS AND TRIBUTES** (*YouTube streaming 6.30*)  
Cr Jephson paid tribute to Phillip Maynard, a friend and Martinborough resident, who recently passed away. Cr Jephson sent condolences to his wife Cynthia, children and whanau.
4. **PUBLIC PARTICIPATION** (*YouTube streaming 7.43*)  
Dayle Clarkson & Nicky Sheriff - Nuku Ora's Strategy  
Ms Clarkson and Ms Sheriff spoke to Nuku Ora's Strategic Plan. Ms Sheriff requested insight from the committee on the needs of Māori and local communities and what type of support communities may be looking for with regards to overall wellbeing.  
Charlotte Harding – Martinborough Pump Track  
Ms Harding spoke to a community-led project to construct a pump track at Considine Park. Ms Harding requested insight from the committee on how to best involve Iwi in the project.
5. **ACTIONS FROM PUBLIC PARTICIPATION**  
Ms Hooper undertook to provide contact information for those involved with Nuku Ora's strategy to the committee members.  
Cr Maynard undertook to connect Ms Harding with local marae trustees. Ms Kerr offered to provide Hau Ariki marae trustees with an update on the project.
6. **MINUTES FOR CONFIRMATION** (*YouTube streaming 21.21*)
  - 6.1 **Māori Standing Committee – 28 September 2021**  
*MSC RESOLVED (MSC 2021/51)* that the minutes of the Māori Standing Committee meeting held on 28 September 2021 be confirmed as a true and correct record.  
(*Moved Baker/Seconded Cr Emms*) Carried  
  
Cr Emms provided an update on the Wairarapa Leaders Social Wellbeing Forum. Ms Hooper and Ms Mikeara undertook to engage in further consultation as representatives from Pae tū Mōkai o Tauria.  
  
Violet Edwards joined the meeting at 6.25pm.

*MSC NOTED:*

Action 574: To request a report from Council on the adopted TOR and further Council recommendations.

## **7. OPERATIONAL REPORTS – COUNCIL OFFICERS**

### **7.2 Action Items Report (YouTube streaming 27.19)**

Members discussed the impact of Covid-19 on Marae and plans moving forward. Scheduling arrangements for the strategy noho and including a portion of the strategy noho to involve Marae trustees was noted. Cr Maynard discussed potential for including an MSC award at the Wairarapa Māori Sports Awards. Ms Rutene undertook engaging in further consultation with Cr Emms around healthcare services and strategy.

*MSC NOTED:*

Action 575: To write a letter of response to the Martinborough Community Board to inform them that, at this time, the committee is unable to find a suitable taiohi to represent the interests of tangata whenua on the Considine Park User Group, action to be parked.

*MSC RESOLVED (MSC 2021/52) to receive the Action Items Report.*

*(Moved Baker/Seconded Cr Maynard)*

Carried

### **7.3 Income and Expenditure Report (YouTube streaming 39.33)**

Ms Hooper noted the distribution of funds and grant criteria would be discussed further at the strategy noho.

*MSC RESOLVED (MSC 2021/53) to receive the Income and Expenditure Statement for the period ending 31 October 2021.*

*(Moved Cr Maynard/Seconded Rutene)*

Carried

### **7.4 Schedule of Ordinary Meetings for 2022 Report (YouTube streaming 43.42)**

*MSC RESOLVED (MSC 2021/54):*

1. To receive the Schedule of Ordinary meetings for 2022 Report.

*(Moved Cr Maynard/Seconded Cr Emms)*

Carried

2. To note the 2022 schedule of ordinary meetings for Council and committees.
3. To note that Council has adopted a six-weekly meeting cycle for all Council and committee meetings.

*(Moved Rutene/Seconded Cr Maynard)*

Carried

4. To agree that the 2022 Māori Standing Committee meeting start time will be 6.00pm.

*(Moved Mayor Beijen/Seconded Mikaera)*

Carried

5. To delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Chair as required.

*(Moved Mikaera/Seconded Rutene)*

Carried

**7.5 Financial Assistance Report (YouTube streaming 46.42)**

Members agreed to fund more than the amount requested as the applicant had withdrawn their application for additional funding to Greytown Community Board, to align with the Grants Policy.

*MSC RESOLVED (MSC 2021/55):*

1. To receive the Financial Assistance Report.

*(Moved Kerr/Seconded Cr Maynard)*

Carried

Mr Baker abstained

2. To approve funding up to \$1000 to Kristina Perry to contribute towards a Waitangi Day Event at Cobblestones, subject to any alternative funding being available.

*(Moved Cr Maynard/Seconded Mayor Beijen)*

Carried

Mr Baker abstained

**7.1 Officers Report (item moved) (YouTube steaming 55.45)**

*MSC RESOLVED (MSC 2021/56) to receive the Officer's Report.*

*(Moved Mikaera/Second Cr Emms)*

Carried

**8. CHAIRPERSON REPORT**

There was no Chairperson Report.

**9. MEMBER REPORT (YouTube steaming 56.43)**

Ms Rutene and Ms Mikaera spoke to the items outlined in the Member Report. Members discussed concerns with lack of Māori consultation and project process. Mayor Beijen undertook taking the report to Council.

Cr Emms made the committee aware of a proposal to correct placenames, including Tauherenikau and Waingawa as part of the Five Trails Cycle Trail.

Ms Hooper provided an update on the status of the Maori Liaison Officer position and noted further discussion at the upcoming strategy noho.

*MSC RESOLVED (MSC 2021/57) to receive the Member Report.*

*(Moved Mayor Beijen/Seconded Baker)*

Carried

Members closed with a karakia.

The meeting closed at 7.18pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date





**WAIRARAPA LIBRARY SERVICES JOINT COMMITTEE MEETING  
HELD VIA AUDIO-VISUAL CONFERENCE  
ON WEDNESDAY, 24 NOVEMBER 2021 AT 1.00PM**

**PRESENT:** Chair Cr Pam Colenso, Cr Steve Cretney, Cr Leigh Hay and Cr Dale Williams.  
**IN ATTENDANCE:** Annette Beattie (Library Services Manager), Annette Beattie (Library Services Manager), Glenda Seville (CDC Community Services and Facilities Manager), Stefan Corbett (SWDC Group Manager Partnership and Operations) and Suzanne Clark (SWDC Committee Advisor).

**1 KARAKIA TIMATANGA**

The meeting was opened with a karakia lead by Cr Steve Cretney.

**2 APOLOGIES**

There were no apologies for this meeting.

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts of interests declared.

**4 PUBLIC FORUM**

There was no public participation.

**5 CONFIRMATION OF THE MINUTES**

**MOVED**

That the Committee:

**Confirms** the minutes of the Wairarapa Library Services Committee meeting held 18 August 2021 are a true and correct record.

Cr Leigh Hay/Cr Steve Cretney

**CARRIED**

**6 INFORMATION REPORTS**

**6.1 Wairarapa Library Service Joint Committee Activity Report**

Members discussed the added responsibility and potential risk of staff working in service centre locations and that as time progressed more people would be utilising online transactions thereby minimising foot traffic and mitigating risk. In addition, staff undertook conflict resolution training.

Ms Beattie answered members' questions on the anecdotal evidence of removing users fines, utilisation of SMART library collections from other libraries alongside the requirement to provide a full library collection for users within the district, and working and providing services under COVID-19 conditions.

**MOVED**

That the Committee:

1. **Receives** the Wairarapa Library Services Joint Committee Activity Report.

Cr Leigh Hay/Cr Dale Williams

**CARRIED**

**7 DECISION REPORTS**

**7.1 Wairarapa Library Services Policy Report**

Ms Beattie advised that in the past fifteen months only one cash donation had been received and that the library did not actively fundraise or seek grants.

Members requested a grammatical amendment to section 7 of the Policy and that section 9 be updated to reflect that fundraising events should also have the approval of the Wairarapa Library Services Manager.

**MOVED**

That the Committee:

1. **Receives** the Wairarapa Library Service Funds Donation, Sponsorship and Fundraising Policy.

Cr Pam Colenso/Cr Leigh Hay

**CARRIED**

**MOVED**

That the Committee:

1. **Notes** that the process and procedures of the Wairarapa Library Service will be updated to reflect the Policy.
2. **Adopts** the proposed Funds Donation, Sponsorship, and Fundraising Policy with the amendments as requested by the Joint Committee.

Cr Dale Williams/Cr Leigh Hay

**CARRIED**

**The meeting concluded at 1:30pm**

**Minutes Confirmed.....**

**Date.....**



- Present:** Ann Rainford (Chair), Shelley Symes, Simone Baker, Graeme Gray (from 7.29pm) Councillor Rebecca Fox, Councillor Alistair Plimmer and Aimee Clouston (youth representative)
- In Attendance:** Mayor Alex Beijen, Stefan Corbett (Group Manager Partnerships and Operations) and Kaitlyn Carmichael (Committee Advisor).
- Also In Attendance:** Anita Williams, Rosa Doyle, Brent Mortenson, Janette Wallace Gedge and Jez Partridge
- Conduct of Business:** Due to COVID-19 restrictions this meeting was held via video conference and was live-streamed to Councils YouTube channel. All members participating counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was conducted between 6:00pm and 8.35pm.

**1. EXTRAORDINARY BUSINESS**

Mrs Rainford explained she would move item 9.1, the Chairperson Report to follow item 7, Community Board Minutes.

Ms Clouston resigned as Youth Representative.

*GCB RESOLVED (GCB 2021/49)* to add the Financial Assistance Report as agenda item 8.6 for the purpose of considering a Grant Application from Cobblestones Trust. It was not included in the agenda due to an administrative error. This matter could not be delayed as the event would be held one day following the next meeting.

*(Moved Symes/Seconded Cr Plimmer)*

Carried

Mrs Rainford explained that in response to a request for information on the Chairperson Report, the Partnerships and Operations team has provided a report on the Wood Street trees. This item will be discussed as part of item 6 on the Chairperson Report.

**2. APOLOGIES**

*GCB RESOLVED (GCB 2021/50)* to receive apologies for lateness from Graeme Gray.

*(Moved Cr Plimmer/Seconded Baker)*

Carried

### **3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

### **4. ACKNOWLEDGMENTS AND TRIBUTES**

Mayor Beijen acknowledged the passing of Wendy Cameron, a long-term Greytown resident.

### **5. PUBLIC PARTICIPATION**

#### Anita Williams – Waiōhine River Plan

Ms Williams spoke to the impact of the Waiōhine River Plan on her property in Greytown and asked that her request for immediate consultation on the Waiōhine River Plan be documented.

Members encouraged Ms Williams to present to GWRC and Ms Symes undertook setting up a meeting with the Waiōhine Action Group.

#### Rosa Doyle – Greytown Pool Murals

Ms Doyle spoke to design concepts for murals at the Greytown Pool complex and provided board members with potential options.

#### Brent Mortenson – RSA Cenotaph

Mr Mortenson spoke to a proposal from the Greytown RSA to construct a Cenotaph at the swimming pool area in Greytown to hold future commemorations and act as a memorial for those who served.

Members noted importance of consultation with Papawai Marae on the project and requested Mr Mortenson provide more information when it is available.

#### Janette Wallace Gedge – Cobblestones Trust Grant Application

Ms Wallace Gedge spoke in support of her application for financial assistance to hold two weekend music events at Cobblestones Museum in Greytown in commemoration of the 50<sup>th</sup> anniversary.

#### Jez Partridge (Greytown Tree Advisory Group) – Greytown Elm Trees

Mr Partridge voiced his concerns with the Council process used in the removal of the Elm Trees in Greytown and noted that further analysis of individual trees and increased transparency was needed.

Members queried the lack of consultation with the Greytown Tree Advisory Group and the noted the poor condition of the trees once they had fell.

### **6. ACTIONS FROM PUBLIC PARTICIPATION**

The matters raised concerning the Elm Trees and Greytown Pool Murals would be considered under agenda item 9.1, the Chairperson Report.

Cobblestones Trust Grant Application would be considered under item 8.6, the Financial Assistance Report.

*GCB NOTED:*

Action 593: Request Council Officers to liaise with GWRC on the effect of the Waiōhine River Plan on residents who will be impacted by new or changed flood zones, S Corbett

## **7. COMMUNITY BOARD MINUTES**

### **7.1 Greytown Community Board Minutes – 22 October 2021**

*GCB RESOLVED (GCB 2021/51)* that the minutes of the Greytown Community Board meetings held on 22 October 2021 be confirmed as a true and correct record, subject to a spelling correction of 'earmarked' under item 8.1, the Chairperson Report on page 3.

*(Moved Cr Fox/Seconded Baker)*

Carried

Cr Plimmer abstained

## **9. CHAIRPERSON REPORT**

### **9.1 Chairperson Report (item moved)**

Mrs Rainford spoke to matters as outlined in the Chairperson Report. Members debated issues associated with the flower barrels placed along Main Street. These included: cost; responsibility for care and maintenance; equitability of distribution; and the process associated with removal. Mrs Rainford asked members to come up with alternatives to the barrels to consider at an upcoming meeting.

Ms Baker left the meeting at 6.53pm.

Mr Gray joined the meeting at 6.59pm.

*GCB RESOLVED (GCB 2021/52):*

1. To receive the Chairperson Report.

*(Moved Symes/Seconded Cr Fox)*

Carried

2. To remove the three flower barrels on Main Street not linked with Greytown businesses (located near the Council building, St. Johns Hall and Stella Bull Park), should no businesses take on watering them.

*(Moved Cr Plimmer/Seconded Cr Fox)*

Carried

Secretary Note: The recommendation 'to retain \$1000.00 in the beautification budget for maintenance/replacement of flower barrels on Main Street' was moved by Mrs Rainford, but did not receive a seconder.

Ms Baker returned at 7.11pm.

Mrs Rainford spoke to a meeting with Council Officers about the progress and timeline for consultation on the future of 85-87 West Street. Members debated whether the proposed consultation outcomes should be brought to the Greytown Community Board before the Assets and Services Committee or Council agreed to any final outcome.

Meeting adjourned at 7.27pm.

Meeting returned at 7.37pm.

*GCB RESOLVED (GCB 2021/53):*

1. That the Greytown Community Board be kept informed at each stage of the process involving 85-87 West Street.  
*(Moved Cr Plimmer/Seconded Symes)* Carried
2. That Greytown Community Board is fully involved in the consultation process involving 85-87 West Street.  
*(Moved Cr Plimmer/Seconded Symes)* Carried

*GCB RESOLVED (GCB 2021/54):*

1. To approve \$2500.00 to provide three murals for Greytown swimming pool, to be funded from the beautification budget.  
*(Moved Cr Plimmer/Seconded Symes)* Carried
2. To delegate to the Chair and Deputy Chair to approve up to \$500.00 more from the beautification fund if required for the size of the murals.  
*(Moved Cr Plimmer/Seconded Symes)* Carried
3. To approve \$3000.00 + GST to install two new dog poo bins in Greytown, to be funded from the beautification budget.  
*(Moved Symes/Seconded Cr Fox)* Carried

Mr Corbett spoke to the tabled report on the removal of the Elm Street Trees. Members queried the process involved in the felling of the trees and the condition of the removed trees. Mr Corbett undertook investigating the potential to replace the felled trees.

Members discussed potential locations for dog poo bins in Greytown.

Members would request suggestions from the public on the use of beautification funds.

## **8. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF**

### **8.1 Officers' Report**

*GCB RESOLVED (GCB 2021/55) to receive the Officers' Report.*

*(Moved Cr Plimmer/Seconded Symes)*

Carried

### **8.2 Action Items Report**

Members discussed open action items. Members queried the status of Action 120, the renaming of Underhill Road, Action 537, the Welcome to Greytown signs and the possibility for an E-Waste disposal in Greytown.

*GCB RESOLVED (GCB 2021/56) to receive the Action Items Report.*

*(Moved Cr Plimmer/Seconded Gray)*

Carried

### **8.3 Income and Expenditure Report**

*GCB NOTED:*

Action 599: To work with the finance team to have remaining funds in expenditure commitments be returned to the beautification budget, if not being used.

*GCB RESOLVED (GCB 2021/57) to receive the Income and Expenditure Statement for the period ending 31 October 2021.*

*(Moved Cr Fox/Seconded Symes)*

Carried

### **8.4 Financial Assistance Report**

*GCB RESOLVED (GCB 2021/58):*

1. To receive the Financial Assistance Report.

*(Moved Cr Fox/Seconded Gray)*

Carried

2. To approve the application from Greytown Swim Club for funding of \$765.00 to purchase Starter Equipment for the Community Pool.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

### **8.5 Adoption of the 2022 Schedule of Ordinary Meetings Report**

*GCB RESOLVED (GCB 2021/59):*

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

2. To adopt a 2022 schedule of ordinary meetings for Greytown Community Board up to 8 October 2022.

*(Moved Symes/Seconded Baker)*

Carried

3. To delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair as required.
4. To agree that the 2022 Greytown Community Board meeting start time will be 6.00pm.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

**8.6 Application for Financial Assistance (Extraordinary Item)**

*GCB RESOLVED (GCB 2021/59):*

1. To receive the Financial Assistance Report.
2. To approve the application for Cobblestones Trust for funding of \$1,000 to fund entertainment for the community to mark Cobblestones 50<sup>th</sup> Anniversary.

*(Moved Baker/Seconded Symes)*

Carried

Mr Gray abstained

**9. NOTICES OF MOTION**

There were no notices of motion.

**10. MEMBER REPORTS**

There were no notices of motion.

**11. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.35pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date





**Minutes – 25 November 2021**

<b>Present:</b>	Mel Maynard (Chair from 6.56pm), Aidan Ellims (Chair until 6.55pm), Michael Honey (from 6.37pm), Nathan Fenwick, Councillor Pam Colenso and Councillor Pip Maynard, Alex Mason (Youth Representative)
<b>In Attendance:</b>	Stefan Corbett (Group Manager Partnership and Operations), Mayor Beijen and Kaitlyn Carmichael (Committee Advisor).
<b>Also in Attendance</b>	Mike Firth and Trinity Shaw
<b>Conduct of Business:</b>	Due to COVID-19 restrictions this meeting was held via video conference and was live-streamed to Council's <a href="#">YouTube channel</a> . All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was conducted between 6.30pm and 9.07pm

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

Cr Maynard noted that Ms Maynard and Mr Honey may be late due to technical difficulties.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Mr Ellims and Mr Fenwick acknowledged the passing of Martinborough resident and friend, Phillip Maynard and offered condolences to his whanau. Cr Maynard acknowledged the passing of Sharlene MacLeod (McCarthy), a highly regarded community member in Martinborough. Cr Maynard offered condolences to her family and friends.

Mr Honey joined the meeting at 6.37pm.

**5. PUBLIC PARTICIPATION**

Mike Firth – Rural Roothing

Mr Firth raised four points of concern:

1. Mr Firth queried the plan with the South end of Whakapuni Hill and noted the road danger. Mr Firth requested Council repair this area.
2. Mr Firth stated that Lupin growth along the roadside was impacting motorist visibility and is a potential fire hazard.
3. Mr Firth noted the increase in traffic on Tora Settlement Road and Te Awaiti Road. He requested support to issue a speed limit of 50km in this area.
4. Mr Firth requested signage to notify motorists of walkers along the Tora Coastal Walk. Mr Firth noted an email request has been made and no response provided. Mr Firth noted that owners of the Tora Coastal Walk would like to collaborate on the project.

Ms Maynard joined the meeting at 6.41pm.

Mr Ellims vacated the Chair at 6.55pm.

Ms Maynard assumed the Chair at 6.56pm.

#### Trinity Shaw - Tora/Te Awaiti Campgrounds

Ms Shaw thanked the board for their work on the Tora and Te Awaiti Campgrounds. Ms Shaw voiced concern with some items outlined in item 8.1, The North Tora and Te Awaiti Campsites Report and offered options for risk mitigation. Ms Shaw requested that work towards a permanent solution continues.

## **6. ACTIONS FROM PUBLIC PARTICIPATION**

Mayor Beijen noted that a Council speed review is being completed as part of the District Plan. Mr Corbett undertook consulting with the Roading Manager on the matters raised by Mr Firth and prioritising items within the programme of work where possible.

#### *MCB NOTED:*

Action 616: To report to the next Community Board meeting the status and progress made on Mr Firth's items of concern: Whakapuni Hill Road; Lupin and brush impacting driver visibility; and signage along the Tora Coastal Walk, S Corbett

Mr Ellims noted that consultation with Council officers is ongoing and work is being done towards a permanent solution for the Tora and Te Awaiti Campgrounds. To be further discussed under item 8.4, the North Tora and Te Awaiti Campsite Report.

## **7. MARTINBOROUGH COMMUNITY BOARD MINUTES**

### **7.1 Martinborough Community Board Minutes – 7 October 2021**

*MCB RESOLVED (MCB 2021/69)* that the minutes of the Martinborough Community Board meeting held on 7 October 2021 be confirmed as a true and correct record.

*(Moved Ellims/Seconded Cr Maynard)*

Carried

## **7.2 Martinborough Community Board Minutes – 13 October 2021**

*MCB RESOLVED (MCB 2021/70)* that the minutes of the extraordinary Martinborough Community Board meeting held on 13 October 2021 be confirmed as a true and correct record, subject to the inclusion of Mr Wilson's response to the request for a copy of the legal advice on the closure of the campgrounds under section item 10.1, The Chairperson Report, Item 3.

*(Moved Fenwick/Seconded Ellims)*

Carried

## **8. CHIEF EXECUTIVE AND STAFF REPORTS**

### **8.1 Officers Report**

*MCB RESOLVED (MCB 2021/71)* to receive the Officers Report.

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

Members queried changes to rural/urban berm mowing, infrastructure and wastewater upgrades, wastewater treatment operations, water accessibility and supply, rates arrears reporting and delayed water leak repairs.

Mayor Beijen spoke to the spatial plan and the integration of infrastructure planning as a central component.

Mr Corbett undertook reorganisation of components of the Partnership and Operations report to increase readability and noted he would be able to better respond to detailed operational questions via email.

*MCB NOTED:*

Action 620: To provide clarification to the board on urban and rural berm mowing zones, S Corbett

Mr Ellims left the meeting at 7.23pm.

Mr Ellims returned to the meeting at 7.30pm.

Meeting adjourned at 7.41pm.

Meeting reconvened at 7.51pm.

### **8.2 Action Items Report**

*MCB RESOLVED (MCB 2021/72)* to receive the Action Items Report.

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

Members discussed open action items. Cr Colenso noted the Bus Shelter project had been completed. Members queried action 176, the Pain Farm Report and requested an update on the report presented to the Finance, Audit and Risk Committee.

Members requested an update on the status of committed funds for the water fountain at that Waihinga Centre.

Cr Maynard noted that the Māori Standing Committee does not have a nomination for the Considine Park User Group and requested the action be closed.

### **8.3 Income and Expenditure Report**

*MCB RESOLVED (MCB 2021/73)* to receive the Income and Expenditure for the period ending 31 October 2021.

*(Moved Honey/Seconded Fenwick)*

Carried

*MCB NOTED:*

Action 623: To confirm the funds for the Christmas decorations to the Martinborough Business Association and the Rata tree planting for the 150<sup>th</sup> celebration were issued from the correct fund.

*MCB NOTED:*

Action 624: To follow up on the status of outstanding grant funds for events impacted by changed Covid-19 levels.

### **8.4 North Tora and Te Awaiti Campsites Report**

*MCB RESOLVED (MCB 2021/74)* to receive the North Tora and Te Awaiti Campsites Report

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

Mr Corbett and Mr Ellims spoke to matters outlined in the report and responded to questions.

Members proposed further risk mitigation options.

*MCB NOTED:*

Action 626: To request, through the Chief Executive, a timeline for a report on the flooding risks of all South Wairarapa Campgrounds, H Wilson

Members requested the legal advice Council received on the closing of the campgrounds. Mr Corbett noted that this advice is privileged and was included in the report where possible.

Mr Corbett and Mr Ellims discussed providing the community with a joint statement on the future of the campsites once finalised.

### **8.5 Adoption of the 2022 Schedule of Ordinary Meetings Report**

*MCB RESOLVED (MCB 2021/75):*

1. To receive the adoption of the 2022 Schedule of Ordinary Meetings Report.

*(Moved Honey/Seconded Cr Maynard)*

Carried

2. Adopt a 2022 schedule of ordinary 6-weekly meetings for Martinborough Community Board up to the 8 October 2022, to be held every six-weeks.

- (Moved Cr Colenso/Seconded Fenwick)* Carried
3. Delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair.  
*(Moved Cr Maynard/Seconded Fenwick)* Carried
4. Agree that the 2022 Martinborough Community Board meeting start time will be 6:30pm.  
*(Moved Cr Maynard/Seconded Ellims)* Carried

## 9. NOTICES OF MOTION

There were no notices of motion.

## 10. CHAIRPERSONS REPORT

### 10.1 Chairperson Report

*MCB RESOLVED (MCB 2021/76)* to receive the Chairperson Report.

*(Moved Fenwick/Seconded Cr Maynard)* Carried

Members discussed items on the Chairperson Report, including rates and Hinekura Hill Road. Ms Maynard shared views of community members on their behalf.

Mr Corbett provided information on the upcoming Hinekura Road meeting. Mr Ellims and Mr Fenwick would engage with officers prior to the meeting.

## 11. MEMBER REPORTS

There were no member reports.

## 12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 9.07pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date



**Minutes – 30 November 2021**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Jayson Tahinurua and Mike Gray (until 7.13pm)
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Kaitlyn Carmichael (Committee Advisor)
- Conduct of Business:** Due to COVID-19 restrictions this meeting was held via video conference and was live-streamed to Council’s [YouTube channel](#). All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was conducted between 7:00pm and 8:19pm.

**1. EXTRAORDINARY BUSINESS**

Ms Bleakley noted that she would discuss the Christmas event and rates under the Chairperson Report and queried the Greytown Community Board vacancy.

Mr Gray left the meeting at 7.13pm

**2. APOLOGIES**

*FCB RESOLVED (FCB 2021/46) to receive apologies from Cr Emms.  
(Moved Shepherd/Seconded Bleakley)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgements and tributes.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

**7. COMMUNITY BOARD MINUTES**

**7.1 Featherston Community Board Minutes – 5 October 2021**

*FCB RESOLVED (FCB 2021/47) that the minutes of the Featherston Community Board meeting held on 5 October 2021 be confirmed as a true*

and correct record.

*(Moved Bleakley/Seconded Tahinurua)*

Carried

## **8. CHIEF EXECUTIVE AND STAFF REPORTS**

### **8.1 Officers' Report**

*FCB RESOLVED (FCB 2021/48)* to receive the Officers' Report.

*(Moved Shepherd/Seconded Bleakley)*

Carried

Members discussed changes to the spatial plan, current building regulations and the notable trees registry. Members queried the cost associated with the Featherston wastewater consultation process and timeframes for arriving at a suitable wastewater solution. Members requested an update on the proposed Dog Pound plan.

FCB NOTED:

Action 609: Provide clarification on what a pond sludge survey is and the individual cost components.

### **8.2 Action Items Report**

*FCB RESOLVED (FCB 2021/49)* to receive the Action Items Report.

*(Moved Bleakley/Seconded Tahinurua)*

Carried

Members discussed open action items.

Mr O'Leary provided a progress update on the Welcome to Featherston signs and Mr Shepherd noted he was now involved with the project.

Members discussed the background of the Featherston pou and naming proposal and queried the boards role in the project. Mr Shepherd undertook writing a letter to Fab Feathy clarifying Featherston Community Board involvement.

Members agreed to purchase a Home Health kit for the Featherston Library.

FCB NOTED:

Action 611: For Council Officers to contact Rhonda Jones of Featherston Beautification Group regarding the Welcome to Featherston signs, S Corbett

*FCB RESOLVED (FCB 2021/50)* to close Action 276, to present the proposal to have a Māori name for Featherston as Paetūmokai and a pou (carving) to the Māori Standing Committee, as it was not intended to become a community board project.

*(Moved Shepherd/Seconded Bleakley)*

Carried

### **8.3 Adoption of the 2022 Meetings Report**

*FCB RESOLVED (FCB 2021/51)*:

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.
2. Adopt a 2022 schedule of ordinary meetings for Featherston Community Board up to the 8 October 2022.

3. Delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair as required.
4. Agree that the 2022 Featherston Community Board meeting start time will be 7.00pm.

*(Moved Shepherd/Seconded Tahinurua)*

Carried

#### **8.4 Income and Expenditure Report**

*FCB RESOLVED (FCB 2021/52)* to receive the Income and Expenditure Statement for the period ending 31 October 21.

*(Moved Shepherd/Seconded Bleakley)*

Carried

### **9. NOTICES OF MOTION**

There were no notices of motion.

### **10. CHAIRPERSONS REPORT**

Mr Shepherd spoke to items outlined in his Chairperson Report.

Members discussed funding for the FlagTrax repairs and purchasing a home health kit for the Featherston library. Mr Shepherd read a letter to Council on rates increases and voiced concern with his inability to speak at the most recent Council meeting.

Members requested information on how community members can request a rates reprieve. Officers noted the information was available on the South Wairarapa District Council website.

Ms Bleakley and Mr Tahinurua spoke to plans for a Featherston Christmas Event.

*FCB RESOLVED (FCB 2021/53):*

1. To receive the Chairperson Report.

*(Moved Tahinurua/Seconded Bleakley)*

Carried

2. To approve funds of \$408 (including GST) to be paid to Phil Workman for Matariki Signs, to be funded from the beautification fund.

*(Moved Shepherd/Seconded Bleakley)*

Carried

3. To approve the quote for \$3070.00 + GST to fund the FlagTrax repair on Fitzherbert Street, funded from the beautification fund.

*(Moved Shepherd/Seconded Bleakley)*

Carried

4. To approve \$300 to purchase a Home Health kit for the Featherston library.

*(Moved Shepherd/Seconded Tahinurua)*

Carried

### **11. MEMBER REPORTS (INFORMATION)**

There was no member report.

### **12. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.19pm.



**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**



## **FINANCE, AUDIT AND RISK COMMITTEE**

### **Minutes from 1 December 2021**

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<b>Present:</b>	Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brian Jephson, Brenda West, Mayor Alex Beijen and independent member Kit Nixon.
<b>In Attendance:</b>	Charly Clarke (Finance Manager), Harry Wilson (Chief Executive), Paul Gardner (General Manager HR and Corporate Services) and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	<p>Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council's YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public under the above provisions from 10:00am to 11:50am except where expressly noted.</p>

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#### **Open Section**

- A1. Apologies**  
There were no apologies.
- 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. Minutes for Confirmation**

Confirmation of the minutes was deferred until the next meeting due to an administration error resulting in the minutes being in the public facing agenda but not in members' electronic delivery system.

### **B Information and Verbal Reports from Chief Executive and Staff**

#### **B1. Policy and Governance Report**

Mr Wilson answered members' questions on the nature and number of LGOIMA requests received, the policy review schedule being prepared, and leave policies and management of large accruals.

Councillors queried membership of the review committee for the Local Alcohol Policy.

Cr Jephson left the meeting at 10:11am.

Cr Jephson returned to the meeting at 10:15am.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/41):*

1. To receive the Policy and Governance Report.  
(Moved Cr Hay/Seconded Mayor Beijen) Carried
2. Action 586: Advise FAR members whether elected members will be appointed to the committee that is tasked with reviewing the Wairarapa Local Alcohol Policy; H Wilson
3. Action 587: Review reporting of LGOIMA requests to consider whether data can be provided on the number of individual requestors and the scale of work involved for each request, as well as trend analysis; H Wilson

#### **B2. Corporate Services Report**

Ms Clarke answered members' questions on the budget surplus and deficits, reporting of reserve funds, seconded staff costs, staff vehicles, payment of the \$1m loan to fund the community gym at Kuranui College, rates arrears and the effect of direct debit payments on the trend analysis, the financial forecasts, contributions income, review of the contribution payment rate, and rates debt write-off and impact on income.

Members requested that a financial analysis be submitted with the next set of financial reports.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/42):*

1. To receive the Corporate Services Report.  
(Moved Cr Jephson/Seconded Cr Colenso) Carried
2. Action 588: Provide an update to Cr Colenso on the financial deficit once the stimulus funding and other project specific income has been removed; K Neems
3. Action 589: For future rates arrears analysis identify the amount of direct debit affected arrears and include a commentary in the report explaining the direct debit relationship with arrears; K Neems

### B3. Action Items Report

Members discussed progress on actions with Mr Wilson.

Members requested clarity be provided on financial information related to the Lake Ferry dripline event.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/43):*

1. To receive the Action Items Report.

*(Moved Cr Hay/Seconded Cr Emms)*

Carried

2. Action 590: Clarify past expenditure at Lake Ferry, new expenditure that is being forecast, and the liability of who should be paying for repairs; S Corbett

### D. Public Excluded Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Mid Year Pulse Survey on Staff Engagement	Good reason to withhold exists under section 9(2)(a)(c)(f)	Section 48(1)(a)
Confirmation of Public Excluded Minutes from 6 October 2021	Good reason to withhold exists under section 7(2)(c)(i)(ii)	Section 48(1)(a)

This resolution (FAR2021/44) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source and is in the public interest that such information should continue to be supplied.	Section 7(2)(c)(i)
The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.	Section 7(2)(c)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or	Section 7(2)(f)(i)

employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)

*(Moved Cr Colenso/Seconded Cr West)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)



## **ASSETS AND SERVICES COMMITTEE**

### **Minutes from 15 December 2021**

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**Present:** Councillors Brian Jephson (Chair until 3:00pm), Garrick Emms (Chair from 3:00pm), Pip Maynard, and Alistair Plimmer.

**Also in Attendance:** Cr Colin Olds.

**In Attendance:** Stefan Corbett (Group Manager Partnerships and Operations), Russell O’Leary (Group Manager Planning and Environment), Tim Langley (Roading Manager), Bryce Neems (Amenities and Waste Manager), Katrina Neems (Chief Financial Officer), and Suzanne Clark (Committee Advisor).  
Wellington Water: Angela Penfold, Jeremy McKibbin, Susanna Cullen, Gary O’Meara, and Adam Mattsen.

**Conduct of Business:** Due to COVID-19 restrictions this meeting was held via video conference and live streamed to Council’s YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.  
The meeting was held in public under the above provisions from 2:30pm to 3:47pm except where expressly noted.

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### **Open Section**

**A1. Apologies**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/34) to receive apologies from Cr Rebecca Fox and Mayor Beijen*

*(Moved Cr Plimmer/Seconded Cr Maynard)*

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**

Cr Jephson advised that Cr Olds would brief members on the Waiohine Floodplain River Management Plan hearings.

**A6. Minutes for Confirmation**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/35)* that the minutes of the Assets and Services Committee meeting held on 27 October 2021 are a true and correct record.

*(Moved Cr Maynard/Seconded Cr Plimmer)*

Carried

**B Information and Verbal Reports from Chief Executive and Staff**

**B1. Partnerships and Operations Report**

Mr Corbett and Mr Langley answered members' questions on the increase and accessibility of aggregate for roads, the potential effect on Council's roading contract, and managing community expectation regarding rising costs.

Members' thanked Council officers for organising the Hinekura community meeting.

Members' discussed engagement with the community regarding the Greytown Wheels Park Project.

Cr Jephson left the meeting at 3:00pm.

Deputy Mayor Emms assumed the Chair.

Cr Jephson returned to the meeting at 3:01pm.

Mr Corbett advised that an update report on the Featherston Wastewater Project was being prepared and answered members' questions regarding the water meter trials and the Papawai wastewater line replacement noting the intention to release public communications.

Cr Jephson left the meeting at 3:09pm.

Members' discussed reformation of the wastewater community liaison groups, water metering anomalies and potential issues with consenting water races noting that a report would be prepared in the New Year.

Cr Jephson returned to the meeting at 3:20pm.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/36):*

1. To receive the Partnerships and Operations Report.

*(Moved Cr Emms/Seconded Cr Plimmer)*

Carried

2. Action 628: Prepare media communications about the Papawai wastewater line renewals explaining the original scope, why this has changed, and what the program now involves; S Corbett

## **B2. Action Items Report**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/37) to receive the Action Items Report.*

*(Moved Cr Jephson/Seconded Cr Emms)*

Carried

## **B3. Global Stormwater Consent**

Ms Penfold answered members' questions relating to NZTA's responsibility for roading impact to the environment, the timeline for lodging the consent noting that engagement with the Māori Standing Committee and Rangitane would be in the New Year, the impact and outcome to South Wairarapa water races once monitoring had been completed.

Lodging consent was budgeted within the Long Term Plan however funding for monitoring would still need to be added to years two and three of the Long Term Plan.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2021/38) to receive the Global Stormwater Consent Report.*

*(Moved Cr Plimmer/Seconded Cr Maynard)*

Carried

*Secretary note: The update from Cr Olds on the Waiohine Floodplain River Management Plan hearing was not presented at this meeting.*

## **C Public Excluded Business**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Confirmation of Public Excluded Minutes of 27 October 2021	Good reason to withhold exists under section 7(2)(a), section 7(2)(g), section 7(2)(h) and section 7(2)(i)	Section 48(1)(a)

This resolution (A&S2021/39) is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:



<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to maintain legal professional privilege	Section 7(2)(g)
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(h)
The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 7(2)(i)

*(Moved Cr Plimmer/Seconded Cr Jephson)*

**Carried**

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)



**ASSETS AND SERVICES COMMITTEE**  
**Minutes from 2 February 2022**

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<b>Member's Present:</b>	Councillors Brian Jephson (Chair), Garrick Emms, Pip Maynard, Rebecca Fox, Alistair Plimmer (until 2:20pm), and Mayor Alex Beijen (until 1:20pm).
<b>Also in Attendance:</b>	Cr Colin Olds (until 2:10pm), Cr Brenda West and Cr Pam Colenso.
<b>Staff In Attendance:</b>	Stefan Corbett (Group Manager Partnerships and Operations), Harry Wilson, (Chief Executive), Tim Langley (Roading Manager), Russell O'Leary (Group Manager Planning and Regulatory), Amanda Bradley (Policy and Governance Manager), and Suzanne Clark (Committee Advisor). Wellington Water: Jeremy McKibbin, Tim Harty, Johannes Ferreira, and Gary O'Meara.
<b>Conduct of Business:</b>	<p>Due to the COVID-19 RED traffic light setting this meeting was held via video conference and live streamed to Council's YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public under the above provisions from 12:30pm to 2:34pm except where expressly noted.</p>

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**Open Section**

**A1. Apologies**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/01) to receive apologies for leaving early from Mayor Beijen and Cr Plimmer.*

*(Moved Cr Fox/Seconded Cr Maynard)*

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. Minutes for Confirmation**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/02)* that the minutes of the Assets and Services Committee meeting held on 15 December 2021 are a true and correct record.

*(Moved Cr Plimmer/Seconded Cr Emms)*

Carried

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/03)* that the public excluded minutes of the Assets and Services Committee meeting held on 15 December 2021 are a true and correct record.

*(Moved Cr Jephson/Seconded Mayor Beijen)*

Carried

**B Decision Reports**

**B1. Tauherenikau River Crossing Water Pipeline Repair**

Mr Wilson, Wellington Water staff and Mr Corbett answered members' questions on how long the pipe had been exposed, the timeframe to immediately protect the pipe, the consenting process, the durability of Option 2 and acknowledgement that works may need to be repeated before a final solution had been implemented, the impact of clean-up and additional costs associated with Option 3, level of contingency included in the budget, the existing weir in the river and mitigation of effects, monitoring, affordability, location of contingency plan emergency tankers, contractor readiness, and the financial impact of the various repair options.

Mayor Beijen left the meeting at 1:20pm.

Wellington Water undertook to organise a site visit for elected members.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/04):*

1. To receive the Tauherenikau River Crossing Water Pipeline Repair.

*(Moved Cr Plimmer/Seconded Cr Maynard)*

Carried

2. To support the Chief Executive to initiate under delegation the processes to commence the emergency works necessary to repair the pipe.

*(Moved Cr Plimmer/Seconded Cr Maynard)*

Carried

3. Recommend Option 2 to Council but with some latitude to include rigid support at both ends of the pipe.

*a. Option 2: Repair the water leak and refill rocks under the pipe.*

*(Moved Cr Jephson/Seconded Cr Fox)*

Carried

4. Agrees in principle to support a longer-term option.

*(Moved Cr Emms/Seconded Cr Maynard)*

Carried

5. Action 15: Commence discussions with parties necessary to secure a long-term option for the Tauherenikau Water Pipeline; WWL & S Corbett

The meeting adjourned at 1:40pm.

The meeting reconvened at 1:48pm.

**C Information and Verbal Reports from Chief Executive and Staff**

**C1. Water Officers' Report**

Mr Corbett with support from Mr McKibbin answered members' questions on water loss and leak repairs, status of Featherston Wastewater Project and a discussion paper on the project, pH correction timeline for Waiohine Water Treatment Plant, the Greytown Smart Meter Trial and access to reporting information, delays to upgrades scheduled at Greytown Wastewater Treatment Plant, and provision of numbers alongside the narrative within the report.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/05) to receive the Water Officers' Report.*

*(Moved Cr Fox/Seconded Cr Maynard)*

Carried

**C2. Amenities and Roding Officers' Report**

Mr Langley answered members' questions on Hinekura Road repairs and progress against the remediation plan.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/06) to receive the Amenities and Roding Officers' Report.*

*(Moved Cr Maynard/Seconded Cr Plimmer)*

Carried

**C3. Pedestrian Crossing Audit Report**

Mr Langley answered members' questions on the frequency of repainting pedestrian crossings, use of cat's eyes and compliance with design standards, continuing discussions with Waka Kotahi about a pedestrian crossing at the north end of Greytown, and raised pedestrian crossings.

Cr Olds left the meeting at 2:10pm.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/07) to Pedestrian Crossing Audit Report.*

*(Moved Cr Jephson/Seconded Cr Maynard)*

Carried

Cr Plimmer left the meeting at 2:20pm.

**C4. Action Items Report**

Mr Corbett answered members' questions on water race operations and regulatory compliance potential impact, and the Ecoreef Project installation timeline.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/08)* to receive the Action Items Report.

*(Moved Cr Fox/Seconded Cr Maynard)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**PLANNING AND REGULATORY COMMITTEE**  
**Minutes from 2 February 2022**

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<b>Present:</b>	Councillors Pam Colenso (Chair), Brenda West, Leigh Hay, Colin Olds, Rebecca Fox and Mayor Alex Beijen.
<b>In Attendance:</b>	Russell O’Leary (Group Manager Planning and Environment), Harry Wilson (Chief Executive Officer), Amanda Bradley (General Manager Policy and Planning), Rick Mead (Environmental Services Manager), Stefan Corbett (Group Manager Partnerships and Operations), Siv Fjaerestad (Community Development Co-ordinator), and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	<p>Due to the COVID-19 RED traffic light setting this meeting was held via video conference and live streamed to Council’s YouTube channel. All members participating via video conference count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.</p> <p>The meeting was held in public under the above provisions from 10:00am to 11:30am except where expressly noted.</p>

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**Open Section**

- A1. Apologies**  
There were no apologies.
- 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.

Secretary note:  
Declarations  
by Cr West  
and Cr  
Colenso were  
not given (or  
needed) at the  
meeting of the  
3 November  
2021

**A6. Minutes for Confirmation**

*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2022/01)* that the minutes of the Planning and Regulatory Committee meeting held on 3 November 2022 are a true and correct record subject to a correction to the conflicts of interest section of the minutes if required.

*(Moved Mayor Beijen/Seconded Cr Hay)*

Carried

**B. Decision Reports**

**B1. Proposed Joint Review Approach for Wairarapa Rangitahi Strategy**

Mr Corbett noted that Carterton and Masterton District Council's had endorsed the approach to review the Strategy and with support from Ms Fjaerestad answered questions on the makeup of the Wairarapa Policy Working Group, financial requirements to proceed with work, engagement, and linking in with education and promotion of civic governance.

*PLANNING AND REGULATORY RESOLVED (P&R2022/02):*

1. To receive the report for the Proposed Joint Review Approach for Wairarapa Rangatahi Strategy.  
*(Moved Cr Fox/Seconded Cr West)* Carried
2. Notes that the Wairarapa Rangatahi Development Strategy 2016-2021 for Masterton and Carterton districts is up for review.
3. Notes that the three Wairarapa district councils proposes to work together to undertake the review and develop a revised Wairarapa Youth/Rangatahi Strategy that includes the South Wairarapa district.
4. Recommends to Council to approve the proposed review approach for the Wairarapa Youth/Rangatahi Strategy.
5. Recommends to Council that costs will be shared between the three Wairarapa district councils as per the Wairarapa Shared Services Funding Policy (joint policy funding activity type).
6. Recommends to Council to delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa district councils on a revised Wairarapa Youth/Rangatahi Strategy.

*(Moved Cr Olds/Seconded Cr Fox)*

Carried

**C. Information Reports**

**C1. Planning and Environment Group Report**

Mr O'Leary, Mr Mead and Mr Wilson answered members' questions on progressing the dog pound, staff capacity, infringement notices issued, fly tipping infringements, lifting of the development contribution rate, evasion of development contribution fees, working with commercial premises regarding trade

waste education and compliance and signage restriction provisions for inclusion within the District Plan amendment.

Mr O’Leary undertook to review how the graphical information in the Planning and Environment Group Report was presented.

*PLANNING AND REGULATORY RESOLVED (P&R2022/03):*

1. To receive the Planning and Environment Group Report.  
(Moved Mayor Beijen/Seconded Cr Hay) Carried
2. Action 6: Review how the Planning and Environment Report numerical and trend analysis information is reported; R O’Leary

**C2. Climate Change Report**

Ms Bradley introduced herself to members and undertook to forward queries arising from the report to Ms Barthe. Members queried the appetite for native forestry plantations, as opposed to exotic forestry, and whether promotion of Wairarapa wetland rehabilitation and construction was taking place.

Members discussed the Climate Change Commission visit and viewing of the South Wairarapa water race network.

*PLANNING AND REGULATORY RESOLVED (P&R2022/04):*

1. To receive the Climate Change Report.  
(Moved Cr Hay/Seconded Cr West) Carried

**C3. Action Items Report**

*PLANNING AND REGULATORY RESOLVED (P&R2022/05):*

1. To receive the Planning and Regulatory Action Items Report.  
(Moved Cr Colenso/Seconded Cr Hay) Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)



# SOUTH WAIRARAPA DISTRICT COUNCIL

23 FEBRUARY 2022

## AGENDA ITEM B2

### RECOMMENDATIONS FROM PLANNING AND REGULATORY COMMITTEE

#### Purpose of Report

To provide an opportunity for members to consider recommendations received from the Planning and Regulatory Committee.

#### Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Planning and Regulatory Committee Report.*
2. *That the following recommendation from the Planning and Regulatory Committee be considered:*

Recommendations from Planning and Regulatory Committee	Resolution Number
<ol style="list-style-type: none"><li>1. Notes that the Wairarapa Rangatahi Development Strategy 2016-2021 for Masterton and Carterton districts is up for review.</li><li>2. Notes that the three Wairarapa district councils proposes to work together to undertake the review and develop a revised Wairarapa Youth/Rangatahi Strategy that includes the South Wairarapa district.</li><li>3. To approve the proposed review approach for the Wairarapa Youth/Rangatahi Strategy.</li><li>4. Agrees that costs will be shared between the three Wairarapa district councils as per the Wairarapa Shared Services Funding Policy (joint policy funding activity type).</li><li>5. Delegates responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa district councils on a revised Wairarapa Youth/Rangatahi Strategy.</li></ol>	P&R2022/02

## **1. Background**

The report relating to recommendation P&R2021/02, was considered by the Planning and Regulatory Committee at their meeting on the 2 February 2022.

The original report to the Committee meeting can be found here: [Planning and Regulatory Committee agenda.](#)

Contact Officer: Siv Fjaerestad, Community Development Co-ordinator

Reviewed By: Stefan Corbett, Group Manager Partnerships and Operations

# SOUTH WAIRARAPA DISTRICT COUNCIL

23 FEBRUARY 2022

## AGENDA ITEM C1

### REVIEW OF THE WAIRARAPA LOCAL ALCOHOL POLICY

#### **Purpose of Report**

To inform Councillors of the review of the Wairarapa Local Alcohol Policy. In addition, this report seeks Council agreement to share the estimated costs of the review with Masterton and Carterton District Councils, and agreement to delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa District Councils.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the 'Review of the Wairarapa Local Alcohol Policy' Report.*
2. *Note that a review of the Wairarapa Local Alcohol Policy for the Masterton, Carterton and South Wairarapa districts is underway.*
3. *Note that different processes are to be followed under the Sale and Supply of Alcohol Act 2012 dependent on whether a rollover of the existing policy or amendments are proposed, and that further work is required before a recommendation on the extent of changes can be made.*
4. *Agree that costs will be shared across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type).*
5. *Agree to delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa District Councils.*

#### **1. Background**

The first Wairarapa Local Alcohol Policy came into force in November 2018 following a five-year development process.

A local alcohol policy (LAP) is a set of decisions made by a local authority in consultation with its community about the sale and supply of alcohol in its geographical area. It can modify and refine some of the national rules to reflect the particular circumstances of the local area and introduce other local requirements.

Once a LAP is in place, District Licensing Committees (DLCs) must consider it when they make decisions about alcohol licensing applications. DLCs are set up under the Sale and Supply of Alcohol Act 2012 and are administered by local authorities. Within their local areas, DLCs make decisions on applications for new and renewed alcohol licences and managers' certificates. The Alcohol and Regulatory Licensing Authority (ARLA) was also established under the Sale and Supply of Alcohol Act 2012. ARLA is the overarching national body set up to ensure that the law is fairly applied. Some of its key functions include:

- determining applications for new and renewed licences and Manager's Certificates that have been referred by DLCs
- determining appeals against the decisions of DLCs
- determining appeals against draft LAPs.

The Wairarapa LAP was jointly developed by the three Wairarapa District Councils and applies across the Wairarapa region. It includes maximum trading hours and discretionary conditions for each type of alcohol licence. It also includes restrictions on off-licensed premises in relation to schools, early childhood centres, playgrounds and recreation facilities. Licensing Inspectors at each of the three Wairarapa District Councils are responsible for monitoring compliance with the LAP.

The Wairarapa District Councils resolved to review the LAP after three years. It is therefore now due for review.

### **1.1 Purpose of a Local Alcohol Policy**

The Sale and Supply of Alcohol Act 2012 (the Act) enables the development of a Local Alcohol Policy (LAP). A LAP allows territorial authorities to modify the national rules about the sale and supply of alcohol to reflect local circumstances. Once a policy comes into effect, each Council's District Licensing Committee, along with the Alcohol Regulatory and Licensing Authority, must give regard to the LAP when they make decisions on applications for alcohol licences.

The aims of a LAP are to:

- promote the safe and responsible sale, supply and consumption of alcohol
- reflect the views of our communities regarding the appropriate location, number, hours and conditions that apply to licensed premises
- provide certainty and clarity for applicants and the public as to whether a proposed license application meets the criteria in the LAP
- provide effective guidance for the decisions of the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.

### **1.2 Development of a Local Alcohol Policy**

Development of a LAP, as set out in the Act, is a complex process. It involves 11 separate steps:

1. Formal decision of Council to proceed with a LAP
2. Formal consultation with Police, Alcohol Inspectors, and the Medical Officer of Health during production of a draft.
3. Formal consultation on the Draft LAP using the Special Consultative Procedure
4. Following consultation, development of a provisional LAP
5. Public notice of the provisional LAP
6. Appeals through public hearing of the Alcohol and Regulatory Licensing Authority (ARLA)
7. If appeal is lost:
  - resubmit an amended provisional LAP
  - appeal the decision to the High Court or
  - abandon the provisional LAP
8. Provisional LAP is adopted a specified period after notification or appeal resolution
9. Formal public notice of the LAP adoption is given
10. Bring LAP into force on a day stated by resolution of Council
11. Provide the licensing authority with a copy of the LAP in force.

### **1.3 Development of the Wairarapa Local Alcohol Policy 2018**

The development of the Wairarapa LAP was initiated in 2013. A Wairarapa Alcohol Working Group was established, comprising representatives from each of the Wairarapa District Councils. From February 2014, the Medical Officer of Health and Police were included in the Working Group. In addition to the 11 steps required to develop a LAP, staff undertook a Wairarapa Community Alcohol Survey and held various forums to hear from licensees, those involved in the hospitality industry, and youth.

Following submissions Council adopted a provisional LAP in June 2015. As per the Act, anyone who submitted on the draft LAP could make an appeal to the provisional LAP. Three appeals were received: from Progressive Enterprises, Foodstuffs North Island, and Hospitality NZ (which was later withdrawn). The appeals related to off-licence maximum trading hours and one discretionary condition.

Through a process of mediation, the appeals were resolved and Council adopted the revised Provisional LAP in December 2016. ARLA required a hearing to confirm agreement between the appellants and the Councils. This was held in July 2017. All those who originally submitted on the draft LAP were notified of the changes to the Provisional LAP and given the opportunity to appeal those changes. No further appeals were received.

On 1st August 2018, the Wairarapa District Councils received notification from ARLA that the policy had been adopted. The final LAP became operative throughout Wairarapa on 1 November 2018. A copy is provided in Appendix One.

While the Sale and Supply of Alcohol Act 2012 specifies a minimum six-yearly review period, the Wairarapa District Councils resolved to review the LAP after three years.

## **2. Discussion**

### **2.1 Proposed Approach to the Review of the Wairarapa Local Alcohol Policy**

Masterton District Council will lead the review process alongside Carterton and South Wairarapa District Councils. It is proposed that the three Wairarapa District Councils share the costs of the review as per the Wairarapa Shared Services Funding Policy (joint policy development activity type).

In terms of Governance support for this review, it is proposed that the three Wairarapa District Councils delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to each of the three Wairarapa District Councils. The Wairarapa Policy Working Group comprises two representatives from each of the three Wairarapa District Councils.

The review is expected to require dedicated resourcing over a minimum of nine months and legal advice will be required as part of the process.

### **2.2 Amendment versus Roll-over**

Under Section 97 of the Sale and Supply of Alcohol Act 2012 (the Act) councils that have a LAP must review it using the Special Consultative Procedure. If there are to be amendments, under Section 95 of the Act, councils must amend the LAP in a way as if it were the adoption of a LAP. This would require following the 11- step process detailed above (essentially like developing a new LAP). It may also incur significant costs to defend an appeal.

Rolling over the existing LAP would offer no opportunity for appeal. This, however, would mean making no changes to the existing policy.

In any case, the special consultative procedure, as set out in section 83 of the Local Government Act, must be followed. It is acknowledged that through the roll-over process, after considering all submissions, Council may resolve to make amendments. This would then trigger the 11-step amendment process.

We are not yet in a position to recommend either a rollover of the existing LAP or to recommend amendments. Further stakeholder engagement, data gathering, and investigations of issues raised in initial stakeholder feedback is needed before such a recommendation can be made.

While we are primarily considering either a rollover or amendment of the policy, there is still the option of repealing the policy altogether. It is unlikely that we would recommend that the policy be repealed, but it remains an option.

### **2.3 Evidence of Alcohol Related Harm**

The nature and severity of alcohol-related problems is a key feature that must be considered when developing a LAP. It is our view that an assessment of recent trends

in alcohol related harm should also be undertaken in the first stages of the review. We are undertaking an assessment of recent trends in alcohol-related harm in Wairarapa, including alcohol-related crime, health impacts, injury and death.

We are also looking at the number of alcohol licences issued in each district since the LAP became operative, the number of licences per head of population and any changes in the number of 'bricks and mortar' alcohol premises.

## **2.4 Stakeholder Engagement to Date**

At the time of writing, initial feedback on how the current LAP has been working has been received from the New Zealand Police and our licencing inspectors and officers.

The New Zealand Police consider that a more restrictive policy is required. They consider that a precautionary approach would help reduce harm from alcohol and would like to see caps on the number of off-licenced premises. They would like to see consistency across the Wellington region, noting that Hutt City Council has introduced caps on the number of off-licences permitted in different parts of the city. The Police also consider that consideration should be given to restricting the starting hours of off-licence premises. For example, supermarkets are currently able to sell alcohol from 7am. According to the Police, the majority of alcohol- related harm in Wairarapa is linked to off-licence premises.

While the Police gave similar feedback during the development of the LAP, they consider that now is a good time for Councils to reconsider issues like caps on licences. They cited a recent (September 2021) Court of Appeal case between Auckland Council and several supermarket chains. The supermarket chains were appealing an earlier High Court judicial review decision relating to several matters including restriction of trading hours and on the number of alcohol licences. The judge found in favour of Auckland Council.

Our region's licencing inspectors have reported high levels of compliance with the LAP and consider it is generally fit for purpose. Some consider it appropriate to investigate whether the introduction of caps on alcohol licences would be in the region's best interests, with a view to future proofing the policy.

We have approached Regional Public Health for comment. At the time of writing, the Ministry of Health have indicated that they have suspended much of their business as usual work to focus on supporting the national COVID-19 pandemic response and that they currently have insufficient resources to provide input into the LAP review. We will continue to seek comment from Regional Public Health and provide opportunities for input. We also intend to seek feedback in the early stages of the review from local kaupapa Māori health organisations, such as Te Rūnanga Hauora o Wairarapa.

## **2.5 Timeframes**

The review timeframe will need to be flexible and may need to be adjusted further depending on any potential impacts of COVID-19 on our communities. We may also need to consider different methods of consultation with our community and other stakeholders given the emerging COVID-19 situation.

Timeframes will also differ depending on whether Council decides to consult on a rollover of the existing LAP, or proposes amendments.

Key tasks and indicative timeframes for the review are listed in Appendix Two – for both a proposed rollover and if amendments are proposed.

## **2.6 Strategic, Policy and Legislative Implications**

While the Sale and Supply of Alcohol Act 2012 specifies a minimum six-yearly review period, the Wairarapa LAP provides for a review after three years. It is therefore now due for review.

Section 97 of the Sale and Supply of Alcohol Act 2012 requires Councils to use the Special Consultative Procedure when reviewing their Local Alcohol Policy. The steps outlined in the Sale and Supply of Alcohol Act 2012 for adoption of a new LAP apply if the LAP is to be amended.

The Local Government Act 2002 (LGA 2002) states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of councils is to give effect to their purpose and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

## **2.7 Significance, Engagement and Consultation**

The review of the LAP will draw on multiple sources of information to ensure positive outcomes, stakeholder buy-in and accountability. As noted, the Sale and Supply of Alcohol Act 2012 requires the review of the Wairarapa LAP to be undertaken using the Special Consultative Procedure. We will engage with key stakeholders including Regional Public Health, local Māori health organisations, the New Zealand Police, and Council's licensing inspectors early in the process and throughout the review period.

The development of a project plan and a communications and engagement plan to support the project are underway. Promotion of the review and opportunities to provide feedback will be undertaken via print and social media platforms.

## **2.8 Financial Considerations**

A project team from the three Wairarapa District Councils will work together on the review. The project team will be led by Masterton District Council.

The budget for the review will be split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy, under the 'joint policy development' activity. The cost allocation will be 52% Masterton District Council, 20% Carterton District Council and 28% South Wairarapa District Council. A copy of the Wairarapa Shared Services Funding Policy is provided as Appendix Three.

South Wairarapa District Council's contribution towards the costs associated with the review of the LAP will be met from within existing budgets for 2021/22 and 2022/23.



### **3. Conclusion**

Pending the approval of recommendations in this report by the three Wairarapa District Councils, the review will progress as outlined.

Masterton District Council will consider the recommendations in this report on 23 February 2022. Carterton District Council will consider the report on 30 March 2022.

### **4. Appendices**

Appendix 1 – Wairarapa Local Alcohol Policy 2018

Appendix 2 – Key tasks and indicative timeframes for the review of the Wairarapa Local Alcohol Policy 2018

Contact Officer: Steph Frischknecht, Policy and Governance Advisor

Reviewed By: Amanda Bradley, Policy and Governance Manager

# **Appendix 1 – Wairarapa Local Alcohol Policy 2018**



# **Wairarapa Local Alcohol Policy**

**Adopted 1 August 2018  
Came into Force 1 November 2018**

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<b>Adopted by:</b>	Masterton District Council, Carterton District Council and South Wairarapa District Council
<b>Date of Adoption:</b>	1 August 2018
<b>Date Came into Force:</b>	1 November 2018
<b>Review Date:</b>	1 November 2021

## **GENERAL FRAMEWORK**

- 1.1 The Sale and Supply of Alcohol Act 2012 (the Act) puts in place a system to manage the sale and supply of alcohol and achieve the objectives of the Act. The key principles which drive this system of management are:
- (a) that the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
  - (b) harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- 1.2 Harm is defined widely and includes crime, damage, death, disease, disorderly behaviour, illness or injury, and harm to individuals or the community, either directly or indirectly caused by excessive or inappropriate alcohol consumption.
- 1.3 The Act also sets out national rules for the sale and supply of alcohol which provide a baseline for the management of alcohol. Some of these rules are mandatory including national maximum trading hours, the drinking age, manager training and vetting, and actions to minimise the risk of alcohol related harm such as providing free drinking water, ensuring food and low or non-alcoholic beverages are available, and providing information about transport options.
- 1.5 In addition to the national rules framework, the Act allows territorial authorities to develop and adopt a local alcohol policy (LAP).
- 1.6 A LAP is a set of policies, made by the Council in consultation with its community, about the sale and supply of alcohol in its geographical area. It can modify and refine some of the national rules to reflect the particular circumstances of the local area and introduce other local requirements.
- 1.7 The Act allows for territorial authorities to work together to develop a combined LAP. Masterton, Carterton and South Wairarapa District Councils have decided to develop a LAP together for the Wairarapa
- 1.8 Once a LAP comes into force, each Council's District Licensing Committee (DLC) along with the Alcohol Regulatory and Licensing Authority (ARLA) must have regard to the policy when they make decisions on licence applications.
- 1.9 A LAP must be reasonable and consistent with the purpose of the Act.
- 1.10 It must be developed in consultation with the Medical Officer of Health, the NZ Police, Council's Licensing Inspectors and the community, including those who own and operate licensed premises.
- 1.11 The following matters have been considered in preparing this LAP:
- Objectives and policies of the Wairarapa Combined District Plan
  - The number of licences of each kind in the District and location and opening hours of premises.
  - Alcohol bans that are in force
  - The demographic profile of residents and tourists
  - Overall health indicators of residents
  - The nature and severity of alcohol-related problems

- 1.12 In the future the LAP can be amended or revoked at any time subject to appropriate consultation processes being followed. It will be reviewed three years after the date from which it first takes effect, and must be reviewed at least every 6 years thereafter.

## THE MEANING OF TERMS USED IN THIS LAP

- 1.13 For further details refer to the section of the Act that is referenced.

### Types of Licences

- **on-licence** where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there (see section 14 of the Act);
- **off-licence** where the licensee sells alcohol from a premises for consumption somewhere else (see section 17 of the Act);
- **club licence** where the licensee (e.g. a club) can sell and supply alcohol for consumption on the club premises by authorised customers (see section 21 of the Act); and
- **special licence** which can be either on-site or off-site special licences. With an on-site special, the licensee can sell or supply alcohol for consumption there to people attending an event described in the licence. With an off-site special, the licensee can sell the licensee's alcohol, for consumption somewhere else to people attending an event described in the licence (see section 22 of the Act).

### Reasonable

For the purpose of this Local Alcohol Policy, reasonable is defined as a position that the average Wairarapa resident would perceive to be fair, sensible and balanced.

### Other Terms

<b>Act</b>	means the Sale and Supply of Alcohol Act 2012.
<b>bottle store</b>	means retail premises where, in the opinion of the DLC, at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else (refer section 32(1)).
<b>bar</b>	in relation to a hotel or tavern, means a part of the hotel or tavern used <u>principally</u> or exclusively for the sale or consumption of alcohol (refer section 5(1)).
<b>Children's playgrounds and recreation facilities</b>	includes any park, reserve, playground, sealed courts and gymnasiums built for or catering to children.
<b>club</b>	means a body that— <ul style="list-style-type: none"><li>(a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or</li><li>(b) is a body corporate whose object is not (or none of whose objects is) gain; or</li><li>(c) holds a permanent club charter (refer section 5(1)).</li></ul>

<b>DLC</b>	means the District Licensing Committee as appointed by each of the three Wairarapa Councils pursuant to section 186 of the Act.
<b>Early childcare facility</b>	includes any crèche, childcare centre, kindergarten, kohanga reo play centre or plunket rooms, and any other place (excluding a school) where five or more children receive care or education on a commercial basis.
<b>entertainment evening</b>	means an event initiated by a Club that requires a special licence (in contrast to someone external applying for a special licence and using the facility as a venue) for the purpose of providing entertainment and/or promoting the Club to new or existing members.
<b>hotel</b>	means premises used or intended to be used in the course of business principally for providing to the public— <ul style="list-style-type: none"> <li>(a) lodging; and</li> <li>(b) alcohol, meals, and refreshments for consumption on the premises (refer section 5(1)).</li> </ul>
<b>restaurant/ café</b>	means premises that— <ul style="list-style-type: none"> <li>(a) are not a conveyance; and</li> <li>(b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1)).</li> </ul>
<b>School</b>	includes any primary, intermediate or secondary school and any kura kaupapa.
<b>sports club</b>	means a Club that has, as a key objective, participation in or promotion of a sport for purposes other than financial gain.
<b>supermarket</b>	means premises with a floor area of at least 1000m <sup>2</sup> (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items) (refer section 5(1)).
<b>tavern</b>	<ul style="list-style-type: none"> <li>(a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but</li> <li>(b) does not include an airport bar (refer section 5(1)) i.e. an airport bar is not treated as a tavern for alcohol licensing purposes).</li> </ul>
<b>Wairarapa</b>	for the purpose of this Local Alcohol Policy, Wairarapa refers to the territorial areas made up of the Masterton, Carterton and South Wairarapa District Councils.

## POLICY

### PURPOSE

- 2.1 This LAP provides local guidance for the three Councils' District Licensing Committees so that licensing decisions:
- Contribute to a safe and healthy district;
  - Reflect the character and values, preferences and needs identified as being important to our communities;
  - Foster positive, responsible drinking behaviours and alcohol-related harm is reduced.

### AIMS

- 2.2 The aims of this LAP are to:
- Promote safe and responsible sale, supply and consumption of alcohol.
  - Reflect the views of our communities regarding the appropriate location, number, hours and conditions that apply to licensed premises;
  - Provide certainty and clarity for applicants and the public as to whether a proposed license application meets the criteria in the LAP;
  - Provide effective guidance for the decisions of the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.

### SCOPE

- 2.3 A LAP can only deal with matters relating to licensing. Through a LAP the community is able to:
- Restrict the location of licensed premises in particular areas or near certain types of facilities, such as in specific neighbourhoods or near schools;
  - Limit the density of licensed premises by specifying whether new licences or types of licences should be issued in a particular area;
  - Require the imposition of conditions on groups of licences, such as a "one-way door" condition that would allow patrons to leave premises but not enter or re-enter after a certain time;
  - Recommend discretionary conditions for licences;
  - Restrict or extend the default maximum trading hours set in the Act, which are:
    - 8am - 4am for on-licences (such as pubs, taverns and restaurants)
    - 7am - 11pm for off-licences (such as bottle stores and supermarkets).
- 2.4 For special licences, policies can be set on maximum trading hours, discretionary conditions and one-way door restrictions only.
- 2.5 Where the LAP does set maximum trading hours, the District Licensing Committee has discretion to set the permitted trading hours as more restrictive than the maximum trading hours in the LAP.
- 2.6 The LAP can be more restrictive in its provisions relating to licensed premises, but cannot permit activities not allowed by the District Plan. The Wairarapa Combined District Plan provides for licensed premises within Commercial and Industrial zones, and in rural areas when accessory to another use e.g. vineyard, or by resource consent.



- 2.7 Section 117 of the Act permits the District Licensing Committee and the Alcohol Regulatory and Licensing Authority to issue any licence subject to “any reasonable conditions not inconsistent with this Act”. LAPs can include policies to guide the District Licensing Committee and Alcohol Regulatory and Licensing Authority as to the discretionary conditions that may be appropriate.

#### **HOW A POLICY IS APPLIED**

- 2.8 Policies will apply to all applications for licences after the date that the policy comes into force.
- 2.9 Except that maximum trading hours in this policy will apply to all licences issued before the date this policy comes into force.
- 2.10 The LAP applies to renewals of licences in accordance with section 133 of the Act.

#### **CRITERIA FOR CONSIDERING LICENSING APPLICATIONS**

- 2.11 Decisions on applications for licences are made by District Licensing Committees.
- 2.12 Under sections 105 and 131 of the Act the District Licensing Committee must consider each application, or application to renew, in accordance with the criteria set out in the Act. The criteria includes whether the application complies with a LAP. Other criteria are:
- the object of the Act;
  - the suitability of the applicant;
  - the design and layout of the premises;
  - whether the applicant provides goods and services other than those related to the sale of alcoholic and non-alcoholic refreshments and food;
  - whether the applicant has the appropriate systems, staff and training to comply with the law.

Section 105 also requires the DLC to consider the following criteria for new applications:

- whether (in its opinion) the amenity and good order of the locality is likely to be reduced by more than a minor extent, by the issue of a licence;
- whether the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that it is desirable not to issue any further licences.

Section 131 also requires the DLC to consider the following criteria for renewal applications:

- whether (in its opinion) the amenity and good order of the locality is likely to be increased by more than a minor extent, by the effects of a refusal to renew the licence;
- any matters dealt with in any report from the Police, an inspector, or a Medical officer of Health, as per section 129;
- the manner in which the applicant has sold, displayed, advertised or promoted alcohol.

- 2.13 The Act states that a licence may be refused or conditions applied if the issue of the licence, or the consequences of the issue of the licence, would be inconsistent with the LAP (section 108 and 109). Where a licence is renewed and it will be inconsistent with the provisions of the LAP, conditions may be imposed (section 133).

#### **LOCATION OF LICENSED PREMISES**

- 3.1 From the date this LAP comes into force, no further licences are to be issued for any premises unless the location of that premise complies with the provisions of the Wairarapa Combined District Plan or a Resource Consent has been granted or it complies with Section 10 of the Resource Management Act.

The Act requires DLCs to consider the effects of proposed new premises on the amenity and good order of the locality when considering a licence application.

#### **OFF-LICENCES**

##### **Maximum Trading Hours**

- 4.1 The following maximum trading hours apply to off-licence premises in the Wairarapa region and include all off-licence sales including over the counter sales:

	Opening	Closing
All Districts – All Off-Licences	<b>7.00am</b>	<b>10.00pm</b>

##### **Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds**

- 4.2 Within commercial areas and/or pedestrian precincts, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the front façade of the premises directly borders any school, early childcare facility, and children’s playgrounds and recreation facilities existing at the time the licence application is made, unless it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant alcohol-related impact on those facilities and/or on persons using those facilities.

“Directly borders” includes across any road from such facility as shown in Figure 1 below.

The following will be considered to have no significant impact:

- (a) The hours of an off-licence where there is no external display of alcohol advertising; and
  - (b) The operation of an off-licence where the licensee implements an ID 25 policy.
- 4.3 An application for renewal of a licence shall be unaffected by proximity to a facility of the kind specified in (a) above where:
- (a) that facility moved onto a site that bordered an existing licensed premises; or
  - (b) that facility bordered the existing licensed premises prior to the renewal application.

- 4.4 In cases where a resource consent is required to locate the premises outside a commercial area and/or pedestrian precinct, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the boundary of the site is less than 40m from the boundary of any school, early childcare facility, or children's playground and recreation facility at the time the resource consent is applied for unless it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant alcohol-related impact on those facilities and/or persons using those facilities.

The District Licensing Committee will impose appropriate conditions to avoid significant alcohol-related impact if necessary.

Figure 1:

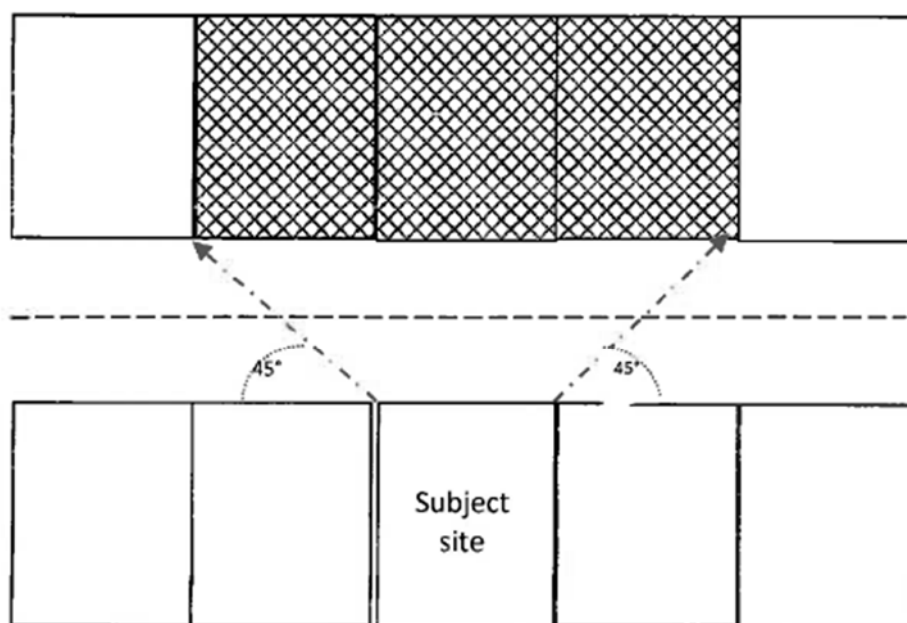


Figure 1: Proximity of New Premises that Directly Border a Facility

#### Advice Note

For the purposes of 4.2 and 4.4:

“commercial area” and means commercial zoned land in the Wairarapa Combined District Plan (or subsequent District Plan) at the time the relevant off-licence application is determined, and

“pedestrian precinct” means land shown as a pedestrian precinct management area in the Wairarapa Combined District Plan (or subsequent District Plan) at the time the relevant off-licence application is determined.

## Discretionary conditions for off-licences

4.5 Conditions relating to the following matters **may** be appropriate for off licences:

- (a) Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores.
- (b) Application of Crime Prevention through Environmental Design (CPTED) principles to achieve the following outcomes:
  - Closed-Circuit Television (CCTV)
    - CCTV being installed in suitable locations to monitor vulnerable areas (areas which are not easily or continuously monitored by staff).
    - Customers being made aware of the CCTV systems.
  - Lighting
    - Internal lighting of the premises to enable passive surveillance by staff and active surveillance by CCTV.
    - Lighting to allow customers to be seen as they enter the premises.
    - Lighting to allow staff to check identification.
    - External areas such as car parks and loading bays being well lit, subject to the requirements of any resource consent or District Plan rule.
  - Internal Layout
    - General points of sale to be positioned near the main entrance.
    - Relevant staff understanding of how to operate the CCTV system.
    - There being sufficient numbers of staff to ensure control of the premises during trading hours.
- (c) At least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising, excluding the company name.
- (d) External alcohol-related signage must comply with the signage requirements outlined in the Wairarapa Combined District Plan.

## ON-LICENCES

### Maximum Trading Hours

5.1 The following maximum trading hours apply to all on-licenced premises in the Wairarapa region (other than hotel in-bedroom (mini-bar) sales):

	Opening	Closing
All Districts – All On-Licence Premises	<b>8.00am</b>	<b>1.00am the following day</b>

5.2 The following hours apply to hotel in-bedroom (mini-bar) sales:

Hotel Mini Bars and/or Lodgers	<b>24 hour</b>
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## Discretionary conditions for on-licences

5.3 Conditions relating to the following matters **may** be appropriate for on-licences:

- One way door restrictions from a specified time.
- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
- Specify limits on the number of drinks per customer at specified times.
- No serving in glass containers at specified times.
- Restrictions on the wearing and/or display of gang paraphernalia.
- Restrictions on the use of outdoor areas after 'x' hour, e.g. outdoor speakers are prohibited after 'x' hour.
- Require licensed outside areas to be monitored.
- Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties.
- Conditions relating to management such as:
  - certificated staff required if the occupancy exceeds a prescribed number or if recommended by Police or the Inspector
  - requirement for multiple managers for large events and/or establishments

5.4 The following conditions **may** be appropriate for on-licensed premises such as BYO restaurants:

- The holder of a manager's certificate to be on duty during busy periods e.g. Thursday, Friday and Saturday nights.

## CLUB LICENCES

### Maximum Trading Hours

6.1 The following maximum trading hours apply to club-licensed premises in the Wairarapa region:

Club Licences	Maximum trading hours for club licences will be considered on a case by case basis, but will generally not exceed 8.00am* until 11.00pm for Sports Clubs and 8.00am* until 1.00am the next day for other Clubs.  *6.00am on ANZAC Day only for those hosting ANZAC celebrations.
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### Discretionary conditions for club licences:

6.2 Conditions relating to the following matters **may** be appropriate for Club licensed premises depending on the size and nature of the club:

- One way door restrictions from a specified time.
- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
- Require licensed outside areas to be monitored.
- Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties.
- Require the holder of a manager's certificate to be present when alcohol is available for sale during busy periods e.g. more than X people are on the Club premises. For large events or establishments, a number of licensed managers may be specified.

## SPECIAL LICENCES

- 7.1 Special licences may be issued both for off-site consumption (e.g. wine sales from a market stall) or for on-site consumption (e.g. at a community event or when a bar has a special licence to open earlier/close later for significant events). For the purpose of clarifying Section 41 of the Act, one entertainment evening per month is considered reasonable.

### Maximum Trading Hours

- 7.2 The hours (opening and closing) and duration of a special licence are set at the discretion of the District Licensing Committee for each event, having regard to the nature of the event, or series of events, as assessed on a case by case basis.

Special Licences	Maximum trading hours for special licences will be considered on a case by case basis.
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### Discretionary conditions for special licences

- 7.3 Conditions relating to the following matters **may** be appropriate for special licences depending on the size and nature of the event:
- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
  - Wine to be sold by the glass or plastic container only.
  - Areas to be clearly defined/ cordoned off/ demarcated where alcohol is being sold/consumed outside of the building e.g. beer tent. Where appropriate people are to remain within the defined area.
  - Require licensed outside areas to be monitored.
  - Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of nearby properties.
  - One way door restrictions from a specified time.
  - The holder of a manager's certificate is to be present when alcohol is available for sale. For large events or establishments, multiple managers may be specified.
  - Restrict BYO alcohol and require security to check the public for alcohol/contraband as they arrive and confiscate any alcohol/ contraband found.
  - Where an event is taking place within an alcohol ban area require signage at the event exit to remind the public that when they leave the event they will be entering an alcohol ban area.
  - For events with over 400 attendees, or as otherwise considered appropriate:
    - Require an Alcohol Management Plan in a form acceptable to the District Licensing Committee. The Plan should identify alcohol related risks as they apply to the event and state how these will be mitigated.
    - Specify the maximum number of alcoholic drinks per sale transaction, as appropriate.
  - Careful consideration of the appropriateness of alcohol associated with driving events shall be undertaken and such applications may be refused.

## REVIEW OF POLICY

This policy will be reviewed three years after it first takes effect and every six years thereafter.

**RELATED DOCUMENTS**

None.

**REFERENCES**

Sale and Supply of Alcohol Act 2012.

## **Appendix 2 – Key tasks and indicative timeframes for the review of the Wairarapa Local Alcohol Policy 2018**



Propose Rollover of Existing LAP		Propose Amendments	
Key Task	Estimated Timeframe	Key Task	Estimated Timeframe
Review of the latest data and research on alcohol-related harm in Wairarapa. Stocktake of Wairarapa alcohol licences.	December 2021 – end of February 2022	Review of the latest data and research on alcohol-related harm in Wairarapa. Stocktake of Wairarapa alcohol licences.	December 2021 – end of February 2022
Stakeholder engagement (Police, Regional Public Health, local kaupapa Māori health organisations, Regulatory Partners)	December 2021-ongoing	Stakeholder engagement (Police, Regional Public Health, local kaupapa Māori health organisations, Regulatory Partners)	December 2021-ongoing
Detailed project plan	Complete end February 2022	Detailed project plan	Complete end February 2022
Communications and Engagement Plan	Complete end March 2022	Communications and Engagement Plan	Complete end March 2022
Investigation of issues raised during initial stakeholder feedback, including caps on off-licences.	Complete end March 2022	Investigation of issues raised during initial stakeholder feedback, including caps on off-licences and later opening hours	Complete end March 2022
First meeting of the Wairarapa Policy Working Group	April 2022	First meeting of the Wairarapa Policy Working Group	April 2022
Recommendations paper to Wairarapa Policy Working Group	May 2022	Recommendations paper to Wairarapa Policy Working Group	May 2022
		Second meeting of Wairarapa Policy Working Group	June 2022
Second meeting of the Wairarapa Policy Working Group	June 2022	Council workshops – overview of LAP review process / potential amendments	July/August 2022
		Third meeting of the Wairarapa Policy Working Group	August/September 2022
Adoption of the Statement of Proposal by three Wairarapa Councils	June/July 2022	Formal council decision to proceed with LAP	October/November 2022
Community and stakeholder consultation (Special Consultative Procedure)	July/August 2022	Formal consultation with key stakeholders during production of draft LAP	December 2022/ January 2023
Hearings	August/ September 2022	Formal consultation on the Draft LAP using the Special Consultative Procedure	February/ March 2023
Deliberations	August/ September 2022	Produce provisional LAP	Timeframes dependent on extent of stakeholder feedback.
Final meeting of Wairarapa Policy Working Group	October 2022	Public notice of the provisional LAP	Timeframes dependent on extent of stakeholder feedback.
Adoption of reviewed LAP by three Wairarapa Councils	October/ November 2022	Appeals – public hearing of the Alcohol Regulatory Licensing Authority (ARLA)	Timeframes depending on stakeholder feedback and number of appeals.

Propose Rollover of Existing LAP		Propose Amendments	
		<p>Remainder of 11-step process will depend on whether there are appeals and whether they are won or lost. Steps include:</p> <p>Adopt Provisional LAP (if decision is made to proceed with LAP)</p> <p>Formal public notice of the LAP adoption</p> <p>LAP comes into force</p> <p>Provide ARLA with copy of the LAP in force</p>	As above

23 February 2022

Agenda Item: C2

## **Tauherenikau River Crossing – Pipe Repair and Renewal**

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### **Purpose**

To update Council on progress on the repair and renewal plan for the Tauherenikau River crossing and have funding approved to complete both the urgent repair works and commence the renewal design process.

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### **Recommendations**

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Officers recommend that the Council:

1. Receive the Tauherenikau River Crossing – Pipe Repair and Renewal Report.
  2. Approve unbudgeted funding of \$300,000 to complete the recommended pipeline repair works, on the basis outlined in this report.
  3. Accept the residual risk and potential further costs associated with Option 2 as a short-term repair method.
  4. Delegate to the Chief Executive the authority to activate the contingency plan, outlined within this report, in the event of an emergency situation that has caused the pipe to fail.
  5. Delegate to the Chief Executive authority to approve initial funding of up to \$50,000 (capital) this financial year to complete an investigation and review to confirm the preferred option for the renewal of the pipeline.
- 

### **1. Executive Summary**

In February 2022, the Assets and Services Committee received a report regarding a leak on the 300mm main that crosses the Tauherenikau River and supplies Featherston with drinking water.

The report outlined, in detail, the risks associated with the main failing, the contingency plan Wellington Water (WWL) have in place should this occur and recommended a way forward regarding repair and renewal of the pipeline.

Pipe repair options were categorised by level of risk, with a “Do-Nothing” option representing the highest risk and an option 3 repair (Wellington Waters recommended option) providing the lowest short term risk profile for Council.

In considering the report, the Committee agreed that the renewal of the pipeline was of the highest priority and that any repair works should be minimised, with respect to both cost and impact on the river. With this in mind, repair Option 2: “Repair the

water leak and refill rocks under the pipe” was supported as the way forward (with some latitude) and the Chief Executive was delegated authority to initiate the processes to commence the emergency works necessary to repair the pipe.

Wellington Water staff have commenced the process of confirming the scope of works for the repair of the pipeline.

In determining this scope, WWL staff received expert independent advice that there are no practical and cost-effective enhancements that can add value to the proposed option 2. WWL have therefore costed up the delivery of the repair as a matter of priority.

Two prices have been sourced to complete the repair works, which can be actioned as soon as funding is approved. Total cost for the repair is estimated to be \$300,000. This estimate does contain a 15% contingency, but it should be noted that there are risks to the price due to a number of variables outside WWL’s control.

It is estimated that it should take between 6-8 weeks from funding approval to delivery, dependant on the consenting process and the weather dependant (river levels need to be low). Either internal WWL resources or a member of our supplier panel will be used to undertake this work.

The pipeline renewal process has also commenced. A high level options report has been completed previously and this has been discussed with the council.

The project delivery team will complete a review to confirm the preferred option and develop the scope in more detail before providing a preferred option and cost estimate. We estimate that this initial scope development work will take 8 – 10 weeks and cost up to \$50,000.

WWL will report in to SWDC officers at regular intervals.

## **2. Background**

On the 2 February 2022 the Assets and Services Committee (ASC) received a report from staff on the status of a leak in the 300mm water main that crosses the Tauherenikau River (see Appendix 1, noting an explanation of a correction outlined in Appendix 2). The pipeline is the sole source of water into Featherston. Wellington Water and the South Wairarapa District Council has deemed this repair as urgent work given its importance to Featherston’s drinking water supply.

Following receiving the report, the ASC made the following resolutions:

- 1. To receive the Tauherenikau River Crossing Water Pipeline Repair.*
- 2. To support the Chief Executive to initiate under delegation the processes to commence the emergency works necessary to repair the pipe.*

*3. Recommend Option 2 to Council but with some latitude to include rigid support at both ends of the pipe. a. Option 2: Repair the water leak and refill rocks under the pipe.*

*4. Agrees in principle to support a longer-term option.*

Following the meeting and instruction from the Council Chief Executive (CE) Wellington Water Limited (WWL) staff have initiated the processes required to undertake emergency works. Preliminary discussions have also commenced on scoping the work required to design a long-term renewal.

Until such time as the pipeline is repaired, and protection measures have been put in place and WWL continues to closely monitor the pipe. Despite this, the risk of the pipe condition degrading further is still high, particularly during large storm events like the recent Cyclone Dovi in February

To manage this risk WWL have a contingency plan drafted and in place that ensures continuity of supply. This plan has been shared with Council and Council Officers. In order to activate this plan, WWL requires delegation from South Wairarapa. It is recommended that this be done as a matter of urgency through this report. This will allow WWL to manage any situation that arises between now and the time the pipe is repaired.

This report focuses on firming up the details of the recommend repair option and seeking approval from Council, providing Council with a cost and timeframe for this to occur, as well as providing conformation on the process for the design of the long-term renewal process.

### **3. Discussion**

#### **3.1 Contingency Plan**

The contingency plan is outlined in detail in the attached ASC report. The plan focused on transporting water from Greytown to Featherston to maintain supply. It will require a Boil Water Notice to be issued for all properties connected to the Featherston supply and for drinking water to be supplied via static water tankers stationed at strategic locations around the town. Water mains will be filled

As the cost (up to \$100,000/day) and level of community disruption associated with the plan is considered high, Council approval would be required prior to initiating.

Approval to delegate this decision to the Chief Executive is request through this report.

#### **3.2 Repair Method and Costs Estimate**

##### **3.2.1. Repair Approach**

Following the ASC resolution and the instruction from Councils CE, WWL staff commenced the process of developing and costing the repair works based on Option 2 of the attached report. Advice was sought from an Independent Rivers Engineer (Kyle Christenson, Christensen Consulting) with regards to adding further works to Option 2 (suggested rigid support at each end), as discussed at the last ASC meeting, to provide extra protection. The advice received was that there was no value added in any further

works and option 3 was the next logical stage if further protection was needed. Therefore, all work to date has been focused on Option 2 only. Option 2 is outlined fully in the attached ASC report. The option is a short-term solution to the risk presented by the pipe being unsupported in the river and focuses on providing improved bedding under the pipeline as well as repairing the leak. Option 2 does not address the risk medium term and will require continued monitoring potentially further works to supplement the bedding following flood events. These risks and potential future operational costs were acknowledged by ASC.

To deliver the speed of repair requested by Council, it is proposed that the works be completed by using a combination of in-house resources and local (to both South Wairarapa and Wellington) and experienced sub-contractors where required.

### 3.2.2. Repair Options

The ASC recommended to Council only the one repair option (Option 2, as previously mentioned).

This option involves repairing the water leak on the pipeline and refilling the current void beneath pipeline caused by the wash out. This option focuses on addressing the immediate pipeline failure risks including the leaking fitting.

The leaking pipe will be repaired with a new fitting that wraps around the existing pipe. This method would mean we wouldn't have to turn off the water supply to Featherston, significantly reducing disruption to the local residents and community.

Refilling rocks under the pipeline is likely to provide short term protection from failure until the rocks get washed away again due to the forces of water in the river, especially during a flood event. An operational allowance of between \$20,000 - 60,000 per annum has been allowed for to refill this void after an event.

Following the ASC meeting WWL staff have held discussions with Greater Wellington Regional Council and this work will require a consent to be undertaken. Preliminary work has commenced to secure this consent.

Estimated costs will be tabled at the meeting.

The WWL costs include, planning, consent application, Rivers Engineer input.

There are a number of risks to the cost that may result in an increase to the price. They include:

- The river level returning to and remaining the optimal level throughout the project,
- The consenting process may not be straightforward,
- Any additional communications or engagement with stakeholders outside the WWL standard processes,

- There is a materials and labour shortage in New Zealand, the costs are based on today's levels and may change by the time of the work, and
- WWL encounter unforeseen ground or other environmental conditions.

### **3.3 Pipe Renewal Project**

The ASC discussed in detail the long-term investment needed and the best outcome to ensure a low-risk water supply is maintained to Featherston.

As a result of that discussion the ASC has recommended proceeding with fast tracking of the long-term planning options for renewal of the pipeline. It was acknowledged at the ASC meeting, that in supporting option 2 as a repair (albeit with some latitude) a full pipe renewal is needed to be complete as soon as practicable, or the risk of failure will remain high.

With regards to the high-level options, a report has been completed and this has been discussed with the council.

The evidence of horizontal movement of the river over time and the high degree of scour limits the options to cross under the river and proximity of the seismic fault would make a bridge option costly, so the options are quite limited.

The project delivery team will complete a review to confirm the preferred option and develop the scope in more detail before providing an estimate for funding purposes. Designers are already on board for this early works, and are aware of the urgency of the project

We estimate that this initial scope development work will take 8 – 10 weeks and cost up to \$50,000. As this scoping is early stages of the renewal, the funding can come from the capital budget.

WWL will report in to SWDC officers at regular intervals.

## **4. Consultation**

### **4.1 Significance and Engagement**

This matter is of high significance, as determined by reference to the Council's Significance and Engagement Policy because of the level of increased operational expenditure.

The persons who are affected by or interested in this matter are the Featherston Community and the users of Featherston Water supply.

Communication with effected and interested parties is through enhanced public engagement and information sharing. Any repair work will have an associated communications plan which will inform all parties of the works and potential impacts over that time.

#### **4.2 Engagement with Māori**

Engagement with local Iwi has been ongoing during the process. Local Iwi have been supportive of the need to repair the pipeline as quickly as possible. As noted in the ASC report, once Council has confirmed its preferred repair option, further discussions will occur, and any resulting views taken into account.

The renewal project will run a separate discussion with Iwi which is likely to commence following the repair being completed.

#### **5. Legal Considerations**

There are no changes to the Legal Considerations outlined within the ASC report.

#### **6. Climate Change Considerations**

There are no changes to the Climate Change Considerations outlined within the ASC report. The long term planning for pipeline renewal will further consider options to minimise impacts in this area.

#### **7. Appendices**

Appendix 1 – 2<sup>nd</sup> February 2022 Assets and Services Committee Report “Tauherenikau River Crossing – Pipe Repair”

Appendix 2 – Correction to 2<sup>nd</sup> February 2022 Assets and Services Committee Report “Tauherenikau River Crossing – Pipe Repair”

Contact Officer: Stefan Corbett, Group Manager Partnerships and Operations



**Appendix 1 – 2nd February 2022 Assets  
and Services Committee Report  
“Tauherenikau River Crossing – Pipe  
Repair”**

## **Tauherenikau River Crossing – Pipe Repair**

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### **Purpose**

To inform members of the condition issues and risk associated with the existing water pipeline crossing the Tauherenikau River and recommend options for urgent remedial works.

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### **Recommendations**

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Officers recommend that the Committee:

1. Receive the 'Tauherenikau River Crossing – Pipe Repair' Report.
2. Recommend to Council to delegate to the Chief Executive the authority to authorise activation of the contingency plan, as outlined within this report, in the event of a catastrophic failure of the pipeline,
3. Recommend to Council to accept the risk of a pipeline failure and the associated costs impacts of that failure, as outlined within this report.
4. Recommend to Council to approve repair option 3, as outlined within this report, and instruct staff to undertake a repair and temporary pipe protection of the Tauherenikau River pipeline under urgency.
5. Recommend to Council to approve the expenditure of unbudgeted funds of up to \$600,000, funded as outlined within this report, to complete the urgent repair.
6. Recommend to Council to instruct WWL to provide a project scope for long term renewal option for the pipeline and report back to the Committee with a price range and timeframe for delivery of a detailed design.

## **1. Executive Summary**

Featherston's drinking water supply is fed through a single 300mm diameter pipe that crosses the Tauherenikau River. This pipeline was identified as a high-risk asset and as such WWL Limited (WWL) staff have been undertaking regular monitoring to ensure its ongoing operation. In December 2021 WWL staff identified a joint failure and washout risk on the section of pipe that crosses the river. Since then, WWL staff have been delivering a higher level on monitoring of the pipeline and a contingency plan prepared and delivered to Council, to address the risk of the potentially imminent failure.

Due to the critical nature of the pipeline and the significant consequence of failure, WWL staff have developed a number of options to undertake immediate remedial and repair works. This work has included estimated costs and risks associated with each option.

Due to the high risk that the pipe will fail, there is priority on remedial works being undertaken as soon as possible. Should these works not be completed there is a near certainty of asset failure. This would require Council to implement the emergency response plan outlined in the report.

Failure of the pipeline crossing also presents several public health and environmental risks, including, but not limited to, losing the ability to provide safe and consistent supply of drinking water to Featherston community. To address this risk, the recently developed emergency response plan would need to be activated. Whilst the response ensures a minimal level of service is delivered and public health is protected, it will result in an operational expenditure of anywhere between \$850,000 to \$6,500,000 depending on the nature and length of the outage, and river conditions.

Of the options presented in the paper, Option 1, the "Do Nothing" option is not recommended due to this high certainty of pipe failure and the significant risks to public health from loss of supply and potential contamination to water supply.

Option 2, repair of the leaking joint and installation of sacrificial bed protection, is also not recommended due to the limited life expectancy associated with the solution.

Option 3, the repair of the leaking joint and provision of more substantial rock and concrete protection, is the recommended option for the short term. This option would see the leak repaired and the pipeline crossing void filled with rock protection including concrete for temporary pipe protection. This work may a consent under the Resource Management Act 1991 (RMA) with a process running in parallel with the repair works.

If the recommendations are accepted, WWL will proceed to carry out works in Option 3 under urgency, as soon as practicable.

In association with option 3, it is also recommended that Council proceed with detailed optioneering outlined in Option 4 to replace the existing pipeline and minimise the ongoing risk of washout.

This report recommends endorsement to Council for additional budget to fund an expenditure upwards of \$600,000 for the urgent repair and reinforcement as outlined in option 3 within the report.

## **2. Background**

Featherston's water supply is sourced from Waiohine water treatment plant in Greytown and reticulated to the town via a 10-kilometre long 300mm trunk main. Given that the trunk main is the sole source of water supply to the town, it has deemed as high risk and regular inspections of critical sections of the pipe were instigated some time ago.

On 3 December 2021, WWL staff identified a water leak on the exposed pipeline that crosses the Tauherenikau river. Historic information revealed that this pipeline was originally buried beneath the riverbed and over a relatively short period of time, riverbed degradation has exposed the pipeline. A rock dam constructed about 200m upstream from this pipeline for supplying a local water race is likely to have exacerbated the degradation of the river in this reach resulting. This issue needs to be considered in any long-term solution.



*Figure 1 - Pipeline crossing the Tauherenikau river*

The leak is located on a pipe joint that is exposed at low river flow. It is vulnerable to ongoing damage from the river which is an active waterbody. This natural river activity could potentially cause a pipe burst at that location. Further inspection has also identified at the exposed steel pipeline is also currently undermined and as such is vulnerable to failure in a flood event.

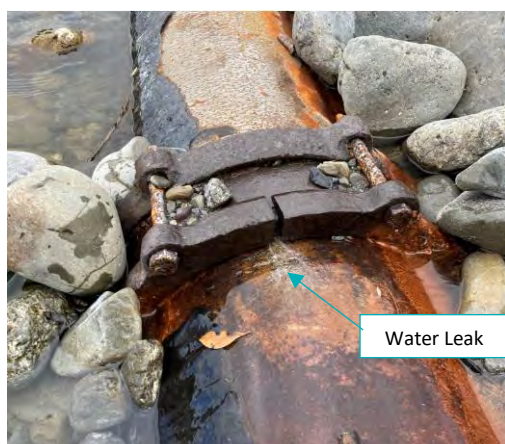


Figure 2 - Leak on the pipe



Figure 3 - Washout of rocks that supported the pipe

As the pipeline is the only one that carries drinking water to Featherston its failure will result in complete loss of drinking water to the town. The loss of this supply would not only create a significant public health risk, but also impact significantly on residents and business within the wider community.

Given the critical nature of this pipeline, WWL have developed a number of options to repair in the short term and replace the pipeline crossing the river in the long term. WWL have also developed a comprehensive contingency plan which was shared with Council prior to Christmas.

The current operational and capital budgets allocated to WWL are inadequate to support any remedial works on this pipeline.

### 3. Discussion

WWL staff have completed a full analysis of repair options for the pipeline. This analysis was based on 4 potential options, being:

Option 1:	Do Nothing
Option 2:	Repair the water leak and refill rocks under the pipe
Option 3:	Repair the water leak and provide additional protection to the pipe from damage
Option 4:	Replace the existing pipeline with a new one

These four options are outlined in summary in the Options Section below and in more detail in the attached Options Paper (attachment 1).

There are a number of salient points to bring to the Committee attention in regard to this issue and prior to considering the options, which are as follows:

- Failure on the pipeline crossing the Tauherenikau river presents significant public health and environmental risks including losing the ability to provide safe and consistent supply of drinking water to Featherston community.
- Staff recommend immediate remedial actions to mitigate the risks associated with failure on the pipeline by undertaking repair on the existing leak and protecting the pipe in the short term and while summer weather conditions permit, and replacement of the vulnerable pipeline in the longer term.
- Early engagement with Greater Wellington Regional Council has occurred. These discussions have focused on proposed repair options including any emergency repairs that would be required in case of unforeseen failure.
- Early engagement with the local iwi has commenced on the basis of discussing the proposed options.
- Early engagement with Taumata Arowai to discuss the public health risks associated with this activity and will continue to engage throughout the works.
- Discussions with the adjacent landowners regarding gaining access to the pipeline and will continue to engage to discuss any impeding access to private land.
- A communications plan is being developed in collaboration with WWL regarding this event. A draft communications plan is attached in Appendix 3.

### **3.1 Contingency plan if pipeline fails**

A contingency plan was delivered by WWL prior to Christmas to ensure that should the pipeline fail over the break; all parties would be prepared to respond.

The background and main elements of the plan are outlined below:

- In the event the pipeline crossing the Tauherenikau river fails, Featherston's water storage tank has approximately 4 hours of water storage to allow for remedial works to occur. It is highly likely that Featherston will run out of water and potentially contaminate the water supply from cross contamination with river water.
- A contingency plan has been developed to supply drinking water to Featherston in such an extreme event. The plan involves transporting water from Greytown into Featherston using water tankers. More detail in Appendix 1.

- Water tankers will be stationed at designated locations where the community can fill up containers for drinking water purposes. Additional water tankers will be required to rove around Featherston especially for the critical customers and businesses.
- Schools will be required to shut down in such an event. Featherston medical centre and fire service will be supplied with dedicated tankers to maintain continuity of service.
- The entire community of Featherston will be required to boil any water prior to drinking to eliminate any risks associated with cross contamination.
- Alternatively, WWL are investigating if it is feasible to reinstate emergency supply from the Boar Bush dam supply for purposes other than for drinking water, for the purposes of firefighting and hygiene particularly if required for an extended period due to unfavourable river conditions.
- In this scenario, once the pipeline has been repaired and the water storage tank has been fully recovered, WWL will need to flush, disinfect, and undertake extensive and costly flushing and water testing on Featherston's network to ensure the water quality meets the drinking water standards.
- The boil water notice would only be lifted once the system has been adequately cleansed from any contaminants with the potential of not supplying drinking water to the community for multiple weeks.

### **3.2 Options**

There are four options for Council to consider. As summary of the options and a risk assessment is shown in table 1, Section 3.8.

#### **3.3 Option 1 – Do nothing**

- This option is based on accepting existing impeding risks and relying on executing the emergency contingency plan as described in Section 3.1.
- This option is not recommended due to significant risks to public health from loss of supply and potential contamination to water supply.
- The emergency remedial works may or may not be as robust as it would be if planned, resulting in inefficient use of capital and operational funding.

#### **3.4 Option 2 – Repair the water leak and refill rocks under the pipe**

- This option involves repairing the water leak on the pipeline and refilling the current void beneath pipeline caused by the wash out.
- This option focuses on addressing the immediate pipeline failure risks including the leaking fitting.
- The leaking pipe will be repaired with a new fitting that wraps around the existing pipe in a way that could eliminate the need for temporarily turning the water off and not impacting water supply to the Featherston community.

- Refilling rocks under the pipeline is likely to provide short term protection from failure until the rocks get washed away again due to the forces of water in the river especially during a flood event.
- Based on a preliminary assessment and informal discussions with Greater Wellington Regional Council, the proposed methodology would be deemed to be a permitted activity and therefore not expected to require lodgement of a resource consent.

### **3.5 Option 3 – Repair the water leak and protect the pipe from further damage**

- This option recommends repairing the water leak using the fitting as described in Option 2.
- The scope of works in this option is expanded further to provide additional protection to the existing pipeline from damage.
- Includes encasing the exposed pipe with concrete and placing large rocks along the pipeline.
- The concrete will provide additional protection to the pipe from rocks and debris that are transported by the river while the large boulders will slow down the forces of water that caused a void under the pipe in the first place.
- A portion of the existing pipeline which is approximately 15m is already concrete encased however will need to be repaired as it has suffered some damage over time.
- The activities proposed under this option are not expected to meet the conditions of the Proposed Natural Resources Plan, 2019 and will therefore require lodgement of a resource consent or a retrospective consent if done under emergency works.
- The works proposed in this option have increased construction risks associated with managing concrete and controlling dewatering within a waterway to allow successful implementation of the work.
- While this option is expected to provide temporary protection to the pipeline, there is no guarantee due to the ongoing river degradation from the rock dam upstream of the pipe crossing or any potential flash flooding.

### **3.6 Option 4 – Replace the existing pipeline with a new one (Recommended)**

- Option 4 recommends replacing the existing pipeline with a new pipeline that crosses the Tauherenikau river.
- The new pipeline can be designed either to pass under or over the Tauherenikau river.



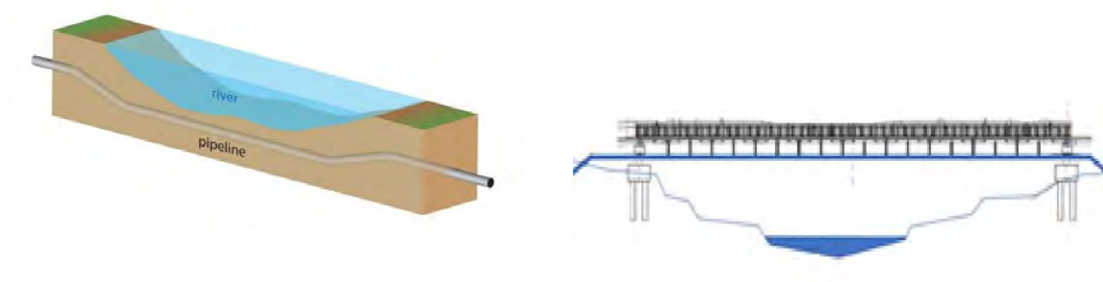


Figure 4 - Options to cross Tauherenikau river with a new pipeline

- To go under the river, the new pipeline will need to be constructed at some depth below the current riverbed levels. The rock dam (for the water race intake) about 200m upstream of the pipe crossing is expected to continue to degrade the riverbed which means the new pipeline will likely become exposed again in the future and depth of installation needs to consider this.
- To go over the river, the new pipeline will need to be supported by some form of bridge structure that could span anywhere between 100-150m in length.
- Alternatively, the new pipeline can cross the Tauherenikau river using the existing Wairarapa rail line bridge, however this would require laying approximately 2.5km of additional pipeline to and from the bridge.
- Replacement solutions require further optioneering, site investigation and engineering design to determine the most efficient and effective way to install a new pipe crossing the Tauherenikau river.

### 3.7 Preferred Option

Staff preferred option is immediately instigating option 3 under urgency to address the short term and immediate risk, followed by commencing planning for option 4 as soon as practicable.

### 3.8 Summary of options

Table 1 - Summary of options

Decision Parameters	Option 1	Option 2	Option 3	Option 4
Scope	Do nothing	Repair the water leak and refill rocks under the pipe	Repair the water leak and protect the pipe from further damage	Replace the existing pipeline with a new one
Technical Outcomes				
Addresses pipe leak	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (Not immediately)
Addresses washout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (Not immediately)
Provides protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (Not immediately)
Risk of washout in the short term	Extreme	High	Moderate	Low
Consenting and other stakeholders (Preliminary)				
Proposed Natural Resources Plan (PNRP)	Completed as emergency works with retrospective consent obtained following emergency repair.	Likely to be a permitted activity	Unlikely to be a permitted activity and will need a resource consent	Unlikely to be a permitted activity and will need a resource consent
Mana Whenua and Iwi		Options yet to be discussed. Preference to be confirmed	Options yet to be discussed. Preference to be confirmed	Options yet to be discussed. Preference to be confirmed
Fishing and Gaming NZ				
Residual Risks Scores				
Construction Risks	Extreme (400)	High (210)	High (280)	High (210)
Environmental Risks	High (280)	Moderate (120)	Moderate (140)	Moderate (80)
Public Health Risks	Extreme (350)	High (300)	High (200)	Moderate (140)
Reputational Risks	High (280)	High (210)	Moderate (140)	Moderate (140)
Health and Safety Risks	High (280)	High (210)	High (210)	Moderate (140)

## **4. Consultation**

### **4.1 Engagement with Iwi**

WWL have undertaken early engagement with Rangitāne o Wairarapa regarding this matter. Contact with Ngāti Kahungunu ki Wairarapa is yet to occur and will be done as soon as possible.

WWL acknowledges the importance of the river environment to the local Iwi and intend to undertake further discussions with Rangitāne once the Council authorise the preferred option.

## **5. Legal Considerations**

Council has a legal responsibility to undertake any works in accordance with the Resource Management Act 1991.

Works associated with immediate failure of the pipeline can result in discharge of chlorinated water in high volumes and debris within the river including potential of river erosion. Any construction works will be undertaken in compliance with existing Regional Freshwater Plan and Proposed Natural Resources Plan.

Council has a responsibility to provide freshwater to its community. An event of failure on the pipeline crossing the Tauherenikau river could result in loss of supply in excess of 6 weeks. Other alternative methods to supply water to Featherston includes putting in place a boil water notice until remedial works are completed, and supply is confirmed to be safe for drinking use.

Any private property access and/or easements will need be to be sourced as a result of any remedial works.

Any Health and Safety risks associated with the remedial works will need to be managed adequately.

## **6. Financial Considerations**

Due to this being an unforeseen emergency response, this report looks to request additional operational and capital expenditure to fund immediate response with the understanding that additional costs may be incurred if the pipeline was to fail unprecedentedly and an emergency response plan will be required to be executed.

To deal with the risk of pipeline failure, WWL recommends a combination of Option 3 and commencement of more detailed optioneering for Option 4 as the preferred option to manage the high-risk items to the council and the community.

There is no allowance for any works on this pipeline in the current Long-Term Plan. Council to assess whether this event can be funded through re prioritising existing council LTP fund or require additional LTP budget which will impact the rating plan.

Estimated construction costs (No pipeline failure during construction)				
Operational Cost	N/A	\$200K-\$300K	\$250K-\$300K	\$200K-\$300K
Capital Cost			\$250K-\$300K	\$2 million - \$7million
Total Cost		\$200K-\$300K	\$500K - \$600K	\$2.2 million – 7.3million
Emergency contingency costs due to pipeline failure during construction				
Emergency Contingency Plan (operational cost)	\$100K/day for 1-6 weeks \$700K – 4.5million			
Emergency Repair to pipeline (capital cost)	\$150K - \$2million			
Total Cost	\$850K – 6.5million			

## 7. Climate Change Considerations

This project increases greenhouse gas emissions but is necessary because the public health associated with the pipeline's failure outweighs the impacts due to greenhouse emission. Further consideration to reduce greenhouse emissions will be made during the design development phase.

## 8. Supporting Information

- This activity is intended to provide safe and healthy drinking water to the Featherston community.
- A risk assessment register has been completed for each option and attached in Appendix 2.

## 9. Next Steps

If the recommendations are accepted, WWL will proceed immediately in carrying out works in Option 3 in the short term.

In the medium term, WWL will proceed with detailed optioneering for Option 4 to replace the existing pipeline and minimise risk of washout.

If the recommendations are not accepted, Council understand the residual risks and consequences of not undertaking any immediate remedial works but will still have to implement an emergency response plan when required as outlined in the report.

## **10. Appendices**

Appendix 1 – Emergency Response Plan

Appendix 2 - Risk Assessment of Options

Appendix 3 – Communications Plan (Draft)

Contact Officer: Stefan Corbett, Group Manager Partnership and Operations

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Emergency Response Plan**

# Operational Response Plan

## Tauherenikau River Pipe Crossing failure

24<sup>th</sup> November 2021



Our water, our future.





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## Document Control

REVISION SCHEDULE							
Current Status			DRAFT				
No	Date	Description	Prepared by	Checked by	Reviewed by	Approved by	
0.1	30/04/2021	Draft – Lifeline	Michael Sawirs				
0.2	14/05/2021	Draft – Using Boar Bush	Michael Sawirs				
0.3	18/06/2021	Draft – CIR treatment Stations	Michael Sawirs				
0.4	24/06/2021	Draft – CIR and Emergency Response	Michael Sawirs				
0.5	24/11/2021	Updated following WWL meeting	Sarah Perera, Quan Nguyen	Peter Evans Hannah Edmond			

## Key Contacts

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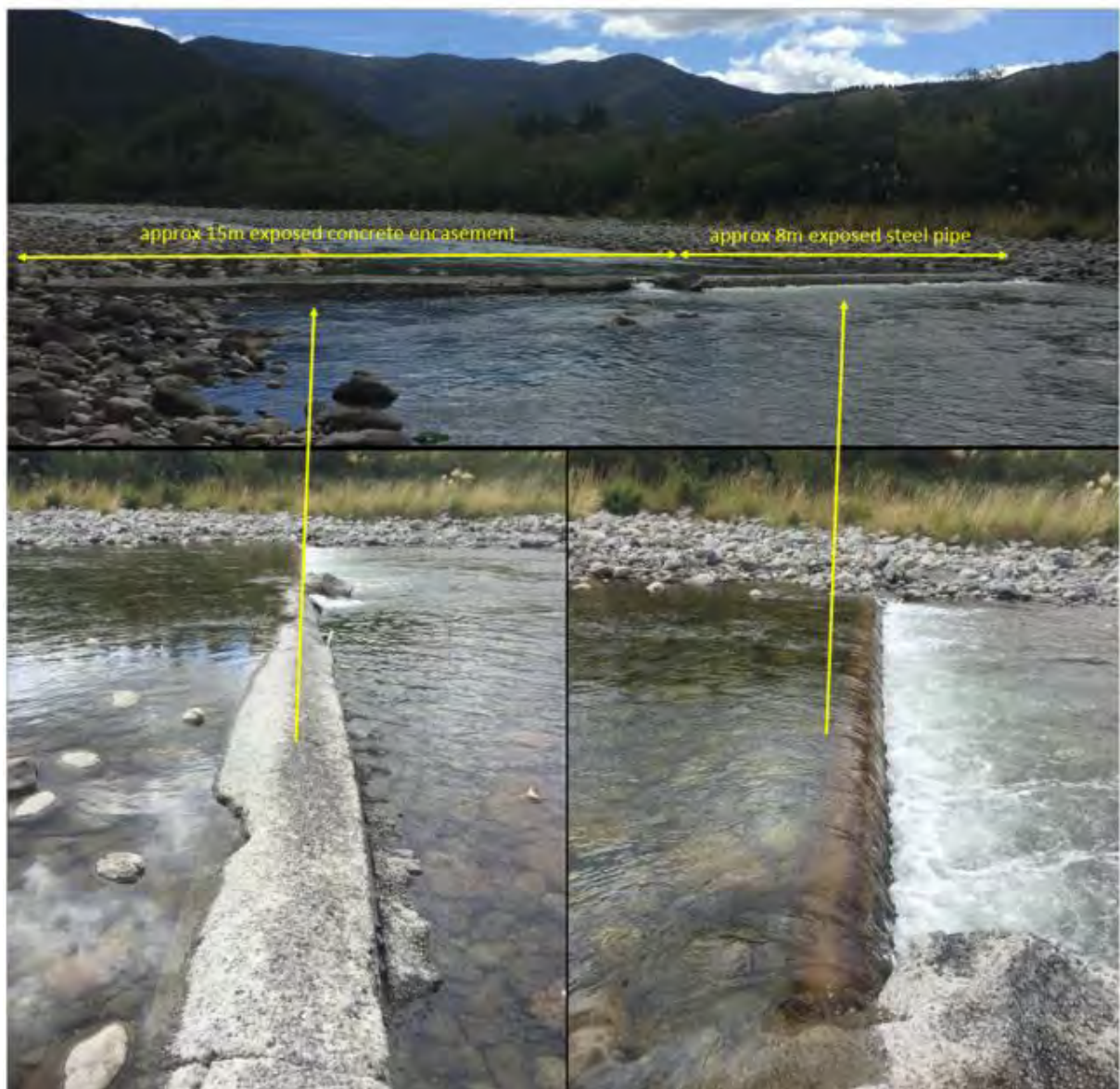
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## Background

Featherston's water network is supplied by a transmission main from the Waiohine Water Treatment Plant. At the location where the pipeline crosses the Tauherenikau river, the riverbed is approximately 40-50m wide, with the pipe exposed for around 23m of this crossing. Of the exposed section, approximately 15m of pipework is concrete encased, with the remaining 8m exposed steel pipe. This poses a resilience risk to water supply to Featherston and therefore a contingency plan has been developed for the instance where pipe failure occurs.

From what can be observed, the steel pipe appears to be in good condition, with some outer protection that has been damaged, exposed steel is bright and not showing signs of metal corrosion or rust. It appears that the steel pipe is a spirally welded pipe with no visible joints. The pipe alignment still looks true, with no bows or sags apparent.

The anticipated time and mode of failure is likely to be following a significant rain event and due to impact from debris in the river. It is noted that observations of this catchment have shown fast response times with water levels dropping rapidly following a flood event. While the risk of pipeline failure has been deemed minimal (Stantec – Initial findings memo) an emergency response and contingency plan is required to ensure risks associated with water supply disruption are managed. This contingency plan is only for the interim period ahead of a long-term upgrade solution.



**Figure 1: Current situation Tauherenikau River pipe crossing (image taken from the Initial Findings Tauherenikau River Crossing Memo prepared by Stantec, dated 24/03/2021)**

## Network Background and Options

### Overview of SWDC Water Supply

South Wairarapa District Council supplies reticulated water to its three urban communities in Featherston, Greytown and Martinborough. In the event of pipeline failure across the Tauherenikau River, it is anticipated that only Featherston supply will be impacted, as network supply to Greytown and Martinborough are supplied by separate pipelines. It should be noted that a break on the river crossing may cause issues at the Waiohine WTP which is a source for Greytown, but this can be managed separately.

The Featherston scheme was initially installed in 1965 and serves a population of 2,599 (2019) with 36 Kilometres of watermain. The network serves residential, commercial, industrial and community users in Featherston.

There are 3 main water sources of water for the urban population of Featherston:

- Waiohine River (Emergency take won't be impacted with river crossing failure, but supply will be disrupted)
  - o Water is abstracted from four bores located adjacent to the Waiohine River.
- Bore Bush Gully Catchment (Emergency take won't be impacted with river crossing failure)
  - o A catchment area of approximately 3 km<sup>2</sup> supplies runoff to an earth dam. The reservoir behind the earth dam contains approximately 40 days storage and includes a settling pond immediately upstream. Water flows by gravity from the reservoir to the Bore Bush Holding Tanks. It is noted that this reservoir is not currently in an operational condition.
- Taits Creek Intake Weir (Emergency take will be impacted with river crossing failure)
  - o A concrete intake weir is located across Taits Creek to the north of Featherston. The weir is designed to divert water from the creek into a 300mm gravity trunk main which supplies water to the holding tanks. This source is currently operated as an emergency supply only.

### Anticipated Network Demand

To develop a contingency plan that is fit for purpose, the anticipated water demand of Featherston township needs to be considered.

As typical of all water supply networks, the water usage is very much seasonally dependent. Because the likely mode of failure for the river crossing pipeline is debris impact during a storm event, where the river level is expected to be high, it is reasonable to carry out planning on the basis that this contingency plan is most likely to be enacted in the winter months (July to November), where significant storms are more likely to occur. However, it is noted that this could occur at any time, until a permanent upgrade solution is implemented.

Table 1 summarises the daily demand statistics for Featherston city over the last 3 quarters from July 2020 to April 2021.

**Table 1: Daily Demand Statistics for Featherston City 2020 to 2021.**

City	Daily Demand Minimum (m <sup>3</sup> /d)	Average Demand (m <sup>3</sup> /d)	Maximum Daily Demand (m <sup>3</sup> /d)	Minimum Night flow (L/s)	Average Night flow L/s)
Featherston Q1 1/07/2020 to 1/10/2020	1176.4	1412.2	1704	-	12.6
Featherston Q2 1/10/2020 to 1/01/2021	1360.3	1545.8	1817.7	-	13.3

<b>Featherston Q3 1/01/2021 to 1/04/2021</b>	1108.7	1608.4	2052.7	9.2	10.7
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The flowrate adopted for this contingency plan is 1360.3 m<sup>3</sup>/day (15.74 L/s). This is the highest observed daily minimum demand in a quarter in Featherston for the 2020 to 2021 financial year. Given in an emergency, it is expected that water consumption will be less than what is generally used for day-to-day activities. As this flowrate has been achieved by the town in the past, providing potable water at this flowrate meets the basic essential demands of the town's population.

The above flow rate is encapsulating all types of water usage. In an emergency response, it is more practical to consider what the bare minimum requirements would be.

In 2017-2019, an estimate of the water usage per sector in Featherston township was developed. The results are as follows:

**Table 2: estimate water usage per sector for Featherston township (2017-2019)**

<b>Sector</b>	<b>Featherston water usage percentage (2017-2019)</b>
Households (domestic use)	54.2%
Estimated network leakage (night-time flows)	41%
Businesses (commercial use)	1.5%
Industry	1.6%
Community facilities – medical and education facilities	0.5%
Community facilities – recreational (pools, parks etc)	0.8%

From the usage sector breakdown, if potable water is supplied directly to the town, bypassing the network, network leakage and recreational usage can be neglected.

In terms of recreational usage, given the disruption associated will be significant, it is understandable that recreational, industrial, and business activities will have a lower priority and water supply for essential living and resilience requirements will be the highest priority.

If the network is bypassed for potable water supply (considering domestic, medical, and educational use only), the water supply requirement is expected to be 744m<sup>3</sup>/d (8.6 L/s).

However, if the local network is utilised, the water supply requirement is expected to be 1,302 m<sup>3</sup>/d (15.07 L/s), which factors in a network leakage of 41% of the Featherston's total water usage. It should be noted that the South Wairarapa District Council Water Management Plan 2019 states that the leakage was planned to be addressed with the renewal of 2.1 km of reinforced concrete mains in the 2019-2020 financial year. It is unclear whether the works have been undertaken, therefore the resultant reduction in leakage has not been considered in the design flow for conservatism. Given

the high percentage of estimated leakage in Featherston (41%), if the works have not been undertaken, it is strongly recommended that leakage reduction be prioritised for Featherston.

### Potential Options for Emergency Response

#### ***Option 1: Community infrastructure resilience (CIR), portable river source abstraction and treatment stations. (NOT VIABLE).***

- Wellington Water has developed a resilience plan for water supply provision in the event of a major earthquake. Part of this plan includes the use of container housed surface water treatment stations.
- This station is designed to fit in one standard shipping container and the flow capability is dependent on the water source and associated acceptable abstraction rates. This information is difficult to ascertain for potential water sources in the Featherston region.
- The maximum capability of these surface water treatment stations is 5.8L/s. As considered above, the Featherston supply requirement has been determined to be 11.5 L/s. At least 2 stations would be required to meet the anticipated water supply demand.
- This option would require the supply and install of two treatment units, and foundation pads, which would need site specific design. Furthermore, the water quality, and available quantity from the river is unknown rendering this option not viable.

#### ***Option 2: Bore Bush Gully Catchment (NOT VIABLE).***

- A catchment area of approximately 3 km<sup>2</sup> supplies runoff to an earth dam. The reservoir behind the earth dam contains approximately 40 days storage and includes a settling pond immediately upstream. Water flows by gravity from the reservoir to the Boar Bush Holding Tanks, which can then be fed into the existing potable water network in Featherston Township. This water would be fed in with minimal treatment and would be considered raw.
- Investigations undertaken have ruled out the use of this emergency water source for the following reasons:
  - o The existing pipework is in very poor condition and has not been maintained
  - o Water quality issues associated with algal growth in the catchment area which are an unknown potential risk.
  - o Even if the water is used for sanitary aspects and not considered for consumption, introducing this water to the existing networks runs the risk of contamination for the wider network.
  - o Even with a boil water notice in place, the cost, complexity, and time associated with disinfecting the network following the event far outweigh the benefits of use.

#### ***Option 3: Tait's Creek Intake Weir (NOT VIABLE).***

- A concrete intake weir is located across Tait's Creek to the north of Featherston. The weir is designed to divert water from the creek into a 300mm gravity trunk main which supplies water to the holding tanks. This source is currently operated as an emergency supply only.
- In the last few years, condition assessments on the emergency supply have shown that the pipework has severely deteriorated.
- landslips in the area that have damaged the 300mm gravity trunk main and have caused sections to washout. It is unknown whether these faults have been repaired.



- Furthermore, the water would be introduced to the network as raw water and so has the same risk of contamination as utilising the Bore Bush emergency supply.

#### ***Option 4: Manual Transportation and distribution***

- Water network reticulation upstream of the river crossing (downstream towards Featherston) will remain in service following an event. Manual transportation could be utilised and carting water from Greytown to Featherston is an option.
- Two options are available for distribution:
  1. Distribution points, portaloos, and temporary wash and shower stations would need to be setup across Featherston.
  2. Utilisation of the network with temporary booster pump stations, and either bladders or using the existing reservoir.

#### ***Option 5: Temporary Lifeline Supply. (Not preferred)***

- In the initial findings' memo, it was recommended that materials and equipment for a lifeline supply should be kept in stock. The intention was to preinstall 80mm saddles to enable a bypass of the original pipeline. Then connect a simple 80mm HDPE pipe suspended across the river crossing.
- Because the failure is likely to be when the river is in flood, undertaking emergency repairs to suspend a pipe across the river may be impractical, expensive, and poses a health and safety risk to the Contractor.
- Furthermore, to achieve adequate stability and secure the pipeline across the bridge, it is likely sheet piles either end of the river would be required in addition to a steel fibre cable tensioned and braced to the pipeline to prevent sagging and deflection.
- This option is not preferred if more consistent manual distribution can be utilised.

#### ***Recommended Emergency response Option.***

From the options discussed above, only two viable options remain. The option to manually transport water from Greytown to Featherston is preferred due to reliability and reduced risk. This could be carried out using distribution points, portable toilets, temporary wash stations in the immediate term (day 1-7). However, preference is for this to be directly pumping into the network using booster pump stations to utilise the existing network for distribution.

Temporary lifeline supply has been discounted, as it is intended that repairs to the existing pipeline can be carried out during the response phase, and whilst manual transportation is being implemented to provide a more robust short-term solution.

## Extent of Scope covered within this document

The emergency response proposed by this contingency plan is strictly associated with the initial emergency response following wash out of the pipeline. The plan addresses how to provide potable water for Featherston township in the first 0-30 days following event. This plan does not cover considerations associated with recommissioning the network after permanent repairs, undertaking the permanent repair solution, or addressing the long-term resilience risk for Featherston township.

It should also be noted that this contingency plan does not go into detail with respect to chlorination commissioning requirements, it is recommended that a treatment Engineer looks at this aspect in detail. This is further emphasized as the network is anticipated to remain static for an extended period of time following pipe failure, with the potential for some sections to empty due to high leakage (previously estimated to be ~40%), which invalidates the key assumption that chlorine is always flowing through the system, thus the residual chlorine levels will be very low. A boil water notice will be in place for the duration of the emergency response.

The emergency response has been prepared with two options for distribution utilizing the existing network. Although a high-level assessment has been performed to estimate the footprint of the temporary pump setup and truck turning bay, it should be noted that no detailed design has been undertaken to verify that the temporary arrangement to utilize network distribution is constructable and operable. The bulk water distribution costs are estimated to be \$16,800/day for 4 trucks. It is recommended that an additional truck is on standby to allow for unforeseen delays or issues which may arise at the time of the emergency. This will bring the total cost of the trucks to \$21,000/day.

The approximate total cost of implementing this emergency response plan for the first 7 days is \$155,400 excluding Wellington Water direct operational costs and costs of work and land for creating the turning bay

The estimated total cost of operating the network as per the emergency plan for a period of 30 days is approximately \$630,000 excluding Wellington Water direct operational costs and costs of land and work for creating the turning bay (considering additional bulk water costs utilising the existing network arrangement).

## Response Plan (Detail)

**Trigger for Emergency Response:** The outlet from the treatment plant has a flow meter. If the river crossing was to wash away, the trigger for emergency response will be the high flow rate alarm (greater than 30 L/s). It is understood that, currently, the outlet from Waiohine treatment plant does not contain an ASV (auto shutoff valve).

The following section details the planned response with respect to the failure of the Tauherenikau River crossing water supply line. Refer to Appendix 2 for an overarching plan of key locations: Isolation valves (Figure 2), recommended immediate response pumping setup location options (Figures 4, 7, and 8), and recommended reservoir pumping setup location options (Figures 9 and 10).

1. Isolate pipeline at both the Greytown and Featherston side by shutting off the valves, as per locations below. This may need to be opened at some point after the alarm to identify location of failure.

**In parallel:** communications to Featherston Township issued as per communications requirements section below.



**Figure 2: Isolation valves for river crossing pipeline (Wellington Water GIS 23/11/2021) Refer to Appendix 2 for location with respect to the Featherston town.**

2. Inspections to be carried out to locate failure. It should be noted that this may require valves to be reopened to confirm location of failure if not visible on initial inspection. (Note repair of this failure is assumed to be carried out in parallel to this contingency plan, but is not detailed in this plan)
3. Water tankers to be engaged to transport water from Greytown to Featherston, fill up and drop off, and proposed route locations below. Bulk Water Transport Ltd (<https://bulkwater.co.nz>) is a local supplier that has assisted Wellington Water in the past. Contact details [bulkwater@extra.co.nz](mailto:bulkwater@extra.co.nz) Glen – 0272868098.
4. The proposed pick-up location for the tankers is shown in Figure 3, at 151 Woodside Road. This has been selected as a location with a hydrant, which is close to the Waiohine Water Treatment Plant, without a requirement for gravel roads or crossing the railway line. It is

noted that this should be confirmed at the time of implementation, with an alternative location being 10 Underhill Road.

5. The trucks will be required to operate on a consistent cycle – 4 trucks with a capacity of 26m<sup>3</sup> per truck. The anticipated cost is \$16,800/day (24-hour day). The anticipated demand per hour is 54.5 m<sup>3</sup>. The trucks can complete a full trip (including time to empty and fill the tanks) in 1.5 hrs – if 4 trucks are continuously running, 62m<sup>3</sup> will be supplied to Featherston every hour.
6. Wellington Water have two pump sets on standby, each with three pumps, which can provide approximately 20 L/s of flow at 40m of total head when both sets are running simultaneously. Four potential locations have been identified which may be suitable to setup the water supply distribution pumps in an emergency, identified in Figures 4, 6, 7, and 8. All four locations are at an elevation where adequate head can be provided for up to 74m RL if the two pump sets (six pumps) are utilised and running simultaneously in parallel. Properties above the elevation of 74 m RL will have a reduced level of service or are assumed to have their own water supply. Otherwise, they will be required to collect water manually from a distribution point. Approximately 18 properties which lie above 74m RL may be impacted.
7. Of the four locations, the hydrant outside 62 Johnston Street appears to be the most suitable location for the pump boosters (Figure 4). There is space for the pump set up in the berm of the road at the hydrant. Although some of the pump set up will encroach onto the road, there is ample space on the other side of the road for vehicles to pass through. Traffic management will be required for the duration the pumps are set up there. The water trucks could be able to use the Featherston Recycling Station south of the recommended pump location (60 Johnston Street) for turning.
8. Other potential sites for the pump set up for emergency water supply include the berms outside: 81 Underhill Road (Figure 7), and the reserve south of 10 Harrison St West (Figure 8). For the two alternative options, private driveways can be utilised to turn for the return trip to refill.





**Figure 3: Recommended fill location for water tankers circled in red (151 Woodside Road). (Asset data from Wellington Water Open Data Portal (23/11/21). Aerial from LINZ - South-wairarapa urban 2021 0.075m & others 2020-2021)**



**Figure 4: Recommended drop off location for water tankers in blue (berm outside 62 Johnston Street). Approximate hydrant location in orange. Recycling yard south of the recommended site to**



An aerial photograph showing a wide river valley. The river is a prominent, winding feature in the center-left. The surrounding land is divided into numerous rectangular agricultural plots, some of which are green and others brown. A blue line is drawn across the image, following the river and enclosing a large area of the valley. The line starts near the bottom left, follows the river's course, and then extends diagonally towards the top right, enclosing a large portion of the agricultural land.

Technical drawing of a road intersection. A large pink rectangular area is highlighted, representing a proposed road layout or a specific zone. The drawing includes various road markings, arrows indicating traffic flow, and a small inset diagram of a vehicle. The text 'KUTU W22 - W23 - W24 - W25' is visible in the top right corner. A small inset diagram in the bottom left corner shows a vehicle with dimensions and a scale of 1:100.

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**Figure 7: Possible water pump setup location at 81 Underhill Road in blue and subsequent proposed turning bay area in the reserve (1320m<sup>2</sup>, 22m x 60m). Approximate hydrant location in orange. (Asset data from Wellington Water Open Data Portal (23/11/2021). Aerial from LINZ – South-wairarapa urban 2021 0.075m & others 2020-2021)**



**Figure 8: Possible water pump setup location outside the reserve south of 10 Harrison Street West in blue with approximate hydrant location in orange. It is proposed to use the private driveway north of the site for the water truck to return to refill. (Asset data from Wellington Water Open**

**Data Portal (23/11/2021). Aerial from LINZ – South-wairarapa urban 2021 0.075m & others 2020-2021)**

9. Traffic management approvals would be required to allow for smooth transitioning of water drop off from trucks and public throughfare. The total footprint for the temporary pump set up is estimated to be 248m<sup>2</sup> (31m x 8m), which includes two 20m<sup>3</sup> water bladders, and the two trailer mounted pump sets, estimated to be 5 metres wide and 16.5m long when side by side.
10. In addition to the pump set up, adequate space needs to be provided for the water delivery trucks to enter the site, park up to deliver the water to the pump system, and turn and exit to make the return trip to refill. The minimum area required is estimated to be 1,320m<sup>2</sup> (22m x 60m), which may increase depending on where the turning area is located, how far the turning bay is from the road, and site restrictions. Refer to Figure 7 for the water truck's estimated turning circle and area.
11. Wellington Water's operations team will be setting up the temporary arrangement which is anticipated to be set up within 24-48hrs. To enable this, the following equipment is required:
  - a. Two 20,000L bladders connected in series to continue providing water to the town while there is no truck connected to the pumps (it is recommended another spare 20,000L bladder be kept on standby in case of a bladder failing),
  - b. Two trailer-mounted pump sets (emergency pump sets owned by Wellington Water consisting of 3 pumps each) to provide sufficient head for reticulation (approximately 40m of head, which includes static head of approximately 20m, 10m servicing head, and an allowance of 10m head loss. Given the complexity of the network, it is recommended that the head loss in the network is verified by undertaking water supply modelling.).
  - c. Lay flat hose to connect from pumps to a nearby hydrant.
  - d. Chlorine dosing trailer.

A reservoir is situated at Boar Bush Gully Road at approximately 97m RL. Wellington Water's Regional Water Stormwater Wastewater App suggests that the reservoir has a capacity of 455m<sup>3</sup>, which is enough capacity to provide approximately 8 hours and 20 minutes of water to the Featherston community at a flow rate of 15.1 L/s with no recharge. Utilising this reservoir for gravity distribution provides relief to the pump system and means that the pumps and trucks will not be running 24/7. This allows the trucks to be serviced and fuelled up, while also giving the truck drivers a break and allow for shift changes.

The arrangement to enable network distribution using the reservoir tanks upstream of Featherston at Boar Bush Gully Road requires a different set up and location than that of the immediate response plan because there isn't enough head provided by the temporary pumps in parallel to utilize the Bore Bush reservoir for gravity distribution. Vehicular access to the reservoir is also not currently suitable for the water trucks. Given the proposed required tanker movements, the recommended location for the pumps to transfer flows to the reservoirs is the hydrant outside 81 Underhill Road which provides a direct pipe route to the reservoir, reducing head losses which would be incurred at the sites further away. The location is shown in Figure 10.

When the two pump sets are in series, the pumps can provide approximately 22.5 L/s at 60m of head. At 22.5 L/s, the pumps will be able to fill an empty reservoir in approximately 17 hours and 10 minutes while also providing 15 L/s to the town.



The pump station set up would be similar to that of the immediate response, albeit the pumps will be in series rather than parallel to each other, to provide adequate head to recharge the reservoir, and the bladders will not be required

Traffic management will be required, and a detailed assessment should be carried out. The tankers would be supplying water to this revised location. At a high level, the anticipated footprint for the temporary arrangement is expected to be 31m by 8m as shown in Figure 9. Given the limited space within the berm of the road, it is recommended that a portion of the reserve southwest of 81 Underhill Road is utilised for the pump setup, so the road capacity is not reduced. Underhill Road is a no-exit street which makes it difficult for the water delivery trucks to turn and exit after emptying. It is estimated that the space required to make a 180 degree turning movement is 1500m<sup>2</sup> (22m x 60m), indicative area illustrated in Figure 6 in pink. There is ample space in the grassed lots northeast of the proposed pumpstation which could be utilised for a turning bay to be constructed, as shown in Figure 7. This would require land acquisition. There are also a number of driveways north east of the proposed pump location where the water trucks can do a three point turn for the return trip to refill.

This response plan incorporates Wellington Water's desire to utilise the two standby pump sets in an emergency. However, there is a risk of system failure when pumping up to the reservoir in series. If one pump fails, then the entire system is compromised as the head required to reach the reservoir at the design flowrate would not be provided. Although using the two standby pump sets is possible, it is recommended that the two pump sets remain at the proposed immediate emergency pumping site outside 62 Johnston Street. While these pumps are providing immediate water supply to the town as per the response plan, Wellington Water can enquire with local suppliers if there is a suitable potable water pump which can supply the required flow and head to recharge the reservoir. This option minimises the time where the town will be relying solely on the bladders or have no water supply when the pump system is relocating to the site outside 81 Underhill Road. The pumps can then be used at 62 Johnston Street if the reservoir system is to fail.



**Figure 9: Proposed location for network reticulation distribution arrangement via pumping to reservoir, and approximate extent of pump setup in orange. (Asset data and aerial from Wellington Water Regional Water Stormwater Wastewater App (23/11/2021))**

Another alternative location for pumping up to the reservoir is at the hydrant outside 14 Boar Bush Gully Road, illustrated in Figure 10. The hydrant is located within a vegetated area, which will require clearing to be able to have the pump arrangement in this location. Construction of a turning bay is also necessary to allow for the truck to make the return trip to refill. For this option, it is proposed to utilise the existing road, widening the hardstand to allow enough space for the water trucks to do a 180-degree turn. The proposed turning bay location and pump setup is illustrated on Figure 10. This option requires clearing of the vegetation and engineered design for the construction of the turning bay and platform for the pumping arrangement as there are steep falls at the hydrant location.



**Figure 10: Alternative location of pumping set up to pump to Boar Bush Gully Reservoir outside 14 Boar Bush Gully Road. Pump arrangement highlighted in blue, and turning bay highlighted in pink. (Asset data from Wellington Water Open Data Portal (23/11/2021). Aerial from LINZ – South-wairarapa urban 2021 0.075m & others 2020-2021)**

## Residual Risks

- If the transport route from Greytown to Featherston is impacted, then water would need to be sourced from Te Marua water treatment plant in Upper Hutt Kaitoke. This would increase the travel duration and likely mean additional trucks would need to run.
- If both Greytown to Featherston and Upper Hutt to Featherston is impacted, train freight of water would need to be considered.
- Firefighting service provision has not been considered within this contingency plan. It is likely additional tankers would be required as contingency – this would require further consideration and planning.
- This contingency plan will require updating following completion of proposed long-term solution.
- It is strongly recommended that an ASV and associated telemetry is installed at the treatment plant on the outlet pipe ASAP.
- Contamination risk during filling and emptying of the water tankers, or temporary equipment has not been strictly considered. It is assumed that chlorine testing will be carried out as each truck arrives to ensure that sufficient residual chlorine is available. It is understood that there are currently no temporary chlorine dosing trailers, however a project is in progress in developing new trailers. It is recommended that once these trailers are ready, that the contingency plan is updated to include reserve trailers onsite to cover the need of potentially re-dosing during filling.
- A detailed layout of the temporary arrangement for utilising network reticulation has not been considered in detail. Understanding the footprint on site will enable a detailed traffic management assessment to also be carried out.
- It will take time to collect all the equipment and setup the various sites, it is assumed that there will be sufficient existing reservoir storage that can provide for the needs of the community while the response is enacted.
- Water source quality at Waiohone has not been considered. In a storm event that could wash out the river crossing, the quality of source water at Waiohone could also be affected. Further consideration should be undertaken to ensure there is a suitable alternative should abstraction from the Waiohone river be not suitable.
- The reservoir in Featherston township could theoretically be used directly to facilitate network distribution, however has not been used in the current methodology. The biggest constraint with this is the size of the water tanker trucks and the existing accessway to the reservoir. If a turning bay was created at the reservoir, then this contingency plan could be amended. An access track upgrade up to the reservoir would be required to enable using the reservoir directly for reticulation. A detailed investigation of the access track, topography, and the trafficability requirement should be undertaken, costs associated with upgrading access to the reservoir should be compared with the anticipated cost of operating this response for 30 days (estimated at \$630,000 not including WWL operational labour time).
- Bulk water transport has been the preferred supplier for transportation of water in the past for Wellington Water. There is a risk that during an emergency they may not be available. An alternate supplier is Jbs – contact details are as follows → [John@jbs.co.nz](mailto:John@jbs.co.nz) 021-750920.
- It is assumed that all emergency equipment such as bladders, stands, hose, and fittings are readily available at the established CIR islands in UHCC. It is recommended that an audit schedule should be developed such that audits are undertaken on a 12 monthly basis to verify that all required equipment is available.
- A large percentage of the flow demand of the town is attributed to leakage (41%). It is recommended that the works on the Featherston network is investigated to determine if the renewal works stated in the South Wairarapa District Council Water Management Plan 2019



were carried out. If not, it is highly recommended that leakage reduction be prioritised for Featherston. This will dramatically reduce the flow demands of the town.

- Filling location in Greytown has been chosen based on adequate space for the trucks to be able to turn around, and pipe size for adequate flow delivery. It is recommended that an assessment of the road condition is undertaken, and if necessary, a transport team is engaged on standby should road rehabilitation be required.
- From a high-level investigation, there are no known elderly or rest homes in Featherston township. Specific consideration with respect to water supply and wastewater service provision would need to be considered if there are rest homes in Featherston. It is likely dedicated onsite bladders would be required, this in addition to toilet and shower facilities.
- The trigger for emergency response is a high flow alarm from the treatment plant telemetry. If a power outage was to occur, it is likely the response time will be significantly delayed. A secondary alarm is recommended as there is no ASV on the outlet. Furthermore, the longer isolations are delayed after failure, the less storage in reservoir in Featherston.
- The condition of the reservoir has not been considered in this contingency plan.
- Fittings/valves/tees/pipes etc will most likely not be ready off the shelf items for the recommended pump setups outlined in this response plan (series/parallel). It is highly recommended that these components are procured as soon as possible so that the pump system can be readily implemented in an emergency.
- The response plan has assumed the water trucks consist of the water truck with a storage volume of 13 m<sup>3</sup> and a water tank trailer providing an additional 13 m<sup>3</sup> of storage. The truck and trailer set up may make it difficult for maneuvering. Another potential option is to only have the trucks transporting the water. 8 to 9 trucks would be required rather than 4 to compensate for the volume lost. The amount of available water trucks need to be investigated if this is preferred.

## Communications Requirements

Initial communications to the wider public to provide the following key messages:

- A major flood has damaged the water supply network in Featherston.
- Boil water notice in place.
- You can use showers, toilets, and water supply domestic utilities as normal – with low pressure anticipated. Please minimise water usage as much as possible.

After Permanent repair is complete:

- Disruption to the water supply network in Featherston has been resolved, boil water restrictions are no longer in place.

## Emergency Response Management

This section outlines the response expected and by who should the risk of road failure or flooding eventuate.

### ***Roles and Responsibilities***

Wellington Water COG team will follow WWL's escalation process in the response to a failure of the Tauherenikau river crossing. The Emergency Management Team (EMT) will be engaged to manage the response.

Refer Woogle for current escalation process and EMT structure -  
<https://woogle.wellingtonwater.co.nz/site/emer/SitePages/Home.aspx>.

Wellington Water contacts are:

- WWL Customer Planning Engineer – John Baines  
027 249 9003 [John.Baines@wellingtonwater.co.nz](mailto:John.Baines@wellingtonwater.co.nz)
- WWL Network Controller – Sam Lister (021 998 553) [Sam.Lister@wellingtonwater.co.nz](mailto:Sam.Lister@wellingtonwater.co.nz)
- WWL COG Service delivery representative – Steve Watt (021-507-440)  
[Steve.watt@wellingtonwater.co.nz](mailto:Steve.watt@wellingtonwater.co.nz)

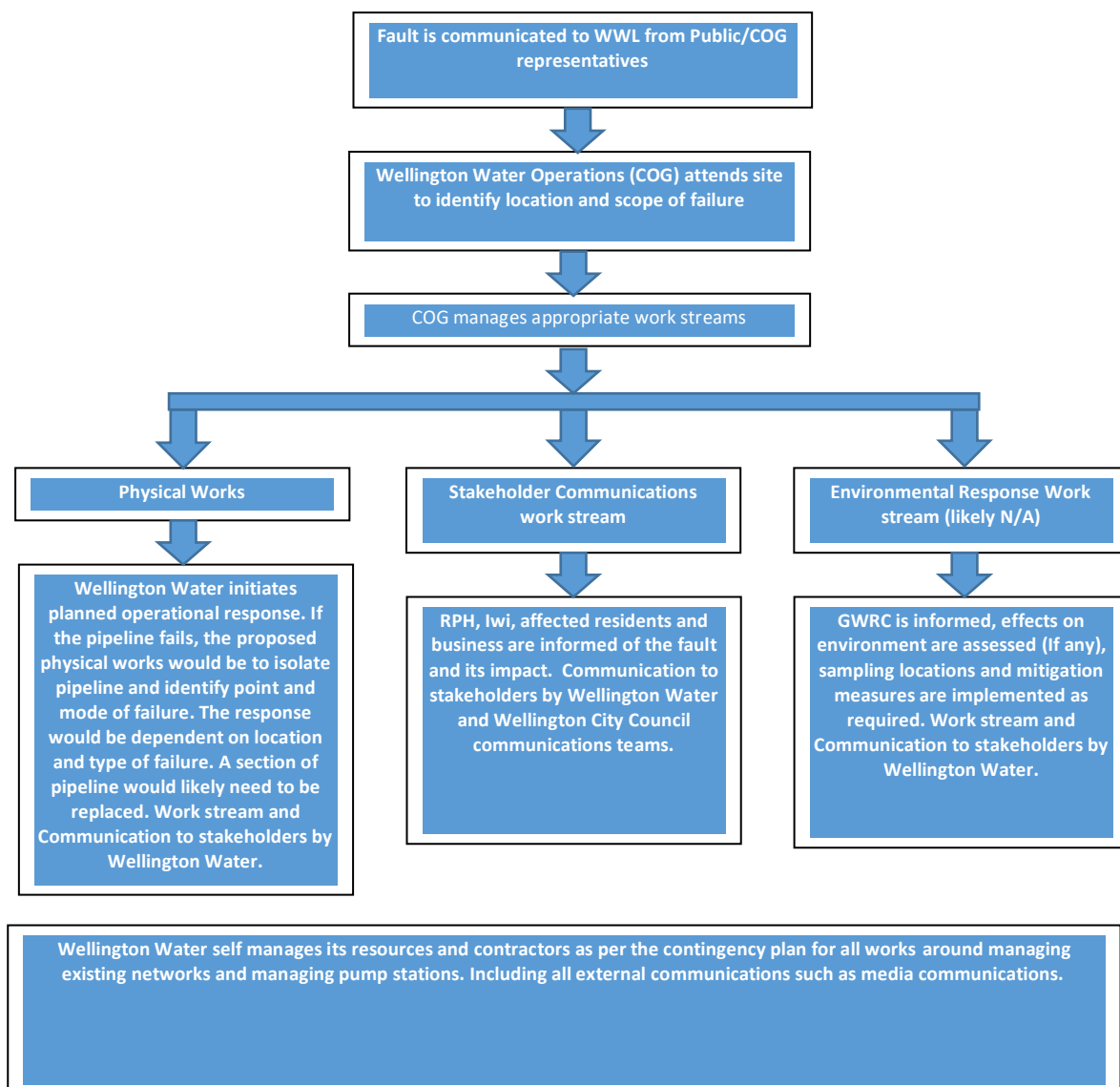
The above roles will require additional input from a variety of WWL team members, contractors, consultants, and stakeholders as tasks are defined. WWL would appoint an Incident Controller to manage the event should the EMT be activated.

## Operational Response

The Wellington Water Network Controller may initiate the EMT. Overall structure will be established in line with standard response management Infrastructure Service Continuity Plan. The Incident Controller will establish the team resources as required.

The initial pre-planned operational response to a major failure or flooding event is outlined in the Incident work stream flow chart below.

**Incident Work stream Flowchart**



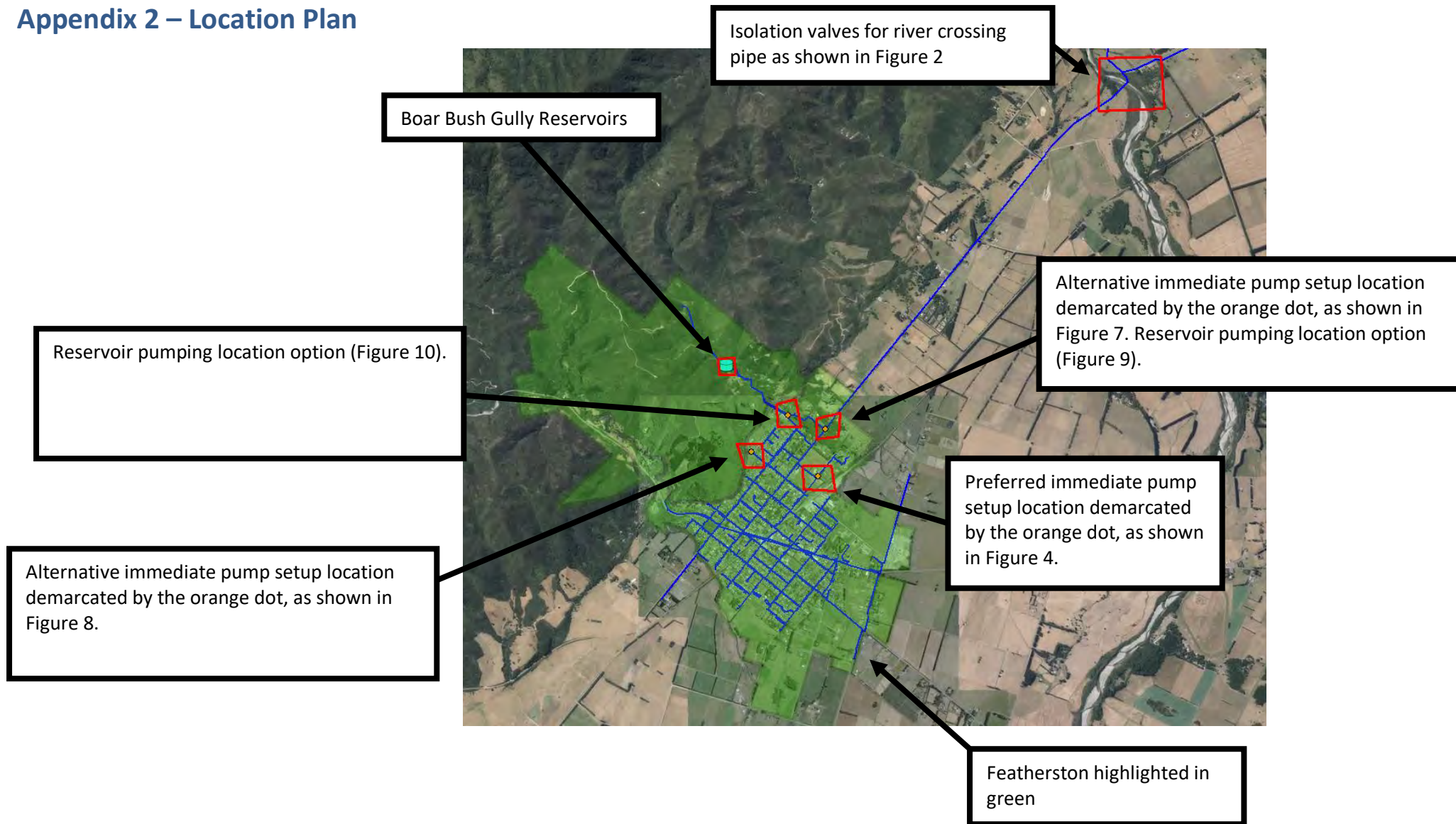


Below is a step-by-step guide of the flow chart above.

## Appendix 1 – Operational response summary steps Post Failure

	Remedial Actions
Primary Response:	<ol style="list-style-type: none"> <li>1. Operational first responder (WWL COG) <b>(Brandon Dittmer)</b> <ol style="list-style-type: none"> <li>i. Attend the site within 2 hours to provide a situation report/awareness.</li> <li>b. Operational first responder (WWL COG) <b>(Brandon Dittmer)</b> to call:                     <ol style="list-style-type: none"> <li>i. Emergency Response Manager <b>(John Baines)</b></li> </ol> </li> </ol> </li> <li>2. Emergency Response Manager calls:             <ol style="list-style-type: none"> <li>a. Water Carting representative</li> <li>b. Operations crew representative to isolate pipeline</li> <li>c. Comms representative <b>(Samantha McCluskey)</b> <ol style="list-style-type: none"> <li>i. Implement Comms plan: WWL Communications would begin with stakeholder's which will be ongoing via the WWL Communications team</li> </ol> </li> <li>d. The WWL COG team will manage work streams relating to repairs, communications, environmental management, and other supporting activities:                     <ol style="list-style-type: none"> <li>i. Appropriate repair will be selected and approved by the WWL COG and Wider Project team</li> <li>ii. Site Specific Health and Safety, Quality, and Environmental considerations are to be documented.</li> <li>iii. Repair to be completed. Any required resources to be mobilised to site.</li> <li>iv. Reinstatement and cleaning crews to be mobilised.</li> </ol> </li> <li>e. Comms <b>(Samantha McCluskey)</b> <ol style="list-style-type: none"> <li>i. Communications to be completed with affected parties.</li> </ol> </li> </ol> </li> </ol>

## Appendix 2 – Location Plan



## **Appendix 2 - Risk Assessment of Options**

Safety in Design H&S Risk Assessment

Administration

Project Name	Tauherenikau River Crossing - Repair 21/22
Project No. (if applicable)	OPC101202

Safety in Design Process Decisions

Opex: Technical Input Required? (Step III)	Yes
Design Meeting Required? (Step V)	
Record decision reasoning for Step V:	
More Detailed Assessment (e.g. Hazop) Required? (Step VIII)	
Record decision reasoning for Step VIII :	

Assessment Date	12/01/2021	Asset Type	Water - Pipe	Location / Site Name	Tauherenikau River,
Designer	Ruslaan Riyaz	SID Process Step	Initial H&S Risk Assessment (Step II)		Bucks Road Featherston

Safety in Design Stakeholders

Name	South Wairarapa District Council (SWDC)	Role	Asset Manager
Name	Ruslaan Riyaz	Role	Operator
Name		Role	Operator
Name		Role	Operator
Name		Role	
Name		Role	
Name		Role	
Name		Role	
Name		Role	
Name		Role	
Name		Role	
Name		Role	
Name		Role	
If additional stakeholders are required, select the row above and insert new row. Record Name and Role as per Safety in Design Process.			



Supporting documentation

Raw risk						Risk management								
Specific Asset Reference (if applicable)	Risk Source (Hazard)	Risk Description	Raw Consequence	Raw Likelihood	Raw Risk Rating	Control Measure	Control Type	Control Description	Control Justification (if not eliminated)	Control Owner	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Owner
SWDC_PWP000018	Pipe coupling	River bed load (rocks, logs etc) coming in contact with damaged coupling resulting in pipe failure at that joint	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	Recommend installation of proprietry repair coupling around the existing coupling to improve durability of the joint (Option 2)	Risk of pipe failure cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
					N/A	Minimise	1. Engineering Control	Recommend encasement of exposed steel pipeline with concrete (Option 3) to protect the pipe and the joint from bed load impact	Risk of pipe failure cannot be eliminated through repair	Operator	Substantial 100	Highly Unlikely 2	High 200	Asset Manager
SWDC_PWP000018	Bed scour beneath the pipeline	Scouring of pipe bedding resulting in failure of pipeline due to lack of foundational support	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	Recommend re-filling the existing void beneath the pipeline with rock from river beach (Option 2). Recommend monitoring the scour hole monthly or after every major flood event and add additional rocks if required to support the pipeline	Risk of pipe failure cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
					N/A	Minimise	1. Engineering Control	Recommend placement of Class C rip rap apron downstream of the pipe crossing to dissipate the energy causing bed scour (Option 3)	Risk of pipe failure cannot be eliminated through repair	Operator	Substantial 100	Highly Unlikely 2	High 200	Asset Manager
	Natural Events	Natural events such as floods and earthquake resulting in pipe failure in the river	Substantial 100	Unlikely 3	High 300	Minimise		No controls proposed for unforeseen natural events - Wellington Water to continue monitoring pressure in the pipeline to detect failure as early as possible and execute emergency response plan/contingency plan if required	An earthquake event is impossible to predict or control.	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
SWDC_PWP000018	Tauherenikau river pollution	Release of chlorinated water in high volumes (but low concentrations) and debris polluting the river as a result of pipeline failure	Moderate 40	Possible 4	Moderate 160	Minimise		No controls for this unforeseen event - Wellington Water to continue monitoring pressure in the pipeline to detect and isolate the failure as early as possible to minimise the discharge of chlorinated water into the river.	Risk of pipe failure cannot be contolled unless remedial words are undertaken	Operator	Moderate 40	Possible 4	Moderate 160	Asset Manager
SWDC_PWP000018	Contamination of water supply	Cross contamination from untreated river water entering through the damaged coupling incase of a sudden pressure drop (surge, pipe failure elsewhere etc.), contaminating Featherston's water supply	Substantial 100	Unlikely 3	High 300	Minimise	1. Engineering Control	Minimise point of entry for river water to enter pipeline. Repairing the coupling as per Option 2 will minimise this risk.  Also recommend servicing/replacing the pressure control valve on the inlet to Boar Bush reservoir as it appears to be causing negative pressure surge at the en dof the tank filling cycle.	Risk of pipe failure cannot be contolled unless remedial words are undertaken	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
SWDC_PWP000018	Contamination of water supply	Cross contamination from untreated river water entering the pipeline due to loss of internal pressure during the repair works.	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	Proposed solutions recommend repair fittings that can be installed in live/pressurised conditions to prevent river water ingress	Risk of pipe failure cannot be contolled unless remedial words are undertaken	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
SWDC_PWP000018	Loss of water supply	Pipeline failure goes undetected as a result of the failed magflow at Waiohine WTP resulting in depletion of water in Boar Bush reservoir. No water supply to Featherston for both drinking and sanitation purposes affecting public health	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	A data logger has been installed on a hydrant outside 32 Boar Bush Gully Road to detect any sudden and unusual drop in pressure on this line. The logger is set to trigger an alarm at 2 low setpoints to allow time for WWL operator to respond	Risk of pipe failure going undetected cannot be eliminated through this control	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager

Specific Asset Reference (if applicable)	Risk Source (Hazard)	Risk Description	Raw Consequence	Raw Likelihood	Raw Risk Rating	Control Measure	Control Type	Control Description	Control Justification (if not eliminated)	Control Owner	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Owner
SWDC_PWP000018	Loss of water supply	Pipeline failure unable to be repaired in limited timeframe (4 hours) resulting in depletion of water in Boar Bush reservoir. No water supply to Featherston for both drinking and sanitation purposes affecting public health	Substantial 100	Possible 4	Extreme 400	Minimise	2. Administration Control	To minimise public health risk, Wellington Water will execute the emergency response plan if repair is unable to be completed within limited timeframe. The response plan involves supplying water to Featherston using water tankers and mobile pumps (Refer to Mott MacDonald Report)	Risk of pipeline failure causing depletion of reservoir cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
SWDC_PWP000018	Loss of water supply to critical customers	Pipeline failure resulting in depletion of water in Boar Bush reservoir. No water supply to Featherston's critical customers such as schools, medical centre, fire service and business that rely on water to operate safely	Substantial 100	Possible 4	Extreme 400	Minimise	2. Administration Control	WWL and SWDC will ask all schools in Featherston to shut down in such an event (as per Comms Plan).  Medical Centres and fire service will be provided with dedicated water tankers to prevent disruption to these service	Risk of pipeline failure causing depletion of reservoir cannot be eliminated through repair	Operator	Substantial 100	Highly Unlikely 2	High 200	Asset Manager
SWDC_PWP000018	Loss of water supply to critical customers	Pipeline failure resulting in depletion of water in Boar Bush reservoir. No water supply to any home dialysis patients in Featherston affecting the patient's treatment regime.	Substantial 100	Possible 4	Extreme 400	Minimise	2. Administration Control	At the time of undertaking this assessment, no home dialysis patients are known to reside in Featherston. However this could change anytime.  In th event of a pipeline failure, Wellington Water as part of its emergency response plan will contact the district health board to either relocate any home dialysis patients into care or provide bottled water to the patient for treatment.	Risk of pipeline failure causing depletion of reservoir cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
SWDC_PW009719	Water quality	Disturbance of sediment due to depletion of water from Boar Bush reservoir, increasing turbidity of drinking water in the network	Major 70	Possible 4	High 280	Minimise	1. Engineering Control	Recommend setting up water tankers in Featherston for drinking water collection within 1-2 hours and isolate the reservoir before it depletes significantly	Disturbance of sediments cannot be eliminated due to significant drop in pressure in the network expected in this event.	Operator	Major 70	Unlikely 3	High 210	Asset Manager
					N/A	Minimise	2. Administration Control	Recommend engaging with the local community to spread awareness of the event and request to conserve water to maximise the sotrage in the reservoir.  Wellington Water are actively working on reducing the network leakage rates to minimise unproductive loss of water form the network in such an event.	Disturbance of sediments cannot be eliminated due to signifcant drop in pressure in the network expected in this event.	Operator	Major 70	Unlikely 3	High 210	Asset Manager
	Contamination of water supply	Loss of system pressure downstream of the reservoir resulting in cross contamination of water network from foreign matter entering pipelines (groundwater, water pipes below leaking sewers etc.). Contamination of water supply would result in the spread of widespread illness	Substantial 100	Possible 4	Extreme 400	Minimise	2. Administration Control	Recommend maximising water storage in the reservoir and system pressure by reducing demand through community awareness.  Failing above, recommend advising the community not to drink tap water and instead collect water from water tankers. A boil water notice wil be required to be issued to minimise public health risk	Loss of system pressure cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Asset Manager
Construction Risks														
	Water - Being In, Near, Or On Tauherenikau river	Drowning	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend not entering river following a storm event.  Recommend restricting river access to only those that are required to enter  Recommend not entering or traversing water of unknown depth  Recommend designating a specific walkway through the riverbed to access the repair site and making safe by removing tripping hazards ( guide rope across river) Recommend defining personnel no-go zones – i.e. areas that are deeper  Recommend working team of minimum 2 people when working around or on water.	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Major 70	Highly Unlikely 2	Moderate 140	Contractor

Specific Asset Reference (if applicable)	Risk Source (Hazard)	Risk Description	Raw Consequence	Raw Likelihood	Raw Risk Rating	Control Measure	Control Type	Control Description	Control Justification (if not eliminated)	Control Owner	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Owner
	Water - Being In, Near, Or On Tauherenikau river	Strong river current can make individuals lose footing and be swept away resulting in severe injury	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend not entering river following a storm event.  Recommend restricting river access to only those that are required to enter  Recommend workign team of minimum 2 people when working around or on water.  Recommend wearing gum boots with good grip	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Major 70	Highly Unlikely 2	Moderate 140	Contractor
	Water - Being In, Near, Or On Tauherenikau river	Driving machinery in running water or leaving it unattended resulting in loss of machinery in flowing water	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend not drivng plant in deep waters.  Recommend minimising the number of times machinery crosses the river  Recommend removing all plant and equipment form the river bed and banks at the end of each shift. This is likely to be a consent condition	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Major 70	Highly Unlikely 2	Moderate 140	Contractor
	Water - Being In, Near, Or On Tauherenikau river	Contact with contaminated river water	Moderate 40	Unlikely 3	Moderate 120	Minimise	3. PPE	For the Contractor undertaking the works -  Recommend wearing water resistant clothing (waders or similar) to minimise skin contact with water.	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Slips/Trips/Falls	Uneven terrain and slippery surfaces in running water could result in injuries due to falls	Moderate 40	Unlikely 3	Moderate 120	Minimise	3. PPE	For the Contractor undertaking the works -  Recommend wearing good grip footwear  Recommend designating a specific walkway through the riverbed to access the repair site and making safe by removing tripping hazards ( guide rope across river)	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Tauherenikau river pollution	Fuel spillage from machinery/plant polluting river	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend refuelling of machinery atleast 10m away from the channel as per the PNRP,2019  Recommend undertaking daily pre-start checks and report any fuel leakages in plants to site supervisor so that it can be replaced.	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Tauherenikau river pollution	Dewatering chlorinated water impacting river habitat	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend reducing the level of residual chlorine when dewatering the pipeline using sodium thiosulphate solution mixed on site	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Tauherenikau river	Sediment disturbance from driving machinery in running water	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend minimising the number of times machinery crosses the river	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor



Specific Asset Reference (if applicable)	Risk Source (Hazard)	Risk Description	Raw Consequence	Raw Likelihood	Raw Risk Rating	Control Measure	Control Type	Control Description	Control Justification (if not eliminated)	Control Owner	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Owner
	River diversion	Failure of river diversion caused due to scouring from river flow resulting in water to enter dry work site	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	For the Contractor undertaking the works -  Works are recommended to be undertaken in the summer period i.e., between December – March, to reduce the risk of exceeding the capacity of the temporary diversion. Monitoring the weather forecast for suitable conditions is also recommended prior to establishing on site	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
					N/A	Minimise	1. Engineering Control	For the Contractor undertaking the works -  In shallow water depths, lining the waterside face of the bund with geotextile is recommended to prevent washout	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	River diversion - Scouring of banks	Reduction in channel width causing increase in river flow velocity and scour of banks along the length of the diversion	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommended that reasonable steps are taken to protect the vegetation along the riverbank during the works i.e., not destroy or traverse machinery other than designated areas.  Works are recommended to be undertaken in stages such that the temporary diversion isolates no more than 50% of the overall channel width to carry moderate flows as the original channel.	Works in the river cannot be eliminated at this stage due to the location of the fault on the piepline.  Futher long term design development is recommended to consider solution that eliminates work within the Tauherenikau river channel	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Vehicles And Mobile Equipment	Vehicle or plant on site collides with worker(s) - particularly on unstable terrain causing serious injury or death	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend using spotters to be used whenever plant or vehicles are in use.	Risk cannot be eliminated through repair	Contractor	Major 70	Highly Unlikely 2	Moderate 140	Contractor
	Manual Handling Or Body Stress	Injury from manual handling of materials	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend using plant for moving materials and equipment where possible and 2 person lift where required	Risk cannot be eliminated through repair	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Tools And Equipment (Powered Or Hand)	Injury from incorrect use of tools and equipment	Moderate 40	Possible 4	Moderate 160	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend that tools and equipment are only used by appropriately trained staff and as per the manufacturer's instruction. Recommend checking that tools and equipment have been maintained and serviced regularly	Risk cannot be eliminated through repair	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Working Remotely Or Isolated	Site is located in a remote location with no cellphone coverage impacting an individual's ability to readily seek help if injury, illness, violence or another emergency occurs while at work	Major 70	Unlikely 3	High 210	Minimise	2. Administration Control	Recommend use of radio communication devices  Recommend working team of minimum 2 people.	Risk cannot be eliminated through repair	Operator	Major 70	Highly Unlikely 2	Moderate 140	Operator
						Minimise				Contractor	Major 70	Highly Unlikely 2	Moderate 140	Contractor
	Pipe damage	Accidental damage to the pipeline during repair works	Substantial 100	Unlikely 3	High 300	Minimise	2. Administration Control	For the Contractor undertaking the works -  Recommend not operating heavy machinery near the pipeline, hand dig if deemed practical to minimise any impacts on the pipeline.	Risk cannot be eliminated through repair	Maintainer	Substantial 100	Highly Unlikely 2	High 200	Contractor
Option 2 - Coupling repair - Risks specific to option														
	Repair fitting size	Repair fitting does not fit around existng pipe coupling resulting in network shutdown to remove the damaged coupling.  Loss of pressure as a result of shutdown could draw contaminants into the pipeline and depletion of Boar Bush reservoir if not completed within limited timeframe (4 hours)	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	The outside diameter of the coupling and pipeline have been measured on site with callipers.  The repair solution proposes some modifications to the existing coupling to fit within the repair fitting.	Risk cannot be eliminated through repair	Operator	Substantial 100	Unlikely 3	High 300	Contractor



Specific Asset Reference (if applicable)	Risk Source (Hazard)	Risk Description	Raw Consequence	Raw Likelihood	Raw Risk Rating	Control Measure	Control Type	Control Description	Control Justification (if not eliminated)	Control Owner	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Owner
	Pipe misalignment	Movement of pipeline while exposing the coupling for repair causing failure of pipeline	Substantial 100	Unlikely 3	High 300	Minimise	1. Engineering Control	The repair solution proposes a temporary pipe support system to minimise the likelihood of movement during the repair works	Risk cannot be eliminated through repair	Operator	Substantial 100	Highly Unlikely 2	High 200	Contractor
Option 3 - Coupling repair and pipe protection - Risks specific to option														
	Concrete spill	Concrete spill polluting the river	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Adminstration Control	For the Contractor undertaking the works -  Recommend pouring concrete on a day with no rain forecast to minimise washout risks  Recommend maintaining some clearance (1-2) from edge of temporary cofferdam and edge of concrete pour to minimise the risk of spilling concrete over the diversion	Risk cannot be eliminated through repair	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
	Resource consent	Breach of any consent condition resulting in infringements and negative impact on relationship with GWRC	Moderate 40	Unlikely 3	Moderate 120	Minimise	2. Adminstration Control	For the Contractor undertaking the works -  Recommend that site supervisor monitors compliance with consent conditions and notify any breaches in a timely fashion.	Risk cannot be eliminated through repair	Contractor	Moderate 40	Highly Unlikely 2	Moderate 80	Contractor
Option 4 - Pipe replacement (To be developed further based on design solution)														
	Contamination of water supply	Loss of pressure as a result of shutdown to connect new pipeline resulting in ingress of contaminants in the pipeline	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	Recommend live / hot tapping solutions to connect new pipeline to existing.	Risk cannot be eliminated unless hot tapping solutions are considered to be pratical and cost effective	Designer	Substantial 100	Unlikely 3	High 300	Asset Manager
	Limited timeframe to connect new pipeline to existing	Depletion of Boar Bush reservoir if cut in not completed within limited timeframe (4 hours)	Substantial 100	Possible 4	Extreme 400	Minimise	1. Engineering Control	Recommend live / hot tapping solutions to connect new pipeline to existing.	Risk cannot be eliminated unless hot tapping solutions are considered to be pratical and cost effective	Designer	Substantial 100	Unlikely 3	High 300	Asset Manager
Emergency response plan														
	Water tankers	Inadequate disinfection of water tankers prior to establishment resulting in widespred illness within the community using the water tanker	Substantial 100	Unlikely 3	High 300	Minimise	2. Adminstration Control	Recommend that Wellington Water use water tanker supplier that is listed as an approved water carrier by Taumata Arowai.  This will provide confidence that the supplier will have adequate systems in place to ensure that the tankers disinfected prior to deploying it to site	Risk cannot be eliminated as water tankers are th eonly way to supply the communiy with drinking water in an emergency event	Operator	Substantial 100	Highly Unlikely 2	High 200	Asset Manager
	Traffic Or Pedestrian Movement		Major 70	Unlikely 3	High 210								N/A	
	Noise	Operation of emergency pump station within residential areas	Minimal 1	Unlikely 3	Low 3	Minimise	1. Engineering Control	The pump unit have been housed within a shed structure to dilute the noise generated from its operation. Noise from diesel generator may be unavoidable.  Recommend use of noise shields. For Contractor undertaking the works, hearing protection is recommended to be worn as required.	Noise is unavoidable, however exposure can be managed safely through application of administration controls and the use of appropriate PPE.	Operator	Minimal 1	Highly Unlikely 2	Low 2	Contractor
	Communications	Boil Water notice not advertised adequately causing multiple illness within community	Substantial 100	Unlikely 3	High 300	Minimise	2. Adminstration Control	Recommend use of large VMS board on SH2 (Fitzzherbert St) and other main streets of Featherston to advertise the boil water notice	Risk is unavoidable and can only be managed with effective communication and engagement with the public	Operator	Substantial 100	Highly Unlikely 2	High 200	Operator
	Level of service	Emergency response plan is unable to meet minimum level of service for pressure and water quality resulting in negative publc image	Moderate 40	Possible 4	Moderate 160	Minimise	2. Adminstration Control	Recommend engaging with the local community to spread knowledge and reiterate the unforeseen nature of the event.	Risk is unavoidable and can only be managed with effective communication and engagement with the public	Operator	Moderate 40	Unlikely 3	Moderate 120	Operator
	Loss of business	Loss of income for businesses that rely on water supply resulting in financial claims	Major 70	Possible 4	High 280	Minimise	2. Adminstration Control	The emergency response plan caters for businesses that rely on water should the emergency repair take more than a week to implement.	Risk is unavoidable and can only be managed with effective communication and stakeholder management.	Operator	Major 70	Unlikely 3	High 210	Operator
	Media	Negative publicity from loss of water supply to Featherston or widespred community illness caused as a result of this event	Major 70	Possible 4	High 280	Minimise		No specific controls recommended other than to maintain trasparency with the media	Risk is unavoidable	Asset Manager	Major 70	Highly Unlikely 2	Moderate 140	Asset Manager

Reference: HSL-S26-1

[illegible]

## **Appendix 3 – Communications Plan (Draft)**

# Tauherenikau River Pipe Crossing Failure

Last updated: 22 Dec 2021

Communications Lead: Vanessa Macfarlane

Project Lead: Tim Harty

## Background

The pipeline that supplies drinking water to Featherston is leaking on the section that crosses the Tauherenikau river.

Featherston's water network is supplied by a transmission pipe from the Waiohine Water Treatment Plant. Where the pipeline crosses the Tauherenikau river, the section of pipe that is exposed is approximately 23m long. Of the exposed section, around 15m of pipe is concrete encased and the remaining 8m is made up of steel pipe. A break in a coupler on the exposed section was identified on 03 December 2021.

The leak only became visible when the river level was low. The area of the pipe around the leak suggests this may have been leaking undetected for some time and not visible due to river levels. However further inspection of the pipe is needed in order to undertake a full assessment of the leak and the work needed. This cannot be completed until river levels are low enough, which may take some time given the high volume of rain experience across the region through December.

The Featherston network serves a population of approximately 2,500 people with 36 kilometres of watermain. The network serves residential, commercial, industrial, and community users.

The three main water sources for Featherston are:

- Waiohine River – current
- Taits Creek Intake Weir – emergency supply only
- Bore Bush Gully Catchment – not in commission

In the event of pipeline failure across the Tauherenikau River, Featherston supply will be cut off completely. Supply to Greytown and Martinborough will not be impacted as they are supplied by separate pipelines.

When Wellington Water notified Council earlier this year of the section of exposed pipe that crosses the river, the risk of pipe failure was categorised as low. As a result of this categorisation, weekly monitoring of this section of pipe has been conducted. Monitoring has been elevated to daily since the broken coupler was identified.

An automated pressure alarm has been installed on the pipe downstream of the leak to monitor the pressure in the pipe. If the pressure drops too low this will trigger the alarm to our on call staff in the area as it could indicate that the leak has worsened or failed completely.

A contingency plan for this scenario has been refined and a repair plan is being created. A long-term upgrade solution will remain in draft until Wellington Water is directed by South Wairarapa District Council to progress a plan.

### High community impact

As the Waiohine River is currently the only source of drinking water for Featherston, a critical break in the pipe or a temporary suspension of services while the coupler is repaired will have significant impact on the

community. That paired with the holiday season, will mean that any work on the pipe during Dec/Jan will mean extra consideration needs to be given to our communications and engagement throughout this project.

Water will have to be brought into town with tanker trucks and pumped into tanks at various locations from where it will be pumped into the reticulation system. This water will be classed as non-drinkable and residents and business will have to fill up their own water containers at the tanks and greatly reduce their water use.

## Scenarios

Given the difficulty around access to the pipe while river levels are high, the project team has identified three scenarios that they are planning for and working through:

1. Assessment and planning (our current scenario)
2. Emergency repair and implementation of contingency plan (only if needed)
3. Planned pipe repair (ideal scenario, which would take place after Christmas to avoid as much disruption to the community as much as possible)

Each scenario needs a targeted and tailored approach to communications. We are currently at scenario one. Any change in scenario would require a change in approach, which are outlined below.

### Scenario 1 – Assessment and planning

**In this scenario, we are still unable to access the pipe for a full inspection, but we have installed a pressure drop alarm to help us monitor the situation and be alerted if the leak worsens.** The pipe remains intact, but full contingency and repair planning is underway, so we are prepared if the condition of the pipe worsens and we need to undertake emergency repair.

In scenario 1, we ensure that we have all the resources lined up, confirmed that our contingency plan can be activated at short notice and are keeping SWDC and iwi well informed of our actions and allow them to make informed decisions about next steps.

We are currently in scenario 1 as of Thursday, 27 January 2022.

#### Communications objectives:

- Ensure South Wairarapa District Council are well informed of the contingency and repair plans.
- Ensure Iwi partners are well informed of the contingency and repair plans.
- Ensure we are able to get access onto necessary properties to undertake the work.
- Understand the needs and level of resilience among certain landowners that may have a high reliance on the water supply e.g. farmers.
- Provide confidence in our procedures.

#### Audiences and channels

In scenario 1 there isn't a need to be proactively communicating with the wider community as there is no immediate action we need from the community. Instead, we will be engaging with those on a need-to-know basis.

Audience	What do we want them to know / do / understand	Channels to reach them
SWDC – officers and councillors	<ul style="list-style-type: none"> <li>Wellington Water has a contingency plan and repair plan</li> <li>The pipe is being monitored daily</li> <li>A pressure-drop alarm has been installed</li> </ul>	<ul style="list-style-type: none"> <li>Weekly email updates</li> <li>Councillors' webinar in Dec</li> <li>Meeting with Comms team</li> </ul>
Iwi	<ul style="list-style-type: none"> <li>Wellington Water has a contingency plan and a repair plan</li> <li>The pipe is being monitored daily</li> <li>A pressure-drop alarm has been installed</li> <li>We will work with you in our planning to ensure that we are taking all the appropriate steps</li> </ul>	<ul style="list-style-type: none"> <li>Weekly calls to update iwi</li> </ul>
Key property owners where we need access to their property to check the pipe/undertake work	<ul style="list-style-type: none"> <li>The pipe has a small leak, and we need access to their property to undertake repair work</li> </ul>	<ul style="list-style-type: none"> <li>Face-to-face engagement / door knocking</li> </ul>
GW	<ul style="list-style-type: none"> <li>We will continue to talk to you as we undertake our planning.</li> <li>If we need to undertake an emergency repair we will let you know and work with you.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates via operational team</li> </ul>
Farmers or other landowners who have a higher reliance on water	<ul style="list-style-type: none"> <li>The pipe has a leak, and we are assessing their needs and what resilience measures they have in place should supply fail</li> </ul>	<ul style="list-style-type: none"> <li>Face-to-face engagement / door knocking</li> </ul>

### Key messages

We will use the below key messages during scenario 1:

- We are unable to access the pipe for a full inspection, but we have installed a pressure drop alarm to help us monitor the situation and be alerted if the leak worsens.
- The pipe is holding up, but full contingency and repair planning is underway, so we are prepared if the condition of the pipe worsens, and we need to undertake emergency repair.
- We need approval from SWDC before we can activate the contingency plan or undertake any repair work.

## Scenario 2: Emergency repair and implementation of contingency plan

In this scenario, the leak on the pipe has worsened before we are able to repair it, the pipe fails, and we have five hours of storage before water supply to Featherston is cut off.

Scenario 2 means we will be activating our contingency plan, either in full or part (depending on the scale of failure) and undertaking an emergency repair of the pipe. Tankered water would be supplied by Wellington Water and made available to residents while the repair was underway.

We will be in emergency response mode. We will work closely with South Wairarapa District Council to communicate to the community to let people know the water supply is cut off and work is being done immediately to repair the pipe and restore normal services.

Wellington Water would send two fully vaccinated, with valid Vaccine Passes, members of the comms team to Featherston to provide on- the-ground communications and engagement support.

We would make use of all the channels at our disposal to get the word out there as quickly as possible. This would include signage in public areas, engagement with businesses, door knocking, community meetings, media briefings and engagement, social and digital channels, and paid advertising. We would consult with the South Wairarapa District Council General Manager Communications & Engagement as we undertake these communications and rely on the team's local knowledge and understanding on what communication channels work best.

### Communications objectives:

- Ensure community know that water supply to Featherston only is off and why.
- Give clear guidance on what they need to do to access tanked water that will be supplied by Wellington Water.
- Support the community to manage their water use.
- Give the community confidence that we are working urgently to repair the pipe.
- Manage mis and disinformation.
- Provide confidence in our procedures.

### Audiences and channels

Audience	What do we want them to know / do / understand	Channels to reach them
SWDC – officers and councillors	<ul style="list-style-type: none"><li>• The pipe has failed. We need to activate our contingency plan and undertake an emergency repair.</li><li>• Our crews have supplied tank water to residents and have set up water stations at central locations in Featherston.</li><li>• We will work with the council to deliver water to</li></ul>	<ul style="list-style-type: none"><li>• Regular updates (calls or emails) throughout the day on how the repair work is going.</li><li>• Early heads up on any issues so the council can make well informed decisions.</li></ul>



	<p>those who are unable to visit the water stations or need extra support.</p> <ul style="list-style-type: none"> <li>• Our crews are working to urgently repair the leak so we can get the water supply back to Featherston as soon as possible.</li> </ul>	
Iwi	<ul style="list-style-type: none"> <li>• The pipe has failed. We need to activate our contingency plan and undertake an emergency repair.</li> <li>• Our crews have supplied tank water to residents and have set up water stations at central locations in Featherston.</li> <li>• We will work with the council to deliver water to those who are unable to visit the water stations or need extra support.</li> <li>• Our crews are working to urgently repair the leak so we can get the water supply back to Featherston as soon as possible.</li> <li>• We are focused on minimising impact on the river environment, whilst ensuring the repair is completed as quickly and as safely as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly calls on how the repair work is going.</li> <li>• Early heads up on any issues so iwi can help us make well informed decisions.</li> </ul>
GW	<ul style="list-style-type: none"> <li>• We will continue to talk to you as we undertake our planning.</li> <li>• If we need to undertake an emergency repair, we will let you know and work with you.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular updates via operational team</li> </ul>
Residents	<ul style="list-style-type: none"> <li>• The pipe has failed. We need to activate our contingency plan and undertake an emergency repair.</li> <li>• Our crews have supplied tanked drinking water to residents and have set up</li> </ul>	<ul style="list-style-type: none"> <li>• Media</li> <li>• Signage in public areas</li> <li>• Social media and digital</li> <li>• Face-to-face / door knocking</li> <li>• Community meetings</li> <li>• Advertising (radio, print and social)</li> </ul>

	<p>water stations at central locations in Featherston.</p> <ul style="list-style-type: none"> <li>• We will work with the council to deliver drinking water to those who are unable to visit the water stations or need extra support.</li> <li>• Our crews are working to urgently repair the leak so we can get the water supply back to Featherston as soon as possible.</li> </ul>	
Businesses	<ul style="list-style-type: none"> <li>• The pipe has failed. We need to activate our contingency plan and undertake an emergency repair.</li> <li>• Our crews have supplied tank water to residents and have set up water stations at central locations in Featherston.</li> <li>• Let us know if you have a water tank at your business and we can work with you to fill this up.</li> <li>• Our crews are working to urgently repair the leak so we can get the water supply back to Featherston as soon as possible.</li> <li>• Should the leak not be repairable in a set time, targeted water supply points can be installed so businesses can operate</li> </ul>	<ul style="list-style-type: none"> <li>• Media</li> <li>• Signage in public areas</li> <li>• Social media and digital</li> <li>• Face-to-face / door knocking</li> <li>• Community meetings</li> <li>• Advertising (radio, print and social)</li> </ul>
Other public agencies and services	<ul style="list-style-type: none"> <li>• The pipe has failed. We need to activate our contingency plan and undertake an emergency repair.</li> <li>• Our crews are working to urgently repair the leak so we can get the water supply back to Featherston as soon as possible.</li> <li>• While this work is underway, we can still supply you water. Just let us know what your needs</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	are and we can work to support.	
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## Key messages

*Messages to use if the repair can be completed within a few hours:*

- Wellington Water is urgently responding to a damaged pipe in Tauherenikau River that provides Featherston with drinking water. Water supply to Featherston is cut off and water tanks are bringing supplies to the town while workers fix the damaged pipe and restore services.
- The water will be back on as soon as possible, until then, please fill up containers with water from one of our tankers at XXX. Water tankers are available between the hours of XXX and XXX. Each household should fill up XXX per person per day.
- Avoid running your dishwasher, washing machine, or any appliances that use water. It is best not to use water from your hot water cylinder either as the cylinder may get damaged if the water level gets too low. Do not flush your toilet, use XXX.
- We understand that this has caused significant disruption and we'd like to thank everyone for their continued patience as we work to urgently repair the pipeline.

*Once repair has been completed:*

- Wellington Water and South Wairarapa District Council would like to thank the community of Featherston for their patience and understanding while we worked to restore water to the town.
- We have now successfully repaired the pipe by replacing XXXXX.
- The water supply is now turned back on. We recommend turning on your cold tap slowly and let it run for a few minutes to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this will not affect the taste and should clear quickly.

*Messages to use if the repair will take a few days, week or more:*

- Wellington Water is urgently responding to a damaged pipe in Tauherenikau River that provides Featherston with drinking water. Water supply to Featherston is cut off and water tanks are bringing supplies to the town while workers fix the damaged pipe and restore services.
- The water will be back on as soon as possible, until then we will be supplying you water from Greytown. This involves trucking water from Greytown and pumping it through to the mains. During this time, there will be increased traffic on SH2 between Greytown and Featherston.
- The water from Greytown can be used for showers, dishes and flushing the toilet but it is not safe to drink unless you boil it for 1 minute.
- Please keep your water use to a minimum if possible.
- We understand that this has caused significant disruption and we'd like to thank everyone for their continued patience as we work to urgently repair the pipeline.

*Once repair has been completed:*

- Wellington Water and South Wairarapa District Council would like to thank the community of Featherston for their patience and understanding while we worked to restore water to the town.
- We have now successfully repaired the pipe by replacing XXXXX.
- The water supply is now turned back on. We recommend turning on your cold tap slowly and let it run for a few minutes to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this will not affect the taste and should clear quickly.

### Scenario 3: Planned pipe repair

In this scenario, the pipe has held up during the Christmas and New Year period and are undertaking a planned repair on the pipe in early/mid Jan 2022. During this scenario will be proactively communicating with the community ahead of time to inform them the water supply will be cut off temporarily and clearly outline how they will access water while we undertake this important work.

#### Communications objectives:

- Ensure community know that water supply to Featherston only is off and why.
- Give clear guidance on what they need to do to access tanked water that will be supplied by Wellington Water.
- Support the community to manage their water use.
- Manage mis and disinformation.
- Provide confidence in our procedures.

#### Audiences and channels

Audience	What do we want them to know / do / understand	Channels to reach them
SWDC – officers and councillors	<ul style="list-style-type: none"><li>• We are undertaking planned repair work on the pipe.</li><li>• During this time, we will need to turn off the water supply and provide drinking water to community as per our contingency plan.</li><li>• We will be communicating and engaging with community through this whole process so they are clear on what they need to do.</li><li>• We will continue to keep you updated.</li></ul>	<ul style="list-style-type: none"><li>• Regular updates (calls or emails) on how the repair work is going.</li><li>• Early heads up on any issues so the council can make well informed decisions.</li></ul>
Iwi	<ul style="list-style-type: none"><li>• We have engaged with you throughout the planning of our repair work.</li><li>• We will work with you as we undertake this repair work and ensure all appropriate steps are taken.</li><li>• We are focused on minimising impact on the river environment, whilst ensuring the repair is</li></ul>	<ul style="list-style-type: none"><li>• Weekly calls on how the repair work is going.</li><li>• Early heads up on any issues so iwi can help feed into our decision making.</li></ul>

	completed as quickly and as safely as possible.	
GW	<ul style="list-style-type: none"> <li>We will continue to talk to you as we undertake our repair work.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates via operational team</li> </ul>
Residents	<ul style="list-style-type: none"> <li>We are undertaking some repair work on the main drinking water pipe that supply's Featherston.</li> <li>While we are completing this work, water supply will be cut off but we will be supplying drinking water through tankers in central locations.</li> <li>We are working as quickly as possible to complete this work.</li> <li>We will continue to keep you updated on our progress.</li> </ul>	<ul style="list-style-type: none"> <li>Media</li> <li>Signage in public areas</li> <li>Social media and digital</li> <li>Face-to-face / door knocking</li> <li>Advertising (radio, print and social)</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>We are undertaking some repair work on the main drinking water pipe that supply's Featherston.</li> <li>While we are completing this work, water supply will be cut off but let us know your water needs and we can work with you to continue to provide you with water as much as possible.</li> <li>We are working as quickly as possible to complete this work.</li> <li>We will continue to keep you updated on our progress.</li> </ul>	<ul style="list-style-type: none"> <li>Media</li> <li>Signage in public areas</li> <li>Social media and digital</li> <li>Face-to-face / door knocking</li> <li>Advertising (radio, print and social)</li> </ul>
Social Service Providers	<ul style="list-style-type: none"> <li>We are undertaking some repair work on the main drinking water pipe that supply's Featherston.</li> <li>While we are completing this work, water supply will be cut off but let us know your water needs and we can work with you to continue to provide you with water as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Media</li> <li>Signage in public areas</li> <li>Social media and digital</li> <li>Face-to-face / door knocking</li> <li>Advertising (radio, print and social)</li> </ul>

	<ul style="list-style-type: none"> <li>• We are working as quickly as possible to complete this work.</li> <li>• We will continue to keep you updated on our progress.</li> </ul>	
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## Key messages

*Messages to use if the repair can be completed within a few hours:*

- Wellington Water is undertaking repair work on the pipe in Tauwherenikau River that provides Featherston with drinking water. While this work is underway water supply to Featherston is cut off and water tanks are bringing supplies to the town while workers fix the damaged pipe.
- The water will be back on as soon as possible, until then, please fill up containers with water from one of our tankers at XXX. Water tankers are available between the hours of XXX and XXX. Each household should fill up XXX per person per day.
- Avoid running your dishwasher, washing machine, or any appliances that use water. It is best not to use water from your hot water cylinder either as the cylinder may get damaged if the water level gets too low. Do not flush your toilet.
- We understand that this has caused significant disruption and we'd like to thank everyone for their continued patience as we work to urgently repair the pipeline.

*Once repair has been completed:*

- Wellington Water and South Wairarapa District Council would like to thank the community of Featherston for their patience and understanding while we worked to restore water to the town.
- We have now successfully repaired the pipe by replacing XXXXX.
- The water supply is now turned back on. We recommend turning on your cold tap slowly and let it run for a few minutes to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this will not affect the taste and should clear quickly.

*Messages to use if the repair will take a few days, week or more:*

- Wellington Water is urgently responding to a damaged pipe in Tauherenikau River that provides Featherston with drinking water. Water supply to Featherston is cut off and water tanks are bringing supplies to the town while workers fix the damaged pipe and restore services.
- The water will be back on as soon as possible, until then we will be supplying you water from Greytown. This involves trucking water from Greytown and pumping it through to the mains. During this time, there will be increased traffic on SH2 between Greytown and Featherston.
- The water from Greytown can be used for showers, dishes and flushing the toilet but it is not safe to drink unless you boil it for 1 minute.
- Please keep your water use to a minimum if possible.
- We understand that this has caused significant disruption and we'd like to thank everyone for their continued patience as we work to urgently repair the pipeline.

*Once repair has been completed:*

- Wellington Water and South Wairarapa District Council would like to thank the community of Featherston for their patience and understanding while we worked to restore water to the town.
- We have now successfully repaired the pipe by replacing XXXXX.

- The water supply is now turned back on. We recommend turning on your cold tap slowly and let it run for a few minutes to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this will not affect the taste and should clear quickly.

## Media FAQs

### **Where is the leaking section of pipe?**

The pipeline that supplies drinking water to Featherston is leaking at the section that crosses the Tauherenikau river.

### **Where does the pipe supply water to?**

The pipeline supplies drinking water to Featherston.

### **Why isn't Wellington Water fixing the pipe now?**

We need to complete a full assessment of the pipe before we can begin repair work.

Due to the unusually high volume of rain experienced throughout the region this month, we need to wait until river levels are low enough to carry out the inspection and begin repairs.

### **How will you know if the condition of the pipe gets worse?**

We are monitoring the pipe daily and we've fitted an automated pressure alarm to monitor the pressure in the pipe. If the pressure drops too low, it will trigger the alarm to our on-call staff.

### **What is the current condition of the pipe?**

The pipe is functioning, and we are prepared to carry out emergency repairs if required.

### **How long have you known about this leak?**

Some concrete casing came away from the section of the pipe in March. Following an assessment, the risk of the pipe failing was categorised as low.

We monitored the pipe weekly and drafted a contingency plan.

A leak was found on 3 December, and the pipe has been monitored daily since then.

The contingency plan has been updated, and we are now expecting to begin repair work in late January.

### **When will the pipe be repaired?**

We aim to repair the pipe in late January when the water levels of Tauherenikau river have subsided.

### **Is the drinking water being contaminated?**

No, the pressure prevents anything from entering the pipe.



## Risks and mitigation

Risks	Mitigation
Public expressing concerns/anger about disruption or service/lack of information and transparency	Kept well informed and clear expectations set about the likely impacts. Issues escalated to XXX where appropriate. We monitor all commentary and feedback from the community and respond to their questions in a timely manner.
Local businesses expressing concerns about disruption to services	Kept well informed and clear expectations set about the likely impacts. Issues escalated to XXX where appropriate. We monitor all commentary and feedback from the community and respond to their questions in a timely manner.
Frustrated business/tenants/property owners/general public complain to media	Early engagement with media, businesses and stakeholders ensuring a base of understanding and contact channels are established. We monitor all commentary and feedback from and respond to media questions in a timely manner.
South Wairarapa District Council or Wellington Water's reputation is damaged	Engage with the media early and have clear and authentic information released to our key stakeholders, affected parties and the public.

## Measurement

We will measure the effectiveness of our communications through a variety of mechanisms:

- Commentary and feedback from the community and our stakeholders
- Level of accurate or inaccurate information being shared by the public / community
- Engagement on social media
- Website traffic and click throughs
- Attendance at public meetings
- Media sentiment

If needed, we will adapt our approach according to what our data is telling us.

## Roles and responsibilities

### Communications

What	Who
Letter drops	Wellington Water
Door knocks	Wellington Water
Advertisements	Wellington Water
Social Media	Wellington Water & SWDC
Media enquires/proactive media	Wellington Water
Social Services engagement	SWDC
Water deliveries	SWDC
Community meetings	Wellington Water & SWDC

### Team Leads Wellington Water

What	Who	Contact
Spokesperson	Laurence Edwards	021 306 493
Comms Lead	Vanessa MacFarlane	027 308 4648
Iwi Liaison	Alex Van Paassen	027 232 1677
Community Engagement	Emma Anderson	021 373 984
SWDC Liaison	Gary O'Meara Jeremy McKibbin	027 434 8850 / 021 435 631

### Team Leads SWDC

What	Who	Contact
Spokesperson	Stefan Corbett	027 358 4099
Welfare	TBC	
Comms lead	Sheil Priest	027 252 2863
Community engagement	Sheil Priest TBC	

### Iwi Leaders

What	Who	Contact
Māori Standing Committee	Narida Hooper	021 314 180 mscchair@swdc.govt.nz
Māori Standing Committee	Andrea Rutene	
Rangitāne o Wairarapa	Horipo Rimene	<a href="mailto:horipo@rangitane.iwi.nz">horipo@rangitane.iwi.nz</a> DDI 06 3700608 Mobile 0276919103

### Christmas and New Year on call

During the Christmas and New Year period the following people will be on call for communications.

### Wellington Water Comms Christmas Roster

Date	Type	On call	Ph
24-Dec	Xmas Eve - Fri (office open)	Grace Christison	021 302 259
25-Dec	Xmas Day - Sat	Grace Christison	021 302 259
26-Dec	Boxing Day - Sun	Vanessa MacFarlane	021 302 259
27-Dec	Xmas Day Observed	Vanessa MacFarlane	021 302 259
28-Dec	Boxing Day Observed	Julia Hoffman Wall	021 302 259
29-Dec	Annual Leave	Julia Hoffman Wall	021 302 259
30-Dec	Annual Leave	James Ford	021 302 259
31-Dec	Annual Leave	James Ford	021 302 259
1-Jan	NY Public Holiday - Sat	Emma Anderson	021 302 259
2-Jan	Public Holiday - Sun	Emma Anderson	021 302 259
3-Jan	NY Day Observed	Tayla Gaskin	021 302 259
4-Jan	2nd Jan Observed	Tayla Gaskin	021 302 259
5-Jan	Office reopens		

### South Wairarapa District Council Comms Christmas Roster

Date	Type	On call	Ph
24-Dec	Xmas Eve - Fri (office open to midday)	Catherine	027 248 8402
25-Dec	Xmas Day - Sat	Sheil Priest	027 252 2863
26-Dec	Boxing Day - Sun	Sheil Priest	027 252 2863
27-Dec	Xmas Day Observed	Sheil Priest	027 252 2863
28-Dec	Boxing Day Observed	Sheil Priest	027 252 2863
29-Dec	Annual Leave	Sheil Priest	027 252 2863
30-Dec	Annual Leave	Sheil Priest	027 252 2863
31-Dec	Annual Leave	Sheil Priest	027 252 2863
1-Jan	NY Public Holiday - Sat	Sheil Priest	027 252 2863
2-Jan	Public Holiday - Sun	Sheil Priest	027 252 2863

3-Jan	NY Day Observed	Sheil Priest	027 252 2863
4-Jan	2nd Jan Observed	Sheil Priest	
5-Jan	Office reopens		

**Appendix 2 – Correction to 2nd  
February 2022 Assets and Services  
Committee Report “Tauherenikau  
River Crossing – Pipe Repair”**

Earlier this month we inadvertently provided some inaccurate information to SWDC for the Assets and Services Committee meeting (2 February 2022).

A graph in the Officer's Report showed 80 per cent water loss in October 2021 through leaks in the Featherston network. This figure is inaccurate and should not have been included in our reporting. We are sorry for any confusion and alarm this may have caused.

The figure was the result of a technical issue in October 2021, which affected how we gather and analyse leakage data. Unfortunately, the data error was not picked up while producing the graph and preparing the report.

The other figures in the graph are accurate, and water loss for October was likely at a similar level as November 2021; around 60 per cent.

The report also shows a significant drop in water loss, from around 60 per cent to 40 per cent, following the repair of a 100mm watermain and a leaking connection on Boundary Road, Featherston, in January 2022.

While 40 per cent leakage seems high, it shows a number of small leaks, or even a few larger leaks, can have a significant impact on water loss calculations for a network of Featherston's size. As noted above, just two repairs in January reduced leakage in Featherston by around 20 per cent.

Although these repairs have had a positive impact, water loss in the Featherston network is higher than it should be.

We are committed to continuing to work with SWDC to reduce water loss as much as possible and carry out more investigative work to further improve Featherston's water network.

# SOUTH WAIRARAPA DISTRICT COUNCIL

23 FEBRUARY 2022

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## AGENDA ITEM D1

### ACTION ITEMS REPORT

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#### **Purpose of Report**

To present the Council with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the District Council Action Items Report.*

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

Action items from recent meetings are presented to Council for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive 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. Procedural resolutions are not reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 23 February 2022

Appendix 2 - Smarter Meter Communications in Quarterly Rates Newsletter

Contact Officer: Steph Frischknecht, Policy and Governance Advisor

Reviewed By: Harry Wilson, Chief Executive

## **Appendix 1 – Action Items to 23 February 2022**



Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
203	4-Dec-19	Russell	Review all public excluded minutes and agenda documents relating to the sale of Tararua Junction and release them to the public provided there are no longer conditions under which they need to remain under public exclusion	Open	6/10/20: The papers still contain sensitive information, timeframe for forwarding to council still TBC. 13/11/20: A road gazetting application (relating to Tararua Junction) is now being considered by the Ministry of Transport and we are awaiting an outcome. Once this has been determined the papers can be released 16/7/21: Hoping for approval w/c 19/7/21 12/11/21: Road now vested, PE documents to be released.
636	25-Nov-20	Stefan	Consider how cash donations should be handled and if they need to be considered within the Wairarapa Library Services policies or council finance policies and report back to the WLS on any action needed	Actioned	31/3/21: Recommendation is that a Council-level policy statement be developed for managing cash donations or bequests being gifted to specific business units within Council. The policy relating to WLS will need to apply to both SWDC and CDC and be adopted by the Committee. 16/7/21: On the schedule as part of the policy review 15/2/22: This is being progressed through the Wairarapa Library Services Committee and a paper is being presented to WLS on 16-Feb for consideration.
739	10-Feb-21	Russell	COUNCIL RESOLVED (DC2021/07): 1. To receive the Recommendations from Planning and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried 2. To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston. 3. To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale and transfer to be met by the	Open	31/3/21: Council decision presented to owner for consideration. 12/11/21: Officers to check in with owners on their intention.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>purchaser.</p> <p>4. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974.</p> <p>(Moved Cr West/Seconded Cr Vickery) Carried</p>		
180	26-May-21	Sheil	<p>Prepare communications that are released alongside the LTP that explains that purpose of the water smarter meter trial and usefulness of meters as a conservation strategy</p>	Actioned	<p>21/7/21: Awaiting a confirmed plan from WWL to be able to roll out our comms.</p> <p>6/9/21: Public comms is planned once trial participants have been confirmed and trial timeframe has been finalised. No comms is planned unless advised by WWL.</p> <p>10/2/22: An explanatory article featured in the quarterly rates newsletter for October 2021. A targeted approach was considered best for informing ratepayers of what is happening, why and its benefits. See Appendix 2. Further updates will be provided as either media releases or general news through social media, as and when milestones are reached.</p>
321	28-Jul-21	Karen	<p>COUNCIL RESOLVED (DC2021/57):</p> <p>1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report.</p> <p>(Moved Cr Fox/Seconded Cr Maynard) Carried</p> <p>2. To refer the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Report to the Greytown Community Board for a recommendation prior to the report being considered at a future Council meeting.</p> <p>(Moved Cr Jephson/Seconded Cr Fox) Carried</p>	Actioned	<p>Referred to GCB meeting on 22-Sep-21.</p>
324	28-Jul-21	Amanda	<p>COUNCIL RESOLVED (DC2021/60):</p> <p>1. To receive the Report from His Worship the Mayor.</p> <p>(Moved Cr Colenso/Seconded Cr West) Carried</p> <p>2. To establish the Community Awards Working Party, adopt the Terms of Reference, and appoint Cr Colenso to the Working Party.</p> <p>(Moved Cr Colenso/Seconded Cr Fox) Carried</p>	Open	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
406	15-Sep-21	Harry	COUNCIL RESOLVED (DC2021/70): 1. To receive the Recommendations from Community Board Report. (Moved Cr Fox/Seconded Cr Hay) Carried 2. To refer the Martinborough and Greytown Community Board recommendations to officers for reporting on how the matters will be addressed. (Moved Cr Plimmer/Seconded Cr Fox) Carried	Open	Notes: refers to the requests for public meetings on rates and the correspondence from Stuart Campbell on Innovating Streets 12/11/21: Public meetings on rates held
420	15-Sep-21	Stefan	Provide reporting on roading asset management planning, particularly around heavy vehicle use (e.g. logging trucks) on smaller rural roads	Open	
421	15-Sep-21	Karen	Circulate the LGOIMA response to Mr Woodgyer's questions to elected members	Actioned	
422	15-Sep-21	Bryce	Prepare a media release on the Tauherenikau Bridge Cycle Project, with a focus on what is within the project scope	Actioned	10/2/22: Comms is led by Carterton Mayor as Chair of the Five Towns Trail Trust. We have a dedicated web page on the South Wairarapa District Council's website which will be updated and comms pushed out to our community as new information is made available.
423	15-Sep-21	Katrina	Finalise the process for complaints against the Chief Executive, for discussion at the next Council meeting	Actioned	14/2/22: Process finalised and adopted
435	15-Sep-21	Amanda	Prepare a report on options and implications for Māori representation at Council and Council Committees to discuss with the Māori Standing Committee in the first instance	Open	12/11/21: Work has started
530	3-Nov-21	Stefan	COUNCIL RESOLVED (DC2021/88): 1. To receive the Recommendations from the Assets and Services Committee Report. (Moved Cr Hay/Seconded Cr Colenso) Carried 2. That Council supports the Wairarapa Five Town Trails Master Plan. (Moved Cr Maynard/Seconded Cr West) Carried 3. That Council delegates authority to the Chief Executive to work with the three Wairarapa District Councils and Wairarapa Trails Action Group to research and create a suitable legal entity with appropriate and representative governance to deliver the Wairarapa Five Towns Trail Master Plan. (Moved Cr Maynard/Seconded Cr West) Carried	Open	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
531	3-Nov-21	Karen	<p>COUNCIL RESOLVED (DC2021/89):</p> <p>1. To receive the Adoption of the Alcohol Control Bylaw 2021 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried</p> <p>2. Agrees that, in accordance with section 147A of the Local Government Act 2002, the bylaw is justified as a reasonable limitation on people's rights and freedoms. (Moved Cr Jephson/Seconded Cr Fox) Carried</p> <p>3. Agrees that, in accordance with section 155 (1) of the Local Government Act 2002, the bylaw is the most appropriate way of addressing the perceived problem of crime or disorder caused or made worse by the consumption of alcohol in public places. (Moved Cr Hay/Seconded Cr Fox) Carried</p> <p>4. Agrees that, in accordance with section 155(2) of the Local Government Act 2002, the bylaw is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990. (Moved Cr Jephson/Seconded Cr Colenso) Carried</p> <p>5. Adopts the Alcohol Control Bylaw 2021 as recommended by the Planning and Regulatory Committee, with the following amendments to the proposed Bylaw:</p> <p>a) Delete the Purpose stated in the proposed Bylaw and replace it with the following:</p> <p>2. Purpose</p> <p>2.1 The purpose of this Bylaw is to control the consumption, bringing into, or possession of alcohol in public places to reduce and mitigate crime and disorder that is caused or made worse by the presence or consumption of alcohol in those places. The controls in this Bylaw apply:</p> <p>a) to any public place subject to an alcohol ban, as listed in Schedule 1 to this Bylaw; or</p> <p>b) where a temporary ban for specified events or specified periods is made by Council resolution in accordance with clause 5. Alcohol bans, when applied in accordance with the relevant legislation and supported by the available evidence, mitigate the potential for noise, litter, vandalism, violence, and other forms of crime or disorder which would otherwise occur in the absence of a permanent or temporary ban.</p>	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>2.2 This Bylaw limits individual rights and the freedom to consume, bring into, or possess alcohol in public places only to the extent that can be reasonably justified. Any such limits imposed under this Bylaw are designed to be appropriate and proportionate to the level of crime and disorder which would otherwise occur in those places, as determined by evidence and proper assessment. Other strategies are also utilised to address alcohol-related crime and disorder, and include existing Police powers to protect public safety, Council powers to regulate licensed premises, and public education.</p> <p>b) Insert new clause 7 Council Permission, below, and renumber clauses 7 to 9 in the proposed Bylaw as clauses 8 to 10:</p> <p>7. Council Permission</p> <p>7.1 Any person may apply to the Council for prior written permission for any activity that would be in breach of any prohibition under this Bylaw. A special licence may be issued under the Sale and Supply of Alcohol Act 2012 in respect of any location or event and may include waivers and dispensations (subject to and in accordance with the terms of that special licence).</p> <p>(Moved Cr Hay/Seconded Cr Fox) Carried</p> <p>6. Notes that following the adoption of the bylaw, the bylaw will come into force on 4 November 2021 and will be operational.</p> <p>(Moved Cr Fox/Seconded Cr Colenso) Carried</p> <p>7. Agrees to support officers' recommendations for investigation into measures to address issues of cyclists' safety and care for tourists in the wider South Wairarapa district.</p> <p>(Moved Cr Fox/Seconded Cr Jephson) Carried</p>		
534	10-Nov-21	Russell	<p>COUNCIL RESOLVED (DC2021/92):</p> <p>1. To receive the Adoption of Spatial Plan Growth Areas Report.</p> <p>(Moved Cr Plimmer/Seconded Cr Fox) Carried</p> <p>2. To adopt the combined growth area for Martinborough being:</p> <p>a. MA – Oxford Outer Residential</p> <p>b. MF – Ferry Road Mid Residential</p> <p>c. MD – Existing Mid Residential</p> <p>(Moved Cr Jephson/Seconded Cr Colenso) Carried</p>	Open	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>3. To adopt the combined growth area for Featherston being:</p> <p>a. FA – Featherston Growth Node</p> <p>b. FB – Featherston Outer Residential South</p> <p>c. FC – Featherston Outer Residential North (Moved Cr Plimmer/Seconded Cr Emms) Carried</p> <p>4. To adopt the combined growth area for Greytown to include:</p> <p>a. GB option 1 (Jellicoe to Papawai Mid Residential) subject to successful water attenuation preengineering;</p> <p>b. GC (North Street extension) subject to adoption of the Waiohine Flood Management Plan and its implementation; and</p> <p>c. To advance GD (Woodside Station) to a shorter timeframe than 20 years. (Moved Cr Hay/Seconded Cr Plimmer) Carried</p> <p>5. To note that master planning and structure planning will proceed to implement the Spatial Plan. (Moved Cr Colenso/Seconded Cr Hay) Carried</p>		
535	10-Nov-21	Russell	Distribute information on infill design guides with a view to a future decision report being presented to Council	Open	
538	17-Nov-21	Katrina	<p>COUNCIL RESOLVED (DC2021/95):</p> <p>1. To receive the Options for Reducing Budget and Rates for 2021/22 Report. (Moved Cr Jephson/Seconded Cr Fox) Carried</p> <p>2. To agree that Option 3 (to make reductions in costs that do not significantly reduce levels of service and carrying over savings to the next financial year) is the preferred option with regards to the balance of the 21/22 year.</p> <p>3. To note that a full review of options including a full LTP review or an LTP variation will be presented at the first Council meeting of the 2022 year. (Moved Cr Jephson/Seconded Cr Plimmer) Carried Cr West abstained.</p>	Open	14/2/22: To be discussed at Annual Plan/Long Term Plan workshops.
542	17-Nov-21		<p>COUNCIL RESOLVED (DC2021/99):</p> <p>1. To receive the Central Greytown Property: Project Plan Report. (Moved Cr Fox/Seconded Cr Plimmer) Carried</p> <p>2. To agree that the proposed project plan to consider the future use of 85-87 West Street commences next financial year subject to confirmation of a</p>	Open	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>budget including consultation in the 22/23 Annual Plan. (Moved Cr Plimmer/Seconded Cr Hay) Carried</p> <p>C4. Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown Members noted that any future decision on the land and subsequent use would follow Council processes and policy. COUNCIL RESOLVED (DC2021/xx):</p> <ol style="list-style-type: none"> <li>1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown. (Moved Cr Fox/Seconded Cr Plimmer) Carried</li> <li>2. That pursuant to Standing Order 23.6 Council revoke resolution DC2000/9 (4) bullet points one and three within the General Manager's Monthly Report dated 16 February 2000, being: <ol style="list-style-type: none"> <li>a. Council approve the sub-division of Lot 1 DP29958 at the Greytown Flats, West Street, Greytown.</li> <li>b. The necessary notice under section 230 of the Local government Act 1974 be advertised to allow for the possible sale of the Greytown sections.</li> </ol> </li> <li>3. To note that should an advertisement dating from this period be discovered, then it was placed at the authority of the Council at the time. (Moved Cr Plimmer/Seconded Cr Colenso) Carried</li> </ol>		
543	17-Nov-21	Harry	<p>COUNCIL RESOLVED (DC2021/100):</p> <ol style="list-style-type: none"> <li>1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report. (Moved Cr Jephson/Seconded Cr Fox) Carried</li> <li>2. To revoke resolution DC2020/124 endorsing an eight-week schedule of meetings. (Moved Cr West/Seconded Cr Emms) Carried</li> <li>3. To delegate to the Chief Executive, or the Mayor, the ability to alter the schedule of ordinary meetings in consultation with each other or the committee chair as required. (Moved Cr West/Seconded Cr Emms) Carried</li> </ol>	Actioned	
544	17-Nov-21		<p>COUNCIL RESOLVED (DC2021/101):</p> <ol style="list-style-type: none"> <li>1. To receive the Climate Change Report.</li> </ol>	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			(Moved Cr Jephson/Seconded Cr West) Carried 2. To receive the Te hau Mārohi ki anamata Transitioning to a low-emissions and climate-resilient future discussion document. 3. To receive the summary of the Te hau mārohi ki anamata Transitioning to a low-emissions and climate-resilient future discussion document. 4. To receive the joint submission to Te hau mārohi ki anamata Transitioning to a low-emissions and climate-resilient future. 5. To adopt the joint submission. (Moved Cr Jephson/Seconded Cr Fox) Carried		
545	17-Nov-21	Stefan	COUNCIL RESOLVED (DC2021/102): 1. To receive the Pedestrian Improvements to Bidwills Cutting Road Report. (Moved Cr West/Seconded Cr Plimmer) Carried 2. To approve the option shown on the amended Plan C01 Bidwills Cutting Road Improvements-Pedestrian access and safety improvements to Five Rivers Hospital. (Moved Cr Jephson/Seconded Cr Fox) Carried	Actioned	
546	17-Nov-21	Harry	COUNCIL RESOLVED (DC2021/103): 1. To receive the Māori Standing Committee Appointment Report. (Moved Cr Colenso/Seconded Cr Hay) Carried 2. To make the following external appointment to the Māori Standing Committee: Violet Edwards (Kohunui Marae). (Moved Cr Jephson/Seconded Cr Fox) Carried 3. To make the following external appointment to the Māori Standing Committee: Lee Flutey (Kohunui Marae). (Moved Cr Jephson/Seconded Cr Fox) Carried	Actioned	
550	17-Nov-21	Stefan	Provide financial return information on Council's commercial lease properties to the Assets and Services Committee	Open	
551	17-Nov-21	Harry	Setup a workshop with Colin Crampton and Wellington Water to discuss cost efficiencies	Open	
552	17-Nov-21	Katrina	Consider the budgetary impact of removing Featherston wastewater and water races away from Wellington Water as the provider	Open	14/02/2022 - Stefan continuing to work with WWL to fully understand the impact
553	17-Nov-21	Katrina	Advise councillors of the outstanding loan amount for the Featherston golf course	Actioned	14/02/2022 - All borrowing is taken out as interest only loans so the balance to repay LGFA is \$1M. Rates are collected each year and accumulated in



Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					the Loan Redemption Reserve. The balance in this reserve attributable to the FTN Golf Club loan is \$100,000.
554	17-Nov-21	Katrina	At the first Council meeting of 2022 provide options and costs for councillors to consider with regards to a full LTP review, undertaking a variation to the LTP or preparing an Annual Plan	Open	14/02/2022 - A full LTP review will take six to nine months to complete. An LTP variation or full review would require auditing and also impact on other deliverables. This has not been factored into budgets or internal resourcing capacity. It is difficult to estimate the cost to each of these without understanding the magnitude of changes. The annual plan has been scheduled into current year budgets. The cost is internal resourcing; and engagement or consultation costs in the order of \$10k.
555	17-Nov-21	Harry	COUNCIL RESOLVED (DC2021/107): 1. To receive the Revoking Council Resolution Permitting Subdivision of Council Owned Land in Greytown. (Moved Cr Fox/Seconded Cr Plimmer) Carried 2. That pursuant to Standing Order 23.6 Council revoke resolution DC2000/9 (4) bullet points one and three within the General Manager's Monthly Report dated 16 February 2000, being: a. Council approve the sub-division of Lot 1 DP29958 at the Greytown Flats, West Street, Greytown. b. The necessary notice under section 230 of the Local government Act 1974 be advertised to allow for the possible sale of the Greytown sections. 3. To note that should an advertisement dating from this period be discovered, then it was placed at the authority of the Council at the time. (Moved Cr Plimmer/Seconded Cr Colenso) Carried	Open	
556	17-Nov-21	Mayor Beijen	Write to Suzanne Murphy and Teresa Aporo and thank them for their contribution and time while representing their marae on the Māori Standing Committee	Actioned	16/2/2022: Letters sent
633	15-Dec-21		COUNCIL RESOLVED (DC2021/114): 1. To receive the Council Extraordinary Vacancy Report. (Moved Cr Jephson/Seconded Cr Fox) Carried	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			2. To confirm the appointment of Colin Olds to fill the extraordinary vacancy on Council. (Moved Cr Hay/Seconded Mayor Beijen) Carried		
634	15-Dec-21		COUNCIL RESOLVED (DC2021/115): 1. To receive the Adoption of 2020/2021 Annual Report. (Moved Cr Plimmer/Seconded Cr Hay) Carried 2. To adopt the 2020/2021 Annual Report. (Moved Mayor Beijen/Seconded Cr Hay) Carried Cr Maynard voted against Cr West voted against Cr Olds abstained 3. To adopt the 2020/2021 Summary Annual Report. (Moved Cr Hay/Seconded Cr Colenso) Carried Cr Maynard voted against Cr West voted against Cr Olds abstained 4. To delegate to the Mayor and Chief Executive to correct minor grammatical and other errors. (Moved Cr Plimmer/Seconded Cr Emms) Carried Cr Maynard voted against Cr West voted against Cr Olds abstained 5. To delegate to the Mayor and Chief Executive authority to sign these reports. (Moved Cr Emms/Seconded Cr Colenso) Carried	Actioned	
635	15-Dec-21		COUNCIL RESOLVED (DC2021/116): 1. To receive the Elected Member Code of Conduct Report. (Moved Cr Colenso/Seconded Cr Fox) Carried 2. To agree to include a clause in the Code of Conduct that requires a newly elected member or member to declare whether they are an undischarged bankrupt (clause 12). (Moved Mayor Beijen/Seconded Cr Plimmer) Carried 3. To adopt the Code of Conduct. (Moved Cr Olds/Seconded Cr Maynard) Carried	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			4. To delegate to the Chief Executive the authority to make minor grammatical amendments that do not alter the intent of the Code of Conduct. (Moved Cr Colenso/Seconded Cr Fox) Carried		
636	15-Dec-21		COUNCIL RESOLVED (DC2021/117): 1. To receive the Report from His Worship the Mayor. (Moved Cr Emms/Seconded Cr Colenso) Carried 2. To adopt the proposed appointment structure with the following alterations: a. Remove Cr Hay from the Assets and Services Committee. b. Remove Cr Olds from the District Licensing Committee and add Cr West. c. Add Cr West to the Planning and Regulatory Committee. (Moved Mayor Beijen/Seconded Cr Emms) Carried	Actioned	
637	15-Dec-21	Sheil	Raise public awareness of guide dogs and the exemptions that applied with regards to allowing them in venues; e.g. signs in public places, social media posts, placing information on Council's website, community papers	Actioned	10/2/22: A multi-pronged campaign has commenced. Joe's story was promoted via a press release and also the Times Age monthly advertorial. The next stage is connecting with the different agencies with responsibility in this space and seeking their guidance on our plans to develop print/online collateral for use by organisations that signal they support the legislation and anyone with an assistance dog is welcome on their premises.
638	15-Dec-21	Katrina	Provide an account of the recent expenditure on BBQ's for the swimming pools and whether it was planned or unbudgeted expenditure	Actioned	14/02/2022 - cost of BBQ's \$28K plus GST. There was budget available.
639	15-Dec-21	Councillors	Elected members are to email the Chief Financial Officer with any requests for change to the Annual Report, or with requests for answers to further queries	Open	
640	15-Dec-21	Harry	Add the Mayor's Taskforce Working Group and the Working Group for the Future of Local Government to the appointment structure	Open	16/02/22: Added to appointments structure (refer Appendix 3 of Mayor's Report). Appts to be made.

## **Appendix 2 – Smarter Meter Communications in Quarterly Rates Newsletter**

## A rethink on water

Much focus is being put at the moment on water, as local and central Government take a fresh look at how water is provided across the whole region.

South Wairarapa's water services are managed by Wellington Water, an entity which is owned by six councils including ours.

Wellington Water is currently drawing up a 30 year plan, which includes a look at water meters and big ticket items such as new water sources and energy from waste water by-products. A draft is expected to be ready in November.

At the same time, councils throughout the country are also weighing up the Government's proposed Three Waters reforms, which would centralise wastewater, stormwater and drinking water services.

## Smart Meters

Meanwhile, in Greytown, some residents will be the first in South Wairarapa to trial household smart water meters, that will help create a more resilient and efficient water network.

Residents from 250 properties around Greytown are invited to have a free smart meter installed that will allow leaks to be identified and repaired more quickly.

The meters will record real-time water use and detect higher than normal water flow.

Participants in the trial will also have access to real-time data through an online customer portal.

South Wairarapa District Council chief executive Harry Wilson says the cost of supplying water will not change.

"Around 40 percent of South Wairarapa water is lost due to leaking water pipes. Using this smart technology to

detect leaks will mean repairs can be made faster, helping to conserve more of our region's water."

Wellington Water's chief advisor - drinking water, Laurence Edwards, says findings from the trial will be shared with other councils.

"The meters going into Greytown enable us to provide water consumption information back to customers through user portals, as well as provide information to Wellington Water to help find leaks.

"So, what we learn in Greytown about smart meters will be useful to other communities looking at how they can conserve water," he says.

Meanwhile, annual water meter readings are now complete and invoices have gone out for those households that have exceeded their allocation.

Each property in South Wairarapa that pays serviced water rates is allocated 350 cubic metres of drinking water per annum per rating unit. Or in layman's terms, 350,000 litres per connection. You can check whether you are paying serviced water rates on the back of your rates statement.

To check if you have a water leak, turn off all taps including the one for the hot water cylinder, look at the meter which is with your toby and if the meter is ticking over, even slowly, you have a leak. The toby is usually under a blue lid on the property boundary.

To apply for a waiver, contact the water team on [water@swdc.govt.nz](mailto:water@swdc.govt.nz) or phone 06-306 9611, ext 874.

If you do not have a leak, and you are struggling to pay for the water rates, please contact the team to discuss repayment options.

The Water Team at SWDC



# SOUTH WAIRARAPA DISTRICT COUNCIL

23 FEBRUARY 2022

## AGENDA ITEM E1

### REPORT FROM HIS WORSHIP THE MAYOR

#### Purpose of Report

To update Council on activities and issues which have arisen since my last report to Council.

#### Recommendations

His Worship the Mayor recommends that Council:

1. *Receives the Report from His Worship the Mayor.*
2. *To discuss and consider the proposed councillor appointments for 2022 as per Appendix 3.*

#### 1. Meetings

##### 1.1 Meeting one

15/02/22	WEDS
General	Refresh and new direction of WEDS confirmed, with focus on Economic Development. Funding of WEDS and Business Wairarapa discussed. WEDS funding included in LTP, however Business Wairarapa funding needs to be included in Annual Plan. See Appendix 1.

##### 1.2 Meeting Two

31/01/22	Correspondence from Mayor Hazelhurst
Speakers	NA
Key issues from meeting	Council opinion regarding signing petition as attached as Appendix 2.

##### 1.3 Meeting Three

13/01/22	Wharekaka Trust Board
Speakers	nil
Key issues from meeting	Discussion with Cr Colenso and Cr Olds along with CEO, CFO and Wharekaka Trust Board regarding options for support. Unfortunately expenditure to assist would have been significant, and thus subject to public consultation. Offered advice and

	involvement in discussions regarding future direction and Council involvement. Much of what was discussed was in confidence, and thus not able to be released despite pressure from MCB members.
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#### 1.4 Meeting Four

<b>10/02/22</b>	Rangitane and Ngati Kahanunu Settlement Trusts – Jobs for Nature
<b>Speakers</b>	Jo Hayes
<b>Key issues from meeting</b>	Draft concept for conservation training and employment, via MTFJ, presented for discussion. Currently being reviewed by Mayor and Cr Plimmer for changes and refinement.
<b>Specific item/s for Council consideration</b>	To be presented at next Council Meeting, or before by email

#### 1.5 Meeting Five

<b>20/12/2021</b>	Rangitane Settlement Trust
	Darran Apanui, Dep Mayor Emms, Mayor Beijen
<b>General</b>	Discussion with Trust regarding availability of Council Land for large scale solar investment. No specific site mentioned, but proximity to grid important. Further discussions to be had involving Council Officers and presentation to Council.

#### 1.6 Meeting Six

<b>20/12/2021</b>	Rimutaka Road Committee
	NZTA, Mayors Guppy, Lang, Beijen, various groups
<b>General</b>	Discussion on sealing of SH2 through Featherston, Waihenga Bridge, Speed Limits, roundabouts

### 2. Proposed Committee Structure for 2022

<b>Topic</b>	Proposed committee structure for 2022 <ul style="list-style-type: none"> <li>- Proposed membership revision for the Waiohine Floodplain Management Plan Steering Group and Community Awards Working Party to ensure consistency with TOR attached in Appendices 4 and 5. For discussion.</li> </ul>
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### 3. Declaration Invitation for Three Waters

<b>Topic</b>	- Refer Appendices 6 and 7. For discussion
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#### **4. Appendices**

Appendix 1 – Business Wairarapa Joint Council Partnership Proposal 2021-22

Appendix 2 – Correspondence from Mayor Hazlehurst regarding State Highway Speed Reductions

Appendix 3 – Councillor Appointments for 2022

Appendix 4 – Waiohine Floodplain Management Plan Steering Group Terms of Reference

Appendix 5 – Community Awards Working Party Terms of Reference

Appendix 6 – Communities 4 Local Democracy Declaration

Appendix 7 – Memorandum of Understanding between Partner Councils in relation to their 3 Waters Campaign



# **Appendix 1 – Business Wairarapa Joint Council Partnership Proposal 2021-22**



## **Joint Council Partnership Proposal 2021-2022**

Business Liaison and Economic Development  
Services

**Prepared for:**

MASTERTON DISTRICT COUNCIL

CARETERTON DISTRICT COUNCIL

SOUTH WAIRARAPA DISTRICT COUNCIL

**OCTOBER 2021**



21.10.21

Dear Matthew,

Thank you for the invitation to submit a proposal to continue our **Contract for Business Liaison and Economic Development Services in partnership with Masterton District Council.**

2020 – 2021 created the first year of such an arrangement, born from a Covid-19 recovery strategy coupled with the ability of Business Wairarapa to engage and facilitate communication between council and the wider business community.

Over and above covid-19 recovery intent, this proposal outlines what has been further accomplished in the past 12 months, and how funding has enabled success and influence beyond the key performance indicators originally set.

**This proposal recommends a path to realise momentum gained – for the benefit of continued business development and growth in Wairarapa – district wide.**

The total estimated funding needed is included.

As this proposal is suggesting partnership with all three councils, with feedback from MDC, it may be appropriate as an Agenda item for the November WEDS meeting.

We sincerely thank you for your thoughtful consideration and will be available to answer any questions you have and clarify anything within this document.

Sincerely,

**Julie Millar, CHAIR**

**BUSINESS WAIRARAPA**



**Business Wairarapa – your local Chamber of Commerce**, is dedicated to the enhancement and growth of economic well-being of all businesses in Wairarapa through the principles of **link, collaborate and influence**.

A member of the National Chambers Central Hub, the Wairarapa works alongside Taranaki, Whanganui, Manawatu, Dannevirke, Hawke's Bay, Kapiti, Porirua, Hutt Valley and Wellington chambers to advocate for robust infrastructure, productive government policy and better business services across the Lower North Island.

Business Wairarapa is a **not-for-profit organisation** and one of 30 chambers that make up the New Zealand Chambers of Commerce and Industry body (NZCCI), whose network represents over 20,000 businesses throughout the country.

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## Mission

### **Business Wairarapa - Where your Business Belongs.**

***Business Wairarapa** is an inclusive, district-wide Chamber of Commerce that acts as conduit for advocacy, education, training and communication between all member businesses, the three district councils and central Government agencies, for the benefit of business growth, business attraction and economic development, throughout Wairarapa.*

As of May 2021, the Board of Business Wairarapa continued its 2018 strategy to **represent every Wairarapa business** by further stepping up, taking responsibility for, and focusing on being the central organisation, conduit and facilitator for business capability and economic development in Wairarapa.

A revised structure of Business Wairarapa incorporates a formalised Masterton Business Association (Business Masterton), through which we continue to deliver and grow member-paid,

Masterton-centric, networking, support and training events (effectively operating similarly to the other bespoke Business Associations we have in our sub-regional towns).

As of the November 2021 AGM, it is proposed that the Business Wairarapa Board include representation from each sub-regional business association – being Featherston, Martinborough, Greytown, Carterton and Masterton.

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## Position

1. An increase in energy and activity within Business Wairarapa over the past 12 months has seen membership revitalised. Alongside of which, **there is increased expectation from our stakeholders to continue to lead an all-inclusive, region-wide organisation with national influence.**
  2. As the role of Business Wairarapa continues to grow and deliver on district-wide strategic outcomes, it has become abundantly clear that **the necessary hours required, cannot be funded by membership alone.**
  3. However, business and **business owners within our hyper-locale communities all need to have collaborative support and regional voice bespoke to their needs.** By being associated with the wider Chamber of Commerce Brand, Business Wairarapa has access to a far-reaching body that is a source of information, education and influence - which businesses here, both need and deserve to have.
  4. **Financial assistance will enable Business Wairarapa the capacity to continue catering for ALL Wairarapa Businesses - in tune with business development, outcomes and priorities of a refreshed WEDS action plan.** Business Wairarapa will continue localised member-paid activities, plus deliver value by providing impartial regional voice, influence and action on the objectives of our own strategy, whilst supporting and implementing economic development on behalf of all stakeholders, to deliver upon their own KPI's.
-

## Objective

To continue a Contract for Business Liaison and Economic Development Services for Masterton District Council and in association with Carterton District Council and South Wairarapa District Council

**Because of partnership with Masterton District Council over the past 12 months, Business Wairarapa has achieved stakeholder value by:**

- Becoming a central agency for facilitation of Government strategy – *eg: Digital Boost-Wairarapa*
- Being a point of contact and information for greater regional bodies – *eg: providing input to Metlink's future regional transport design*
- Establishing partnerships with central Government to deliver education & training – *eg: H&S and the Business Central Leadership Programmes*
- Providing ability for businesses to seek advocacy and have 'voice' – *eg: arranging for Ministers of Parliament to speak with members*
- An annual Wairarapa Business Summit – *for the benefit of Business development and capability*
- The annual Wairarapa Awards – *a celebration and showcase of exceptional Wairarapa businesses*
- Significant contribution to national business confidence data - *through quarterly member surveys*
- Participation and input to the Wairarapa Economic Development Strategy – *WEDS*

**This has been achieved over and above the original Key Performance Indicators as outlined in Appendix #1**

**Member-paid subscriptions have continued to support the following:**

- The design of a Business Wairarapa Member App - for the benefit of direct member engagement, notification of region-wide events, access to member-to-member benefits and access to the national Chamber network
- Advocacy and engagement of Council objectives with local Businesses
- Local hosting of speaker events for personal or business development and growth
- The provision of regular, local networking opportunities to further collaboration, information sharing and create growth opportunities
- Advocacy on behalf of Members and Non-Members when it comes to challenges and issues business owners face with local and central Government

## Continuation of a Financial partnership with MDC would enable achievement of the following key deliverables:

- Completion and maintenance of a **centralised, district-wide Wairarapa business database** – through engagement with ALL member-paid Wairarapa Business Associations
    - Enables stakeholders to acquire information and promote their interests
    - Greater reach and regional view for stakeholders
    - Increased exposure to businesses wanting to promote themselves to the greater community
  - Extension of **high-calibre education and training programmes** through strategic partnerships with the National Chambers of Commerce - Business Central Hub and Business New Zealand – made available to ALL businesses
  - Continuation and **facilitation of Government strategy** by providing reach to district-wide Wairarapa businesses
  - **Connecting business development through relationships** (Wellington Chamber, Business NZ, Parliamentary Office, sub-regional business organisations, Youth 2 Work)
  - Delivery of an **Annual Business Summit** - at a subsidised rate - allowing all local businesses the opportunity to receive relevant training in a 'one day' format
  - Delivery of The Annual **Wairarapa Awards** Event
  - **Timely reporting** to all stakeholders
  - **Localised business development outcomes and key deliverables** as specified by each district council from in-house workshops
- 

## Funding

Business Wairarapa achieved the **2020 Scope and Nature of Services (Appendix #1)** via a 0.5 FTE contractor delivering activity in combination with member-paid services.

Additional to these services, an invigorated Business Wairarapa has invested in over-arching, Wairarapa-wide engagement to establish itself as a district-wide, umbrella organisation that through enlivened relationships with local and central Government agencies, leads business economic development on behalf of the region.

To see momentum gained over the past year realised, and to achieve deliverables as outlined above, we propose the following model of input:

- **15 hrs per week** – Usual activity, events, engagement and admin (**member paid**)
- **15 hrs per week** – Wairarapa-wide activity, service and engagement as included in a **Contract for Services**

**The proposed Contract for Services would include (but is not limited to):**

• Centralised Database	\$ 5,000
• A 2022 Wairarapa Business Summit	\$ 6,000
• The Wairarapa Awards	\$ 9,000*
• Management - surveys, WEDS deliverables, engagement & reporting	\$40,000

**ANNUAL FUNDING SOUGHT (between all three councils) \$60,000\***

\*\$2,000 previously granted by Carterton District Council in September 2021 toward the Wairarapa Awards 2022

**TERM: Two (2) years with annual review**

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## Summary

The continuation of a collaborative partnership between Masterton District Council and Business Wairarapa will leverage the momentum of the past 12 months whilst successfully delivering all outcomes as detailed in this proposal.

We believe we all have the same underlying goal when it comes to business attraction and growth in Wairarapa. That a healthy, strong, vibrant, aspirational business sector is fundamentally important to us all. Through collaborative partnerships, a clear, over-arching strategy and from working from the ground-up, Business Wairarapa is acutely positioned to deliver local, regional and national stakeholder policy towards that goal.

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## APPENDIX #1

### Scope and Nature of Services 2020

## Contract for Business Liaison and Economic Development Services for Masterton District Council 2020-2021

*The scope of service included, but was not limited to, the following:*

<p><b>1. Fronting, administering and reporting on up to four business surveys over the duration of the contract</b></p>	<p><b>ACHIEVED</b></p> <p><i>2021 – A quarterly Business Confidence Survey is carried out in association with Business Central</i></p> <ul style="list-style-type: none"> <li>- <i>Engagement covers the entire central region from Nelson to Gisborne – with Wairarapa businesses representing 15% of total contribution – 3<sup>rd</sup> contributor behind Porirua and Wellington</i></li> <li>- <i>The results are published by Business Wairarapa and Business Central – plus local and national media</i></li> <li>- <i>Surveys are also carried out after major events such as The Wairarapa business summit; post lockdown August 2021 for member feedback and contribution to future strategy</i></li> </ul>
<p><b>2. Providing input into the COVID-19 Wairarapa Recovery Plan</b></p>	<p><b>ACHIEVED</b></p> <p><i>2020 – Covid-19 updates and support provided via member newsletters</i></p> <p><i>Aug 2021 – Working closely with the Wairarapa parliamentary office and Business Central to provide accurate and up to date information – including webinar links</i></p>

	<ul style="list-style-type: none"> <li>- Regular (weekly) member updates on Covid-19 Alert Level Rules, resurgence support, advice and links</li> <li>- Covid19 dedicated webpage – regularly updated in blog manner</li> <li>- An August 2021 Post-lockdown member survey contributes to the Business Wairarapa strategy and content of the 2022 Wairarapa Business Summit</li> <li>- Results of this Survey have been shared with the Parliamentary Office, MDC and SWDC</li> </ul>
<b>3. Organising and hosting a Wairarapa Business Awards 2020 (or similar event)</b>	<p><b>ACHIEVED</b></p> <p>2020 - was cancelled due to Covid19 resurgence</p> <p>2021 - in progress, with an unprecedented number of nominations</p> <ul style="list-style-type: none"> <li>- Currently the Awards evening is booked in for November 4th – with a HYBRID contingency plan in place - pending Alert Levels</li> </ul>
<b>4. Organising, hosting and reporting on a Wairarapa Business Summit, to be held at a venue within the Masterton District</b>	<p><b>ACHIEVED</b></p> <p>2021 Wairarapa Business summit was held April 28<sup>th</sup></p> <ul style="list-style-type: none"> <li>- 60 Businesses</li> <li>- Business article published in the following day's Times-Age</li> <li>- Attendee feedback –positive with 100% of respondents to a post-event survey saying that they would attend again</li> <li>- 55% found topics covered very relevant,</li> <li>- 45% mostly relevant to their business</li> <li>- Desire amongst attendees for more similar topics/training – especially in regards to business leadership, work/life balance, personal development marketing and brand awareness</li> </ul>



## APPENDIX #2

### Summary of Account

INV-5724	<a href="#">Masterton District Council</a>	1-Oct-21	21 Oct 2021	\$ -	\$2,500.00	Awaiting Payment
INV-5680	<a href="#">Masterton District Council</a>	1-Sep-21	21 Sep 2021	\$ 2,500.00	\$ -	Paid
INV-5627	<a href="#">Masterton District Council</a>	1-Aug-21	21 Aug 2021	\$ 2,500.00	\$ -	Paid
INV-5585	<a href="#">Masterton District Council</a>	1-Jul-21	21 Jul 2021	\$ 2,500.00	\$ -	Paid
INV-5503	<a href="#">Masterton District Council</a>	1-Jun-21	21 Jun 2021	\$ 2,500.00	\$ -	Paid
INV-5460	<a href="#">Masterton District Council</a>	1-May-21	21 May 2021	\$ 2,500.00	\$ -	Paid
INV-5411	<a href="#">Masterton District Council</a>	1-Apr-21	21 Apr 2021	\$ 2,500.00	\$ -	Paid
INV-5397	<a href="#">Masterton District Council</a>	1-Mar-21	21 Mar 2021	\$ 2,500.00	\$ -	Paid
INV-5373	<a href="#">Masterton District Council</a>	1-Feb-21	21 Feb 2021	\$ 2,500.00	\$ -	Paid
INV-5349	<a href="#">Masterton District Council</a>	1-Jan-21	21 Jan 2021	\$ 2,500.00	\$ -	Paid
INV-5332	<a href="#">Masterton District Council</a>	1-Dec-20	21 Dec 2020	\$ 2,500.00	\$ -	Paid
INV-5329	<a href="#">Masterton District Council</a>	1-Nov-20	21 Nov 2020	\$ 2,500.00	\$ -	Paid
				\$ 27,500.00	\$ 2,500.00	

## APPENDIX #3

<b>CONTRACT FOR SERVICES – BUSINESS LIAISON AND ECONOMIC DEVELOPMENT SERVICES FOR THE MASTERTON DISTRICT COUNCIL</b>	
<b>BETWEEN: MASTERTON DISTRICT COUNCIL ('MDC')</b>	
<b>AND: BUSINESS WAIRARAPA ('The Contractor')</b>	
<b>SCOPE &amp; NATURE OF THE SERVICES:</b>	
<ol style="list-style-type: none"> <li>1. The scope of service includes, but is not limited to, the following: <ol style="list-style-type: none"> <li>a. Fronting, administering and reporting on up to four business surveys over the duration of the contract.</li> <li>b. Providing input into the COVID-19 Wairarapa Recovery Plan.</li> <li>c. Organising and hosting a Wairarapa Business Awards 2020 (or similar event).</li> <li>d. Organising, hosting and reporting on a Wairarapa Business Summit, to be held at a venue within the Masterton district. <i>— 1 x survey ahead of that.</i></li> </ol> </li> <li>2. Full details and the scope of each service will be discussed and agreed between MDC and the Contractor prior to commencing the work.</li> <li>3. Services may be amended (for example replaced with other services) or added to throughout the duration of the contract, subject to discussions and agreement between MDC and the Contractor.</li> </ol>	
<ol style="list-style-type: none"> <li>4. <b>Commencement:</b> The agreement will commence on 1 October 2020. <i>1 November</i></li> <li>5. <b>Termination:</b> The agreement will terminate on 1 October 2021. Either party may terminate the contract by giving four weeks' notice. Termination shall not prejudice or affect the accrued rights or claims and liabilities of the parties.</li> <li>6. <b>Summary Termination:</b> MDC reserves the right to summarily terminate the agreement at any time after its commencement for any material or serious breach or conflict by the Contractor.</li> <li>7. <b>Reporting:</b> The Contractor will report to and be directed by Liz Fenwick, Senior Policy Advisor.</li> <li>8. <b>Hours:</b> There are no set number of hours per week for these services.</li> <li>9. <b>Location:</b> Although the work may be undertaken at a location and time to suit the Contractor, there may be times where the Contractor works at the MDC Office, Walata House, 27 Lincoln Road, Masterton, for ease of access to information or people.</li> <li>10. <b>Quality of Service:</b> In providing the Services, the Contractor shall exercise the degree of skill, care and diligence normally expected of a competent professional and MDC's reputation shall not be damaged by any act of the Contractor.</li> <li>11. <b>Priority of Service:</b> The Contractor may work for other companies and organisations over the period of the contract, but the Contractor will immediately disclose any conflict of interest to the Chief Executive which arises in relation to the provision of the services as a result of any present or future appointment, employment, or other interest of the Contractor.</li> <li>12. <b>Variations to the Services:</b> Any variations to the Services under this contract shall be agreed by MDC and the Contractor and acknowledged in writing.</li> <li>13. <b>Provision of Information:</b> MDC shall provide to the Contractor, free of cost, and as soon as practicable following any request for information, all information in his or her power to obtain which may pertain to the Services. This may include, but not be limited to: <ul style="list-style-type: none"> <li>• Information and data (historical or projected) necessary to provide services and information as part of the delivery of the services.</li> <li>• Standard MDC documentation (policies, plans, processes, procedures, forms, etc).</li> </ul> </li> </ol> <p>The Contractor shall not, without MDC's prior consent, use information provided by MDC for purposes unrelated to the Services. In providing the information to the Contractor, MDC shall ensure compliance</p>	

*DL*

with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.

14. **Use of Equipment:** If the Contractor is working on MDC or other designated premises, the Contractor may use such office accommodation, electricity, wi-fi and other equipment as arranged with the MDC. When the contractor is working off-site, the contractor agrees to use their own equipment.
15. **Negligence and Recklessness:** The Contractor agrees to treat MDC or other designated premises and equipment with all reasonable care and will reimburse the MDC for any damage inflicted on such premises or equipment as a result of the negligence or recklessness of the Contractor.
16. **Consumer Guarantees Act 1993:** The Contractor shall perform the Services as described in the attached document (Deliverables). MDC and the Contractor agree that the Services are acquired for the purposes of a business and that the provisions of the Consumer Guarantees Act 1993 are excluded in relation to the services.
17. **Not an Employee:** The Contractor is in all respects an independent contractor and neither an employee nor partner nor subsidiary of MDC. Nothing herein contained or implied shall create the relationship of master and servant or employer and employee between the Principal and the Contractor.
18. **No Claim as an Employee:** The Contractor agrees that at no stage, either during or subsequent to the termination of the agreement, will the Contractor claim that she is or was an employee of MDC.
19. **Acknowledgment of Advice:** The Contractor acknowledges that she has had an opportunity to seek advice about the agreement and intends the arrangement to be that of independent contractor.
20. **Payment:** The following remuneration is agreed to between MDC and the Contractor:
  - Up to \$30,000 over the duration of the contract.
  - By agreement between MDC and the Contractor, there is potential to fund up to a further \$10,000 for services in addition to those described above.
  - MDC shall be invoiced on a monthly basis (\$2,500 per month) attention Liz Fenwick, Senior Policy Advisor.
  - Each invoice shall contain:
    - a log of the hours worked during that period
    - description of the work carried out for the period being invoiced.
    - Invoiced amount.

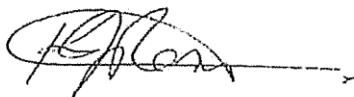
MDC will pay each invoice as soon as practicable after receipt of the invoice, providing all details and amounts are as agreed.

21. **Taxation:** The parties to the contract agree that the Contractor is engaged under a Contract for Service and thus is liable for all Inland Revenue payments and Accident Compensation levies.
22. **Goods and Services Tax:** As the Contractor is registered for GST, GST will be paid in addition to the amount agreed, but payment can only be made on a valid tax invoice.
23. **Confidentiality:** All transactions, records and information pertaining to the business of MDC will be held in strict confidence by the Contractor, both during the terms of the agreement and after its termination.
24. **Health and Safety:** The Contractor will comply with all health and safety rules and procedures of MDC.
25. **Return of Organisation's Property:** On termination of the agreement, the Contractor will return to MDC all documents, precedents, property, software and other materials (and any copies of) supplied to the Contractor or otherwise acquired during the term of the agreement.
26. **Intellectual Property:** If any new Intellectual property (including designs, plans, specifications, web sites and designs, social media sites and posts and other documents in relation to the Services) is developed during, or being the purpose of, any Service, it will belong to MDC only, and the Contractor will on demand and free of charge, waive any moral right and transfer every proprietary right to it to MDC or its nominee.

27. **Governed by New Zealand Law:** This agreement is governed by New Zealand law, the New Zealand courts have jurisdiction in respect of this agreement, and all amounts are payable in New Zealand dollars.
28. **Indemnity:** The Contractor indemnifies MDC against any loss, damage or expense incurred by the Council as a result of unauthorised activities of the Contractor.
29. **Liability:** The Contractor shall only be liable to MDC, either in contract or in tort, for direct loss or damage suffered by MDC as the result of a breach by the Contractor or his or her obligations under this agreement. Neither MDC nor the Contractor shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on him within six years from completion of the Services.
30. **No Assignment:** The Contractor will not assign the agreement to any person; nor will she sub-contract or delegate to any person any of her obligations under it without prior discussion with the Council.
31. **Dispute Resolution:** Disputes shall first be referred to conciliation for settlement. Unresolved disputes shall be referred to arbitration in accordance with the Arbitration Act 1908.
32. **Upon Termination:** The Contractor acknowledges that MDC is under no obligation to enter into another contract for service with the Contractor upon termination of this contract.
33. **Maintain records:** Each party will produce and retain information to the extent and in a form which enables prompt and accurate verification of a matter in relation to this agreement.
34. **Legally Binding:** MDC engages the Contractor to provide the services described above and the Contractor agrees to perform the services for the remuneration provided above. Both parties agree to be bound by this agreement which, once signed by both parties, will replace all or any oral agreement previously reached between the parties.

**MASTERTON DISTRICT COUNCIL**

AUTHORISED SIGNATORY:



**PRINT NAME:** Kathryn Ross, Chief Executive

**DATE:** 09/09/20

**BUSINESS WAIRARAPA**

AUTHORISED SIGNATORY:



**PRINT NAME:** Rebecca Sayer

**DATE:** 19/10/2020

## **Appendix 2 – Correspondence from Mayor Hazlehurst regarding State Highway Speed Reductions**

27 January 2022

### **State Highway speed reductions**

As you will be aware, Waka Kotahi is preparing to lower speed limits on state highways across New Zealand. Our State Highway 5 here in Hawke's Bay is one of the first on the list.

Our concerns about this will likely mirror those of affected councils across the country. In our case, it will severely impact our communities living along the route, our economy (as it is the main route between Hawke's Bay and most of the North Island), and our driving public, both residents and visitors. Of grave concern is that the lower speeds on a road which, in the main, is safely travelled at 100kmh will increase frustration, leading to riskier driver behaviour. This has occurred on other highways in the wake of speed reduction.

Hastings District Council is supporting community action aimed at having the decision reversed.

We are seeking 'please explain' meetings with Waka Kotahi and MPs, exploring legal options, and have lodged a petition on the Government petition website, asking that Government urge Waka Kotahi to reconsider its decision.

The community, supported by Council, has asked Waka Kotahi to instead:

- Reduce speeds at known crash hot spots (two)
- Prepare a comprehensive upgrade plan, with timelines and funding, that will address decades of underfunding and bring the road up to a standard that it is safe for the traffic volumes of today.

We would like our council partners to support us in this, particularly by signing the petition and sharing it with affected groups and your wider community:  
[www.parliament.nz/en/pb/petitions/document/PET\\_118401/petition-of-kiri-goodspeed-rescind-the-decision-to-lower](http://www.parliament.nz/en/pb/petitions/document/PET_118401/petition-of-kiri-goodspeed-rescind-the-decision-to-lower)



We believe that if Waka Kotahi is forced to consider the public feedback it received during its consultation phase (which it largely ignored) and reverse its decision in this case, it will need to rethink its processes as it considers reducing speeds on the rest of the highways across New Zealand.

Please contact me if you would like to discuss this further.

Kind regards

A handwritten signature in black ink, appearing to read 'Sandra Hazlehurst', written in a cursive style.

Sandra Hazlehurst

**Mayor**

***Koromatua***

***Te Kaunihera-ā-rohe o Heretaunga***

## **Appendix 3 – Councillor Appointments for 2022**

Mayor and Councillor Appointments												
Council Structure	Mayor	Olds	Colenso	Emms	Fox	Hay	Jephson	Maynard	Plimmer	West	CB Chairs/MSC Chair	Appointments
Council	Chair										MSC Chair	
Deputy Mayor												
Martinborough Community Board												
Featherston Community Board												
Greytown Community Board												
Māori Standing Committee												
Hearings Committee									Chair (dogs)			
CEO Review Committee	Chair											
Finance, Audit and Risk Committee						Chair						Independent Member: Kit Nixon
Assets and Services Committee							Chair				may attend, not vote	
Planning and Regulatory Committee			CHAIR								may attend, not vote	
Water Race Subcommittee												Colin Olds (Chair), Dennis Hodder, Justine Thorpe, Paul Harvey
Grants Subcommittee	Chair											
District Licensing Committee												Angela Yeoman(Chair), Damien Pivar, Gregory Ariell, Jessie Hunt, Catherine Rossiter-Stead, Bruce Farley, Andrew Beck
Community Awards Working Party												
Community Board Mentor for Chairs												
Joint Wairarapa Committees/Working Groups												
Wairarapa Library Service (with CDC)												
Wairarapa Combined District Plan Committee (CDC, MDC)					Alternate							
Wairarapa Policies Working Group (CDC, MDC)												
Wairarapa Economic Development Task Group (CDC, MDC)												
Wairarapa Trails Action Group												
Wairarapa Councils' Shared Services												
Wairarapa COVID-19 Recovery Joint Committee (CDC, MDC)												
Joint Regional Committees/Groups												
Wellington Region Waste Management and Minimisation Plan Joint Committee												
Wellington Region Waste Forum												
Regional Transport Committee				If Mayor not attending								
Remutaka Hill Road Working Party												
Wellington Water Committee				alternate								
Wellington Regional Leadership Committee				alternate								
Mayor's Taskforce Working Group												
Working Group for the Future of Local Government												
GWRC Committees												
Wellington Regional Strategy (Lyn Patterson, alternate Greg Lang)												
Wellington Region Climate Change Working Group			alternate									
Awhea Opouawe Scheme Committee												
Lower Valley Development Scheme Advisory Committee												
Ruamahanga Whaitua Catchment Committee												
Waihohine Floodplain Management Plan Steering Group												
Wairarapa Committee				alternate								
Wairarapa Moana Governance Group												
Appointments												
Destination Wairarapa Board												Allan Hogg
Wairarapa Road Safety Council												
Cobblestones Trust Board												Lucy Cooper
Wairarapa Safer Community Trust Board												
Pukaha to Palliser (P2P)												
Hood Aerodrome Strategic Advisory Group												

# **Appendix 4 – Waiohine Floodplain Management Plan Steering Group Terms of Reference**

## 1. Waiohine FMP Steering Group

(A Project Group of the Council reporting to the Wairarapa Committee)

### Purpose

The purpose of the Steering Group is to oversee the completion of a Waiohine FMP, including making recommendations to the Wairarapa Committee on the following:

- Areas of refinement and a preferred option to guide revision of the Draft FMP
- A Proposed FMP which will form the basis for further consultation with the Greytown/ Carterton community
- A process for engaging with the community on the proposed FMP

The management of the existing river scheme and the implementation of the Waiohine FMP sit outside the remit of this Steering Group.

### Specific Responsibilities

The role of the Steering Group will be recommendatory to the Wairarapa Committee<sup>1</sup>.

The final decision on the adoption or otherwise of a Waiohine FMP is retained by the Wellington Regional Council.

To deliver on its purpose, the Steering Group has the following responsibilities:

- Familiarisation with the work that has been undertaken on the Waiohine FMP to date
- Oversee and contribute to the scoping of viable options for the project and recommend a preferred option
- Request and test relevant evidence-based advice and/or technical information received from the Project Team, and resolve/mediate any conflicting advice supplied
- Ensure the work of the Project Team delivers a comprehensive, long-term and sustainable solution for the Waiohine River and the people who occupy its floodplain
- Develop and implement a communication strategy to facilitate effective engagement with the Waiohine Action Group, the wider Greytown/ Carterton communities, and the general public on the Proposed FMP
- Identify and manage potential and relevant project risks.

<sup>1</sup> Recommendations on the Waiohine FMP, made by the Wairarapa Committee to Council, do not require consideration by the Environment Committee prior to the decision being made by Council – see section 4.2.1 of Report 17.285.

### **Status of the Steering Group**

The Steering Group is an advisory body established by the Council (on recommendation of the Wairarapa Committee). The Steering Group is not a subordinate decision making body of the Council and is not a committee or subcommittee under the Local Government Act 2002.

### **Membership**

1. Two members, being elected members of the Carterton District Council
2. Two members, being elected members of the South Wairarapa District Council
3. Two members, being elected members of the Wellington Regional Council
4. Two members to represent the Waiohine Action Group (one of whom will be the Waiohine Project Team chair)
5. One member to represent Kahungunu ki Wairarapa
6. One member to represent Rangitane o Wairarapa

### **Appointment**

Members of the Steering Group are directly appointed by the organisation that they represent.

### **Chairperson**

The Chairperson shall be the appointed by the Steering Group.

### **Quorum**

A majority of the membership of the Steering Group shall be present to form a quorum at meetings.

### **Consensus**

The Group will strive to decide upon the matters by consensus. In the circumstance that a consensus cannot be achieved on a particular matter, each member has a deliberate vote and the Chair does not have a casting vote.

### **Reporting and servicing**

1. The Steering Group reports to the Wairarapa Committee.
2. The Steering Group is serviced by the Wellington Regional Council.

### **Remuneration**

1. The expenses of members of the Steering Group who are elected members of the Wellington Regional Council, South Wairarapa District Council and Carterton District Council shall be met by the council they represent.
2. Steering Group members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.

**Meeting frequency and life of Steering Group**

The Steering Group shall meet as required.

The Steering Group shall cease to exist when the Council has made a decision on the Waiohine Floodplain Management Plan recommended by the Wairarapa Committee or at a time the Council determines.

## **Appendix 5 – Community Awards Working Party Terms of Reference**





**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

## **COMMUNITY AWARDS WORKING PARTY**

### **TERMS OF REFERENCE**

<b>Reports to:</b>	Council
<b>Chairperson:</b>	Mayor
<b>Membership:</b>	Mayor, Chair of each Community Board or their representative; Chair of the Māori Standing Committee and one Councillor.
<b>Meeting Frequency:</b>	As required but at least biennially for the purpose of conducting an awards event.
<b>Quorum:</b>	Four members

#### **1. Purpose**

As part of the Council's role to promote community wellbeing and achieve its community outcomes, it has been the practice to host Community Awards on a two-yearly cycle. The awards process provides a platform to identify and recognise those in the South Wairarapa who have contributed directly or indirectly to the wellbeing of the community through a range of activities and achievements. The Working Party's role is to establish, promote and manage the process that will enable the community to identify and nominate deserving individuals for recognition. The Working Party will manage the selection process and determine how best to celebrate these individuals and their achievements.

#### **2. Role and Responsibilities**

##### **Activity Areas**

- » To establish the process and promote the Community Awards.
- » To receive nominations and decide the recipients of the Community Awards.

##### **Responsibilities**

- » To establish the nomination and awards process including determining the categories, eligibility criteria and selection criteria.
- » To promote the Community Awards in the community.
- » To receive nominations and decide the recipients for the Community Awards.
- » To decide the date, time and venue to hold a Community Awards ceremony.
- » To decide the format of the Community Awards ceremony.

### **3. Delegations**

The Committee has the delegated authority to carry out activities and responsibilities within its Terms of Reference.

## **Appendix 6 – Communities 4 Local Democracy Declaration**

**Communities 4 Local Democracy He hapori mō Manapori** is a group of Mayors and Councillors created to bring fresh ideas for better water for all New Zealanders. (See more details on our website [www.communities4localdemocracy.co.nz](http://www.communities4localdemocracy.co.nz))

We are 25 partner councils strong and growing, and represent more than a million people from around New Zealand. We're asking for all elected members throughout Aotearoa-New Zealand to join us in supporting our declaration for a better approach to water reform.

**We are Communities 4 Local Democracy and:**

- **We stand for** a better water system for all New Zealanders that meets the highest standards and remains affordable.
- **We stand for** proper regulation from an independent regulator.
- **We stand for** the strengths of local ownership, responsiveness and accountability.
- **We stand for** meaningful partnership with Mana Whenua.
- **We stand for** taking the time to achieve meaningful cross-party reform that lasts, not rushed reform to be dismantled in future.
- **We stand for** a strong local voice in the development, maintenance and delivery of water services.
- **We stand for** keeping in local ownership the infrastructure our communities have built and paid for.
- **We stand for** keeping skilled technical jobs in our local areas.
- **We stand for** protecting our assets from future privatisation by keeping ownership in local communities hands.

We do not support the Government's rushed, forced and unpopular proposal to undermine local democracy by creating four of the largest monopoly companies in New Zealand's history.

**We believe New Zealanders deserve more than the 'one size fits none' Three Waters reforms – do you?**

**If 'yes' to add your name to this Declaration click on**  
<https://www.communities4localdemocracy.co.nz/declaration>

## **Appendix 7 – Memorandum of Understanding between Partner Councils in relation to their 3 Waters Campaign**

**Memorandum of Understanding**  
*between*  
**Partner Councils**  
**In relation to their 3 Waters Campaign**

**Dated                      21 December 2021**

**1.     Introduction**

The Government of New Zealand has announced that it will be introducing a Bill into Parliament before Christmas 2021 for passage into law in 2022. That Bill will compel territorial and unitary authorities (“councils”) in New Zealand to transfer their rights and interests in: drinking water assets; wastewater assets; and stormwater assets (together known as “3 Waters assets”), to four new entities who will henceforth own and operate those assets. This transfer is likely to occur without fair compensation being paid to councils for the compelled transfer of those assets.

The signatory councils (“Partner Councils”) to this Memorandum of Understanding (“MoU”) oppose the Government’s intention and have agreed to work cooperatively together to campaign to convince the Government to reconsider its position in favour of other options that better deliver a set of reform proposals that meet the needs of communities, councils and Government (“the Campaign”).

**2.     Purpose**

The purpose of this MoU is to:

1. Set the objective of the Campaign;
2. Specify the governance arrangements in respect of the Campaign’s management and operation;
3. Specify the basis on which Partner Councils agree to participate, and continue to participate, in the Campaign;
4. Specify the cost-sharing arrangements; and
5. Set the process by which councils other than the initial Partner Councils may sign-up to join these arrangements.

**3.     Campaign Objective**

The purpose of the Campaign is to convince the Government to alter its intention to proceed with legislation that will compel councils to transfer their 3 Waters assets into the ownership and/or operational control of another legal entity without the agreement of an affected council to that transfer. Campaign Partners will engage with their communities and the Government to reach an agreement on a reform package that can appropriately meet all parties objectives.

In pursuit of that objective, the Campaign will develop an overall strategy which will include actions to be undertaken both nationally and locally.

In developing and executing the Campaign strategy, Campaign Partners agree that:

1. Message and policy discipline is important and that any proposed departure by an individual Partner Council from agreed messaging and/or agreed policy positions, should be discussed first amongst Partner Councils;
2. Appropriate reform of the 3 Waters sector is required to meet health and environmental regulatory standards, and that there needs to be an ongoing obligation on 3 Waters asset owners to develop proposals in their respective areas that can credibly meet those standards over time;
3. They support the creation of Taumata Arowai to incentivise improved performance by 3 Waters asset owners;
4. Structural reform of 3 Waters assets should respect community property rights in those assets; and
5. They will not disparage or defame any natural person.

#### **4. Governance Arrangements**

All Partner Councils are members of the governing Plenary. Each Partner Council has one vote.

Day to day governance of the campaign will be overseen by an Oversight Group made up of up to seven representatives of Partner Councils. The Oversight Group shall regularly report to the Plenary to ensure all Partner Councils are fully informed about the status of the Campaign.

The Oversight Group may appoint a Small Group of Partner Council chief executives and consultants to assist it, and Partner Councils, in strategy development and tactical execution of the Campaign strategy.

#### **5. Basis of Participation**

Partner Councils agree to adhere to, and execute, the agreed Campaign strategy.

If a Partner Council chooses not to adhere to the Campaign strategy it will first advise the Plenary of its intentions before proceeding with any action that is at odds with the Campaign strategy. On such advice, the Plenary shall meet to discuss the matter and the Plenary shall use its best endeavours to resolve any dispute.

In the event the Plenary is unable to resolve the dispute, it may by majority vote suspend the Partner Council from further participation in the Campaign. Cost obligations for a suspended Partner Council will cease from the date of the suspension but previously incurred cost obligations must be met by the Partner Council.

Any Partner Council may, at any time, cease its participation in the Campaign with the provision of one week's notice in writing to the Plenary. Cost obligations for a retiring Partner Council will cease from the date that the one week's notice in writing takes effect but previously incurred cost obligations must be met by the Partner Council.

## **6. Cost-sharing Arrangements**

Each initial Partner Council agrees to pay into the Campaign fund the following amount:

1. If it is a Metropolitan Sector council - \$20,000;
2. If it is a Provincial Sector council – \$15,000;
3. If it is a Rural Sector council – \$10,000.

The Campaign fund will be held in trust and administered by Timaru District Council under the oversight and direction of the Plenary.

## **7. Additional Partner Councils**

Councils that wish to become a Partner Council after the date that this MoU has been agreed may do so by application in writing to the Plenary.

Applications must include:

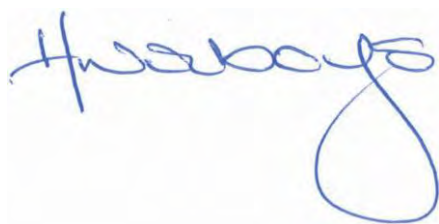
1. Evidence of a clear mandate to become a Partner Council; and
2. An acknowledgment that the applying council agrees to abide by the objectives and principles of the Campaign, including the governance and cost-sharing arrangements;

If the Plenary approves an application, then the additional council must pay into the Campaign fund an amount relevant to its Sector status, as specified in Clause 6, in order to activate its Partner Council status.

## **8. MoU Not Legally Binding**

Partner Councils agree that it is not the intention for any of the provisions of this MoU to be legally binding.

Signed by the following mandated Mayors of each Partner Council:

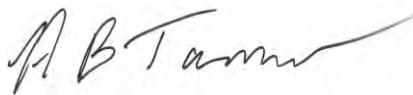


**Mayor Helen Worboys**  
**Chair**  
Manawatu District Council



**Mayor Dan Gordon**  
**Deputy Chair**  
Waimakariri District Council





**Mayor Ash Tanner**  
Matamata-Piako District Council



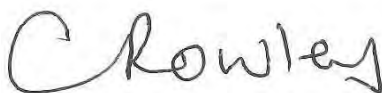
**Mayor Bruce Smith**  
Westland District Council



**Mayor Craig Little**  
Wairoa District Council



**Mayor Craig Mackle**  
Kaikoura District Council



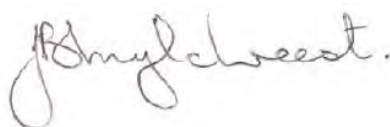
**Mayor Craig Rowley**  
Waimate District Council



**Mayor Jason Smith**  
Kaipara District Council



**Mayor Jenny Shattock**  
South Waikato District Council



**Mayor Jim Mylchreest**  
Waipa District Council



**Mayor John Carter**  
Far North District Council



**Mayor Kirsten Wise**  
Napier District Council



**Mayor Lyn Riesterer**  
Opotiki District Council



**Mayor Malcolm Campbell**  
Kawerau District Council



**Mayor Marie Black**  
Hurunui District Council



**Mayor Neil Brown**  
Ashburton District Council



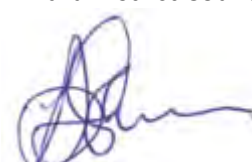
**Mayor Nigel Bowen**  
Timaru District Council



**Mayor Phil Nixon**  
South Taranaki District Council



**Mayor Sheryl Mai**  
Whangarei District Council



**Mayor Tania Gibson**  
Grey District Council



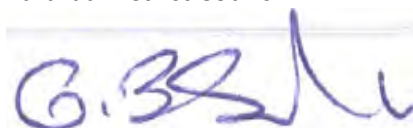
**Mayor Tracey Collis**  
Taranua District Council



**Deputy Mayor Andrew Turner**  
Christchurch City Council



**Cr Brent Muggeridge**  
Central Hawkes Bay



**Mayor Graham Smith**  
Mackenzie District Council

**MEMBER REPORT**  
for  
**Council meeting**  
**23 February 2022**

<b>Member Name</b>	Councillor Colin Olds
<b>Committee/Working Group/Appointment Name</b>	Waiohine Floodplain Management Plan
<b>Meeting Date</b>	29 and 30 November 2021
<b>General</b>	<p>The hearing of submissions and deliberations occurred over two days, 29th and 30th of November at Greytown.</p> <p>There were 189 submitters, 184 were from members of the public, 4 from Organisations and 1 submission from the Project team. 21 submitters wished to speak to their submission. Unfortunately some had removed their request to speak with 17 submitting orally.</p> <p>The work carried out by the Waiohine Action Group, alongside Greater Wellington Regional Council Officers, had been extensive over a number of years. This resulted in a Living Plan that would protect Greytown from flooding inundation during a one in one hundred year event.</p> <p>Throughout the hearing process, there was clear support for the plan with suggestions on editing a very wordy document into a format that maintained the intent of the plan.</p> <p>The next phase in this process is to present the Plan to the Wairarapa Committee to endorse prior to being presented to GWRC for ratification.</p> <p>Although I had come in on the “12th Hour”, with some research, speaking with some of those involved, I was able to understand the importance of getting a Plan that</p>

	<p>was initiated from Community with extensive Community involvement.</p> <p>Colin Olds.</p>
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**MEMBER REPORT**  
**for**  
**Council meeting**  
**23 February 2022**

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<b>Member Name</b>	Councillor Alistair Plimmer
<b>Committee/Working Group/Appointment Name</b>	Wairarapa Road Safety Council (WRSC)
<b>Meeting Date</b>	9 December 2021
<b>General</b>	<p>Refer attachments</p> <ul style="list-style-type: none"><li>- Notice of Meeting 9 December 2021</li><li>- WRSC Report December 2021</li><li>- WRSC Project Coordinator Report 29/11/21</li><li>- WRSC Meeting Minute 9 December 2021</li><li>- Stopping and Parking Outside Schools</li><li>- End of Year School Mail</li><li>- Notices of 22 Meeting Dates</li></ul>

## **NOTICE OF MEETING**

A meeting of the Wairarapa Road Safety Council

Will be held in the **Rangitumau Room** at

### **REAP House**

340 Queen Street Masterton.

**Thursday 9th December 2021 commencing at 1pm**

## **AGENDA**

Apologies – please forward to Holly on 377 1379 or [rsc@wairsc.org.nz](mailto:rsc@wairsc.org.nz)

1. Health & Safety
2. Apologies
3. Conflicts of Interest
4. RSM & RSC Reports
5. Minutes of the meeting held September 2021
6. Matters arising
7. Financial report
8. General Business
9. Next meeting



# WAIRARAPA ROAD SAFETY COUNCIL



We have seen a reduction in DSI's across Wairarapa in 2021, with still the one fatality in January and 9 serious injury crashes.

Nationally, below tables show road deaths as at 1 December.

#### Type of user by region - year to date

Type of road user	2017	2018	2019	2020	2021
Driver	173	169	153	140	149
Passenger	74	83	67	56	68
Motorcycle riders	40	43	46	50	43
Motorcycle pillion		3	2	1	1
Pedestrian	36	40	28	31	23
Cyclist	17	5	13	11	8
Other		1	1		

#### Age group by region - year to date

Age group	2017	2018	2019	2020	2021
0-15	12	19	24	10	19
16-19	26	32	15	21	20
20-24	44	49	34	32	31
25-39	87	72	63	69	82
40-59	88	79	98	81	74
60+	82	93	76	76	66

#### Gender by region - year to date

Gender	2017	2018	2019	2020	2021
Female	88	115	95	75	71
Male	252	229	215	214	221

#### Road type by region - year to date

Road type	Urban/open	2017	2018	2019	2020	2021
State highway	Open road	157	170	131	128	109
	Urban	19	13	14	23	23
Local road	Open road	79	87	98	69	85

We are in that time of year where end of year reporting, accountability reports to funders, budget planning & summer events are keeping us extremely busy. (hence the briefer than usual RSM report).

Our CDMP initiative has also kept me particularly busy over the last few months, and I have picked up 5 students myself for regular weekly drives, and have also been assessing students almost ready to sit tests & also filling in for several mentors who have been sick, injured or away on extended breaks.

### **Road to Zero NLTP programme:**

Over the next three years, \$2.9 billion will be invested in Road to Zero activities throughout New Zealand. A priority in this period is to continue an infrastructure and speed improvements programme that will reduce deaths and serious injuries. These are on state highways and local roads that carry the highest risk to road users and the most traffic. It also includes road policing, road safety promotion and education.

\$1.24 billion is to be invested in the Road Safety Partnership Programme to provide road policing activities approved by the minister which will maintain 1,070 dedicated road policing staff and about 20% of non-dedicated police staff time undertaking these activities. These activities are focused on restraints, impairment, distraction and speed (RIDS) and include almost doubling enforcement of speed and drunk driving. Also, investing about \$197 million in national, regional and local road safety promotion and education campaigns supporting Road to Zero programmes. This includes a campaign to raise public awareness of Road to Zero.

### **Motorcycle Safety:**

Our summer m/cycle safety campaign kicked off at the start of October this year, to coincide with the later start of ACCs' Motorcycle Awareness Month.

All four retailers were on board again. A full page advertorial was placed in the Times Age, and I voiced 30sec ads & interviews to play on local radio stations through till February.

\$150 monthly prize draw vouchers for workshop work or riding gear are an incentive for riders to complete a course.

Our regional training providers will notify me of the Wairarapa uptake. To date there have been approximately 26 course signups & completions.

I inserted a full page advertorial in the TA on September 24<sup>th</sup>. This covered m/cycle awareness for drivers & riders, free ride forever courses & safety checks, prize draw details & motorcycle gear

We will support 'shiny side up' in whatever form that takes. This is yet to be decided by Waka Kotahi/ACC.

### **Young drivers:**

Our CDMP continues to get results albeit having been COVID affected with college closures & restricted test waiting times.

Some data around the programme as at end of August 2021: (Note: we have around 180 restricted passes now, with quite a few more scheduled before the end of the year).



CDMP numbers for Council Presentation (as at 1 Sept 2021)

Number of participating colleges	4
Current <u>Waicol</u> Students	6
<u>Waicol</u> students who have gained restricted	22
Current <u>Makoura</u> students	17
<u>Makoura</u> students who have gained restricted	46
Current <u>Kuranui</u> Students	9
<u>Kuranui</u> students who have gained restricted	41
Current <u>Chanel</u> students	12
<u>Chanel</u> who have gained restricted	34
Number of trained mentors for colleges	37
Number of trained mentors for community organisations	12
Total current students	44
Total gained restricted includes community passes	159
Post programme we are aware of 55 in paid employment and 20 attending tertiary education. Several are still at school	

I voiced radio interviews about CDMP in November, explaining the programme & encouraging people to become mentors.

I trained a further two mentors in the last few weeks and they will be starting in Term 1 2022.

We have supplied colleges with letters confirming our mentors are all fully vaccinated, and with Kuranui College, we provided evidence of their status via 'screenshots' of their COVID Health account.

One mentor from a cohort of around 50, was unvaccinated and has now left the programme.

A luncheon was held for the mentors on 26<sup>th</sup> November. We supplied Xmas cards & a petrol voucher to say thanks for their work.

Wairarapa Whanau Trust has again approached me with requests to meet and explain the programme. I have done so on two previous occasions, but lack of staff continuity has meant nothing further has eventuated in this space.

I have advised the contact person to firstly explore the funding which SWDC hold. Then they will need to look at that budget & build it in for a vehicle purchase, branding, advertising for mentors, petrol purchasing, repairs & maintenance, coordinator costs etc. They will then need to source & Police vet mentors. I can train these mentors & also assist with processes & pass on my CDMP network contacts to assist their programme.

I facilitated an article in the Midweek (11 November) & Times Age with Aaron Slight and his successful student Taofiga Manesa, at Makoura College.

*Times Age – 11 November*



*Taofiga Manesa, 17, [left] holding his new restricted driver's licence. Driving mentor Aaron Slight sits beside him. PHOTO/MARY ARGUE*

In the same Midweek I commented on the newly released funding to support driver training in rural areas.

\$600,000 is earmarked for those wishing to enter the food & fibre industries. Wairarapa is not one of the regions to be eligible at this stage. The funding is spread across 3 years and is not exactly earth shattering considering the operating costs with some of these programmes.

At the time of writing this report it came to light that EVERY driver sitting practical driving tests need to provide evidence of double vaccinations, as from Friday 3<sup>rd</sup> December.

This certainly has created challenges for everyone involved in the CDMP, not least the 4 x Colleges that the programme supports. I will have more information at the board meeting.

I submitted on the new legislation, doing away with time limited driver licences. The new law isn't 'new', it simply rescinds the regime introduced in 2014, which was to encourage people to move along the Graduated Driver licence System (GDLS), and therefore gaining the essential safe driving practices, escape the 'justice cycle', and have a shot at employment.

Waka Kotahi now say that moving through the three stages over a 5 year period is not that important and road safety will not be compromised.

I disagree, but agree that something had to be done before 1,000's of drivers across N.Z. became ineligible to drive, as they had not yet moved on to the next stage of their drivers licence.

I was interviewed by the press in terms of this legislation and the article was in the TA on 1 December.

A current review underway is to examine in depth the driver licence test and associated conditions for different licences.

RYDA: This programme has been locked in for just the 2 days over 15<sup>th</sup> & 16<sup>th</sup> March, as Wairarapa College has stated they would attend every 2<sup>nd</sup> year as they are trimming back EOTC activities.

Attending will be Kuranui, Makoura, Ponatahi Christian school, St Matthews & Rathkeale, Solway, Chanel, and for the first time.... Te Kura Kaupapa Maori o Wairarapa.

### **Safe Cycling:**

100's of 'STOP.... LOOK.... CYCLIST' drivers' door stickers were disseminated to Wairarapa cycle retailers, AA & VTNZ, as a reminder to drivers to check for cyclists before they fling open their doors.

Being 'doored', can result in very nasty injuries.

A lot of work around the 5 trails trust, but not a space the WRSC is heavily involved with, apart from updates at the Carterton Walking & Cycling Group.

Holly can report on pedal ready cycle training in our local schools.

### **Pedestrian Safety:**

I approached NZTA Roading engineers as to install painted messages either side of some S.H.2 crossings, as they had done in Carterton CBD. They are considering this request.

I also mentioned to them I'd noticed school kids, getting a bit slack at checking traffic prior to stepping out onto the crossing on S.H.2 High St. near Intermediate St.

I requested they increase visibility for approaching drivers by removing a car park on the southern approach, however they didn't see any safety risk. I have also requested this crossing be assessed as suitable for a fully signalised crossing.

MDC removed a car park on my request outside M.I.S. next to the pedestrian crossing making it safer for the kids and giving approaching drivers visibility of any child about to cross.

I have also asked that all S.H.2 crossings in Wairarapa are painted red when they are due to be 'raised' as part of the proposed safety works schedule, as this gives drivers more warning as the crossing is highly visible.

### **Alcohol/Drugs:**

A new campaign is in development focusing on the mixing of prescription medication with alcohol and/or other drugs (recreational drugs e.g. cannabis or other prescription medication) and the effects this can have on a person's impairment when driving. This was scheduled to launch in early November (COVID-19 pending).

I distributed 'are you safe to drive' wallet sized leaflets to transport & passenger service organisations, around the effects that prescription medicines can have on driving, and Health & Safety implications.

We supported the Care NZ 'driving forward' recidivist drink driver 2 day workshop in November. 12 referrals undertook the interactive programme to understand consequences and self identify the triggers to their behaviour. Our '4 Carmen' video and hard resources are used on day 2 of the workshops.

Our festive season and summer holiday safe driving radio messaging will include drink-driving messages in rotate till the end of January.

Police undertook drink/drive checkpoints on 27 November in Masterton, stopping 550 vehicles with just the one driver being charged for excess breath alcohol.

Our EBA offences (and EBA crashes) have been trending down in recent years with 271 offences detected in the 2019/20 financial year compared with 300 the year prior.

### **Safe speeds:**

A lot of feedback to Waka Kotahi during the SH2 Masterton to Featherston speed review which was great to see.

I commented in TA articles which can be found at;

<https://times-age.co.nz/is-there-a-need-for-less-speed-on-wairarapas-highways/>

Times Age 17 September.

I also penned a letter to the editor in the TA on 14 September.

The combined CDC & SWDC speed review team felt it would be prudent to wait till the results were in as to Waka Kotahis' final speed proposals, to help formulate their views to take back to Council to then open up public consultations.

Good to see Police targeting speeds in Wairarapa at the end of November, but showed some disregard for compliance after 20 drivers were issued notices in 2 hours on S.H.2.

Two motorcyclists had their licences suspended for high speeds as well.

**Fatigue/Distracted:**

Waka Kotahi conducted research into modern customer use of in-car phone use, to then develop campaigns to address the growing issue of illegal & dangerous cellphone use by drivers.

We will support these initiatives once they have been tested.

We would relish the chance to again work with Police to run illegal cellphone use operations across the district. Data from the last operation showed the disturbing amount of local drivers flagrantly disregarding these laws.

**Heavy Transport:**

Not a lot happening in this space (apart from disseminating Waka Kotahi resources to trucking firms).

We will revisit our Tinui residents meeting concerning logging trucks in the new Year.

**Senior Drivers:**

We have 4 x Carfit clinics planned. ( 2 x clinics would have run by the time of this meeting)

7 <sup>th</sup> December	Solway showgrounds
8 <sup>th</sup> December	Clareville showgrounds
17 <sup>th</sup> January	Ashmore Park Carterton
18 <sup>th</sup> January	St Andrews church Martinborough

We plan to work with 18 senior drivers per clinic

**Drivers Licence & Vehicle compliance:**

COVID19 & lockdowns led to Waka Kotahi allowing the use of unwarranted vehicles & overdue driver licences for a period. This is now changing.

To allow people time to renew their driver licenses and driver endorsements, the temporary extension for these documents is extended a further six months until 31 May 2022. This excludes overseas licenses, which are extended until 31 March 2022.

To ensure road safety remains a priority, temporary extensions for Warrants of Fitness, Certificates of Fitness and other vehicle certifications end on 30 November 2021. Extensions for vehicle licensing (rego) also end on 30 November 2021.

**Health & Safety:** Nil issues to report.

Again, thank you to all board members who support both Holly & I throughout the year.

We wish everyone, hari Kirimete me tau hou (Merry Xmas and Happy New Year).

### **Chris Horrocks:**

Lastly, but most importantly, I hope everyone will attend as this will be Chris's last ever, Wairarapa Road Safety Council board meeting, after **33 years representing the AA Wairarapa**.

He started as a founder member in **1988** and has continued to support the teams' efforts in making our Highways and local roads a safer place for all road users across the Wairarapa (and beyond).

I cannot recall in my limited 9-year tenure as Manager, Chris ever missing a meeting, and I'm sure you could count on one-hand meetings missed over 33 years. This dedication over such a length of time is probably rare nowadays and something to be celebrated.

His passion, local knowledge and experience has been invaluable in supporting myself & Hollys' efforts to deliver an effective road safety programme across Wairarapa.

Chris always put his hand up to support our events, stepping in when we were short staffed, and always with a smile and a joke delivered in his inimitable style.

*So...we hope to see everyone on Thursday 9<sup>th</sup> at 1pm at REAP for the last meeting for 2021 and to have a quick celebration with Chris. There will be cake, a small presentation, and a photo of Chris with the board, by the attending journalist from the Times Age, who will afterwards interview Chris for an article.*

Bruce Pauling

Manager Wairarapa Road Safety Council

### **STP Update**

- Pedal Ready - 420 students have participated in grade 1 training, 70 students (10 per class) have completed Grade 2 training. Schools involved include Featherston, Greytown, South Featherston, Dalefield, Fernridge and Whareama. This is end of Term3-Term4.

Term 1 & 2 next year are booking up. Have received the following bookings from; Makoura College, St Marys, Opaki, Te kura Kaupapa, Solway primary & College, DPS, South End, Featherston and St Teresa's.

- Scooters - No scooter training has taken place this quarter as Constable Julie is away on sick leave due to injury.
- Movin' March - as at 9th November we have 9 schools signed up for Movin' March next year.
- Mailchimp Term 4 - Stopping and Parking has been our big focus. Helping schools and pushing a process rather than adhoc. New flyers have been printed. (Attached)
- ECE Road safety 101 - 8 primary schools and 3 ECE's have signed up to take part in intro road safety conversations with their Tamariki.
- Speed/Restraints/outside Schools - Checkpoints with police on restraints
- Road Patrol Pool Party - Plan B - 3 out of 12 schools took part in the pool party but the remaining 9 schools opted for in-school celebrations as we couldn't facilitate 280+ people at the pool under covid restrictions.



- Bike Fleet Maintenance Schedule - Rob and I are putting a plan together to approach schools. Schools need a stable plan to keep in line with their BIS MOU.
- Road Safety Schools Programmes - In the mailchimp, a list of programmes for 2022 have been advertised with the incentive to get in early and promote outdoor activities.
- Go Bus - 2022 MOE Contract for School travel via bus. Working on a campaign with them for 2022.

### **SADD Update**

- End of year function at Masterbowl - ten pin bowling.
- Police "booze bus" Megan D'Oliveira attended and ran a BAC session with students that attended the end of year function
- Booked meetings for 2022 - for regional hui
- Meetings Term 1
- Solway College - Drive Promotion





**Promotions, Website & Social Media Capabilities:**

- Child Restraints
- The Year that was
- NZTA advertising.
- Capital Journeys Partnership
- Carfit
- Safer September
- Spring Summer Radio Schedules
- CDC Links within community development

**Child Restraints**

- Sept/Oct/Nov - 62 car seats checked through 3 clinics (run solo). A reduction on car seat enquiries over phone/email. The precedent of the clinics seems to now be doing the trick. Have 3-5 enquiries a week and they get referred to website videos or booking link for clinics.
- Expired car seat drive - around 50 collected.
- Planning for the Car seat drive through clinic happening 4th Dec.
- Request from ECE to provide information around tether straps and why little ones shouldn't sit in the front seat.

**Wairarapa Expired Car Seats**  
ANNUAL COLLECTION  
1ST-30TH NOVEMBER

PLEASE HAND IN  
YOUR DAMAGED OR  
EXPIRED CAR SEAT  
FOR FREE TO

REAP HOUSE, 340  
QUEEN STREET  
MASTERTON

Drop off at reception between 9am-3pm Mon-Fri  
Email [Holly\\_rsc@wairarasc.org.nz](mailto:Holly_rsc@wairarasc.org.nz) for more information

ROAD TO ZERO

WAIKATO ROAD SAFETY COUNCIL

**FREE CAR SEAT DRIVE-THRU CHECKING EVENT**  
SAT 4TH DEC  
9am - 12pm

Warehouse Car Park  
Out the back of UCOL  
Entrance off Chapel St

Get sorted before the summer travel season!

- Onsite Anchor bolt installs (and vouchers)
- Fitting of car seats by qualified car seat techs
- Expert advice and expiry checking

Every family that attends the event and has a check goes in the draw to WIN an Essential Summer Travel Car Hamper!  
Bring your community services card

WAIKATO ROAD SAFETY COUNCIL WAKA KOTAHU SUPERCHEAP AUTO thewarehouse MOTORWORKS



**Minutes of the Wairarapa Road Safety Council Meeting held in the Rangitumau Room,  
REAP House, on Thursday 9th September commencing at 12.59pm**

**Present:** Frazer Mailman (MDC - Chairperson), Rebecca Vergunst (CDC), Bruce Pauling & Holly Hullena (WRSC), Chris Horrocks (AA), Sandy Walker (RTANZ), Ruth lockyer (WFA),

**Virtually:** Megan DeOliviera (Road P), Stephen Wadsworth (FENZ), Mau Lolo (ACC), Alistair Plimmer (SWDC), Rachel Ingham (Age Concern),

**Apologies:** Nicky Poona (RPH), Nick Pyatt (FENZ), Griff Page (Connecting Communities), Erin Collins (Regional Cycling Coordinator),

Moved by: Chris                      Seconded by: Sandy                      CARRIED

**Health & Safety:** Holly spoke of Evacuation procedure.

**Conflicts of Interest:** Nil

**Road Safety Manager Report:**

Bruce spoke to the RSM Report.

Thanks to Nik and Rachel for the work done in the staying safe workshop space.

Alistair asked about getting data from police to see how many young people are getting picked up without a licence. Bruce has said that he has requested this information. In this meeting, Bruce has asked Megan to raise this with her manager again, Matthew Fitzgerald.

Holly spoke to the RSC Report - due to timing, Holly asked if there were any questions about her report.

Spoke to the work with Kura kaupapa, Schools work and engagement. Also wanted to thank Alan French and Sarah Saunders for the support with follow up around speed issues outside schools.

Moved Chris                      and Seconded by Alistair                      that the reports are accepted.  
CARRIED

**Minutes of the Previous Meeting:**

Moved to approve the RSM & RSC reports and the tabling of the previous minutes:

Alistair                      Seconded: Chris                      CARRIED

**Matters Arising:**

- Bus issues around standing passengers - waiting in response to the second letter.



Moved by Frazer: Seconded by Alistair

**Financial Reports:**

Financials were spoken and tabled at the AGM.

Moved that the financial report be tabled: Frazer Seconded: Chris CARRIED

**General Business:**

Ruth (WFA) mentioned that WFA will be moving to Chapel Street on the back of Whaiora.

Chris (AA) pushing for road maintenance on state highways. New chair for AA is Craig Bower.

Sandy (RTA) logging truck issues, hard to attend meetings as it becomes about laying blame and seen as a target. Wairarapa based issues include single laned bridges and fog, suggesting that councils should be putting a levy for growing trees or the forestry owners, money goes towards the roads around it being maintained.

Mau (ACC) Motorcycle awareness month, covid has been a spanner in the works. MAM has been pushed out to October. Lower Hutt event, engagement for riders. Appointment of Young Driver programmes - role with product role, Gareth Smith has been placed in this role.

Holly questioned Mau about the connections with Drive - keeping it digital but building materials.

Megan (Police) Focusing on checkpoints in Te Marua over covid lockdown. Speed has been a big factor during this lockdown. Awhi has been busy, new agencies and Police in Wellington are being trained. Has acknowledged finding out more about statistics for young drivers requested earlier in the meeting. Pushing drive when stopping drivers around licencing. Has mentioned Roger has helped licence over 100 drivers. Holly to print Drive flyers for police to distribute. Bruce has said he will share the "Awhi" programme with the group.

Rachel (Age Concern) thanks Bruce and Holly for support. Spoke of older drivers feeling anxious about losing their licence. Shared the success of workshops with groups, and have employed someone to coordinate the Staying Safe space. Next week a focus group is running the "Life without a car" workshop.

Rebecca (CDC) National land transport funding. An announcement will be happening in a couple of weeks. This should include timeframes. CDC is putting in a submission for safe speeds and crossings. The request is that they would like to see safety elements to be put in such as roundabouts before lowering the speeds.

**Next Meeting:** Thursday 9th December 2021 at 1pm, Rangitumau Room, REAP House.

**Meeting Closed: 1.55pm**

Chairperson Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

# Stopping & Parking

## outside schools



### CHOOSE SAFE PARKING EVERYTIME

We are running a road safety campaign outside your school in conjunction with Police. If you aren't sure of the expectations around stopping and parking outside your school, kura or early childcare facility,

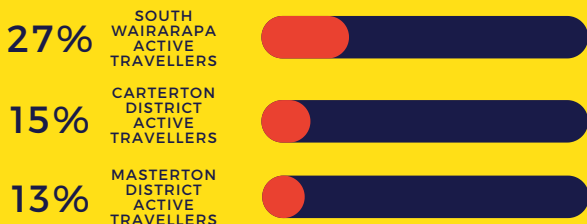


**WAIRARAPA ROAD SAFETY COUNCIL**

RSC@WAIRSC.ORG.NZ **217** WWW.WAIRSC.ORG.NZ  
OR LIKE US ON FACEBOOK

# WHEN TAMARIKI ARRIVE OR LEAVE SCHOOL EACH DAY, YOUR DRIVING BEHAVIOUR CAN PROTECT THEM OR ENDANGER THEM.

school travel data from statistics nz from the 2018 census of age 5-9year olds travelling to school.



Tamariki who are being dropped off to school are following your habits. Use crossings provided **EVERYTIME**! It's hard to spot tamariki crossing in between cars

Parking rules around your school are there to **protect** tamariki and increase visibility both for **pedestrians** and **drivers**.

Make sure you use the infrastructure around the school:

- use crossings outside schools
- park away from the gate and let tamariki walk the final small distance.
- park legally!!

For more pointers or to encourage more active travel to and from school, contact us.

**Police CAN & WILL issue tickets to drivers who do not drive and park legally and safely.**





Ngā mihi mahana ki a koutou katoa,

E mua āta haere, e muri whatiwhati waewae ~ Those who rise early in the morning are first; late risers have to bend their legs quickly to catch up. The early bird catches the worm... We've seen this in Term 4 as cycle skills training has ramped up, with even most of Term 1 booked. There are still a few spots in there to take advantage of, but get in quick!

You will also see some useful ways to promote road safety outside the school gate. It is an ongoing korero that we have to have with whanau, but consistency is key! So if we all play our part eg; me doing my mahi, helping create resources for you, schools sharing and also giving whanau opportunities to be part of the change, we should get somewhere.

I'm really excited to also announce a new little project I am looking to run with New Entrants classes.... scroll down for more details.

It's been a crazy year but I also want to take the time to thank you all for your continued support in the mahi I do. I've had so many great interactions with students this year, it truly shows they are interested in becoming change-makers. A lot of it comes down to the passion you give in delivering these skills at school.

I'd love to be part of your planning discussions. If I can either zoom in or attend teachers hui to talk about a plan for all years, or for other questions, please email me: [rsc@wairsc.org.nz](mailto:rsc@wairsc.org.nz)

Kia pai tō koutou rā,

Holly Hullen

Projects Coordinator - Wairarapa Road Safety Council



## SCHOOL NOTICE FOR WHANAU... (PLEASE SHARE)



**We've been outside schools handing out brochures to whanau dropping off tamariki and being given a bit of a hard time. If you wish to avoid the embarrassment of being approached, please avoid demonstrating how to incorrectly park. We are often visiting as a request to the school. Please voluntarily take the opportunity to practice good road safety behaviour (especially in front of your tamariki), failure to do so will result in police infringements being issued.**

*A lot of what we are noticing outside school is building up to some not very nice outcomes and we all have a chance to change the potential headlines...*

Please remind children to **STOP, LOOK & LISTEN!**

This means:

- **Walk** up to crossings and **STOP**
- **LOOK** for vehicles before crossing
- Turn phones off, headphones out and **LISTEN** for the traffic around you
- If you cannot see or hear, how can you react and keep yourselves safe?!

Whanau, remember to practice this with your tamariki in weekends. **Please demonstrate and set the example.**

We are all wanting to get from A to B. We all have different routines and places to go in our day, **BUT** if we all made sure we didn't just keep ourselves safe but in-turn looked out for each other, we can avoid disaster from striking.... a child being run over due to poor vision, cars stopping on broken yellow lines, etc. Our actions have a ripple effect.



### Celebrating our Road Patrol Kaitiaki!

With only weeks to go until we break up for another year, I'll like to pay a public tribute to our Road Patrolters right around Wairarapa. Normally, we be looking forward to celebrating with a splash at the pools, but due to the sheer number of student volunteers (250+), we have had to 'localise' our celebrations. I have been trying to work my way around the 12 schools that have road patrols dropping off celebration packs. It is an extremely superb job that your students are doing, alongside taking on the responsibility of looking out for their friends getting to and from school. I'd also like to thank the many supervisors and teachers that help - **Ka Pai & well done on your mahi**. Constable Blue & Constable Tania will be making their way around schools for training next years cohort in the absence of Constable Julie. A big thanks to Police for assisting with training to ensure you are good to go!



### Movin' March 2022

Earlybird registration has launched! Register before 10 December and your school goes in the draw to win one of 6 x \$100 Prezzy cards. To see what's in store for Movin'March 2022, click [here](#)

You will have received a newsletter from [Kirsty Barr at Greater Wellington Regional Council](#). If not, click the picture to send Kirsty an email (or get in touch with me).

*Resources include, new website, getting involved when travelling by bus, More competitions and an interactive online tool for mapping travel in your area! Download the MM Guide [here!](#)*



### Our Cycle Skills instructors need you!

**Bike Ready** is a **FREE** programme to teach your students cycle skills. [Click here to make a booking!](#) Only a few spots left for Term 1 & 2! **If you are a school with a fleet of bikes, talk to me about a bike maintenance programme. Ensure you can keep riding all year round!** We are also looking for a couple of people that would be interested in being trained up as instructors. If this sounds like you or you would like more information email: [info@pedalready.org.nz](mailto:info@pedalready.org.nz)



### New Entrants Road Safety Workshops!

Welcoming expressions of interest for school visits to new entrants classes. Having trialled a couple this year, we've had great feedback on our new "road safety 101 for little ones" workshops.

If you fancy me coming in to read a road safety story and take students on a hiko of their school neighbourhoods, please send me an [email](#).



### Footpath parking campaign

We've ramped up our campaigning to keep footpaths safe for people on foot by highlighting the continuing issue of people parking vehicles there.

- Parking on the footpath is illegal, the NZ Road Rules couldn't be clearer
- Parking on the footpath is inconsiderate even just for a minute.
- Contact your local council so that their parking wardens or infringement officers can issue tickets.
- Be a model driver and keep off the footpath

### Students Against Dangerous Driving

*Empowering young kiwis to prevent loss on our roads - together*



that have supported SADD this year. We see this as an opportunity up-skill and mentor the next generation of young leaders, so if you have any year 9-13 students that are looking for leadership opportunities in 2022, please get in touch.

Like the [facebook page](#) or check out the [National SADD Page](#).



#### **Students Against Dangerous Driving** ***Empowering young kiwis to prevent loss on our roads - together.***

In our colleges we have been running a campaign to drive students to the [Drive](#) website. Solway College put this into action. Congratulations Sarah-Jane who not only has keys steps to getting her licence right in the palm of her hands, but also has a double pass to The Screening Room.

We will be running the competition again in 2022. Stay tuned...



#### **Road Safety Policy & Procedures**

Now is the time to check in with your Board of Trustees to make sure your school has up-to-date road safety policies that match with your school environment and kaitiakitanga. Some things to consider checking that are incorporated adequately into NAG 5 & NAG 6 are:

- Road Patrols / Kea Crossings
- Getting to and from school ([do you need a walking school bus?](#))
- Helmets for scooters and bikes
- Safe parking expectations outside school
- Bus safety & traffic safety monitors

I have templates to work off, and can help your school build a robust policy. Give me a call/email for more details.

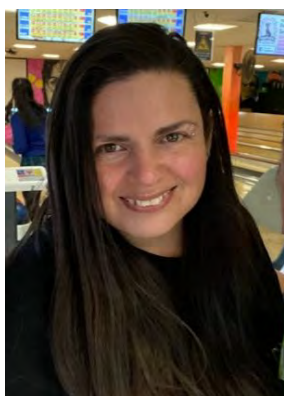


#### **Emissions reduction plan**

The Ministry for the Environment is consulting on the first Emissions Reduction Plan, which will set the direction for climate action for the next 15 years. Transport is a large contributor to emissions and is a key sector as part of this plan.

Feedback closes: **24 November**

[Find out more and give feedback](#)



#### **Stakeholders Spotlight**

*We have some seriously amazing people that we get to work with and each newsletter I aim to shine the spotlight on them. So if you see these people out and about, say "hi", and know that they are here to tautoko your mahi.*

*Sherein Abdel-Al is SADD's newest team member. Her job is programme delivery lead for SADD in the lower north island. I managed to have a quick-fire interview to find out more:*

##### **1. What do you love about your role so far?**

Getting to meet a wide range of people from students and teachers to different community partners, and working around the different needs of each region in road safety through youth.

##### **2. Pet peeve road safety habit is...**

People that don't indicate, whether a vehicle or bicycle.

##### **3. What are you looking forward to in 2022?**

Getting on the road and visiting all the regions I cover, running workshops and seeing SADD groups develop and I also hear that our SADD conference in April is a highlight of the year so I am looking forward to being a part of that.

##### **4. If you could pass one message on to the next generation it would be...**

You can make an impact - Learn as much as you can, question and be open minded, we can all learn from each other and understanding communication goes a long way in life. It's not always easy but what comes out of it can be great.

##### **5. Favourite Holiday spot in Aotearoa?**

That's a hard question to pick just one... Maybe Taupo as it's



## FREE CAR SEAT DRIVE-THRU CHECKING EVENT

Onsight Anchor bolt installs (and vouchers) | Fitting of car seats by qualified car seat techs | Expert advice and expiry checking | Every family that attends the event and has a check goes in the draw to WIN an Essential Summer Travel Car Hamper!

**SAT 4th Dec**  
**9am – 12pm**

Warehouse Car Park, Out the back of UCOL Entrance off Chapel St. Bring your community services card for a FREE anchor bolt install!





### Links for learning:

- [Road to Zero](#) - NZ's Road Safety Strategy
- [Scooter Survival](#) – this is for people who ride a scooters/mopeds.
- [Bike Ready](#) - whanau bookings available
- Active Travel Action curriculum resource - [Website](#)
- Make sure your car is a safe car - [Rightcar.govt.nz](#)
- School Micro scooter skills for kids - Contact Constable [Julie Orr](#)
- Car Seat Checking clinics - [Make bookings here](#)
- Wanting to explore Bikes in Schools? All you need to know is [here](#)

### Whats happening at your local council?



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*



### Major works Road Maintenance Schedule



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### **NOTICE OF 2022 MEETING DATES**

**Please be advised of the following scheduled meeting dates  
for the Wairarapa Road Safety Council for 2022.**

All meetings will be held in the Rangitumau Room at  
Wairarapa REAP House, 340 Queen Street, Masterton.

**March 10th**

**June 16th**

**September 8th (Executive, AGM & Ordinary WRSC Meeting)**

**December 8th**

Meetings will commence at 1pm unless otherwise stated. Please contact Holly for  
apologies.

Holly Hullena  
Projects Coordinator  
Wairarapa Road Safety Council