



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

*Kia Reretahi Tātau*

## **Agenda**

**ORDER PAPER FOR AN ORDINARY MEETING  
TO BE HELD**

**IN**

**Waihinga Centre, Texas Street  
Martinborough**

**&**

**Via audio-visual conference**

**ON**

**6 April 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 6 April 2022**

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#### **NOTICE OF MEETING**

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 10.00am. All members participating via audio-visual 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.** Extraordinary business
- A7.** Community Board / Māori Standing Committee
- A8.** Confirmation of Minutes  
***Proposed Resolution:*** *That the minutes of the Council meeting held on 23 February 2022 are a true and correct record.*

<b>B</b>	<b>Recommendations from Committees and Community Boards</b>	
	<b>B1.</b> Minutes of Council Committees and Community Boards	Pages 8-42
<b>C</b>	<b>Decision Reports from Chief Executive and Staff</b>	
	<b>C1.</b> Verbal Submissions to the Martinborough Golf Club Proposal - Andy Morison ( <i>Martinborough Golf Club</i> ) - Louise Lyster	
	<b>C2.</b> Proposal To Grant A New Lease of Recreational Reserve to Martinborough Golf Club Incorporated <i>Suzanne Clark, Property Portfolio Advisor &amp; Bryce Neems, Amenities and Waste Manager will be speaking to this report</i>	Pages 43-56
	<b>C3.</b> 2022/23 Annual Plan and Consultation Approach <i>Amanda Bradley, General Manager - Policy and Governance will be speaking to this report</i>	Pages 57-96
	<b>C4.</b> Māori Standing Committee Appointments	Pages 97-100
	<b>C5.</b> Grant Funding 2021-22 <i>Katrina Neems, General Manager Finance will be speaking to this report</i>	Pages 101-132
	<b>C6.</b> Roadstopping 23 Humphries Street Greytown <i>Steph Frischknecht, Policy and Governance Advisor will be speaking to this report</i>	Pages 133-160
	<b>C7.</b> Plan Changes – Operative Dates <i>James Witham – Planning Manager will be speaking to this report</i>	Pages 161-259
<b>D.</b>	<b>Information Reports</b>	
	<b>D1.</b> Action Items Report	Pages 260-270
	<b>D2.</b> Local Body Elections 2022 <i>Amanda Bradley, General Manager, Policy &amp; Governance will be speaking to this report</i>	Pages 271-273
	<b>D3.</b> Three Waters Reforms Update – Presentation <i>Stefan Corbett, Group Manager, Partnerships &amp; Operations will be speaking to this report</i>	Pages 274-299
<b>E.</b>	<b>Chairperson’s Report</b>	
	<b>E1.</b> Report from His Worship the Mayor	Pages 300-564
<b>F.</b>	<b>Appointments Reports</b>	
		Nil received
	<b>F1.</b> Joint Committees/Working Groups 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)	

**F2. 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 Whaitua Catchment Ctte (Cr Fox)  
Waiohine Floodplain Management Plan Steering Group (Cr Fox, Cr Olds, Mr Wright)

**F3. 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)

**G. Public Excluded Business**

**G1. Confirmation of Public Excluded Minutes**

*distributed separately*

<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 from 23 February 2022	Good reason to withhold exists under 7(2)(h) and section 7(2)(i)	Section 48(1)(a)

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 23 February 2022**

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- Present:** Mayor Alex Beijen, Deputy Mayor Garrick Emms, Councillors Pam Colenso, Rebecca Fox (to 1.07pm), Leigh Hay, Brian Jephson, Alistair Plimmer, Pip Maynard (to 1.49pm), Brenda West and Colin Olds.
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (General Manager Finance), Stefan Corbett (Group Manager Partnerships and Operations), Amanda Bradley (General Manager Policy and Governance), Paul Gardner (General Manager HR and Corporate Services), Rick Mead (Environmental Services Manager), Bryce Neems (Amenities and Waste Manager), Suzanne Clark (Property Portfolio Advisor), and Steph Frischknecht (Policy and Governance Advisor).  
Tim Harty and Tonia Haskell (Wellington Water Ltd).
- Conduct of Business:** Under the COVID-19 Protection Framework 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.  
The meeting was held in public under the above provisions from 10:00am to 2.32pm except where expressly noted.
- Public Forum:** Mary Byrne and Warren Woodgyer.
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**Open Section**

Cr Olds read the Council affirmation.

- A1. Apologies**  
There were no apologies.
- A2. Conflicts of Interest**  
There were no conflicts of interest declared.
- A3. Acknowledgements and Tributes**  
There were no acknowledgements of tributes.

**DISCLAIMER**

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**A4. Extraordinary business**

Cr Plimmer would discuss the naming of Underhill Road, to be added as item D2 of the agenda.

**A5. Public Participation**

Ms Byrne expressed concern with the SWDC Covid-19 policy requiring vaccine passes to access Council facilities. Ms Byrne believed there were a number of associated negative implications, was concerned there had been no public consultation and urged Council to rescind its policy. Members informed Ms Byrne of the process that was followed with regards to the policy.

Mr Woodgyer raised items related to reserves and capital expenditure as presented to the Finance, Audit and Risk Committee on 16 February 2022. Mr Woodgyer felt the discussion regarding increasing developer contributions was in conflict with the decision taken on the Orchard Retirement Village. Mr Woodgyer posed questions regarding the funding of the Greytown Wheels Park and considered upgrades were required to Soldiers Memorial Park. Mr Woodgyer felt reporting on capital expenditure was not well supported with commentary.

**A5. Actions from public participation**

Mr Neems updated members on planned maintenance upgrades to Soldiers Memorial Park.

Cr Plimmer noted there would be an upcoming media release with information regarding the Greytown Wheels Park. Members responded to questions on the funding source.

Mr O’Leary responded to questions with regards to the independent commissioner decision in relation to the Orchard Retirement Village.

Mr Corbett responded to members’ questions on how quickly council would be able to respond and amend its Covid-19 policy in response to central government direction. Members requested being involved early in the discussion.

**A6. Minutes for Confirmation**

Members sought clarification of the process for presenting public excluded minutes for confirmation.

*COUNCIL RESOLVED (DC2022/01):*

1. That the minutes of the Council meeting held on 15 December 2021 are a true and correct record.
2. That the public excluded minutes of the Council meeting held on 15 December 2021 are a true and correct record.

*(Moved Cr Fox/Seconded Cr Jephson)*

Carried

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## **B Recommendations from Committees and Community Boards**

### **B1. Minutes of Council Committees and Community Boards**

Mr Neems responded to members' questions on the progress of Martinborough pump track.

Cr Plimmer noted there would be a delay in the district wide speed review as it was dependent on Waka Kotahi completing its review of the state highways.

Cr Maynard acknowledged Ms Symes for her work as deputy chair of the Greytown Community Board and congratulated Ms Baker on being elected.

*COUNCIL RESOLVED (DC2022/02):*

1. To receive the information.  
*(Moved Cr Fox/Seconded Cr Olds)* Carried
2. To receive the minutes of the Māori Standing Committee meeting 23 November 2021.
3. To receive the minutes of the Wairarapa Library Service Joint Committee meeting 24 November 2021.
4. To receive the minutes of the Greytown Community Board meeting 24 November 2021.
5. To receive the minutes of the Martinborough Community Board meeting 25 November 2021.
6. To receive the minutes of the Featherston Community Board meeting 30 November 2021.
7. To receive the minutes of the Finance, Audit and Risk Committee meeting 1 December 2021.
8. To receive the minutes of the Assets and Services Committee meeting 15 December 2021.
9. To receive the minutes of the Assets and Services Committee meeting 2 February 2022.
10. To receive the minutes of the Planning and Regulatory Committee meeting 2 February 2022.  
*(Moved Cr Colenso/Seconded Cr Maynard)* Carried

### **B2. Recommendations from Planning and Regulatory Committee**

Mr Corbett responded to questions regarding the budget. Members were supportive of taking a Wairarapa regional approach to the work.

*COUNCIL RESOLVED (DC2022/03):*

1. To receive the Recommendations from Planning and Regulatory Committee Report.  
*(Moved Cr Hay/Seconded Cr Colenso)* Carried
2. Note 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.
3. Approve the proposed review approach for the Wairarapa Youth/Rangatahi Strategy.

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4. Agree that costs will be shared between the three Wairarapa district councils as per the Wairarapa Shared Services Funding Policy (joint policy funding activity type).
5. 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 Colenso/Seconded Cr Fox)*

Carried

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

### **C2. Review of the Wairarapa Local Alcohol Policy**

Ms Frischknecht spoke to matters as outlined in the report. Members wanted to ensure the unique South Wairarapa environment in regard to wineries and tourism was taken into consideration in the review.

Mr Mead responded to members' questions relating to the NZ Police view on amending start hours and the idea of capping off-licences.

Ms Frischknecht responded to questions on the review period and the contribution of Regional Public Health and Medical Officers of Health. It was noted prior submissions could be reviewed.

Members discussed the proliferation of online sales, potential flow on implications of caps, the ability to learn from districts with a similar environment, and the need to interrogate the data.

Ms Bradley responded to questions on budget for the work and contingencies.

*COUNCIL RESOLVED (DC2022/04):*

1. To receive the Review of the Wairarapa Local Alcohol Policy Report.  
*(Moved Cr Emms/Seconded Cr Jephson)* Carried
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.  
*(Moved Cr Maynard/Seconded Cr Jephson)* Carried
6. Action 83: Provide advice on the appropriateness of Cr Plimmer being a representative on the Wairarapa Policy Working Group for the review of the Wairarapa Local Alcohol Policy given his judicial duties, A Bradley.

The meeting adjourned at 11:15am.

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The meeting reconvened at 11:30am.

**C2. Tauherenikau River Crossing – Pipe Repair and Renewal**

Mr Corbett spoke to matters as outlined in the report and clarified that following quotes from two consultancies there was an amendment to the amount being sought from \$300,000 to \$325,000.

Mr Harty, with support from Mr Corbett and Ms Neems, responded to members' questions on the impact of recent weather events, solutions over the longer term, timeframes, funding source of the unbudgeted works, consenting activity, variances, and contingency planning.

Members debated whether a contingency of 15 percent was set at the right level and wanted a more detailed cost breakdown and to understand what the variances were likely to be. Members also sought further information on contingency plan and comparable costing information.

Members discussed delegations and the ability of the Chief Executive to enact emergency provisions under his statutory obligations.

Members discussed the communications plan and wanted to ensure the community was provided adequate information regarding the cost of the work.

*COUNCIL RESOLVED (DC2022/05):*

1. To receive the Tauherenikau River Crossing – Pipe Repair and Renewal Report.  
*(Moved Cr Jephson/Seconded Cr Plimmer )* Carried
2. Approve unbudgeted funding of \$325,000 (which includes a 15 percent contingency) to complete the recommended pipeline repair works, on the basis outlined in this report.  
*(Moved Cr Olds/Seconded Cr Jephson)* Carried
3. Note the residual risk and potential further costs associated with Option 2 as a short-term repair method.  
*(Moved Cr Hay /Seconded Cr Maynard)* Carried

Cr Plimmer left the meeting at 12.58pm.

4. 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 and location of the pipeline.  
*(Moved Cr Fox/Seconded Cr Hay)* Carried
5. That any additional costs above the approved amount in point 2 above will come to an extraordinary Council meeting for approval.  
*(Moved Cr Jephson/Seconded Cr Olds)* Carried
6. Request from Council and Wellington Water Ltd a more complete outline of contingency plan and costs should the pipeline fail.  
*(Moved Cr Hay/Seconded Cr Fox)* Carried

Cr Fox left the meeting at 1.07pm.

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The meeting adjourned at 1.07pm.

The meeting reconvened at 1.35pm

Cr Plimmer returned to the meeting at 1.35pm.

## **D Information Report**

### **D1. Action Items Report**

Members discussed updates to open action items with officers. Ms Hay requested the statement around her membership on the Assets and Services Committee be corrected.

Mr Neems responded to questions regarding the vacant quarry on Wards Line.

*COUNCIL RESOLVED (DC2022/06) to receive the Action Items Report.*

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

Cr Maynard left the meeting at 1.49pm.

### **D2. Underhill Road – Verbal Report**

Cr Plimmer outlined the background regarding the naming of Underhill Road, expressed concern with the process and sought Council resolution on the matter.

Ms Bradley advised the delegation sits with the community board and members agreed it would need to await resolution from the board.

## **E Chairperson's Report**

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

Mayor Beijen spoke to matters as outlined in the report. Mayor Beijen responded to questions on Business Wairarapa funding requirements, noting it would need to be considered as part of the Annual Plan.

Members discussed the petition by Mayor Hazlehurst regarding state highway speed reductions and agreed to the Mayor signing the petition.

Members discussed the proposed councillor appointments for 2022. Cr Olds would discuss membership on the Waiohine Floodplain Management Steering Group with Colin Wright and report back on the outcome.

Members discussed the Communities 4 Local Democracy declaration regarding the Three Waters, including slowness of information flow back, representation from LGNZ, need to provide community leadership, and the review of the working group. Mayor Beijen sought suggestions on public engagement opportunities and would continue to raise the matter via the Mayors' Report until information was received by Department of Internal Affairs.

*COUNCIL RESOLVED (DC2022/07):*

1. To receive the Mayors' Report.

*(Moved Cr Olds/Seconded Cr Colenso)*

Carried

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2. Approve the councillor appointments for 2022 as per Appendix 3, noting membership changes to the Waiohine Floodplain Management Steering Group would be deferred with a report back to the next Council meeting.

*(Moved Cr Jephson/Seconded Cr Emms)*

Carried

**F Appointments Reports**

*COUNCIL RESOLVED (DC2022/08)* to receive reports from appointments.

*(Moved Cr Jephson/Seconded Cr Hay)*

Carried

**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>
New Lease of Martinborough Golf Course	Good reason to withhold exists under section 7(2)(h) and section 7(2)(i)	Section 48(1)(a)

This resolution (DC2022/09) 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:

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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 Jephson/Seconded Cr Hay)*

Carried

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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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 15 February 2022.*
3. *Receive the minutes of the Greytown Community Board meeting 16 February 2022.*
4. *Receive the minutes of the Martinborough Community Board meeting 24 February 2022*
5. *Receive the minutes of the Featherston Community Board meeting 22 February 2022.*
6. *Receive the minutes of the Finance, Audit and Risk Committee meeting 16 February 2022.*
7. *Receive the minutes of the Assets and Services Committee meeting 9 March 2022*
8. *Receive the minutes of the Planning and Regulatory Committee meeting 9 March 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 15 February 2022.  
Greytown Community Board meeting 16 February 2022.  
Martinborough Community Board meeting 24 February 2022  
Featherston Community Board meeting 22 February 2022.  
Finance, Audit and Risk Committee meeting 16 February 2022.  
Assets and Services Committee meeting 9 March 2022  
Planning and Regulatory Committee meeting 9 March 2022.

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Amanda Bradley, Policy and Governance Manager

# Appendix 1

- Māori Standing Committee meeting 15 February 2022.
- Greytown Community Board meeting 16 February 2022.
- Martinborough Community Board meeting 24 February 2022
- Featherston Community Board meeting 22 February 2022.
- Finance, Audit and Risk Committee meeting 16 February 2022.
- Assets and Services Committee meeting 9 March 2022
- Planning and Regulatory Committee meeting 9 March 2022.



## **MĀORI STANDING COMMITTEE Minutes from 15 February 2022**

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- Present:** Narida Hooper (Chair), Andrea Rutene (from 6.07pm), Toni Kerr, Violet Edwards-Hina, Gillies Baker, Karen Mikaera, Councillor Brian Jephson, Councillor Pip Maynard (until 6.05pm) and Councillor Garrick Emms (from 6.25pm)
- In Attendance:** Amanda Bradley (General Manager, Policy and Governance) and Kaity Carmichael (Committee Advisor)
- Also in Attendance:** Paul Gardiner (Wellington Water)
- Conduct of Business:** Under the RED COVID-19 setting, 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 6.00pm and 7.02pm.
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### **PUBLIC BUSINESS**

Members opened with a karakia.

### **EXTRAORDINARY BUSINESS**

*MSC RESOLVED (MSC 2022/01)* to add the Chairperson Report at item 7.1. It was not included in the agenda as it was received after the deadline. This item cannot be delayed as it contains time sensitive material for discussion.

*(Moved Hooper/Seconded Edwards-Hina)*

Carried

**1. APOLOGIES** *(YouTube streaming 5.45)*

*MSC RESOLVED (MSC 2022/02)* to receive apologies from Mayor Alex Beijen.

*(Moved Hooper/Seconded Cr Jephson)*

Carried

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest

### **DISCLAIMER**

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### 3. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgments and tributes.

### 4. PUBLIC PARTICIPATION

There was no public participation.

Cr Maynard left the meeting at 6.05pm.

Ms Rutene joined the meeting at 6.07pm.

### 5. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

### 6. MINUTES FOR CONFIRMATION (YouTube streaming 6.24)

#### 6.1 Māori Standing Committee – 23 November 2021

*MSC RESOLVED (MSC 2022/03) that the minutes of the Māori Standing Committee meeting held on 23 November 2021 be confirmed as a true and correct record subject to the spelling correction of 'Mikaera' under item 6.1.*

*(Moved Hooper/Seconded Edwards-Hina)*

Carried

### 7. CHAIRPERSON REPORT

#### 7.1 Chairperson Report (YouTube streaming 7.43)

*MSC RESOLVED (MSC 2022/04) to receive the Chairperson Report*

*(Moved Rutene/Seconded Baker)*

Carried

Ms Hooper spoke to items outlined in the Chairperson Report.

Members queried the Principal Advisor Māori draft job description and timeline and Ms Bradley responded to questions.

Members discussed the upcoming Strategy Hui including potential dates, meeting format, venue, and agenda items. Ms Hooper noted she would seek volunteers among members to progress planning.

Cr Emms joined the meeting at 6.25

### 8. OPERATIONAL REPORTS – COUNCIL OFFICERS

#### 8.1 Action Items Report (YouTube streaming 27.19)

*MSC RESOLVED (MSC 2022/05) to receive the Action Items Report.*

*(Moved Cr Jephson/Seconded Edwards-Hina)*

Carried

Members discussed open action items and noted further updates.

Ms Hooper noted that a date will be set post Hui in which Marae Trustees and other stakeholders will be invited to discuss the direction of the committee.

Members queried the origin of action item 574. Ms Carmichael undertook providing clarification in the actions register.

Cr Emms spoke of his intention to progress a Māori Health Group being established.

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**8.2 Global Stormwater Consent Report** (*YouTube streaming 40.00*)  
MSC RESOLVED (MSC 2022/06) to receive the Global Stormwater Consent Report.

(*Moved Mikaera/Seconded Cr Emms*)

Carried

Kerr and Edwards-Hina voted against

Mr Gardiner spoke to items outlined in the report and clarified expectations of the committee.

Members queried the content of the report and timeframe for consideration. Members noted that the report and request for consideration did not fit within the new committee TOR and provided recommendations for further consultation.

**8.3 Income and Expenditure Report** (*YouTube streaming 54.01*)

Members requested the statement be updated to reflected recent expenditure items.

Members queried committed funds for Member Induction and noted it was for further discussion at the Strategy Hui.

Secretary note: Item 8.3, the Income and Expenditure Report was presented at the meeting but the motion to receive the report was not carried out.

**8.4 Officers Report** (*YouTube steaming 56.38*)

Secretary note: Item 8.4, the Officers' Report was presented at the meeting but the motion to receive the report was not carried out.

**9. MEMBER REPORT**

There was no member report.

The meeting closed at 7.02pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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- Present:** Ann Rainford (Chair), Shelley Symes, Graeme Gray, Simone Baker, Councillor Alistair Plimmer
- In Attendance:** Mayor Alex Beijen, Russel O’Leary (General Manager, Planning & Environment), Amanda Bradley (General Manager, Policy & Governance), Bryce Neems (Amenities & Waste Manager), Steph Frischknecht (Policy & Governance Advisor), Kaity Carmichael (Committee Advisor)
- Conduct of Business:** Under the RED traffic light setting, this meeting was held via video conference and was live-streamed to Council’s 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 7.48pm.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*GCB RESOLVED (GCB 2022/01) to receive apologies from Councillor Fox.  
(Moved Rainford/Seconded Cr Plimmer) Carried*

**3. CONFLICTS OF INTERET**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments or tributes.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

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## 7. COMMUNITY BOARD MINUTES

### 7.1 Greytown Community Board Minutes – 24 November 2021

*GCB RESOLVED (GCB 2022/02)* that the minutes of the Greytown Community Board meetings held on 24 November be confirmed as a true and correct record.

*(Moved Symes/Seconded Cr Plimmer)* Carried

## 8. CHAIRPERSON REPORT

### 8.1 Chairperson Report

*GCB RESOLVED (GCB 2022/03):*

1. To receive the Chairperson Report.

*(Moved Symes/Seconded Baker)* Carried

2. To approve \$5,000, from the beautification budget, for additional costs associated with signage at Urupa and Papawai Marae.

*(Moved Cr Plimmer/Seconded Baker)* Carried

Mrs Rainford thanked Ms Symes for her work as deputy Chair and noted the murals for the swimming pool were ready for installation.

Members debated the signage at Urupa and Papawai Marae. This included: cost; timeline; consistency between signs; installation; and the importance of consultation with the Māori Standing Committee and Marae.

The maintenance and removal of flower barrels along Main Street was discussed and members agreed to make a decision on the future of the barrels in the fall.

Mr Neems provided an update on the extension and maintenance of Greytown cemetery.

Members discussed the process and timing for road naming consultation of future subdivisions. Ms Bradley noted the current road naming policy was up for review.

## 9. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

### 9.1 Assessment of the Need to Rename Underhill Road Report

*GCB RESOLVED (GCB 2022/04):*

1. To receive the 'Assessment of the need to rename Underhill Road' Report.

*(Moved Symes/Seconded Baker)* Carried

2. To note the 'Assessment of the need to rename all or part of Underhill Road' report by Armstrong Dixon Limited.

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*(Moved Symes/Seconded Gray)* Carried

3. To recommend that residents and owners of Underhill Road be consulted to determine if a road name change would be supported and result in a clear benefit to the community.

*(Moved Cr Plimmer/Seconded Symes)* Carried

Ms Frischknecht spoke to matters outlined in the report. Members expressed concern with the process undertaken and the associated costs.

## **9.2 Elected Member Code of Conduct Report**

*GCB RESOLVED (GCB 2022/05):*

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

*(Moved Symes/Seconded Baker)* Carried

2. To make no decision on the adoption of the Code of Conduct until further consultation with the community boards is undertaken.

*(Moved Symes/Seconded Gray)* Carried

Cr Plimmer voted against

Members debated items outlined in the report. These included: implications of the code; the need for clarification; the process involved in consultation with other community boards; and adherence to LGNZ guidelines.

GCB NOTED:

Action 021: To investigate avenues for further consultation on the Elected Member Code of Conduct prior to adoption, A Bradley.

Secretary Note: As the Greytown Community Board has not adopted the 2021 Elected Member Code of Conduct, the 2016 Elected Member Code of Conduct will remain active.

## **9.3 Financial Assistance Report**

*GCB RESOLVED (GCB 2022/06):*

1. To receive the 'Financial Assistance Report'.

*(Moved Gray/Seconded Symes)* Carried

2. To grant Greytown Football Club \$1,000 to support a coaching course for the program.

*(Moved Cr Plimmer/Second Symes)* Carried

3. To consider grant applications at meetings twice per year and set 14 September 2022 as the remaining funding round date for the triennium.

*(Moved Cr Plimmer/Second Baker)* Carried

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4. To delegate to the Chief Executive the ability to update the Greytown Community Board application form with funding round dates for 2022.

*(Moved Plimmer/Seconded Baker)*

Carried

#### **9.4 Election of Deputy Chair Report**

*GCB RESOLVED (GCB 2022/07)* to receive the Election of Deputy Chair Report.

*(Moved Symes/Seconded Baker)*

Carried

Simone Baker was elected as Deputy Chair of the Greytown Community Board for the remainder of the triennium.

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

#### **10.1 Officers' Report**

*GCB RESOLVED (GCB 2022/08)* to receive the Officers Report.

*(Moved Cr Plimmer/Seconded Gray)*

Carried

Members discussed the number of approved building and land consents and acknowledged the workload associated with this for Council officers.

#### **10.2 Income and Expenditure Report**

*GCB RESOLVED (GCB 2022/09)* to receive the Income and Expenditure Statement for the period ending 31 January 2022.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

Ms Rainford explained that Cobblestones Charitable Trust was not able to hold their event within the indicated timeline due to COVID-19 settings, but was looking to schedule a new date.

Ms Rainford provided a list of committed funds from the beautification budget that can be released back into the fund and undertook providing the list to officers.

Members discussed using beautification funds for the installation of new recycling bins in town and discussed potential locations.

#### **10.3 Action Items Report**

*GCB RESOLVED (GCB 2022/10)* to receive the Action Items Report

*(Moved Symes/Seconded Gray)*

Carried

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4

Members discussed open action items. Ms Symes provided an update on the Waiohine Flood Plan meetings. Members queried the origin of Action Item 678 and discussed the necessity of a solid line down West Street. Members requested an update on this item.

*GCB RESOLVED (GCB 2022/11) to approve up to \$5,500 from the beautification fund, for the purchase of recycling bins to be placed in the area of Stella Bull Park.*

*(Moved Cr Plimmer/Seconded Gray)*

Carried

**11. NOTICES OF MOTION**

There were no notices of motion.

**12. MEMBER REPORTS (INFORMATION)**

There were no member reports.

**13. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 7.48pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 24 February 2022**

- Present:** Mel Maynard (Chair), Aidan Ellims (Chair), Nathan Fenwick, Councillor Pam Colenso, Alex Mason (Youth Representative)
- In Attendance:** Mayor Beijen, Stefan Corbett (Group Manager, Partnership and Operations), Amanda Bradley (General Manager, Policy & Governance) and Kaitlyn Carmichael (Committee Advisor).
- Also in Attendance** Sophie Shipperbottom (Swim with Sophie)
- Conduct of Business:** Under the RED traffic light setting, 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 6.46pm and 9.26pm.

**1. EXTRAORDINARY BUSINESS**

*MCB RESOLVED (MCB 2022/01)* to add the Financial Assistance Report (Item 8.3) as an extraordinary item. The item was not included in the agenda, as it was received late and could not be delayed as the program begins prior to the next meeting.

*(Moved Maynard/Seconded Cr Colenso)*

Carried

**2. APOLOGIES**

*MCB RESOLVED (MCB 2022/02)* to receive apologies from Cr Maynard and Mr Honey.

*(Moved Maynard/Seconded Ellims)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Mr Ellims acknowledged the passing of long-term Martinborough resident Robert (Bob) Boyne, who was the last surviving return serviceman in the area. Mr Ellms offered condolences to his family.

Ms Maynard acknowledged the passing of Rodger Nicho, who was a builder of Hau Ariki Marae and a large part of the Martinborough community.

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## 5. PUBLIC PARTICIPATION

### Sophie Shipperbottom- Swim with Sophie Grant Application

Ms Shipperbottom spoke to her grant application and responded to questions on the swimming program.

## 6. ACTIONS FROM PUBLIC PARTICIPATION

Actions from public participation to be considered under item 8.3, The Financial Assistance Report.

## 7. MARTINBOROUGH COMMUNITY BOARD MINUTES

### 7.1 Martinborough Community Board Minutes – 24 November 2022

*MCB RESOLVED (MCB 2022/03)* that the minutes of the Martinborough Community Board meeting held on 24 November 2022 be confirmed as a true and correct record.

*(Moved Fenwick/Seconded Ellims)*

Carried

## 8. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF REPORTS

### 8.1 Elected Member Code of Conduct Report

*MCB RESOLVED (MCB 2022/04)* to receive the Elected Member Code of Contact Report.

*(Moved Cr Colenso/Seconded Ellims)*

Carried

Members queried changes to the Elected Member Code of Conduct and requested further consultation prior to adoption. Ms Bradley undertook scheduling a workshop with the board.

### 8.2 Road Naming Report

*MCB RESOLVED (MCB 2022/05):*

1. To receive the Proposed Naming of an Existing Right of Way, at 4132 Ocean Beach Road, in Martinborough – Wharekauhau Estate.

*(Moved Cr Colenso/Seconded Fenwick)*

Carried

2. To approve the proposed naming of “Romney Lane” for the proposed private road 4132 Ocean Beach Road, Martinborough.

*(Moved Ellims/Seconded Fenwick)*

Carried

Members queried the placement and ownership of the road and responsibility for maintenance. Members discussed the origin and significance of name “Romney Lane”.

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### 8.3 **Financial Assistance Report** (Extraordinary Item)

*MCB RESOLVED (MCB 2022/06):*

1. To receive the Financial Assistance Report.  
*(Moved Ellims/Seconded Fenwick)* Carried
2. To note that the grant application from Swim with Sophie is ineligible under the grant policy.
3. To note that the community board can make a decision that does not align with the policy if it considers there is a good reason not to apply the policy.  
*(Moved Ellims/Seconded Maynard)* Carried
4. To approve Swim with Sophie, \$2,410 to fund one swimming lesson to each of the 241 students at Martinborough School, to be funded through the Swimming Pool Fund.  
*(Moved Maynard/Seconded Ellims)* Carried

Members queried additional funding options for the swim program and discussed the future use of the Martinborough Swim Club Fund. Cr Colenso noted the Lift at the pool has been repaired and no longer required use of this fund.

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

### 9.1 **Officers' Report**

*MCB RESOLVED (MCB 2022/07) to receive the Officers' Report.*  
*(Moved Fenwick/Seconded Cr Colenso)* Carried

Members queried the impact of future growth on the wastewater system and lupin control along White Rock Road. Mr Corbett undertook providing further information.  
Mr Corbett provided an update on the Pain Farm repairs, Hinekura Road workplan and status of the speed review.  
Mayor Beijen undertook providing an update on school transportation use of Hinekura Road.

*MCB NOTED:*

Action 035: To request an update on the inspection frequency of fire hydrants in the district and ensure the hydrants on Princess Street are accessible following road resealing, S. Corbett

Ms Maynard noted the incorrect spelling of Hau Ariki Marae in the report and Mr Corbett undertook having this corrected.

*MCB NOTED:*

Action 036: Request a meeting with Officers to review road safety concerns in the district, S. Corbett

Action 037: To request that a mutually satisfactory way of reporting on the maintenance of Pain Farm is established, S. Corbett

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Action 038: Request that a more precise update is given with regards to the rates arrears presented in the Officers' Report, including commentary on how they are trending in comparison to previous years, K. Neems

Members queried that status of a rates reduction and making a submission to the annual plan. Mayor Beijen and Ms Bradley spoke to the consultation process for the 2022 Annual Plan. Mayor Beijen noted this item was not on the agenda and further inquiries should be directed to Mr Wilson, Chief Executive.

Meeting adjourned at 8.52pm.

Meeting reconvened at 9.02pm.

## **9.2 Income and Expenditure Report**

*MCB RESOLVED (MCB 2022/08):*

1. To receive the Income and Expenditure Report  
(*Moved Cr Colenso/Seconded Fenwick*) Carried
2. To retrospectively approve funding for \$111.90 for the Memorial Gate Celebration morning tea.  
(*Moved Fenwick/Seconded Ellims*) Carried

*MCB NOTED:*

Action 040: To request clarification on Staff Expenses of \$197.30, under the Operating Expenses on the Income and Expenditure Report for the period ending 31 January 2022.

## **9.3 Action Items Report**

*MCB RESOLVED (MCB 2022/09) to receive the Action Items Report.*  
(*Moved Fenwick/Seconded Cr Colenso*) Carried

Members discussed open action items and noted further updates. Mr Corbett undertook providing an update on action item 176 and investigating the formalization of the Tora/Te Awiati Campground plan. Ms Maynard requested a representative from Ruamahanga Roads attend a future meeting.

## **10. CHAIRPERSONS REPORT**

There was no Chairperson Report.

## **11. MEMBER REPORTS**

There were no member reports.

The meeting closed at 9.07pm.

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**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 22 February 2022**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Jayson Tahinurua and Mike Gray, Cr Garrick Emms and Cr Colin Olds (from 7.02pm)
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (General Manager, Planning and Environment), Amanda Bradley (General Manager, Policy & Governance), Bryce Neems (Amenities & Waste Manager) and Kaitlyn Carmichael (Committee Advisor)
- Also in Attendance:** Richard Knott, Ree Anderson, Ken Stokes, Julia Reed, Hans van Velzen and Josje Neerinx
- Conduct of Business:** Under the RED traffic light setting, 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 9.50pm.

**1. EXTRAORDINARY BUSINESS**

Mr Shepherd noted that item 9.4, The Featherston Master Planning Report, would be moved to follow item 7, Community Board Minutes.

Cr Olds joined the meeting at 7.02pm.

**2. APOLOGIES**

*FCB RESOLVED (FCB 2022/01) to receive apologies from Mr Gray.*

*(Moved Shepherd/Seconded Cr Emms)*

Carried

**3. CONFLICTS OF INTEREST**

Cr Olds and Mr Shepherd declared a conflict of interest with the grant application from Kai Atawhai Featherston, to be considered under item 8.3, Financial Assistance Report.

Mr Shepherd declared a conflict of interest with the grant application from Wai Wheels, to be considered under item 8.3, Financial Assistance Report.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgements and tributes.

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## 5. PUBLIC PARTICIPATION

### Ken Stokes – Berm Mowing

Mr Stokes voiced concern with the decision to stop mowing berms and requested that special consideration be given to berms that were: extensive (extending greater than half the size of the adjacent road); steep (over 20 degrees in slope); and wide (greater than 3 meters).

Members discussed the scope of the problem and potential for community organizations to provide support.

### Julia Reed – Covid-19 Vaccine Passport (CVP)

Ms Reed voiced concern with the use of the CVP to access the Featherston Pool and Library. Ms Reed noted that this decision was dividing the community and that rate payers should be able to access public amenities.

Mr O’Leary and Mayor Beijen spoke to the rationale for the decision and noted that further questions should be directed to Mr Wilson, Chief Executive.

### Hans van Velzen – Covid-19 Vaccine Passport (CVP)

Mr van Velzen voiced concerns with the use of the CVP and noted that it was dividing the community. Mr van Velzen requested that Council remove the use of the CVP in the community.

### Josje Neerinx – Covid-19 Vaccine Passport (CVP)

Ms Neerinx had connection difficulties and indicated she agreed with the previous two public presenters on the use of the CVP in the community.

## 6. ACTIONS FROM PUBLIC PARTICIPATION

Council officers spoke to the decision to stop mowing berms in urban areas. Mr Shephard undertook scheduling a meeting to discuss with the community.

Ms Bradley undertook scheduling an informal meeting with the Chief Executive and three public presenters to discuss the use of Covid-19 Vaccine Passports.

## 7. COMMUNITY BOARD MINUTES

### **7.1 Featherston Community Board Minutes – 30 November 2021**

*FCB RESOLVED (FCB 2022/02)* that the minutes of the Featherston Community Board meeting held on 30 November 2021 be confirmed as a true and correct record.

*(Moved Bleakley/Seconded Tahinurua)*

Carried

## 9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

### **9.4 Featherston Master Plan Report (item moved)**

*FCB RESOLVED (FCB 2022/03):*

1. To receive the Development of the Paetūmōkai, Featherston Master Plan report.

*(Moved Shepherd/Seconded Bleakley)*

Carried

2. To note that engagement with the Featherston Community Board will include facilitated elected representatives’ workshops on early drafts, ongoing formal reports to the Board to keep the Board updated,

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participation in public meetings and the opportunity to provide written feedback.

*(Moved Shepherd/Seconded Cr Olds)* Carried

3. To note that a public meeting/workshop to be facilitated by Ree Anderson (Consultant) has been planned for the evening of Wednesday 30 March in the Anzac Hall (62 Bell Street) to allow for early input from the community in the development of the masterplan. Questionnaires will be available following the public meeting on the 30 March.

*(Moved Shepherd/Seconded Bleakley)* Carried

Mr O'Leary and Ms Anderson spoke to items outlined in the report and responded to questions from the board. Members highlighted the importance of community and stakeholder engagement throughout the process and made recommendations for consultation.

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

### **8.1 Carkeek Observatory Report**

*FCB RESOLVED (FCB 2022/04):*

1. To receive the Carkeek Observatory Report.

*(Moved Shepherd/Seconded Cr Olds)* Carried

2. To note the significance of the Carkeek Observatory and the importance of the conservation options.

*(Moved Bleakley/Seconded Tahinurua)* Carried

3. To note that the Featherston Community Board recommends and supports option 4, stabilise and cover the Carkeek Observatory and build a replica nearby that could have a functional use.

*(Moved Cr Olds/Seconded Bleakley)* Carried

Members discussed the options and cost presented in the report and noted the potential for additional financial support within the community.

### **8.2 Elected Member Code of Conduct Report**

*FCB RESOLVED (FCB 2022/05)* to receive the Elected Member Code of Conduct Report.

*(Moved Bleakley/Seconded Cr Emms)* Carried

Members queried changes to the Elected Member Code of Conduct and requested additional time for consideration and further consultation prior to adoption. Ms. Bradley undertook scheduling a workshop with the board.

### **8.3 Financial Assistance Report**

*FCB RESOLVED (FCB 2022/06):*

1. To receive the Financial Assistance Report.

*(Moved Cr Olds/Seconded Shepherd)* Carried

2. To earmark \$229 + GST for Wai-Wheels Featherston to hold a fundraiser for Featherston School, when Covid-19 restrictions allow.

*(Moved Bleakley/Seconded Cr Emms)* Carried

Shepherd abstained

3. To grant Kai Atawhai Featherston \$500 to support a Covid-19 Community Response team.

*(Moved Bleakley/Seconded Cr Emms)* Carried

Shepherd and Cr Olds abstained

4. To grant Mulled Wine Concerts \$500 to support a concert in Featherston.

*(Moved Cr Olds/Seconded Cr Emms)* Carried

Bleakley abstained

5. To grant Featherston Skate Park \$500 to purchase materials to paint the skate park, from the beautification fund.

*(Moved Bleakley/Seconded Shepherd)*

Members discussed the application from Wai-Wheels Featherston and noted that the application is no longer being considered retrospectively. Members discussed the application from Kai Atawhai Featherston and noted the funding limit of \$500 outlined in the grants policy. Members queried the application from Mulled Wine Concerts and discussed ticket sales for the event and the need for grant funds. Mr Neems provided an update on the Featherston Skatepark upgrade and undertook following up with the board on the current lighting and costs for upgrades.

#### **8.4 Underhill Road Naming Report**

*FCB RESOLVED (FCB 2022/07):*

1. To receive the Assessment to Rename Underhill Road report.

*(Moved Shepherd/Seconded Tahinurua)* Carried

2. To note the “Assessment to Rename All or Part of Underhill Road” report by Armstrong Dixon Limited.

*(Moved Tahinurua/Seconded Bleakley)* Carried

3. To agree that there is no longer a compelling reason to pursue a name change of Underhill Road in Featherston.

*(Moved Cr Olds/Seconded Bleakley)* Carried

Members discussed items outlined in the report and voiced concern over the cost and time associated with the consultation process. Members noted this item was raised by Greytown Community Board and was not identified as a concern in Featherston.

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

#### **9.1 Officers’ Report**

*FCB RESOLVED (FCB 2022/08) to receive the Officers’ Report.*

*(Moved Shepherd/Seconded Bleakley)* Carried

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Mr O’Leary provided an update on the dog pound and members discussed a timeline for project completion.

**9.2 Action Items Report**

*FCB RESOLVED (FCB 2022/09) to receive the Action Items Report.*

*(Moved Cr Olds/Seconded Cr Emms)*

Carried

Members discussed open action items and noted further updates. Mr Shepherd undertook progressing the Welcome to Featherston signs.

**9.3 Income and Expenditure Report**

*FCB RESOLVED (FCB 2022/10) to receive the Income and Expenditure Report.*

*(Moved Shepherd/Seconded Tahinurua)*

Carried

Members queried the status of the Home Health Kit for Featherston library and Ms Carmichael undertook providing an update to the board. Members discussed potential options for the use of beautification funds.

**10. NOTICES OF MOTION**

There were no notices of motion.

**11. CHAIRPERSON REPORT**

**11.1 Chairperson Report**

*FCB RESOLVED (FCB 2022/11) to receive the Chairperson Report.*

*(Moved Bleakley/Seconded Tahinurua)*

Carried

Mr Shepherd spoke to items outlined in the Chairperson Report. Members discussed flood areas in Featherston and queried the maintenance responsibility of open drains and culverts. Mr Shepherd undertook noting specific concerns as action items on the Council website.

Members discussed the removal of St John’s Anglican Church from the New Zealand Heritage List and noted no submission was necessary.

**12. MEMBER REPORTS (INFORMATION)**

Ms Bleakley spoke to matters outlined in the Member Report and requested an update on the completion of the town centre.

**13. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 9.50pm.

**Confirmed as a true and correct record**

.....Chairperson

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.....Date

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## **FINANCE, AUDIT AND RISK COMMITTEE Minutes from 16 February 2022**

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- Present:** Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Colin Olds, Brenda West, Mayor Alex Beijen and independent member Kit Nixon.
- In Attendance:** Harry Wilson (Chief Executive), Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (General Manager Finance), Amanda Bradley (General Manager Policy and Governance), Paul Gardner (General Manager HR and Corporate Services), Charly Clarke (Finance Manager) and Steph Frischknecht (Policy and Governance Advisor).
- Conduct of Business:** Under the Red traffic light setting of the Covid-19 Protection Framework 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 10:02am to 12.08 pm except where expressly noted.
- 

### **Open Section**

- A1. Apologies**  
*FINANCE, AUDIT AND RISK RESOLVED (FAR2022/01) to accept apologies from Cr Jephson.*  
*(Moved Cr West/Seconded Cr Colenso)* Carried
- A2. Conflicts of Interest**  
There were no conflicts of interest declared.
- A3. Public Participation**  
There was no public participation.
- A4. Actions from Public Participation**  
There were no actions from public participation.

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**A5. Extraordinary Business**

There was no extraordinary business.

**A6. Minutes for Confirmation**

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/02):*

1. That the minutes of the Finance, Audit and Risk Committee meeting held on 6 October 2021 are a true and correct record.
2. That the minutes of the Finance, Audit and Risk Committee meeting held on 1 December 2021 are a true and correct record.

*(Moved Mayor Beijen/Seconded Cr Colenso)*

Carried

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

**B1. Policy and Governance Report**

Ms Bradley, with support from Mr Wilson, updated members on work to date overhauling the strategic risk register. Members queried timeframes and wanted clarity of rankings moving up and down.

Mr Wilson update members on actions taken to address governance failure and undertook to share workshop material provided to the Community Boards. Officers responded to questions on the methodology, budget, and progress to date on the residents' perception survey. It was requested elected members be removed from the sample before the survey goes into the field.

Councillors queried the ability to have a combined District Licencing Committee and for South Wairarapa to be included in the proposed amendment relating to the prohibition of scleral tattooing.

Members discussed communications with the community as a strategic risk and its relationship to reputation. Councillors could be utilised to get messages out to the community.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/03):*

1. To receive the Policy and Governance Report.  
*(Moved Cr Colenso/Seconded Cr West)* Carried
2. Action 50: Provide members a timeline for completion of the overhaul of the strategic risk register, A Bradley.
3. Action 51: Make a copy of the 2021 Residents' Perception Survey report available on members electronic document system and share new questions for 2022 with councillors, A Bradley.
4. Action 52: Advise members whether there could be one combined District Licencing Committee across the Wairarapa, A Bradley.

**B2. Finance Report**

Ms Neems provided a summary of the six month financial results as outlined in the report. Ms Neems, with support from Mr Wilson, answered members' questions on the timing and impact of the NZTA reduction, libraries funding, overspend of professional services, contribution and ability to fund consent applications under increasing standards, unfavourable three waters result, ability to rate for

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Page 2

unforeseen events, the review of financial and developer contributions, overspend of the IT budget, and use of the depreciation reserves.

Members discussed the ability to influence Wellington Water Ltd as a shareholder.

The meeting adjourned at 11.30am.

The meeting reconvened at 11.35am.

Members wanted assurance that the committee would be kept informed when unbudgeted expenditure exceeds delegation. Delegations being set at the right level and an electronic purchase order system would assist. Ms Neems and Ms Clarke responded to questions on the introduction of an electronic purchase ordering system.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/04):*

1. To receive the Finance Report.  
*(Moved Cr Olds/Seconded Cr Colenso)* Carried
2. Action 53: Investigate the ability to strip out one-off unbudgeted income such as stimulus funding from business as usual activity and to include unbudgeted expenditure in the financial reporting, K Neems.
3. Action 54: Provide assurances the rebrand rollover project will be completed this financial year, S Priest.
4. Action 55: Investigate whether a plan change related to developer contributions for South Wairarapa could be brought forward ahead of the District Plan review, R O'Leary.

**B3. COVID Protection Framework Mitigations Report**

Mr Gardner spoke to matters as outlined in the report and responded to members' questions regarding staff wellbeing. Members requested councillors be notified should any significant changes be made.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/05) to receive the COVID Protection Framework Mitigations Report.*

*(Moved Cr Colenso/Seconded Mayor Beijen)* Carried

**B4. Action Items Report**

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/06) to receive the Action Items Report.*

*(Moved Cr Colenso/Seconded Cr West)* Carried

**B5. Official Information Request Topic Trends 1 July 2021 – 31 December 2021 Report**

Mr Wilson spoke to matters as outlined in the report and responded to member questions about the proactive release of communications.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2022/07) to:*

1. Receive the Official Information Request Topic Trends 1 July 2021 – 31 December 2021 Report.

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

*(Moved Cr West/Seconded Cr Olds)*

Carried

2. Note that official Information Request Topic Trends reports are to be produced quarterly.

*(Moved Cr West/Seconded Cr Emms)*

Carried

**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:

<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 from 1 December 2021	Good reason to withhold exists under section 7(2)(a)(c)(f)	Section 48(1)(a)

This resolution (FAR2022/08) 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 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 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)
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	Section 7(2)(f)(i)

**DISCLAIMER**

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employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	
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*(Moved Cr Colenso/Seconded Mayor Beijen)*

Carried

The meeting closed at 12.08pm.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*



**FINANCE, AUDIT AND RISK COMMITTEE**  
**Public Excluded**  
**Minutes from 16 February 2022**

**Present:** Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Colin Olds, Brenda West, Mayor Alex Beijen and independent member Kit Nixon.

**In Attendance:** Harry Wilson (Chief Executive), Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (General Manager Finance), Amanda Bradley (General Manager Policy and Governance), Paul Gardner (General Manager HR and Corporate Services) and Steph Frischknecht (Policy and Governance Advisor).

**Conduct of Business:** Under the Red traffic light setting of the Covid-19 Protection Framework 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 under public excluded provisions from 12:08pm to 12:13pm.

**Open Section**

**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 from 1 December 2021	Good reason to withhold exists under section 7(2)(a)(c)(f)	Section 48(1)(a)

This resolution (FAR2022/08) 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>

**DISCLAIMER**

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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 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)
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 Mayor Beijen)*

Carried

**C1. Public Excluded Minutes for Confirmation from 1 December 2021**

Mr Wilson clarified that the office rebuild was no longer being undertaken in the short term but that it would remain as an option over the longer term.

Mr Gardner undertook to redistribute a copy of the detailed survey commentary from staff at the request of the committee.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2022/01PE)* that the Finance, Audit and Risk Committee public excluded minutes from the meeting held on 1 December 2021 are a true and a correct record.

*(Moved Cr Emms/Seconded Mayor Beijen)*

Carried

The meeting closed at 12.13pm.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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**ASSETS AND SERVICES COMMITTEE**  
**Minutes from 9 March 2022**

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<b>Member's Present:</b>	Councillors Brian Jephson (Chair), Garrick Emms, Pip Maynard, Rebecca Fox, Alistair Plimmer, and Mayor Alex Beijen.
<b>Also in Attendance:</b>	Cr Colin Olds, Cr Brenda West and Cr Pam Colenso.
<b>Staff In Attendance:</b>	Stefan Corbett (Group Manager Partnerships and Operations), Harry Wilson (Chief Executive Officer), Tim Langley (Roading Manager), Russell O'Leary (Group Manager Planning and Regulatory), Katrina Neems (General Manager Finance) and Steph Frischknecht (Policy and Governance Advisor). Wellington Water: Tonia Haskell, Adam Mattsen, Matthew Lillis, Gary O'Meara and Laurence Edwards.
<b>Conduct of Business:</b>	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. The meeting was held in public under the above provisions from 12:30pm to 1.56pm except where expressly noted.

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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.

**DISCLAIMER**

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**A5. Extraordinary Business**

Cr Jephson undertook to determine the appropriate manner to raising items relating to the Greytown Wheels Park.

**A6. Minutes for Confirmation**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/09)* that the minutes of the Assets and Services Committee meeting held on 2 February 2022 are a true and correct record.

*(Moved Cr Maynard/Seconded Mayor Beijen)*

Carried

**B Decision Reports**

There were no decision reports.

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

**C1. Partnership and Operations Water Report**

Mr Corbett spoke to matters as outlined in the report. Mr Corbett, Mr Edwards and Mr Mattsen responded to members' questions on the drop-in session for Fox Street, the role of the Boar Bush Reservoir and timeframes for repair, information flow to councillors on Featherston wastewater treatment plant options, progress of the Lake Ferry driplines and UV fix, the capital programme, stabilisation of the slip on Lake Ferry Road, location of wastewater overflows in Featherston and the Greytown Memorial Park renewal.

Members wanted to see localised rainfall figures and bridge river heights reported for severe weather events.

Members queried the mitigations in place and wanted to ensure readability of the Partnership and Operations Water Report by the public.

Members wanted to ensure landowners were included as a water race stakeholder. Mr Corbett responded to questions on urban water races and the exclusion of stock.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/10)* to receive the Partnership and Operations Water Report.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

**C2. Partnership and Operations Amenities and Roothing Report**

Mr Langley and Mr Wilson responded to questions on the roading operating budget, effects of rising fuel prices, mechanism for proposing low cost low risk projects, progress on the Lake Ferry trial, spend on rail level crossing, and Cape River bridge repairs.

Mayor Beijen undertook to raise the potential for Princess Street/SH53 to be a low cost low risk project with Waka Kotahi.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/11)* to receive the Amenities and Roothing Officers' Report.

*(Moved Cr Fox/Seconded Cr Plimmer)*

Carried

**DISCLAIMER**

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**C3. Action Items Report**

Members discussed updates to open action items.

Mr Corbett undertook to clarify use of BBQs at the swimming pools.

Members discussed the approach to the speed limit review throughout the district and requested action 516 be amended to include the advanced changing of the speed limit on Underhill Road.

Members discussed the consideration of sealing of rural roading. This would be a matter for consideration as part of the Annual Plan.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2022/12) to receive the Action Items Report.*

*(Moved Cr Jephson/Seconded Mayor Beijen)*

Carried

The meeting closed at 1.56pm.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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## **PLANNING AND REGULATORY COMMITTEE**

### **Minutes from 9 March 2022**

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**Members present:** Councillors Pam Colenso (Chair), Brenda West, Leigh Hay, Colin Olds, Rebecca Fox and Mayor Alex Beijen.

**Also in attendance:** Cr Plimmer, Cr Maynard, Cr Jephson and Cr Emms

**Staff in attendance:** Harry Wilson (Chief Executive Officer), Russell O’Leary (Group Manager Planning and Environment), Katrina Neems (General Manager Finance), James Witham (Planning Manager), Rick Mead (Environmental Services Manager), Sara Edney (Building Manager), Kendyll Harper (Intermediate Planner), Mélanie Barthe (Climate Change Advisor) and Steph Frischknecht (Policy and Governance Advisor).

**Public Forum:** Daphne Geisler and Darrin Goulding

**Conduct of Business:** 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.  
The meeting was held in public under the above provisions from 10:00am to 12.00pm except where expressly noted.

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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**

Ms Geisler was concerned with the process taken to approve the quarry consent in Featherston and felt the decision not to publicly notify the consent was not aligned with the level of public interest. Ms Geisler spoke of the level of community

**DISCLAIMER**

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engagement from Featherston on the Spatial Plan and wanted Council to ensure greater engagement for the Featherston Masterplan.

Mr Goulding felt the quarry consent did not align with Council's strategy or plans, expressed concern with the communication management, and requested the consent file be made available on the Council website. Mr Goulding was concerned with the process taken to assess the application, had questions about the conditions applied and spoke of environmental considerations. Mr Goulding felt the speed limit on Underhill Road should be reduced and the road sealed. Mr Goulding responded to members' questions on community engagement opportunities and legal challenge.

**A4. Actions from Public Participation**

The matters raised by Ms Geisler and Mr Goulding would be discussed under agenda item C1, the Planning and Environment Group Report.

**A5. Extraordinary Business**

There was no extraordinary business.

**A6. Minutes for Confirmation**

*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2022/06) that the minutes of the Planning and Regulatory Committee meeting held on 2 February 2022 are a true and correct record.*

*(Moved Cr West/Seconded Cr Olds)*

Carried

**B. Decision Reports**

There were no decision reports.

**C. Information Reports**

**C1. Planning and Environment Group Report**

Mr O'Leary and Ms Edney spoke to matters as outlined in the report. Ms Edney responded to members' questions on the BCA audit in relation to record keeping, general non-compliances, frequency of the audit, and comparability with prior results.

Mr O'Leary provided an overview of the quarry resource consent application and evaluation process. Mr O'Leary, Mr Wilson and Mr Witham responded to members' questions on ability to use discretion on notification decisions, the extent to which the SWDC consent changes the character, intensity and scale of the GWRC granted consent, and the availability of information on affected parties. The full consent file would be made available on the Council website.

With regards to the quarry, Mr Witham and Mr O'Leary responded to questions on the consideration given to impacts of berm widening on existing infrastructure, roading maintenance impacts, environmental effects from dust, the complaint

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*Page 2*

process, applying further conditions, the monitoring programme, funding contribution from the applicant and rating impacts.

Mr Wilson responded to questions on the ability to reduce the speed limit of Underhill Road and consultation requirements.

Members discussed safety concerns along Underhill Road with the cycle trail and covering of vehicle loads.

The meeting adjourned at 11.22am.

The meeting reconvened at 11.30am.

The upcoming community engagement on the Featherston Masterplan was noted and members wanted the periphery area activity to be included in the discussions.

Mr O’Leary and Mr Witham responded to questions on the scope, content and format of the Featherston Masterplan community engagement, alignment of incoming applications to the Spatial Plan, and the incorporation of SWDC reserve management plans into the Masterplan.

Mr Mead provided an update on the dog pound investigations and responded to questions about the ability to work within budget constraints and the applicability for a pound in the district.

Mr Mead responded to questions on visibility Council has on the closure of food premises and monitoring ability.

*PLANNING AND REGULATORY RESOLVED (P&R2022/07)* to receive the Planning and Environment Group Report.

*(Moved Cr Fox/Seconded Cr Hay)*

Carried

**C2. Action Items Report**

*PLANNING AND REGULATORY RESOLVED (P&R2022/08)* to receive Action Items Report.

*(Moved Cr Hay/Seconded Cr West)*

Carried

The meeting closed at 12.00pm.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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AGENDA ITEM C2

**PROPOSAL TO GRANT A NEW LEASE OF RECREATION RESERVE  
TO MARTINBOROUGH GOLF CLUB INCORPORATED**

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**Purpose of Report**

This report seeks Council approval to enter a new lease with the Martinborough Golf Club Incorporated of the land known as the Martinborough Golf Course.

**Recommendations**

Officers recommend that the Council:

1. *Receives the Proposal to Grant a New Lease of Recreation Reserve to Martinborough Golf Club Incorporated (MGC) Report.*
2. *Note that every objection or submission received must be considered before deciding to proceed with the proposal.*
3. *Enter into a lease with the Martinborough Golf Club for 30 years with no rights of renewal at an annual rental of \$2500 as proposed; or approve the proposal subject to such conditions as Council thinks fit.*

**1. Background**

The land occupied by the Martinborough Golf Club, located on Todds Road, Martinborough is owned by South Wairarapa District Council and is a Recreation Reserve subject to the Reserves Act 1977 (the Act). This land was historically owned by the Martin family and was gifted to a Trust for the purposes of a reserve in 1911 and subsequently vested in Featherston County Council. The Martinborough Golf Club has been operating on the Reserve since 1948. A proposed lease on recreation reserve land must be considered under section 54(1) of the Act.

The Council has the authority to consider leases on recreation reserves as a delegate of the Minister of Conservation through the 12 June 2013 Delegation of Powers under the Reserves Act 1977.

A proposal for a new lease with the Martinborough Golf Club (refer Appendix 1) was authorised by Council for public notification on the 23 February 2022. A public notice was issued on the 25 February 2022 via Council's website and Facebook page and was

followed up with notice in the Wairarapa Times Age and the Midweek newspapers. The submission period was open 25 February 2022 - 25 March 2022.

## **2. Discussion**

### **2.1 Submissions received**

A detailed analysis of submissions is included in this report as Appendix 2.

A total of 44 submissions were received and are included in Appendix 3 of this report. There is clear support for the Martinborough Golf Club lease to be granted for a 30-year period. The main themes from the feedback are:

- The golf activity/course is a good use of the land
- Possible alternative uses of the land
- Good stewardship of the land by Martinborough Golf Club
- Wider benefits of the golf activity/course to the community
- Personal wellbeing from the golf activity/course
- Public access to the land
- Equity of charging
- Length of Lease

### **2.2 Hearings and Process for Entering into a New Lease**

Objectors or submitters to the Proposal were provided the opportunity to present their views to Council in person at the 6 April 2022 meeting. Two submitters have requested that their submission be heard. Martinborough Golf Club have made a submission that only partially supports the proposal.

Council is required to consider every objection or submission received before deciding to proceed with the proposal. Following considering of submissions, Council may give consent to the proposal or may give approval subject to such conditions as Council thinks fit.

Officers will then progress negotiations with the Martinborough Golf Club with a view to entering into a new lease by the 1 May 2022. The current lease, which expires 31 October 2023, will be surrendered to allow parties to enter into a new lease prior to the 2023 expiry.

### **2.3 Legal Implications**

The Department of Conservation Reserves Act Guide summarises the purpose of the Reserves Act 1977 as:

- Providing for the preservation and management of areas for the benefit and enjoyment of the public.
- Ensuring, as far as possible, the survival of all indigenous species of flora and fauna.
- Ensuring, as far as possible, the preservation of access for the public.



- Providing for the preservation of representative samples of all classes of natural ecosystems and landscape.
- Promoting the protection of the natural character of the coastal environment and the margins of lakes and rivers.

Section 54 of the Reserves Act 1977 outlines the required process that Council has to undertake in order to grant a lease on public recreation reserve. Clause 54 (1)(a) of the Act provides that a lease term cannot exceed 33 years.

Section 119 and 120 of the Act requires that Council give public notice for a period of at least one month for proposed leases on recreation reserves.

Section 121 of the Act allows Council to give consent to a proposal or to approve a proposal subject to such conditions as Council thinks fit.

## **2.4 Council Policy**

Council officers apply the [Community Groups Use of and Access to Council Parks and Reserves Policy](#) when considering applicable annual rental rates for clubs.

The Policy provides guidance on setting annual rental rates, but the Policy does not provide specific instruction on the charges to be laid except that there will be a charge for exclusive use of land. When determining an annual rental rate for community groups, officers take into consideration the amount of land that is being used exclusively and what other clubs in the district are being asked to pay for similar sized areas of land. Exclusive use of land is generally in the form of a clubhouse or storage as the public continues to have access to and use of the surrounding open land.

When considering submissions, Council should consider the principles of the Policy, noting that the Policy will be reviewed as part of the broader policy review framework project. Part of the review for this Policy will include consideration for establishing a consistent approach for lease rental rates for use of parks and reserves using Council's adopted strategic framework (including community outcomes and strategic drivers). Until this work has been completed the existing Policy should be applied in a fair and consistent manner.

## **2.5 Financial Considerations**

There are no financial considerations for Council in approving this lease, except as specifically mentioned in the analysis, however if for some reason the lease was declined, then the cost of maintaining the land as a Reserve would need to be borne by Council.

Note that the net rent from the Martinborough Golf Club is paid into the Council's Reserves Account which is used in the administration, maintenance, and development of the Council's reserves.

## **3. Conclusion**

Council should consider all submissions and decide whether to consent to the proposal as notified or to consent to the proposal subject to conditions.

#### **4. Appendices**

Appendix 1 – Proposal to grant a new lease of recreation reserve to Martinborough Golf Club Incorporated

Appendix 2 – Analysis of Submissions to the Proposal

Appendix 3 – Submissions to the Martinborough Golf Club Proposal

Contact Officer: Suzanne Clark, Property Portfolio Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

**Appendix 1 – Proposal to grant a new  
lease of recreation reserve to  
Martinborough Golf Club Incorporated**



## **PROPOSAL TO GRANT A NEW LEASE OF RECREATION RESERVE TO MARTINBOROUGH GOLF CLUB INCORPORATED**

Under Section 119 of the Reserves Act 1977 South Wairarapa District Council proposes to grant a new lease to the Martinborough Golf Club Incorporated, of the recreation reserve land located on Todds Road, Martinborough currently occupied and used by the Martinborough Golf Club.

The property has an area of 40.939 hectares and is described as Lot 75 on DP579 Certificate of Title WN103/58.

The proposed lease is for a term of 30 years starting 1 May 2022 with no right of renewal. The proposed lease will be on terms and conditions substantially corresponding with the terms and conditions of the existing lease with an annual lease fee of \$2,500 plus GST subject to three yearly reviews.

### **We want your feedback**

Let us know if you support, oppose or have any comments on the proposed lease. The proposal and online submission form can be found at [www.swdc.govt.nz](http://www.swdc.govt.nz), or you can send a submission by email to [amenities@swdc.govt.nz](mailto:amenities@swdc.govt.nz) or by mail to South Wairarapa District Council, PO Box 6, Martinborough no later than 5pm 25 March 2022. Please indicate if you wish to speak in person to your submission.

Any opposing submissions or submissions wishing to be heard will be considered at the South Wairarapa District Council meeting on 6 April 2022.

If you have any questions, contact: [amenities@swdc.govt.nz](mailto:amenities@swdc.govt.nz).

Harry Wilson  
Chief Executive Officer  
South Wairarapa District Council

## **Appendix 2 – Analysis of Submissions to the Proposal**

# Analysis of Martinborough Golf Club Proposal

This appendices provides an analysis of submissions to the Martinborough Golf Club Proposal. It has been prepared to assist the Council in its decision-making. Council will hear members of the public who wish to present their submissions in person and take into account the views of all submitters before making a decision on the proposal.

We received a total of 44 submissions. 39 submissions were received online through the link provided on the Council website, 5 submissions were received by email in response to placed advertisements and were transferred to the online survey database.

Submitters were asked:

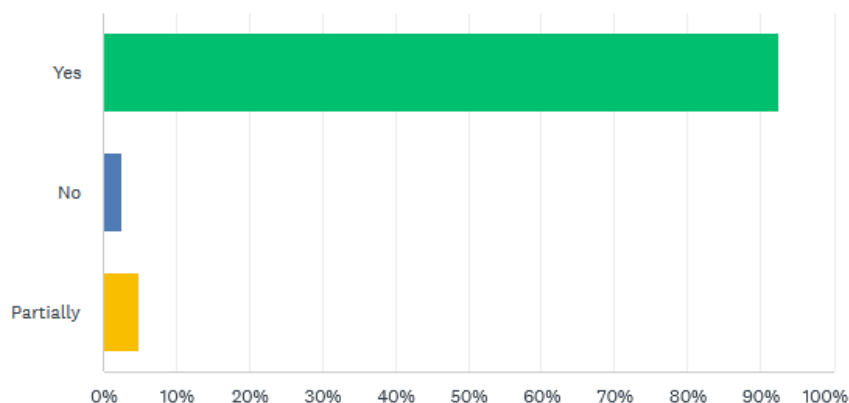
***“Do you agree with the proposal to grant a new 30 year lease of Council recreation reserve located on Todds Road, Martinborough to the Martinborough Golf Club?”***

The online survey provided the opportunity for submitters to click boxes for ‘yes’, ‘no’, or ‘partially’ as well as to provide freeform comment.

## **1. Analysis of Numbers in Support of the Proposal**

Everyone who responded to the online survey answered this question. The 5 submitters who provided email comment only did not indicate whether they were in favour of the proposal, however analysis of those submissions shows that all are at least partially in favour of the proposal.

Of everyone who answered the question, 92.5% (37) agreed with the proposal to grant a new 30 year lease to Martinborough Golf Club. 2.5% (1) disagreed with the proposal and 5%(2) partially agreed with the proposal. The submitter who disagreed with the proposal thought that the lease was too long, the fee being charged was too low for the amount of land being leased, and that there were better alternative uses for the land. The submitters who partially agreed with the proposal agreed with all terms except the annual lease rate.



## 2. Analysis of Submitters comments

21 submitters provided additional comment which can be broken down into the following main themes:

- Length of the Lease
- The golf activity/course is a good use of the land
- Possible alternative uses of the land
- Public access to the land
- Good stewardship of the land by Martinborough Golf Club
- Wider benefits of the golf activity/course to the community
- Personal wellbeing from the golf activity/course
- Equity of charging

### ***Length of the Lease***

*1 submitter believed the length of the lease was too long.*

The length of the proposed lease falls within the lease length term permitted by the Reserves Act 1977 and officers consider a length of 30 years appropriate given the capital investment to be undertaken by the Martinborough Golf Club.

### ***Use of the Land/Public Access***

*5 submitters believed that using the land for a golf course was a good use of the land and that the land was suited to this purpose.*

*3 submitters were happy for the golf course to remain the main recreational activity but would like the reserve to be a shared resource with other activities and sporting codes being incorporated or permitted within the reserve. 1 of these submitters would like the land not needed for golf set aside for future public use.*

*5 submitters are in support of increased public access to the reserve.*

An important consideration in golf course design is the issue of health and safety for the non-golfing public. External safety can be managed by ensuring a setback between the holes main landing area and the boundary of 65 metres. The use of vegetation on boundaries further reduces the risk. There may be some opportunity to co-share the reserve with sports or the general public that require a smaller footprint of land (e.g. tennis, lawn bowls, minigolf, croquet, pentaque) in strategic locations that are not required as safety margins. There is little opportunity to share the reserve with sports which require large areas of land (e.g. football, cricket) without increasing the risk of public injury or property damage. There has been no interest registered to setup other recreation or sporting opportunities in the reserve. It may be possible to mark out an area of land that could be set aside for future public use, however doing so may create a financial maintenance obligation for Council.

There were a number of requests seeking public access to the reserve for walking purposes. Courses are also designed with internal safety in mind and play follows a predictable path following a set of rules that minimise risk to players. Opening the

course for walkers while play is permitted would increase the risk of public injury. Council requires the Martinborough Golf Club to undertake its health and safety obligations seriously and the draft lease with the Martinborough Golf Club requires registration and reporting of any accident to Council officers.

With the event of COVID-19, some international golf courses were opened for the general public to exercise during the lockdown period. In Scotland the general public have by right, access across any golf course (excluding greens) at all times and course managers are encouraged to setup safe pathways. Auckland City Council are currently undergoing consultation with the objectives of opening some golf club land for other sporting opportunities, to provide broader golfing experiences (learner through to experienced courses) and to establish best practice in ecosystem management and biodiversity conservation on the land. Although the Martinborough Golf Club does not have exclusive use of the reserve, due to safety concerns the course can only be walked if the public seek permission from the office. There may be an opportunity to negotiate greater public access to the reserve in return for a lower annual rental fee. For example, a day could be set aside for walkers only or set hours during the week could be scheduled for public walking in return for a reduced annual rental fee. This would better align use of this reserve to the districts other parks and reserves where the land is able to be used by all members of the public and multiple sporting codes and generally only clubhouses remain exclusive.

***Good stewardship, wider community benefit, personal wellbeing***

*15 submitters made comment on the wider community benefit of the golf course activities to the town, e.g. tourism and economic.*

This was the most common comment made by submitters. The golf course and Club is an asset to Martinborough, providing an attractive recreational facility for local and visiting golfers. The golf course is the only course in the South Wairarapa and submissions show it is a valued amenity for the whole of the community.

*7 submitters made a comment that the Martinborough Golf Club maintains the land and facility to a high standard at no cost to Council.*

Members of the Martinborough Golf Club maintain the course to a high standard, and the reserve is an attraction for the district. It is normal practice for golf clubs on council owned land or on community reserves to undertake upkeep of their courses, with some but few examples to the contrary.

If the reserve were set aside for another purpose then maintenance costs would fall to Council. Although Council does not budget for regular maintenance of the reserve, some assistance has been provided when urgent tree removal was required, and the outside boundary fence will need to be replaced once it is no longer feasible for Martinborough Golf Club to maintain under lease conditions.



*6 submitters made comment on the personal wellbeing nature of being able to access the golf course.*

The Martinborough Golf Club provides both physical and social interaction for members which contributes to the wellbeing of members and visitors. Golf course membership and visitors tend to be older than the general population and with one in four people in the South Wairarapa over 65, Martinborough Golf Club is well positioned to meet the needs of South Wairarapa's older residents. The provision of a golf facility aligns with South Wairarapa District Council's objectives for delivering social wellbeing and creating better community connections.

#### **4.1.1. Equity of charging/annual lease rate**

*9 submitters made comment on equity of charging or the proposed annual lease rate.*

The Martinborough Golf Club annual rental under the current lease is \$1,500 plus 2.5% of the annual fees collected by the Club. The collection of the annual fee has not been well-administrated or regularly collected in the past and it had been agreed to remove the collection of this fee and increase the annual rental by \$1,000 per annum for the new lease. Martinborough Golf Club are also rated for town water supply.

At the Council meeting on the 6 February 2022, Council was presented with a comparison of annual lease rates for golf courses on reserve or Council owned land from a selection of courses around the country. A key finding was that there was no consistency in how charges were determined but that the proposed rate of \$2,500 plus GST was on the lighter side but not the lowest of the clubs considered.

Although the proposed lease rate was provided in the proposal information there was no analysis of how that rate was arrived at in the documentation and consequently submitters weren't specifically asked to comment on the figure. One submitter made comment to this effect. One submitter correctly noted that the rate is not a market value rate.

The remainder of comments, including the Martinborough Golf Club itself, would like to see the annual lease rate lowered so that charging is equitable with other South Wairarapa clubs and community groups. It was submitted that the Martinborough Golf Club maintains the amenity with no (or very little) cost to Council whereas Council mows and maintains other parks and reserves and financially contributes in other ways to the provision of grassed areas for other clubs for a lower annual rental fee. The Martinborough Golf Club also has the expense of replacing its clubhouse as it is not considered fit for purpose as it is earthquake-prone. These are valid points that should be considered in balance with other submissions, legislation and policy.

As Council Policy does not prescribe how an annual lease rate should be derived, only that there will be a charge for exclusive use, Council will need to decide whether to consent to the proposal as issued, or to give approval to a lesser amount, and whether a lesser amount would be subject to any conditions.

# **Appendix 3 – Submissions to the Martinborough Golf Club Proposal**

No.	Name	Do you agree with the proposal?	Comment	Theme	Public Access	Good use of Land	Alternative land use	Community benefit	Personal wellbeing	Good stewardship by MGC	Equity of charging	Length of Lease
1	Kathryn Meates	Yes										
2	T Kaiwai	Yes										
3	Marie Johnston	Yes	If would be good if as rate payers we also had access to the area to walk around the golf course. There is no where like this in Martinborough.	Public Access	1							
4	Emma Bargh	Yes	Such a beautiful golf course with so many users; it's such a nice use of the land!	Good use of land		1						
5	Sherryl Howie	Yes										
6	Graham Smith	Yes										
7	Heidi Morton	Yes										
8	Jason Shaw		To whom it may concern, This submission applies to the lease agreement between SWDC and the Martinborough golf Club as referenced in the Wairarapa Times age 26-2-2022. The renewal of the lease agreement between both parties is a union of resources on many levels. These would include social, fiscal and environmental benefits for the local Marlborough community, Wider Wairarapa district and to some degree the greater wellington region. The benefits include 1. Community fitness and wellbeing through the sport of golf and socialization. 2. A popular venue/drawcard for regional sport and stimulating further trade and tourism in the area. 3. Dedicated stewardship of the land resource, self funded, employing full time staff and large volunteer base, focused on environmental and social benefit to the community. For these reasons the value of the yearly lease needs to be appreciative of the challenges a local sports club faces in managing the resource. An equity of charge relevant to similar sports clubs in the area could be adopted to help with this.	Wider benefit to the community, personal wellbeing, equity of charging, good stewardship by MGC				1	1	1	1	
9	Felicity Warren		I am submitting this note to the South Wairarapa District Council to be taken into consideration for The Martinborough Golf Club Lease. It is essential that the SWDC should remember that the golf club itself pays for the maintenance of everything associated with the golf club when calculating the lease terms. This situation is unique in so much as that all other SWDC clubs have their maintenance paid for by the SWDC.	Good stewardship by MGC, equity of charging				1			1	
10	Raymond Matthews		I wish to make a submission to SWDC following the notice in the Times Age on 26 February. The Martinborough Golf Club is the only golf club in the South Wairarapa and is highly rated as a country golf club. Unlike other sporting clubs in our district which use SWDC land, the golf club pays for its own maintenance from its own funds. It seems unfair and illogical that the Golf Club should pay as much as \$2500 per annum to the SWDC for a lease when other sport amenities are paying only \$500. The Golf Club brings into the South Wairarapa a huge amount of money to home stays, restaurants, cafes etc to the three towns. The other sports amenities bring very little. As a Greytown resident I believe the Greytown Trust lands Trust let their amenity land out for no cost. I feel SWDC should take a lead from that.	Good stewardship by MGC, equity of charging, wider benefit to the community				1		1	1	
11	Andy Morison (on behalf of Martinborough Golf Club)		The Martinborough Golf Club (MGC) would like to make a submission following the public notice in the Times Age last week about the proposed renewal of the lease terms to the Club. Although we have had discussions with you and Suzanne Clark and agreed in principle to a proposed lease agreement, we have subsequently discussed the proposal and sought opinions which lead us now to believe that the cost of the lease to MGC should be aligned with what other sporting clubs in South Wairarapa (which occupy council owned land) are expected to pay which, we understand, is \$500 per annum. We have reached this conclusion by way of the fact that the Golf Club incurs no cost on the council for any upkeep or maintenance on the amenity which it funds entirely from its own resources including voluntary labour. The Golf Club also attracts hundreds of visitors to the town every month bringing economic benefit to the whole community of South Wairarapa. We invite Councillors to visit the Club for a tour of the course and show what an asset to the district the Golf Club and course has become.	Good stewardship by MGC, equity of charging, wider benefit to the community				1		1	1	
12	Seamus O'Sullivan	Yes	As a new resident in Greytown, ratepayer and member of the Martinborough Golf Club, I strongly support South Wairarapa District Council's proposal to grant a new 30 year lease of the Council reserve located on Todds Road, Martinborough. However in supporting your proposal, I am concerned that the South Wairarapa District Council is demanding \$2,500 from the Martinborough Golf Club as an annual fee for the right to secure the new lease. I further understand that it is intended that the fee is increased by \$1,000 per annum for the following two years, an increase of 40% in year one and a further 28% in year two. In my view, this fee and the subsequent annual increases are excessive, unjustified and will be an unreasonable and unnecessary burden on Martinborough Golf Club and its members. I understand that the annual lease fee proposed in this instance by South Wairarapa District Council is significantly higher than that sought from other clubs making similar use of recreational reserve land in the Martinborough district and surrounding area. This is despite that the South Wairarapa District Council incurs considerable and real costs to ratepayers in maintaining those reserves. The Martinborough Golf Club incurs no maintenance cost whatsoever on the South Wairarapa District Council nor its ratepayers and in real terms, provides a positive contribution to the wider Wairarapa community. The Martinborough Golf Club and its members are a valuable asset to Martinborough and the Wairarapa region. The economic value to the region is significant in that the Martinborough Golf Club earns a considerable and growing proportion of its annual income from green fee players, most of whom are visitors to the region. I respectfully request that you:- 1. Grant a new 30 year lease of Council recreation reserve located on Todds Road, Martinborough to the Martinborough Golf Club. 2. Propose a reasonable and defensible annual fee, commensurate with the minimal cost and significant economic value that the South Wairarapa District Council and its ratepayers enjoy as a direct result of the use of Council recreational reserve by the Martinborough Golf Club. Respectfully yours, Seamus O'Sullivan	Good stewardship by MGC, equity of charging, wider benefit to the community				1		1	1	
13	Louise Lyster	Yes	Investigate alternative uses for land not currently required for golf course (adjacent to shared entrance and along Todds road) as part of the spatial plan. Land not currently used by club should be ring fenced for future public use.	Public Access, alternative use for land	1		1					
14	stephen church	Yes	There is no better use for this recreational land than as a golf course. The facility provides one of the most used attractions in the town and it has been well-managed. It is a real draw card for locals and visitors alike. It was one of the reasons that we moved to this community over 20 years ago. A 30-year lease would provide the certainty necessary to upgrade the clubhouse adding another attractive amenity to the local community. At a time when many golf courses are being sold as development land, MBO should do all it can to retain the natural beauty of the block and maintain a desirable recreation facility for all to enjoy - even non-golfers are often seen walking their dogs or enjoying the course as you would a park. I do not have enough data to comment on the proposed fee but definitely support granting a new lease of the recreational reserve, it would be silly to do otherwise.	Good use of land, wider benefit to community		1		1				
15	Lucy Douglas	Yes	I think the golf course is lovely but it would be good to open up access to non golfers as well. I've always wondered whether it would be ok for me to go for a run around the edges of the course since there are few off-road options to do this in Martinborough. What about things like having picnics? It would be great to have more people enjoying it. Maybe just with a bit of clarification around access and then some promotion that these things are possible if they are?!	Public access	1							
16	Angela Busby	Yes	This is an amazing recreational facility. There are a lot of people doing voluntary work maintaining the course and carrying out new tree plantings. The course brings in many outside visitors. It is an asset to the region. Cheers	Good use of land, good stewardship by MGC, wider benefit to community		1		1		1		
17	Matt Oldfield	Yes										
18	Graeme Locke	Yes										

No.	Name	Do you agree with the proposal?	Comment	Theme	Public Access	Good use of Land	Alternative land use	Community benefit	Personal wellbeing	Good stewardship by MGC	Equity of charging	Length of Lease
19	Guy Walmsley	Yes	What does the club get for the rental payment? Considering the club brings in a huge amount of revenue to the community, should they have to pay anything?	Wider benefit to the community, equity of charging				1			1	
20	Nickie Sheehan	Yes										
21	Claire Wilkie	Yes										
22	Michael seymour	Yes										
23	Blake Walker	Yes	I am a member of the club, and view the fantastic use of the land as an asset and drawcard for the South Wairarapa. The diversity of ages in the club and the kind hearted community spirit shared at the club are important. In a time when community togetherness and wellbeing is paramount, the loss of this club would be detrimental. In addition the drawcard of golf adds to the diverse appeal of the area. People visit the area, use accommodation, frequent local eateries and this would be lost without the club. I see the club as one that adds value to the area and is kept in great condition showing the pride in the community.	Good use of land, wider benefit to the community, personal wellbeing		1		1	1			
24	Nicola Warren		Hello I see from the Golf Club's email that the lease is pending ... I trust that the council will renew this lease. For many reasons one of which is the golf club is self-funding and moreover, brings many visitors to our town. These visitors not only play golf but stay and spend money in the town. The golf club also has a healthy membership and those members support the club by playing but also there are some wonderful members who give an enormous amount of time to maintain and develop the land – which I might say looks magnificent. I would also point out that the land was given by the Martin family who still play golf on the course and return for events such as the AB Martin Fourball. I think it's important to consider this gift and know that it was for the benefit of town and country folk and was for recreational purposes. Additionally, many of the plantings were by the gifting Martins. Golf is of course, a great way to bring town and country together for the purposes of the game and for socialising. Looking forward to the lease renewal.	Wider benefit to the community, MGC stewardship of land, personal wellbeing				1	1	1		
25	Alison Russell	Yes										
26	James Alexander	Yes	I no longer am able to play golf so no vested interest other than recognizing the importance of the resource to the wider SWDC community and the enjoyment local and visitors get from using it.	Wider benefit to the community, personal wellbeing				1	1			
27	Gaynor Butler	Yes	It is essential we have a golf course in the South Wairarapa. This is good for the whole community as it brings business to the area. There is no good reason to discontinue using this site for a golf club. Also, we need to maintain continuation of social history and leaving it there does this.	wider benefit to the community, personal wellbeing				1	1			
28	Nicola Hammer	Yes										
29	Brett Hoskin	Yes										
30	Tim Hall	Yes	Martinborough Golf Club is a fantastic thing for the community.	Wider benefit to the community				1				
31	Kelsey Garratt	Yes										
32	Scott Garratt	Yes										
33	Lesley Hoskin	Yes										
34	Marieke Mulling	No	This is a piece of land not available for the general public. Compensation is only \$2,500 which is very little for the SWDC ratepayers. It is certainly not market value for hiring land that size... I highly recommend making the land available to all rate payers and the general public. Create some walking tracks. There is funding available to plant natives, I imagine enough volunteers as well. Why not create a beautiful park that can be enjoyed by all. If that is not possible at this point I recommend a shorter lease period so landuse can be reconsidered in a shorter time frame than 30 years which is very long Could we consider a sports hub where the facilities are shared between various sports, ie soccer club consider moving their home ground there and so taking advantage of the facilities including clubrooms? If no room for the football pitch, could they still use the clubrooms? The use of clubrooms to be discussed but so that beneficial for both golf and football. Also what about other sports tennis, or cricket??	Public access, alternative use of land, equity of charging, length of lease	1		1			1	1	
35	Grant Plumbley	Yes										
36	Jenny Tosswill	Yes										
37	Marcus	Yes										
38	Jane Fanselow-Price	Yes	The golf club is beautifully maintained and offers physical, social and mental benefits to the Wairarapa community. It is particularly valuable to retired members of the area and its loss would cut social ties as well as reducing the attraction of Martinborough.	Wider benefit to the community, personal wellbeing				1	1			
39	Alistair Holmes	Yes										
40	Samuel Howie	Yes										
41	Anna Possenniskie	Partially	I agree to the 30 year lease however I disagree at the proposed rate p.a. I believe the rate is far too high and should remain at its current rate.	Equity of charging							1	
42	Martin and Viv Napier	Partially	Thank you for the opportunity to comment on the proposal. We absolutely agree that SWDC should enter into a new 30-year lease with Martinborough Golf Club for the Recreation Reserve situated on Todds Road Martinborough. The Martinborough Golf Club is a key recreation and amenity asset in South Wairarapa. The club has a long history and as stated in the proposal a "larger membership base and revenue than other clubs occupying reserve land." Martinborough Golf Club draws its membership from throughout the South Wairarapa. Recently, with the sale of the Featherston Golf Club (and its members joining Martinborough Golf Club) to SWDC, Martinborough Golf Club has become the major Golf Club in the district. Martinborough Golf Club attracts many green fee players throughout the year and is one of the main attractions for visitors to South Wairarapa. The revenue from the green fees goes directly into maintaining the course and the facilities. As stated in the proposal all buildings are owned (excluding the Martinborough Squash Club) by Martinborough Golf Club and the club maintains the fairways and greens. There is no cost to SWDC ratepayers. We believe that the annual lease is going to increase from \$500.00 per annum to \$2500 plus GST. We believe that most other sporting clubs using Reserve land within the South Wairarapa pay \$500.00 and we are concerned that the Martinborough Golf Club is being treated differently to other clubs because of the membership numbers and that the club receives revenue from green-fees. Other clubs do not maintain the reserves they use so are a cost to SWDC ratepayers. As also stated in the proposal the "Martinborough Golf Club is actively looking at redeveloping the clubhouse", once this is completed this will increase the value of the asset considerably. Now is not time to increase the lease. We believe it would be appropriate for SWDC to retain the current lease, there are no extra annual costs to SWDC associated with a new lease. Leaving the current lease at \$500.00 would show the club SWDC is supportive of their plans for the future. YES to a new 30-year lease. NO to the increase of the annual lease. Martin and Viv Napier	Equity of charging, community asset, good use of land, good stewardship by MGC		1		1	1	1		
43	Lorraine Little	Yes										
44	Tania Williamson	Yes	Most definitely Yes									
<b>Sum</b>					<b>5</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>9</b>	<b>1</b>

AGENDA ITEM C3

**2022/23 ANNUAL PLAN AND ENGAGEMENT APPROACH**

**Purpose of Report**

The purpose of this report is to seek decisions from Council regarding the 2022/23 Annual Plan, including the engagement approach, taking into consideration work programme and budget variances.

**Recommendations**

Officers recommend that the Council:

1. *Receive the 2022/23 Annual Plan and Engagement Approach Report.*
2. *Confirms that the work programme for the 2022/23 Annual Plan will align with Year 2 of the 2021-31 Long-Term Plan, noting the following key variances:*
3. *Notes the projected average growth adjusted rates increase of 7.6% is within the increase limit set in the 2021-2031 Financial Strategy.*
4. *Notes there is no legal requirement to consult on the 2022/23 Annual Plan given no significant or material differences have been identified compared to Year 2 of the 2021-31 Long-Term Plan. Due to high public interest, we will engage in accordance with Section 95 (2A) of the Local Government Act 2002. Council will not consult but will undertake best practice engagement on the 2022/23 Annual Plan guided by OAG recommendations and the SWDC Significance and Engagement Policy to inform the community of key variances and reasons for those.*
5. *Notes that the 2022/23 Annual Plan must 1) be adopted and the rates set by resolution before 30 June 2022 and 2) include an overview of minor changes in costs along with all other information required under Part 2, Schedule 10 of the Local Government Act 2002.*

## **1. Background**

Under the Local Government Act 2002, Council must produce a Long-Term Plan (LTP) every three years. For the two years between each LTP (Years 2 and 3 of the LTP) an Annual Plan must be produced. In the third year a new LTP is developed.

The Annual Plan process provides an opportunity to review intended work programmes and associated budgets, taking into consideration any new information and/or changing circumstances. According to section 95(5) of the Local Government Act 2002 (the Act), the purpose of the Annual Plan is to:

- a) contain the proposed annual budget and funding impact statement for the year [of the long-term plan] to which the annual plan relates; and
- b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
- c) provide integrated decision making and co-ordination of the resources of the local authority; and
- d) contribute to the accountability of the local authority to the community.

Council is legally required to consult on the development of its LTP and must follow the Special Consultative Procedure prescribed in section 83 of the Local Government Act 2002 (LGA). However, consultation on an Annual Plan is only required if significant or material differences are identified compared to what was included in the LTP for that year (Section 95 (2A) of the LGA).

If there are no significant or material differences, and the plan essentially aligns with what was consulted on via the LTP process, no further consultation is required. The Plan can be prepared and adopted in accordance with Section 95.

## **2. Discussion and Options**

### **2.1 2022/23 Work Programme**

The 2022/23 financial year is Year 2 of the 2021-31 LTP. The work programme was developed and consulted on as part of the LTP process. The LTP was adopted on 30 June 2021. The Year 1 work programme has been reviewed as part of the 2022/23 Annual Plan process. These work programmes have been delayed and will continue into Year 2 of the LTP:

- Rating Review – This review is scheduled to begin in Q4 of the 2021/22 financial year and will continue into 2022/23
- Representation Review – This review is scheduled to begin in Q4 of the 2021/22 financial year and will continue into 2022/23

- Wheels Park Greytown – This project has commenced with the project continuing into 2022/23
- Soldiers Memorial sports facility upgrade Greytown – this project has been delayed due to contractor unavailability and will be deferred until 2022/23
- Featherston Wastewater Treatment Plant upgrade – progress continues with funding allocated through the first five years of the Long-Term Plan.

The Year 2 work programme has been reviewed as part of the 2022/23 Annual Plan process. The key variation to the work programme compared to Year 2 of the LTPs:

- Park and Reserves - Open Spaces strategy has been moved from the operational work programme to be incorporated in the Spatial Plan master-planning.

### **2.1.1. Levels of Service**

Level of Service are reviewed and adopted as part of the Long-Term Plan. Each of Council's significant activities has levels of service that express what Council has agreed to deliver for the community, and what the community can expect. This includes things like:

- Response times for service requests
- Community facilities that encourage community use
- Standards for footpaths and roads

The 2022/23 Annual Plan maintains the levels of service that Council committed to in the 2021-31 LTP. Levels of service were last reviewed and confirmed as part of the 2021-31 LTP process.

They are next scheduled for review as part of the development of the 2024-34 LTP. Under section 97(1)(a) of the LGA a decision to significantly alter the intended level of service for any activity undertaken by Council can only be taken if provided for in the Council's LTP. Any substantive changes to levels of service prior to the next scheduled review would require an LTP amendment.

### **2.1.2. Associated Budgets and Projected Rates Increase**

Budgets have been reviewed as part of the 2022/23 Annual Plan process. Staff have worked hard to minimise the impact on our community. The Year 2 proposed rate increase is 7.8% compared with the 8.06% increase that was forecast for Year 2 of the LTP.

**The gross projected gross rates increase for 2022/23 is 7.8%. The average growth adjusted increase is 7.6%.**

Key drivers for the rates include:

- Operational budgets are being impacted by inflation and demand drivers. Inflation and labour market constraints have impacted operational budgets. For example, costs for freight, printing, contractors, materials.

Demand drivers also effect operational budgets, as discussed below:

- Increased building and development in the South Wairarapa district has increased demand for Council's building and planning services. Consent numbers continue to increase. Revenue has been forecast upwards, but has been partially offset by increasing costs.
  - Internal demand for business continuity as a result of Covid-19 and associated lockdowns and restrictions has increased. Council is increasing capacity to continue digitization of planning and building records, automating more processes, and enhancing digital security. These are necessary responses to meet changing community and organisational needs, driven by flexible working and the need to access records remotely.
- Parks and Reserves – The Parks and Reserves budget has decreased. This reflects the movement of the Open Spaces strategy to be incorporated into the Spatial Plans' Master-planning of our towns.
- Roading – The roading budget has increased. This reflects the increased cost of maintaining agreed levels of service and includes provision to cover the difference in Waka Kotahi (previously New Zealand Transport Association or NZTA) funding assistance programme.
- Water – The cost of urban water supply has increased to take account of reactive maintenance on treatment plants and underground infrastructure, increasing unplanned weather events, and depreciation on water races
- Capital costs are being impacted by inflation and supply challenges.

Supply chain challenges and disruptions associated with COVID-19 are impacting some capital projects, increasing the cost of materials and/or delaying work where materials or labour cannot be sourced. We know from previous engagement that the maintenance of infrastructure is important to our community and Council has maintained all capital budgets. Supply chain disruptions means we may not achieve the same outputs and/or could result in some work being delayed.

Increasing costs of water services is the dominant driver for increasing costs.



## 2.2 Options Considered

Options	Discussion	Ave. Rates Increase
1 <b>(Recommended)</b> Use the Depreciation Reserve to offset the increasing cost of delivering water services for 2022/23	<p>Council currently collects 78% of water depreciation from ratepayers to fund capital renewals. Reducing the amount of depreciation collected for water for Year 2 allows Council to offset the impact of the increasing cost of water delivery.</p> <p>This would reduce the balance in the Depreciation Reserve (water) by \$632k in 2022/23.</p> <p>Officers have analysed and modelled the Reserve across the remaining term of the LTP and consider this option to have minimum impact and to be low risk.</p>	<p>7.8% (gross)</p> <p>7.6%% (growth adjusted)</p>
2 <b>(Alternative)</b> Fund the increasing cost of water services from rates	<p>Rates would increase above that forecast in Year 2 of LTP.</p> <p>This would affect ratepayers connected to water and wastewater network.</p> <p>The forecast Depreciation Reserve would remain unchanged</p>	<p>10.3% (gross)</p> <p>9.9% (growth adjusted)</p>
3 <b>(Not Recommended)</b> Utilise part of the 3 Water Reform “Better Off” funding package to support the increasing cost of delivering water services for 2022/23	<p>Due to =uncertainties around the criteria and availability of this fund it is not recommend that council consider this option, however this could be revisited once Council has more certainty</p>	

Note: The increase in cost for water is essential to maintaining current levels of service and meet national water standards. As such, neither Option One nor Option Two would require Council to consult under the Special Consultative Procedure (SCP).

## 3. Additional Options

### 3.1 Rural Road Sealing

Extending the sealed roading network is an elective programme for Council and does not attract a Waka Kotahi (NZTA) subsidy. Budget for sealing of roads due to identified health and safety issues is included in the existing work programme. Historically, Council has collected the full cost to deliver 1km of sealed road from ratepayers.

As a result of the LTP 2021-2031 process, Council removed this elective programme of work, but wanted to review the decision to inform the AP 2022/23.

It is predicted that the coming financial year is going to present challenges to the delivery of the current capital programme of work due to material and contractor resourcing constraints. The

already committed roading programme would need to be prioritised and as such it may not be practicable to deliver any additional sealing work.

Increasing inflationary pressures has seen the cost to seal 1km of unsealed road increase from \$200k in 2020/21 to \$400k in 2022/23.

### 3.1.1. Options Considered

Options	Advantages	Disadvantages/Constraints	Impact on Rates
1 <b>(Recommended)</b> Do not reinstate the unsubsidised work to seal 1km of roads across the Local Roothing network.	Reduces constraints on current programme of work		No impact on rates.
2 <b>(Alternative)</b> Reinstate the programme of work to seal 1km of unsealed road within the Local Roothing network and <b>fund directly through rates.</b>	Continues the extension of road sealing across the network	Due to capital delivery constraints, additional work would need to be built into the programme of work and may not be achievable.	Resealing 1km of unsealed roads in 2022/23 would cost \$400k and add approximately 2.1% to overall rates increase.
3 <b>(Alternative)</b> Reinstate the programme of work to seal 1km of unsealed road within the Local Roothing network and <b>fund through the roading portion of financial contributions.</b> * use of financial contributions discussed in 3.1.2	Continues the extension of road sealing across the network	Due to capital delivery constraints, additional work would need to be built into the programme of work and may not be achievable.  Financial opportunity costs associated with the reduction in Infrastructure Reserve, and loss of interest income. Loss of income is estimated at \$10,000 p.a.  Reduces the ability for Council to build this Reserve	Resealing 1km of unsealed roads in 2022/23 would cost \$400k and add approximately 0.05% to overall rates increase (the result of lost interest income).
4 <b>(Not Recommended)</b> Reinstate the programme of work to seal 1km of unsealed road within the Local Roothing network and <b>fund through increased borrowing.</b>	Continues the extension of road sealing across the network	Due to capital delivery constraints, additional work would need to be built into the programme of work and may not be achievable.  Increasing debt by \$400k in Year 2 of the LTP (2022/23) with a loan term of 35 years would cost an additional \$11,500 in principal and \$12,000 in interest payments. Total cost of \$23,500.  If the programme was continued through the balance of the LTP and debt funded it would add an additional \$3.6M to Council debt.	Impact on rates of approximately 0.12% p.a.

### 3.1.2. *Use of Rooding Contributions (refer Option 3 above)*

Rooding contributions are charged as part of the resource consenting process and in line with the Combined District Plan. Contributions collected are transferred to the Infrastructure Reserve to be used for the purposes outlined in the Combined District Plan.

Annual rooding contributions are forecast at \$400k per annum across the life of the LTP and are not currently allocated.

The purpose and use of financial contributions are discussed in several sections of the CDP as below:

#### *Section 5.3.5*

Financial contributions from residential development will be used in the upgrading and expansion of the Districts' roads, reserves and other civic amenities and facilities

#### *Section 18.1*

The primary purpose of financial contributions is to ensure development adequately pays for the cost of the additional demand placed on community assets, including:

1. Reserves Contributions – Contributions towards meeting the additional demand placed on a district's reserve assets, such as sports fields, parks and open space, and biodiversity.
2. Infrastructure Contributions – Contributions towards meeting the additional demand placed on network infrastructure such as rooding, water supply, stormwater disposal, and sewage disposal networks.

#### *Section 23.4.4*

Purpose [of contributions] is:

To provide for the safe and convenient movement on roads of motor vehicles, bicycles and pedestrians within and through the Wairarapa.

### **3.2 Build the Rural Rooding Reserve**

Council has a Rural Rooding Reserve set up to provide a fund for the purposes of funding any shortfall in Special Purpose Road (SPR) Waka Kotahi funding. Each year Council collects \$300k from ratepayers to build this Reserve. The balance in the Reserve at 30 June 2022 is expected to be \$1.2M.

Waka Kotahi has indicated that the 100% funding currently applied to the SPR will decrease to the Local Road subsidy rate of 52% in 2025.

Our district is starting to experience the effects of climate change with increasing weather events on our rooding network. Council could choose to increase the Reserve through the collection of additional rates. This would increase the total collected for un-funded land

transport and would be apportioned through the General Rates, being 70% allocation to rural ratepayers and 30% to urban and commercial ratepayers.

### 3.2.1. Options Considered

Options	Advantage	Disadvantage/Constraints	Impact on Rates
1 <b>(Recommended)</b> Continue to collect \$300k in 2022/23 to be transferred to the Rural Rooding Reserve	Does not affect rates	Risk of not having enough in Reserve for a large weather event increased	0%
2 <b>(Alternative)</b> Increase the amount collected by \$200k in 2022/23 (\$500k total) to be transferred to the Rural Rooding Reserve	Increases the Reserve available to use in the event of a large weather event	Increases rates for both urban and rural properties.  Reduces financial risk by increasing the fund available for use in the event of a large weather event.	Increases rates for all ratepayers:  Urban 0.3% Rural 0.7%

### 3.3 Create a new Reserve for unplanned events

Council is able to create Reserves for specific purposes. SWDC is beginning to experience the effects of climate change through increased severe weather events. These events are expected to increase in occurrence as well as severity and will affect all assets – water treatment plants, infrastructure, and amenities (coastal toilets, playgrounds).

Council has built a Reserve over many years to help offset unsubsidised roading costs due to unplanned events (see 3.2 above). Council could create a new Reserve for events as a result of severe weather events in the same way it has for roading. Funds collected would be transferred to a newly created Reserve to be administered through Council. As the scope of this Reserve covers all Council assets, it would be appropriate to fund this through the General Rate.

### 3.3.1. Options Considered

Options	Advantage	Disadvantage/Constraints	Impact on Rates
1 <b>(Recommended)</b> Defer the creation of a new Reserve for unplanned severe weather events to the 2024-2034 LTP	Does not affect rates	Delaying the creation of a Reserve increases financial risk  Risk of not having funds in Reserve for a large weather event and having to fund from other sources	0%
2 <b>(Alternative)</b> Create a new Reserve for unplanned severe weather events in 2022/23 and collect an additional \$200k in rates to be transferred to the Reserve	Reduces financial risk by creating a fund that can be accessed for the purposes of offsetting costs of large weather events	Increases rates for both urban and rural properties.	Increases rates for all ratepayers:  Allocated through the General Rate this would increase rates by approximately 1%

## 4. Fees and Charges Increases

For the majority of fees and charges, the projected increase is no more than the rate of inflation. Where the rate of increase is higher than inflation it is because the costs of service delivery have increased above the rate of inflation. Fees and charges do not have a material impact on rates revenue and align with cost recovery.

### Environmental Health

Food Act Verification fee increase of \$97 per annum and includes up to 2 hours of officer time. Additional time would be charged at a rate of \$150 per hour or part thereof. This increase better reflects the cost of delivering the service.

### Planning, Resource Management and Consenting

A range of charges are proposed to better reflect the time/cost of services provided. Notable changes include:

- Publicly Notified Applications increase from \$2,660 to \$5,000
- Plan Change Deposit – increase from \$5,000 to \$20,000
  - Deposits are held on balance sheet and are refundable if not fully allocated.
- s.128 Review of consent fee – Where initiated by applicant. This is a new fee of \$1,050 and aligns with the Land Use Consent fee

### Refuse – Solid Waste

A new fee for Clean Fill is proposed of \$6.20 per tonne.

### Other Key Changes to Fees and Charges

- Cemeteries – Plot fees increases to reflect the increasing burial costs
- Senior Housing
  - Rental increases of between \$10 per week and \$20 per week reflecting the increasing cost of maintenance. There were no rental increases in 2021-22 due to a freeze on rental increases as a result of Covid-19
  - Rental increases for double occupancy of units to \$150 per week. This is a new charge and increases rentals for units with two occupants of between \$10 per week and \$20 per week.

The schedule of proposed 2022/23 Fees and Charges are attached in Appendix 2.

## **5. Consultation on the Annual Plan**

Under the Local Government Act 2002 (Section 95 (2A)), Council is required to consult on an Annual Plan only if there are significant or material differences compared to what was planned for that year in the LTP. In that context, the purpose of Annual Plan consultation is to seek the views of the community on the differences that have been identified and assessed as significant and/or material.

Consultation must be undertaken in accordance with the principles of consultation in s82 of the Local Government Act 2002, including the development of a consultation document.

S95A outlines the requirements for an Annual Plan consultation document. This includes explaining the significant and/or material differences from what was planned and discussing any new proposals including the financial and level of service implications of those new proposals.

Consultation under the Special Consultation Procedure must be open for a minimum of one month and must offer an opportunity to be heard, generally by way of a formal hearing. Following the close of consultation and the hearing, Council deliberate and make a decision.

Changes to the 2022/23 Annual Plan compared to Year 2 of the LTP have been considered and are not assessed as significant or material. Therefore, there are no legal requirements to consult on the 2022/23 Annual Plan. Reasons for this include:

- The work programme for 2022/23 is essentially what was consulted on as part of the LTP consultation process.
- There are no proposed changes to levels of service. The gross projected rates increase at 7.8% is less than 8.06% increase that was forecast for Year 2 of the LTP.
- The projected increase for the majority of fees and charges is no more than the rate of inflation. Other increases reflect the increased cost of providing services and are being adjusted to better align with Council's Revenue and Financing Policy.

- None of the variances identified have been assessed as significant under Council’s Significance and Engagement Policy (SEP), last reviewed in 2021.

There are a number of other considerations relevant to the decision to consult:

*There is limited ability to influence the drivers of the rates increase*

The primary drivers for the projected rates increase are external – inflation, the economy, the labour market and COVID-19 implications. These are not things that the Council or the community can influence right now.

*No viable options to the proposed programme have been identified*

In addition to requirements regarding consultation, Council must also comply with the decision-making requirements in ss76-81 of the LGA. Principally, this requires Council to identify all reasonably practicable options relating to any decision and the associated advantages and disadvantages. At the time of writing, Council has not identified any new proposals that could be considered as viable alternatives to what is included in the 2022/23 Annual Plan and associated proposed budget (and which will not change service levels). Note that reducing the proposed budget, for example by not providing extra resources to respond to increases in demand and community expectations, will have broader impacts on the delivery of those services and potentially on the service levels as provided in the LTP.

*There are financial costs and risks associated with consultation*

There are always financial and opportunity costs associated with running a consultation process. In addition, beyond this point, it is likely that there is insufficient time without significant additional resource for Council to thoroughly consider and assess any potential alternatives (noting levels of service cannot be substantively changed without an LTP amendment), that meet the legislative requirements of the Special Consultation Procedure and meet the legal deadline for adoption of the 2022/23 Annual Plan (30 June 2022).

Proceeding with consultation would have associated risks including:

- Consulting the community regarding a proposed rates increase without offering any viable alternatives for the community to consider would be meaningless consultation and may result in reduced trust in the Council, posing legal and reputational risk.
- There is potential for Council to miss the legal deadline for adoption of the Annual Plan. That would also mean that rates could not be set on time.
- Any potential options for consultation could be viewed by the community as not meaningful.

*We are aware of the community’s views on the programme of work.*

Extensive consultation was undertaken on the 2021-31 Long-Term Plan (LTP) less than a year ago. This consultation included plans for the 2022/23 financial year. LTP consultation included:

- A 'What's on Top' campaign to help identify the priorities for the district over the next 10 years and beyond was carried out during September and October 2020, attracting 686 survey responses. This was in addition to feedback received during 12 Community Engagement sessions (e.g. pop-up stands at events, supermarkets and train stations), 3 community workshops, and 5 stakeholder workshops.
- Consultation on the Long Term Plan was carried out between 31 March and 30 April 2021, with 685 submissions received. Submissions could be made in a variety of ways including online, by email, fax, post, phone or by dropping a paper copy to the library or Council office.
- During the consultation period, public meetings were held across Featherston, Greytown, and Martinborough in April 2021 to give members of the public an opportunity to ask questions before making a submission. The Martinborough session was recorded and also provided a Zoom call option.
- Hearings and deliberations were held over 25-27 May 2021 where over 40 submitters spoke to their Long Term Plan submission.

*In previous years, Council has decided to consult rather than engage on a proposed Annual Plan.*

The community may expect a formal consultation process. It is not unusual practice for councils to use engagement methods (over formal consultation) when preparing the Annual Plan for the second year of their LTP.

The Auditor General reported on the 2016/17 annual planning year:

“...we commend those local authorities that took advantage of the new provisions in the Act (*not to consult*) but used new and different ways to discuss their plans for the year ahead with their communities”

<https://oag.parliament.nz/2017/local-govt/part4.htm>

## **6. Annual Plan Public Engagement**

Rather than consult on the Annual Plan, staff recommend that engagement on the Annual Plan be undertaken to inform the community of the proposed programme of work, the slightly lower than projected rates increase, and changes to fees and charges. We would carefully explain the reasons including the external drivers and variances to the work programme and associated budgets identified in this report.

Council could also take the opportunity to check in with the community on its strategic direction, community outcomes, and programme of future works to deliver on these and community wellbeing, in general. Feedback could be built into the work programme for



2022/23 where possible or considered by the new Council for the 2023/24 Annual Plan process. Feedback would also inform foundational work on the LTP 2024-34.

This would also be an opportunity to:

- Remind the community that we are open for feedback all year-round.
  - Conversations with our community are ongoing.
  - People can provide feedback to us via a range of mechanisms including through service requests, online ‘get it sorted’ forms, attending Council and community board meetings, through other planned engagement and consultation processes, via their local elected members and by emailing, phoning, or visiting our Council offices.
- Community boards also have ongoing access to Council on matters of interest they wish to advocate on behalf of their community. This extends to making a submission each year to Council for expenditure within the community.
- Engagement on the Annual Plan could be undertaken through a range of means. In addition to the Council website, online channels, and social and traditional media, some additional methods could be used that allows most, if not all, of our community to have the opportunity to have their say:

What	How
<b>Late April: Newspaper insert/page pull-out</b>	Informational piece. Summary of LTP priorities for year 2, progress made in Year 1, and plans for the next phase. Invitation to submit questions.
<b>Late April-May: Hard copy forms</b>	To supplement the above, feedback forms will be available from the local libraries and Council office that the general public can complete and return.
<b>Early May: Invitation to submit questions for answers</b>	A Q&A video that the Mayor can record and which can be accessed online via social media as well as Council’s website.
<b>Mid-May: Sessions with the public to outline plans for the 2022/23 year and discuss the drivers for the rates increase</b>	Online Zoom session, after hours to enable more people to attend, with pre-registration and questions submitted within scope of the changes outlined in the Annual Plan
<b>May: Community boards</b>	Presentation to Council from community board chairs on their board’s expectations from the 2022/23 Annual Plan as it pertains to their wards.
<b>Late May: Public sit-down forums</b>	Sit-down forums at strategic locations with local Councillors and/or the Mayor during different days and times so the public may stop by to have a conversation/offer feedback/ share ideas/seek clarification. With particular focus on key groups within our community.

## 6.1 Options Considered

Our review of the work programme and associated budgets for 2022/23 has identified some variations for Year 2 of the LTP, as discussed in this report. However, no items have been assessed as significant or material and there is no legal driver for consultation.

Options for Council to consider are summarised below:

Option	Advantages	Disadvantages
1	<p>Do not consult on the Annual Plan (recommended)</p> <ul style="list-style-type: none"> <li>• This would be more appropriate given there is no legal driver to consult, and no viable consultation options have been identified.</li> <li>• Council can discuss the annual plan with our community via engagement that offers a more flexible approach.</li> <li>• Resources (financial and staff time) can be invested in other scheduled consultation and projects.</li> <li>• Improved ways of working with communities using more flexible engagement methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Some members of the community may perceive consultation on the Annual Plan to be more effective than engagement.</li> </ul>
2	<p>Consult on the Annual Plan</p> <ul style="list-style-type: none"> <li>• Meeting expectations for some members of our community who may expect consultation on the annual plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of raising community expectation for change, noting we cannot influence external drivers and cannot make substantial changes to the proposed work programme and budget to reduce the proposed rates increase without reducing levels of service (which would require an LTP amendment).</li> <li>• Risk of meaningless consultation given no viable alternative options have been identified resulting in potential lack of trust, reputational, and legal risk.</li> </ul>

Option	Advantages	Disadvantages
		<ul style="list-style-type: none"> <li>• Reputational and operational delivery risk of not adopting the Annual Plan by the legal deadline of 30 June 2022, which would also mean being unable to set rates on time.</li> <li>• Financial and opportunity costs relating to resources that could otherwise be invested elsewhere.</li> <li>• Risk of consultation fatigue given the range of consultation that is scheduled for the coming year (see Attachment 1).</li> </ul>

Option 1 is recommended for the following reasons:

- There is no legal requirement to consult. Extensive community consultation was undertaken for the 2021-31 LTP, which included plans for Year 2 (2022/23).
- 2022/23 Annual Plan variations are not significant or materially different to what was planned in the LTP.
- No viable alternative options have been identified for consultation with our community.
  - Drivers for the rates increase are primarily external (e.g. inflation) and cannot be influenced by Council or the community.
  - Any substantive level of service changes would trigger an LTP amendment, which could not be completed by 30 June.
- Proceeding with consultation would present risks, as outlined in this report.
- Effective engagement would be undertaken, allowing more flexibility in timing and approach.
  - This could also leverage off and promote other consultation issues/matters (a list of engagement/consultation scheduled in 2022 is in Attachment 1).
  - This would also be an opportunity to remind our community that conversations are on-going and not limited to our corporate planning cycles.

- Any feedback that is received could be built into the work programme for 2022/23 where possible or considered by the new Council for the 2023/24 Annual Plan process. Feedback would also inform foundational work on the LTP 2024-34.

## **7. Next Steps**

With option 1, our community would be informed of the decision not to consult, and we would proceed with an engagement programme as outlined in this report. Council adopts the 2022/23 Annual Plan at its meeting on 30 June 2022.

If Council decide to consult (option 2), next steps will be to identify, assess and cost options for consultation, and the development and adoption of a consultation document. Consultation would be open for a minimum of one month, followed by hearings, deliberations, noting that the adoption of the Annual Plan may not meet the legal deadline of 30 June 2022.

## **8. Supporting Information**

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

The 2022/23 Annual Plan is Year 2 of the 2021-31 Long-Term Plan. There is no legal requirement to consult on an Annual Plan if there are no significant or material differences between that Annual Plan and the same financial year in the Long-Term Plan.

Under Council's delegations, the Council holds the authority to decide whether or not to consult on the Annual Plan.

Should Council decide to consult, consultation must comply with Section 82 of the Local Government Act. This includes the development of a consultation document (as per Section 95A) outlining any significant/material variances, and details of any new proposals. Section 83 requires at least one month be allowed for consultation and a hearings process.

### **8.2 Significance, Engagement and Consultation**

Differences that have been identified through the 2022/23 Annual Plan process have been assessed against Council's Significance and Engagement Policy and are not considered significant.

As at the time of writing this report, the resulting rates impact is forecast to be less than the financial limit set in the Financial Strategy. Given that, the budget changes are not assessed as material.

There is no legal driver to consult. Engagement is recommended.

### **8.3 Financial Implications**

The Annual Plan will set the work programme and budgets for the 2022/23 year. It also enables Council to set the rates. If Council agrees with the recommendation, Council will be on track to adopt the Annual Plan by the legal deadline of 30 June 2022.

### **8.4 Treaty Considerations/Implications for Māori**

Council will engage with iwi, hapū, Marae, and hāpori Māori as part of the recommended approach for the Annual Plan.

### **8.5 Communications/Engagement Plan**

Engagement will be undertaken as outlined in this report.

### **8.6 Environmental/Climate Change Impact and Considerations**

There are no direct environmental impacts/considerations relating to the decision to engage on the 2022/23 Annual Plan.

## **9. Appendices**

Appendix 1 – Engagement and Consultation Activities Schedule for 2022

Appendix 2 – Schedule of 2022/23 Proposed Fees and Charges

Contact Officer: Katrina Neems, General Manager Finance  
Amanda Bradley, General Manager, Policy & Governance  
Sheil Priest, General Manager, Communications & Engagement

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Engagement and Consultation Activities Schedule for 2022**

Areas of Engagement/Consultation	Planned activities
1. Review of Wairarapa Economic Development Strategy and Wellington Regional Economic Development Plan	Targeted engagement (underway)
2. Residents' Perception Survey 2022	Survey of random selection of residents from the Electoral Roll (underway)
3. Featherston Masterplan	Engagement (underway)
4. Wairarapa Smokefree Policy	Targeted engagement (underway) with consultation to follow (depending on the scope of change proposed)
5. Local Elections – Stand/Register/Vote	Phased engagement
6. Youth/Rangatahi Strategy	Targeted engagement
7. Wairarapa Local Alcohol Policy	Formal consultation using the special consultative procedure (SCP)
8. Part 12: Beauty Therapy, Tattooing and Skin Piercing Bylaw	Formal consultation using the SCP
9. Rating Review	Engagement
10. Representation Review	Engagement

# **Appendix 2 – Schedule of 2022/23 Fees and Charges**





**SOUTH WAIRARAPA  
DISTRICT COUNCIL**

*Kia Reretahi Tātau*

**SCHEDULE OF  
FEES & CHARGES**

**20212022 - 20222023**

**(Effective 1/7/20212022)**

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## 2021-2022 SCHEDULE OF FEES AND CHARGES

Fees shown are inclusive of GST

<b>COMMUNITY SERVICES</b>	<b>FEES \$</b>
<b>COUNCIL OFFICES</b>	
19 Kitchener Street, Martinborough 5711	
Postal: P O Box 6. Martinborough 5741	
Website: <a href="http://www.swdc.govt.nz">www.swdc.govt.nz</a>	
<b>Opening Hours:</b>	
9:00am-4.00pm Monday - Friday	
<b>Rubbish Bags – purchased from Council Office and Service Centres</b>	
Per bag	3.00
Bundle of 10	30.00
<b>Photocopying: Black and white (per copy)</b>	
Single sided A4	0.20
Single sided A3	0.40
Double sided A4	0.30
Double sided A3	0.80
<b>Photocopying: Colour (per copy)</b>	
Single sided A4	0.30
Single sided A3	0.50
Double sided A4	0.50
Double sided A3	1.00
<b>Laminating</b>	
A3	3.00
A4	2.00
<b>Street Index – with rates</b>	127.00
<b>Photocopy plans etc:</b>	
Time involved to retrieve and/or photocopy plans (per 10 minutes)	10.00
<b>Any other services not covered elsewhere (per hour)</b>	75.00

## LIBRARY / SERVICE CENTRES

	<u>FEATHERSTON</u>	<u>GREYTOWN</u>	<u>MARTINBOROUGH</u>
	(Library & Service Centre)	(Library & Service Centre)	(Library Only)
		Greytown Town Centre	Waiyinga Centre
	70-72 Fitzherbert Street	89 Main Street	Texas Street
	Ph: 06 308 9030	Ph: 06 304 0961	Ph: 06 306 9758
<b>Opening Hours:</b>			
Monday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Tuesday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Wednesday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Thursday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Friday	9.30am – 5.00pm	9.30am – 5.00pm	9.30am – 5.00pm
Saturday	10.00am - 2.00pm	10.00am - 2.00pm	10.00am - 2.00pm
Sunday	Closed	Closed	Closed

<b>CHARGES FOR ALL LIBRARIES:</b>	<b>Fees \$</b>
<b>Rental – Adult</b>	No Charge
<b>Rental – Children and Youth</b>	No Charge
<b>Magazines</b>	No Charge
<b>Reservation of Books (until 31 December 2021)</b>	0.50
<b>Reservation of Books (from 1 January 2022)</b>	No charge
<b>Replacement Cards</b>	No charge
<b>Overdue charges (Adult only)</b>	
First day	0.50
Every 7 days thereafter \$1 per 7 days	1.00
<b>Lost or damaged Library Book</b>	At replacement cost
<b>Inter-loan Items</b>	10.00 plus cost charged by lending library
<b>Book Covering:</b>	
Paperback	0.50
Hardback	1.00
Large	2.00
<b>Photocopying/Printing: Black and White (per copy)</b>	
Single sided A4	0.10
Double sided A4	0.2030
Single sided A3	0.40
Double sided A3	0.80
<b>Photocopying/Printing: Colour (per copy)</b>	
Single sided A4	0.2030
Double sided A4	0.4050
Single sided A3	0.50
Double sided A3	1.00
<b>Internet</b>	No charge
<b>DVD/Video Hire (one week)</b>	2.00
<b>Laminating</b>	
A4	2.00
A3	3.00

## POOLS

### FEATHERSTON

<b>Opening Hours</b>	<b>School Terms</b>	<b>School Holidays And Public Holidays</b>
Monday	2.00pm – 7:30pm	1.00pm – 7.30pm
Tuesday	2.00pm – 5.30pm	1.00pm – 5.30pm
Wednesday	2.00pm – 7.30pm	1.00pm – 7.30pm
Thursday	2.00pm – 5.30pm	1.00pm – 5.30pm
Friday	2.00pm – 7.30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm

### GREYTOWN

<b>Opening Hours</b>	<b>School Terms</b>	<b>School Holidays And Public Holidays</b>
Monday	2.00pm – 7:30pm	1.00pm – 7.30pm
Tuesday	2.00pm – 5.30pm	1.00pm – 5.30pm
Wednesday	2.00pm – 7.30pm	1.00pm – 7.30pm
Thursday	2.00pm – 5.30pm	1.00pm – 5.30pm
Friday	2.00pm – 7.30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm

### MARTINBOROUGH

<b>Opening Hours</b>	<b>School Terms</b>	<b>School Holidays And Public Holidays</b>
Monday - Friday	2.00pm – 7:30pm	1.00pm – 7.30pm
Saturday - Sunday	11.00am – 7.30pm	11.00am – 7.30pm
<b>No Charges (All towns)</b>		

## SPORTS STADIUM

		FEES \$
<b>FEATHERSTON SPORTS STADIUM AND ANNEX</b>		
<b>Hours</b>		
Daytime:	8:00am – 6:00pm	
Evening:	6:00pm – 12:00am	
<b>Rates</b>		
Daytime:		85.00
Evening:		52.00
Hourly:	(Stadium) – minimum 2 hours	11.00 per hr
Hourly:	(Annex) – minimum 2 hours	2.50 per hr

## COMMUNITY BUILDINGS

		FEES \$
<b>ALL VENUES – SMALL, MEDIUM AND LARGE</b>		
<b>Fees and Charges – (in addition to hire charges)</b>		
<b>Deposit</b> (if required)		50% of hire charge
<b>Bond</b> (if alcohol to be served)		300.00
<b>Additional Cleaning fee</b> - per hour (if required)		35.00
- Small & Medium venues (1 hour minimum)		
- Large venues (2 hours minimum)		
<b>Projector/TV use</b> - per session		20.00
<b>PA/Sound System use</b> - per session		30.00
<b>Access to Kitchen Facilities</b> (Small and Medium venues)		20.00
<b>Custodian Call-out</b> – per hour (if required)		25.00

## SMALL VENUES (6 – 20 GUESTS) \*

<b>GREYTOWN UPSTAIRS ROOMS (ONLY AVAILABLE DURING LIBRARY OPENING HOURS) GREEN ROOM AND JOE REWI ROOM</b>		FEES \$
Weekday – morning or afternoon		30.00
Weekday – full day		55.00
Saturday – 10.00am – 12.00 noon		25.00
<i>* Actual room capacity will depend on the venue being hired</i>		

## MEDIUM VENUES (20 – 150 GUESTS) \*

MARTINBOROUGH SUPPER ROOM, FEATHERSTON KIWI HALL AND/OR SUPPER ROOM, GREYTOWN WBS ROOM	FEES \$
<b>Meetings/Conferences/Performances</b>	
Weekday – morning or afternoon	50.00
Weekday – full day	90.00
Monday to Thursday evening	50.00
Friday evening, Saturday, Sunday, Public Holidays	110.00
<b>Functions – (Weddings/Dinners/Balls)</b>	
Weekday – morning or afternoon	110.00
Weekday – full day	200.00
Monday to Thursday evening	120.00
Friday evening, Saturday, Sunday, Public Holidays	270.00
<b>Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)</b>	
<b>Community Group and Free Admission Event</b>	25.00 per day
<b>Admission Charged or Commercial:</b>	
Weekday – morning or afternoon	35.00
Weekday – full day	60.00
Monday to Thursday evening	35.00
Friday evening, Saturday, Sunday, Public Holidays	80.00
<b>Sport and Fitness</b>	
Clear floor, activities with no audience	25.00 per hr
<b>Pack In/Out Per Day</b>	25.00
<i>* Actual room capacity will depend on the venue being hired</i>	

## LARGE VENUES (50 – 300 GUESTS) \*

GREYTOWN TOWN CENTRE FORUM, GREYTOWN TOWN CENTRE FORUM & WBS ROOM, ANZAC HALL (INCL. SUPPER ROOM), MARTINBOROUGH TOWN HALL (INCL. SUPPER ROOM)	FEES \$
<b>Kitchen Access Included in Hire Charge</b>	
<b>Meetings/Conferences/Performances</b>	
Weekday – morning or afternoon	110.00
Weekday – full day	210.00
Monday to Thursday evening	120.00
Friday evening, Saturday, Sunday, Public Holidays	350.00
Each hour after midnight	100.00

## LARGE VENUES (50 – 300 GUESTS) CONTINUED

<b>Functions – (Weddings/Dinners/Balls)</b>	
Weekday – morning or afternoon	185.00
Weekday – full day	295.00
Monday to Thursday evening	200.00
Friday evening, Saturday, Sunday, Public Holidays	450.00
Each hour after midnight	100.00
<b>Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)</b>	
<b>Community Group and Free Admission Event</b>	25.00 per day
<b>Admission Charged or Commercial</b>	
Weekday – morning or afternoon	50.00
Weekday – full day	75.00
Monday to Thursday evening	50.00
Friday evening, Saturday, Sunday, Public Holidays	125.00
<b>Sport and Fitness</b>	
Clear floor, activities with no audience	25.00 per hr
<b>Pack In/Out Per Day</b>	
	50.00
<b>* Actual room capacity will depend on the venue being hired</b>	

<b>PARKS AND RESERVES</b>	<b>FEES \$</b>
Use of any Council park or reserve <i>(Bookings must be made in advance on the Event Application Form for events, or the Application to Use Form for seasonal sports use)</i>	No Charge
Additional rubbish bins	At cost
Additional toilet cleaning/stocking	At cost
Lost keys	Replacement cost
Staff call out (per call out, per hour)	150.00



<b>CEMETERIES</b>	<b>FEES \$</b>
<b>Burial</b>	
Adult	750.00
Child – Under 10	320.00
Infant – Under 1	150.00
Burial of Ashes	230.00
Extra Depth Charge (not available in Featherston)	275.00
Top Soil Charge	320.00
Burial on weekends, holidays or before noon on a Monday or the day after a Public Holiday	1,150.00
Additional Fee – Non-Resident	900.00
Breaking Concrete	Actual cost
Disinterment or Re interment by Arrangement	Actual cost
<b>Plot Fee</b>	
Adult	1,000.00
Infant under 1	160.00
Child under 10	320.00
Cremation Plot	<del>260</del> 300.00
Columbarium Wall	300.00
<b>RSA</b>	
No charge for plot, or out of district fee – charge interment fee only.	

<b>HOUSING FOR SENIORS</b>	<b>NEW RENT PER WEEK \$</b>	<b>NEW RENT PER FORTNIGHT \$</b>
<b>Greytown</b>		
Westhaven (Double)	<del>110</del> 120.00	<del>220</del> 240.00
<b>Martinborough</b>		
Cecily Martin (Double)	<del>120</del> 130.00	<del>240</del> 260.00
<b>Featherston</b>		
Burling (Single)	<del>100</del> 110.00	<del>200</del> 220.00
Burling (Double)	<del>110</del> 120.00	<del>220</del> 240.00
Matthews (Double)	<del>120</del> 130.00	<del>240</del> 260.00

<b>DOG REGISTRATION</b>	<b>FEES \$</b>
<b>General Fees:</b>	
Urban      Entire	110.00
Desexed	77.00
Rural      Entire	70.00
Desexed	43.00
Flat fee for up to 10 Rural Dogs	220.00
Additional Rural dogs over 10 (per additional dog)	22.00
<b>Late Fees:</b>	
Urban      Entire	165.00
Desexed	115.00
Rural      Entire	105.00
Desexed	64.50
Late Flat fee for up to 10 Rural dogs	330.00
Additional Rural dogs over 10 (per additional dog)	33.00
<b>Impounding Fees:</b>	
First Impounding	80.00
Second Impounding	170.00
Third Impounding	270.00
Housing (per day)	25.00
<b>Other Fees:</b>	
Micro-chipping (per dog)	20.00
Seizure Fee	80.00
Costs and expenses relating to seizing a dog	Actual cost plus 10%
Surrender a dog for euthanasia	Actual cost plus 10%
Permit application to keep more than two dogs in an urban area, including breeder	150.00
Replacement registration tag (if tag lost or damaged)	8.00
Bark Control Collars	Actual cost plus 10%

<b>STOCK RANGING</b>	<b>FEES \$</b>
Costs and expenses for impounding and securing impounded stock	Actual costs plus 10%
Call out fee per hour (or part of)	150.00
<b>Impounding Fees:</b>	
First Impounding per animal	200.00
Second Impounding per animal	400.00
Third impounding per animal	600.00
Housing (per day per animal)	50.00

<b>ENVIRONMENTAL SERVICES – SAFE FOOD, BYLAWS, NOISE, GENERAL, GAMBLING</b>	<b>FEES</b>
<b>* INCLUDES FIRST TWO HOURS OF OFFICERS TIME. ADDITIONAL TIME CHARGED AT HOURLY RATE</b>	<b>\$</b>
Food Act Registration	100.00
Food Act Verification ( <u>first two hours of officer time</u> )	<del>345</del> *442.00
EHO Hourly Rate for Compliance Enforcement (per hour)	150.00
Camping Ground (per annum)	260.00
Relocatable Home Park	150.00
Hairdressers Registration (per annum)	260.00
Offensive Trade Registration (per annum)	260.00
Bylaw Permit Fee (includes hawkers, advertising signs, hoardings, street stalls [large], amusement galleries, event registration)	156.00
Bylaw Permit Fee (includes street stall [small])	21.50
Beauty Therapy, Tattooing and Skin Piercing, Funeral Directors (registration and inspection fee one hour)	156.00
Amusement Devices – for one device, for the first seven days of proposed operation or part thereof	11.50
- Additional Device – first week (or part week)	2.30
- Additional Weeks (or part week) per device	1.15
<b>Noise Control</b>	
Noise control charges (seizure) - per callout to property	250.00
Return of seized equipment – administration and return fee per property, PLUS:	102.00
Burglar alarm disconnection (if required) (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%
<b>General</b>	
Abandoned vehicles removal and disposal (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%
Bylaws Enforcement (incl. long grass removal (fire risk) and removal of vegetation over-hanging public places). (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%
<b>Gambling</b>	
Venue and gaming machine per consent	357.00
<b>ENVIRONMENTAL SERVICES - LIQUOR LICENSING</b>	<b>FEES</b>
Licence Applications	As per Act
Manager's Certificates	As per Act

<b>PLANNING - RESOURCE MANAGEMENT; LOCAL GOVERNMENT ACTS</b>	<b>FEEES \$</b>
<i><u>IN ACCORDANCE WITH S.36AAB(2) OF THE RESOURCE MANAGEMENT ACT 1991, PAYMENT OF DEPOSITS AND FEES ARE REQUIRED IN FULL, EXCEPT WHERE ACTUAL COSTS ARE GENERATED IN THE PROCESSING OF AN APPLICATION, BEFORE WORK WILL COMMENCE ON AN APPLICATION.</u></i>	
<i><u>* DENOTES MINIMUM FEE DEPOSIT, ALL OTHER FEES ARE FIXED</u></i>	
<i><u>MINIMUM FEE APPLICATIONS WILL INCUR CHARGES AT OFFICERS HOURLY RATE AND CONSULTANT/CONTRACTORS COSTS.</u></i>	
<b>Deemed Permitted Boundary/Marginal Activities</b>	
Permitted Boundary Activity (PBA)	250.00
Permitted Marginal Activity (PMA)	*250.00
<b><u>Pre -application meetings</u></b>	<u>First hour free, officers hourly rate thereafter (to be added to processing fees)</u>
<b><u>Non-Notified Land Use*</u></b>	
Controlled	*900.00
Restricted Discretionary	*1,050.00
Restricted Discretionary (minor)	*600.00
Discretionary	*1,350.00
Discretionary (Heritage – Minor)	*600.00
Non-Complying	*1,950.00
s221 Consent notice	*1,350.00
<b><u>Non-Notified Subdivision*</u></b>	
Controlled	*1,275.00
Restricted Discretionary	*1,345.00
Discretionary	*1,755.00
Non-Complying	*1,960.00
<b><u>All Limited Notified Applications – includes all land use and subdivision consents, Notices of requirements and amendments, and reviews of conditions and any other matter requiring limited notification</u></b>	<b><u>Limited Notified Application</u></b>
	2,090.00
<b><u>All Publicly Notified Applications includes all land use and subdivision consents, Notices of requirements and amendments, and reviews of conditions and any other matter requiring limited notification</u></b>	<b><u>Publicly Notified Application</u></b>
	2,660,000.00
<b><u>Private Plan Change Applications</u></b>	<b><u>Plan-Change</u></b>
<i>All fees are a deposit only. Where the costs for processing an application exceed the fee deposit, the additional cost will be payable.</i>	
Staff time (per hour)	150.00
Plan change	5,700*20,000.00 0
<b><u>Additional Charges</u></b>	

Site Inspections (per inspection up to one hour, then hourly rate shall apply)	100.00
Pre-hearing	<u>*535.00</u> <u>Plus hourly rate</u> <u>after 1 hour</u>
Hearing <u>administration fee</u>	1,225.00 <u>Plus cost of</u> <u>commissioners</u>
Hourly rate above deposit	150.00
<u>External consultant advice required for processing applications</u> <del>External consultancy</del>	Actual cost + 10%
Engineering plans for <del>approval</del> <u>certification – admin fee</u> <u>per approval (per residential; and rural vehicle crossings)</u> <u>Officers hourly rate for other approvals – invoiced but payable prior to release of</u> <u>certification</u>	25.00 No Charge to Applicant*
<u>Engineering design approval and amendments to approvals – Placeholder for WW</u> <u>recovery and Rooding</u>	TBC
<u>Engineering inspections– Placeholder for WW recovery and Rooding</u>	TBC
<u>Engineering advice for applications – Placeholder for WW recovery and Rooding</u>	TBC
Protected trees	No Charge to Applicant*#
<i>*# Fees will not be charged for applications relating to in-ground disturbance work/ trimming or removing trees listed in Appendix 1.4 (Notable Trees) of the Wairarapa Combined District Plan. This only applies where no other aspect of the proposal requires resource consent; e.g. a yard encroachment.</i>	
<b>Certification</b>	
s223 Certificate (surveying approval)	<u>*500.00</u>
s224 Certificate (subdivision Certificate)	<u>*650.00</u> <u>Plus inspection</u> <u>fees, officers</u> <u>hourly rates</u>
s226 Certificate (de-amalgamation)	<u>*650.00</u>
s240/241 Approval (de-amalgamation/amalgamation <u>and other covenants</u> )	<u>*650.00</u>
s243 Approval (easements)	<u>*650.00</u>
s348 of LGA Approval	650.00
s139 <u>and s139A</u> Certificates (Certificate of Compliance)	<u>*1,050.00</u>
s176 Outline Plans	750.00
<u>Any other certification</u>	<u>Officers hourly</u> <u>rate</u>
<u>Signing fee</u>	25.00 <u>Per document</u>
<u>S176a Outline Plan Waiver</u>	<u>First hour free,</u> <u>hourly rate</u> <u>thereafter</u>
s125 Request to extend Consent Timeframe	<u>*1,050.00</u>
s357 Objection to Decision/Conditions of Consent	850.00
s10 Existing Use Certificates	<u>*1,050.00</u>

Planning Certificate (SSoA 2012)	100.00
s222 Bond Certificate	400.00
<a href="#">Instrument creating esplanade reserve/strip</a>	<a href="#">Officers hourly rate plus legal fees</a>
<a href="#">Building consent check</a>	<a href="#">Officers hourly rate</a>
<b>s127 Variation to Consent</b>	
Land Use Consent	*1,050.00
Subdivision Consent	*1,800.00
<a href="#">s.128 Review of consent – Where initiated by applicant</a>	<a href="#">*1,050.00</a>
<b>Land Information Memorandum Report</b>	
LIM – Urgent (5 working days)	460.00
LIM – Standard (10 working days)	255.00
<a href="#">Investigations/compliance monitoring – Resource Management Act 1991, District Plan and Resource consents (excluding relocates)</a>	
<a href="#">Investigations when non-compliance is determined with the Resource Management Act 1991, District plan and/or requirements of approved consent – can be charged as part of and necessary and subsequent applications at the Planning Managers discretion</a>	<a href="#">Officers hourly rate</a>
<b>Application for a New Road or Right of Way Name</b>	<a href="#">*115.00</a>
<b>Certificate of Title Searches</b>	30.00

<b>BUILDING CONSENTS AND PIMs</b>	<i>All fees 15% GST Inclusive. The total fee, including levies is to be paid at lodgment time</i>	
	PIM FEES \$	TOTAL FEE EXCLUDING BRANZ AND DBH LEVIES \$
<i>All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees. Description: P &amp; Plumbing and Drainage</i>		
<b>Minor Work</b>		
Solid Fuel Heater <u>(1)</u>	49.50	322.00
Inbuilt Solid Fuel Heater <u>(1)</u>	49.50	449.00
Minor Plumbing & Drainage Work e.g. Fittings/Drain Alteration (1 inspection) <u>(1)</u>	49.50	406.00
Drainage Work e.g. New Effluent Disposal System – Minor Subdivision Services <u>(2)</u>	49.50	921.00
Wet Area Shower <u>(1)</u>	49.50	515.00
Marquee >100sqm <u>(1)</u>	49.50	307.00
<b>Also see discretionary exemptions for marquees</b>		
<b>Sheds/Garages/Conservatories Etc.</b>		
All Swimming Pool and Pool Fences <u>(2)</u>	50.00	673.00
Garden Sheds/Carports & Other Minor Works <u>(1)</u>	50.00	545.00
Minor Farm Buildings/Sheds 1-6 Bays etc, incl. Farm Bridges <u>(2)</u>	99.00	713.00
Larger Farm Buildings (if P&D included add Minor P&D fee) <u>(3)</u>	99.00	1,119.00
Proprietary Garages Standard (if P&D included add Minor P&D fee) <u>(2)</u>	99.00	752.00
Proprietary Garages with Fire Wall <u>(2)</u>	99.00	871.00
Proprietary Garages with Sleepout (if P&D included add Minor P&D fee) <u>(2)</u>	99.00	871.00
Garages, Simple Custom Design Single Level (if P&D included add Minor P&D fee) <u>(3)</u>	99.00	941.00
<b>If outbuilding to be built wholly as Sleepout use Dwelling fee</b>		
Transportable Outbuilding (Yard built to be moved offsite) <u>(2)</u>	99.00	1376.00
Residential Repile <u>(1)</u>	50.00	614.00
Residential Removal <u>(1)</u>	50.00	257.00
<b>Residential New Dwellings (including Multiproof)</b>		
<b>Hourly rate \$198.00 applies after maximum processing hours exceeded</b>		
Single Storey Dwelling < \$500k (max. 6 hours processing)	347.00	4703.00
Complex Single Storey Dwelling > \$500k and Multi Storey (max. 10 hours processing)	594.00	5,742.00
Transportable Dwelling (Yard built to be moved off site) <u>(4)</u>	99.00	3,029.00
<b>Note: Double Units Charged at Single Unit Rate Plus 50%</b>		
<b>Residential Dwelling Additions &amp; Alterations</b>		
<b>Hourly rate \$198.00 applies after maximum processing hours exceeded</b>		

Minor building work - only 1 inspection, 1 hour processing	20.00	376.00
Building Alterations – up to 3 inspections (if P&D included add minor P&D fee), max. 2 hours processing.	99.00	921.00
Building Alterations – up to 8 inspections (if P&D included add minor P&D fee), max. 8 hours processing.	99.00	2,752.00
<b>Note: Hourly rate applies to any alteration work where additional inspections are required.</b>		
<b>Relocated Residential Dwellings (Includes Transportable Dwellings placed Onsite)</b>		
<b>Note: If Relocation includes Alterations or Additions; add Alteration &amp; Addition rate as above</b>		
Relocated Residential Dwelling – Urban <a href="#">(3)</a>	594.00	1,723.00
Relocated Residential Dwelling – Rural <a href="#">(3)</a>	594.00	2,039.00
<b>Commercial/Industrial</b>		
Commercial demolition <a href="#">(1)</a>	50.00	574.00
Single Storey Shop Fit Outs <a href="#">(3)</a>	99.00	1,119.00
Multi Storey Shop Fit Outs <a href="#">(3)</a>	99.00	1,436.00
Single Storey Multi Unit Apartments/Motels <a href="#">(5)</a>	396.00	2,226.00 plus 452.00 per unit
Multi Storey Multi Unit Apartments/Motels <a href="#">(6)</a>	594.00	2,602.00 plus 755.00 per unit
Minor Commercial Work e.g. Signs/Shop Fronts/Minor Fit Outs (No P&D) <\$20,000 <a href="#">(2)</a>	99.00	812.00
Commercial/Industrial <\$50,000 <a href="#">(4)</a>	317.00	2,035.00
Commercial/Industrial \$ 50,001 - \$100,000 <a href="#">(5)</a>	317.00	3,208.00
Commercial/Industrial \$100,001 - \$150,000 <a href="#">(6)</a>	317.00	4,000.00
Commercial/Industrial \$150,001 - \$250,000 <a href="#">(7)</a>	317.00	4,891.00
Commercial/Industrial \$250,001 - \$350,000 <a href="#">(8)</a>	317.00	5,683.00
Commercial/Industrial \$350,001 - \$500,000 <a href="#">(10)</a>	317.00	6,475.00
Commercial/Industrial \$500,001 - \$1,000,000 <a href="#">(10)</a>	317.00	7,108.00
Commercial/Industrial Agricultural > \$1,000,001 <a href="#">(10)</a>	1,056.00	7,431.00 plus 755.00 per \$100,000 value
<b>Development levies may apply to commercial building consents. Please check with Council.</b>		
<b>Other Charges</b>		
<del>Hardcopy Application Fee</del>		99.00
<del>Administration</del> <b>Electronic Application Fee - Applies to all applications (Simplified or email)</b>		75100.00



<b>Re-inspection Fee</b> (includes ¾ hour inspection) – plus \$207/hour over and above first ¾ hour		158.00
<b>Amendment Fee</b> (includes ½ hour assessment) – plus \$207/hour over and above first ½ hour plus additional inspections		297.00
<b>Minor Variation Fee</b> – No application form required (includes ¾ hour processing and admin.)		1606.00
<b>BRANZ Levy</b> is \$1.00 per \$1,000. of GST Inclusive work of \$20,000. or more		
<b>Building Levy</b> is \$1.75 per \$1,000. of GST Inclusive work of \$20,444. or more		
<b><i>The building consent fee does not include the cost of any structural or fire engineer's assessment which may be required.</i></b>		
<b>Structural Engineering or Fire Engineering Assessment/Peer Review</b>		Cost + 10%
<b>Fire and Emergency Design Review</b>		No Charge
<b>Compliance Schedule</b> – new or amended		198.00
<b>Building Warrant of Fitness</b> – audit inspection fee per hour		198.00
<b>Building Warrant of Fitness - Renewal</b>		102.00
<b>Certificate of Acceptance</b> – Building consent fee for the applicable building payable with lodgment, plus actual cost charges at \$189.00 per hour payable on issue of certificate.		
<b>Change of Use Notification</b>		<u>198207.00</u> per hour
<b>Building Certificate</b> (Sale and Supply of Alcohol)		83.00
<b>Building Consent Exemption Fee</b> (Schedule 1 Exempt Building Work)		297.00
<b>Application for Certificate of Public Use</b>		297.00
<b>Application for a Modification or Waiver to a Building Consent</b>		99.00
<b>Building Consent Minor Works printed</b>		10.00 per 10 mins
<b>Building Consent Residential Consents printed</b>		50.00
<b>Building Consent Commercial Consents printed</b> (based on time taken)		50.00 +
<b><u>Property File Search (Includes download, scanning documents and email)</u></b>		<u>205.00</u>
<b>Infrastructure Protection Deposits</b> (refundable)		1,000.00
- All relocated dwellings (onto site or off site)		
- All work over a value of \$100,000.		
- All commercial work in urban areas with a value of more than \$20,000.		
- And at Officer's discretion when there is a risk to infrastructure		
<b>Swimming Pool Charges – Existing Pools</b>		
Triennial audit carried out by Council Officer		<u>198207.00</u>
Site re-visit by Council Officer		<u>99.00103.50</u>
Admin Fee for Audit carried out by IQPI		<u>99.00103.50</u>
Removal of Pool – Owner to supply evidence (photos)		No charge

<b>INFRASTRUCTURE AND SERVICES</b>	<b>FEEs \$</b>
<b>Roading</b>	
<b>Land Purchase (including road stopping)</b>	
Application fee	635.00
<b>Water and Sewer Connections</b>	
<b>(All New Dwellings on Town Supply)</b>	
<b>Road Opening Bond</b>	550.00
<b>Water Administration Fee (paid to Council)</b>	67.00
<b>Sewer Administration Fee (paid to Council)</b>	67.00
1. New water and sewer connections are administered by Council	
2. The applicant must use a contractor acceptable to Council	
3. No work may commence until the administration fee has been paid, and Council's maintenance contractor or the contractor have been notified	
4. Council's maintenance contractor must be advised of <u>all</u> work	
<b>Sewerage</b>	
Dumping Septic Tank Waste (per cubic metre)	62.00
Trade Waste Application	150.00
Trade Waste Annual Permit Fee	20.00
Trade Waste Annual Consent Fees (auditing/monitoring)	
- High Risk	460.00
- Moderate Risk	225.00
- Low Risk	105.00
- Reinspection Fee	100.00
<b>For large discharges:</b>	
Flow	0.56/m3
BOD	0.59/kg
SS	0.61/kg
<b>Financial Contributions *</b>	
Financial Contribution water	3,736.83
Financial Contribution sewer	2,013.17
<i>* Note there are specific charges levied under the RMA/Wairarapa Combined District Plan in relation to Greytown developments. Contact SWDC for more detail.</i>	
<b>Water Rates</b>	
Ad hoc water reading fee	40.00
Urgent water reading fee (within 48hrs)	100.00
Use over 350m3	1.84 per m3
<b>Vehicle Crossings</b>	
Vehicle Run Up Charge	550.00
<i>(Refunded after completed to Council specifications)</i>	
<b>Rapid Numbers</b>	
Rapid Numbering (per number)	50.00

## TRANSFER & RECYCLING STATIONS

	<u>FEATHERSTON</u>	<u>GREYTOWN</u>	<u>MARTINBOROUGH</u>	<u>PIRINOA</u>
	Recycling Station	Recycling Station	Transfer and Recycling Station	Recycling Station
	60 Johnston Street	Cotter Street	Lake Ferry Road	3031 Lake Ferry Road
Monday	Closed	Closed	Closed	Closed
Tuesday	Closed	1.00pm - 3.30pm	Closed	Closed
Wednesday	Closed	Closed	10.00am - 4.00pm	1.00pm – 3.00pm
Thursday	11.00am – 3.00pm	Closed	Closed	Closed
Friday	Closed	Closed	Closed	Closed
Saturday	11.00am – 3.00pm	10.00am – 12.00pm	10.00am - 4.00pm	10.00am – 12.00pm
Sunday	11.00am – 3.00pm	10.00am – 1.00pm	10.00am - 4.00pm	3.00pm – 5.00pm (May – August) 4.00pm – 6.00pm (September – April)

	<b>FEEs</b> \$
<b>REFUSE</b>	
<b>Official Council Refuse bag</b>	No charge
<b>All other – up to 30 kg</b>	10.00
<b>General Refuse (Martinborough Only)</b>	200.00 per tonne
<b><u>Clean fill (weighed)</u></b>	<u>6.20 per tonne</u>
<b>RECYCLING</b>	<b>FEEs</b> \$
<b>Clean and sorted recyclable items</b>	No charge
<b>Replacement Recycling Bins</b>	17.50
<b>Replacement Wheelie Bins</b>	60.00
<b>Green Waste (Recycling Stations)</b>	
Car Boot	5.50
Van/Trailer Up to 250 kg	15.00
Large Trailer/Small Truck Up to 2 tonne	30.00
Large Truck Up to 6 tonne	60.00
Larger loads by the discretion of Council’s Operator	
<b>Car Bodies – Stripped (Martinborough Only)</b>	40.00
<b>Tyres (Martinborough Only)</b>	
Car Tyres (per tonne)	555.00
Car & 4WD Tyres – up to four tyres on rims	5.00 each

Truck, Tractor or Earthmover Tyres, more than four tyres per load (any type) or mixed load containing tyres	555.00 per tonne
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AGENDA ITEM C4

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**MĀORI STANDING COMMITTEE APPOINTMENTS**

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**Purpose of Report**

To seek a Māori Standing Committee external appointment decision from Council.

**Recommendations**

Officers recommend that Council:

1. *Receives the Māori Standing Committee Appointment Report*
2. *Resolves to make the following external appointment to the Māori Standing Committee: Herewini Ammunson (Papawai Marae).*

**1. Background**

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31).

Council are being asked to make an appointment to the Māori Standing Committee (MSC).

**2. Discussion**

**2.1 Māori Standing Committee**

Schedule 7 cl 31 (3) of the LGA 2002 allows for the appointment of external members to a committee or subcommittee *'a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.'*

Members are required to advise on tangata whenua and Māori interests in the Council's major areas of activity and therefore recommended membership of the committee should be representatives from the district's marae, iwi and Pae tū Mokai o Tauria. This is in line with the Terms of Reference.

Marae and iwi are asked to nominate their preferred representative/s to Council and Council then considers a report seeking their appointment to the Committee in accordance with the LGA.

On the 18 February 2022, Papawai Marae advised that their preferred representative on the MSC is Herewini Ammunson (refer Appendix 1).

### **3. Appendices**

Appendix 1 – Papawai Marae correspondence

Prepared by: Kaitlyn Carmichael, Committee Advisor

Reviewed by: Amanda Bradley, General Manager, Policy and Governance

# **Appendix 1 – Papawai Marae correspondence**



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South Wairarapa District Council  
PO Box 6  
Martinborough 5741

18 February 2022

Tēnā koutou

**PAPAWAI REPRESENTATIVE FOR SWDC MAORI STANDING COMMITTEE**

This letter is to confirm that the second Papawai Pā nomination to represent the marae is Herewini Ammunson.

Nāku iti nei

Gillies Baker  
Chairman  
Papawai Pā Committee



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**AGENDA ITEM C5**

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**GRANT FUNDING 2021-22**

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**Purpose of Report**

To present requests and a grant application made outside of a scheduled Council community and youth grant funding round for the 2021/22 financial year and options for consideration by councillors.

**Recommendations**

Officers recommend that councillors:

1. *Receive the Grant Funding 2021-22 Report.*
2. *Consider the request from Wharekaka Trust to repurpose the \$6,000 community grant received in the first 2021/22 funding round for the purchase of a call bell system to the Meals on Wheels Service across South Wairarapa.*
3. *Consider entering into a one-year partnership arrangement with Greytown Sports and Leisure for funding of \$45,000 for the purposes of operational funding.*
4. *Note the options available to approve the requests, decline the requests and hold a second funding round for the 2021/22 financial year, or to decline the requests and defer to the 2022/23 financial year.*
5. *Note that officers intend to make updates to the Grants Policy to provide clarity of the process for consideration of grant requests and applications made outside of scheduled funding rounds.*

**1. Background**

Council allocated \$175,000 for community grants and \$75,000 for youth grants for the 2021-22 financial as part of the Long-Term Plan 2021-31.

A first funding round was held in August 2021 with allocation decisions made by the Grants Subcommittee on 23 September 2021. In this funding round, a total of \$159,240 was allocated under community grants and \$74,238 under youth grants. There is therefore \$15,760 remaining in the community grants fund and \$762 in the youth grants fund.

The Grants Policy provides for a second funding round to be held if there are any unallocated funds from the first funding round. It also provides for urgent applications

to be made out of a scheduled funding round on approval from the Mayor and Chief Executive.

## **2. Discussion**

Council is being asked to consider the following out of funding cycle funding requests:

- a) a request from Wharekaka Trust to repurpose a community grant awarded in September 2021.
- b) a new grant application from Greytown Sports and Leisure Society.

### **2.1 Wharekaka Trust**

In the first funding round of 2021/21 Wharekaka Trust was granted \$6,000 community funding for the purposes of purchasing a call bell system.

The terms and conditions of funding set out in the Grants Policy states that recipients are required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise delivery of the activity.

Correspondence was received from Wharekaka Trust on 9 March 2022 noting that the residential care is being closed and that there was no longer a need for a new call bell system for the rest home.

It was noted the Wharekaka Trust Board had committed to maintaining its South Wairarapa Meals on Wheels Service and Wharekaka requested Council consider approving that the original grant be repurposed to contribute to this service.

Approval is required for a change in use as any discrepancies in funding (e.g. funds spent out of scope) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.

### **2.2 Greytown Sports and Leisure**

An application for funding has been received from Greytown Sports and Leisure (GSL), as presented in Appendix 1. GSL are looking to secure \$45,000 of funding for operational costs to cover the Executive Officer salary position for the next twelve months. Currently this position is funded through grants from Greytown Trustlands Trust, however the Trust has advised this will not be available from March 2022. Funding will allow GSL to develop a model for the future services across the community.

Under the Grants Policy, SWDC may receive applications for funding of an urgent nature or where exceptional circumstances apply on approval of the Mayor and Chief Executive. The application was received on 23<sup>rd</sup> March 2022 and Council is now asked to consider the application under urgency.

There is \$15,760 remaining in the community grants fund for the current 2021/22 financial year.

Council could consider funding the maximum available of \$15,760 from this year’s grants pool and the balance of \$29,240 from the 2022/23 grants budget.

### 2.3 Policy considerations

Council’s policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community and Youth grants are primarily for the benefit of the district’s residents.

The Policy sets out the eligibility and outcomes Council considers when allocating grant funding.

#### 2.3.1. Outcomes

Grants will be allocated to organisations which contribute to the community in at least one of the following six areas. The funding categories are aligned to the community outcomes as outlined in the Long-Term Plan (LTP).

Funding Categories	LTP Community Outcome
Arts, museums, heritage and culture (includes Maoritanga)	Vibrant and Strong Communities
Environment	Sustainable South Wairarapa
Events	Vibrant and Strong Communities
Sport and Recreation	Accessible Communities, Vibrant and Strong Communities, Healthy and Economically Secure
Social and Educational Services	Educated and Knowledgeable, Healthy and Economically Secure, Vibrant and Strong Communities
Economic Development	Healthy and Economically Secure, Accessible Communities

The activities must benefit the South Wairarapa district, or, at the discretion of the Council, the Wairarapa region.

Youth Grants are targeted to support activities that encourage development and enable participation of young people in the South Wairarapa.

#### 2.3.2. Eligibility

As per the Grants Policy applicants need to meet the following eligibility criteria:

- Community organisations with a formal legal structure e.g. incorporated societies, trusts, clubs with formal rules.
- Commercial organisations where the activity has tangible benefit to the wider South Wairarapa community, and the application is:
  - To cover the costs of delivering a free community event or activity;
  - To subsidise the costs of a charged-for event or activity (i.e. reducing fees to enable community access); or
  - To provide a charged-for event or service that would otherwise not be commercially viable, where that event or service will help achieve

community outcomes. Any charge must be set at level that encourages broad participation.

- The applicant does not need to be based in the South Wairarapa, but the applicant must be able to demonstrate that the activity benefits the South Wairarapa community. Applications for region-wide or national activities must have tangible benefit to the South Wairarapa community.
- Applicants may not be in receipt of any other Council or Council-administered grant given for the same activity in the same financial year.

### **2.3.3. Partnership Funding**

The Grants Policy allows Council to enter into partnership funding agreements to provide support on an ongoing basis to enable organisations to cover operational costs. The intention is for Council to enter into a Memorandum of Understanding with recipients which would set out conditions or deliverables tailored to each organisation. These could include regular reporting on key measurables that support the achievement of one or more of the funding categories, and provision to provide annual financial statements.

### **2.3.4. Ineligible Costs**

As per the Grants Policy, applications that will not be funded are:

- Overseas travel.
- Private expenses outside of the agreed scope.
- Activities seeking to promote commercial, political or religious objectives.
- Sponsorships or endowments.
- Applications to provide social welfare or health treatment/benefits to individuals.
- Costs associated with fundraising events where profits or proceeds are redistributed to other organisations or individuals.
- Sports team accommodation, travel or uniform without evidence of an application being made to a Gaming Trust or other funding provider or clear evidence of club contribution.
- Applications from individuals (except applications to the Māori Standing Committee).
- Ongoing operational expenses e.g. staff or contractor salaries, rent, rates, insurance, vehicle operating and maintenance costs, and debt payments, except where covered by a partnership arrangement.
- Applications from organisation which have not completed accountability requirements for previous grant funding.

### **2.3.5. Terms and Conditions**

- All applications must be completed using the correct form and delivered either by hand to SWDC's main office or libraries or by email by the closing time on the closing day as advertised.
- All applications must be signed; an electronic signature is acceptable.

- The last set of financial accounts and a full project budget must be attached to all applications over \$5,000.
- A completed accountability form must be returned to SWDC within 12 months of the date of the grant being paid out, or prior to any future grant application being made.
- Any unspent funds must be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.
- Any discrepancies in funding (e.g. funds spent out of scope) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.
- The recipient is required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise delivery of the activity

## 2.4 Options

Section 6.1 of the Grants Policy states that the Grants Subcommittee will meet once a year to make the allocation decisions, generally this meeting will be held in August of each year. If funds remain unallocated a second funding round will be held in February of the following year.

To date a second funding round has not been held as provided for under the Grants Policy due to limited remaining funds. The below table sets out the options available, including the options to approve the requests, defer the requests and hold a second funding round or defer to the 2022/23 financial year.

	Option	Implications	Advantages	Disadvantages
1	Consider approving the repurpose request, extension request and/or the grant application	Applicants would receive written notification of the outcome and the terms and conditions of the Grants Policy would apply	Applicants have certainty of funding  Positive contribution to community outcomes	Less funds remaining for other urgent applications  Reduced ability to make save or carry over unspent funds
2	Defer consideration and hold a second funding round for 2021/22 to consider use of the remaining unallocated funds	Applicants to receive written notification that the requests/application would be held until the next funding round date.  Wharekaka Trust funds could be retained until the next funding round at which point a decision would be made.	A fair process for the allocation of remaining funds	Holding a second funding round runs the risk of attracting a large number of applicants and being oversubscribed due to limited funds remaining.  There would be costs associated with holding a second funding round in terms of advertising costs and staff time. It is likely allocation decisions would not be made until late May/June 2022 due to the advertising period of one month and the time required to assess applications and report to the subcommittee. The next funding round would open in July 2022.

			Applicants do not have certainty of funding.	
3	Decline requests without holding a second funding round and defer to the 2022/23 financial year	<p>Wharekaka Trust would need to return any unspent funds to SWDC.</p> <p>All parties would be sent correspondence inviting them to apply in the 2022/23 financial year.</p>	A fair process for the allocation of funds	Applicants do not have certainty of funding.

Note that there remains the option for Council to consider approving some but not all of the three requests received.

### 3. Update to the Grants Policy

The current policy could be strengthened in terms of clarification around the process for out of cycle grant requests and applications.

Section 6.1 of the Grants Policy states the following:

Applications for funding outside of this process and budget allocation will not be received by the Subcommittee or other committees. SWDC may receive applications for funding of an urgent nature or where exceptional circumstances apply on approval of the Mayor and Chief Executive. Urgent applications will not be accepted while a funding round is open.

Whilst the Mayor and Chief Executive are able to approve receiving urgent applications, the policy does not clearly describe the process for how allocation decisions are made for applications received outside of the prescribed funding round(s).

The policy could also be strengthened in describing the approval process for applicants seeking to carry over unspent funds beyond one year and for any changes requested resulting from difficulties arising which have compromised delivery of the activity as originally described.

In this instance, these requests have been reported to Council for the avoidance of any doubt.

Officers intend to consider what an appropriate process moving forward may look like and draft changes to the Grants Policy for consideration by Council.

### 4. Conclusion

Council is being asked to consider a repurpose a request for one grant allocated in the first funding round of 2021-22, and an urgent application received outside of a scheduled funding round. This report provides the options available for consideration

by councillors and sets out officers' intention to make updates to the Grants Policy to clarify the process for considering out of cycle requests and applications going forward.

## **5. Appendices**

Appendix 1 – Grant application from Greytown Sports and Leisure Society

Contact Officer: Katrina Neems, General Manager Finance

Reviewing Officer: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Grant application from Greytown Sports and Leisure Society**



**1. ORGANISATION DETAILS**

Name of organisation: Greytown Community Sports & Leisure Society

Postal Address: P O Box 106, Greytown

Street Address: 89 Main Street, Greytown

Purpose of Main Activity of Organisation: To support community-wide participation for all ages in sporting & leisure and recreational activities

Community Board you are applying to (select one)	
• Featherston Community Board	<input type="radio"/>
• Greytown Community Board	<input checked="" type="radio"/>
• Martinborough Community Board	<input type="radio"/>
Would you like to speak in support of your application at a Community Board meeting?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Note: Applicants are encouraged to apply to Council where the activity benefits more than one ward or the wider South Wairarapa community.

**2. OPERATIONAL FUNDING OVERVIEW**

Reason for requesting operational funding agreement:

We are looking to secure assistance for the next 12 months for operational costs for the Executive Officer Salary position. This will allow us to keep providing our key services to the member clubs and wider community. Our Primary Funder Greytown Trustlands Trust has provided our funding for our Executive Officer Salary up until March 2022 and no longer wishes to commit to provide this funding beyond March 2022. We would like to secure this funding for this 12 month period to allow us to work on our extended model/plan for future services across the community and continue to provide our current services to our members and community.

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Provide a brief summary of any successes/achievements of the organisation

The society was formed in 2000 and Incorporated in 2003 with our mission being to support community-wide participation for all ages in sporting & leisure and recreational activities. We are made up of 8 independent school and club representatives and we provide our 15 member clubs with governance, grant application assistance and administration support to ensure clubs can operate successfully and sustainably, while ensuring to provide quality experiences for their members. We meet monthly with an established work plan, strategic plan, and has service level agreements with all members as well as working across the community on various projects and or activities. Over the past few years the Society has been working amongst the community in supporting collaborations with local schools, Grant funding, promoting sports and leisure within the region, advocating for the local green space. We are continually working with clubs to ensure we provide a governance support framework within our member clubs and beyond. This model is recognised and shared in many areas within NZ including the Otago Medical Students that come and visit us annually to discuss our contribution to the health and well-being of our community. We believe we provide important work to serve strengthen and promote sport and recreation in the Greytown area. We collaborate across many Wairarapa Community groups by way of sharing resources and advocating for important interests to the community. This can be seen in our involvement in getting affected parties around the table and in discussions about the future of our greenspace in Greytown. It can also be seen in the growth of some of our member clubs participation numbers and with Football as an example they are set to experience another year of great growth and development within their club.

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### Strategic Fit

Explain how your organisation fits with the Greytown Community Board's vision and priority areas as set out in the [board's strategic plan](#). **Note: If applying to Martinborough or Featherston leave blank.**

Greytown Sport & Leisure Societies purposes is to Serve, Strengthen and Promote Sport & recreation in the Greytown area, and to provide a system of administration, Governance and support to the volunteers of sport. We advocate sharing and sporting collaboration across Wairarapa Communities.

Greytown Sport & Leisure Society encourages developments which cater for future generations and participates in collaborations with Greytown Primary School and Kuranui College and many other community groups.

We have assisted with trying to organise and support community events aswell as run the annual summer and winter sign up's at Greytown school each year successfully. This supports the continuation and extensions of sporting activities happening in the schools and community.

We have been heavily involved in advocating and playing our part in ensuring saving our greenspaces and advocating for additional green space to be provided within our community. This involved submissions to the councils and getting the affected parties around the table in key discussions.

GST Registered	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bank account details (required for non GST registered applications only)	
Name of bank:	ANZ
Account name:	Greytown Sport & Leisure Society
Account No:	06-0507-0014225-00

If you are successful, your grant will be deposited into this account.

GST registered organisations will be asked to supply a tax invoice and GST will be added to grants approved for GST registered organisations.

#### 4. PERSONAL CONTACT DETAILS

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

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

First contact person:	Rosie Swanson		
Address	89 Main Street, Greytown		
Phone (day)	0272789400	Email	<a href="mailto:greytownsport@xtra.co.nz">greytownsport@xtra.co.nz</a>
Second contact person	Jackie Gray		
Address:	Austin Reid Place, Carterton		
Phone (day)	0211553902	Email	<a href="mailto:jacknjerry@hotmail.com">jacknjerry@hotmail.com</a>

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We increase engagement with the Greytown Youth as well as Senior groups through our facebook page, the grapevine newsletter and our website on a wide range of community updates across sports and leisure activities/Governance as well as other areas important to our community. We also engage and advocate for community interests for our members and our community.

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We are often involved in working groups within the community such as the upgrades to the Pavilion project and also play a part in the facilities management with the Council of this area for the user groups.

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**Benefits**

How many residents of the ward will benefit from the funding?

At the moment we have 15 member clubs with over 1245 members which is growing. Some of our member clubs are expected to experience extensive growth this season and exciting ventures are ahead for their clubs. However we also work across many other groups within the community such as Kuranui College, Greytown Primary School to collaborate and advocate for community interests.

With future plans currently being worked through with various parties with the current greenspace issues, we have played a significant part in getting parties around the table in discussions and believe we could hold an important role with the future of how these spaces are managed and operated allowing the clubs and volunteers to focus on delivering the Sports & Leisure Activities their members enjoy.

With COVID affecting the world and New Zealand over the past two years mental health and well-being has become a real issue and a focus for our communities. We believe the impact **sport** and physical activity can have on **mental wellbeing** is every bit as important as the physical benefits. Physical activity can contribute to enjoyment and happiness, and more broadly to life satisfaction through increased social interaction. To be able to allow our clubs to continue to function and thrive and grow their members in unsure times has massive benefits across our whole community.

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**3. FINANCIALS – BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)**

**Total Revenue/Income** \$ See attached  
 Financials

Breakdown of above figure

Salary of Executive Office \$45,000  
 \_\_\_\_\_ \$.....  
 \_\_\_\_\_ \$.....

**Total Expenditure**

Breakdown of above figure

\_\_\_\_\_ \$.....  
 \_\_\_\_\_ \$.....  
 \_\_\_\_\_ \$.....

**Budget Surplus/Deficit** \$ \_\_\_\_\_

**Outline any SWDC concessions you have received**  
 (e.g. building or property leases, reduction in hall hire fees)

Office located at the Town Centre.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Amount of funding requested** \$ 45,000

Funding history	
Have you applied to the Community Board or Council for funding before?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, to what funding body and how many times in the last 3 years?	Community and Youth Grant Application August 2020
If yes, when, for what purpose and how much was granted?	Operational Assistance costs. Awarded \$5,000

GST Registered	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Bank account details (required for non GST registered applications only)	
Name of bank:	ANZ
Account name:	Greytown Sport & Leisure Society
Account No:	06-0507-0014225-00

If you are successful, your grant will be deposited into this account.

GST registered organisations will be asked to supply a tax invoice and GST will be added to grants approved for GST registered organisations.

#### 4. PERSONAL CONTACT DETAILS

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

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

First contact person:	Rosie Swanson		
Address	89 Main Street, Greytown		
Phone (day)	0272789400	Email	<a href="mailto:greytownsport@xtra.co.nz">greytownsport@xtra.co.nz</a>
Second contact person	Jackie Gray		
Address:	Austin Reid Place, Carterton		
Phone (day)	0211553902	Email	<a href="mailto:jacknjerry@hotmail.com">jacknjerry@hotmail.com</a>

## 5. DECLARATIONS

### Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

### Authorisation

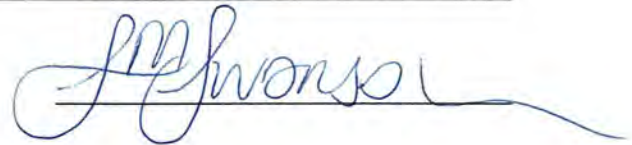
- I certify that the information provided in this application form is true and correct to the best of my knowledge
- I have the authority to make the request on behalf of the organisation
- I confirm that a completed accountability form will be returned to SWDC within 12 months of the date of the grant being paid out, or prior to any future grant application being made
- I agree that any unspent funds will be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.

Name: Rosie Swanson

Designation: Executive Officer

Date: 21/03/2022

Signature:



### Checklist

- |  |                                     |
|--|-------------------------------------|
| • All questions have been answered                                 | <input checked="" type="checkbox"/> |
| • The names of two contact people are provided                     | <input checked="" type="checkbox"/> |
| • Funding request form is signed                                   | <input checked="" type="checkbox"/> |
| • Latest set of financial accounts (for applications over \$5,000) | <input checked="" type="checkbox"/> |

Please return the completed partnership request form to:

Committee Advisor (Grants)  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
Or email: [grants@swdc.govt.nz](mailto:grants@swdc.govt.nz)

The request form must reach SWDC not less than ten days before the relevant Community Board is to consider an application.

Rosie Swanson  
Executive Officer  
Greytown Sport & Leisure Society Inc  
[greytownsport@xtra.co.nz](mailto:greytownsport@xtra.co.nz)

Dear Rosie

**Re: Nuku Ora support for Greytown Sport and Leisure Inc.**

Nuku Ora (formerly Sport Wellington) is a charitable trust responsible for supporting the development of the physical activity system across the wider Wellington region. In doing so we aim to positively impact the wellbeing of communities through physical activity via on-the-ground delivery and via partnerships with key organisations. We are pleased to be able to provide a letter of support for the work undertaken by Greytown Sport and Leisure Inc (GSL).

GSL is a well-established organisation that has served the community for more than 20 years.

GSL operates as a 'super administrator' for their members providing a range of services from supporting constitution updates, attending AGMs, looking after the pavilion – bookings, financials, meetings, assisting members with funding applications and summer and winter sign ups. GSL also files all members' end of year financials and distributes a monthly newsletter.

This role is highly valued by the community and has reduced the load on volunteers allowing them to focus on the delivery of the sport experience resulting in increased participation across several codes as a result.

Nuku Ora is happy to support GSL in applications for financial support to continue their very worthwhile work on behalf of their community.

Nga mihi nui



Phil Gibbons ONZM  
Chief Executive



16 December 2021

PO Box 5257  
Unit 6, Northcote Office Park  
98 Grey St, Palmerston North 4410

The Board  
Greytown Community Sport & Leisure Society Inc  
P O Box 106  
GREYTOWN

Email [admin@auditors.co.nz](mailto:admin@auditors.co.nz)  
[www.auditors.co.nz](http://www.auditors.co.nz)

Phone 06 354 3685

Dear Board,

**REVIEW OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

The review has been completed and the signed review report and financial statements have been returned.

We have conducted our review in accordance with NZ SRE 2400 Review of Financial Statements Performed by the Independent Auditor of the Entity. NZ SRE 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements taken as a whole are not prepared in all material respects, in accordance with Special Purpose Financial Reporting Framework for use by For-Profit Entities ("SPFR for FPEs") published by Chartered Accountants Australia and New Zealand.

The engagement team and the firm have complied with relevant ethical requirements regarding independence.

It is our responsibility to provide those charged with governance with timely observations arising from the review that are significant and relevant to the Board's responsibility to oversee the financial reporting process. This management letter allows us to communicate with those charged with governance as well as management.

Based on significant findings and other matters which arose during the course of the review, we have the following comments and recommendations to make:

**1. REVIEW REPORT**

The Review Report on the 2021 financial statements is an unqualified review report that contains an "emphasis of matter" paragraph highlighting to readers that the statements have been prepared using a special purpose framework.

**2. LEGISLATIVE COMPLIANCE RESPONSIBILITIES**

It is the responsibility of management, with the oversight of those charged with governance, to ensure that the Society's operations are conducted in accordance with the provisions of laws and regulations, including compliance with the provisions of laws and regulations that determine the reported amounts and disclosures in the Society's financial statements.

There are a number of specific legislative provisions that we review each year as a result of our requirements as auditor. However, the auditor is not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

During the course of the review this year, no instances of non-compliance with the laws and regulations have come to our attention.

### **3. FRAUD**

The primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the Society and management. It is important that management, with the oversight of those charged with governance, place a strong emphasis on fraud prevention and fraud deterrence. This involves a commitment to creating a culture of honesty and ethical behaviour which can be reinforced by an active oversight by those charged with governance. The auditor is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error.

During our review, we have not identified a fraud or obtained information that indicates that a fraud may exist. Additionally, we have not identified any other matters related to fraud that are, in our judgement, relevant to the Board's responsibilities that should be brought to the Board's attention.

### **4. REVIEW OF INTERNAL CONTROLS**

Internal controls and appropriate segregation of duties are a critical part of any accounting system. These are the responsibility of management, and the risks associated with any lack of segregation of duties must always be assessed to ensure that the financial statements are free from material misstatement, whether due to fraud or error.

One of the key items to indicate that a check has occurred is the evidencing by use of a signature. E.g. Invoices that are paid should be signed as approved for input into the system by a cheque signatory as sighted and approved, expenditure listings should be approved for payment, timesheets signed as approved by the supervisor. The use of a signature by an "authorised" staff member clearly shows that the transaction has occurred (goods or services received) or is approved for action through the accounting system.

As part of the review process we reviewed and enquired about the accounting procedures and internal control processes that are in place. Because of the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected, even though the review is properly planned and performed in accordance with New Zealand Auditing Standards.

During the review, we have not identified any deficiencies in internal control that warrant being brought to the Board's attention.

#### **APPROVAL OF CREDITORS AND PAYROLL**

We recommend that the invoices and payroll reports are checked as correct and then signed to evidence this control.

#### ***ANZ ON LINE PAYMENT SCHEDULES – CREDITORS AND PAYROLL***

We recommend that when each online payment is authorised that the relevant report in ANZ is printed and attached to the invoice / transaction. NB this could be saved as a PDF and attached to each entry in the XERO ledger.

This would then demonstrate to us who approved the payments.

#### ***SUGGESTION***

*That the Board continues to appropriately incorporate internal controls and segregation of duties into income, expenditure, and payroll systems.*

## CONCLUSION

Please pass on our thanks to Rosie and all those involved during the review.

If you have any questions with respect to the items contained in this letter please do not hesitate to contact us. We are available to complete your review again next year.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Viv Cotton".

Viv Cotton  
**Director**

**INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT**

**TO THE MEMBERS OF  
GREYTOWN COMMUNITY SPORT & LEISURE SOCIETY INC**

**Report on the Financial Statements**

We have reviewed the financial statements of Greytown Community Sport & Leisure Society Inc on pages 5 to 11, which comprise the balance sheet as at 30 June 2021, and the statement of profit or loss, and statement of changes in equity for the year then ended, and the accounting policies and notes to the financial statements.

**Boards' Responsibility for the Annual Financial Statements**

The Board is responsible on behalf of the Society for the preparation and fair presentation of these financial statements in accordance with the Special Purpose Financial Reporting Framework for use by For-Profit Entities ("SPFR for FPEs") published by Chartered Accountants Australia and New Zealand and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

**Assurance Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the Special Purpose Financial Reporting Framework for use by For-Profit Entities ("SPFR for FPEs") published by Chartered Accountants Australia and New Zealand). This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on these financial statements. Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Greytown Community Sport & Leisure Society Inc.

**Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Greytown Community Sport & Leisure Society Inc as at 30 June 2021, and its financial performance for the year then ended, in accordance with the Special Purpose Financial Reporting Framework for use by For-Profit Entities ("SPFR for FPEs") published by Chartered Accountants Australia and New Zealand.

**Emphasis of Matter**

Without modifying our conclusion, we draw attention to Note 1 of the financial statements, which describes the basis of accounting. These financial statements have been prepared using NZICA's special purpose framework for use by for profit entities and are intended for use by the society's members only. As a result, the financial statements may not be suitable for other users.

*CKS Audit*

**CKS Audit**  
16 December 2021

# Annual Report

Greytown Community Sport & Leisure Society Inc  
For the year ended 30 June 2021

Prepared by Osborne Group

# Contents

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- 5 Statement of Profit or Loss
- 7 Statement of Changes in Equity
- 8 Balance Sheet
- 9 Notes to the Financial Statements
- 12 Depreciation Schedule

# Directory

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

### Nature of Business

To promote, foster and develop amateur sports and leisure activities for members.

### Address

Greytown Town Centre  
89 Main Street  
Greytown

### Society Number

1300503

### IRD Number

085-217-789

### Board Members

Gavin Hodder  
Hamish Edge  
Cuong Truong  
Dave Murray  
Gary Hewson  
Blake Walker  
Don Mailman  
Tavita Isaac

### Chartered Accountant

Osborne Group  
3 Waltons Avenue  
Kuripuni  
Masterton

### Reviewers

CKS Audit  
Palmerston North

### Bank

ANZ

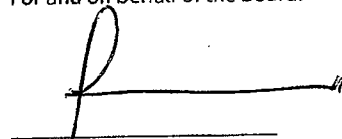
# Approval of Financial Report

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

The Board members are pleased to present the approved financial report including the historical financial statements of Greytown Community Sport & Leisure Society Inc for year ended 30 June 2021.

APPROVED

For and on behalf of the Board.



Chairperson

Date ..... 15/12/21



Board Member

Date ..... 15/12/21



# Statement of Profit or Loss

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

	NOTES	2021	2020
<b>Income</b>			
Greytown Trust Lands - Salary		40,989	37,970
Sports Convenor Funding		2,202	12,865
Member Subscriptions		3,400	174
School Contribution to Sports Convenor Costs		-	2,646
South Wairarapa District Council		6,760	6,760
Trust House Charitable Trust		7,500	7,500
Fundraising Income		6,419	4,998
Other Grants Received		9,000	10,000
Sundry Income		1,802	-
<b>Total Income</b>		<b>78,072</b>	<b>82,914</b>
<b>Cost of Sales</b>			
Opening Stock		589	651
Purchases		-	3,972
Closing Stock		(465)	(589)
<b>Total Cost of Sales</b>		<b>124</b>	<b>4,034</b>
<b>Gross Profit</b>		<b>77,948</b>	<b>78,880</b>
<b>Other Income</b>			
Interest Income		20	32
Covid-19 Wage Subsidy Received		4,686	7,030
<b>Total Other Income</b>		<b>4,707</b>	<b>7,061</b>
<b>Total Income</b>		<b>82,655</b>	<b>85,941</b>
<b>Expenses</b>			
ACC Levies		133	140
Accounting Services		1,869	1,788
Advertising		-	83
AGM & Annual Report		43	-
Audit/Review Fees		1,953	2,400
Bank Fees		185	185
Computer Expenses		311	216
Depreciation		808	132
Fundraising Expenses		5,497	-
General Expenses		215	151
Member Services provided		4,402	4,355
Office Expenses		410	231
Payroll Administration		1,220	1,282
PO Box Rental		178	170
Promotional Expenses		-	8,930

These financial statements should be read in conjunction with the Notes to the Financial Statements and the accompanying Review Report.

	NOTES	2021	2020
Rent		6,760	6,760
Salaries		46,981	59,084
Stationery, Printing & Postage		347	230
Telephone & Internet		1,042	956
Website		600	580
<b>Total Expenses</b>		<b>72,956</b>	<b>87,671</b>
<b>Society Surplus (Deficit) for the Year</b>		<b>9,699</b>	<b>(1,731)</b>



These financial statements should be read in conjunction with the Notes to the Financial Statements and the accompanying Review Report.

# Statement of Changes in Equity

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

	2021	2020
<b>Accumulated Funds</b>		
Opening Balance	13,373	15,104
<b>Increases</b>		
Surplus (Deficit) for the year	9,699	(1,731)
<b>Total Increases</b>	<b>9,699</b>	<b>(1,731)</b>
<b>Total Accumulated Funds</b>	<b>23,072</b>	<b>13,373</b>



These financial statements should be read in conjunction with the Notes to the Financial Statements and the accompanying Review Report.



# Balance Sheet

## Greytown Community Sport & Leisure Society Inc As at 30 June 2021

NOTES      30 JUN 2021      30 JUN 2020

### Assets

#### Current Assets

##### Cash and Bank

ANZ Bulk Funding A/C	7,002	1,513
ANZ Current A/C	15,378	16,419
Pavilion Account	7,491	4,582
<b>Total Cash and Bank</b>	<b>29,870</b>	<b>22,514</b>

Accounts Receivable	575	-
GST Receivable	930	1,872
Stock On Hand	465	589
Trust Lands Trust Development Funding Account	500	500
<b>Total Current Assets</b>	<b>32,341</b>	<b>25,475</b>

#### Non-Current Assets

Property, Plant and Equipment	5	1,025	1,833
<b>Total Non-Current Assets</b>		<b>1,025</b>	<b>1,833</b>

<b>Total Assets</b>	<b>33,366</b>	<b>27,308</b>
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### Liabilities

#### Current Liabilities

Accounts Payable	2,803	2,577
Annual Leave Accrual	-	4,969
Park Pavilion Committee	7,491	6,390
<b>Total Current Liabilities</b>	<b>10,294</b>	<b>13,935</b>

<b>Total Liabilities</b>	<b>10,294</b>	<b>13,935</b>
--------------------------	---------------	---------------

<b>Net Assets</b>	<b>23,072</b>	<b>13,373</b>
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### Accumulated Funds

Retained Earnings	13,373	15,104
Current Year Earnings	9,699	(1,731)
<b>Total Accumulated Funds</b>	<b>23,072</b>	<b>13,373</b>



These financial statements should be read in conjunction with the Notes to the Financial Statements and the accompanying Review Report.

# Notes to the Financial Statements

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

### 1. Statement of Accounting Policies

Greytown Community Sport & Leisure Society Inc is an Incorporated Society registered under the Incorporated Societies Act 1908. These Financial Statements have been prepared in accordance with NZICA's Special Purpose Financial Reporting Framework of use by For Profit Entities (SPFR for FPEs) for the use of the societies members.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

The Financial Statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise stated.

#### Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

#### Property, Plant and Equipment

Property, plant and equipment is stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

#### Depreciation

All fixed assets are recorded at cost less accumulated depreciation.

Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007.

The entity has the following asset classes:

Account	Method	Rate
Office Equipment	Diminishing Value (100%)	12% - 50%
Website & Software at cost	Diminishing Value (100%)	36% - 50%



### Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

The society has an exemption from income tax. The income tax exemptions has been granted under the conditions of the Income Tax Act Section CW 46.

### 2. Changes in Accounting Policies

There have been no changes in accounting policy for the year. All policies have been applied on a basis consistent with prior years.

### 3. Contingent Liabilities

At balance date there are no contingent liabilities (2020: Nil).

### 4. Related Party

The Board Members of the Society also hold positions on a number of the Member Organisation Committee's. These committee's all received funding from the Society during the year.

### 5. Fixed Assets

The entity has the following fixed assets recorded:

	2021	2020
<b>Assets at Cost</b>		
Office Equipment	2,897	2,897
Less Accumulated Depreciation on Office Equipment	(2,639)	(2,595)
Website & Software at cost	4,566	4,566
Less Accumulated Depreciation on Website & Software at cost	(3,800)	(3,036)
<b>Total Assets at Cost</b>	<b>1,025</b>	<b>1,833</b>

### 6. Goods or Services provided to the Entity In Kind

The Society currently has a licence to occupy premises from the South Wairarapa District Council. There is no formal signed document available. The facility provided for by the South Wairarapa District Council is provided for free of charge which has a nominal value of \$6,760 plus GST per annum.

### 7. Commitments

The society has a "License to Occupy" agreement with the South Wairarapa District Council to occupy the Soldiers Memorial Park Pavilion. This agreement is for an initial term of 15 years plus it has two additional rights of renewal for ten years each. The final expiry date of the license to occupy is in 2053

### 8. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Annual Report (Nil:2020).



### 9. Significant Event - COVID-19

On 11 March 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March, New Zealand increased its' COVID-19 alert level to level 4 and a nation wide lock down commenced. As part of the lock down all face-to-face meetings and the majority of services ceased, but some electronic services continued. The Society obtained a Wage Subsidy from MSD to assist with employment related costs. A further lock down was commenced in August 2021.

The lock downs have since eased. At this time the full financial impact of the COVID-19 pandemic is not able to be determined, but it is not expected to be significant based on information available to the date of the authorisation of the financial statements.



# Depreciation Schedule

## Greytown Community Sport & Leisure Society Inc For the year ended 30 June 2021

NAME	RATE	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Office Equipment</b>								
Cabinet	12.00%	8 Oct 2005	490	74	-	-	9	66
Desk	12.00%	10 Jul 2005	350	51	-	-	6	45
Drawers	12.00%	10 Jul 2005	220	32	-	-	4	28
Laptop - Acer	50.00%	5 Sep 2014	800	15	-	-	7	7
Meeting Table	50.00%	18 Sep 2014	203	4	-	-	2	2
Office Chair	12.00%	31 Mar 2008	350	73	-	-	9	64
Printer - Brother	50.00%	25 Sep 2014	113	2	-	-	1	1
Trestle Table	12.00%	10 Jul 2005	150	22	-	-	3	19
Whiteboard	12.00%	31 Mar 2003	221	29	-	-	3	25
<b>Total Office Equipment</b>			<b>2,897</b>	<b>302</b>	<b>-</b>	<b>-</b>	<b>44</b>	<b>258</b>
<b>Website &amp; Software at cost</b>								
Website	36.00%	28 Feb 2008	2,981	12	-	-	4	8
Website 2020	50.00%	30 Jun 2020	1,585	1,519	-	-	759	759
<b>Total Website &amp; Software at cost</b>			<b>4,566</b>	<b>1,531</b>	<b>-</b>	<b>-</b>	<b>764</b>	<b>767</b>
<b>Total</b>			<b>7,464</b>	<b>1,833</b>	<b>-</b>	<b>-</b>	<b>808</b>	<b>1,026</b>

These financial statements should be read in conjunction with the Notes to the Financial Statements and the accompanying Review Report.



AGENDA ITEM C6

ROAD STOPPING 23 HUMPHRIES STREET GREYTOWN

**Purpose of Report**

To inform councillors of the stopping of a portion of Humphries Street Greytown as legal road and a subsequent sale of land to the adjacent landowner of 23 Humphries Street.

**Recommendations**

Officers recommend that councillors:

1. *Receive the Road Stopping 23 Humphries Street Greytown Report.*
2. *Note that public notification of the proposal to stop the road has been undertaken in accordance with Schedule 10 of the Local Government Act 1974.*
3. *Note one submission was received during the public notification period and that no further action is required as the matters raised have been resolved satisfactorily.*
4. *Agree to declare that the approximately 295m<sup>2</sup> of legal road adjoining 23 Humphries Street (being SO 568092) is not required by Council and is surplus to Council requirements.*
5. *Approve the sale of the land as shown on Survey Office plan SO 568092 to the adjoining landowners at 23 Humphries Street for a total of \$30,000 (including GST, if any) plus associated legal and survey costs.*
6. *Delegate to the Chief Executive Officer all powers necessary to proceed with the process to stop the legal road (comprising approximately 295m<sup>2</sup>) as shown on Survey Office Plan (SO 568092) and to complete the transaction.*

**1. Executive Summary**

The owners of 23 Humphries Street, Greytown approached the Council with a proposal to stop and purchase a 295m<sup>2</sup> section of legal road adjoining the frontage of their property. This paper reports back on the outcome of the public notification as noted in the [report to the Assets and Services Committee](#) on 1 September 2021. It also seeks Council approval to proceed with the road stopping and sale of the section of land.

## 2. Background

The owners of 23 Humphries Street, Greytown approached the Council with a proposal to stop and purchase a 295m<sup>2</sup> section of legal road adjoining the frontage of their property. Note that the proposed section is part of the berm, not the formed road. The house is currently situated at or over the boundary with the legal road. The house was originally built within the owners' property, however, we understand that in 2010 Council purchased a 5m strip alongside the road boundary for future road widening. Council no longer requires this unformed portion of land for road, footpath, berm or future road widening.

The owners would like to renovate the house, which is an identified cottage on the Greytown Heritage trail, and wish to extend the front of the property to retain the unique look of the cottage. They are limited in their ability to do so under the current circumstances. They propose to consolidate the land into their existing title.

### 2.1 Proposed Road Stopping and Purchase, 23 Humphries Street

Council is able to stop the section of legal road in question under section 342 of the Local Government Act 1974.

#### 342 Stopping and closing of roads

The council may, in the manner provided in [Schedule 10](#),—

- (a) stop any road or part thereof in the district:  
provided that the council shall not proceed to stop any road or part thereof in a rural area unless the prior consent of the Minister of Lands has been obtained;  
or
- (b) close any road to traffic or any specified type of traffic (including pedestrian traffic) on a temporary basis in accordance with that schedule and impose or permit the imposition of charges as provided for in that schedule.

Although the section of legal road is physically part of the berm, the public currently has rights of access. Any decision to stop the section of road must follow the process of public notification set out in Schedule 10 of the Act.

## 3. Discussion

A Survey Office Plan has been completed and lodged with Land Information New Zealand (LINZ). Public notification was undertaken in accordance with Schedule 10 of the Local Government Act 1974.

### 3.1 Public notification

The public notification requirements relating to the proposed stopping of the section of legal road adjacent to 23 Humphries Street are provided in Schedule 10 of the Local Government Act 1974 (see points 2 and 3 of Appendix 2)

Public notification was placed on the Council's website and in the Wairarapa Times Age on 4 and 11 December 2021. Signage was also placed at each end of the road proposed

to be stopped. The plan was available for inspection at the Council office in Martinborough and on the Council website.

One submission was received by 18 January 2022 which was the expiration date for lodging. The submitter did not wish to be heard in support of the submission.

### **3.1.1. Submission received**

One submission was received by Powerco Limited (Powerco) as attached in Appendix 3. Powerco, a gas and electricity distribution company, owns and operates the electricity infrastructure within Greytown.

Powerco requested that an on-site service location be undertaken to determine whether there are Powerco assets within the area proposed to be stopped. If there were Powerco assets within the area, or an on-site service location was not undertaken, Powerco sought an easement in gross over the area to be stopped.

Steps taken in response to the submission by Powerco are detailed in Appendix 4. Following the on-site service location and assessment, further correspondence was received from Powerco on 25 February 2022 confirming no further action is required indicating satisfactory resolution of the matter:

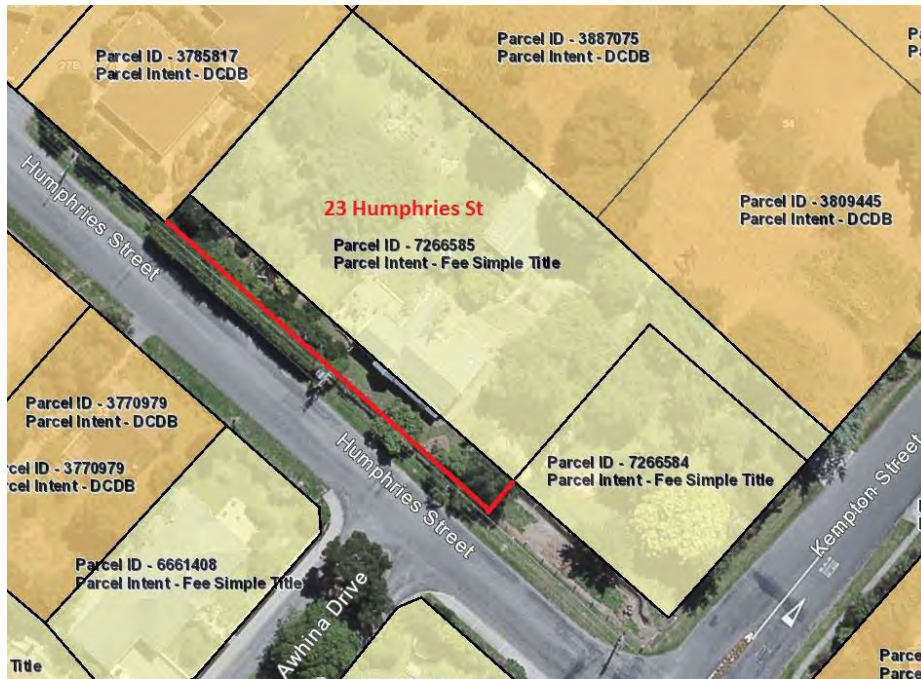
*“Thanks for forwarding the service location report. Based on that information, the underground cables are clear of the area of legal road to be stopped. As such, no further action is required in respect of the Powerco submission. I note that your surveyor has stated that some overhead lines and the cross arm attached to the pole may extend into the area to be stopped, however these will be afforded protection as ‘existing works’ under the Electricity Act 1992 (as they were installed prior to 1 January 1993) – no further action is required in this regard.” – Powerco, 25 February 2022.*

The Council’s Significance and Engagement Policy is not engaged and further public consultation is not necessary.

## **3.2 Options**

### **3.2.1. Option 1 – Stop the portion of Humphries Street and sell the portion of road to the adjoining owner**

Section 1 comprising 295m<sup>2</sup> will be sold to the owner of the adjoining property and amalgamated with Lot 1 DP 431506.



A survey Office Plan (SO 568092) was commissioned by the applicant and is attached as Appendix 1.

Officers have considered the application and can confirm there is no longer any intention to widen Humphries Street in the area in question and cannot foresee any future need to do so.

There also do not appear to be any issues with services in the area and officers do not consider that the proposed sale would result in reduced transport or amenity value to the public and will be visually consistent with the neighbouring property to the west. No safety issues have been identified and on that basis the application is supported from a traffic engineering perspective.

**3.2.2. Option 2 – Do not stop the portion of Humphries Street and sell the portion of road to the adjoining owner**

There remains the option for Council to not stop or sell the portion of road on Humphries Street to the adjoining owner. However, officers have considered the application and cannot foresee any need for future road widening. The land is therefore considered surplus to requirements.

It is also noted that costs to date have been met by the applicant and would not be recoverable.

**3.3 Financial Implications**

A market valuation was completed by Wairarapa Property Consultants Ltd. The section of land has a market value of \$30,000 (including GST if any) as at 31 January 2022. The land has been valued on the basis of the benefit accrued from amalgamating the unformed legal road (SO 568092) with Lot 1 DP 431506 – 23 Humphries Street. This method is known as the before and after approach.

The application has been processed on the basis that the applicant will meet all reasonable costs, including for officer time, public notification, valuation, survey, legal fees, land adjustment and purchase.

### **3.4 Legal Implications**

The requirements of the Local Government Act 1974 relating to road stopping is outlined in this report. Note that under section 32, Schedule 7 of the Local Government Act 2002, Council cannot delegate the decision to dispose of the land.

## **4. Next steps**

Council will issue a public notice to declare that the road has been stopped in accordance with Schedule 10 of the Local Government Act 1974. Copies of the notice will be transmitted for record in the Office of the Chief Surveyor for the notice to take effect.

The sale transaction will be completed in liaison with the applicant's solicitor.

## **5. Conclusion**

Officers have received and assessed an application to purchase a section of legal road adjacent to 23 Humphries Street, Greytown. The proposed road stopping was publicly notified following the completion of a survey lodged with LINZ.

There is no compelling reason for the Council to retain ownership of this section of road. The applicant would take on full responsibility for the land once the portion of road was stopped.

Council approval is sought to approve the road stopping and sale of the section of land and to delegate to the Chief Executive Officer all powers necessary to complete the transaction.

## **6. Appendices**

Appendix 1 – Survey Office Plan (SO 568092)

Appendix 2 – Schedule 10, Local Government Act 1974

Appendix 3 – Submission from Powerco

Appendix 4 – Assessment of Submission by Powerco

Contact Officer: Steph Frischknecht, Policy and Governance Advisor

Reviewed By: Amanda Bradley, Policy and Governance Manager

# **Appendix 1 – Survey Office Plan (SO 568092)**



# CSD Plan - SO 568092

---

**Survey Number** SO 568092  
**Surveyor Reference** T21-213 SWDC  
**Surveyor** Eric Richard Andrew Dodd  
**Survey Firm** Tomlinson and Carruthers Surveyors Limited  
**Surveyor Declaration**

---

## Survey Details

<b>Dataset Description</b>	SECTION 1		
<b>Purpose</b>	Legalisation		
<b>Status</b>	On Requisition	<b>Type</b>	Survey
<b>Land District</b>	Wellington	<b>Survey Class</b>	Class A
<b>Meridional Circuit</b>	Wairarapa 2000	<b>Vertical Datum</b>	None

---

## Survey Dates

<b>Surveyed Date</b>	24/09/2021	<b>Certified Date</b>	18/10/2021
<b>Submitted Date</b>	18/10/2021 10:43:19	<b>Survey Approval Date</b>	
<b>Deposit Date</b>			

---

## Referenced Surveys

Survey Number	Land District	Bearing Correction
DP 27717	Wellington	-0°00'40"
DP 70654	Wellington	-0°00'40"
DP 51733	Wellington	-0°00'40"
DP 431506	Wellington	0°00'00"
DP 473878	Wellington	0°00'00"
DP 21677	Wellington	0°00'00"
DP 329641	Wellington	0°00'00"
DP 316164	Wellington	0°00'00"
DP 46250	Wellington	0°00'00"

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## Territorial Authorities

South Wairarapa District

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## Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Section 1 Survey Office Plan 568092	Legalisation	0.0295 Ha	
CSC Parcel Number: 3	Road		
<b>Total Area</b>		<hr/> 0.0295 Ha	



# Mark and Vector

Survey Number SO 568092  
Meridional Circuit Wairarapa 2000

From	To	Code	Bearing	Adpt Surv	Bearing Correction	Distance	Adpt Surv	Class
IT III DP 61702	IS II DP 431506	ob0	131°03'45" M			106.69 M		
IS II DP 431506	IS I DP 21677	ob8	129°00'20" A DP 431506		0°00'00"	62.18 A DP 431506		
IS I DP 21677	IT I DP 51733	ob14	22°25'20" A DP 473878		0°00'00"	45.19 A DP 473878		
IT III DP 61702	IT III DP 51733	ob1	129°05'50" A DP 431506		0°00'00"	57.85 A DP 431506		
IT III DP 51733	IT IV DP 40615	ob15	131°06'20" A DP 431506		0°00'00"	97.43 A DP 431506		
IT IV DP 40615	IT I DP 51733	ob16	39°53'20" A DP 27717		0°00'00"	43.16 A DP 51733		
IS II DP 431506	IT I DP 431506	ob9	36°21'20" M			41.12 M		
IT I DP 431506	IT I DP 51733	ob17	126°29'30" M			51.23 M		
IS II DP 431506	PEG 1 DP 431506	ob10	82°44'00" M			15.91 M		
PEG 1 DP 431506	PEG 1 SO 568092	ob18	309°45'20" A DP 51733		0°00'00"	1.98 C		Class A
PEG 1 SO 568092	UNMK 4 DP 431506	ob27	309°45'20" A DP 51733		0°00'00"	4.02 C		Class A
UNMK 4 DP 431506	PEG DP 51733	ob21	309°45'20" A DP 51733		0°00'00"	52.67 A DP 431506		Class A
PEG DP 51733	PEG DP 51733	ob22	219°50'50" A DP 51733		0°00'00"	5.03 A DP 70654		Class A
PEG DP 51733	IT III DP 51733	ob24	235°10'00" A DP 70654		0°00'00"	3.64 A DP 70654		
PEG 1 DP 431506	PEG 2 SO 568092	ob19	219°50'10" C			5.03 C		Class A
PEG 2 SO 568092	PEG 3 SO 568092	ob25	309°45'20" C			1.98 C		Class A
PEG 3 SO 568092	PEG DP 51733	ob28	309°45'20" C			56.69 C		Class A
PEG 1 DP 431506	PEG DP 51733	ob20	129°45'20" A DP 51733		0°00'00"	28.12 A DP 431506		Class A
PEG DP 51733	IT I DP 51733	ob26	56°31'00" A DP 431506		0°00'00"	33.75 A DP 431506		
IS II DP 431506	PEG 1 SO 568092	ob11	77°03'00" M			14.63 M		
IS II DP 431506	PEG 2 SO 568092	ob12	98°23'00" M			12.69 M		
IS II DP 431506	PEG 3 SO 568092	ob13	93°01'00" M			11.05 M		
PEG DP 51733	PEG DP 21677	ob23	220°08'00" C			15.14 C		Class A
PEG DP 21677	PEG DP 21677	ob29	129°44'00" A DP 21677		0°00'00"	24.64 A DP 21677		Class A
PEG DP 21677	PEG 16 DP 329641	ob30	129°44'00" A DP 329641		0°00'00"	16.77 A DP 329641		Class A
PEG 16 DP 329641	LP DP 91365	ob31	129°44'00" A DP 329641		0°00'00"	18.50 A DP 329641		Class A
LP DP 91365	PEG DP 21677	ob32	129°44'00" A DP 316164		0°00'00"	20.58 A DP 316164		Class A
PEG DP 21677	PEG DP 46250	ob33	129°44'00" A DP 316164		0°00'00"	3.67 A DP 316164		Class A
PEG DP 46250	PEG DP 51733	ob34	47°32'00" C			20.32 C		Class A

Mark Name	Mark Condition	Description
IS I DP 21677		N/A





# Mark and Vector

Survey Number SO 568092  
Meridional Circuit Wairarapa 2000

Mark Name	Mark Condition	Description
LP DP 91365	Not Found	
PEG 16 DP 329641	Not Found	
PEG DP 21677	Not Found	
PEG DP 46250	Not Found	

\*\*\* End of Report \*\*\*

# Schedule / Memorandum

Land Registration District

**Wellington**

Survey Number

**SO 568092**

Territorial Authority (the Council)

**South Wairarapa District**

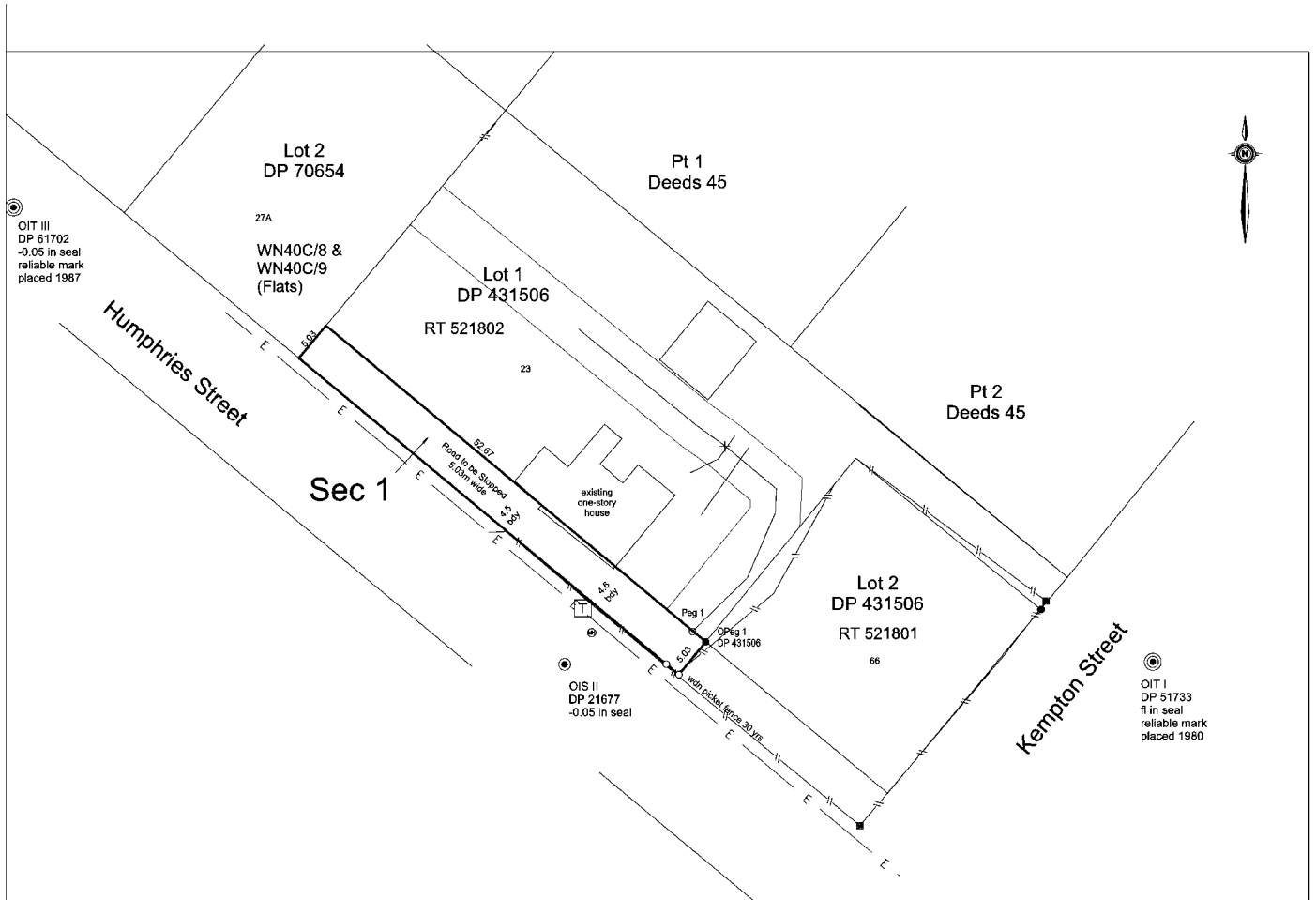
## Notes

Last Edited: 24 Sep 2021 15:56:32

### ROAD TO BE STOPPED

Shown	Adjoining	Title Reference	Area
Section 1	Lot 1 DP 431506	RT 521802	0.0295ha
	Lot 2 DP 431506	RT 521801	
	Lot 2 DP 70654	RT WN40C/8 RT WN40C/9	

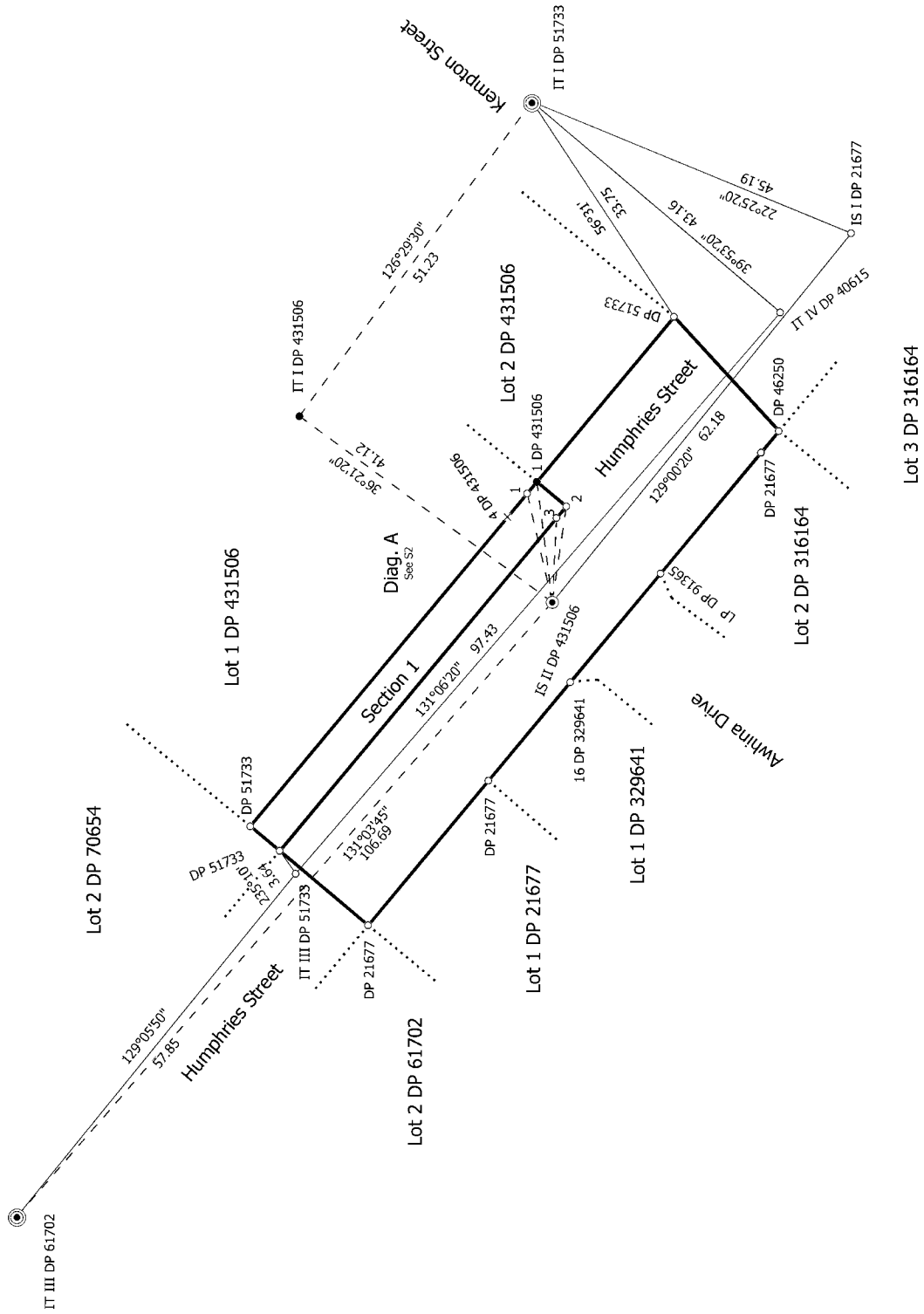
# Occupation Diagram



**TOMLINSON & CARRUTHERS**  
**SURVEYORS**  
 16 Duff Street, D31 Box 2146, Dublin 31, Ireland  
 Tel: 01-3100 800  
 Fax: 01-3100 800  
 Email: info@tcsurveyors.ie

## PROPOSED ROAD STOPPING 23 HUMPHRIES STREET, GREYTOWN

Prepared for:	SWDC
Drawn Date:	Fri 8th October 2021
Drawn By:	ERAD
Territorial Authority:	SWDC
Scale: 1:400 @ A3	Ref #: T21-123 OCC



721-213 SWDC

S 1/2

Land District: Wellington

**Digitally Generated Plan**

Generated on: 28/11/2021 3:41 pm, Page 6 of 6

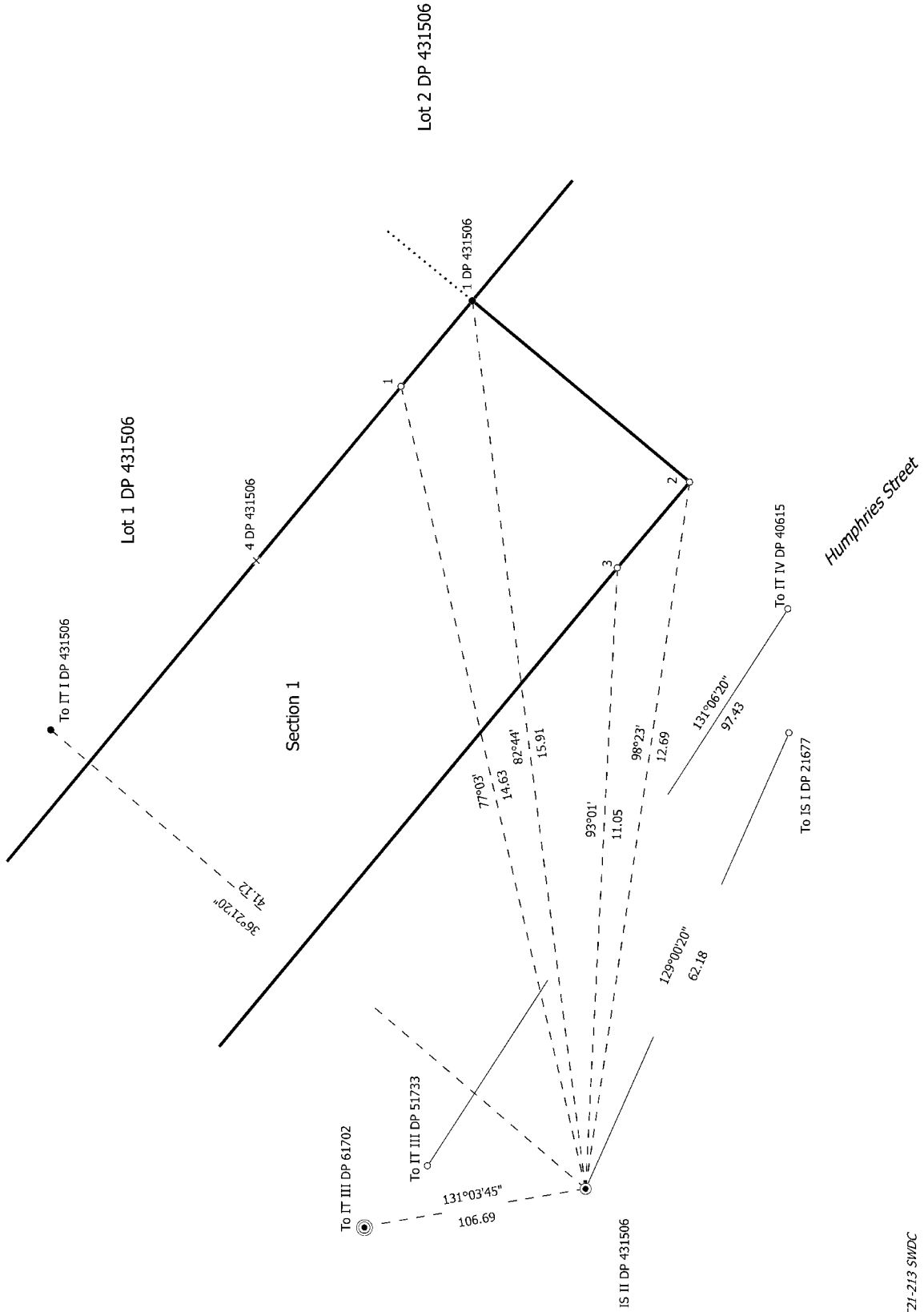
**SECTION 1**

Surveyor: Eric Richard Andrew Dodd  
 Firm: Tomlinson and Caruthers Surveyors  
 Survey Date: 24/09/2021

CSD Plan  
 SO 568092  
 DRAFT



Diag. A



TZ1-213 SWDC

S 2/2

Land District: Wellington

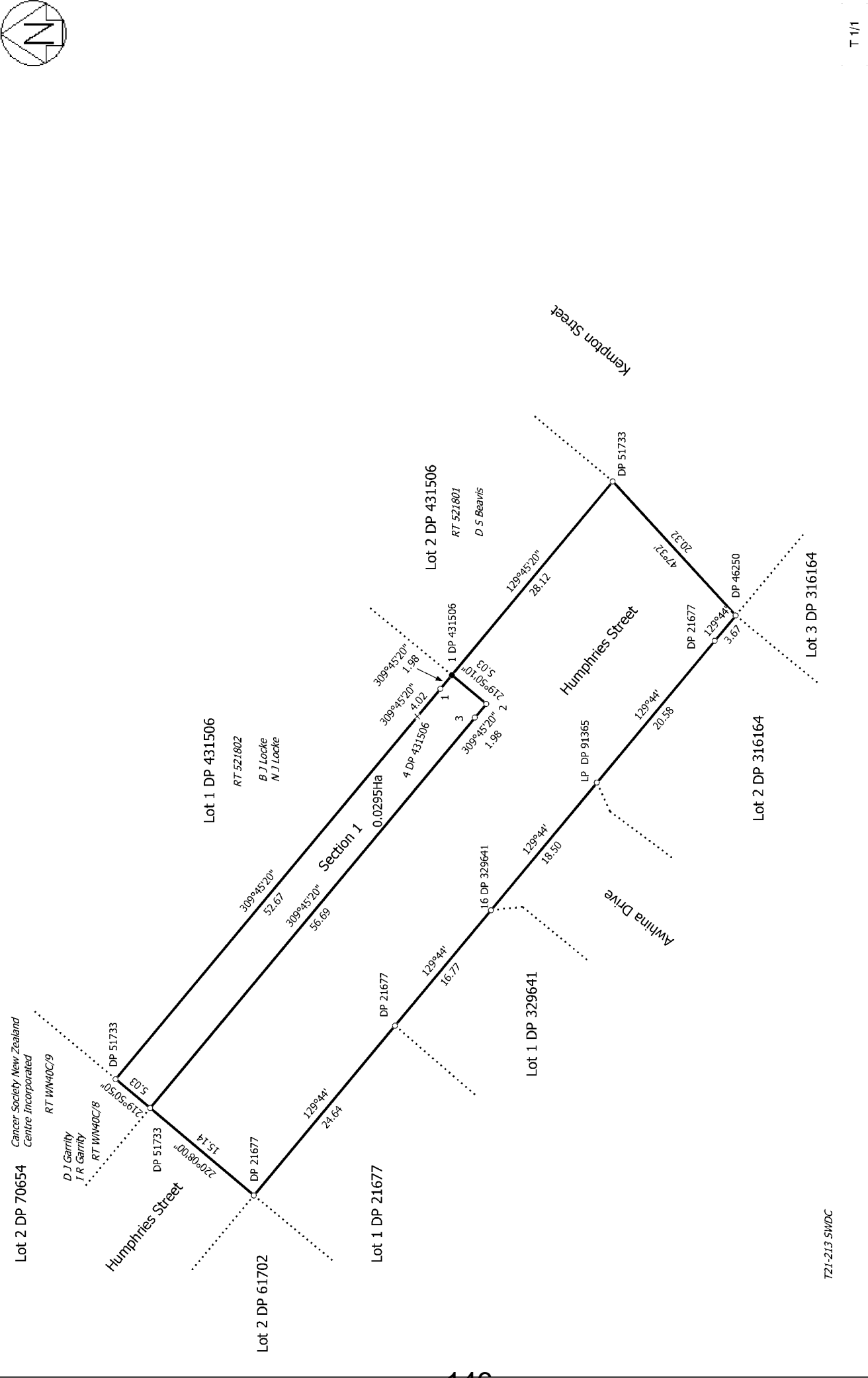
**Digitally Generated Plan**

Generated on: 28/11/2021 3:41 pm Page 7 of 8

**SECTION 1**

Surveyor: Eric Richard Andrew Dodd  
Firm: Tomlinson and Caruthers Surveyors  
Survey Date: 24/09/2021

CSD Plan  
SO 568092  
DRAFT



721-213 SWDC

T 1/1

<p>Land District: Wellington</p> <p><b>Digitally Generated Plan</b></p> <p>Generated on: 28/11/2021 3:41 pm, Page 8 of 8</p>	<p><b>SECTION 1</b></p>	<p>Surveyor: Eric Richard Andrew Dodd</p> <p>Firm: Tomlinson and Carruthers Surveyors</p> <p>Survey Date: 24/09/2021</p>	<p>CSD Plan</p> <p>SO 568092</p> <p>DRAFT</p>
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# **Appendix 2 – Schedule 10, Local Government Act 1974**

## Schedule 10

### Conditions as to stopping of roads and the temporary prohibition of traffic on roads

ss 319(h), 342

Schedule 10: inserted, on 1 April 1979, by section 3(1) of the Local Government Amendment Act 1978 (1978 No 43).

#### *Stopping of roads*

- 1 The council shall prepare a plan of the road proposed to be stopped, together with an explanation as to why the road is to be stopped and the purpose or purposes to which the stopped road will be put, and a survey made and a plan prepared of any new road proposed to be made in lieu thereof, showing the lands through which it is proposed to pass, and the owners and occupiers of those lands so far as known, and shall lodge the plan in the office of the Chief Surveyor of the land district in which the road is situated. The plan shall separately show any area of esplanade reserve which will become vested in the council under section 345(3).

Schedule 10 clause 1: amended, on 1 October 1991, by section 362 of the Resource Management Act 1991 (1991 No 69).

- 2 On receipt of the Chief Surveyor's notice of approval and plan number the council shall open the plan for public inspection at the office of the council, and the council shall at least twice, at intervals of not less than 7 days, give public notice of the proposals and of the place where the plan may be inspected, and shall in the notice call upon persons objecting to the proposals to lodge their objections in writing at the office of the council on or before a date to be specified in the notice, being not earlier than 40 days after the date of the first publication thereof. The council shall also forthwith after that first publication serve a notice in the same form on the occupiers of all land adjoining the road proposed to be stopped or any new road proposed to be made in lieu thereof, and, in the case of any such land of which the occupier is not also the owner, on the owner of the land also, so far as they can be ascertained.
- 3 A notice of the proposed stoppage shall, during the period between the first publication of the notice and the expiration of the last day for lodging objections as aforesaid, be kept fixed in a conspicuous place at each end of the road proposed to be stopped:

provided that the council shall not be deemed to have failed to comply with the provisions of this clause in any case where any such notice is removed without the authority of the council, but in any such case the council shall, as soon as conveniently may be after being informed of the unauthorised removal of the notice, cause a new notice complying with the provisions of this clause to be affixed in place of the notice so removed and to be kept so affixed for the period aforesaid.



- 4 If no objections are received within the time limited as aforesaid, the council may by public notice declare that the road is stopped; and the road shall, subject to the council's compliance with clause 9, thereafter cease to be a road.
- 5 If objections are received as aforesaid, the council shall, after the expiration of the period within which an objection must be lodged, unless it decides to allow the objections, send the objections together with the plans aforesaid, and a full description of the proposed alterations to the Environment Court.
- Schedule 10 clause 5: amended, on 2 September 1996, pursuant to section 6(2)(a) of the Resource Management Amendment Act 1996 (1996 No 160).
- 6 The Environment Court shall consider the district plan, the plan of the road proposed to be stopped, the council's explanation under clause 1, and any objection made thereto by any person, and confirm, modify, or reverse the decision of the council which shall be final and conclusive on all questions.
- Schedule 10 clause 6: replaced, on 1 October 1991, by section 362 of the Resource Management Act 1991 (1991 No 69).
- Schedule 10 clause 6: amended, on 2 September 1996, pursuant to section 6(2)(a) of the Resource Management Amendment Act 1996 (1996 No 160).
- 7 If the Environment Court reverses the decision of the council, no proceedings shall be entertained by the Environment Court for stopping the road for 2 years thereafter.
- Schedule 10 clause 7: amended, on 2 September 1996, pursuant to section 6(2)(a) of the Resource Management Amendment Act 1996 (1996 No 160).
- 8 If the Environment Court confirms the decision of the council, the council may declare by public notice that the road is stopped; and the road shall, subject to the council's compliance with clause 9, thereafter cease to be a road.
- Schedule 10 clause 8: amended, on 2 September 1996, pursuant to section 6(2)(a) of the Resource Management Amendment Act 1996 (1996 No 160).
- 9 Two copies of that notice and of the plans hereinbefore referred to shall be transmitted by the council for record in the office of the Chief Surveyor of the land district in which the road is situated, and no notice of the stoppage of the road shall take effect until that record is made.
- 10 The Chief Surveyor shall allocate a new description of the land comprising the stopped road, and shall forward to the Registrar-General of Land or the Registrar of Deeds, as the case may require, a copy of that description and a copy of the notice and the plans transmitted to him by the council, and the Registrar shall amend his records accordingly.
- Schedule 10 clause 10: amended, on 12 November 2018, by section 250 of the Land Transfer Act 2017 (2017 No 30).

*Temporary prohibition of traffic*

11 The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the New Zealand Transport Agency, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic)—

- (a) while the road, or any drain, water race, pipe, or apparatus under, upon, or over the road is being constructed or repaired; or
- (b) where, in order to resolve problems associated with traffic operations on a road network, experimental diversions of traffic are required; or
- (c) during a period when public disorder exists or is anticipated; or
- (d) when for any reason it is considered desirable that traffic should be temporarily diverted to other roads; or
- (e) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:

provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.

Schedule 10 clause 11: replaced, on 14 August 1986, by section 14(1) of the Local Government Amendment Act (No 3) 1986 (1986 No 50).

Schedule 10 clause 11: amended, on 26 March 2015, by section 5 of the Local Government Act 1974 Amendment Act 2015 (2015 No 20).

11A The council shall give public notice of its intention to consider closing any road or part of a road under clause 11(e); and shall give public notice of any decision to close any road or part of a road under that provision.

Schedule 10 clause 11A: inserted, on 14 August 1986, by section 14(1) of the Local Government Amendment Act (No 3) 1986 (1986 No 50).

11B Where any road or part of a road is closed under clause 11(e), the council or, with the consent of the council, the promoter of any activity for the purpose of which the road has been closed may impose charges for the entry of persons and vehicles to the area of closed road, any structure erected on the road, or any structure or area under the control of the council or the promoter on adjoining land.

Schedule 10 clause 11B: inserted, on 14 August 1986, by section 14(1) of the Local Government Amendment Act (No 3) 1986 (1986 No 50).

11C Where any road or part of a road is closed under clause 11(e), the road or part of a road shall be deemed for the purposes of—

- (a) *[Repealed]*
- (b) the Traffic Regulations 1976:

- (c) the Transport (Drivers Licensing) Regulations 1985:
- (d) *[Repealed]*
- (e) the Transport (Vehicle Registration and Licensing) Notice 1986:
- (ea) the Land Transport Act 1998:
- (f) any enactment made in substitution for any enactment referred to in paragraphs (a) to (ea)—

not to be a road; but nothing in this clause shall affect the status of the road or part of a road as a public place for the purposes of this or any other enactment.

Schedule 10 clause 11C: inserted, on 14 August 1986, by section 14(1) of the Local Government Amendment Act (No 3) 1986 (1986 No 50).

Schedule 10 clause 11C(a): repealed, on 10 May 2011, by section 100(3) of the Land Transport (Road Safety and Other Matters) Amendment Act 2011 (2011 No 13).

Schedule 10 clause 11C(d): repealed, on 1 May 2011, by section 35(4) of the Land Transport Amendment Act 2009 (2009 No 17).

Schedule 10 clause 11C(ea): inserted, on 1 March 1999, by section 215(1) of the Land Transport Act 1998 (1998 No 110).

Schedule 10 clause 11C(f): amended, on 1 March 1999, by section 215(1) of the Land Transport Act 1998 (1998 No 110).

- 12 The powers conferred on the council by clause 11 (except paragraph (e)) may be exercised by the chairman on behalf of the council or by any officer of the council authorised by the council in that behalf.
- 13 Where it appears to the council that owing to climatic conditions the continued use of any road in a rural area, other than a State highway or government road, not being a road generally used by motor vehicles for business or commercial purposes or for the purpose of any public work, may cause damage to the road, the council may by resolution prohibit, either conditionally or absolutely, the use of that road by motor vehicles or by any specified class of motor vehicle for such period as the council considers necessary.
- 14 Where a road is closed under clause 13, an appropriate notice shall be posted at every entry to the road affected, and shall also be published in a newspaper circulating in the district.
- 15 A copy of every resolution made under clause 13 shall, within 1 week after the making thereof, be sent to the Minister of Transport, who may at any time, by notice to the council, disallow the resolution, in whole or in part, and thereupon the resolution, to the extent that it has been disallowed, shall be deemed to have been revoked.
- 16 No person shall—
  - (a) use a vehicle, or permit a vehicle to be used, on any road which is for the time being closed for such vehicles pursuant to clause 11; or

- 
- (aa) without the consent of the council or the promoter of any activity permitted by the council, enter or attempt to enter, or be present, on any road or part of a road that is for the time being closed to pedestrian traffic pursuant to clause 11; or
  - (b) use a motor vehicle, or permit a motor vehicle to be used, on any road where its use has for the time being been prohibited by a resolution under clause 13.

Schedule 10 clause 16(aa): inserted, on 14 August 1986, by section 14(2) of the Local Government Amendment Act (No 3) 1986 (1986 No 50).

## **Appendix 3 – Submission from Powerco**



**SUBMISSION BY POWERCO LIMITED ON THE PROPOSAL TO STOP AND  
SELL UNFORMED ROAD ADJOINING 23 HUMPHRIES STREET, GREYTOWN**

**To:** South Wairarapa District Council  
PO Box 6  
Martinborough 5741

E-Mail: enquiries@swdc.govt.nz

**Submitter:** Powerco Limited  
Private Bag 2061  
New Plymouth 4342  
(note - this is not the address for service)

#### **INTRODUCTION**

1. This is a submission by Powerco Limited (*Powerco*) on the proposal to stop and sell unformed road adjoining 23 Humphries Street, Greytown (Sec 1 SO 568092). Powerco is New Zealand's second largest gas and electricity distribution company and has experience with energy distribution in New Zealand spanning more than a century. The Powerco network spreads across the upper and lower central North Island servicing over 440,000 consumers. These consumers are served through Powerco assets including 28,000 kilometres of electricity lines and 6,200 kilometres of gas pipelines.
2. Powerco owns and operates the electricity distribution infrastructure located within Greytown. As illustrated on the attached asset map (Attachment A), it appears that some underground electricity assets may have been installed in the area to be stopped. There are also existing above ground assets (cross-arms and conductors/lines) that may extend into the area to be stopped.

#### **POWERCO'S SUBMISSION**

3. Powerco is neutral as to whether or not the road is stopped and the land sold. However, Powerco seeks to ensure that the proposal does not affect the ongoing operation, maintenance and upgrading of its electricity network or restrict access to its network, including with respect to legal access rights.
4. It may be that an on-site service location would determine whether there are underground electricity cables within the area to be stopped. If there are Powerco assets within the area to be stopped, or an on-site service location is not undertaken, then Powerco seeks an easement in gross is created in its favour over that part of Humphries Street which is to be stopped. The easement should provide for Powerco's

works on, over and under the relevant area and provide a right of access to the land for the operation, repair, replacement and upgrade of infrastructure.

5. An easement in gross is required to ensure adequate protection is afforded to Powerco's existing assets in the area of road to be stopped. This will ensure that subsequent owners are aware of the Powerco works, particularly the underground cables in the area.

#### **RELIEF SOUGHT**

6. Should the road stopping proceed, Powerco seeks that an on-site service location is undertaken to determine whether there are Powerco assets within the area to be stopped. This can be arranged via [www.beforeudig.co.nz](http://www.beforeudig.co.nz).
7. If there are Powerco assets within the area to be stopped, or an on-site service location is not undertaken, then Powerco seeks an easement in gross over the area to be stopped. Such an easement should include terms that are acceptable to Powerco.

#### **CONCLUDING COMMENT**

8. Powerco appreciates the opportunity to provide input to this proposal. Through the relief sought above, Powerco seeks to ensure that access for operation, maintenance and upgrading of its electricity network is not unduly compromised.
9. Powerco does not wish to be heard in support of this submission.
10. If you have any queries or require additional information on the content of this submission please contact Gary Scholfield. Easement terms can be obtained by emailing: [propertyandconsents@powerco.co.nz](mailto:propertyandconsents@powerco.co.nz).

#### **Signature of person authorised to sign on behalf of Powerco Limited**



.....  
Gary Scholfield  
Environmental Planner

*Dated this 18<sup>th</sup> day of January 2022*

**Address for Service:** Powerco Limited  
PO Box 13 075  
Tauranga 3141

Attention: Gary Scholfield

Phone: (07) 928 5659  
Email: [planning@powerco.co.nz](mailto:planning@powerco.co.nz)

## Attachment A – Powerco Assets Humphries Street - Sec 1 SO 568092



### Key:

- Solid red line = 11kV overhead lines
- Green solid line = 240V overhead lines
- Dashed green line = 240V underground cables
- Dashed green and yellow line = 240/415V underground cables in ducts



# **Appendix 4 – Assessment of Submission by Power**

# Armstrong Dixon Limited

Working with Central and Local Govt since 2000  
Initiating Innovative Solutions for Property  
LINZ Accredited – Licenced with REAA 2008  
Registered Valuer (Retired)

PO Box 5133  
Wellington 6140  
Bob@Armstrongdixon.nz  
021 454 692

1 February 2022

Steph Frischknecht  
Policy and Governance Advisor  
South Wairarapa District Council  
PO Box 6  
MARTINBOROUGH 5741

Attention Steph

**Re: Road Stop land adjoining 23 Humphries Street Greytown - Assessment of submission presented by POWERCO Limited.**

## **Introduction:**

South Wairarapa District Council (SWDC) publicly notified their intention to stop 0.0295ha of legal road, being Section 1 on SO Plan 568092 and adjoining 23 Humphries Street Greytown by advertisement in the Wairarapa Times Age on 4 and 11 December 2021 with objections received up to 4pm on Tuesday 18 January 2022.

The public notification was undertaken in compliance with the requirements of Schedule 10 of the Local Government Act 1974.

Powerco Limited's (PCL) submission was dated 18 January 2022 and received by SWDC on 18 January 2022.

## **Nature of Submission (Copy of PCL submission attached)**

PCL owns and operates the electricity distribution infrastructure located within Greytown.

They are concerned that some underground and above ground assets may extend into the area to be stopped.

PCL seeks to ensure that the proposal does not affect the ongoing operation, maintenance and upgrading of its electricity network or restrict access to its network, including legal access rights.

PCL seeks an easement in gross if its assets are located within the area to be stopped.

## **Action taken by SWDC**

### **a) Engagement of Licenced Before U Dig operator.**

The operator engaged was Richard Wooding of Underground Service Locators Limited (A Downer Company (USL).

The subject land was inspected and tested for underground installations on the 28 January 2022 accompanied by the applicant and owner of 23 Humphries Street, Nick Locke.

A report with photographs was provided by USL and is attached.

The USL report was forwarded to Eric Dodd a registered surveyor employed by Surveyors Tomlinson and Carruthers Limited (TCL) to confirm the location of the PCL installations identified in relation to the boundary of Section 1 on SO 560092 and the proposed relocated legal road boundary.

TCL undertook the survey of Section 1 on SO 560092.

## **b) Assessment by TCL**

### **Overhead lines**

Surveyors comments with photograph provided by email on 21 January 2022 - Copy Attached:

“It appears that the overhead lines and part of the cross bar closest to the house at 23 Humphries Street may be within SO 568092 - they appear to overhang the fence which was taken as the boundary line.” Email with photograph is attached.

### **Underground installations**

Surveyors comments with photograph provided by email on 28 January 2022 Copy Attached:

“With regards to the orange marks shown on Page 4 and 5 of the report, I can confirm that they are all within the area to remain as Road Reserve and no part will be within Sec 1 SO 568092 - assuming the Quality Level of detection was B or within 30mm of the point of detection. For reference, the white picket fence shown in the photographs is close to the roadway boundary of Section 1”

### **Conclusion of TCL findings**

#### **Investigations undertaken by licenced and registered professionals confirm:**

There maybe a slight encroachment over section 1 on SO 568092 by the cross arm and over head lines attached to the power pole located in the proposed remaining legal road.

The Underground installations are all in the legal road to be retained by SWDC and do not encroach on Section 1 on SO 568092.

Legislative provisions in sections 22, 22A and 23 of the Electricity Act 1992 provide for the protection of overhead line and cross arm assets owned by line operators that are located on land owned by parties other than the line operator.

#### **Legislative Provision**

Part 3 of the Electricity Act 1992, schedules powers and duties of electricity operators and other owners of electrical works.

#### **In respect to specific provisions:**

##### **Section 22 (Attached)**

Specifies protection of existing works. (Refer attached for the section 22 provision).

The relevant phrase is as follows:

“.....any existing works shall continue to be fixed or installed until the owner of the works otherwise decides .....”

##### **Section 22A (Attached)**

Specifies that Owners of land are not responsible for maintenance.

##### **Section 23 (Attached)**

Specifies rights of entry in respect to existing works.

There are three parts to this section all of which are expected to apply to Powerco.

### **Summary**

It is evident that sections 22, 22A and section 23 are applicable to Powerco.

PCL was requested by email on the 21 January and 27 January 2022 to explain why an easement is needed when sections 22 and 23 of the Electricity Act 1992 are applicable.

To date no response has been acknowledged by Powerco.

### **Conclusion**

The line location assessments undertaken by professional service providers confirm that part of a cross arm and the attached electrical wires that extend from poles situated on the land to be retained by SWDC encroach on Section 1 SO 568092. The majority of this installation lies within the land to be retained by SWDC for legal road.

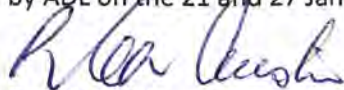
The legal road to be retained by SWDC provides direct continuous and unimpeded access to the power installation that encroaches on Section 1 SO 568092.

The Electricity Act applies to all land owners not just Local authorities.

The provisions of sections 22, 22A and section 23 of the Electricity Act 1992 will apply to the new owner of Section 1 SO 568092 and there will be no change or down grade of PCL's rights that currently exist over the legal road to be stopped and vested, and which has obviously proved adequate in the past.

### **Recommendation**

That the application submitted by Powerco be placed on hold until the next SWDC council meeting, unless they are able to categorically prove a need for an easement in response to the request made by ADL on the 21 and 27 January 2022.



R.E.W.Austin  
Consultant

### **Attachments :**

Powerco Limited Submission dated 18 January 2022.

Assessment of unground cables by Underground Service Locators Limited.

Assessment reports by Surveyors Tomlinson and Carruthers Limited (TCL) on 21 January and 28 January 2022.

Copies of Section 22, 22A and 23 of the Electricity act 1992.

E mail requests to Powerco on 21 and 27 January 2022.

AGENDA ITEM C7

PLAN CHANGES – OPERATIVE DATES

**Purpose of Report**

To get resolutions of Council to make Plan Changes 10, 11 and 12 to the Wairarapa Combined District Plan fully operative.

**Recommendations**

Officers recommend that the Council:

1. *Receive the 'Plan Changes – Operative Dates' Report.*
2. *that Plan Change 10 – Notable Trees is declared operative on 22 April 2022 the pursuant to schedule 20 of the First Schedule of the Resource Management Act 1991.*
3. *that Plan Change 11- Orchards Retirement Village is declared operative on the 22 April 2022 pursuant to schedule 20 of the First Schedule of the Resource Management Act 1991.*
4. *that Plan Change 12 - Dark Sky is declared operative on 22 April 2022 the pursuant to schedule 20 of the First Schedule of the Resource Management Act 1991.*

**1. Executive Summary**

Council has previously made decisions pursuant to clause 17 of the First Schedule of the Resource Management Act 1991 on three plan changes to the Operative Wairarapa Combined District Plan (WCDP). These plan changes include Plan Change 10 – Notable Trees (PC10), Plan Change 11 – Orchards Retirement Village (PC11) and Plan Change 12 – Dark Sky (PC12). The provisions are all beyond the timeframe set aside for appeal and now have legal effect. The plan changes now require a resolution of Council to be incorporated in the text of the plan and amendments to the maps made.

Council must give public notice with a minimum of 5 working days prior the Plan Changes becoming operative. This must be on Council's website, relevant local newspapers and at Council offices and libraries.

A significant amount of work was required to amend the plan prior to bringing the resolution to make the plan changes operative. For the sake of efficiency, it was decided to make all three Plan Changes operative at once.

## **2. Background**

Council has notified and made decisions on the following three plan changes:

Plan Change 10 – Notable Trees (an update to the existing Notable Tree list, no amended provisions)

Plan Change 11 – Orchards Retirement Village (Rezone and consent a retirement village, hospital and other related activities)

Plan Change 12 – Dark Sky (provisions introduced to promote dark skies and enable the establishment of a dark sky reserve)

Each plan change is now beyond legal challenge and are unable to be substantially modified, except for minor corrections of errors and on matters of fact. Each plan change has legal effect but require a final resolution of Council to enable their substance to be included in the text and maps of the WCDP.

The draft public notice declaring the plan changes operative is included as Appendix 1 – Notice – Clause 20 – Operative. Staff recommend that notice is given and begins on the second Wednesday after this Council meeting in order to enable staff to get the necessary material on Council's website and also into Council's offices and libraries. The time required reflects the complexities of operating under the red setting in the Covid Protection Framework.

The decisions for PC 10 were made by Council on the 5<sup>th</sup> of February 2020 after recommendations made by the independent commissioner required substantially more trees to be included than recommended by Council officers. This has resulted in a substantial rework to both the lists in the WCDP and the trees annotated on the maps. This has been a significant undertaking by both Planning and GIS staff which has proved difficult during the conditions during the pandemic. A number of trees required improved spatial identification, and some have been removed after being felled or having come down after weather events. The amended lists and updated maps are included in Appendix 2.

Decisions on Plan Change 11 were made by Council on the 20<sup>th</sup> of November 2019 after the recommendations by an independent commissioner on 2<sup>nd</sup> October 2019. The Masterton District Council (MDC) retains the master copy of the WCDP and responsibility for updating its content. There was a considerable delay in receiving the amended provisions back from MDC. The amended chapters relating to the proposal are included in Appendix 3.

Decisions on Plan Change 12 were made by Council on the 30<sup>th</sup> of June 2021 after the recommendations by an independent commissioner 25<sup>th</sup> of May 2021. It was decided after the appeal period to make this plan change operative with the other two. The amended chapters relating to the proposal are included in Appendix 4.

### **3. Discussion**

#### **3.1 Options**

There are only two options to consider when making this decision:

Option A – *Do nothing - Do not make the plan changes operative.*

This will have limited legal effect as the Plan Changes are beyond legal challenge and modification. However, this may create confusion as the rules are not yet formally included in the District Plan. This makes finding the appropriate rules difficult for the public and lacks transparency. This is not the favoured option of staff.

Option B – *Declare the plan changes operative*

This brings the text and any required amendment to the planning maps of the completed plan changes into the WCDP. This provides better clarity to plan users and ensure that all provisions which have legal effect are visible.

#### **3.2 Consultation**

Each plan change has already undergone its Resource Management Act mandated submission process. Council is required to 'give notice' of its resolution on its website and in the local paper not less than 5 days after making the resolution. Copies of the amended plan are also required to be placed in all libraries and corporate offices of Council.

Staff recommend that each land holder affected by the Plan Change 10 – Notable Trees decision receive letters further reminding them that they are affected by that Plan Change. This is largely due to the expanded list included in the decision of the Commissioner, but also as a helpful reminder for existing landowners with notable trees.

#### **3.3 Legal Implications**

A resolution of Council is required as there are not currently delegations to allow staff to make a decision with regard to clause 20 of the First Schedule of the Resource Management Act 1991. Similarly, the approved text cannot be brought into the District Plan unless the resolution is passed.

#### **3.4 Financial Considerations**

There are no financial implications for this decision. The required advertising of the amendments will come out of existing budgets.

### **4. Conclusion**

Plan changes 10, 11 and 12 are now beyond challenge and require a resolution of Council to be made operative and be included into the text of the Wairarapa Combined District Plan. Staff recommend that formal notice is given in the appropriate form

## **5. Appendices**

Appendix 1 – Public Notice – Clause 20

Appendix 2 – Plan Change 10 – Notable Trees - Amendments

Appendix 3 – Plan Change 11 – Orchards Retirement Village – Amendments

Appendix 4 Plan Change 12 – Dark Sky – Amendments

Contact Officer: James R. Witham, Planning Manager

Reviewed By: Russell O’Leary, Group Manager Planning and Environment



# **Appendix 1 – Public Notice – Clause 20**

(Draft text notice)

Notice pursuant to clause 20 of the First Schedule of the Resource Management Act 1991 making plan changes 10, 11, and 12 Operative.

On the 6<sup>th</sup> of April 2022, the South Wairarapa District Council resolved to make the following Plan Changes Operative pursuant to clause 20 of the First Schedule of the Resource Management Act 1991:

Plan Change 10 – Notable Trees

Plan Change 11 – Orchards Retirement Village

Plan Change 12 – Dark Sky

The South Wairarapa District Council hereby gives public notice that the following plan changes are to be made operative and incorporated into the Wairarapa Combined District Plan on the 22<sup>nd</sup> of April 2022, 5 days after this public notice.

A copy of the notice and amended Wairarapa Combined District Plan can be found online at <https://swdc.govt.nz/governance/plans/> at Councils offices in Martinborough, and at the Featherston, Greytown and Martinborough Public Libraries.

Authorised by Harry Wilson,

Chief Executive Officer

South Wairarapa District Council

# **Appendix 2 – Plan Change 10 – Notable Trees - Amendments**

## South Wairarapa District

To obtain the GPS for each record and STEM™ scoring information, please contact Council planning office on 06 306 9611, email [planning@swdc.govt.nz](mailto:planning@swdc.govt.nz) or visit [www.swdc.govt.nz/notable-tree](http://www.swdc.govt.nz/notable-tree)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
<b>Featherston</b>		
T <sub>SF</sub> 01a	Monterey cypress ( <i>Cupressus macrocarpa</i> )	Barr Brown Reserve/ Park, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 01b	English oak ( <i>Quercus robur</i> )	Barr Brown Reserve/ Park, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 01c	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	Barr Brown Reserve/ Park, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 01d	Monterey pine ( <i>Pinus radiata</i> )	Barr Brown Reserve/ Park, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 01mlt	Native numerous (Group: Totara (28) ( <i>Podocarpus totara</i> ) Matai (17) ( <i>Prumnopitys taxifolia</i> ))	Barr Brown Reserve/ Park, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 02c	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	One Tree Hill Reserve/ Park, Featherston Domain, Bell Street, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 02a	Lawson cypress ( <i>Chamaecyparis lawsoniana</i> )	One Tree Hill Reserve/ Park, Featherston Domain, Bell Street, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 02b	Monterey pine ( <i>Pinus radiata</i> )	One Tree Hill Reserve/ Park, Featherston Domain, Bell Street, Featherston (Council Recreation Reserve)
T <sub>SF</sub> 03	Common walnut ( <i>Juglans regia</i> )	63 Bell Street, St Teresa's School, Featherston (Lot 1 DP 52326)
T <sub>SF</sub> 04a	English oak ( <i>Quercas robur</i> )	40-48 Bell Street, Featherston (17 Johnston Street) (Lot 1 DP 11388)
T <sub>SF</sub> 04b	English oak ( <i>Quercas robur</i> )	40-48 Bell Street, Featherston (17 Johnston Street) (Lot 1 DP 11388)
T <sub>SF</sub> 04c	Coastal redwood ( <i>Sequoia sempervirens</i> )	40-48 Bell Street, Featherston (17 Johnston Street) (Lot 1 DP 11388)
T <sub>SF</sub> 04d	Lawson cypress ( <i>Chamaecyparis lawsoniana</i> )	40-48 Bell Street, Featherston (17 Johnson Street) (Lot 1 DP 11388)
T <sub>SF</sub> 05a	Californian live oak ( <i>Quercus agrifolia</i> )	38 Donald Street, Tarureka, Featherston (Lot 1 DP 359158)
T <sub>SF</sub> 05b	Hard beech ( <i>Fuscospora solandri</i> )	38 Donald Street, Tarureka, Featherston (Lot 1 DP 359158)
T <sub>SF</sub> 05c	Hard beech ( <i>Fuscospora solandri</i> )	38 Donald Street, Tarureka, Featherston (Lot 1 DP 359158)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>Sf</sub> 05d	Messmate ( <i>Eucalyptus obliqua</i> )	38 Donald Street, Tarureka, Featherston (Lot 1 DP 359158)
T <sub>Sf</sub> 06a	Golden elm 'Lutescens' ( <i>Ulmus glabra</i> )	160 Fitzherbert Street, Featherston (Lot 1 DP 50757)
T <sub>Sf</sub> 06mlt	Rhododendron "Sir Robert Peel" ( <i>Rhododendron arboreum</i> )(3)	160 Fitzherbert Street, Featherston (Lot 1 DP 50757)
T <sub>Sf</sub> 07a	English oak ( <i>Quercas robur</i> )	Trunk: 54 Fitzherbert Street, Langs Pharmacy, Featherston (Lot 6 Deeds Plan 134) Dripline: 52 Fitzherbert St, Featherston (LOT 2 DP 356826)
T <sub>Sf</sub> 07b	English oak ( <i>Quercas robur</i> )	Trunk: 54 Fitzherbert Street, Langs Pharmacy, Featherston (Lot 6 Deeds Plan 134) Dripline: 52 Fitzherbert St, Featherston (LOT 2 DP 356826)
T <sub>Sf</sub> 07c	English oak ( <i>Quercas robur</i> )	Trunk: 54 Fitzherbert Street, Langs Pharmacy, Featherston (Lot 6 Deeds Plan 134) Dripline: 52 Fitzherbert St, Featherston (LOT 2 DP 356826)
T <sub>Sf</sub> 08a	English oak ( <i>Quercas robur</i> )	138A Fitzherbert Street Featherston (Lot 2 DP 45865)
T <sub>Sf</sub> 08b	English oak ( <i>Quercas robur</i> )	138A Fitzherbert Street Featherston (Lot 2 DP 45865)
T <sub>Sf</sub> 09	Norfolk Island pine ( <i>Araucaria heterophylla</i> )	Trunk: 17 Johnston Street, Featherston (Lot 1 DP 13193) Dripline: Bell Street Road Reserve, Featherston (adjacent to 17 Johnston Street)
T <sub>Sf</sub> 10a	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 10b	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 10c	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 10d	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 10e	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	Trunk: 60 Lyon Street, Featherston (Lot 1 DP 66586) Dripline: Lyon Street Road Reserve, Featherston (adjacent to 60 Lyon Street)
T <sub>Sf</sub> 10f	Totara ( <i>Podocarpus totara</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 10g	Totara ( <i>Podocarpus totara</i> )	60 Lyon Street, Featherston (Lot 1 DP 66586)
T <sub>Sf</sub> 11	English oak ( <i>Quercas robur</i> )	Trunk: 111 Revans Street, Featherston (Lots 37 38 39 Deeds Plan 4825-29) Dripline: 29 Waite Street, Featherston (Lot 1 DP 83371)
T <sub>Sf</sub> 12mlt	Native numerous (Group)	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 4 DP 474655)
T <sub>Sf</sub> 12b	Douglas fir ( <i>Pseudotsuga menziesii</i> )	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 4 DP 474655)
T <sub>Sf</sub> 12c	Deodar cedar ( <i>Cedrus deodara</i> )	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 4 DP 474655)
T <sub>Sf</sub> 13a	Totara ( <i>Podocarpus totara</i> )	79 Underhill Road, Featherston (Lot 14 DP 46642)
T <sub>Sf</sub> 13b	Kauri ( <i>Agathis australis</i> )	79 Underhill Road, Featherston (Lot 14 DP 46642)
T <sub>Sf</sub> 13c	Black maire ( <i>Nestegis cunninghamii</i> )	Trunk: 79 Underhill Road, Featherston (Lot 14 DP 46642) Dripline: 4A Kereru Grove, Featherston (Lot 2 DP 522290)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SF</sub> 13d	Matai ( <i>Prumnopitys taxifolia</i> )	79 Underhill Road, Featherston (Lot 14 DP 46642)
T <sub>SF</sub> 13e	Kauri ( <i>Agathis australis</i> )	79 Underhill Road, Featherston (Lot 14 DP 46642)
T <sub>SF</sub> 13f	Turepo milk tree ( <i>Streblus heterophyllus</i> )	79 Underhill Road, Featherston (Lot 14 DP 46642)
T <sub>SF</sub> 14	Totara ( <i>Podocarpus totara</i> )	Trunk: 87 Underhill Road, Featherston (Lot 1 DP 394595) Dripline: 87A Underhill Road, Featherston (Lot 2 DP 394595)
T <sub>SF</sub> 15a	Totara ( <i>Podocarpus totara</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15b	Rimu ( <i>Dacrydium cupressinum</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15c	Black maire ( <i>Nestegis cunninghamii</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15d	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15e	Matai ( <i>Prumnopitys taxifolia</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15f	Totara ( <i>Podocarpus totara</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15g	Matai ( <i>Prumnopitys taxifolia</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 15h	Matai ( <i>Prumnopitys taxifolia</i> )	391 Underhill Road, Featherston (Lot 1 DP 80348)
T <sub>SF</sub> 16	Copper beech ( <i>Fagus sylvatica Purpurea</i> )	Trunk: 31 Wakefield Street, Featherston (Part Sec 115 Town of Featherston) Dripline: 27 Wakefield Street, Featherston (Part Section 113 Town of Featherston)
T <sub>SF</sub> 17a	Norfolk Island pine ( <i>Araucaria heterophylla</i> )	Trunk: Wakefield Street Road reserve (adjacent to 31 Wakefield Street) Dripline: 31 Wakefield Street, Featherston (Part Sec 115 Town of Featherston)
T <sub>SF</sub> 17b	Lawson cypress ( <i>Chamaecyparis lawsoniana</i> )	Trunk: Wakefield Street Road reserve (adjacent to 31 Wakefield Street) Dripline: 31 Wakefield Street, Featherston (Part Sec 115 Town of Featherston)
T <sub>SF</sub> 18mt	Native numerous (Group: all native vegetation that stands within the lot including <i>Paratrophis banksii</i> , <i>Corynocarpus laevigatus</i> , , <i>Dacrycarpus dacrydioides</i> , <i>Podocarpus totara</i> )	559-603 Western Lake Road, 'Pigeon Bush' (Privately-owned reserve), Featherston (Lot 2 DP 89479, Lot 2 DP 351055)
T <sub>SF</sub> 19	Karaka ( <i>Corynocarpus laevigatus</i> )	1280 Western Lake Road, Praire Holm, Featherston (Part Sec 80 Western Lake District)
T <sub>SF</sub> 20	Matai ( <i>Prumnopitys taxifolia</i> )	2196 Western Lake Road, Wairongomai, rural Featherston (Pt secs 46 47 BLK Xiii Wairarapa SD)
T <sub>SF</sub> 21a	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21b	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21c	Coastal redwood ( <i>Sequoia sempervirens</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21d	Norfolk Island pine ( <i>Araucaria heterophylla</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21e	Norfolk Island pine ( <i>Araucaria heterophylla</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SF</sub> 21f	Monterey pine ( <i>Pinus Radiata</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21g	Sweet chestnut ( <i>Castanea sativa</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21h	Maritime pine ( <i>Pinus pinaster</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21i	English elm ( <i>Ulmus procera</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 21j	Bunya Bunya ( <i>Araucaria bidwillii</i> )	2168 Western Lake Road, Wairongomai, rural Featherston (Part Sec 19 Western Lake District SO 10683)
T <sub>SF</sub> 22	Tasmanian bluegum ( <i>Eucalyptus globulus</i> )	70a Woodward Street, Featherston ( Lot 2 DP 65386)
T <sub>SF</sub> 23	Montpellier maple ( <i>Acer monspessulanum</i> )	73 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 2 DP 474655)
T <sub>SF</sub> 24	English oak ( <i>Quercas robur</i> )	75 Johnston St, Featherston, Featherston Underhill Road Character Area, (Lot 3 DP 474655)
T <sub>SF</sub> 25a	Sweet chestnut ( <i>Castanea sativa</i> )	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Secs 95 102 Featherston Suburban SO 1056)
T <sub>SF</sub> 25b	Turkey oak ( <i>Quercus cerris</i> )	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 1 DP 474655)
T <sub>SF</sub> 25c	Turkey oak ( <i>Quercus cerris</i> )	78 Underhill Road/ 73-75 Johnston Street, Featherston Underhill Road Character Area, Featherston, (Lot 1 DP 474655)
<b>Greytown</b>		
T <sub>SG</sub> 01a	Tree Photinia ( <i>Photinia serratifolia</i> )	Trunk: Kuratawhiti Street Road Reserve, Greytown Dripline: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851)
T <sub>SG</sub> 01b	Common lime ( <i>Tilia x europaea</i> )	Trunk: Kuratawhiti Street Road Reserve, Greytown Dripline: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851)
T <sub>SG</sub> 02	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	Trunk: Wilkie Street Road Reserve, Greytown (adjacent to 60 Wilkie Street), Dripline: 60 Wilkie Street, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 03mlta	English oak ( <i>Quercus robur</i> ) (18)	Trunk: Cotter Street Recreation Reserve - Woodside Road, Greytown Trails Trust, Greytown (Greytown Rail Trail Road Reserve)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>sc</sub> 03mltb	English oak ( <i>Quercus robur</i> ) (77)	Trunk: Cotter Street - Woodside Road, Greytown Trails Trust, Greytown (Lot 1 DP 30169) Dripline: Greytown Dog Park, Cotter Street, Greytown (Lot 1 DP 30169, Lot 25 DP 455345)
T <sub>sc</sub> 04	English oak ( <i>Quercas robur</i> )	Trunk: 2 Clara Anne Grove, Greytown (Lot 4 DP 67142) Dripline: 1 Clara Anne Grove, Greytown (Lot 3 DP 67142) Dripline: 41E Reading Street, Greytown (Lot 1 DP 313478) Dripline: 41D Reading Street, Greytown (Lot 2 DP 313478)
T <sub>sc</sub> 05a	Common ash ( <i>Fraxinus excelsior</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05b	Common ash ( <i>Fraxinus excelsior</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05c	Common ash ( <i>Fraxinus excelsior</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05d	Common ash ( <i>Fraxinus excelsior</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05e	Common ash ( <i>Fraxinus excelsior</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05f	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05g	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05h	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05i	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05j	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05k	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05l	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05m	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05n	English oak ( <i>Quercas robur</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 05o	English oak ( <i>Quercas robur</i> )	Trunk: Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420) Dripline: 29 Kempton



Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
		Street, Greytown (Lot 2 DP 56989) Dripline: 31 Kempton Street, Greytown (Lot 2 DP 57466)
T <sub>sc</sub> 05p	Horse chestnut ( <i>Aesculus hippocastanum</i> )	Collier Reserve/ Park, 162 West Street, Greytown (Lot 3 DP 43420)
T <sub>sc</sub> 06a	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06b	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06c	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06d	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06e	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06f	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06g	Common beech ( <i>Fagus sylvatica</i> )	Trunk: Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement) Dripline: 6B James Kidd Place, Greytown (Lot 12 DP 482633)
T <sub>sc</sub> 06h	Common beech ( <i>Fagus sylvatica</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06i	Common lime ( <i>Tilia x europaea</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06j	Sycamore ( <i>Acer pseudoplatanus</i> )	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06mlta	Copper beech ( <i>Fagus sylvatica</i> 'Purpurea') (5)	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
T <sub>sc</sub> 06mltb	English elm ( <i>Ulmus procera</i> ) (Row of 55)	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
Tsg06mltc	London plane ( <i>Platanus × acerifolia</i> ) (Row of 20)	Soldiers Memorial Park/ Reserve, 11-55 Kuratawhiti Street, Greytown (Part Sec 4 Greytown Small Farm Settlement)
Tsg07	Horse chestnut ( <i>Aesculus hippocastanum</i> )	Trunk: Jellicoe Street Road Reserve, Greytown (adjacent to 10 Jellicoe Street) Dripline: 10 Jellicoe Street, Greytown (Lot 3 DP 398828)
Tsg08a	Maritime pine ( <i>Pinus pinaster</i> )	Trunk: SH 2 Road Reserve (adjacent to 14 Bidwills Cutting Road, Greytown) Dripline: 14 Bidwills Cutting Road, Greytown (Lot 1 DP 419976)
Tsg08b	Maritime pine ( <i>Pinus pinaster</i> )	Trunk: SH 2 Road Reserve (adjacent to 2 Bidwills Cutting Road, Greytown) Dripline: 2 Bidwills Cutting Road (Lot 1 DP 52118)
Tsg08c	Mexican cypress ( <i>Cupressus lusitanica</i> )	Trunk: SH 2 Road Reserve (adjacent to Greytown Substation) Dripline: Greytown Substation (Lot 1 Deposited Plan 63604)
Tsg08d	Monterey pine ( <i>Pinus Radiata</i> )	Trunk: SH 2 Road Reserve (adjacent to 14 Bidwills Cutting Road, Greytown) Dripline: 14 Bidwills Cutting Road, Greytown (Lot 1 DP 419976)
Tsg08e	Monterey pine ( <i>Pinus Radiata</i> )	Trunk: SH 2 Road Reserve (adjacent to 14 Bidwills Cutting Road, Greytown) Dripline: 14 Bidwills Cutting Road, Greytown (Lot 1 DP 419976)
Tsg08f	Monterey pine ( <i>Pinus Radiata</i> )	Trunk: SH 2 Road Reserve (adjacent to Greytown Substation) Dripline: Greytown Substation (Lot 1 Deposited Plan 63604) Dripline: 14 Bidwills Cutting Road, Greytown (Lot 1 DP 419976)
Tsg09a	Tree Photinia ( <i>Photinia serratifolia</i> )	Trunk: Jellicoe Street Road Reserve, Greytown (adjacent to 53 Reading Street) Dripline: 53 Reading Street, Greytown (Lot 2 DP 398828)
Tsg09b	Tulip tree ( <i>Liriodendron tulipifera</i> )	Trunk: Jellicoe Street Road Reserve, Greytown (adjacent to 53 Reading Street) Dripline: 53 Reading Street, Greytown (Lot 2 DP 398828)
Tsg10	English oak ( <i>Quercas robur</i> )	6 Westwood Ave, Greytown (Lot 2 DP 440464)
Tsg11a	Kowhai ( <i>Sophora microphylla</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
Tsg11b	Kowhai ( <i>Sophora microphylla</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
Tsg11c	Pear ( <i>Pyrus sp. Perry</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
Tsg11mltd	Totara ( <i>Podocarpus totara</i> )(Group of 5)	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SG</sub> 11e	Totara ( <i>Podocarpus totara</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11f	Totara ( <i>Podocarpus totara</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11g	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11h	Titoki ( <i>Alectryon excelsus</i> )	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11mlta	Titoki ( <i>Alectryon excelsus</i> ) (Group of 3)	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11mltb	Totara ( <i>Podocarpus totara</i> )(Group of 4)	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 11mltc	Totara ( <i>Podocarpus totara</i> )(Group of 6)	60 Wilkie Street, Kahikatea Gardens, Greytown (Lot 2 DP 85329)
T <sub>SG</sub> 12a	Horse chestnut ( <i>Aesculus hippocastanum</i> )	40 Kuratawhiti Street, Greytown (Lot 1 DP 83851)
T <sub>SG</sub> 12b	Common beech ( <i>Fagus sylvatica</i> )	Trunk: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851) Dripline: 42 Kuratawhiti Street, Greytown (Lot 2 DP 83851) Dripline: 46 Kuratawhiti Street, Greytown (Pt Section Greytown SM FM Settlement)
T <sub>SG</sub> 12c	Common ash ( <i>Fraxinus excelsior</i> )	Trunk: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851) Dripline: 42 Kuratawhiti Street, Greytown (Lot 2 DP 83851) Dripline: 46 Kuratawhiti Street, Greytown (Pt Section Greytown SM FM Settlement)
T <sub>SG</sub> 12d	Common lime ( <i>Tilia x europaea</i> )	Trunk: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851) Dripline: 42 Kuratawhiti Street, Greytown (Lot 2 DP 83851)
T <sub>SG</sub> 12e	Common ash ( <i>Fraxinus excelsior</i> )	Trunk: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851) Dripline: 42 Kuratawhiti Street, Greytown (Lot 2 DP 83851)
T <sub>SG</sub> 12f	Common beech ( <i>Fagus sylvatica</i> )	Trunk: 40 Kuratawhiti Street, Greytown (Lot 1 DP 83851) Dripline: 42 Kuratawhiti Street, Greytown (Lot 2 DP 83851) Dripline: 46 Kuratawhiti Street, Greytown (Pt Section Greytown SM FM Settlement)
T <sub>SG</sub> 13	Totara ( <i>Podocarpus totara</i> )	Trunk: 32 Humphries Street, Greytown (Lot 1 DP 21677) Dripline: 8 Awhina Drive, Greytown (Lot 1 DP 329641)
T <sub>SG</sub> 14	Pear ( <i>Pyrus sp.</i> )	89 No. 1 Line, Tauherenikau, Greytown (Lot 24 DP 991)
T <sub>SG</sub> 15	English oak ( <i>Quercus robur</i> )	188 Main Street Greytown (LOT 1 DP 342812)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
Tsg16	English oak ( <i>Quercas robur</i> )	Trunk: 7A Cotter Street, Greytown (Lot 2 DP 399141) Dripline 7 Cotter Street, Greytown (Lot 1 DP 399141) Dripline: 9 Cotter Street, Greytown (Lot 1 DP 53797)
Tsg17	Peruvian peppercorn tree ( <i>Schinus molle</i> )	Trunk: 21 East Street, Greytown (Lot 6 DP 22662) Dripline: 19 East Street, Greytown (Lot 7 DP 22662) Dripline: East Street Road Reserve, Greytown (adjacent to 21 East Street)
Tsg18	English oak ( <i>Quercas robur</i> )	Trunk: 73-99 East Street, Greytown Primary School, Greytown (Part Sec 29 Greytown Tn Belt) Dripline: East Street Road Reserve, Greytown Dripline: Greytown Primary School, Greytown (Section 28 Greytown Tn Belt)
Tsg19mlta	Red and pin oaks; northern side of Avenue ( <i>Quercus rubra and Quercus palustris</i> ) (Row of 10)	Trunk: 190-194 East Street, Old Hospital, Greytown (Pt Reserve of Greytown) Dripline: Hospital Road Road Reserve, Greytown (adjacent to 190-194 East Street)
Tsg19mltb	Red and pin Oaks; southern side of avenue ( <i>Quercus rubra and Quercus palustris</i> ) (Row of 9)	Trunk: 2 Hospital Road, Old Hospital, Greytown (Lot 1 DP 405286) Dripline: Hospital Road Road Reserve, Greytown (adjacent to 2 Hospital Road)
Tsg20a	Canary Island Palm ( <i>Phoenix canariensis</i> )	193 East Street, Greytown (Lot 6 DP 461648)
Tsg20b	Canary Island Palm ( <i>Phoenix canariensis</i> )	193 East Street, Greytown (Lot 6 DP 461648)
Tsg21	Wych elm ( <i>Ulmus glabra "horizontalis"</i> )	Trunk: 195 East Street, Old Hospital Grounds, Greytown (Lot 5 DP 461648) Dripline: 197 East Street, Greytown (Lot 4 DP 461648)
Tsg22a	Common lime ( <i>Tilia x europaea</i> )	197 East Street, Old Hospital Grounds, Greytown (Lot 1 DP 461648)
Tsg22b	Wych elm ( <i>Ulmus glabra "horizontalis"</i> )	Trunk: 197 East Street, Old Hospital Grounds, Greytown (Lot 4 DP 461648) Dripline: 199 East Street, Greytown (Lot 3 DP 461648)
Tsg23	English oak ( <i>Quercas robur</i> )	Trunk: 34 Humphries Street, Greytown (Lot 2 DP 61702) Dripline: Humphries Street Road Reserve, Greytown (adjacent to 34 Humphries Street)
Tsg24	Pin oak ( <i>Quercus palustris</i> )	Trunk: 17 Jellicoe Street, Greytown (Lot 1 DP 71160) Dripline: 15A Jellicoe Street, Greytown (Lot 4 DP 30632) Dripline: 5 Clara Anne Grove, Greytown (Lot 7 DP 67142)
Tsg25	English oak ( <i>Quercas robur</i> )	Trunk: 31 Kempton Street, Greytown (Lot 2 DP 57466) Dripline: Collier Reserve, West Street, Greytown (Lot 9-11 DP 14965)
Tsg26	Common ash ( <i>Fraxinus excelsior</i> )	Trunk: 47 Kempton Street, Greytown (Lot 5 65594) Dripline: 45 Kempton Street, Greytown (Lot 4 65594)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
Tsg27	Common lime ( <i>Tilia x europaea</i> )	42 Kuratawhiti Street, Greytown (Lot 2 DP 83851)
Tsg29a	Totara ( <i>Podocarpus totara</i> )	93 Kuratawhiti Street, Greytown (Lot 3 DP 501795)
Tsg29b	Lawson cypress ( <i>Chamaecyparis lawsoniana</i> )	93 Kuratawhiti Street, Greytown (Lot 3 DP 501795)
Tsg29c	Coastal redwood ( <i>Sequoia sempervirens</i> )	93 Kuratawhiti Street, Greytown (Lot 3 DP 501795)
Tsg29d	Mexican cypress ( <i>Cupressus lusitanica</i> )	93 Kuratawhiti Street, Greytown (Lot 3 DP 501795)
Tsg30a	Totara ( <i>Podocarpus totara</i> )	174 Kuratawhiti Street, Greytown (Lot 1 DP 19959)
Tsg30b	Totara ( <i>Podocarpus totara</i> )	174 Kuratawhiti Street, Greytown (Lot 1 DP 19959)
Tsg31	Totara ( <i>Podocarpus totara</i> )	192 Kuratawhiti Street, Greytown (Lot 5 DP 91347)
Tsg32a	Totara ( <i>Podocarpus totara</i> )	209 Kuratawhiti Street, Greytown (Lot 1 DP 26094)
Tsg32b	Totara ( <i>Podocarpus totara</i> )	Dripline: 209 Kuratawhiti Street, Greytown (Lot 1 DP 26094) Trunk: Kuratawhiti Street Road Reserve, Greytown (adjacent to 209 Kuratawhiti Street)
Tsg32c	Totara ( <i>Podocarpus totara</i> )	Dripline: 209 Kuratawhiti Street, Greytown (Lot 1 DP 26094) Trunk: Kuratawhiti Street Road Reserve, Greytown (adjacent to 209 Kuratawhiti Street)
Tsg33	Hard beech ( <i>Fuscospora solandri</i> )	Trunk: 22 Mahupuku Street, Greytown (Lot 4 DP 492569) Dripline: 33 McMaster Street, Greytown (Lot 3 DP 492569) Dripline: Mahupuku Street Road Reserve, Greytown (adjacent to 22 Mahupuku Street/ 33 McMaster Street)
Tsg34	English elm ( <i>Ulmus procera</i> )	Trunk: 12 Main Street, Greytown (Part Lot 4 DP 17732) Dripline: 16 Main Street, Greytown (Pt Section 8 Tn of Greytown) Dripline: Main Street Road Reserve, Greytown (adjacent to Pt Lot 4 DP 17732)
Tsg35a	English elm ( <i>Ulmus procera</i> )	Trunk: 16 Main Street, Greytown (Part Sec 8 Town of Greytown) Dripline: Main Street Road Reserve, Greytown (adjacent to 16 Main Street)
Tsg35b	English oak ( <i>Quercas robur</i> )	Trunk: 16 Main Street, Greytown (Part Sec 8 Town of Greytown) Dripline: Main Street Road Reserve, Greytown (adjacent to 16 Main Street)
Tsg36a	English oak ( <i>Quercas robur</i> )	Trunk: 48 – 50 Main Street, Arbor House, Greytown (Lot 1 DP 10779) Dripline: Main Street Road Reserve, Greytown (adjacent to 48-50 Main Street)
Tsg36b	Camperdown elm ( <i>Ulmus glabra 'Camperdownii'</i> )	48 – 50 Main Street, Arbor House, Greytown (Lot 1 DP 10779)
Tsg37	Common walnut ( <i>Juglans regia</i> )	74-78 Main Street, Greytown (Lot 1 DP 491776)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
Tsg38a	Common lime ( <i>Tilia x europaea</i> )	Trunk: 75 Main Street, Greytown (Lot 1 DP 76572) Dripline: 73 Main Street (Pt Lot 1 DP 13517) Dripline: 73 Main Street (Pt Lot 3 DP 13517) Dripline: Main Street Road Reserve, Greytown (adjacent to 73-75 Main Street)
Tsg38b	Common lime ( <i>Tilia x europaea</i> )	75 Main Street (beside BNZ building, Reserve land), Greytown (Lot 1 DP 76572) Dripline: Main Street Road Reserve, Greytown (adjacent to 75 Main Street)
Tsg39mlt	Pin oak ( <i>Quercus palustris</i> ) (Group of 7)	Trunk: 83-87 Main Street, Greytown (Lots 1-4, Deeds 271) Dripline: McMaster Street Road Reserve, Greytown (adjacent to 83-87 Main Street) Dripline: Main Street Road Reserve, Greytown (adjacent to 83-87 Main Street)
Tsg40mlt	Pin oak ( <i>Quercus palustris</i> ) (Group of 4)	Trunk: 89-91 Main Street, Greytown (Lots 12-15, Deeds 271) Trunk: McMaster Street Road Reserve, Greytown (adjacent to 89-91 Main Street) Dripline: Main Street Road Reserve, Greytown (adjacent to 89-91 Main Street) Dripline McMaster Street Road Reserve (adjacent to 89-91 Main Street)
Tsg41mlt	Canary Island palm ( <i>Phoenix canariensis</i> ) (Group of 3)	Stella Bull Park/ Reserve, 113-117 Main Street, Greytown (Lot 1 DP 118555)
Tsg42a	Evergreen magnolia ( <i>Magnolia grandiflora</i> )	129 Main Street, Greytown (Pt Sec 55 Tn of Greytown)
Tsg42b	Camelia ( <i>Camellia sp.</i> )	129 Main Street, Greytown (Pt Sec 55 Tn of Greytown)
Tsg43mlt	English oak ( <i>Quercus robur</i> ) (Row of 6)	Trunk: 135 Main Street, St Lukes Church, Greytown (Lot 2 DP 86779) Dripline: Church Street Road Reserve, Greytown (adjacent to 135 Main Street, Greytown)
Tsg43b	Mountain ash ( <i>Eucalyptus regnans</i> )	Trunk: 135 Main Street, St Lukes Church, Greytown (Lot 2 DP 86779) Dripline: Main Street Road Reserve/ Church Street Road Reserve, Greytown (adjacent to 135 Main Street)
Tsg44	Horse chestnut ( <i>Aesculus hippocastanum</i> )	163D Main Street, Greytown (Pt Sec 73 Tn of Greytown) Dripline: Main Street Road Reserve, Greytown (adjacent to 163D Main Street) Dripline: 165 Main Street, Greytown (Lot 2 DP 24040) Dripline: 163A Main Street, Greytown (Lot 2 DP 429753) Dripline: 163 Main Street, Greytown (Lot 1 DP 429753)
Tsg45	Common ash ( <i>Fraxinus excelsior</i> )	Trunk: Cobblestone's Museum, 169-177 Main Street, Greytown (Lot 8 DP 31241) Dripline: Cobblestone's Museum, 175-177 Main Street, Greytown (Lots 2,5,6 DP 31241)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SG</sub> 46	Liquidambar ( <i>Liquidamber styraciflua</i> )	Trunk: 174 Main Street, (Part Section 68 TN of Greytown) Dripline: Main Street Road Reserve, Greytown (adjacent to 174 Main Street)
T <sub>SG</sub> 47a	Deodar cedar ( <i>Cedrus deodara</i> )	9 Mole St (Part lot 12 Deeds 139)
T <sub>SG</sub> 47b	Blue atlas cedar ( <i>Cedrus atlantica Glauca</i> )	9 Mole St (Part lot 12 Deeds 139)
T <sub>SG</sub> 47c	Plume Japanese cedar ( <i>Cryptomeria japonica elegans</i> )	9 Mole St (Part lot 12 Deeds 139)
T <sub>SG</sub> 48	Douglas fir ( <i>Pseudotsuga menziesii</i> )	Trunk: 200 Main Street, Greytown (Lot 1 DP 719) Dripline: Main Street Road Reserve, Greytown (adjacent to 200 Main Street, Greytown)
T <sub>SG</sub> 49a	Tasmanian bluegum ( <i>Eucalyptus globulus</i> )	191 No 1 Line, Lowlands, Tauherenikau, Greytown (Lot 2 DP 22068)
T <sub>SG</sub> 49b	Tasmanian bluegum ( <i>Eucalyptus globulus</i> )	191 No 1 Line, Lowlands, Tauherenikau, Greytown (Lot 2 DP 22068)
T <sub>SG</sub> 50a	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50b	Large spindle bush ( <i>Euonymus lucidus</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50c	Matai ( <i>Prumnopitys taxifolia</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50d	Matai ( <i>Prumnopitys taxifolia</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50e	Matai ( <i>Prumnopitys taxifolia</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50f	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50g	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50h	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50i	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50j	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50k	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SG</sub> 50l	Totara ( <i>Podocarpus totara</i> )	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 50mlt	Native numerous (Group: Totara - <i>Podocarpus totara</i> (40), Matai ( <i>Prumnopitys taxifolia</i> ) (4), understory mature Titoki ( <i>Alectryon excelsus</i> ) and a white maire ( <i>Nestegis lanceolata</i> ))	Orchard Road Private Reserve/ Park, 20 Orchard Road, Greytown (Lot 2 DP 480553)
T <sub>SG</sub> 51a	Totara ( <i>Podocarpus totara</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51b	Matai ( <i>Prumnopitys taxifolia</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51c	Common lime ( <i>Tilia x europaea</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51d	Common lime ( <i>Tilia x europaea</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51e	Common lime ( <i>Tilia x europaea</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51f	English oak ( <i>Quercas robur</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51g	English oak ( <i>Quercas robur</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51h	London plane ( <i>Platanus x acerifolia</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51i	London plane ( <i>Platanus x acerifolia</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51j	Japanese maple ( <i>Acer palmatum 'Purpureum'</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51k	Horse chestnut ( <i>Aesculus hippocastanum</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51l	Hiba ( <i>Thujopsis dolabrata</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51m	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 51n	Totara ( <i>Podocarpus totara</i> )	1498 SH 2, Tauherenikau Racecourse, rural Greytown (Lot 3 DP 346532)
T <sub>SG</sub> 52	Totara ( <i>Podocarpus totara</i> )/ Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	2466 SH 2, Greytown (Lot 3 DP 391939)



Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
Tsg53	Coastal redwood ( <i>Sequoia sempervirens</i> )	Dripline: 53 Udy Street, Greytown (Lot 14 DP 82671) Trunk: Udy Street Road Reserve, Greytown (adjacent to 53 Udy Street)
Tsg54a	Pin oak ( <i>Quercus palustris</i> )	Trunk: 31 West Street, Greytown (Part Sec 16 Town of Greytown) Dripline: West Street Road Reserve, Greytown (adjacent to 31 West Street)
Tsg54b	Copper beech ( <i>Fagus sylvatica Purpurea'</i> )	Trunk: 31 West Street, Greytown (Part Sec 16 Town of Greytown) Dripline: West Street Road Reserve, Greytown (adjacent to 31 West Street)
Tsg54c	Pin oak ( <i>Quercus palustris</i> )	Trunk: 31 West Street, Greytown (Part Sec 16 Town of Greytown) Dripline: 32 Main Street, Greytown (Pt Sec 16 Tn of Greytown) Dripline: 30 Main Street, Greytown (Lot 1 DP 315591) Dripline: 27 West Street, Greytown (PT SEC 14 TOWN OF GREYTOWN)
Tsg55	English oak ( <i>Quercas robur</i> )	Dripline: 86 West Street, Greytown (Lot 1 DP 17731) Trunk: West Street Road Reserve, Greytown (adjacent to 86)
Tsg56	English oak ( <i>Quercas robur</i> )	Dripline: 100 West Street, Greytown (Lot 1 DP 64859) Dripline: 10 Oak View Place, Greytown (Lot 11 DP 72293) Trunk: West Street Road Reserve, Greytown (adjacent to 100 West Street)
Tsg57	Irish yew ( <i>Taxus baccat' fastigiata</i> )	Trunk: 106 West Street, Greytown (Lot 2 DP 70079) Dripline: 108 West Street, Greytown (Lot 1 DP 70079)
Tsg58a	Copper beech ( <i>Fagus sylvatica Purpurea'</i> )	Trunk: 134 West Street, Greytown (Lot 21 DP 16344) Dripline: 132 West Street, Greytown (Lot 2 DP 68967)
Tsg58b	Douglas fir ( <i>Pseudotsuga menziesii</i> )	Dripline: 134 West Street, Greytown (Lot 21 DP 16344) Trunk: 136 West Street, Greytown (Pt Lot 17 Deeds Plan 45)
Tsg60a	English oak ( <i>Quercas robur</i> )	35 Wood Street, Greytown (Lot 9 Deeds 310)
Tsg60b	Rhododendron ( <i>Rhododendron sp.</i> )	35 Wood Street, Greytown (Lot 9 Deeds 310)
Tsg60c	Rhododendron ( <i>Rhododendron sp.</i> )	35 Wood Street, Greytown (Lot 9 Deeds 310)
Tsg60d	Rhododendron ( <i>Rhododendron sp.</i> )	35 Wood Street, Greytown (Lot 9 Deeds 310)
Tsg60e	Kauri ( <i>Agathis australis</i> )	35 Wood Street, Greytown (Lot 9 Deeds 310)
Tsg61	Coastal redwood ( <i>Sequoia sempervirens</i> )	47-49 Wood Street Greytown (Lot 1 DP 303922)
Tsg62	Liquidambar ( <i>Liquidamber styraciflua</i> )	Dripline: 54 Wood Street, Greytown (Lot 1 DP 534102) Trunk: Wood Street Road Reserve, Greytown (adjacent to 54 Wood Street) Dripline: 52 Wood Street, Greytown (Lot 2 DP 32333)
Tsg63	Ribbonwood ( <i>Plagianthus regius</i> )	209 Wood Street, Greytown (Lot 1 DP 440966)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SG</sub> 64a	Flowering cherry ( <i>Prunus sp.</i> )	121 Kuratawhiti Street, Greytown (Lot 1 DP 76910)
T <sub>SG</sub> 64b	Evergreen magnolia ( <i>Magnolia grandiflora</i> )	121 Kuratawhiti Street, Greytown (Lot 1 DP 76910)
T <sub>SG</sub> 64c	Ginkgo ( <i>Ginkgo biloba</i> )	121 Kuratawhiti Street, Greytown (Lot 1 DP 76910)
T <sub>SG</sub> 65a	Matai ( <i>Prumnopitys taxifolia</i> )	188 Underhill Road, Greytown (Lot 6 DP 91071)
T <sub>SG</sub> 65b	Totara ( <i>Podocarpus totara</i> )	188 Underhill Road, Greytown (Lot 6 DP 91071)
T <sub>SG</sub> 66a	Totara ( <i>Pofocarpus totara</i> )	156 Underhill Road, Greytown (Lot 9 DP 91071)
T <sub>SG</sub> 66mlt	Totara ( <i>Pofocarpus totara</i> ) (2)	156 Underhill Road, Greytown (Lot 9 DP 91071)
T <sub>SG</sub> 66c	Douglas fir ( <i>Pseudotsuga menziesii</i> )	156 Underhill Road, Greytown (Lot 9 DP 91071)
T <sub>SG</sub> 66d	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	156 Underhill Road, Greytown (Lot 9 DP 91071)
T <sub>SG</sub> 67mlt	Totara ( <i>Podocarpus totara</i> ) (2)	24 Moroa Road, Tauherenikau Greytown (Section 7 Moroa District)
T <sub>SG</sub> 67b	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	24 Moroa Road, Tauherenikau Greytown (Section 5 Moroa District)
T <sub>SG</sub> 68	Oriental plane tree ( <i>Platanus orientalis</i> )	56 Pa Road, Greytown (Lot 1 DP 90886)
T <sub>SG</sub> 69mlt	Three small groups of Kahikatea ( <i>Dacrycarpus dacrydioides</i> ) with native understory such as narrow leaved maire ( <i>Nestegis montana</i> )	162 Wards Line, Greytown (Lot 1 Deeds 181)
T <sub>SG</sub> 70	Deodar cedar ( <i>Cedrus deodara</i> )	18 Mole Street, Greytown ( Lot 1 DP 89116)
T <sub>SG</sub> 71a	English oak ( <i>Quercas robur</i> )	42 Moroa Road, Tauherenikau Greytown (Lot 1 DP 25852)
T <sub>SG</sub> 71b	Messmate ( <i>Eucalyptus obliqua</i> )	42 Moroa Road, Tauherenikau Greytown (Lot 1 DP 25852)
<b>Martinborough</b>		
T <sub>SM</sub> 01a	Chinese Windmill Palm ( <i>Trachycarpus fortunei</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01b	Silky oak ( <i>Grevillea robusta</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01c	Tasmanian yellow gum ( <i>Eucalyptus leucoxylon Rosea</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 01d	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01e	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01f	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01g	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01h	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01i	English elm ( <i>Ulmus procera</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01j	English oak ( <i>Quercas robur</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01k	English oak ( <i>Quercas robur</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01l	English oak ( <i>Quercas robur</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01m	English oak ( <i>Quercas robur</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01n	English oak ( <i>Quercas robur</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01o	Holm oak ( <i>Quercus ilex</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01p	Holm oak ( <i>Quercus ilex</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01q	Medlar ( <i>Mespilus germanica</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01r	Peruvian peppercorn tree ( <i>Schinus molle</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01s	Red flowering gum ( <i>Eucalyptus ficifolia</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01t	Red ironbark ( <i>Eucalyptus sideroxylon</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01u	Red oak ( <i>Quercus rubra</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01v	Red oak ( <i>Quercus rubra</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 01x	Red oak ( <i>Quercus rubra</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 01y	Red oak ( <i>Quercus rubra</i> )	Memorial Square/ Park, Martinborough (Closed Road Survey Office Plan 17366)
T <sub>SM</sub> 02	Kahikatea ( <i>Dacrycarpus dacrydioides</i> )	73 Diversion Road, Martinborough (Pt Lot 2 DP 6881 Sec 33 Pt Sec 92 Moroa)
T <sub>SM</sub> 03a	English oak ( <i>Quercas robur</i> )	Centennial Park/ Reserve, Martinborough (Pt Lot 655 DP 249)
T <sub>SM</sub> 03b	Golden elm 'Lutescens' ( <i>Ulmus glabra</i> )	Centennial Park/ Reserve, Martinborough (Pt Lot 655 DP 249)
T <sub>SM</sub> 03c	Golden totara 'Aurea' ( <i>Podocarpus totara</i> )	Centennial Park/ Reserve, Martinborough (Pt Lot 655 DP 249)
T <sub>SM</sub> 04mlt	Deodar cedar ( <i>Cedrus deodara</i> ) (Row/ hedge of 19)	Trunk: Martinborough Swimming Pool, 1 - 13 Vintners Lane, Martinborough (Lot 663 DP 249) Dripline: Vintners Lane Road Reserve, Martinborough (adjacent to 1-13 Vintners Lane)
T <sub>SM</sub> 04a	Golden elm 'Lutescens' ( <i>Ulmus glabra</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 662 DP 249)
T <sub>SM</sub> 04b	Red oak ( <i>Quercus rubra</i> )	Trunk: 1 – 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 663 DP 249) Dripline: 1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 662 DP 249)
T <sub>SM</sub> 05a	Claret Ash ( <i>Fraxinus angustifolia subsp. oxycarpa</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05b	Tree of heaven ( <i>Ailanthus altissima</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05c	Pin oak ( <i>Quercus palustris</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05d	English oak ( <i>Quercas robur</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05e	Northern pin Oak ( <i>Quercus ellipsoidalis</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05f	English oak ( <i>Quercas robur</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05g	Northern pin Oak ( <i>Quercus ellipsoidalis</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05h	Northern pin Oak ( <i>Quercus ellipsoidalis</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)

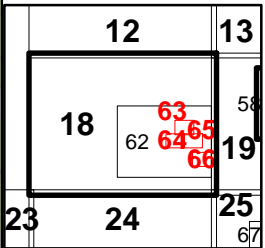
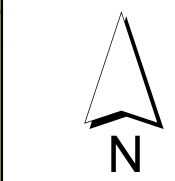
Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 05i	English oak ( <i>Quercas robur</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05j	English oak ( <i>Quercas robur</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05k	Northern pin Oak ( <i>Quercus ellipsoidalis</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05l	Northern pin Oak ( <i>Quercus ellipsoidalis</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05m	English oak ( <i>Quercas robur</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 05n	Turkey oak ( <i>Quercus cerris</i> )	1 - 13 Vintners Lane, Martinborough Holiday Park, Martinborough (Lot 1 DP 4545)
T <sub>SM</sub> 06a	Large-leaved lime ( <i>Tilia platyphyllos</i> )	14-16 Dublin Street, Martinborough School, Martinborough (Pt Lot 67 and 68 Deeds Plan 24)
T <sub>SM</sub> 06b	Pin oak ( <i>Quercus palustris</i> )	14-16 Dublin Street, Martinborough School, Martinborough (Pt Lot 67 and 68 Deeds Plan 24)
T <sub>SM</sub> 06c	Himalayan oak ( <i>Quercus leucotrichophora</i> ) (Row of 11)	14-16 Dublin Street, Martinborough School, Martinborough (Pt Lot 67 and 68 Deeds Plan 24)
T <sub>SM</sub> 07	English oak ( <i>Quercas robur</i> )	Trunk: 41 – 43 Dublin Street, St Andrews Anglican Church, Martinborough (Lots 547 DP 248) Dripline: 54 Jellicoe Street, Martinborough (Lot 552 Dp 248) Dripline: Dublin Street Road Reserve, Martinborough (adjacent to 54 Jellicoe Street)
T <sub>SM</sub> 08	Honey locust ( <i>Gleditsia 'Sunburst'</i> )	113-129 Dublin Street, Martinborough (Lot 1 DP81880)
T <sub>SM</sub> 09	Eucalyptus ( <i>Eucalyptus sp.</i> )	236 Haurangi Road, Patuna Farm, Martinborough (Lot 1 DP 395437)
T <sub>SM</sub> 10a	Grey gum ( <i>Eucalyptus punctata</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)
T <sub>SM</sub> 10b	Canary Island Palm ( <i>Phoenix canariensis</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)
T <sub>SM</sub> 10c	Canary Island Palm ( <i>Phoenix canariensis</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)
T <sub>SM</sub> 10d	Canary Island Palm ( <i>Phoenix canariensis</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)
T <sub>SM</sub> 10e	Eucalyptus ( <i>Eucalyptus sp.</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)
T <sub>SM</sub> 10f	Eucalyptus ( <i>Eucalyptus sp.</i> )	35 Huangarua Road, Te Rehua, Martinborough (Lot 5 Deposited Plan 2891)

Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 11a	Holm oak ( <i>Quercus ilex</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11b	Silver fir ( <i>Abies alba</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11c	Atlantic cedar ( <i>Cedrus atlantica</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11d	English elm ( <i>Ulmus procera</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11e	Ponderosa pine ( <i>Pinus ponderosa</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11f	Coastal Redwood ( <i>Sequoia sempervirens</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11g	Coastal Redwood ( <i>Sequoia sempervirens</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11h	English oak ( <i>Quercas robur</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11i	Black pine ( <i>Pinus nigra</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11j	Bunya Bunya ( <i>Araucaria bidwillii</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 11k	Bunya Bunya ( <i>Araucaria bidwillii</i> )	693A Kahutara Rd, Pihautea, Martinborough Lot 1 DP 423276
T <sub>SM</sub> 12a	Himalayan cypress ( <i>Cupressus torulosa</i> )	808 Kahutara Road, Rototawai, Martinborough (Pt Lot 1 DP 14477)
T <sub>SM</sub> 12b	Coastal redwood ( <i>Sequoia sempervirens</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12c	Common lime ( <i>Tilia x europaea</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12d	English oak ( <i>Quercas robur</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12e	English oak ( <i>Quercas robur</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12f	English oak ( <i>Quercas robur</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12g	Holm oak ( <i>Quercus ilex</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12h	Deodar cedar ( <i>Cedrus deodara</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)

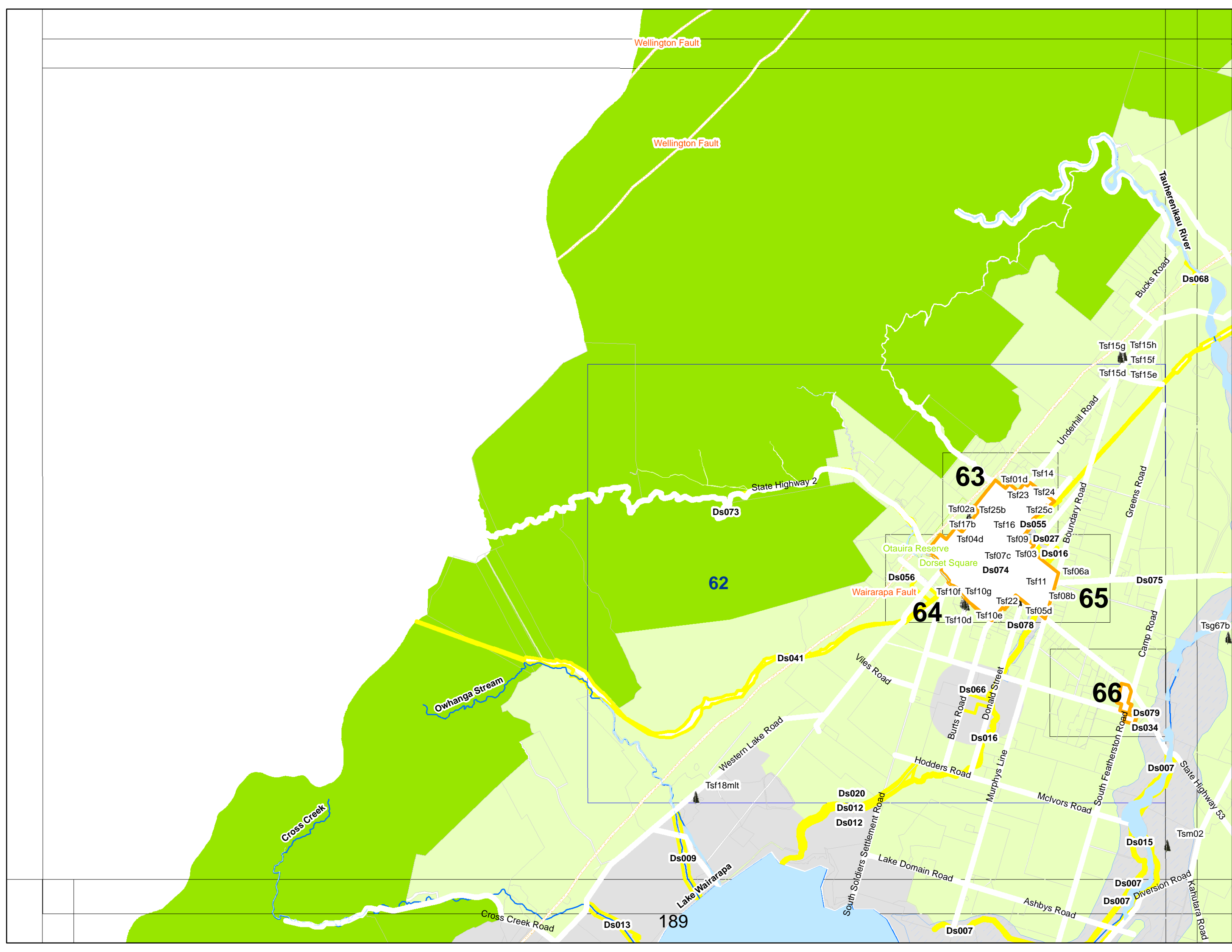
Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 12i	Turkey oak ( <i>Quercus cerris</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12j	Deodar cedar ( <i>Cedrus deodara</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12k	Common ash ( <i>Fraxinus excelsior</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12l	Turkey oak ( <i>Quercus cerris</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12m	Deodar cedar ( <i>Cedrus deodara</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12n	Holm oak ( <i>Quercus ilex</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12o	Dutch elm ( <i>Ulmus hollandica</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12p	Yew ( <i>Taxus baccata</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12q	Cedar of Lebanon ( <i>Cedrus libani</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12r	Yew ( <i>Taxus baccata</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12s	Yew ( <i>Taxus baccata</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12t	Yew ( <i>Taxus baccata</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12u	Turkey oak ( <i>Quercus cerris</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12v	Common walnut ( <i>Juglans regia</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12w	Turkey oak ( <i>Quercus cerris</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12x	Wych elm ( <i>Ulmus glabra</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 12y	English oak ( <i>Quercus robur</i> )	808 Kahutara Road, Rototawai, Martinborough (Part Lot 1 DP 14477)
T <sub>SM</sub> 13a	Giant sequoia ( <i>Sequoiadendron giganteum</i> )	1027a Kahutara Road, Otahuna, Martinborough (Lot 2 DP 91007)
T <sub>SM</sub> 13b	English oak ( <i>Quercus robur</i> )	1027a Kahutara Road, Otahuna, Martinborough (Lot 2 DP 91007)

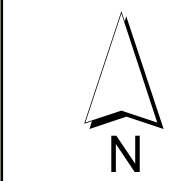
Record type and reference number	Tree Record ( <i>Common name, botanical name</i> )	Property Record - physical location and land details (reserve or legal description)
T <sub>SM</sub> 13c	Canary Island Palm ( <i>Phoenix canariensis</i> )	1027a Kahutara Road, Otahuna, Martinborough (Lot 2 DP 91007)
T <sub>SM</sub> 13d	Canary Island Palm ( <i>Phoenix canariensis</i> )	1027a Kahutara Road, Otahuna, Martinborough (Lot 2 DP 91007)
T <sub>SM</sub> 13e	Mountain ash ( <i>Eucalyptus regnans</i> )	1027a Kahutara Road, Otahuna, Martinborough (Lot 2 DP 91007)
T <sub>SM</sub> 14	Sycamore ( <i>Acer pseudoplatanus</i> )	Trunk: 6 Kansas Street, Martinborough (Lot 368 DP 248) Dripline: Kansas Street Road Reserve, Martinborough (adjacent to 6 Kansas Street) Dripline: 11 Memorial Square, Martinborough (Pt Lot 366-367 DP 248)
T <sub>SM</sub> 15	Pin oak ( <i>Quercus palustris</i> )	Trunk: 45 Kitchener Street, Martinborough (Pt Lot 1 DP 6872) Dripline: 47 Kitchener Street, Martinborough (Pt Lot C DP 249)
T <sub>SM</sub> 16	Camden woollybutt ( <i>Eucalyptus macarthurii</i> )	47-57 Princess Street, Martinborough Vineyard, Martinborough (Lot 2 DP 82458) on New York Street West frontage
T <sub>SM</sub> 17	Hard beech ( <i>Fuscospora solandri</i> )	Trunk: 4 Radium Street, Martinborough (Lot 15 Deeds Plan 152) Dripline: 3 Radium Street, Martinborough (Lot 12 Deeds Plan 152) Dripline: 38 Dublin Street, Martinborough (Lot 3 DP 19459)
T <sub>SM</sub> 18	Matai ( <i>Prumnopitys taxifolia</i> )	115 Ruakokoputuna Road, Martinborough (Lot 6 DP 523930)
T <sub>SM</sub> 19	Wych elm ( <i>Ulmus glabra</i> )	Trunk: 12 Weld Street, Martinborough (Lot 18 Deeds Plan 24) Dripline: 18 Weld Street, Martinborough (Lot 1 DP 434612)
T <sub>SM</sub> 21	Totara ( <i>Podocarpus totara</i> )	950A White Rock Road, Martinborough (Lot 1 DP 82444)
T <sub>SM</sub> 22	English oak ( <i>Quercus robur</i> )	29 Broadway Street, Martinborough (Lot 1 DP 426707)
T <sub>SM</sub> 23	Common walnut ( <i>Juglans regia</i> )	18 Weld Street, Martinborough (Lot 1 DP 434612)
T <sub>SM</sub> 24	Karaka ( <i>Corynocarpus laevigatus</i> )	54 Jellicoe Street, Martinborough (Lot 552 DP 248)
T <sub>SM</sub> 25	Matai ( <i>Prumnopitys taxifolia</i> )	936 Haurangi Road, Patuna Farm, Martinborough (Lot 2 DP 395437)





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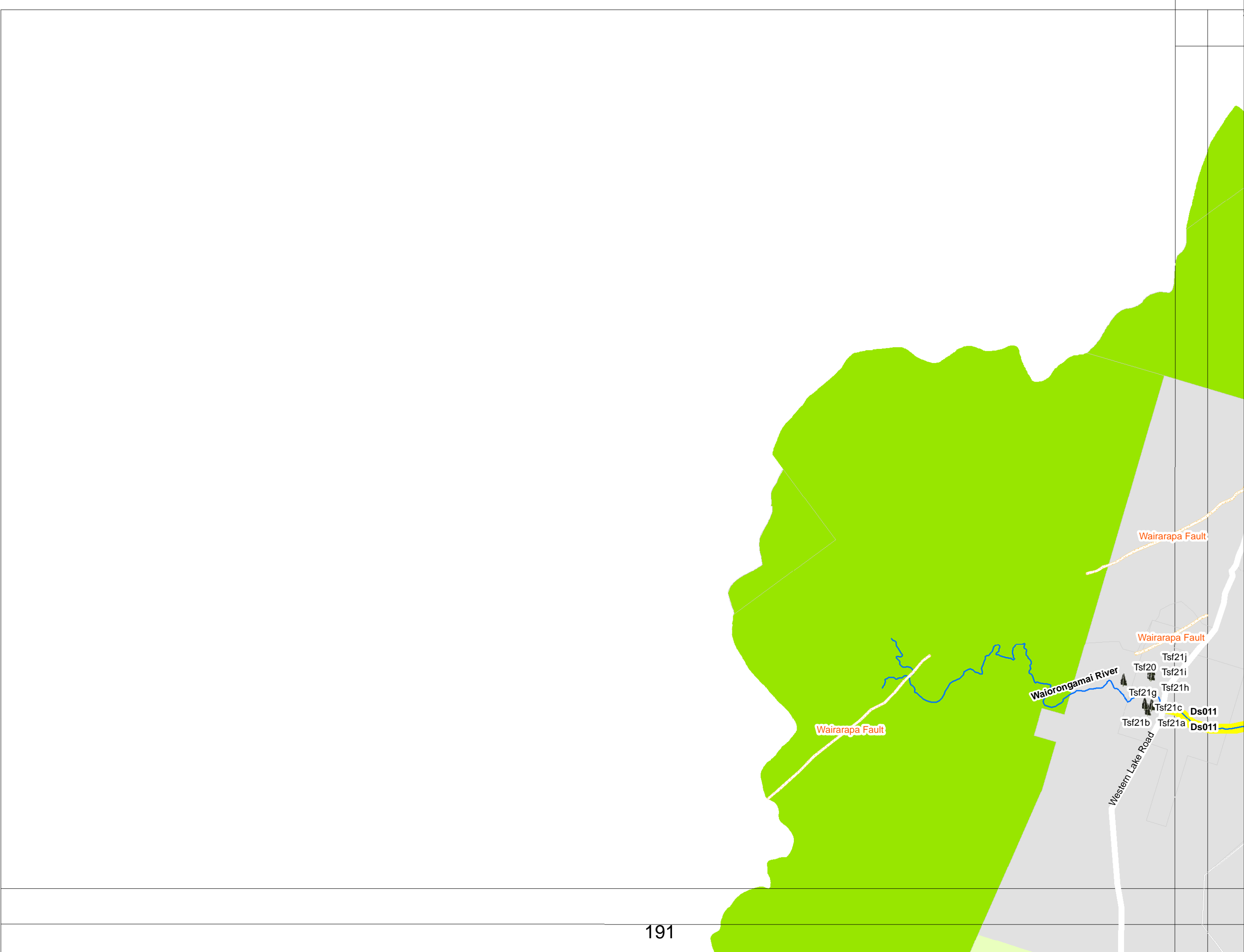
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SOUTH WAIRARAPA DISTRICT COUNCIL  
Te Kaitiaki Take Kōwhiri

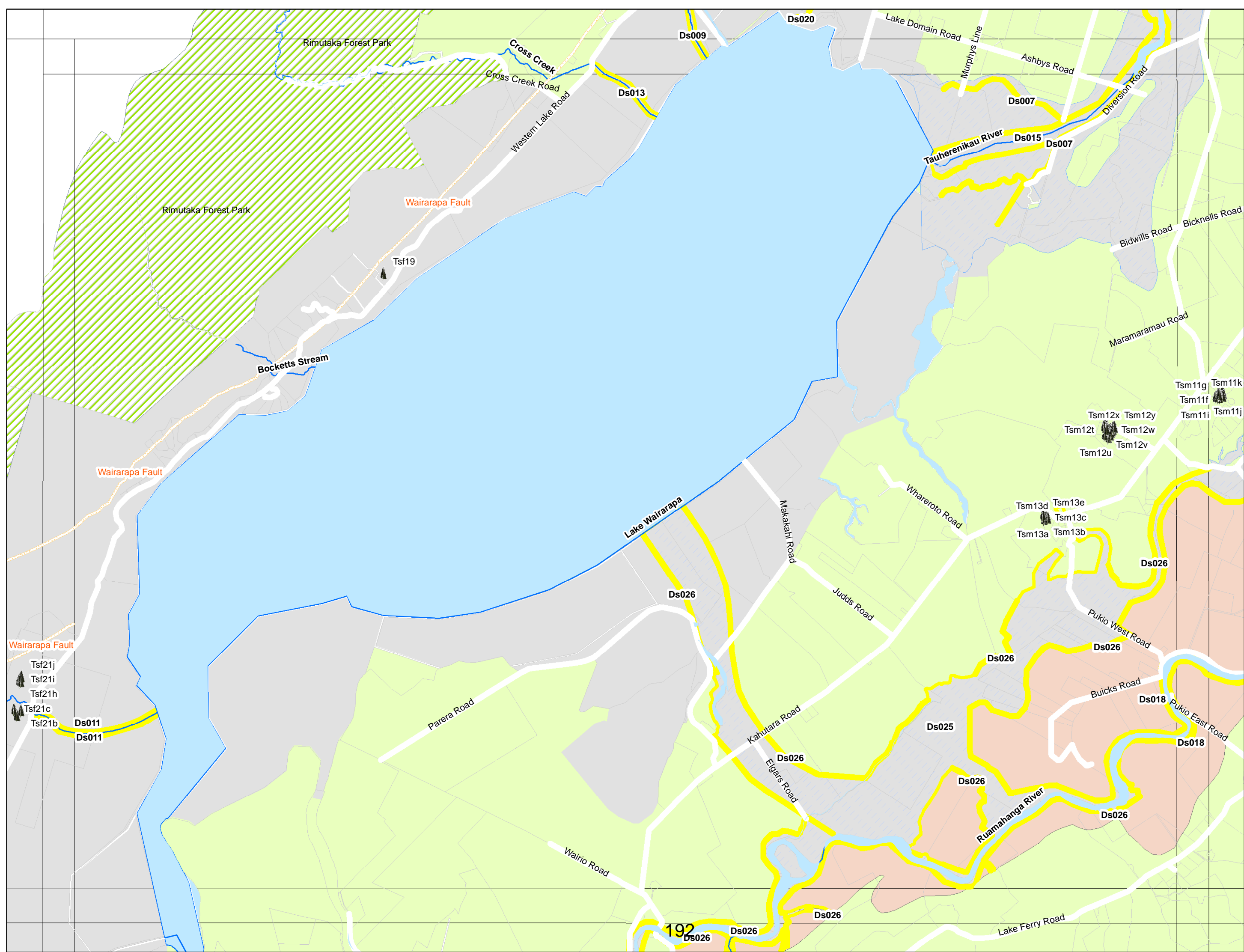
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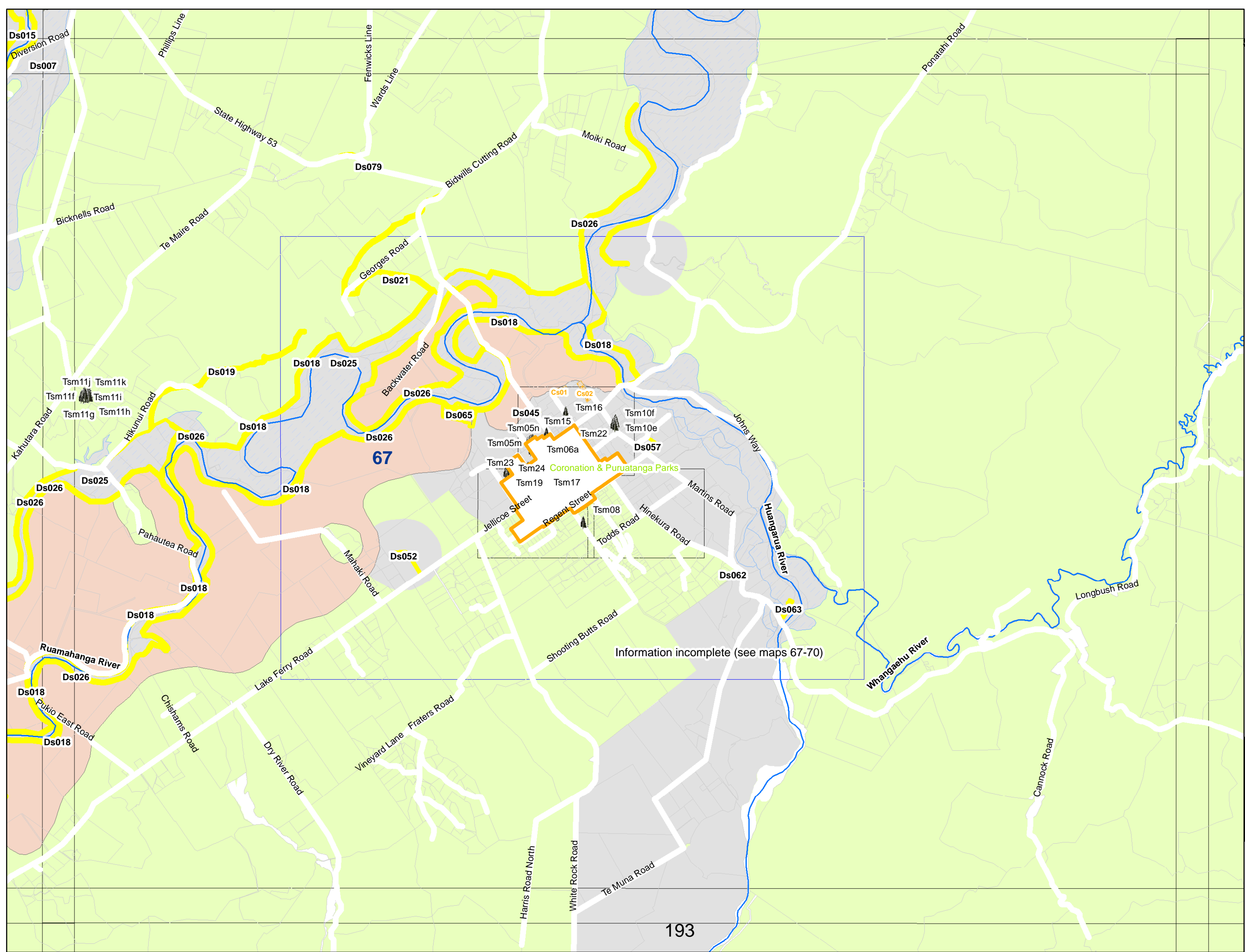


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SOUTH WAIRARAPA DISTRICT COUNCIL  
Te Kaitiaki Take Kōwhiri

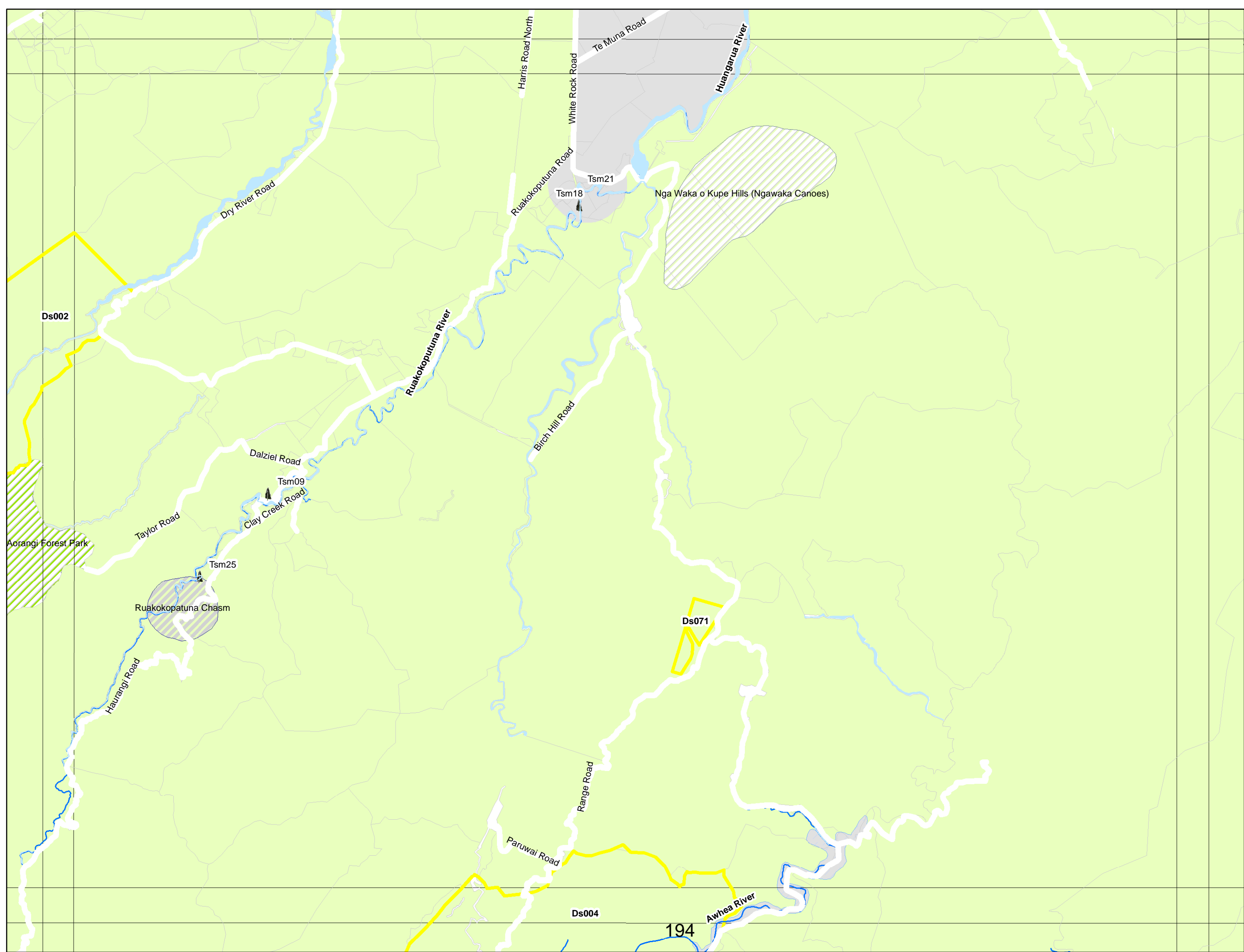


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SOUTH WAIKATO DISTRICT COUNCIL

Ds002

Dry River Road

Harris Road North

White Rock Road

Te Muna Road

Huangarua River

Ruakokoputuna Road

Tsm21

Tsm18

Nga Waka o Kupe Hills (Ngawaka Canoes)

Ruakokoputuna River

Birch Hill Road

Dalziel Road

Tsm09

Clay Creek Road

Taylor Road

Tsm25

Ruakokoputuna Chasm

Haurangi Road

Ds071

Range Road

Paruwai Road

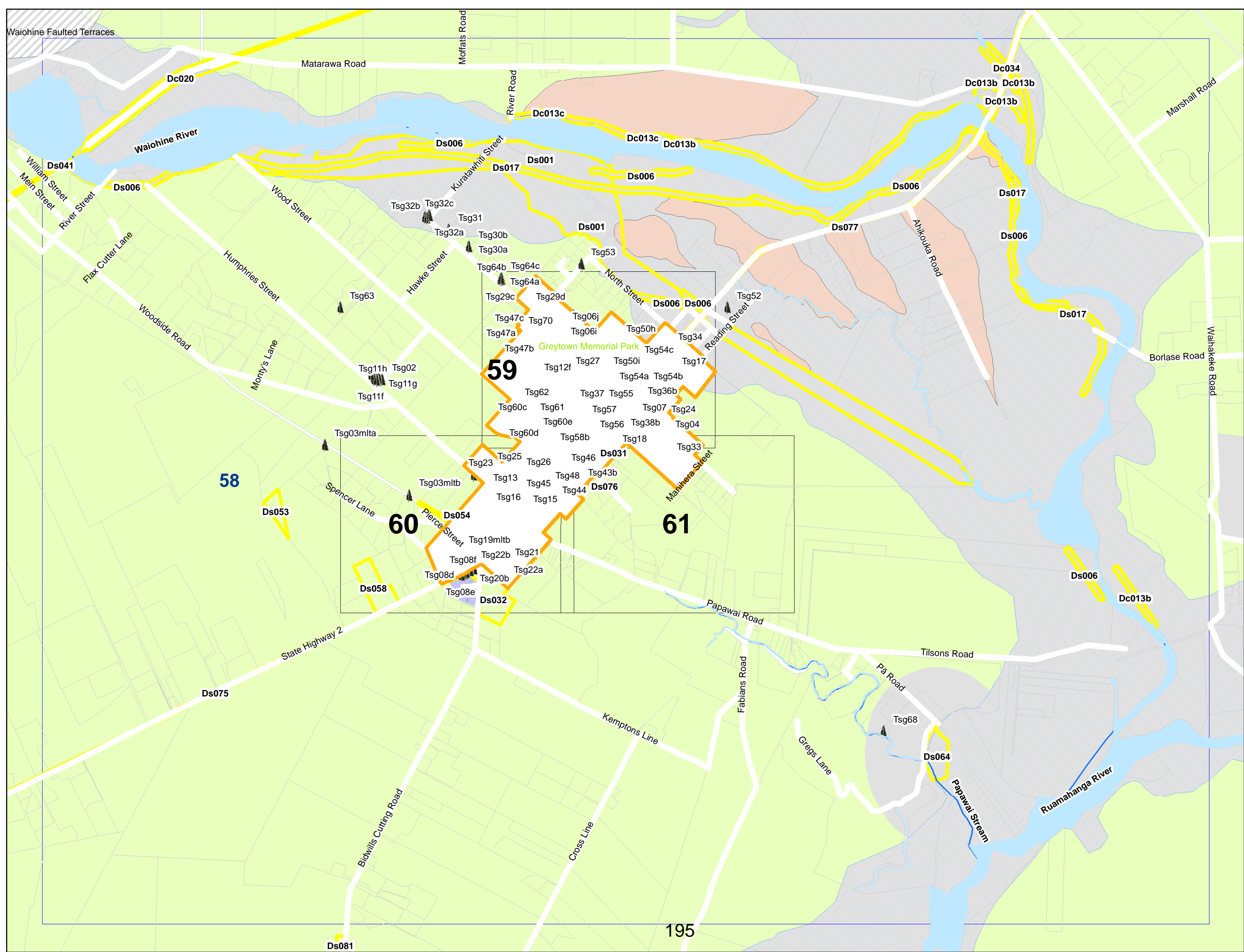
Ds004

194

Awhea River

Aorangi Forest Park

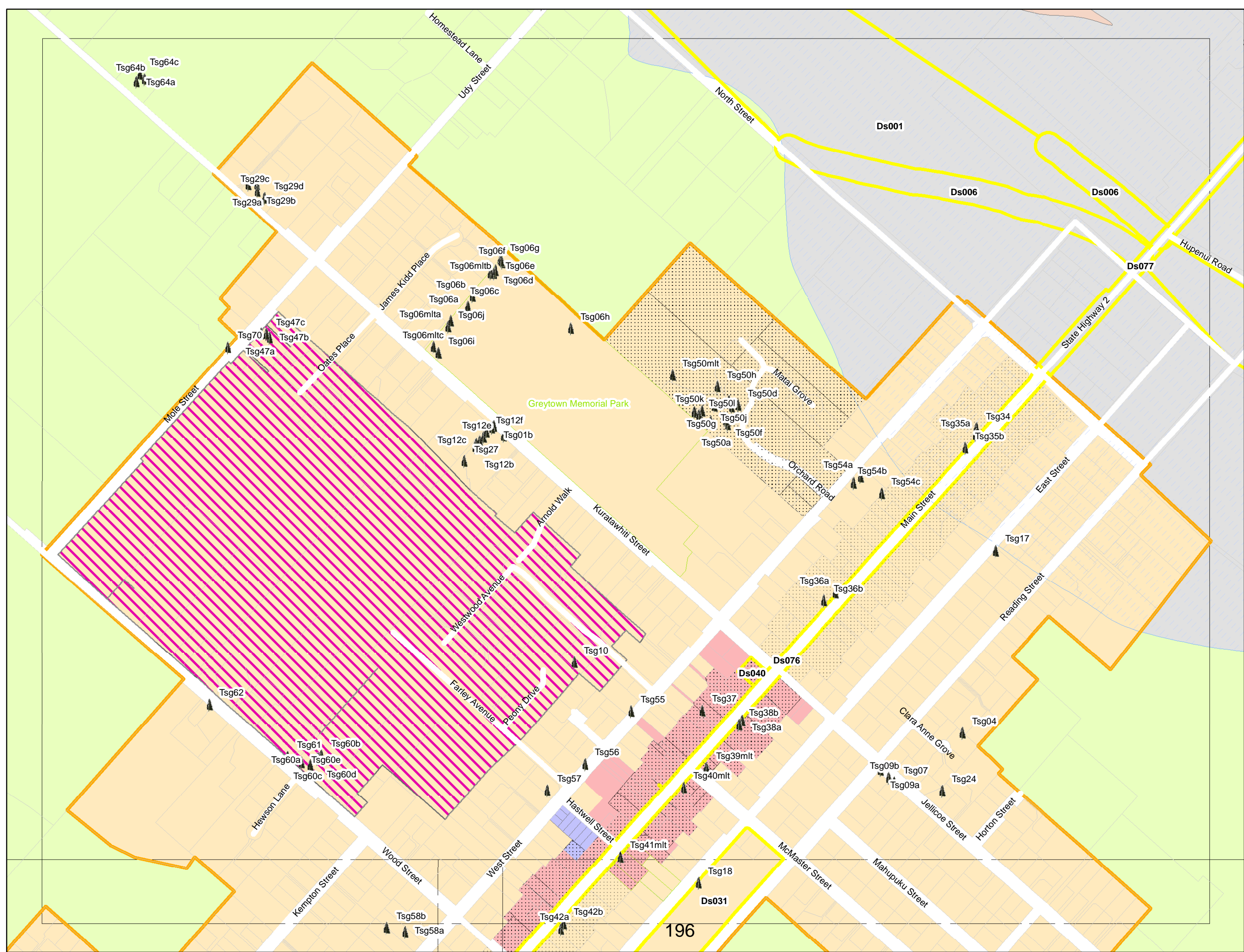
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58	59
	60/61

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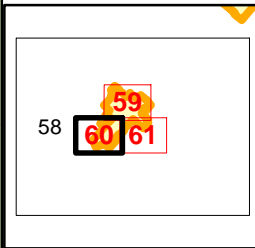
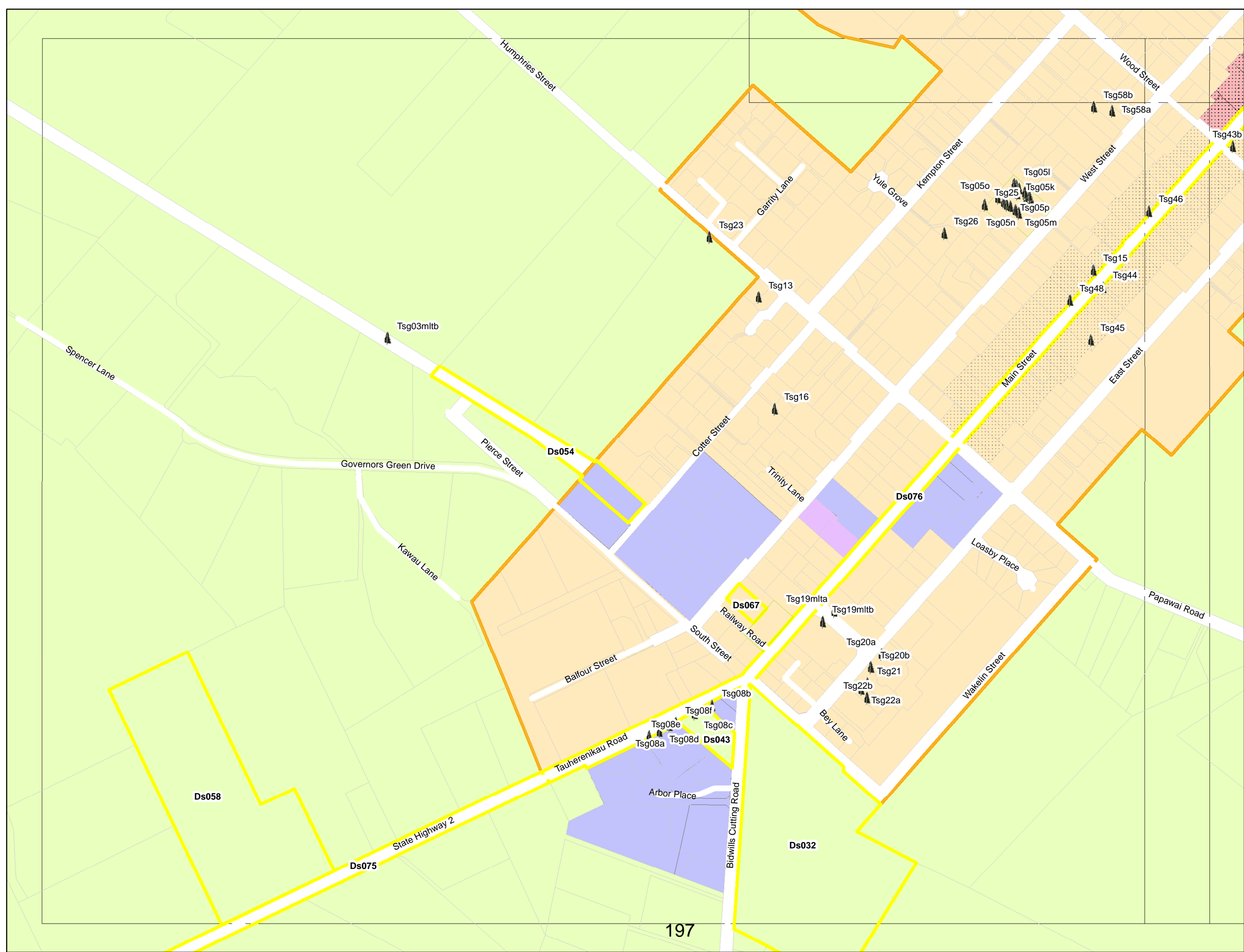
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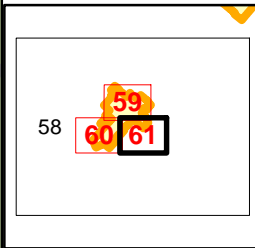
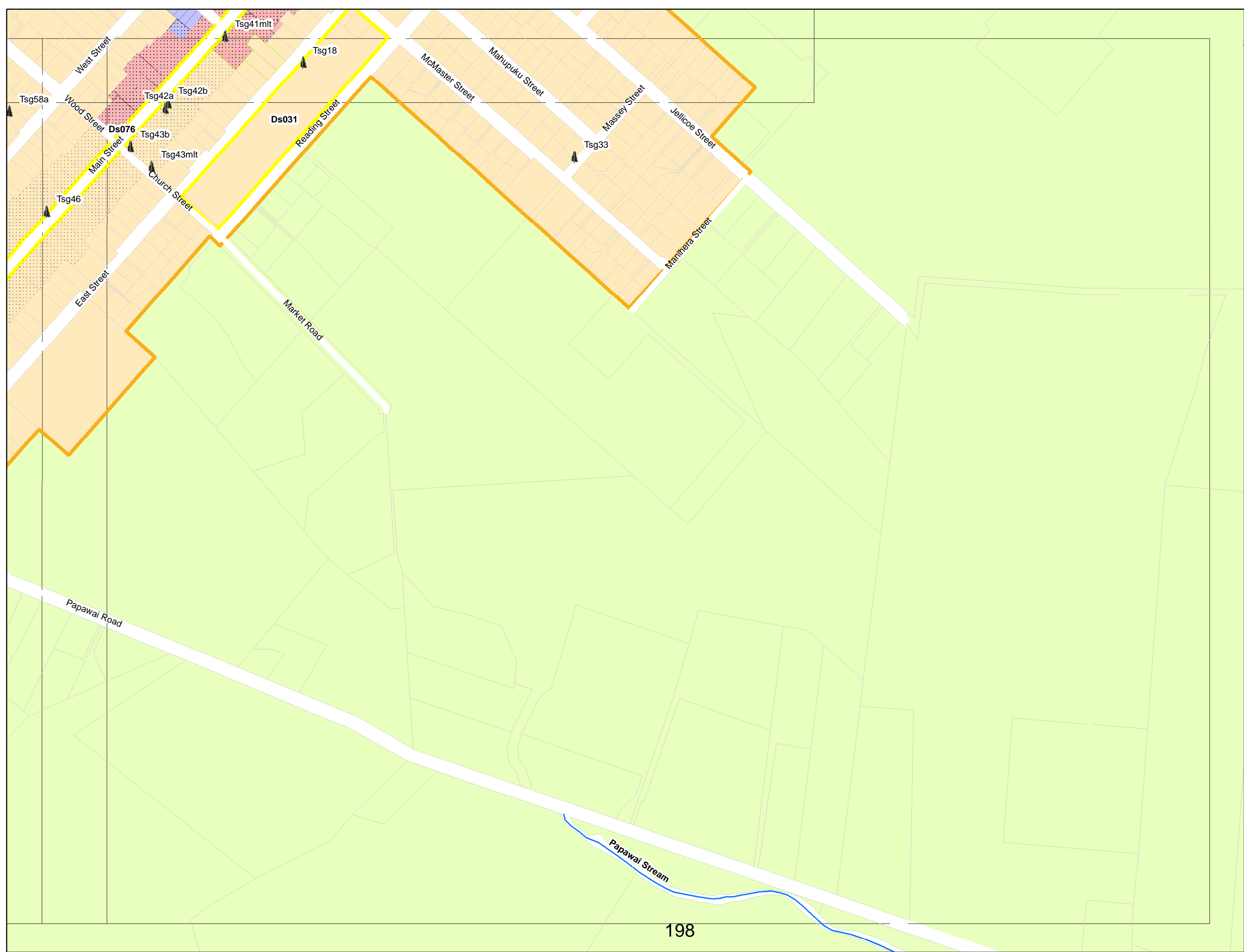
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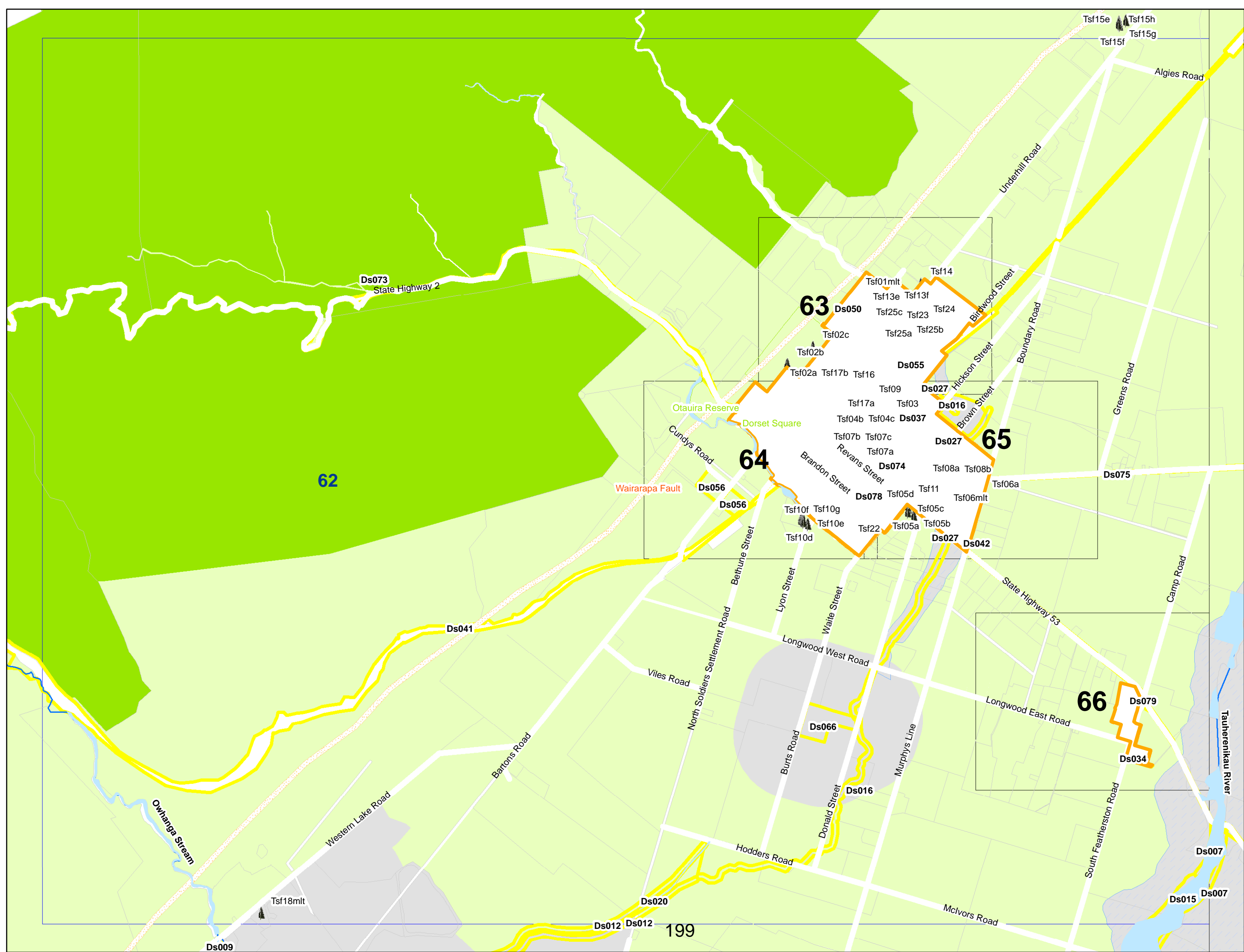
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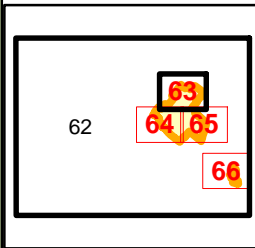
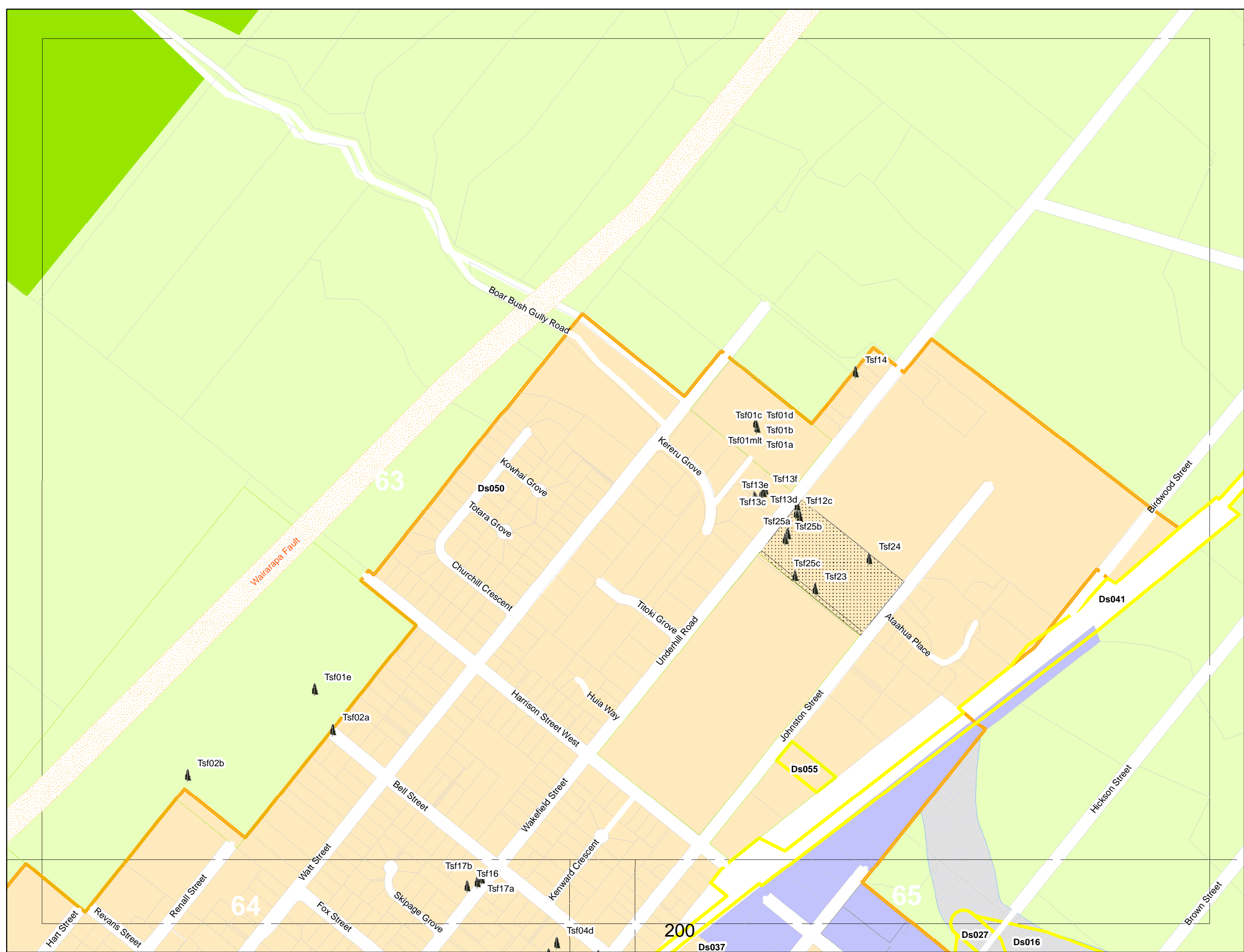
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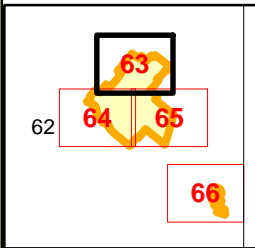
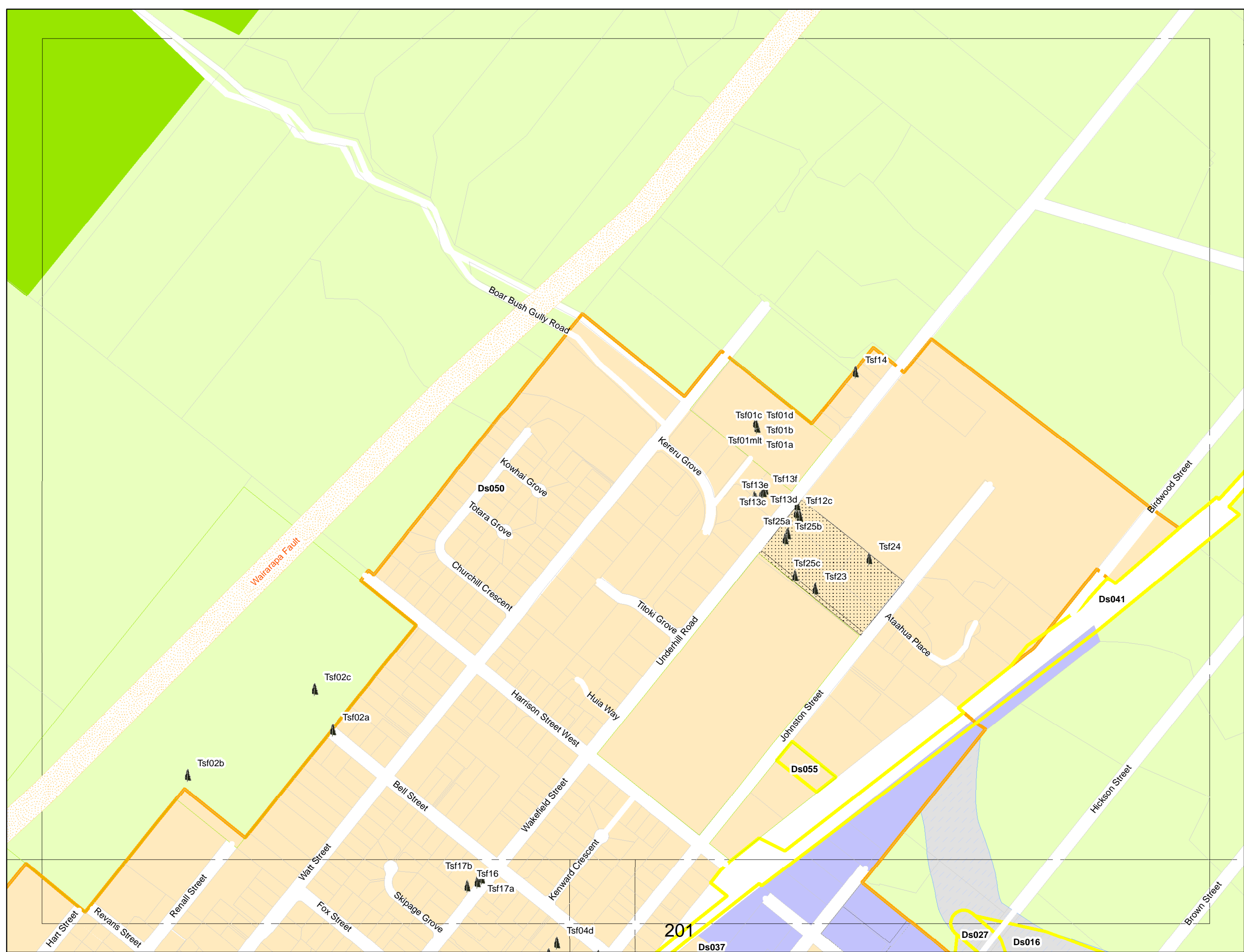


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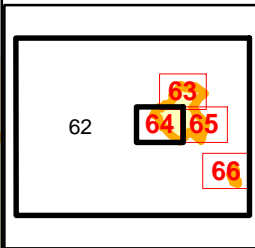
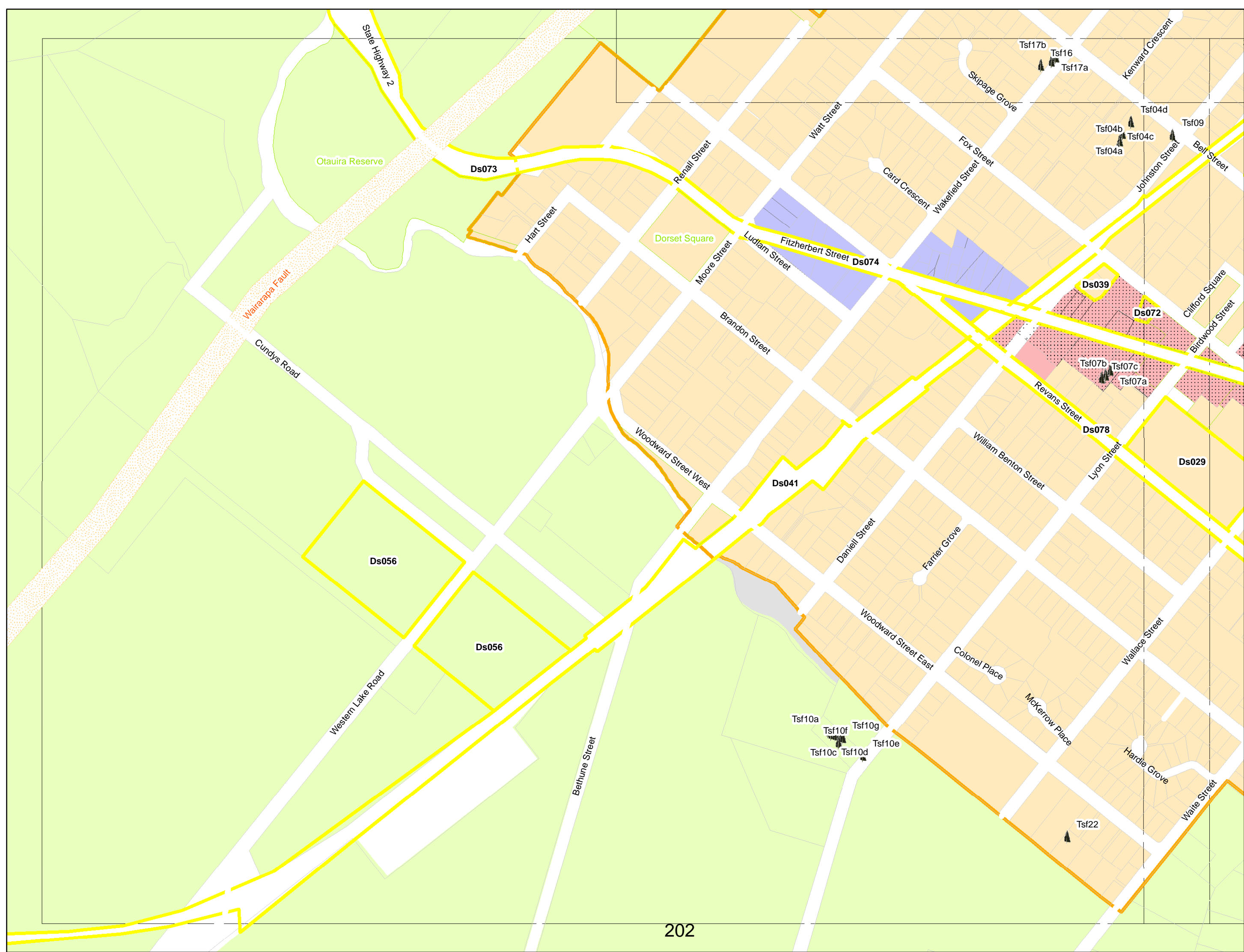




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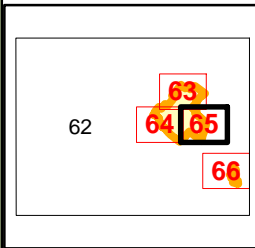
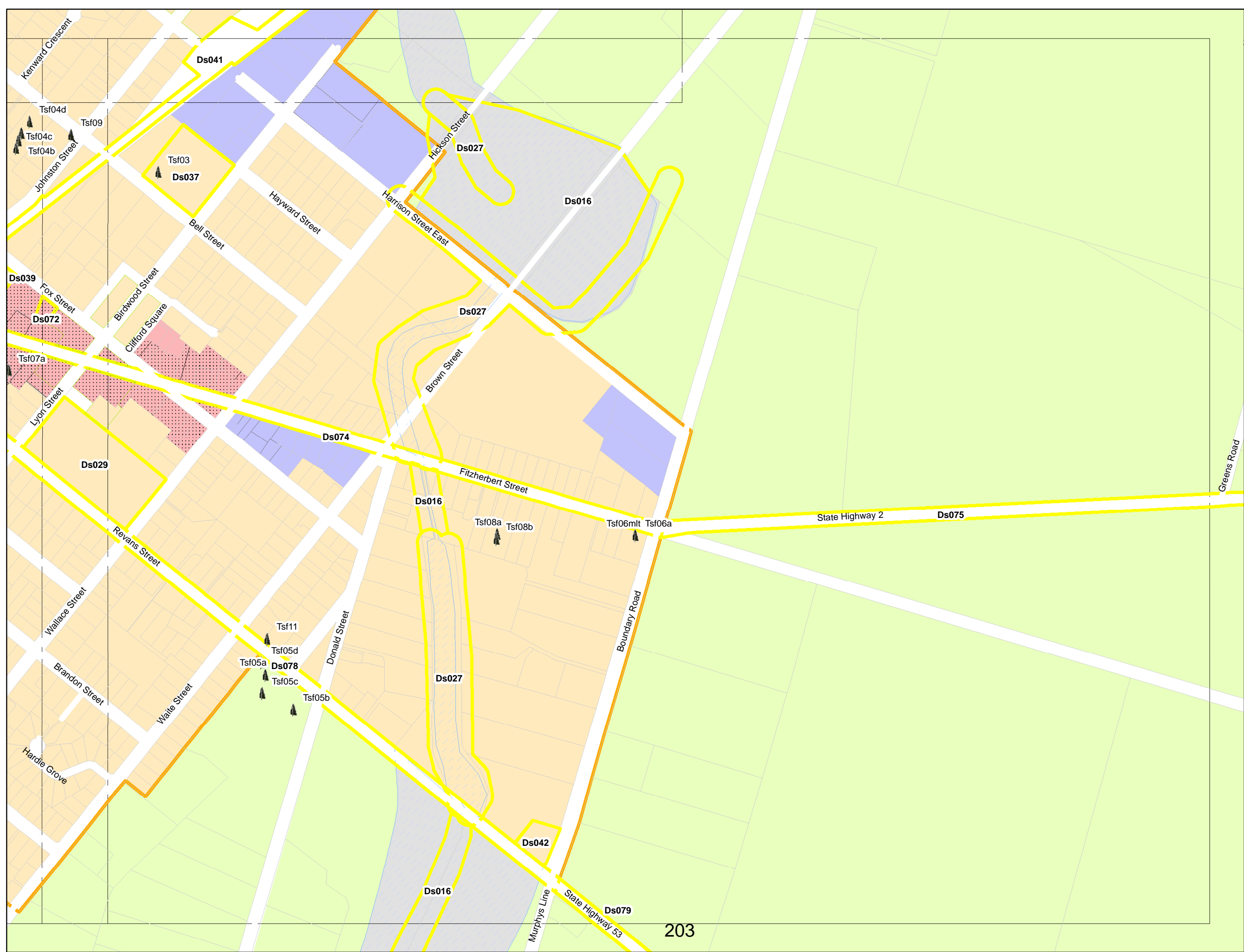
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SOUTH WAIRARAPA DISTRICT COUNCIL

66

State Highway 53

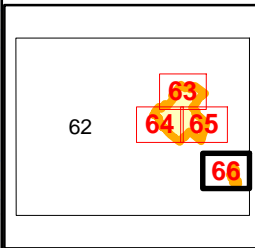
Camp Road

Longwood East Road

South Featherston Road

Ds079

Ds034

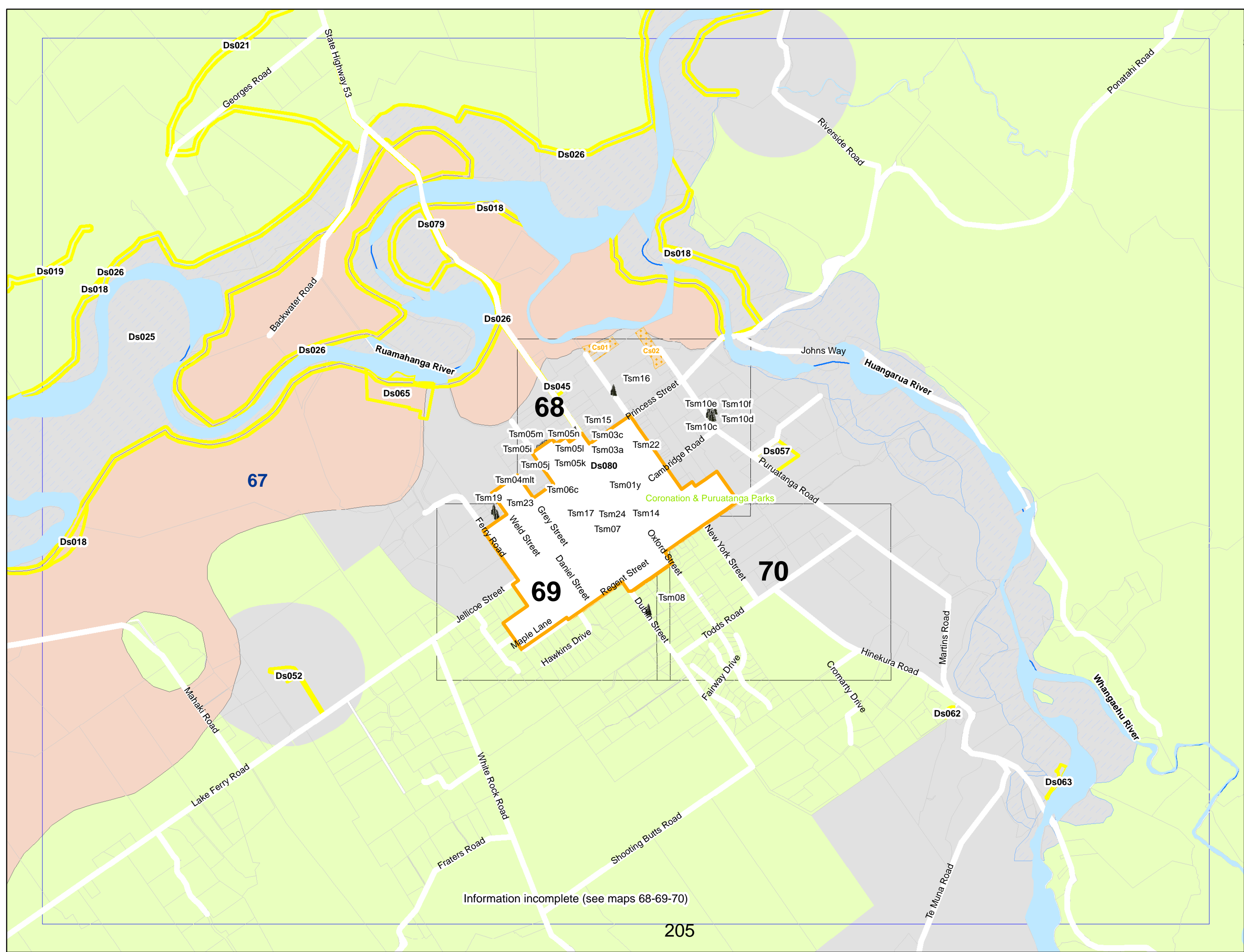


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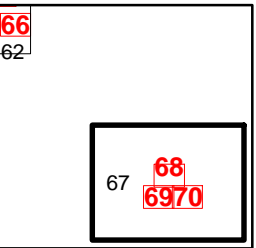


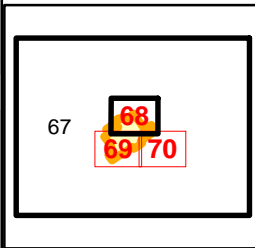
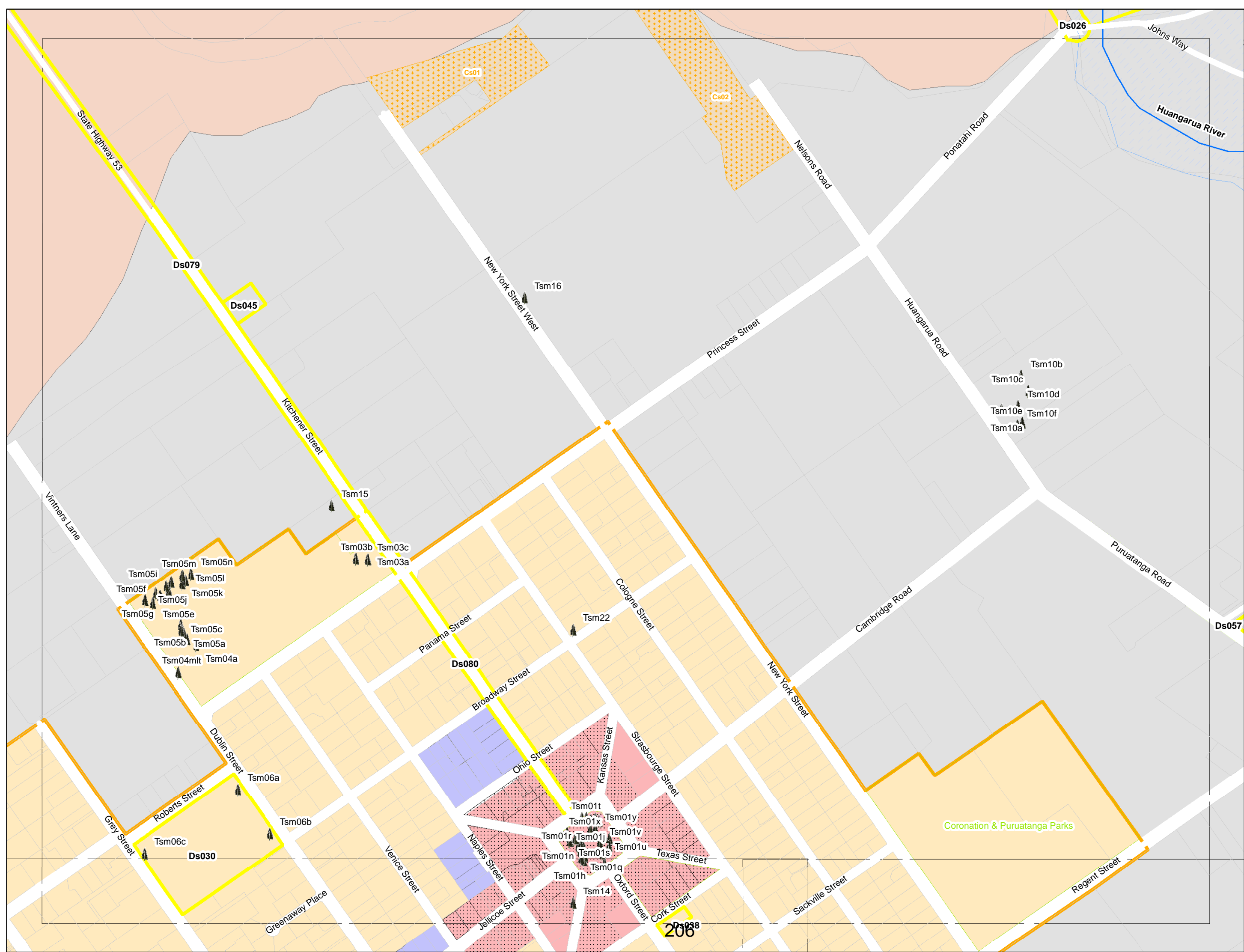


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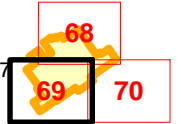


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SOUTH WAIKATO DISTRICT COUNCIL

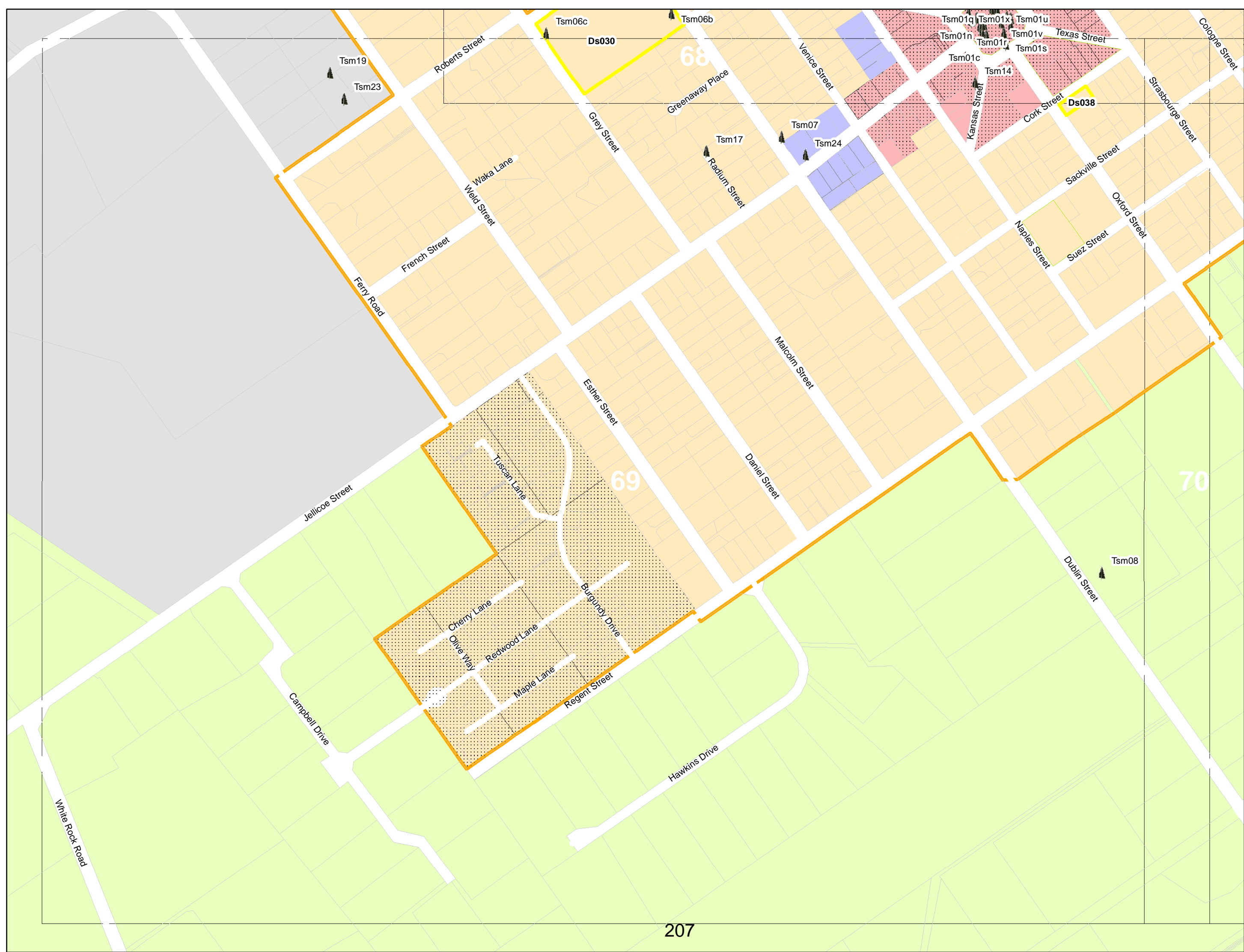
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SOUTH WAIRARAPA DISTRICT COUNCIL  
Ae Teitaki Eke



# **Appendix 3 – Plan Change 11 – Orchards Retirement Village – Amendments**

Appendix 2

## **Recommended Changes to Wairarapa Combined District Plan**

## **PART A - ENVIRONMENTAL ZONES**

## 5 RESIDENTIAL ZONE

### 5.1 Introduction

The Wairarapa contains a variety of residential areas, including those within the main urban communities of Masterton, Carterton, Featherston, Martinborough and Greytown, and as well as smaller coastal and rural settlements. While each community is distinctive in size, setting and character, the fundamental elements of the residential areas are similar enough to be managed under a single environmental zone:

- A degree of consistency in the density, size and scale of buildings with a reasonable amount of private open space;
- A adequate ratio of private to public open space and accessibility to such open space;
- Attractive streetscapes;
- A adequate degree of privacy; access to sunlight; low levels of noise, vibration, odour, and dust; and
- A safe and functional road network for traffic and pedestrians.

Residents seek to maintain and enjoy this widely recognised residential amenity.

The residential environment can accommodate a range of appropriate 'non-residential' activities without any significant loss of amenity, including schools, small-scale retail and professional services, and home occupations.

However, while many of these supporting activities are generally acceptable within the residential environment, they can create adverse effects if their scale and intensity of use create more than minor adverse effects on amenity values and residential character of neighbourhoods and settlements.

Conversely, even residential development can adversely effect the residential environment if it is of an inappropriate scale or density.

Residential character and amenity will change over time, so as to meet a wide range of urban residential lifestyles. A growing aged population, and a demand for lower maintenance properties has resulted in infill and higher density housing in some areas of the Wairarapa, such as inner parts of the Masterton. Retirement villages and housing complexes for the elderly are also more popular. These more intensive forms of residential development need good design to ensure they fit well with the residential character.

In other parts of the Wairarapa, holiday and weekend homes represent an increasing proportion of residential areas: indeed, in Martinborough large developments of such uses have been established or proposed: again, good design is required to ensure they maintain the character of the towns. Also, the southern end of Carterton has a lower density residential character and some historical land uses associated with this character.

### 5.2 Significant Resource Management Issues

1. Higher density residential development, and inappropriate building design, scale, bulk and site layout may conflict with the local residential

- character and amenity values, particularly in areas with historic heritage values and/or a strong cohesive sense of character.
2. New structures can have adverse effects on the amenity values of adjoining residential properties, particularly with regard to openness, sunlight access and overshadowing.
  3. Relocated buildings can create ongoing adverse visual effects on a neighbourhood without adequate screening, landscaping or finishing.
  4. The need to provide for a wide range of residential lifestyle choices, including more intensive forms of residential development, **including retirement villages**, in a way that protects the amenity values and character of the residential neighbourhoods.
  5. The design and layout of new comprehensive residential development, **including retirement villages**, may not provide an appropriate basis for an evolving sense of coherent character and amenity values, including appropriate connections for pedestrian, cycle and car modes of transport, and access to commuter rail services (where they exist) to the existing urban area.
  6. Non-residential activities that are necessary to support and service residential neighbourhoods may generate adverse effects, out of keeping with the accepted amenity values and character of the residential environment.
  7. Non-residential activities that are not generally an accepted part of the residential environment may create adverse effects, including a cumulative change in character and land use.
  8. Development of infrastructure servicing urban development can have both positive and adverse effects on natural and physical resources, ecosystems, and amenity values (for example water bodies).

### 5.3 Objective, Policies and Methods

#### 5.3.1 Objective Res1 – Residential Amenity Values and Character

To maintain and enhance the character and amenity values of Wairarapa's residential areas, having due regard to the particular characteristics of each neighbourhood, and the need to provide for a diversity of residential lifestyles and non-residential services and activities.

#### 5.3.2 Res1 Policies

*nted through Method  
1.1.1(b) and 1.1.1(c)*

- (a) Manage the Wairarapa's residential area under a single overall framework to provide for a wide range of lifestyles in a manner that is consistent with maintaining and enhancing an acceptable level of residential character and amenity values.

*nted through Method  
1.1.1(b), 1.1.1(c) and*

- (b) To provide residents with an acceptable level of certainty through environmental controls imposed on development and land use in the Residential Zone.

*nted through Method  
1.1.1(b), 1.1.1(c) and*

- (c) Apply specific management requirements as necessary to maintain and enhance the special character and amenity values of those residential areas with differing characters.



- |     |  |   |
|-----|--|---|
| (d) | Require comprehensive residential developments to be designed and developed to a high environmental standard through a specific management framework.  | <i>Implemented thr<br/>1.1.1(d)</i>                         |
| (e) | Promote variety and innovation in residential development to meet the diverse needs of current and future generations, including opportunities to use renewable energy in housing design and siting.   | <i>Implemented thr<br/>1.1.1(a), 1.1.1(b),<br/>1.1.1(f)</i> |
| (f) | Enable a wide range of residential based business and activities in keeping with the relative amenity values and character of residential neighbourhoods.  | <i>Implemented thr<br/>1.1.1(a), 1.1.1(b)</i>               |
| (g) | Protect the character and amenity of the Residential Zone from the potential adverse effects of relocated buildings.   | <i>Implemented thr<br/>1.1.1(a), 1.1.1(b)</i>               |
| (h) | Provide for existing local shopping areas and other supporting services such as schools, and ensure any change or expansion in these areas do not adversely affect the qualities of the residential environment.   | <i>Implemented thr<br/>1.1.1(b) and 1.1.</i>                |
| (i) | Manage non-residential activities that are not generally accepted within a residential area to avoid, remedy or mitigate adverse effects on residential character and amenity values.  | <i>Implemented thr<br/>1.1.1(b) and 1.1.</i>                |
| (j) | Provide for low density residential and primary production activities in the Carterton Low Density Residential Character Area subject to such environmental standards as necessary to avoid, remedy or mitigate any adverse effects.   | <i>Implemented thr<br/>1.1.1(a), 1.1.1(b)</i>               |
| (k) | <b><u>Provide for the development and operation of a retirement village in the Orchards Retirement Village Character Area shown on the Indicative Concept Plan (Appendix X) subject to such environmental standards as necessary to avoid, remedy or mitigate any adverse effects.</u></b> |   |

### 5.3.3 Explanation

The focus of the management of the Wairarapa's residential environments is to provide for the ongoing use and development of residential areas in a way that will maintain a generally acceptable level of amenity values and to protect the residential character of each neighbourhood. This can be achieved under a single management framework (the Residential Zone) that recognises and provides for the common environmental elements of Wairarapa's residential neighbourhoods – for example, building scale, sunlight access, streetscape views, and noise levels.

To maintain and enhance an acceptable level of residential amenity values and character, minimum environmental standards specifying requirements for site development and land use can provide a consistent approach throughout the Wairarapa, with such variations as necessary to recognise important differences in environmental characteristics and qualities. Such standards should not prevent innovation and diversity in design or lifestyles, provided the external effects are acceptable within the residential context.

The management framework should also seek to afford residents with a strong level of certainty about the nature of land uses that can occur within the residential environment, by limiting permitted activities to residential uses, as well as those activities that are commonly associated with residential

neighbourhoods and that provide important economic, social and cultural services – for example, parks and reserves, local shops, and home occupations.

The Zone should also set some standards to ensure the scale and intensity of these supporting activities is appropriate and is likely to be no more than minor – for example, if a residential business grows to such a level and intensity of use that it adversely affects the local amenity values and character. If an activity cannot meet one or more of the minimum environmental standards, its potential effects may be more than minor.

Threats to the character and amenity of the residential environment include incompatible activities, and buildings and structures of an inappropriate scale, location or density. Controls are also necessary to maintain enough daylight and privacy in dwellings, with their outlooks not unduly dominated by bulky buildings, with adequate setbacks from neighbours and streets, and with an acceptable provision of open space (private and public). The effects of vehicle access, movement and manoeuvrability, noise emissions, artificial light levels and signage may also need to be controlled to address potential effects on safety and residential amenity.

Initiatives to promote more sustainable residential development and building design would have significant cumulative benefits for the Wairarapa and the nation as a whole. While aspects are outside the district plan to pursue, Plan policies should not limit and preferably encourage opportunities to use more renewable sources of energy, such as through solar access in the layout, siting and design of houses.

The visual effects of relocatable buildings can potentially degrade the amenity values of localities, particularly if the condition of relocated buildings and the site are not promptly brought back into acceptable standard. It therefore may be appropriate to impose basic requirements so the building does not detract from an area's visual amenity.

Comprehensive residential developments, such as retirement villages and special tourist accommodation complexes, should be managed in a way that provides for separate yet compatible character with existing residential neighbourhoods – this may require specific area definition and subdivision/development controls to provide certainty.

Large-scale greenfield residential developments may also need specific treatment to ensure that any cumulative effects are addressed comprehensively, that any outstanding attributes are protected and that the development connects with existing urban areas in a coherent manner.

Local shopping areas occur within many parts of the Residential Zone. These facilities provide a valuable function to the community, servicing the needs of local residents, but any further expansion needs to be controlled to ensure any adverse effects are avoided or mitigated. Other small-scale residential businesses and services also support the functioning of the Wairarapa's residential neighbourhoods, including schools, medical centres, home businesses and child care facilities. Environmental standards can be applied as thresholds to indicate the scale, intensity and character beyond which may not be acceptable within a residential context.

Non-residential activities that may not be generally acceptable within the residential area need rigorous control to determine whether the adverse effects can be satisfactorily avoided, remedied or mitigated.

At the southern end of the Carterton urban area, parts of the residential area is valued for its relatively low density character and amenity values. The low density provides a more spacious and open areas around dwellings, and allows for small scale primary production activities that reflect the size and nature of development in this area. Specific minimum standards apply to this area to maintain the low density character, with graduated minimum lot sizes reflecting a transition from the standard residential density in the main urban area through to a slightly lower density in the middle of the southern area, through to a low residential density in the outer parts. The Wairarapa Branch Railway Line passes through a corner of the Carterton South area, and it is important to ensure that development is well integrated with the existing transport networks (including rail), and provide for the continued operation of existing transport infrastructure by avoiding, remedying or mitigating adverse effects, including reverse sensitivity effects, from future development adjoining these networks.

#### 5.3.4 Methods to Implement Residential Zone Policies

- (a) Specifically identify permitted land uses within the Residential Zone, supported by such environmental standards as necessary to protect the character, amenity values and function of the Zone.
- (b) The resource consent process to assess potential adverse environmental effects of activities that are not permitted, either because of non-compliance with environmental standards or because of the nature of the non-residential land uses.
- (c) Use of conditions on resource consents to control the effects of activities to acceptable levels.
- (d) Identify areas of comprehensive residential developments and provide a management framework through specific rules designed to maintain and enhance the residential character and amenity values in the development area and the adjoining area.
- (e) For large-scale greenfields development, use a structure plan approach to identifying appropriate roading and infrastructure connections, the management of environmental attributes (for example, streams) and connectivity with existing urban areas.
- (f) Education, guidance and information about environmental standards and sustainable residential design.
- (g) Financial contributions for the provision and upgrading of roads, infrastructure and reserves.
- (h) Compliance with New Zealand Standard 4404: 2004 *Land Development and Subdivision Engineering* to ensure a suitable standard of infrastructure and development, except where other forms of development can achieve environmentally satisfactory outcomes.

- (i) **Allocation of funds through Strategic and Long Term Council Community Plan (LTCCP) processes for projects or initiatives to support the policies.**
- (j) **The use of powers and functions under other legislation, including Council bylaws, as necessary to support or supplement Res1 policies.**

### 5.3.5 Principal Reasons for Adoption

People living in the Residential Zone expect the amenity values and the character of development in their neighbourhoods to be appropriate for residential living. They also expect a certain level of certainty in the nature and character of the area in which they live. Therefore, a specified list of permitted activities have been set, supported by appropriate environmental standards, which establish a baseline for protecting these expectations, while also enabling a range of activities and building forms to occur without undue impediment. The minimum standards apply to both residential and non-residential activities.

Activities that cannot meet these standards, or which are the types of non-residential activities not generally found in residential neighbourhoods, would require resource consent, which provides a process for assessing the environmental effects of the proposal, and whether there are measures that can be applied to avoid, remedy or mitigate any adverse effects.

Variations in the environmental standards for the Wairarapa's Residential Zone apply in those areas that have a specific residential character that is either being developed or protected.

For new large-scale residential developments, structure planning is an effective way of requiring comprehensive planning of roading, infrastructure, layout and connectivity, as well as addressing the environmental attributes of sites, such as streams, remnant bush, topographical features and natural hazards.

There is a range of non-RMA methods available to promote a good standard of residential design and development, particularly through the use of Codes and Guidelines, and through council funded initiatives for community and residential amenities. Financial contributions from residential development will be used in the upgrading and expansion of the Districts' roads, reserves and other civic amenities and facilities.

### 5.4 Anticipated Environmental Outcomes

- (a) **A diversity of residential environments, providing for the living needs of Wairarapa's residents.**
- (b) **Residential neighbourhoods supported by a good range of services, facilities and amenities that enhance their character and environmental quality.**
- (c) **Residential environments where the scale, character and amenity of new development is appropriate for the particular neighbourhood.**
- (d) **Comprehensive residential developments that have a high standard of character and amenity values.**

- (e) Protection of residential amenity values from environmental pollutants such as excessive dust and noise.
- (f) Greater use of renewable energy sources, particularly through passive solar design.

## 5.5 Residential Zone – Rules & Standards

### 5.5.1 Permitted Activities

The following are Permitted Activities:

- (a) Residential buildings and activities;
- (b) Homestays;
- (c) Papakainga housing;
- (d) The following non-residential activities:
  - i. Residential business;
  - ii. Reserves and recreational activities;
  - iii. Healthcare activities;
  - iv. Community amenity facilities;
  - v. Education and child care facilities;
  - vi. Temporary Activities that comply with the standards under Rule [21.1.16](#);
  - vii. Primary production activities (excluding forestry), aviaries, and apiaries, in the Carterton Low Density Residential Character Area.
- (e) Any activity listed as a District Wide Permitted Activity in the rules in [Section 21.1](#), and which is not otherwise specified as a controlled, restricted discretionary, discretionary or non-complying activity under [Sections 5.5](#) or [21.1](#);

*Policy 1.1.1(f)*

### 5.5.2 Standards for Permitted Activities

Permitted activities shall comply with all of the following standards for the Residential Zone:

- (a) **Maximum Building Height**
  - (i) 10 metres.
  - (ii) 7 metres for coastal settlements (Castlepoint, Riversdale, Lake Ferry, Whangaimoana, Whatarangi, Ngawi, Mangatoetoe).
- (b) **Maximum Height to Boundary**
  - (i) 3 metres height at the boundary with a 45-degree recession plane.
- (c) **Minimum Building Setback**
  - (i) 5 metres from the front boundary.
  - (ii) For front sites, 1.5 metres from all other boundaries, except that there shall be two setbacks of at least 3 metres from any side and/or rear boundary.
  - (iii) For rear sites, 1.5 metres from all other boundaries, except that there shall be two setbacks of at least 3 metres from any side and/or rear boundary.

*Policy 1.1.1(b) and 1.1.1(e)*

*Policy 1.1.1(b) and 1.1.1(e)*

*Policy 1.1.1(b) and 1.1.1(e)*

- (iv) 0 metres for common wall boundaries.

*Note: For the purpose of the above rule –*

*Front site: means a site with a legal road frontage of not less than 10 metres;*

*Rear site: means a site with a legal road frontage less than 10 metres.*

Plan Change 6

- (v) Within the Carterton South Structure Plan Area, 5 metres from any proposed road shown on the Carterton South Structure Plan in [Appendix 14](#).

- (vi) 5 metres from any waterbody.

- (vii) In the South Wairarapa District, 20 metres from the banks of any river and stream whose bed has an average width of 3 metres or more.

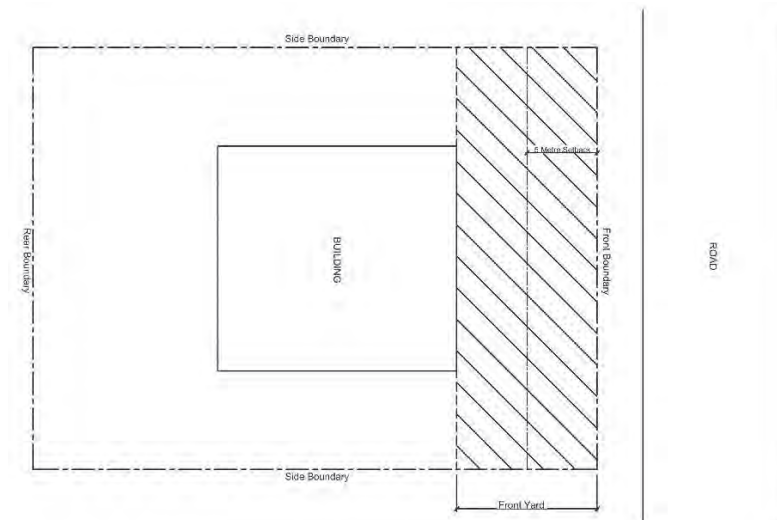
Exceptions:

Plan Change 6

- (i) Eaves, porches, balconies and decks or other minor features may occupy any part of a required setback, other than the front yard setback, provided they do not encroach by more than 25% of the relevant setback distance and do not, except for eaves, exceed 2m in length.

**(d) Accessory Building Setback**

- (i) No accessory building shall be located in a front yard,
- (ii) An accessory building may be located within any part of the building setbacks for side and rear boundaries only provided the building does not cover more than 25% of the total yard requirements along any one boundary.



**(e) Maximum Fence Height**

*Plan Change 6*

- (i) 1.8 metres for fences, walls and screens, except at road intersections of Strategic Arterial roads identified on the Roding Hierarchy on the Planning Maps, no obstruction exceeding 1.0 metre in height is permitted within a 6.0 metres by 6.0 metres triangle measured from a boundary intersection point (Refer [Figure 32.1](#) in [Appendix 5](#)).

**(f) Number of Dwellings**

*Policy 1.1.1(b) and 1.1.1(e)*

- (i) The total number of dwellings per site shall be limited to that which enables each dwelling to meet the minimum lot area subdivision requirements for that site (Rule 20.1.2(a)).

**(g) Noise Limits**

*Policy 1.1.1(b)*

- (i) The sound level from activities within any site in the Residential Zone, shall not exceed the following limits within any measurement time interval in the stated time-frames when assessed at any point within the boundary of any site in the Residential Zone:

<b>Daytime</b>	7.00am – 7.00pm	55dBA L10
<b>Nighttime</b>	7.00pm – 7.00am	45dBA L10
	9.00pm – 7.00am	75dBA Lmax

- (ii) All sound levels shall be measured in accordance with NZS 6801:1999 “*Acoustics - Measurement of Environmental Sound*”, and assessed in accordance with NZS 6802:1991 “*Assessment of Environmental Sound*”.

**(h) Signs**

*Policy 1.1.1(b)*

- (i) Any permanent sign shall be permitted provided it complies with the following standards:
- (1) One sign per site, with a total face area of no more than 0.5m<sup>2</sup>.
  - (2) The sign must relate to the activity undertaken on the site and be located fully within the site of the activity to which it relates.
  - (3) Where a sign is affixed to a building, the sign shall comply with the maximum height and setback requirements.
  - (4) All signs must comply with the sight distance requirements in [Appendix 5](#).
  - (5) No sign shall be located where it conceals the visibility of an existing official sign or traffic-controlling device.
  - (6) No sign shall use reflective materials, or be illuminated, flashing or moving.
  - (7) No sign shall be affixed to the exterior of any heritage item listed in [Appendix 1.7 Heritage Items](#).

Exception:



- 
- (i) Official Traffic Signs are excluded from complying with the above standards provided they comply with the Land Transport Rule: Traffic Control Devices 2004 and the Manual of Traffic Signs and Marking (MOTSAM).
- Policy 1.1.1(b)*
- (i) Roads, Access, Parking and Loading Areas**
- (i) Compliance with the standards in [Appendix 5 Requirements for Roads, Access, Parking and Loading](#).
- (ii) One vehicle access point per frontage.
- (iii) No contiguous carparking area containing five or more parking spaces, including access and manoeuvring areas.
- Policy 1.1.1(b), 1.1.1(i) and 1.1.1(j)*
- (j) Non-Residential Activities**
- In addition to the other standards for permitted activities in the Residential Zone, permitted non-residential activities shall comply with the following standards:
- (i) Any area containing more than four parking spaces shall be screened by fencing, planting or other treatment so it will not be visible from any public road, public open space, or dwelling on an adjoining property.
- (ii) No more than 2 persons (fulltime equivalent) who reside off the premises may be employed in the activity.
- (iii) No outdoor storage of goods and materials.
- (iv) No accessory building and enclosures for the housing and keeping of animals in confinement shall be located within 20m from the boundary of the site.
- Policy 1.1.1(b), 1.1.1(c) and 1.1.1(d)*
- (k) Greytown Villas Character Area**
- (i) All buildings within the Greytown Villas Character Area shall comply with all Residential Zone and District-wide permitted activity standards, except where the following applies:

- (1) The total number of buildings (including stand-alone and duplex units, and advanced residential care facilities) shall not exceed 100 structures. Advanced residential care facilities shall be constructed only within Stage 4 of the Indicative Concept Plan for Greytown Villas (Refer [Appendix 9](#)).
  - (2) Buildings within the Greytown Villas Character Area shall be subject to the following standards:
    - (a) Minimum building setback to West Street is 6.0 metres.
    - (b) Minimum building setback at the boundary of the Greytown Villas Character Area is 3.0 metres.
    - (c) Minimum separation distances between buildings is 3.0 metres.
    - (d) No new building shall exceed 10 metres in height above ground level, and no building shall exceed a height of 3.0 metres plus three quarters of the shortest horizontal distance between that part of the building and the nearest site boundary.
  - (3) No outdoor fence, wall or screen shall exceed 1.8 metres in height.
  - (4) The overall building coverage shall not exceed 35% except in Stage 4, which shall not exceed 40%.
  - (5) Each residential unit (except for advanced residential care facilities) shall have an exclusive outdoor living court of at least 30m<sup>2</sup>.
  - (6) Buildings requiring wastewater disposal shall be connected to the reticulated sewerage system.
  - (7) Stormwater from buildings and hard surfaces shall be disposed of within the Greytown Villas Character Area or piped to an approved outfall without affecting adjoining properties.
- (ii) All private roads within the Greytown Villas Character Area shall comply with the following standards:
- (1) Minimum width of formation
    - (a) 6.0 metres for main internal roads
    - (b) 5.0 metres for small cul-de-sacs
  - (2) Shall be located as generally shown in the Indicative Concept Plan in [Appendix 9](#).
- (iii) All screening and landscape treatment within the Greytown Villas Character Area shall comply with the following standards:
- (1) Any commercial storage, parking, loading, manoeuvring or service area adjoining and visible from any site zoned Residential or any public place shall be screened from that area. The screening shall be no less than 1.8m in

height, comprising either a densely planted buffer of at least 2m width or a solid fence or wall.

- (2) The Character Area shall be landscaped as follows:
  - (a) Not less than 20% of the space between the road frontage boundary and the front of the principal building shall be planted; and
  - (b) Not less than 10% of the space between the boundary of any adjoining site zoned Residential and the principal building shall be planted; and
  - (c) Not less than 20% of the site, or the part of the site directly associated with the use or development shall be laid out in lawn and garden.
- (3) Roads and buildings shall not encroach within 10 metres (the assumed maximum tree root area) of the protected matai and totara trees within the Greytown Villas Character Area, except no more than 50% of the assumed root area of any individual tree and no more than 20% of the overall assumed root area of all the protected matai and totara trees shall be affected.

**(l) Jellicoe Residential Character Area**

- (i) All buildings within the Jellicoe Residential Character Area shall comply with all Residential Zone and District-wide permitted activity standards, except where the following applies:
  - (1) Buildings within the Jellicoe Residential Character Area shall be subject to the following standards:
    - (a) The location of buildings and ancillary facilities shall be generally as set out in the Structure Plan in [Appendix 10](#).
    - (b) A residential building on a “Cottage Lot” and a “Large Lot” shall be setback at least 4 metres from three of the boundaries of the lot in which it is located, provided that this shall not apply to the one bedroom units as identified on the Structure Plan in [Appendix 10](#).
    - (c) No building shall be sited within 10 metres of any boundary of the Jellicoe Residential Character Area.
    - (d) The maximum height to boundary requirement (Rule (a)(i)) does not apply to the shared boundary of a “one-bedroom unit” on any of the “Townhouse Lots” as shown on the Structure Plan in [Appendix 10](#).
    - (e) The overall building coverage shall not exceed 25%, and within individual dwelling unit sites on “Cottage Lots” and “Large Lots” shall not exceed

- 35%, and within individual dwelling unit sites on “Townhouse Lots” shall not exceed 80%.
- (ii) All private roads within the Jellicoe Residential Character Area shall comply with the following standards:
    - (1) Minimum width of formation
      - (a) 6.0 metres for main internal roads
      - (b) 5.0 metres for small cul-de-sacs
    - (2) Shall be located as generally shown in the Indicative Concept Plan in [Appendix 10](#).
  - (iii) All screening and landscape treatment within the Jellicoe Residential Character Area shall comply with the following standards:
    - (1) Any commercial storage, parking, loading, manoeuvring or service area adjoining and visible from any site zoned Residential or any public place shall be screened from that area. The screening shall be no less than 1.8m in height, comprising either a densely planted buffer of at least 2m width or a solid fence or wall.
    - (2) The Character Area shall be landscaped as follows:
      - (a) Not less than 20% of the space between the road frontage boundary and the front of the principal building shall be planted; and
      - (b) Not less than 10% of the space between the boundary of any adjoining site zoned Residential and the principal building shall be planted; and
      - (c) Not less than 20% of the site, or the part of the site directly associated with the use or development shall be laid out in lawn and garden.
  - (iv) The developer shall provide to the Council advice from a suitably experienced acoustic consultant acceptable to the Council, either confirming that the present proposals of the developer are adequate to prevent noise from the adjoining agricultural contracting and engineering business significantly affecting the residents of the development, or recommending what further steps are required by the developer to achieve that level of protection. If required by the Council, the developer shall take all steps necessary to give effect to such recommendations.

Note: The Historic Heritage Precinct Standards in the District Wide Rules ([Rule 21.1.3](#)) also apply to those Historic Heritage Precincts in the Residential Zone in South Wairarapa District.

**(m) The Orchards Retirement Village Character Area**

All buildings and activities within The Orchards Retirement Village Character Area shall comply with all Residential Zone and District-wide permitted activity standards, except where the following apply:

- 
- (1) The total number of independent residential units (including stand-alone, duplex and terrace dwellings but excluding advanced residential care facilities) shall not exceed 180.
- (2) Advanced residential care facilities shall not exceed 120 beds.
- (3) Buildings within the Orchards Retirement Village Character Area shall be subject to the following building setbacks, as shown on the Indicative Concept Plan (Appendix X):
- a) Boundaries 1, 2–and 7 – 5m
  - b) Boundaries 3, 4, 8 and 9 – 7.5m
  - c) Boundaries 5, and 6– 10m
- (3) Maximum Building Height 10m, except within 25m of Boundary 3 as shown on the Indicative Concept Plan (Appendix X) where the maximum building height shall be 5m
- (4) The advanced residential care facility must include doors, windows, building modulation or other architectural detail for no less than 50% of its total façade
- (5) To minimise the penetration of airborne noise emanating from winery activities on Lot 1 DP 367619 (held in Record of Title WN 274645), any part of an exterior wall or roof of a bedroom or other room intended to be used for night-time sleeping that:
- (a) faces (is parallel to the boundary +/- 60 degrees) Boundary 3 as shown on the Indicative Concept Plan (Appendix X); and
  - (b) is within the Noise Insulation Area as shown on the Indicative Concept Plan (Appendix X),
- shall be designed, constructed and maintained to meet the following standardised airbourne sound level difference (outdoor to indoor) as defined in AS/NZS1276.1:1999 Acoustics-Rating of sound insulation in buildings and of building elements Part 1: Airborne sound insulation:
- $$D_{2 \text{ metres, nT, w}} + C_{tr} > 25 \text{ dB}$$
- Compliance shall be demonstrated by providing to the Council an acoustic design certificate from a suitably qualified acoustic engineer prior to the construction of any room subject to this standard, demonstrating that the above noise insulation requirement will be achieved.
- Note 1: When assessing compliance with the noise insulation standard, it must be assumed that the noise emitted from Lot 1 DP 367619 (held in Record of Title WN 274645) meets the permitted activity noise standard in the District Plan or, where a resource consent authorises the noise, the relevant conditions on that resource consent.
- (6) Minimum separation distances between independent dwelling units is 4.5m, except in the case of attached duplexes or terraced dwellings where there is no minimum separation distance requirement for their common walls.
- (7) The overall building coverage of the Orchards Retirement Village Character Area shall not exceed 26% as shown on the Indicative Concept Plan (Appendix X).
- (8) Each independent residential unit shall provide exclusive paved outdoor living court (including any covered outdoor space) as follows:

- (a) For Villas – at least 15m<sup>2</sup>
  - (b) For Terraces – at least 6m<sup>2</sup>.
- (9) Buildings requiring wastewater disposal shall be connected to the reticulated sewerage system.
- (10) Stormwater from buildings and hard surfaces within The Orchards Retirement Village Character Area shall be managed and attenuated on-site using water sensitive urban design measures such that pre-development peak flow and total discharge from the site is not exceeded post-development, and all stormwater shall be disposed in accordance with NZS 4404:2010 Land Development and Subdivision Infrastructure.
- (11) All private roads within The Orchards Retirement Village Character Area shall comply with the following standards:
  - (a) Minimum width formation:
    - (i) 5.5 metres with a footpath on one side for primary internal roads
    - (ii) 3 metres with pedestrian shared in the movement lane for secondary roads
    - (iii) Passing opportunities every 50m on secondary roads
  - (b) Shall be located as generally shown in the Indicative Concept Plan (Appendix X)
- (12) All vehicle crossings to an independent residential unit, accessed from a public road, shall comply with the standards in Appendix 5 Requirements for Roads, Access, Parking and Loading.
- (13) Any staff cycle parking areas provided shall be secured and covered and be visible from communal buildings on the site.
- (14) A contiguous carparking area shall contain no more than 15 parking spaces and associated access and manoeuvring areas.
- (15) Parking spaces for independent residential units shall be provided within The Orchards Retirement Village Character Area as follows:
  - (a) Villas – at least 1 parking space off-street
  - (b) Terrace -at least 1 parking space either off-street or on-street
- (16) Parking spaces for Advanced Residential Care Facilities shall be provided within The Orchards Retirement Village Character Area and meet the requirements of Table 21.1.25.1.
- (17) Parking spaces for non-residential activities shall be provided within The Orchards Retirement Village Character Area to meet the demands generated by the activity or building. This can be provided either as formed off-street or on-street parking spaces.
- (18) All screening and landscape treatment within The Orchards Retirement Village Character Area shall comply with the following standards:

- (a) Any commercial storage, bin storage or service area shall be screened. The screening shall be no less than 1.5m in height, comprising either a planted buffer, or a fence or wall with 40% visual permeability.
- (b) Not less than 10% of the common areas within the Orchards Retirement Village Character Area shall be planted with shrubs of a minimum height of 200mm in general accordance with the Concept Plan in Appendix X.
- (19) Any permanent sign shall be permitted provided it complies with the following standards:
  - (a) A maximum of three signs per frontage with the public road, with a total face area per sign of no more than 4m<sup>2</sup>.
  - (b) The sign must relate to the activity undertaken on the site and be located fully within the site of the activity to which it relates.
  - (c) Where a sign is affixed to a building, the sign shall comply with the maximum height and setback requirements.
  - (d) All signs must comply with the sight distance requirements in Appendix 5.
  - (e) No sign shall be located where it conceals the visibility of an existing official sign or traffic-controlling device.
  - (f) No sign shall use reflective materials, or be illuminated, flashing or moving.
- (20) All non-residential activities within the Orchards Retirement Village Character Area shall be ancillary to the operation of the retirement village.
- (21) There shall be no limit to the number of persons (full time equivalents) employed in the Orchards Retirement Village provided that:
  - (a) The number of persons employed to deliver the on site services are necessary to the operation of the Orchards Retirement Village;
  - (b) Parking requirements shall be met in accordance with Table 21.1.25.1 - Parking Requirements in the District Wide Rules.

### 5.5.3 Controlled Activities

The following are Controlled Activities:

- (a) **Any activity involving relocating a dwelling or other building over 10m<sup>2</sup>.**

The matters over which control is reserved are:

- (i) Siting, design, and exterior condition.
- (ii) Screening and landscape treatment.
- (iii) Bonds.
- (iv) Transportation route.

- (b) **Within the Greytown Villas Character Area, any retirement villas, relocated buildings, buildings and land for advanced residential health care, recreational facilities, grounds maintenance and ancillary activities.**

The matters over which control is reserved are:

Policy 1.1.1  
1.1.1(d)

- (i) The design and appearance of relocated buildings and for buildings for advanced residential health care and/or recreational facilities.
- (ii) The location of buildings with respect to site boundaries and each other.
- (iii) The provision of outdoor living courts, service courts, access and parking.
- (iv) Landscaping and site development.
- (v) The timeframe for the work to be completed.
- (vi) Staging of development.
- (vii) Financial contributions.

1.1(b), 1.1.1(c) and

**(c) Within the Orchards Retirement Village Character Area, any independent residential units, buildings and land for advanced residential health care, recreational and communal facilities, grounds maintenance and ancillary activities.**

**The matters over which control is reserved are:**

- (i) The design, scale and appearance of all buildings.
- (ii) Minimum floor areas for residential units.
- (iii) Building coverage for the site as shown in the Indicative Concept Plan in Appendix 9.
- (iv) The provision of adequate supply of water for firefighting in accordance with the Code of Practice SNZ PAS 4509:2008.
- (v) The provision for and method of stormwater collection and disposal.
- (vi) The provision for wastewater disposal.
- (vii) The location of buildings with respect to site boundaries and each other.
- (viii) The provision of outdoor living courts.
- (ix) The provision of outdoor storage and service areas, including bin storage and collection.
- (x) Roading and the provision of access and parking spaces.
- (xi) The provision for safe pedestrian and cycle access throughout the site.
- (xii) The provision of landscaping, screening and open space.
- (xiii) Noise and vibration management.
- (xiv) Lighting.
- (xv) Signage.
- (xvi) Staging of development.
- (xvii) Odour.
- (xviii) Sediment and dust management.



Policy 1.1.1(b), 1.1.1(c) and  
1.1.1(d)

- (xix) [Financial contributions](#)
- (xx) [Reverse sensitivity effects](#).

- (c) **Within the Jellicoe Residential Character Area, any private clubrooms, grounds maintenance, recreational facilities and a conference venue.**

The matters over which control is reserved are:

- i. Standard and location of access.
- ii. Parking.
- iii. Design and appearance of new buildings.

#### **Assessment Criteria**

Controlled activities will to be assessed against the relevant assessment criteria set out in [Section 22](#).

#### **Notification and Service of Applications**

An application for resource consent for controlled activities made under this rule need not be notified; and need not be served on affected persons.

*Note:*

*All the standards for permitted activities in [Rule 5.5.2](#) must be met.*

### **5.1.2 Restricted Discretionary Activities**

**The following are Restricted Discretionary Activities:**

- (a) **Any permitted or controlled activity that does not meet one or more of the standards for permitted or controlled activities.**

Discretion is restricted to the following matters:

- i. Avoiding, remedying or mitigating of any effects deriving from non-compliance with the particular standard(s), that is not met.

#### **Assessment Criteria**

Restricted Discretionary activities will be assessed against the relevant assessment criteria set out in [Section 22](#).

### **5.1.3 Discretionary Activities**

**The following are Discretionary Activities:**

- (a) **Any other activity including any commercial and retail activity that is not a permitted, controlled, restricted discretionary or a non-complying activity is a discretionary activity.**

#### **Assessment Criteria**

Discretionary activities will be assessed against, but not limited to, the relevant assessment criteria set out in [Section 22](#).

Policy 1.1.1(b) and 1.1.1(i)

Policy 1.1.1(b) and 1.1.1(i)

#### 5.1.4 Non-Complying Activities

The following are Non-Complying Activities:

- (a) Any activity listed in the Schedule of Primary Industry ([Appendix 4](#)).
- (b) Any residential development within the Orchards Retirement Village Character Area that is not provided for as a Controlled Activity in Rule 5.3.3(c).

*Policy 1.1.1(b) and 1.1.1(i)*

##### Assessment Criteria

Non-complying activities will be assessed against, but not limited to, the relevant assessment criteria set out in [Section 22](#).

## 20 DISTRICT WIDE SUBDIVISION RULES AND STANDARDS

No form of subdivision is a permitted activity under this Plan, as even simple forms of subdivisions may require assessment and the imposition of conditions, such as those in relation to access, infrastructure, water supply and sewage and stormwater disposal. Thus, at the least, subdivision is a controlled activity if it meets the standards as set out in this section, but is otherwise a restricted discretionary, discretionary or non-complying activity.

### 20.1.1 Controlled Activities

#### All Environmental Zones

- (a) **Any subdivision that complies with all of the standards in 20.1.2 is a Controlled Activity.**

The matters over which control is reserved are:

- i. The design and layout of the subdivision, including the size, shape and position of any lot, any new roads, the provision of footpaths and cycleways, provision of linkages to existing roads, access over the railway, access, passing bays, parking and manoeuvring standards, any necessary easements, or the diversion or alteration to any existing roads;
- ii. Potable water supply, water storage and water treatment;
- iii. Effluent disposal systems and maintenance requirements;
- iv. Stormwater control and disposal, including adequacy of disposal;
- v. Service arrangements, including easements;
- vi. Provision of reserves, including connections to existing and future reserves;
- vii. Provision of esplanade reserves and esplanade strips, and access strips, to and around the coastline and margins of lakes and rivers;
- viii. Effects on indigenous biological diversity, including protection of existing vegetation, wildlife and watercourses, revegetation and weed and pest control;
- ix. The protection of any significant environmental features or other special feature(s) on any lot;

- 
- x. The staging of development or the timing of any works;
  - xi. Controls to mitigate the effects of construction;
  - xii. Separation distance, barriers, acoustical treatment, and orientation of buildings;
  - xiii. Fire rating of party/common walls;
  - xiv. Provision of fire fighting and management of fire risk;
  - xv. Design and location of network utilities;
  - xvi. Earthworks management, including sediment control;
  - xvii. Effects on historic heritage;
  - xviii. Effects on values of any waahi tapu sites and any resources of significance to Tangata Whenua.
  - xix. Natural hazard avoidance or mitigation;
  - xx. Effects on the character, landscape and amenity values of the vicinity, including the effects of siting and design of buildings, screening and landscape treatment, including building sites on ridgelines;
  - xxi. Energy efficiency and the ability for lots to use renewable energy;
  - xxii. Measures to remedy any site contamination;
  - xxiii. Financial contributions;
  - xxiv. Bonds and other payments and guarantees;
  - xxv. Compliance with New Zealand Standard 4404:2004 "*Land Development and Subdivision Engineering*" and other standards referenced in NZS4404:2004;
  - xxvi. Application of New Zealand Handbook 44:2001 *Subdivision for People and the Environment*;
  - xxvii. Conformance with any relevant current resource consent for a comprehensive development, including minor variations, or any relevant Structure Plan; and
  - xxviii. Reverse sensitivity effects, including but not limited to noise, odour, dust and visual effects.

#### Assessment Criteria

Controlled activities are to be assessed against the relevant assessment criteria set out in [Section 22](#).

**Notification and Service of Applications**

An application for resource consent for controlled activities made under this rule need not be notified; and need not be served on affected persons.

*Note: Earthworks may also require resource consent from Wellington Regional Council for discharges to water or land or for the amount of earthworks being undertaken.*

## 20.1.2 Standards for Controlled Activities

### Lot Standards - Residential, Commercial and Industrial Zones

- (a) All lots in the Residential, Commercial or Industrial Zones shall comply with all the relevant standards in the table below.

	Zone	Minimum Lot Area	Minimum Average Lot Area
(i)	Residential Serviced (Masterton Districts)	350m <sup>2</sup>	400m <sup>2</sup> (for three or more lots)
(ii)	Residential Serviced (Carterton and South Wairarapa Districts)	400m <sup>2</sup>	500m <sup>2</sup>
(iii)	Residential Serviced Coastal (Masterton District)	400m <sup>2</sup>	450m <sup>2</sup>
(iv)	Residential Unserviced	1,000m <sup>2</sup>	N/A
(v)	Residential (Opaki and Chamberlain Road Future Development Areas)	350m <sup>2</sup>	1,200m <sup>2</sup>
(vi)	Residential Serviced (Carterton Low Density Residential Character Area)	2,000m <sup>2</sup>	N/A
(vii)	Residential Serviced (Carterton Medium Density Residential Character Area)	750m <sup>2</sup> ; and 1,000m <sup>2</sup> minimum average lot area	N/A
(viii)	Residential (Greytown Villas Character Area)	500m <sup>2</sup>	N/A
(ix)	Residential (Jellicoe Residential Character Area)	88m <sup>2</sup> Townhouse Lots 375m <sup>2</sup> Cottage Lots 1,200m <sup>2</sup> Large Lots	N/A
(x)	Residential (Underhill Road Character Area)	1,000m <sup>2</sup>	N/A
(xi)	<a href="#">Residential (The Orchards Retirement Village Character Area)</a>	<a href="#">No minimum</a>	<a href="#">N/A</a>
(xii)	Commercial	No minimum	N/A
(xiii)	Industrial	No minimum	N/A

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For the purposes of this rule:

Note 1: The minimum lot area and minimum average lot area shall exclude any accessways or rights-of-way, and the minimum lot size shall not apply to those areas where they are a separate access lot.

Note 2: “Residential Serviced” refers to the ‘Residential Zone’ areas serviced by reticulated wastewater systems, such as Masterton, and

includes the Greytown Future Development Area, but excludes Lake Ferry Township due to the limited capacity of its reticulated system.

Note 3: “Residential Unserviced” refers to the ‘Residential Zone’ areas not serviced by reticulated wastewater systems, and includes Lake Ferry Township due to the limited capacity of its reticulated system.

Note 4: “Residential Serviced Coastal” refers to the ‘Residential Zone’ areas serviced by reticulated wastewater systems and located to the seaward side of the inland boundary of the Coastal Environmental Management Area, such as Castlepoint.

Note 5: For the purpose of the subdivision rules and standards, where any allotment is to be amalgamated or held together with any other allotment on the same plan or any land of an adjoining owner in accordance with a condition of subdivision, the combined area shall be deemed to be a single allotment for the purpose of determining compliance with these standards.

**Lot Standards – Rural Zones**

**(b) Any subdivision in the Rural (Primary Production), Rural (Special) or Rural (Conservation Management) Zones shall comply with all of the relevant standards in the table below:**

	Zone	Minimum Lot Area	Lot Frontage
(i)	Rural (Primary Production)	All lots shall have a minimum lot area of 4 hectares, except for:	Minimum 100m for front lots.
		1. Where the Certificate of Title for the site was issued before 26 August 2006, or resource consent to subdivide was granted for the site before 26 August 2006, no minimum lot area applies for a lot containing an existing dwelling provided the balance lot has a minimum lot area of 4 hectares; or	N/A
		2. Where the Certificate of Title for the site being subdivided was issued before 29 March 2008, or resource consent to subdivide was granted for the site before 29 March 2008, up to two lots may have a minimum lot area of 1 hectare provided they have a minimum average lot area of 2 hectares.	Minimum 100m for front lots
(ii)	Rural (Special)	4 hectares	Minimum 100m for front lots
(iii)	Rural (Conservation Management)	Each lot shall comply with all District-wide Rules	N/A

For the purposes of this rule:

Note 1: For the purpose of calculating the average lot size, where there are any lots larger than 10 hectares, these lots shall be given a nominal size of 10 hectares.

Note 2: For the purpose of the subdivision rules and standards, where any allotment is to be amalgamated or held together with any other allotment on the same survey plan or any land of an adjoining owner in accordance with a condition of subdivision, the combined area shall be deemed to be a single allotment for the purpose of determining compliance with these standards.

#### Access Standards – All Environmental Zones

- (c) All lots shall demonstrate compliance with the District-wide permitted activity land use standards for Roads, Access, Parking and Loading in Section Error! Reference source not found..
- (d) In the Rural (Primary Production) Zone and Rural (Special) Zone, if there are two or more rear lots, they shall share a single vehicle access.

#### Development Standards - All Environmental Zones

- (e) Each lot shall contain a *building area*. For the purpose of this rule, *building area* shall be defined as that area (or areas) shown within each lot on a proposed subdivision plan that:
  - i. Contains any dwelling house to be located on the lot, and complies with the permitted activity land use standards for dwellings in the respective Environmental Zone; and
  - ii. Has minimum dimensions of 15m by 12m that is clear of any right-of-way of other easements; and
  - iii. In the Rural (Primary Production), Rural (Special) and Rural (Conservation Management) Zones shall be able to satisfactorily dispose of effluent on-site.

Note 1: The Certificate of Title of any lot that is not intended to be developed for residential purposes may be required to have registered against its Certificate of Title consent notices pursuant to Section 221 of the Act detailing any future requirements for or restrictions on residential development and use.

- (f) Each undeveloped lot in the Jellicoe Residential Character Area shall contain a shape factor of the following dimensions:
  - iv. Townhouse Lots – rectangle measuring 6.5 metres by 8.5 metres.
  - v. Cottage Lots – rectangle measuring 12.5 metres by 25 metres.
  - vi. Large Lots – rectangle measuring 20 metres by 25 metres
- (g) In the Residential Zone, the maximum building coverage for lots with existing dwellings shall be no more than 30 percent of the lot area excluding any accessways or rights-of-way.



- (h) All lots shall demonstrate compliance with the permitted activity land use standards for the respective Environmental Zone in [Section 4](#), [5](#), [6](#) or [7](#).
- (i) All new water supplies, waste water supplies and stormwater systems shall be provided in accordance with NZS 4404:2004 “Land Development and Subdivision Engineering”.
- (j) All financial contributions shall be in accordance with the requirements of [Section 23](#).
- (k) All lots shall comply with the Esplanade Reserve/Strip standards in [Section 24](#).
- (l) Any subdivision within a Future Development Area shall be in accordance with an approved Development Concept Plan, under Rule Error! Reference source not found..
- (m) Any subdivision within the Greytown Future Development Area shall be in accordance with the Structure Plan for this area.

**Exceptions - All Environmental Zones**

- (a) Any boundary adjustment shall comply with all standards in [Rule 20.1.2](#) except as follows:
  - vii. Minimum Lot Area: Where any affected lot is already less than the minimum lot area for subdivision as a Controlled Activity in the respective Environmental Zone:
    - i. Any adjustment shall not decrease the area of that lot by more than 10%; and
    - ii. Any adjustment shall not cause any non-compliance or increase any existing non-compliance with any other rules.
  - viii. No dwelling shall be severed from its existing site.
- (b) Any subdivision of different floors or levels of a building, or different parts of a floor or level of a building.
- (c) Any lots for the purpose of containing network utilities where the subdivision is necessary for networks utility purposes, or lots for reserves and access need not meet any of the other requirements in [Rule 20.1.2](#).
- (d) Any subdivision creating a Conservation Lot containing a Significant Natural Area listed in [Appendix 1.3](#), shall comply with the following standards:
  - ix. The subdivision shall result in the whole of the listed feature being physically and legally protected in perpetuity. An agreement regarding an encumbrance, bond, consent notice or covenant must be entered into before the issue of the Section 224 Certificate. Such an instrument is to be

registered on the Certificate(s) of Title of the relevant lots. The covenant or encumbrance shall be prepared by a solicitor at the applicant's expense.

- x. The covenant shall incorporate any specified protective or enhancement measures to maintain or enhance its value or physical security.
- xi. The application shall include sufficient detail for the Council to ascertain the particular natural, historic or cultural value associated with the item.
- xii. The conservation lot does not need to meet the relevant minimum lot area requirements.

## ii. Restricted Discretionary Activities

The following are Restricted Discretionary Activities:

### Rural (Primary Production) and Rural (Special) Zone

- (a) Any subdivision in the Rural (Primary Production) Zone or Rural (Special) Zone that does not comply with any one of the minimum standards for a Controlled Activity in Rule (b), provided that the standards for Restricted Discretionary Activities in Rule (d) are met.

Discretion is restricted to the following matters:

- i. Design, layout, shape, location and number of lots;
- ii. Efficiency of land use;
- iii. Effects on rural character and amenity values, including the siting and design of buildings;
- iv. Avoiding, remedying or mitigating any effects deriving from the relevant risks, values and character that are particular to the area; and
- v. The matters set out in (a).

### All Environmental Zones – Access

- (b) Any subdivision that does not comply with Rules (c) and (d), provided that all other standards for Controlled Activities in [Rule 20.1.2](#) are met.

Discretion is restricted to the following matters:

- vi. Development and site characteristics;
- vii. Design, location and construction of vehicle crossings, entranceways, access and roads;

- viii. Availability of alternative private or public access, parking or loading areas;
- ix. Design, layout, number and standard of parking and loading areas;
- x. Financial contributions.

#### All Environmental Zones – Development

- (a) **Any subdivision that does not comply with [Rule 20.1.2\(e\)](#) and [20.1.2\(f\)](#), provided that all other standards for Controlled Activities in [20.1.2](#) are met.**

Discretion is restricted to the following matters:

- xi. All matters as specified in [Rule 20.1.1](#);
- xii. Design, layout, size, number and location of lots;
- xiii. Methods to avoid or mitigate the effects of external primary production activities on the proposed lots, including buffer setbacks, dwelling siting and planting.

- (b) **Any subdivision that does not comply with [Rule 20.1.2\(h\)](#), provided that all other standards for Controlled Activities in [20.1.2](#) are met.**

Discretion is restricted to the following matters:

- xiv. Avoiding, remedying or mitigating of any effects deriving from non-compliance with the particular standard(s) that is not met.

- (c) **Any subdivision that does not comply with [Rule \(i\)](#), provided that all other standards for Controlled Activities in [20.1.2](#) are met.**

Discretion is restricted to the following matters:

- xv. Potable water supply, water storage and treatment;
- xvi. Wastewater collection, treatment and disposal;
- xvii. Stormwater collection, treatment and disposal; and
- xviii. Financial contributions.

#### Assessment Criteria

Restricted discretionary activities are to be assessed against the relevant assessment criteria set out in [Section 22](#).

**20.1.4 Standards for Restricted Discretionary Activities****Rural (Primary Production) Zone and Rural (Special) Zone**

*Policy Error! Reference source not found.*

- (d) Any subdivision within the Rural (Primary Production) Zone and Rural (Special) Zone under Rule (a) shall comply with all of the relevant standards in the table below:

	Zone	Minimum Lot Area	Lot Frontage
(i)	Rural (Primary Production)	All lots shall have a minimum lot area of 4 hectares, except for: Where the Certificate of Title for the site being subdivided was issued before 29 March 2008, or resource consent to subdivide was granted for the site before 29 March 2008, up to two lots may have a minimum lot area of 1 hectare provided they have a minimum average lot area of 2 hectares. Where two or more Certificates of Title are proposed to be subdivided in a proposal, the entitlement to 1 hectare lots may be located on different Certificates of Title within the application site to that from which the entitlement is created.	Minimum 90m for front lots.
(ii)	Rural (Special)	4 hectares	Minimum 90m for front lots.

For the purposes of this rule:

Note 1: For the purpose of the subdivision rules and standards, where any allotment is to be amalgamated or held together with any other allotment on the same survey plan or any land of an adjoining owner in accordance with a condition of subdivision, the combined area shall be deemed to be a single allotment for the purpose of determining compliance with these standards.

Note 2: Where a subdivision proposes lots of minimum 1 hectare under Rule (d)(i) above, the entitlement of the 1 hectare lots may be located on a different Certificate of Title within the application site to that from which the entitlement is created.

**Development Standards - All Environmental Zones**

- (a) Any subdivision shall comply with the standards for Controlled Activities in Rules (a), (g), (j), 2(a), (l) and (m).

**20.1.5 Discretionary Activities**

The following are Discretionary Activities:

**Residential, Commercial and Industrial Zones**

- (a) Any subdivision that does not comply with any one or more of the standards for controlled activities in Rule (a).
- (b) Any subdivision that does not comply with the standard for a Controlled Activity in Rule (g).

- (c) Any subdivision within a Future Development Area that does not have an approved Development Concept Plan, or is not consistent with an approved Development Concept Plan under Rule Error! Reference source not found..
- (d) Any subdivision in the Waingawa Industrial Area that is consistent with the Waingawa Industrial Area Structure Plan in [Appendix 12](#).
- (e) Subdivision within the Greytown Future Development Area that is not consistent with the Structure Plan for this area.

#### Rural Zones

- (f) Any subdivision in the Rural (Primary Production) Zone that does not comply with the minimum standards for Restricted Discretionary Activities in Rule (d), provided that the standards for Discretionary Activities are met.
- (g) Any subdivision in the Rural (Primary Production) Zone or Rural (Special) Zone extending public water, stormwater or wastewater utility services or extending any legal road.

#### All Environmental Zones

- (h) A subdivision that is not otherwise a controlled, restricted discretionary, or non-complying activity under Chapter 20.
- (i) Any subdivision that creates a new allotment in which one or more of the following circumstances apply:
  - (i) Contains Contaminated Land listed in [Appendix 3](#);
    - i. It is on land previously or currently used for an activity or industry listed on the modified Wairarapa Hazardous Activity and Industry List (Wairarapa HAIL) in [Appendix 3.2](#).
    - ii. The allotment is within a Flood Hazard Area or Erosion Hazard Area;
    - iii. The allotment is within the Coastal Environment Management Area;
    - iv. The allotment is within an Outstanding Landscape listed in [Appendix 1.1](#);
    - v. Contains an Outstanding Natural Feature listed in [Appendix 1.2](#);
    - vi. Contains all or part of a site of a Significant Natural Area listed in [Appendix 1.3](#), except if the Significant Natural Area is wholly contained in a Conservation Lot under Rule (d);
    - vii. Contains all or part of a site of an Archaeological or Geological Site listed in [Appendix 1.5a](#) or [Appendix 1.5b](#);
    - viii. Contains all or part of a Site of Significance to Tangata Whenua listed in [Appendix 1.6](#);

- ix. Contains all or part of a Site of Historic Heritage listed in [Appendix 1.7](#);
  - x. The allotment is within an identified Historic Heritage Precinct listed in [Appendix 1.8](#) (refer also to Rule **Error! Reference source not found.**);
  - xi. Any part of the allotment is within 150 metres of an effluent distribution area, effluent holding pond or oxidation pond (excluding waste disposal areas associated with domestic septic tanks located on an adjacent site);
  - xii. Any part of the new allotment is within 20 metres of the centreline of a high voltage (110kV or more) transmission line (as shown on the Planning Maps).
- (j) **Any subdivision with access to a State Highway, Limited Access Road, Masterton Heavy Traffic Bypass or over or under the Wairarapa Railway, provided that the standards for Discretionary Activities are met.**
- (k) **Any subdivision that does not comply with the standards in Rules (j) or (k).**

#### Assessment Criteria

Discretionary activities will be assessed against, but not limited to, the relevant assessment criteria set out in [Section 22](#).

### 20.1.6 Standards for Discretionary Activities

#### Rural Zones

- (a) **Any subdivision within the Rural (Primary Production) Zone under Rule (f) shall comply with the following:**
- i. Minimum average lot area of 4 hectares, provided that, where there are any lots larger than 10 hectares, these lots shall be given a nominal size of 10 hectares when calculating the average lot size.
- (b) **Any subdivision within the Rural (Primary Production) Zone or Rural (Special) Zone under Rule (g) shall comply with the following:**
- i. Standards for a Controlled Activity in the respective Environmental Zone in [Rule 20.1.2](#).

#### All Environmental Zones

- (c) **Access to a State Highway, Limited Access Road Masterton Heavy Traffic Bypass or over or under the Wairarapa Railway.**
- i. Any subdivisions under Rule (j) shall comply with the following:

- i. Standards for a Controlled Activity in the respective Environmental Zone in [Rule 20.1.2](#); or
- ii. Standards for a Restricted Discretionary Activity in the respective Environmental Zone in Rule 0.

### **20.1.7 Non-Complying Activities**

The following are Non-Complying Activities:

#### **Rural (Primary Production) Zone**

- (a) Any subdivision that does not comply with the minimum standards for Discretionary Activities in [Rule 20.1.6](#).

#### **Rural (Special) Zone**

- (b) Any subdivision that does not comply with the minimum standards for Restricted Discretionary Activities in [Rule 20.1.4\(a\)](#).

#### **All Environmental Zones**

- (c) Any subdivision with access to a State Highway, Limited Access Road, Masterton Heavy Traffic Bypass or over or under the Wairarapa Railway, which does not meet the relevant Environmental Zone's minimum standards for a Controlled Activity ([Rule 20.1.2](#)).

#### **Assessment Criteria**

Non-complying activities will be assessed against, but not limited to, the relevant assessment criteria set out in [Section 22](#).

# **PART C – CONSENT PROCESS AND GENERAL PROVISIONS**



## 21 ASSESSMENT CRITERIA

### 22.1 Consents under District Wide Rules

*These criteria are not exclusive, as other criteria may be considered when assessing a discretionary activity.*

#### 22.1.1 Subdivision

(d) **Greytown Villas Character Area**

- (i) Whether subdivision provides for lots that accord with the development shown on the Greytown Villas Indicative Concept Plan ([Appendix 9](#)), and provide for buildings that meet the special development requirements for buildings under Rule (b).

(e) **The Orchards Retirement Village Character Area**

- (i) Whether subdivision provides for lots that meet the operational requirements of the Orchards Retirement Village that accords with the development shown on the Concept Plan at Appendix X.

## 22.2 Consents under Zone Rules

*Note: These criteria are not exclusive as other criteria may be considered when assessing discretionary and non-complying activities.*

### 22.2.17 Greytown Villas Character Area

- i. The extent to which all buildings and site development conform with the indicative Concept Plan in [Appendix 9](#), which shows the broad overall concept for the development of Greytown Villas (including stages of development).
- ii. The extent to which the development maintains the integrity of the overall landscape and amenity values of the area.
- iii. The safety, effectiveness and efficiency of utilities and services.
- iv. The compatibility of new buildings with existing buildings in terms of design and appearance.
- v. The extent to which the needs of retirees are met by:
  - i. Siting new residential villas so that their principal rooms (lounge and main bedroom) are generally oriented between 270° and 45°;
  - ii. Spacing external walls with windows to habitable rooms a minimum of 5 metres apart;
  - iii. Ensuring the minimum distance between the main glazing of the main living room and the windows to secondary rooms of another unit is generally at least 7 metres.
- vi. Whether the external appearance of buildings relocated to the Greytown Villas Character Area are compatible with the existing character and amenity of the area, and whether any adverse effects on amenity values are adequately mitigated.
- vii. Whether buildings and land for advanced residential health care purposes, grounds maintenance and community facilities are generally located within the areas indicated for such purposes in the Indicative Concept Plan in [Appendix 9](#).

- viii. The extent to which buildings and land for advanced residential health care and community facilities are designed to be compatible with the existing character and amenity of the area, and provide for the needs of retirees.
- ix. The relationship of the facilities with the surrounding open space and residential uses, and the use of planting and landscaping to maintain and enhance the amenity values of the site and the vicinity.

### **22.2.18 The Orchards Retirement Village Character Area**

- i. The extent to which the buildings and site development conform with the indicative Concept Plan in Appendix X, which shows the broad overall concept for the development of the Orchards Retirement Village Character Area.
- ii. The extent to which the development maintains the integrity of the overall landscape and amenity values of the area.
- iii. The safety, effectiveness and efficiency of utilities and services.
- iv. The compatibility of new buildings with existing buildings on the site in terms of design and appearance.
- v. Whether buildings and land for advanced residential health care purposes, grounds maintenance and community facilities are generally located within the areas indicated for such purposes in the Indicative Concept Plan in Appendix X.
- vi. The relationship of the facilities with the surrounding environment, and the use of planting and landscaping to maintain and enhance the amenity values of the site.

## 26 INFORMATION TO BE SUPPLIED WITH RESOURCE CONSENT APPLICATIONS

### 26.3.5 Information Schedule 5: Controlled Activities

Additional information requirements relating to controlled activities shall be supplied as appropriate to the nature of the activity and will address those matters specified in the Plan over which Council has retained control.

#### (e) Greytown Villas Character Area

- i. Information regarding the relationship of the proposal for which consent is sought with the Indicative Concept Plan in [Appendix 9](#).

#### (f) The Orchards Retirement Village Character Area

- i. Information regarding the relationship of the proposal for which consent is sought with the Indicative Concept Plan in Appendix X.

## 27 DEFINITIONS

**Community Activity** – means the use of any land or premises purpose built for any activity or service which has an individual or community health, welfare, care, safety, educational, recreational, cultural, ceremonial, spiritual, art or craft purpose.

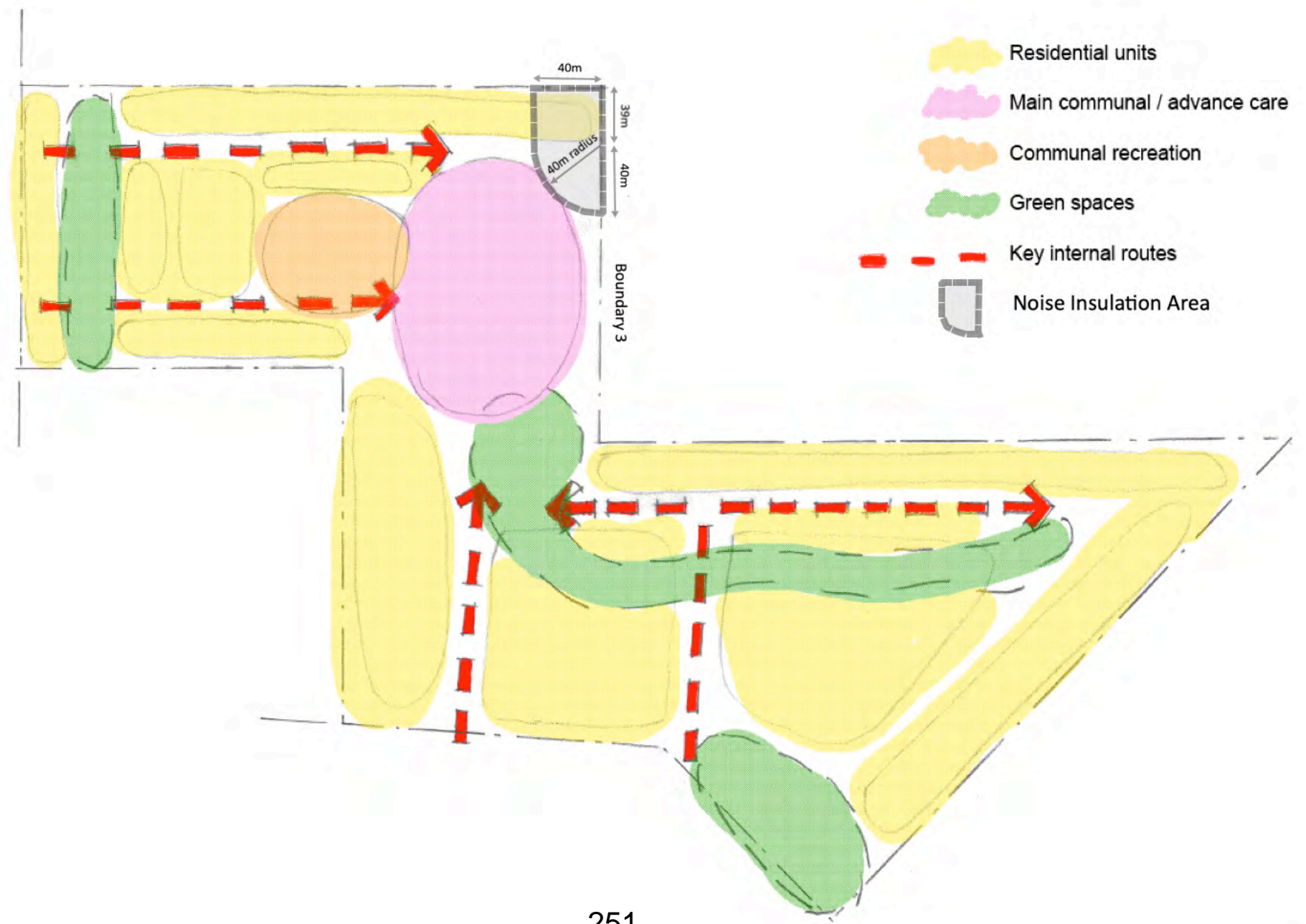
**Community Facility** – means any land, building or premises which provides any community activity; and includes educational facilities, places of worship, libraries, hospitals, ~~retirement homes and rest homes~~, community halls, kohanga reo, and childcare centres, but excludes entertainment facilities.

**Retirement Villa** – any residential unit development within the site of the Greytown Villas Character Area, with design features particularly suited to the needs of retirees, but does not include advanced residential health care facilities. A retirement villa may be a single or multi-unit.

**Retirement Village** – means any land, building or site used for a comprehensive residential development that contains two or more residential units, together with services and/or facilities for on-site residents and staff and which may include staff accommodation, advanced residential care facilities, such as nursing, medical, hospital or dementia care, recreation, leisure, welfare facilities and activities, and other non-residential activities ancillary to the retirement village, predominantly for persons in their retirement and their spouses or partners.

**APPENDIX X – THE ORCHARDS RETIREMENT  
VILLAGE CHARACTER AREA CONCEPT PLAN**

# Orchards Retirement Village Character Area - Indicative Concept Plan



# **Appendix 4 Plan Change 12 – Dark Sky – Amendments**



## **Plan Change Provisions**

The plan change provisions have been shown in red, all other District Plan provisions remain unchanged

### **Chapter 4 – Rural Zone**

#### **4.5.2. Standards for Permitted Activities**

Permitted activities shall comply with all of the following standards for the Rural Zone:

- (a) **Maximum Building Height**
  - (i) Dwellings: 10 metres.
  - (ii) Other Buildings: 15 metres.
  - (iii) Within the Dark Sky Management Area identified within Appendix 15, Outdoor Sports Lighting Poles at Recreational Facilities: 18 metres

### **Chapter 6 – Commercial Zone**

#### **6.5.2. Standards for Permitted Activities**

Permitted activities shall comply with all of the following standards for the Commercial Zone.

- (a) **Maximum Building Height**
  - (i) 15 metres;
  - (ii) 7 metres for coastal settlements.
  - (iii) 18 metres for Outdoor Sports Lighting Poles at Recreational Facilities within the Dark Sky Management Area identified within Appendix 15.

### **Chapter 7 – Industrial Zone**

#### **7.5.2. Standards for Permitted Activities**

Permitted activities shall comply with all of the following standards for the Industrial Zone, **except** for those within the Opaki Special Management Area that are subject to the standards in Rule [7.5.3](#):

- (a) **Maximum Building Height**
  - (i) 15 metres.
  - (ii) Within the Dark Sky Management Area identified within Appendix 15, Outdoor Sports Lighting Poles at Recreational Facilities: 18 metres.

## **Chapter 19 – General Amenity Values**

### **19. GENERAL AMENITY VALUES**

#### **19.1. Introduction**

“Amenity values” refers to those environmental characteristics of an area that contribute to the pleasantness and attractiveness of that area as a place to live, work or visit. Inherently, amenity values are subjective in nature, although there are qualities that are commonly accepted and shared by most people.

Many factors contribute to the perception of an area’s amenity values. These values derive from a range of environmental characteristics, including the built form (the scale, density appearance, condition, age and other values of buildings), as well as from the absence of buildings – open space, planting, and the naturalness of an area. Other important contributors to amenity values include the level and types of noise, privacy, access to sunlight and types of odour, and the ability to clearly view the night sky.

In general, the combined amenity values of an area go towards defining the character of that area. Thus, amenity values within the Wairarapa vary from location to location, and largely depend upon the perceived character of each area. In other words, the amenity values of an industrial area differ from that say of a residential area; and older residential areas will have different character to other more recently developed residential areas.

These differences in character are important factors in determining which environmental characteristics may be acceptable in one area while not in another. For example, the level of signs within a commercial area would generally not be acceptable in a residential neighbourhood.

Many of the factors that are influential in creating a pleasant environment can be managed, at least in part, by the Plan: for example, the amenity values derived from the density, bulk, height and design of built form. Many of these aspects are managed under the District Plan policies for the various environmental zones and management areas, as these factors directly relate to the management of the character and environmental quality of each of these parts of the Wairarapa.

This section addresses those environmental conditions that can generally affect amenity values across all of the Wairarapa, including the effects of temporary or transitory activities, odour, noise and excessive light and glare.

#### **19.1. Significant Resource Management Issues**

1. Temporary activities can potentially create adverse effects on amenity values.
2. Odour or noise can have an adverse effect upon people’s health and neighbourhood amenity.
3. Glare from, for example, outdoor lighting and reflective surfaces, can annoy people and distract motorists.
4. Light emitted from outdoor lighting can cause adverse effects on the brightness and clarity of the night sky

#### **19.2. Objectives, Policies and Methods**

##### **19.3.1. Objective GAV1 – General Amenity Values**

To maintain and enhance those general amenity values which make the Wairarapa a pleasant place in which to live and work, or visit.
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### 19.3.2. GAV1 Policies

19.2.1.1. Recognise that temporary activities generally have a minor effect on amenity due to their short duration, provided that some limitations are imposed as necessary to avoid significant, albeit short-term, effects.

19.2.1.2. Control the levels of noise, based on existing ambient noise and accepted standards for noise generation and receipt.

19.2.1.3. Manage the interface of different environmental zones to protect the sensitive zones from more noisy areas.

19.2.1.4. Ensure vibrations occurring through the use of equipment or machinery does not cause adverse effects on the comfort of occupants of adjacent properties.

19.2.1.5. Manage the intensity, location and direction of artificial lighting to avoid light spill and glare onto adjoining sites and roads.

19.2.1.6. Within the Dark Sky Management Area, manage the light colour temperature, shielding and hours of operation of outdoor artificial lighting to mitigate skyglow to protect the clarity and brightness of the night sky.

*Implemented through  
Method 19.3.4(a),  
19.3.4(b) 19.3.4(c) and  
19.3.4(g)*

19.2.1.7. Manage activities with unacceptable visual effects on amenity values, in accordance with the qualities of each environmental zone. As a guide to determining if an activity has unacceptable visual effects, consideration will be given to other policies relevant to a particular activity or environmental zone.

19.2.1.8. Manage the levels of odour and dust by avoiding inappropriate odours and dust from adversely affecting sensitive activities on adjoining properties.

19.2.1.9. Avoid, remedy or mitigate the potential effects of subdivision and development on street trees.

19.2.1.10. Allow for activities undertaken on either reserve land which are consistent with the Reserve Management Plan for that reserve where one exists, or on public land dedicated for community, recreational, sporting, educational, cultural, festive, and ceremonial or gala/market day purposes.

### 19.3.3. Explanation

This Plan seeks to maintain and enhance the amenity values within all neighbourhoods. To this end, the policies recognise the importance of amenity to health and welfare and the inclusion of rules that will maintain amenity values are important Plan methods.

Temporary activities that only have minor effects should be permitted activities: for example, galas and fairs, construction works and sports events, and temporary filming. The impact of such activities may be quite large at the time when they occur, but requiring resource consent would be out of proportion to their overall longer-term impact. In general, because their duration is short-term, and there are economic social and cultural benefits from such activities, the adverse effects are largely accepted by the community. However, where such effects may become unacceptable if too frequent or too lengthy, maximum durations may need to be specified for some temporary activities. Other special standards may also need to be applied to limit the potential adverse effects of some types of temporary activities.

Residential amenity is particularly sensitive to noise, artificial light and other site-specific adverse effects. These effects can seriously impact upon the health and create considerable animosity between neighbours. The policies and methods have been established to protect residents from such adverse effects.

Noise limit standards are directed at two main types of potential adverse effects: first, the potential for disturbed sleep, particularly during night hours, and second, the interference with people's enjoyment of activities undertaken, particularly in residential and rural areas.

Vibration from land use activities can range in effect from structural damage to buildings to the disturbance of sleep and general annoyance. Such effects can be effectively managed through the imposition of recognised national standards.

Artificial lighting, particularly in residential areas, can adversely affect people's ability to sleep and ability to view the night sky. The two main causes are the general loss of night sky from the cumulative effects of urban lighting, and the nuisance caused by single sources that emit high levels of glare. The visibility of the night sky is most affected by artificial lighting that is projected upwards and excessive lighting that is reflected upwards, in particular by lighting that creates more blue light (cooler colour temperatures). Again such effects can be mitigated through compliance with standards on light emission, including those that control levels across property boundaries, light temperature and light shielding.

Offensive or objectionable odours and excessive dust can result from a range of activities. Odours and dust can detrimentally affect the enjoyment and amenity values of living and working environments. Therefore, it is important these effects are contained within the boundaries of the subject site to an acceptable degree.

Street trees contribute to the overall visual quality of an area. Inappropriate works on the street trees themselves, or on land surrounding the street trees could potentially compromise their special qualities.

There is a variety of public reserve land owned and administered by the Councils. Given the range of land, and diverse legal and reserve status of these different areas of land, different management approaches are used throughout the Wairarapa. It is important the reserve land can continue to be used and maintained for a variety of purposes.

#### 19.3.4. Methods to Implement General Amenity Policies

- (a) Performance standards for permitted activities to maintain general amenity values throughout the Wairarapa.
- (b) Assessment of environmental effects through the resource consent process for activities that do not comply with performance standards.
- (c) Conditions on resource consent to control adverse effects of activities.
- (d) Education and information on ways to avoid remedy or mitigate adverse effects on amenity values.
- (e) The allocation of funding through the Long Term Council Community Plan (LTCCP) process for services or initiatives that support the policies on general amenity.
- (f) The use of other statutory powers to support the policies, such as Bylaws, Road Controlling Authority controls and Reserve Management Plans.
- (g) Liaison with Road Controlling Authorities to promote the use of streetlighting with a colour temperature of 3000 Kelvin or lower, shields and other devices to direct light downwards.

#### 19.3.5. Principal Reasons for Adoption

Noise limits have been set to control intrusive noise in each of the zones and are within range of limits recommended in New Zealand Standards relating to acoustics.

The methods for artificial light, glare and access to sunlight allow for flexible use and development, while setting minimum amenity standards. This will ensure the amenity for neighbouring properties is not compromised by activities and development on adjacent sites.

There are a number of other methods outside the RMA that can assist in the managing the adverse effects of activities on amenity values. For example, as road controlling authorities under the Local Government Act, Councils have controls over activities occurring within roads.

#### 19.4. Anticipated Environmental Outcomes

- (a) The maintenance of amenity values appropriate to the surrounding environment.
- (b) Minimised conflict over amenity between established uses and temporary activities.
- (c) Preservation of the brightness and clarity of the night sky within the Dark Sky Management Area.

### **Chapter 21 – District Wide Land Use Rules**

#### 21.1.11.-Outdoor Artificial Light

- (a) The emission of outdoor artificial light (including glare) meets the following standards:
  - (i) A maximum artificial light level of 8 lux (lumens per square metre) measured at 1.5m above ground level at the site boundary.
  - (ii) Within the Dark Sky Management Area identified within Appendix 15, all outdoor lighting shall have a colour temperature of light emitted of 3000K Kelvin or lower.
  - (iii) Within the Dark Sky Management Area identified within Appendix 15, all outdoor lighting with a light output of 500 lamp lumens or greater shall be shielded or tilted so as to not emit any light at or above a horizontal plane measured at the light source.

#### Exceptions:

- (iv) Lighting controlled by motion-activated switches limiting the duration of illumination to less than five (5) minutes after activation are exempt from complying with standards (ii) and (iii) above.
  - (v) Night-time works for the construction, maintenance and upgrading of network utilities and energy generation facilities undertaken by a network utility operator or wind energy facility operator are exempt from complying with standards (ii) and (iii) above.
  - (vi) Lighting on existing buildings or structures erected or maintained pursuant to civil aviation or maritime transport legislation are exempt from complying with standards (ii) and (iii) above.
  - (vii) Lighting from or mounted to moveable vehicles.
- (b) **Outdoor Sports Lighting at Recreation Facilities**
- Within the Dark Sky Management Area identified within Appendix 15, the emission of light from outdoor sports lighting at Recreational Facilities which meets the following standards:
- (i) All outdoor sports lighting shall have a colour temperature of light emitted of 5700K Kelvin or lower.
  - (ii) Outdoor sports lighting shall be designed to the illumination levels recommended in Australian Standard AS 2560 Guide to sports lighting, all parts. Maximum permitted illumination level is to be that recommended for "Level 3" competition standard. The lighting designs initial levels shall not exceed the recommended average service illuminance level by more than 50% and shall meet the recommended uniformity.
  - (iii) Luminous intensity from any light source for any viewing angles at 1.5m height, at a distance of 45m beyond the field shall not exceed 1000 candela.
  - (iv) Outdoor sports lighting shall not operate between 10pm and 6am.
  - (v) All outdoor sports lighting shall provide the following controls:
    - (1) Automatic curfew controls to ensure the lighting is off between 10pm and 6am.

- (2) Local control to turn lights on and off.
- (3) If the lighting has a lighting level for competition, it shall also have a selectable lower lighting level for training.

## **Chapter 22 – Assessment Criteria**

### 22.1.17. Outdoor Artificial Light

- (i) The extent to which the light will adversely affect adjoining allotments.
- (ii) The impact of light direction on the safe and efficient operation of the road network.
- (iii) The extent to which the lighting~~(s)~~ is necessary for reasons of security, heritage, public amenity, or safety.
- (iv) The hours during which the lighting will operate.
- (v) Proposed methods to avoid, remedy or mitigate potential adverse effects including the height, orientation, angle, light colour temperature, and shielding of the light source.
- (vi) The extent to which the light will contribute to skyglow and adversely affect the quality of viewing of the night sky.
- (vii) For outdoor sports lighting, whether the lighting is consistent with the requirements of Australian Standard AS 2560 Guide to sports lighting.

### 22.2.10. Signs

- (viii) The location (outside of or within the site), design and appearance of the sign.
- (ix) Whether the proposed sign will be visibly obtrusive, particularly from roads or public areas in the vicinity.
- (x) Effects on the streetscape's openness and attractiveness.
- (xi) Effects on the amenity of adjoining allotments, including artificial light and glare.
- (xii) The extent to which any illuminated sign will contribute to skyglow and adversely affect the quality of viewing the night sky.
- (xiii) Necessity of the sign to direct people to the activity.
- (xiv) Effects on the safe and efficient operation of the road, rail and pedestrian networks, including possible distraction or confusion.
- (xv) Compatibility with the scale, character, nature and proximity of other signage within the area.

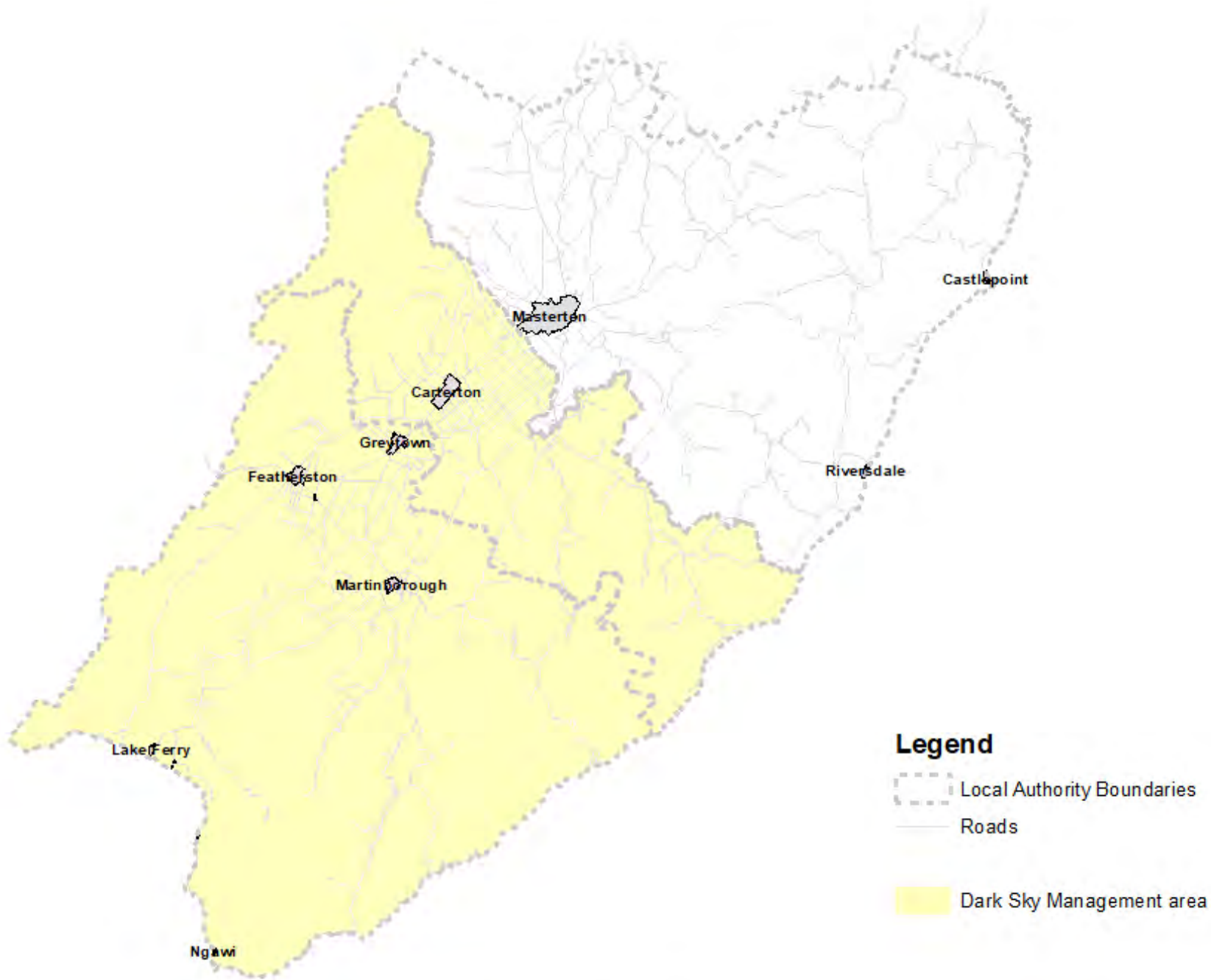
## **Chapter 27 – Definitions**

Lamp lumens – the initial total amount of light produced by a light source just after it has stabilised but before depreciation (loss of operational efficiency) has started.

Outdoor Sports Lighting – Artificial lighting required only for the purposes of illumination of an area where outdoor recreation activities will occur at night.

Skyglow – the lighting of the night sky caused by light directed near horizontally and into the sky either directly (from light sources that project light above the horizontal) or indirectly (reflected from a surface).

## **Appendix 15 – Dark Sky Management Area**



0 5 10 20 Kilometers

### Dark Sky Management Area



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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 be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

**2. Appendices**

Appendix 1 - Action Items to 6 April 2022

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive



# **Appendix 1 – Action Items to 6 April 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	Actioned	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. 4/3/22: Agenda and Minutes from 2002-2011 have been released against the 4 Dec 2019 meeting on Council's website
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 purchaser. 4. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried	Open	31/3/21: Council decision presented to owner for consideration. 12/11/21: Officers to check in with owners on their intention. 29/03/2022: Still progressing in terms of payment considerations by purchaser.
324	28-Jul-21	Amanda	COUNCIL RESOLVED (DC2021/60): 1. To receive the Report from His Worship the Mayor. (Moved Cr Colenso/Seconded Cr West) Carried 2. To establish the Community Awards Working Party, adopt the Terms of Reference, and appoint Cr Colenso to the Working Party. (Moved Cr Colenso/Seconded Cr Fox) Carried	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
406	15-Sep-21	H Wilson	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	Actioned	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	28/03/22: Request to revisit and ask for clarification on what is required and why this information is being sought to produce the information required.
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	Actioned	24/03/2022 - work on this item is ongoing
534	10-Nov-21	Russell	COUNCIL RESOLVED (DC2021/92): 1. To receive the Adoption of Spatial Plan Growth Areas Report. (Moved Cr Plimmer/Seconded Cr Fox) Carried 2. To adopt the combined growth area for Martinborough being: a. MA – Oxford Outer Residential b. MF – Ferry Road Mid Residential c. MD – Existing Mid Residential (Moved Cr Jephson/Seconded Cr Colenso) Carried 3. To adopt the combined growth area for Featherston being:	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>a. FA – Featherston Growth Node  b. FB – Featherston Outer Residential South  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:  a. GB option 1 (Jellicoe to Papawai Mid Residential) subject to successful water attenuation preengineering;  b. GC (North Street extension) subject to adoption of the Waiohine Flood Management Plan and its implementation; and  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	29/03/2022 - Design guides are to be considered within the Wairarapa Combined District Plan (WCDP) review - there will be a further update as the WCDP progresses.
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	14/02/2022 - Report is being prepared for Council meeting 6 April; also to be discussed at Annual Plan/Long Term Plan workshop's

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
542	17-Nov-21	TBC	<p>COUNCIL RESOLVED (DC2021/99):</p> <ol style="list-style-type: none"> <li>1. To receive the Central Greytown Property: Project Plan Report. (Moved Cr Fox/Seconded Cr Plimmer) Carried</li> <li>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 budget including consultation in the 22/23 Annual Plan. (Moved Cr Plimmer/Seconded Cr Hay) Carried</li> </ol> <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.</p> <p>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>	Open	
550	17-Nov-21	Stefan	Provide financial return information on Council's commercial lease properties to the Assets and Services Committee	Open	24/03/2022: Discussed with Katrina - query as to whether has this been overtaken by info provided for annual report? To be confirmed.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
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 28/03/2022 - Still open and actively being progressed.
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. 28/03/2022 - Report is being prepared for Council meeting 6 April.
555	17-Nov-21	Amanda	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	Actioned	3/3/22: Secretary note added to the 2000 minutes.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
640	15-Dec-21	Amanda	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. 24/03/2022: Further info has been requested from CDC/MDC
78	23-Feb-22	Stefan	<p>COUNCIL RESOLVED (DC2022/05):</p> <ol style="list-style-type: none"> <li>To receive the Tauherenikau River Crossing – Pipe Repair and Renewal Report. (Moved Cr Jephson/Seconded Cr Plimmer ) Carried</li> <li>Approve unbudgeted funding of \$325,000 (which includes a 15 percent contingency) to complete the recommended pipeline repair works, on the basis outlined in this report. (Moved Cr Olds/Seconded Cr Jephson) Carried</li> <li>Note the residual risk and potential further costs associated with Option 2 as a short-term repair method. (Moved Cr Hay /Seconded Cr Maynard) Carried</li> <li>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 and location of the pipeline. (Moved Cr Fox/Seconded Cr Hay) Carried</li> <li>That any additional costs above the approved amount in point 2 above will come to an extraordinary Council meeting for approval. (Moved Cr Jephson/Seconded Cr Olds) Carried</li> <li>Request from Council and Wellington Water Ltd a more complete outline of contingency plan and costs should the pipeline fail. (Moved Cr Hay/Seconded Cr Fox) Carried</li> </ol>	Open	28/03/22: Stefan to resend contingency plan and ask for specific questions. Noted: A contingency plan was included in the following report dated for this meeting: C2 Tauherenikau River Crossing – Pipe Repair and Renewal report - Appendix 1. This also includes anticipated and estimated costs outlined also in B1 - Tauherenikau River Crossing – Pipe Repair, which was also presented at the A&S committee on 2 Feb 2022.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
80	23-Feb-22	Amanda	COUNCIL RESOLVED (DC2022/07): 1. To receive the Mayors' Report. (Moved Cr Olds/Seconded Cr Colenso) Carried 2. Approve the councillor appointments for 2022 as per Appendix 3, noting membership changes to the Waiohine Floodplain Management Steering Group would be deferred with a report back to the next Council meeting. (Moved Cr Jephson/Seconded Cr Emms) Carried	Open	
78	23-Feb-22	Stefan	COUNCIL RESOLVED (DC2022/05): 1. To receive the Tauherenikau River Crossing – Pipe Repair and Renewal Report. (Moved Cr Jephson/Seconded Cr Plimmer ) Carried 2. Approve unbudgeted funding of \$325,000 (which includes a 15 percent contingency) to complete the recommended pipeline repair works, on the basis outlined in this report. (Moved Cr Olds/Seconded Cr Jephson) Carried 3. Note the residual risk and potential further costs associated with Option 2 as a short-term repair method. (Moved Cr Hay /Seconded Cr Maynard) Carried 4. 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 and location of the pipeline. (Moved Cr Fox/Seconded Cr Hay) Carried 5. That any additional costs above the approved amount in point 2 above will come to an extraordinary Council meeting for approval. (Moved Cr Jephson/Seconded Cr Olds) Carried 6. Request from Council and Wellington Water Ltd a more complete outline of contingency plan and costs should the pipeline fail. (Moved Cr Hay/Seconded Cr Fox) Carried	Open	28/03/22: Stefan to resend contingency plan and ask for specific questions. Noted: A contingency plan was included in the following report dated for this meeting: C2 Tauherenikau River Crossing – Pipe Repair and Renewal report - Appendix 1. This also includes anticipated and estimated costs outlined also in B1 - Tauherenikau River Crossing – Pipe Repair, which was also presented at the A&S committee on 2 Feb 2022.
79	23-Feb-22		COUNCIL RESOLVED (DC2022/06) to receive the Action Items Report. (Moved Cr Colenso/Seconded Cr Maynard) Carried	Actioned	



Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
80	23-Feb-22	Amanda	COUNCIL RESOLVED (DC2022/07): 1. To receive the Mayors' Report. (Moved Cr Olds/Seconded Cr Colenso) Carried 2. Approve the councillor appointments for 2022 as per Appendix 3, noting membership changes to the Waiohine Floodplain Management Steering Group would be deferred with a report back to the next Council meeting. (Moved Cr Jephson/Seconded Cr Emms) Carried	Open	
81	23-Feb-22		COUNCIL RESOLVED (DC2022/08) to receive reports from appointments. (Moved Cr Jephson/Seconded Cr Hay) Carried	Actioned	
82	23-Feb-22		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 New Lease of Martinborough Golf Course Good reason to withhold exists under section 7(2)(h) and section 7(2)(i) Section 48(1)(a)  This resolution (DC2022/09) 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:  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 enable any local	Actioned	

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			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 Jephson/Seconded Cr Hay) Carried		
83	23-Feb-22	Amanda	Provide advice on the appropriateness of Cr Plimmer being a representative on the Wairarapa Policy Working Group for the review of the Wairarapa Local Alcohol Policy given his judicial duties	Open	
94	16-Mar-22	Stefan	COUNCIL RESOLVED (DC2022/10): 1. To receive Use of Additional Fiscal Stimulus for Wellington Water Limited Opex Budget Report. (Moved Cr Fox/Seconded Cr Maynard) Carried 2. Notes unconstrained 3 water OPEX costs are forecasted to be \$1.1M overspent in FY 2021/22. (Moved Cr Plimmer/Seconded Cr Hay) Carried Cr West abstained 3. Approves that \$1M fiscal stimulus CAPEX be reprioritised to the SWDC OPEX budget to meet the forecast overspend. (Moved Cr Olds/Seconded Jephson) Carried Cr West abstained 4. Note that this will need to be replaced with additional CAPEX funding of \$1M and agree to refer options for funding of the \$1M CAPEX to the Finance, Audit and Risk Committee for a recommendation to Council on the method of funding. (Moved Cr Colenso/Seconded Cr Plimmer) Carried Cr West abstained	Open	28/03/22: Finance, Audit and Risk Committee (next meeting 30/03/22) to provide a recommendation to Council on the method of funding.
95	16-Mar-22	Stefan	Request a full breakdown of cost overruns for financial year 2021/22 be provided to Council from Wellington Water Ltd, S Corbett.	Open	28/03/2022 - Report on the funding methods update to go this week.

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**AGENDA ITEM D2**

**LOCAL BODY ELECTIONS 2022**

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**Purpose of Report**

The purpose of this report is to update Council on the preparations for the local body elections in October 2022.

**Recommendations**

Officers recommend that the Council:

1. *Receive the Local Body Elections 2022 Report.*
2. *Notes the Chief Executive has appointed electionz.com as Electoral Officer and will appoint Amanda Bradley and Barbara Gavan as Deputy Electoral Officers.*

**1. Background**

Local government elections are to be held 8 October 2022 in accordance with the Local Electoral Act 2001.

Council has already resolved in July 2020 to use First Past the Post (FPP) as the voting method for the 2022 election (this resolution was for the 2022 election).

**2. Discussion**

**2.1 Election 2022**

We have contracted electionz.com for Electoral Officer services for the 2022 election, with the intention to appoint Barbara Gavan, Executive Assistant to CEO & Mayor and Amanda Bradley, General Manager, Policy & Governance as Deputy Electoral Officers. The declaration of the Deputy Electoral Officers and other officials will be done in April 2022.

Some key dates during 2022 are:

- appointment of the deputy electoral officer and other officials in April

- encouraging people to stand for Council April to July 2022
- pre-election report published by the Chief Executive before 1 July
- ratepayer rolls prepared March to July
- Electoral Commission enrolment campaign July
- decision on the order of candidates' names on voting forms in May
- public notice of the election calling for nominations no later than 15 July
- nominations open 15 July to 12 August
- candidate's information pack and seminar early in July when nominations open
- candidates announced late Friday 12 August
- voting documents delivered 16–21 September
- the voting period starts on Friday 16 September and ends midday Saturday 8 October
- election day Saturday 8 October with preliminary results announced
- final results announced 13 or 14 October
- induction of new candidates as soon as practical after the results are announced
- Inaugural council meeting in late October (date to be confirmed).

## **2.2 Project and risk management**

The Electoral Officer had begun to undertake joint planning with Council staff.

Work on a detailed project plan has already started. This will include community engagement and risk management. Some staff attended a regional Elections training seminar in November and further training in February. These meetings will continue over the course of the campaign.

Community engagement will be undertaken by staff to encourage nominations for Council and to promote voting in the election. The Electoral Commission will also be running an enrolment campaign.

There are two major risks with the elections. The first is the potential for voting fraud. This will be managed by electionz.com through their training, processes, and vote counting facilities.

The second risk is the perception by the public that elected members seeking re-election have an unfair advantage over other nominees, or that Council endorses particular nominees.

This will need to be carefully managed through the election period by, for example:

- no contentious issues on the agenda of Council or Committees from mid-July
- information packs and seminar being prepared and made available to all nominees
- protocols in place for elected members and nominees during the election period
- protocols for staff during the election period, in line with Office of the Auditor-General guidelines
- careful use of the Council's websites and social media.

### **2.3 New Council**

We have also started planning the new Council programme immediately following the elections, including the inaugural meeting, training, and induction processes. There will be an opportunity for Councillors to provide input into this induction planning. Having the input of Councillors who were elected at the last election for the first time will be especially valuable to ensure the induction best meets the needs any new elected representative.

### **2.4 Tāngata whenua**

It is important to involve iwi and hapu in discussions around the election, and particularly around encouraging nominations and voting. Officers will include tāngata whenua considerations in the project plan and engage with the Māori Standing Committee. We will continue to liaise with local iwi and hapu throughout the election period.

### **2.5 Financial impact**

The costs involved with the election have been included in the 2022 and 2023 budgets.

### **2.6 Community Engagement requirements**

Work on a project plan has started, which includes a community engagement plan.

### **2.7 Risks**

No additional risks identified.

## **3. Conclusion**

This report provides information on the upcoming Local Body Elections 2022, highlights key dates, planning and how this will be managed leading up to the election.

Contact Officer: Amanda Bradley, General Manager, Policy & Governance

Reviewed By: Harry Wilson, Chief Executive Officer

# SOUTH WAIRARAPA DISTRICT COUNCIL

6 APRIL 2022

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## AGENDA ITEM D3

### THREE WATERS REFORMS UPDATE

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#### **Purpose of Report**

To inform Councillors of the latest updates regarding Three Waters Reforms.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Three Waters Reforms Update Report.*

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

Please refer to Appendix 1 and Appendix 2.

Contact Officer: Stefan Corbett, Group Manager- Partnerships & Operations

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – SWDC Three Waters Reforms Update – Presentation**

# THREE WATERS REFORMS UPDATE

Headline updates  
Considerations for Council  
Next steps

Stefan Corbett / Dougal List

6 April 2022





# Three waters reforms - recap

## Government reforms

- The Government is proposing to reform how three waters services are managed and delivered across Aotearoa New Zealand. Currently, these services – drinking water, waste water, and storm water – are delivered by 67 councils.
- The Government is proposing to consolidate these services under 4 publicly-owned entities instead.
- Government has also established a new water regulator, Taumata Arowai and is planning to establish an economic regulator for water.

## Impacts of reforms

- These proposed reforms represent a significant change to local government functions.
- The reforms process will lead to the eventual transfer of accountability for delivery of three waters from councils to new water services entities (WSE) on 1 July 2024.
- With this councils will transfer services, debt, assets, staff and income associated with three waters.
- Wellington Water Limited will be disestablished with staff, assets and contracts transferred to the new WSE.
- The water entity would charge ratepayers directly for these services rather than being paid through rates.
- This transition process will have significant resource and organisational impacts for all councils and WWL.
- Aspects of this change process are expected to continue past the 1 July 2024 'go live' date.



# Policy and legislative change

## Key updates

- New Director – Hamiora Bowkett
- Responses to 8-week letter process sent to council 7 March. See attached
- Working Group report on governance released 9 March

## Next steps

- Cabinet response – expected by mid-April
- Release of revised Bill and Select Committee process – expected from May
- Further legislation including economic regulation late - 2022

## Implications and considerations

- Select Committee process approach
- Council submissions – joint / individual councils
- Public information / engagement to support understanding and directing people to Select committee



# Governance working group report

## Key recommendations

- **Public ownership:** Community ownership of three waters assets through public shareholding, with councils holding shares on behalf of their communities
- **Tighter accountability:** The water entity board should be more accountable to the community via the Regional Representative Group (made up of council and iwi/hapū representatives), specifically:
  - The RRG should approve the entity's Statement of Intent
  - The RRG should also set a Statement of Strategic and Performance Expectations, which the entity must adhere to
  - The entity should report to the RRG on performance regularly
- **Connections for local communities:** Establishing regional advisory groups to the RRG to help ensure alignment with local priorities
- Establishing a Water Services Ombudsman
- **Te Mana o te Wai** as guiding principle into all aspects of the reforms to ensure tikanga, mātauranga, and local experience and expertise underpin the governance of water services



# Transition process

## Key updates

- NTU new Director Heather Shotter + Board Chair Sir Brian Roche
- Local establishment entities

## Next steps

- Significant number of data / information requests
- Significant technical and transition programme
- Establishment of working / reference groups – including on people, asset transfer and finance
- Release of 'better off funding' criteria by April
- Development of 'no worse off' methodology inc. debt and assets from April
- Funding for transition costs

## Implications and considerations

- Resourcing for reforms
- Prepare for and response to data requests
- Better off funding process / criteria / applications



# Key challenges and approach

## Key updates

- Impacts on the business while also resourcing this work efficiently and effectively
- Approach to transition for WWL to mitigate business impacts
- Lack of funding and resources for work
- Timeline and requirements remain unclear
- Political decisions and process from Government
- Public understanding is low and significant misinformation

## Meeting these challenges

- Shared resources / team across the 9 Wellington councils and WWL
- Transition lead / manager in each council to coordinate
- Specialist resources – external and internal
- Develop transition strategy for WWL with owners and NTU
- Build relationships and clarity of process with DIA and Transition Unit
- Involvement in working groups
- Clear public information
- Engagement and sharing of information across Entity C and other councils



# Recap – what to expect

**This is a very significant change programme**

## **Key milestones ahead**

- Government decisions – April
- Bill process / Select Committee – from May
- Better off funding process – from April
- Local establishment entities and establishment process – mid to late 2022
- 2023 – significant transition activity
- 1 July 2024 ‘go live’ target date



# DIA response to Council letter

**The attached response has been received from DIA.**



# **Appendix 2 – Letter from Internal Affairs – Three Waters Feedback**





7 March 2022

South Wairarapa District Council Chief Executive  
[harry.wilson@swdc.govt.nz](mailto:harry.wilson@swdc.govt.nz)

Tēnā koe,

This letter is to thank you for your council's feedback on the Three Waters Reform proposals, update you where feedback has resulted in changes to the Government's proposals, and answer your council's specific questions.

In October 2021, the Department, LGNZ and Taituarā published a detailed summary of the feedback received during the eight-week engagement period. This feedback has been valuable and continues to influence the shape of the three waters reform. The detailed summary is available alongside all council submissions on the Department's website here: [Council feedback submissions](#)

As you will be aware, following the October feedback there have been some significant changes to the reform process and proposals. We can now provide further detail on some of the areas that have been influenced by council feedback.

### ***Refinements to the Representation, Governance and Accountability proposals***

The largest area of feedback related to the representation, governance and accountability of the new entities. In response to feedback received through last year's eight-week period, the Government made a number of changes to the original proposal. In summary, these are:

- greater flexibility for each regional representative group to determine its own arrangements through a constitution – this differs from the original proposal, which required a number of matters to be hard-wired in primary legislation providing limited room for flexibility;
- board appointments and removals to be made by a sub-committee of the regional representative group – the original proposal was for these powers to be exercised by an arms-length 'independent selection panel' which has now been removed;
- direct accountability for duties imposed on the board to the regional representative group – members may be removed for failure to carry out these duties;
- the board is required to give effect to the statement of strategic and performance expectations issued by the regional representative group – this is a stronger provision than originally proposed and enables the group to have more direct influence over the entity's strategic direction.

These refinements are set out in an [exposure draft](#) of the proposed legislation that was provided to the Working Group on Representation, Governance and Accountability for further consideration. The exposure draft also sets out the proposed ownership provisions for the new entities and protections against privatisation.

### ***Working Groups established to consider the top three areas of feedback***

Alongside the above changes, the Government also established the Working Group on Representation, Governance, Representation and Accountability comprised of representatives from local government and iwi leaders. This Group is assessing these aspects of the proposals, including the new proposals in the exposure draft, and will shortly provide a report to the Minister of Local Government for consideration.

Since its establishment last year, the Working Group has assessed a range of options for reform, including looking back at the alternatives to reform such as alternate funding arrangements.

The Minister of Local Government and Cabinet will consider the Working Group's recommendations with any changes being reflected in the Water Services Entities Bill. The Working Group's report will be available on the Department's website once it is presented to the Minister: [three waters reform programme working groups - dia.govt.nz](https://www.dia.govt.nz/three-waters-reform-programme-working-groups)

Informed by your feedback, the Government has also established two technical working groups to consider the other areas that received the most detailed feedback. A Planning Technical Working Group will consider questions relating to the interface between the Three Waters Reforms, Resource Management and planning system, and the Rural Supplies Technical Working Group is considering the interface with rural schemes.

You can find out more about these working groups, including their Terms of Reference and papers on the above Working Group webpage.

### ***Indicative legislative timing***

Legislation remains on track and expected to be introduced in several phases. The first bill is expected to be introduced by mid-2022, following consideration of the recommendations from the Representation, Governance and Accountability Working Group. This bill will contain the ownership, governance and accountability arrangements for the entities, and the primary relationships between entities and territorial authorities, mana whenua and the Crown.

A second bill is expected in late-2022 informed by the findings of the Planning Interface and Rural Supplies technical working groups. This legislation will provide for the detailed operational duties, functions and powers of the entities including for how they will participate in and give effect to plans.

Separate legislation will be required to provide for economic and consumer protection regulation, for which policy advice is being led by the Ministry of Business, Innovation and Employment. More on this process can be found here: <https://www.mbie.govt.nz/have-your-say/economic-regulation-and-consumer-protection-for-three-waters/>

### ***Receiving updates from the Department of Internal Affairs***

The Department will continue its ongoing communications and engagement on the Three Waters Reforms. This will include keeping councils and iwi updated on the progress of the legislation and the work of the National Transition Unit.

As councils, we know you have an important role in representing the views of your communities. If you have not been receiving the Department's regular updates on the reforms, please check your subscription here: [Get the latest updates from Three Waters](#). We encourage you to ensure your staff are registered for these updates as well.

### *Detailed questions from your council*

In addition to the consistent areas of feedback, your council asked some more detailed questions. We acknowledge that many councils have been awaiting responses to these questions. The Department received more than 400 questions from councils. The below table provides the Department's response to these specific questions. The Department will continue to refresh the frequently answered questions on our website as further information becomes available. These can be found at <https://www.dia.govt.nz/three-waters-reform-programme-frequently-asked-questions>

Ngā mihi,



Nick Davis

Acting Executive Director, Three Waters Reform Programme

Question	DIA response
Will the Government be addressing publicly the various anti-reform email campaigns before (or after) the Oct 1 closing date?	The Department will continue to provide factual information on the case for reform and reform proposals, including countering misinformation.
<ul style="list-style-type: none"> <li>• What other options were considered before settling on the solution being proposed and why were other options discounted?</li> <li>• Why were other models not presented for discussion?</li> </ul>	<p>The Government considered a range of alternatives to reform. You can read a high level overview of these considerations here: <a href="https://www.dia.govt.nz/three-waters-reform-addressing-our-water-services">Three Waters Reform Addressing our water services (dia.govt.nz)</a> or the detailed Regulatory Impact Analysis here: <a href="https://www.dia.govt.nz/full-3w-strategic-ria-for-public-release-24-june-2021">Full 3W Strategic RIA for public release - 24 June 2021 (dia.govt.nz)</a>. As a result of council feedback and questions through this feedback process, the Government established the Working Group on Representation, Governance and Accountability. Their work included a presentation on alternatives to reform and working with Standard and Poors to understand the implications of balance sheet separation. You can find out more about this working group (including papers from their meetings) and other working groups established as a result of council feedback here: <a href="https://www.dia.govt.nz/three-waters-reform-programme-working-groups">three waters reform programme working groups - dia.govt.nz</a></p>

<p>What will the future state look like?</p>	<p>Water services reform is expected to lead to significant improvements in public health and environmental incomes, asset quality and service standards, and affordability. The expected benefits of reform are outlined in the Regulatory Impact Analysis: <a href="#">Full 3W Strategic RIA for public release - 24 June 2021 (dia.govt.nz)</a></p>
<p>Would the Government consider a public referendum, which has been demanded by many ratepayers, given they have paid for these assets over many years?</p>	<p>There are no plans to hold a public referendum on the reform proposals. The Department has undertaken continuous and ongoing engagement with iwi and local government throughout the reform programme. We also understand that councils, through our extensive engagement with you, have also represented views of your communities. As the reforms progress, this will require multiple pieces of legislation which will enable the wider public to consider and submit their views on the reforms at the appropriate time through the Select Committee process.</p>
<p>How much is the government willing to pay for costs of public consultation?</p>	<p>Public consultation will occur through a call for public submissions as part of the Select Committee process.</p>
<p>How will you ensure smaller communities will have their voices heard?</p>	<p>Communities will have many mechanisms to be involved in the central decision making of the water services entities. The entities will be required to consult on their asset management plans and their funding and pricing plans, to make those final plans public and to publish a report outlining how community and consumer feedback was taken into account. Each entity will be required to create at least one consumer forum, which will assist with effective consumer engagement and help to reflect those views into the entity decision making. In addition, the water services entities will be required to undertake a stocktake once a year to ensure their consumer engagement is effective.</p>
<p>Will local plans be acted on, or will they be lost?</p>	<p>Local government would continue to have primary accountability for urban and land use planning.</p> <p>Water services entities will be expected to be active participants in planning processes led by local government, including by participating in the development and implementation of plans, and ensuring that the development of plans is informed by a full understanding of the cost associated with water infrastructure needed to support housing and urban development.</p>

	<p>The water services entities will be required to identify and make provision for infrastructure to support growth and development identified in relevant plans.</p> <p>This will enable them to service demand for new strategic capacity, including to meet the three waters needs of all new housing development, and commercial and industrial customers. When providing new infrastructure, the entities will need to work with urban and land use planning authorities, and other infrastructure providers, to ensure that the delivery of infrastructure is sequenced and supports committed development, to minimise the likelihood of redundant assets.</p>
<p>What is the investment framework?</p>	<p>The NTU is developing an Investment Decision and Prioritisation framework to assist with the consolidation of Councils' plans for Three Waters investment in LTPs into the initial Asset Management Plans (AMPs) for the WSEs. The NTU will consult councils on this framework and work closely with them when putting the initial AMPs together, using existing LTPs as the basis for that. Once entities are established, they will be responsible for producing investment prioritisation frameworks, guided by any direction the RRG provides.</p>
<p>Would you consider more practical solutions like co-investment and funding partnership with central government, and incentivising collaboration between councils?</p>	<p>The Government considered a range of alternatives to reform. You can read a high level overview of these considerations here <a href="#">Three Waters Reform Addressing our water services (dia.govt.nz)</a> or the detailed Regulatory Impact Analysis here: <a href="#">Full 3W Strategic RIA for public release - 24 June 2021 (dia.govt.nz)</a></p>

<p>Why are Nelson and Palmerston North included in entity C? If that is for political reasons, then Whanganui should also be included with Palmerston North</p>	<p>There were a number of factors that informed the Government's decisions with respect to the treatment of the boundary between Entity B and C in the broader Taranaki/Central North Island area. These included whether the proposed entity would have a sufficient asset and customer base to be financially sustainable, operate at an economically efficient scale, deliver water services at an affordable price, operate effectively in relation to water catchments, and achieve desired environmental outcomes - which is dependent on containing catchments within the boundaries of entities, and importantly - be informed by communities of interest including relevant rohe/takiwā and council boundaries. In balancing these considerations, the merits of an approach more weighted toward the natural catchment (in combination with scale benefits) was seen as the option offering the greater number of benefits.</p>
<p>What is the Governance model that will reflect the range of interests of our local communities?</p>	<p>The Government has established the Working Group on Representation, Governance and Accountability as a result of council feedback and questions relating to this aspect of the Three Waters Reforms. You can find out more about this working group and other working groups established as a result of council feedback here: <a href="https://www.dia.govt.nz/three-waters-reform-programme-working-groups">three waters reform programme working groups - dia.govt.nz</a>. In response to feedback received through this eight-week period, the Government has already made a number of changes to the proposed oversight and governance structure for the new water services entities. These are set out in an exposure draft of proposed legislation and include greater flexibility for each regional representative group to determine its own arrangements through a constitution. This exposure draft has been provided to the Working Group for consideration and is available at the above link. The exposure draft makes it clear that Regional Representative Groups may choose to include representatives from every council in their service delivery area. In addition, the changes allow for board appointments and removals to be made by a committee of the regional representative group rather than by an arms-length 'independent selection panel. We have also clarified that Water Services Entities Boards are directly accountable to the regional representative group.</p>

<p>What structure would suit our community?</p>	<p>Please see above response.</p>
<p>What is stopping the privatisation and sale of the water entities?</p>	<p>Continued public ownership of these water services is a bottom line for the Government. Safeguards against future privatisation will be written into legislation to maintain ongoing ownership of the new entities by local authorities elected by communities.</p> <p>These provisions are set out in the exposure draft of the Water Services Entities Bill that has been provided to the Working Group on Representation, Governance and Accountability for consideration alongside their work.</p> <p>The Bill sets out strong safeguards against privatisation or loss of control of water services and significant infrastructure. In particular, the Bill provides for: collective territorial authority ownership of entities, to ensure appropriate oversight and influence on behalf of the communities: joint oversight of entities by mana whenua; clear legislative protections against loss of ownership or control based on provisions in the Local Government Act 2002, which are that an entity must not use water services assets as security for any purpose, divest its ownership in a water service, or sell or lose control of significant infrastructure; a requirement that, for a divestment proposal to proceed, it must have support from 75% of both an entity's regional representative group and a poll of the electors in its service area.</p> <p>The Bill provides that territorial authority owners may not receive profits from the entity, and have no beneficial interest in the security of an entity. The constitution must not give regional representatives rights or interests in assets of an entity. You can read the exposure draft here: <a href="https://www.dia.govt.nz/assets/Uploads/Water-Services-Entities-Bill-v15.0.pdf">Water-Services-Entities-Bill-v15.0.pdf (dia.govt.nz)</a></p>
<p>How are appointments to the Governance structure made?</p>	<p>Within the Exposure Draft bill, appointments to, and removals from, the board will be made by a board appointment committee that is part of the regional representative group. The board appointment committee is also responsible for preparing and maintaining an appointment and remuneration policy for the board. Board members are accountable to the regional representative group when performing their duties as members.</p>

	<p>Each regional representative group will have a constitution setting out: its composition, and how the appointment of representatives from territorial authority owners and mana whenua will occur; how it will make decisions and regulate its internal procedure; the number of its members.</p> <p>This question of representation on and appointments to the regional representative group is expected to be considered further considered by the Working Group on Representation, Governance and Accountability.</p>
<p>How can you guarantee a reliable consistent service when areas will be competing for service?</p>	<p>Water Services Entities will be accountable through their Regional Representatives for providing water services to their communities. Priorities for service provision will be signalled by Regional Representatives and through district and spatial plans. In delivering on these priorities, Water Services Entities will have greater access to funding and greater capability and capacity to invest in community priorities than individual councils. Quality standards, such as service levels, will be determined and enforced by the regulator(s).</p>
<p>Who will the appointed, not elected, directors be answerable to?</p>	<p>Board members are accountable to the regional representative group when performing their duties as members. This question of accountability to the regional representative group is expected to be considered further considered by the Working Group on Representation, Governance and Accountability.</p>
<p>Why are members of the governance model, at all levels, not elected in a democratic function?</p>	<p>Water services entities will have a 2-tier governance arrangement comprising: a regional representative group, which provides joint oversight of an entity by an equal number of representatives of the territorial authority owners and mana whenua from within the entity's service area; and corporate governance by an independent, competency-based, professional board. This structure is designed to achieve accountability of the board to both democratically elected local government representatives and representatives of mana whenua via the regional representative group.</p>



<p>What are the qualifications/skills/attributes expected of people who will fill the roles in the governance structure? How will this be managed and how long is the tenure of these people likely to be in this governance structure? How do you get rid of them if there are problems?</p>	<p>Within the Exposure Draft bill, appointments to, and removals from, the board will be made by a board appointment committee that is part of the regional representative group. The board appointment committee is also responsible for preparing and maintaining an appointment and remuneration policy for the board. Board members are accountable to the regional representative group when performing their duties as members.</p> <p>It is expected that board members will be appointed for a range of terms between 3-5 years, providing for continuity over time. These matters will be determined by the appointment policy adopted by the board appointment committee.</p> <p>We expect this matter will be considered further by the Working Group on Representation, Governance and Accountability.</p>
<p>How will mana whenua/iwi be defined in the Governance structure (e.g. entity C has a number of mana whenua and iwi to consider?)</p>	<p>The reforms propose a step change in the strategic influence of iwi/Māori. Mana whenua interests have been identified at a iwi/hapu level and a process is underway in each of the entities for these discussions to occur ahead of arriving at joint oversight arrangements by June 2024. Iwi/Māori will be responsible for determining their own representative model for making appointments to the RRG, taking with a kaupapa Māori approach.</p>
<p>Why is the governance structure 50/50 when the supreme court has ruled partnership does not necessarily mean that</p>	<p>The reforms propose a step change in the strategic influence of iwi/Māori recognising Treaty of Waitangi rights and interests in these areas. You can read more about these proposed mechanisms to address Treaty of Waitangi Rights and Interest in the attached link <a href="https://www.dia.govt.nz/three-waters-reform-programme-iwi-maori-interests">three waters reform programme iwi maori interests - dia.govt.nz</a>. We expect the Working Group on Governance will also make further recommendations in this area.</p>
<p>Why do iwi/mana whenua have veto rights over others?</p>	<p>Under the Government's reform proposals, no single party will have veto rights. The Working Group on Representation, Governance and Accountability is also expected to provide advice on how councils and mana whenua could work together to provide effective governance.</p>

<p>Why is the new entity 6 council and 6 tangata whenua representatives? How was this number decided when Māori do not make up 50% of the population</p>	<p>The reforms propose a step change in the strategic influence of iwi/Māori, reflecting recognition of Treaty of Waitangi rights and interests. You can read more about the proposed mechanisms to address Treaty of Waitangi rights and interest in the attached, including the rationale for joint oversight by local authorities and mana whenua - <a href="https://www.dia.govt.nz/3w-reform-programme-iwi-maori-interests">three waters reform programme iwi maori interests - dia.govt.nz</a>.</p> <p>As above, the Working Group on Representation, Governance and Accountability has been established to further consider these questions.</p>
<p>If stockwater is not part of three waters, what will be the classification for Moroa and Longwood Water races? Are Longwood and Moroa privately owned? If so they cannot be transferred as assets to the WSE?</p>	<p>The Government has established the Rural Supplies Technical Working Group as a result of council feedback and questions relating to the interface the reforms and rural schemes. You can find out more about this working group and other working groups established as a result of council feedback here: <a href="https://www.dia.govt.nz/3w-reform-programme-working-groups">three waters reform programme working groups - dia.govt.nz</a>. This group is considering the special characteristics of rural schemes and the relationships of water services entities to these schemes.</p> <p>Questions about specific schemes are not able to be answered at this time but will be addressed through the transition process. Councils will be engaged in discussions about which assets will transfer to the new entities. A flexible approach will be needed for mixed use schemes that serve multiple purposes (e.g., drinking and stockwater).</p>
<p>What is the process to make sure our local issues are heard and acted on? How does someone call in about a leak?</p>	<p>Communities will have many mechanisms to be involved in the central decision making of the water services entities. The entities will be required to consult on their asset management plans and their funding and pricing plans, to make those final plans public and to publish a report outlining how community and consumer feedback was taken into account.</p>

	<p>In addition, each entity will be required to create at least one consumer forum, which will assist with effective consumer engagement and help to reflect those views into the entity decision making. For customer concerns about service and issues such as leaks, the water services entities will have ways to get in contact with your relevant office (for example a phone line, or online portal).</p> <p>That will operate similar to how local authorities or other utility providers operate currently. The Ministry for Business, Innovation and Employment are also working on proposals for a consumer protection framework, which will include a disputes resolution scheme. Decisions on this are expected over the coming months.</p> <p>A Regional Representatives Group's will oversee entities and will signal community priorities through statements of strategic performance expectations. The Working Group on Governance, Representation and Accountability is considering the arrangements and will make recommendations to government on how to further improve representation and accountability.</p>
<p>What are the parameters for assessing performance?</p>	<p>Performance will be monitored in a number of ways. First, the board of each entity will be accountable to the regional representatives group through reporting against its Statement of Intent. Entities will also be subject to public annual reporting and auditing requirements. The Regional Representatives Group will oversee board performance, and through a subcommittee will be able to appoint and remove board members.</p> <p>Entities will also be subject to a number of regulations. Taumata Arowai will set public health and environmental standards for operation of water services, and will monitor an entities compliance with these. An economic regulator will set and monitor requirements necessary to incentivise efficient operation and protect consumer interests.</p>

<p>Please provide commentary around how the consumer forum groups are meant to function and their interrelationship with the governing body. Their function is not prescribed in legislation so how do you see these working and contributing the local voice to effect change where change is likely to be required?</p>	<p>The detail on consumer forum is provided for in section 177 of the Water Services Entities Bill exposure draft. The consumer forum will provide the feedback and views they receive from their own engagement back to the governing body of the entity, who will take it into account when performing their functions and developing their asset management plan and funding and financing plan.</p>
<p>There is little detail on economic regulation. Governors effectively become owners, expect that the owners are technically still ratepayers. How is that meant to work?</p>	<p>MBIE undertook consultation on the economic regulation and consumer protection regime in December last year. We anticipate Cabinet to take and communicate decisions informed by this consultation this year. You can find their consultation documents here <a href="https://www.mbie.govt.nz/economic-regulation-and-consumer-protection-for-three-waters">Economic regulation and consumer protection for three waters   Ministry of Business, Innovation &amp; Employment (mbie.govt.nz)</a></p>
<p>The dashboard figure includes cost for growth related infrastructure currently paid by development contributions. Are these and/or third-party contributions factored into the amount payable by household?</p>	<p>The average household cost figure has been calculated based on an assumption that households will contribute 70% of the total income of water service providers (i.e. it excludes revenue from commercial charges and development contributions). This assumption reflects the average proportion of revenue attributable to households that was observed through the RfI submissions and is applied consistently when calculating average household costs for individual councils, both on a stand-alone basis and as part of the aggregated water service entities.</p>
<p>Councils to be used as collection agencies. If this is correct will councils expect to recover set-up costs and revenue for collection and any debt management?</p>	<p>It is expected that water services entities would directly charge customers for drinking and wastewater services. If Councils are used as collection agencies in an interim capacity, they would be reimbursed by water services entities and would not be expected to take on any risk for non-payment. Decisions on compensation for reimbursement arrangements will be made by Cabinet in mid 2022.</p>
<p>What is the suggested compensation compared to the book value of these ratepayers' assets?</p>	<p>The payment to be made by a WSE in relation to the transfer of water assets, debt and revenue will be, at a minimum, the amount of debt related to three waters investment of the local authority at the point of transfer to the WSE. Paying more than the level of debt would effectively see customers of water services entities (current ratepayers) paying twice for assets.</p>

	To ensure equitable treatment of local authorities, it is important that a robust due diligence process is undertaken to confirm three waters debt and revenue for each council and the National Transition Unit has begun that due diligence process in order to give certainty to councils as soon as possible in advance of the transfer.
Have DIA considered the consequential effect on SWDC's (and other small, rural councils) borrowing ability without these assets?	The Heads of Agreement between the Crown and LGNZ (Schedule 3) articulates key principles and funding allocations associated with a "no worse off" package that seeks to recognise stranded costs and the financial impacts on councils. Further detail on the "no worse off" package and the process by which that funding is administered is intended to be released in Q2 of 2022.
What are the implications on cost-savings if a significant proportion of councils opt out?	The Government has taken a decision to progress the reforms on a legislated 'all-in' approach to ensure all communities receive the benefits of reform.
Why has a factor of 2.7 people per household when this is generally not consistent with the 2018 census?	Please see <a href="#">New data shows 1 in 9 children under the age of five lives in a multi-family household   Stats NZ</a>
What caveats are there around the no worse off model and whether this had to be used for anything specific?	There are expected to be limited caveats around the use of the "no worse off" funding once the quantum is determined. We refer to the Heads of Agreement between Government and LGNZ and Schedule 3, which articulates key principles and funding allocations associated with a "no worse off" package that seeks to recognise stranded costs and the financial impacts on councils. Further detail on the "no worse off" package and the process by which that funding is administered is intended to be released in Q2 of 2022.
Is the land part of the asset transfer? What is the definition of asset?	The exact definition is still to be confirmed, but in summary will likely include any assets currently held by local authorities required for the delivery of three waters (drinking water, wastewater, and stormwater) services. A definition will be provided for in legislation. Policy work is currently underway as to how assets with mixed or multiple purposes will be treated and we anticipate further detailed guidance will be released later this year.

<p>There is concern from the public about handing the government the control of the assets. If there is no thought of privatisation, why could the assets not be assigned, and individual councils retain ownership?</p>	<p>The Government's proposal is that the Water Services Entities will be asset owning and owned by councils not central government. The proposals is designed to ensure that the entities, while accountable to their communities through council owners are also financially independent of councils so as to enable them to borrow at increased levels to fund more investment in water services without impacting on councils' ability to borrow for other purposes. Further protections against privatisation may be by the Governance Representation and Accountability Working Group discussed in the body of this letter.</p>
<p>Will Wastewater irrigated land be transferred to new WSE?</p>	<p>The new water services entities will be responsible for the infrastructure and services relating to wastewater and own the associated assets. In most cases this will include the land that is currently held by local authorities for the purpose of wastewater, but not land held by private and community supplies or marae, or otherwise privately owned</p>
<p>How will WSE work with the private water schemes?</p>	<p>Council obligations in the Local Government Act and the Water Services Act to communities served by private water schemes will transfer to water services entities. A Rural Technical Working Group is currently considering the special characteristics of rural schemes and the relationships that water services entities should have to these schemes and the communities they serve.</p>
<p>Please provide further detail around the concept of "catchment" as it applied to drinking water sources</p>	<p>In bringing together the delivery of drinking water, wastewater and stormwater, the new water services entities will have an opportunity to adopt an integrated catchment approach to the management and operation of water systems. The geographical boundaries of the water services entities have been designed to enable this approach, by capturing entire catchments, to enable environmental and wellbeing outcomes to benefit from a ki uta ki tai approach. The water services entities will also have the ability to protect drinking water catchment areas by controlling access and activities within those areas.</p>

<p>Please provide clarity around how a catchment will be used around drinking water plan (the hard asset) and how this asset may be considered/valued in the proposal</p>	<p>Policy work is underway in relation to protection of the catchment around a drinking water source as it relates to the drinking water standards and safety plans. Assets owned by councils for the purpose of supplying drinking water will transfer to the WSE. The payment to be made by a WSE in relation to the transfer of water assets, debt and revenue will be equivalent to the amount of debt related to three waters investment of the local authority at the point of transfer to the WSE.</p>
<p>What will happen to Wellington Water and WaterCare?</p>	<p>All assets currently held by local authorities that are required for the delivery of three waters (drinking water, wastewater, and stormwater) services will be transferred to the new water services entities. This includes assets held by council-controlled organisation who currently provide three waters services.</p>
<p>What is the Budget cost for transitioning (redundancies, rents, assets, branding) to the new entities?</p>	<p>A \$296 million contingency package to support transition and establishment of the new water services providers was announced in Budget 2021. In July 2022, Cabinet also noted that the overall costs of the transition and establishment of four water service entities, based on the costs associated with other large-scale reforms in New Zealand and overseas jurisdictions, are estimated to be in the order of \$1 billion, of which \$296 million is to be funded by the Crown and the remaining costs would be ultimately funded by the water services entities.</p>
<p>The Minister has made statements around “professionalising the industry”; it would be helpful to have more detail on that</p>	<p>The significant new investment expected will result in a larger workforce and greater opportunity within the sector. It is expected that entities will have the capacity and incentives to invest more and take a more systematic approach to building the capability of person working in the industry. Through scale, they will also be able to make better use of expertise and relatively scarce engineers and other professionals in the operation of water services. They will also have the capacity and incentives to invest in digital and other technology and systems necessary for the more effective operation of water services.</p> <p>The National Transition Unit have begun work on how central government can support industry growth and transformation alongside the water industry. We anticipate a draft industry transformation strategy to be released for consultation and co-development shortly</p>

# SOUTH WAIRARAPA DISTRICT COUNCIL

6 APRIL 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. *Confirm the appointment change for the membership of the Waiohine Floodplain Management Plan Steering Group (Cr Colin Olds, Mr Colin Wright)*

#### 1. Meetings

##### 1.1 Meeting One

<b>24/02/2022</b>	Greytown Sports & Leisure (GSL)
<b>Speakers</b>	N/A
<b>Key issues from meeting</b>	Looking forward, the expansion of GSL to encompass a resource for all South Wairarapa sports clubs, and funding required
<b>Specific item/s for Council consideration</b>	Future funding opportunities as Greytown Trust Lands Trust (GTLT) removes funding in future budgets. Refer to C5 Grant Funding Report 6 April 2022.

##### 1.2 Meeting Two

<b>04/03/2022</b>	Rural and Provincial Sector meeting
<b>Speakers</b>	As per Appendix 1
<b>Key issues from meeting</b>	Update on Taumata Arawai Carbon farming legislation proposals Refer to Appendix 1 for further detail.

##### 1.3 Meeting Three

<b>18/03/2022</b>	Komiti Ngā Wai Hangarua   Wellington Water Committee
<b>Speakers</b>	As per Appendix 2
<b>Key issues from meeting</b>	Dissatisfaction amongst committee regarding Wellington Water processes. Refer to Appendix 2 for further detail for topics of discussion.



## 2. Confirmation of Committee Structure for 2022

<b>Topic</b>	Request for confirmation of committee structure for 2022 - As discussed at the 23 February 2022 Council Meeting, proposed membership revision for the Waiohine Floodplain Management Plan Steering Group; request for Cr Olds and Mr Colin Wright to represent SWDC on this steering group. Refer to Appendix 3 for the Terms of Reference (TOR).
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## 3. Correspondence

DATE	INWARDS	SUBJECT
22 March 2022	Carter Society – from Sharon Parker, Chairperson	Community Housing Proposal – see Appendix 4 for discussion.

## 4. Appendices

Appendix 1 –Rural and Provincial Sector Meeting Agenda – 4 March 2022

Appendix 2 – Komiti Ngā Wai Hangarua | Wellington Water Committee Agenda – 18 March 2022

Appendix 3 – Terms of Reference: Waiohine Floodplain Management Plan Steering Group

Appendix 4 – Correspondence from Sharon Parker, Chairperson - Carter Society regarding community housing proposal

# **Appendix 1 –Rural and Provincial Sector Meeting Agenda – 4 March 2022**

## Rural and Provincial Sector meeting

Friday 4 March 2022, 9.00am – 12.30pm

Zoom Meeting ID: 825 1875 6887 | Passcode: 891113

Te Wā   Time	Ngā Take mō te Rārangi Take   Agenda Items	Te Nama o te Take   Item No.	Kaikōrero   Speaker
9.00 – 9.05am	Welcome and opening comments	1	<b>Alex Walker</b> , Chair, Rural Sector; <b>Gary Kircher</b> , Chair, Provincial Sector
9.05 – 9.30am	3W Working Group – an R&P perspective <ul style="list-style-type: none"> <li>• Progress;</li> <li>• Process;</li> <li>• Challenges; and</li> <li>• Solutions</li> </ul>	2	<b>Garry Webber</b> , Mayor, Western Bay of Plenty; <b>Tim Cadogan</b> , Mayor, Central Otago; <b>Lyn Patterson</b> , Mayor, Masterton; <b>Neil Holdom</b> , Mayor, New Plymouth; <b>Jason Smith</b> , Mayor, Kaipara
9.30 – 9.55am	LGNZ update and discussion <ul style="list-style-type: none"> <li>• Reform programmes</li> <li>• Omicron</li> </ul>	3	<b>Stuart Crosby</b> , President, LGNZ
9.55 – 10.25am	Resource Management Reform with an R&P lens <ul style="list-style-type: none"> <li>• Steering Group advice - local voice</li> </ul>	4	<b>Mayor Toby Adams</b> , Co-Chair, Local Government RM Reform Steering Group
<b>Kai Timotimo o te Ata   Morning Tea 10.25 – 10.45am</b>			
10.45 – 11.30am	Taumata Arowai <ul style="list-style-type: none"> <li>• Rural, small and private supplies and acceptable solutions</li> <li>• Executive and Governance accountability</li> </ul>	5	<b>Ray McMillan</b> , Head of Regulatory, Taumata Arowai
11.30 – 12.00pm	Carbon forestry announcement update	6	<b>Tracey Collis</b> , Mayor Tararua <b>Don Cameron</b> , Mayor Ruapehu <b>Hon Stuart Nash</b> , Minister of Forestry
12.00 – 12.25pm	Future for Local Government <ul style="list-style-type: none"> <li>• Update from Sam</li> <li>• Summary on three scenarios workshops</li> </ul>	7	<b>Sam Broughton</b> , Critical Friend of the FfLG Panel; <b>Grace Hall</b> , Policy Manager, LGNZ
12.25 – 12.30pm	Meeting close/general business	8	<b>Alex Walker</b> , Chair, Rural Sector; <b>Gary Kircher</b> , Chair, Provincial Sector

## Updates for Rural and Provincial Sector

### Resource Management Reform

The Local Government Resource Management Reform Steering Group (Steering Group) has recently released advice on options for ensuring local voice and accountability in the new resource management system. A copy of the advice is available [here](#). We have also produced a [one-page overview](#) of the advice.

There will be an opportunity for R & P members to discuss the advice with members of the Steering Group at the R & P meeting.

### Carbon forestry

LGNZ, 16 individual rural and provincial councils and Beef+Lamb NZ have recently funded an independent report, [Managing Forestry Land-Use Under the Influence of Carbon](#), authored by Lawrence Yule. The report calls for a more strategic approach to planting trees and outlines policy areas for further investigation to address the issue.

The report was released ahead of a workshop on 2 March, involving Forestry Minister Hon Stuart Nash, representatives from other political parties and a range of stakeholders (including a number of rural and provincial councils). The purpose of the workshop is to discuss key issues and opportunities for addressing them. We understand that the Government has work underway on a number of the possible solutions that the report identifies.

In addition to the discussion with Minister Nash at the R & P Sector meeting, we are working with Lawrence to arrange for a briefing on this work for Rural and Provincial and Regional Sector members and will provide more information shortly.

### Rural Health Plan

The Rural Health Network Hauora Taiwhenua has been developing a Three Year Rural Health Plan, ahead of the Network going live on 1 July 2022. The Network will be the united voice of rural health services and organisations that are committed to influencing and improving rural health and wellbeing outcomes.

We understand the Plan is gaining traction with Ministers and Ministry of Health officials.

A copy of the plan [is here](#).

### Waka Kotahi – Road to Zero strategy

LGNZ has recently written to Nicole Rosie, Chief Executive of Waka Kotahi, inviting Nicole to meet with councils to discuss how Waka Kotahi is implementing its road safety strategy, Road to Zero, and engaging with and factoring feedback from local government and communities into its decision-making. The letter notes that while LGNZ agrees with the vision of having a New Zealand where no one is killed or seriously injured on our roads, Waka Kotahi could be more transparent in how it makes its decisions, and that local government would like confidence that Waka Kotahi isn't prioritising speed reduction over other proven road safety interventions.

## AGENDA

Topic: Rural and Provincial Sector meeting  
Time: Mar 4, 2022 09:00 AM Auckland, Wellington

Join Zoom Meeting

<https://us02web.zoom.us/j/82518756887>

Meeting ID: 825 1875 6887

Passcode: 891113

One tap mobile

+6498846780,,82518756887# New Zealand

+6448860026,,82518756887# New Zealand

Dial by your location

+64 9 884 6780 New Zealand

+64 4 886 0026 New Zealand

Meeting ID: 825 1875 6887

Find your local number: <https://us02web.zoom.us/j/82518756887>

**Appendix 2 – Komiti Ngā Wai  
Hangarua | Wellington Water  
Committee Agenda – 18 March 2022**



# KOMITI NGĀ WAI HANGARUA | WELLINGTON WATER COMMITTEE

15 March 2022

Order Paper for the meeting to be held via Zoom on:

**Friday 18 March 2022 commencing at 10.00am**

## Membership

Mayor C Barry (Chair)	Hutt City Council
Mayor W Guppy (Deputy Chair)	Upper Hutt City Council
Mayor A Baker	Porirua City Council
Mayor A Beijen	South Wairarapa District Council
Ms M Pomare	Te Rūnanga O Toa Rangatira
Ms L Rauhina-August	Taranaki Whānui ki Te Upoko o Te Ika
Cr S Rush	Wellington City Council
Cr J van Lier	Greater Wellington Regional Council
Deputy Mayor G Emms	South Wairarapa District Council (Alternate)
Cr C Kirk-Burnnand	Greater Wellington Regional Council (Alternate)
Cr R Leggett	Porirua City Council (Alternate)
Deputy Mayor T Lewis	Hutt City Council (Alternate)
Cr I Pannett	Wellington City Council (Alternate)
Ms N Solomon	Te Rūnanga O Toa Rangatira (Alternate)
Deputy Mayor H Swales	Upper Hutt City Council (Alternate)
Ms K Tamanui	Taranaki Whānui ki Te Upoko o Te Ika (Alternate)

For the dates and times of Council Meetings please visit [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

# Wellington Water Committee

## Terms of Reference

### Purpose

The Wellington Water Committee ("the Committee") is established to:

- Provide governance and leadership across issues which are related to the planning, delivery and management of water services to communities serviced by Wellington Water Limited;
- Provide governance oversight of Wellington Water Limited, including by exhibiting good governance practice;
- Provide a forum for the representatives of Wellington Water Limited's shareholders and mana whenua to meet, discuss and co-ordinate on relevant issues and, through their representatives, to exercise their powers; and
- Strive for consistency across all client councils so all customers receive a similar level of service.

### Status

The Committee is, for the purposes of the Local Government Act 2002, a joint committee of the Lower Hutt City Council, Porirua City Council, Upper Hutt City Council, Wellington City Council, South Wairarapa District Council and the Wellington Regional Council.

### Specific responsibilities

The Committee's responsibilities are:

#### Governance oversight responsibilities

Shareholder and mana whenua governance oversight of Wellington Water Limited and of the network infrastructure for the delivery of bulk water, water reticulation, wastewater and stormwater services in the geographical areas of Wellington Water Limited's operations, including by:

- Receiving and considering the half-yearly and annual reports of Wellington Water Limited;
- Receiving and considering such other information from Wellington Water Limited as the Committee may request on behalf of the parties to the Shareholders and Partnership Agreement and/or receive from time to time;
- Undertaking performance and other monitoring of Wellington Water Limited;
- Considering and providing recommendations to the parties to the Shareholders and Partnership Agreement on proposals from Wellington Water Limited;
- Providing co-ordinated feedback, and recommendations as needed, on any matters requested by Wellington Water Limited or any of the parties to the Shareholders and Partnership Agreement;
- Providing recommendations to the parties to the Shareholders and Partnership Agreement regarding regional studies which the Shareholders need to be cognisant of;



- Providing recommendations to the parties to the Shareholders and Partnership Agreement regarding water conservation;
- Agreeing the annual Letter of Expectation to Wellington Water Limited;
- Receiving, considering and providing agreed feedback and recommendations to Wellington Water Limited on its draft statement of intent;
- Receiving, considering and providing recommendations to the parties to the Shareholders and Partnership Agreement regarding Wellington Water Limited's final statement of intent.
- Agreeing when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required, without prejudice to Shareholder and Board rights to call meetings under Wellington Water Limited's constitution and;
- Seeking and interviewing candidates for Wellington Water Limited's Board as needed and recommending to the holders of Class A Shares appointments and/or removals of directors of Wellington Water Limited;
- Recommending the remuneration of directors of Wellington Water Limited;
- Monitoring the performance of the Board of Wellington Water Limited; and
- Providing recommendations to the parties to the Shareholders and Partnership Agreement regarding changes to these terms of reference, the Shareholders and Partnership Agreement and the constitution of Wellington Water Limited.

## Membership

The membership of the Committee will be as specified in the Shareholders and Partnership Agreement. With the exception of the Committee Members nominated by the Mana Whenua Partners Entities, each appointee must be an elected member of the appointing Shareholder.

## Chairperson

The Chairperson and Deputy Chairperson will be elected by the Committee once all Committee members have been appointed.

## Quorum

Subject to the below for Committee meetings to appoint directors of Wellington Water Limited, for a meeting of the Committee to have a quorum, a majority of Committee Members, or their appointed Alternates, must be present, and the number making up the majority must include at least an equal number of Shareholder appointed Committee Members as MWPE nominated Committee Members.

Where the Committee is providing a forum for the Shareholders to meet and exercise their powers in relation to Wellington Water Limited, the requirements of Wellington Water Limited's constitution will prevail.

Clause 11.3 of the company's constitution provides that Directors shall be appointed and removed by the unanimous resolution of the Shareholders holding Class A Shares. For this matter the quorum for the Committee meeting is therefore attendance by all Committee Members (or their Alternates) for the holders of the Class A Shares.

## **Alternates**

Each Committee Member appointed to the Committee must have an Alternate.

## **Other Shareholder attendee**

Each Shareholder-appointed elected member Committee member will be entitled to invite an officer attendee to Committee meetings, provided however that the additional attendee will not have any voting rights on the Committee.

## **Decision-making**

The Committee will strive to make all decisions by consensus.

In the event that a consensus on a particular matter before the Committee is not able to be reached, each Committee Member has a deliberative vote. In the situation where there is an equality of votes cast on a matter, the Chairperson does not have a casting vote and therefore the matter subject to the vote is defeated and the status quo is preserved.

Other than for those matters for which the Committee has effective decision-making capacity through these Terms of Reference, each Shareholder retains its powers to make its own decisions on matters referred to it by the Committee and on matters specified in Part 1 of Schedule 2 to the Shareholders and Partnership Agreement (for clarity, this means that only Shareholders have voting rights in relation to the matters specified in Part 1 of Schedule 2).

## **Secretariat services**

Unless otherwise agreed from time to time by all of the elected member Committee Members, the Council for which the Chairperson is an elected member will provide secretariat services to the Committee. The Chairperson will be responsible for managing the agenda at Committee meetings.

## **Standing Orders**

The Standing Orders of the Council providing secretariat services to the Committee will apply to Committee meetings, subject to the provisions for meeting quorum and decision making as set out in these terms of reference taking precedence.

## **Remuneration**

Each Shareholder will be responsible for remunerating the elected member Committee Member appointed by it to the Committee, and their Alternate, for any costs associated with those persons' membership on the Committee.

The Shareholders will also be responsible for remunerating (in equal shares) the Committee Members nominated by Mana Whenua Partner Entities, and their Alternates, and appointed to the Committee by the Shareholders, for any costs associated with those persons' membership on the Committee.

## **Administration**

Reports to be considered by the Committee may be submitted by any of the Shareholders, any of the Mana Whenua Partner Entities, or Wellington Water Limited.

## **Duration of the Committee**

In accordance with clause 30(7) of Schedule 7 to the Local Government Act 2002, the Committee is not deemed to be discharged following each triennial election.

## **Appendix**

### **Common delegations by Shareholders**

#### Governance oversight responsibilities

- Each Shareholder will delegate to the Committee the responsibilities and powers necessary to participate in and carry out the Committee's governance oversight responsibilities.

#### Shareholders' responsibilities

- Each Shareholder will delegate to its appointed elected member Committee Member and, in accordance with these terms of reference, that person's Alternate, all responsibilities and powers in relation to the agreement of:
  - when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required (without prejudice to Shareholder and Board rights to call meetings under Wellington Water Limited's constitution); and
  - the appointment, removal and remuneration of Wellington Water Limited's directors.

## HUTT CITY COUNCIL

### KOMITI NGĀ WAI HANGARUA | WELLINGTON WATER COMMITTEE

Meeting to be held via Zoom on  
Friday 18 March 2022 commencing at 10.00am.

#### ORDER PAPER

#### PUBLIC BUSINESS

1. **OPENING FORMALITIES - KARAKIA TĪMATANGA** (22/41)

Kia hora te marino	<i>May peace be wide spread</i>
Kia whakapapa pounamu te moana	<i>May the sea be like greenstone A pathway for us all this day</i>
He huarahi mā tātou i te rangi nei	<i>Let us show respect for each other</i>
Aroha atu, aroha mai	<i>For one another</i>
Tātou i a tātou katoa	<i>Bind us together!</i>
Hui e Tāiki e!	

2. **APOLOGIES**

3. **PUBLIC COMMENT**

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

4. **CONFLICT OF INTEREST DECLARATIONS**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

5. **CHAIR'S STATEMENT** (22/42)

Verbal update by the Chair.

6. **MINUTES**

Meeting minutes Komiti Ngā Wai Hangarua | Wellington Water Committee,  
29 November 2021

10

7. **WATER REFORMS - REGIONAL UPDATE** (22/43)

A verbal update will be provided at the meeting.

8. **WELLINGTON WATER LIMITED - COMPANY UPDATE (22/307)**  
 Report No. WWC2022/1/4 by Wellington Water Limited 31  
CHAIR'S RECOMMENDATION:  
 "That the recommendation contained in the report be endorsed."
9. **WELLINGTON WATER LIMITED HALF YEARLY REPORT AS AT 31 DECEMBER 2021 (22/308)**  
 Report No. WWC2022/1/3 by Wellington Water Limited 87  
CHAIR'S RECOMMENDATION:  
 "That the recommendation contained in the report be endorsed."
10. **WELLINGTON WATER LIMITED 2021/22 CAPITAL WORKS PROGRAMME (22/309)**  
 Report No. WWC2022/1/52 by Wellington Water Limited 112  
CHAIR'S RECOMMENDATION:  
 "That the recommendation contained in the report be endorsed."
11. **WELLINGTON WATER LIMITED - REGIONAL WASTEWATER TREATMENT PLANT CONTRACT REVIEW (22/310)**  
 Report No. WWC2022/1/5 by Wellington Water Limited 117  
CHAIR'S RECOMMENDATION:  
 "That the recommendations contained in the report be endorsed."
12. **WELLINGTON WATER LIMITED - DRINKING WATER REGULATION UPDATE (22/448)**  
 Report No. WWC2022/1/6 by Wellington Water Limited 152  
CHAIR'S RECOMMENDATION:  
 "That the recommendations contained in the report be endorsed."

13. **WELLINGTON WATER LIMITED - SIX MONTHLY VALUE FOR MONEY REPORT (22/311)**
- Report No. WWC2022/1/7 by Wellington Water Limited 166
- CHAIR'S RECOMMENDATION:**
- "That the recommendation contained in the report be endorsed."
14. **WELLINGTON WATER LIMITED - DRAFT STATEMENT OF INTENT 2022-25 (22/312)**
- Report No. WWC2022/1/8 by Wellington Water Limited 194
- CHAIR'S RECOMMENDATION:**
- "That the recommendations contained in the report be endorsed."
15. **FLUORIDATION OF DRINKING WATER**
- Verbal update by Wellington Water Limited.
16. **INFORMATION ITEM - WELLINGTON WATER COMMITTEE FORWARD PROGRAMME 2022 (22/474)**
- Memorandum dated 24 February 2022 by the Democracy Advisor 248
- CHAIR'S RECOMMENDATION:**
- "That the recommendation contained in the memorandum be endorsed."
17. **EXCLUSION OF THE PUBLIC**
- CHAIR'S RECOMMENDATION:**
- "That the public be excluded from the following parts of the proceedings of this meeting, namely:
18. **APPOINTMENT OF DIRECTORS TO WELLINGTON WATER LIMITED (22/285)**
- 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:

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Appointment of Directors to Wellington Water Limited.	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

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 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above."

Annie Doornebosch  
**Democracy Advisor**  
**Hutt City Council**

**KOMITI NGĀ WAI HANGARUA | WELLINGTON WATER COMMITTEE**

Minutes of a meeting held in the Hutt City Council Chambers, 30 Laings Road, Lower Hutt on **Monday 29 November 2021 commencing at 1.00pm**

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**PRESENT:**

Mayor C Barry (Chair) (HCC)  
 Mayor A Baker (PCC)  
 Deputy Mayor G Emms (SWDC Alternate)  
 Mayor W Guppy (Deputy Chair) (UHCC)  
 Ms L Rauhina-August (Taranaki Whānui ki Te Upoko o Te Ika)  
 Cr S Rush (WCC)  
 Cr J van Lier (GWRC)

**APOLOGIES:**

Mayor A Beijen (SWDC)

**IN ATTENDANCE:**

Ms N Hooper, Observer SWDCC (part meeting via audio visual link)  
 Deputy Mayor H Swales (UHCC Alternate)  
 Cr R Leggett (PCC Alternate)  
 Ms W Walker, Chief Executive, PCC  
 Mr P Kelly, Chief Executive, UHCC  
 Mr C Crampton, Chief Executive, WWL  
 Ms L Carroll, Chair WWL Board  
 Ms K Skelton, Director WWL Board (via audio visual link)  
 Mr M Underhill, Director, WWL Board (via audio visual link)  
 Mr D List, Project Director, Regional Water Reform, PCC  
 Mr H Modlik, Chief Executive, Te Rūnanga O Toa Rangatira  
 Mr M Ford, Group Manager Business Services/Chief Financial Officer, WWL (via audio visual link)  
 Ms T Haskell, Group Manager, Network Development and Delivery, WWL (via audio visual link)  
 Mr K Locke, Group Manager Customer Operations, WWL  
 Mr F Clarke, Principal Advisor Strategy, WWL  
 Mr C Barker, Director, Regulatory Services, WWL (via audio visual link)  
 Mr M Hall, Manager Commercial, Business Improvement and Procurement, WWL (via audio visual link)  
 Mr J Fyfe, Programme Manager – Sustainable Water Supply and Demand, WWL (via audio visual link)  
 Ms S Watkins, Manager Business Planning and Performance Reporting, WWL  
 Ms S Proctor, Chief Infrastructure Officer, WCC  
 Mr B Hodgins, Strategic Advisor, HCC  
 Ms K Stannard, Head of Democratic Services, HCC (part meeting)  
 Mrs A Doornebosch, Democracy Advisor, HCC  
 Ms H Clegg, Minute Taker, HCC



**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Kia hora te marino	<i>May peace be wide spread</i>
Kia whakapapa pounamu te moana	<i>May the sea be like greenstone</i>
He huarahi mā tātou i te rangi nei	<i>A pathway for us all this day</i>
Aroha atu, aroha mai	<i>Let us show respect for each other</i>
Tātou i a tātou katoa	<i>For one another</i>
Hui e Tāiki e!	<i>Bind us together!</i>

**2. APOLOGIES**

**RESOLVED:** (Mayor Barry/Cr Baker)

**Minute No. WWC 21501**

*"That the apology received from Mayor Beijen be accepted and leave of absence granted."*

**3. PUBLIC COMMENT**

There was no public comment.

**4. CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

**5. CHAIR'S STATEMENT**

A written transcript of the Chair's Statement is attached as page 12 to the minutes.

**6. MINUTES**

**RESOLVED:** (Mayor Barry/Cr Rush)

**Minute No. WWC 21502**

*"That the minutes of the meeting of the Wellington Water Committee | Komiti Ngā Wai Hangarua held on Friday, 24 September 2021, be confirmed as a true and correct record."*

## 7. WATER REFORMS - REGIONAL UPDATE

Mr Dougal List, Project Director, Porirua City Council (PCC) provided a verbal update and presentation attached as pages 13 to 17 to the minutes. He acknowledged the short timeframe to receive feedback prior to the proposed new Bill being prepared. He advised additional information was expected from the Department of Internal Affairs in the next two weeks around the public consultation processes. He stated he was currently working with Wellington Water Limited and council officers on analysis of a recent discussion paper from the Ministry of Business, Innovation and Employment regarding the Reforms. He said feedback on this was due by 20 December 2021.

In response to questions from members, Mr List advised it would be helpful if all councils in the Wellington and Wairarapa regions provided similar messages when consulting with their communities. He acknowledged concerns that not all councils in the region were stakeholders. He said that whilst the terms of reference for the working groups were specific, there were many broader issues involved. He undertook to continue to work with councils from the Wellington and Wairarapa regions to gather feedback on engagement before the next working group meeting.

The Chief Executive, PCC highlighted that as the Water Reforms were now mandated, there were no decisions required from councils. She advised that public consultation should be focussed on providing information to communities. She acknowledged the desire of each council to gauge the opinions of their communities to assist in any council submissions to the process.

8. **COMPANY UPDATE** (21/1907)

Report No. WWC2021/5/26 (4) by Wellington Water Limited

The Chief Executive, Wellington Water Limited (WWL) elaborated on the report. He introduced Mr Charles Barker, the new Director of Regulatory Services at WWL.

Speaking via audio visual link, Mr Barker believed regulation provided an important mechanism to pursue efficiencies within an organisation and ensure any risks or liabilities were well managed. He believed that WWL was well placed to establish excellent relationships with any future water regulators.

In response to questions from members, the Chief Executive, WWL noted several measures WWL had undertaken to ensure staff morale was maintained. He noted a current review into cyber security throughout WWL, with contingency planning underway if computer operating systems were compromised. He advised WWL was on-track to substantially complete all high critical asset assessments by the end of June 2022. He noted this work was governed by the amount of funding each council provided. He confirmed all the projects listed in the Top Priority Projects were on scheduled work programmes. He confirmed the new reservoir in Wellington was not within the projects list as it was not within the current work programme. He advised the WWL company risk profile would be published on the WWL website. He confirmed the Veolia review included all four treatment plants and abatement notices had been received for all of them. He advised the WWL Board would receive the Veolia review report from the independent reviewers before Christmas and a subsequent report would be submitted to the Wellington Water Committee detailing possible courses of action.

In response to questions from members the Group Manager, Customer Operations, WWL advised WWL had developed a six-week accelerated development programme to bring new trainees into the sector using existing staff to train them. He added WWL had also developed a concept to develop a regional training facility although this was currently unfunded. He said there was further opportunity to work with Mana Whenua to achieve the accelerated training programme targets.

Mayor Guppy expressed concern that a thorough review of WWL had not occurred in the past seven years. He believed the Wellington Water Committee had no proof it was receiving value for money and correct information. He agreed to report back with suggestions for how an oversight function of WWL could operate.

**RESOLVED:** (Mayor Barry/Cr van Lier)

**Minute No. WWC 21502**

*"That the Committee receives and notes the report."*

9. **THE 30 YEAR INVESTMENT STORY FOR WELLINGTON'S WATER (21/1909)**

Report No. WWC2021/5/276 (4) by Wellington Water Limited

The Chair, Wellington Water Limited (WWL) Board elaborated on the report. She highlighted the collaborative way WWL and council officers had worked in developing the plan. She confirmed WWL officers were liaising with councils' communications teams and Mana Whenua partners.

The Principal Advisor, Strategy, WWL elaborated on the report. He advised the draft report was a guidance document with presentation work still to be completed.

In response to questions from members, the Principal Advisor, Strategy, WWL advised developing a new water source was mentioned under the "Ensuring there's enough water for people and the environment" section. He also advised the draft document aligned with councils' Long Term Plans and that WWL was conscious of the local authority public engagement processes currently underway. He explained the plan was not a detailed document and not designed to be able to be used in submissions to councils' District Plan processes. He acknowledged work already undertaken by Mana Whenua on their engagement in developing the plan. He agreed to formally develop briefing and meeting sessions with Mana Whenua partners. He advised it was proposed to release the document for public consultation and engagement in February 2022.

**RESOLVED:** (Mayor Barry/Cr van Lier)

**Minute No. WWC 21503**

*"That the Committee:*

- (1) endorses the publishing of the attached draft discussion document (attached as Appendix 1 to the report) to the public, subject to incorporating the Committee's feedback, final proofing and formatting consistent with the draft design concept (attached as Appendix 2 to the report);*
- (2) notes the release of the discussion document will be supported with associated communications and engagement activities delivered through Wellington Water Limited's website and social media;*
- (3) notes Wellington Water Limited will be working with the shareholding councils' communications teams to obtain their support for the public engagement, and would also like to work with iwi Mana Whenua to ensure their perspectives are represented as part of this engagement;*
- (4) notes the content of the discussion document is likely to be of interest to the public and the engagement will inform planning for the 2024-34 Long Term Planning period; and*
- (5) notes the publishing date for the discussion document will most likely be early in the 2022 calendar year."*

10. **SERVICE DELIVERY STRATEGY UPDATE** (21/1945)

Report No. WWC2021/5/277 (4) by Wellington Water Limited

The Group Manager, Network Development and Delivery, Wellington Water Limited (WWL) elaborated on the report (via audio visual link).

**RESOLVED:** (Mayor Guppy/Mayor Baker)

**Minute No. WWC 21504**

*"That the Committee:*

- (1) receives the report;*
- (2) notes that Wellington Water Limited has refreshed its Service Delivery Strategy;*
- (3) notes that Wellington Water Limited is extending arrangements with its contractor and consultant panels to enable continuity of service through to 2026;*
- (4) notes that the regional wastewater delivery model is under review; and*
- (5) notes that we continue to focus on increasing the capability and capacity of workers in our sector to deliver our programmes of work."*

11. **UPDATE ON ASSET CONDITION ASSESSMENT PROGRAMME** (21/1948)

Report No. WWC2021/5/278 (4) by Wellington Water Limited

The Principal Advisor Strategy, Wellington Water Limited (WWL) elaborated on the report. He advised that whilst the level of funding from each council had increased for the asset condition assessment programme, it was still not sufficient to complete the programme.

In response to questions from members, the Principal Advisor Strategy, WWL advised that the highly critical asset assessment programme was on-track and the assessments of less critical assets were progressing gradually. He said that more resources and time were required for this to be completed. He advised investment was being targeted to the areas WWL had received funding for, from each council.

The Chief Executive, WWL advised the Auditor's report raised no issues with the condition assessment programme. He acknowledged that each council required a full asset condition assessment as soon as possible. He advised he would report back on specifics for the main interceptor.

In response to a question from a member, the Chief Executive, WWL noted a report to the next Wellington Water Committee meeting would include an overview of regional and council specific data and results from this programme. He said this would also include how the programme had evolved council by council and some early signals for the 2024-34 Long Term Plans.

**RESOLVED:** (Mayor Barry/Mayor Baker)

**Minute No. WWC 21505**

*"That the Committee:*

- (1) receives the report;*
- (2) notes that with an asset base of \$6B, approximately \$10M of condition assessment should be conducted annually;*
- (3) notes that expenditure of this budget would stress existing resources nationally and would require a sector-wide uplift;*
- (4) notes that the approximately \$2.5M per annum of condition assessment work is being completed across the region, excluding the assessment of the Very High Criticality Assets which has been funded from the Government stimulus package; and*
- (5) notes that the risk of unplanned service failures and interruptions occurring across the region therefore remains."*

12. **QUARTER 1 COMPANY PERFORMANCE REPORT 2021/22 - WELLINGTON WATER LIMITED** (21/1910)

Report No. WWC2021/5/279 (4) by Wellington Water Limited

The Group Manager Business Services/Chief Financial Officer, Wellington Water Limited (WWL) explained WWL was liaising with councils to align quarterly reports in real time. He added WWL was proposing to hold webinar sessions when each report was released.

**RESOLVED:** (Mayor Barry/Mayor Baker)

**Minute No. WWC 21506**

*"That the Committee:*

*(1) receives and notes this report; and*

*(2) provides feedback on the content and approach to the new quarterly performance report."*

13. **WELLINGTON WATER LIMITED ANNUAL REPORT TO 30 JUNE 2021** (21/1911)

Report No. WWC2021/5/280 (4) by Wellington Water Limited

The Chair, Wellington Water Limited (WWL) Board elaborated on the report. She gave a presentation attached as pages 18 to 21 to the minutes.

In response to questions from members, the Chief Executive, WWL said WWL was experiencing labour shortages. He acknowledged the poor result for the South Wairarapa incident response times.

**RESOLVED:** (Mayor Barry/Cr Rush)

**Minute No. WWC 21507**

*"That the Committee receives the Wellington Water Limited 2020/21 Annual Report."*

14. **ANNUAL LETTER OF EXPECTATION TO WELLINGTON WATER LIMITED**  
(21/1892)

Report No. WWC2021/5/267 (4) by the Chief Executive, Porirua City Council

The Chief Executive, Porirua City Council (PCC) elaborated on the report. She highlighted the changes requested by Wellington City Council including a request for a stronger view of what was expected in each Annual Plan round. She noted the Mana Whenua partnership with the Wellington Water Committee was developing, and this process would be refined as time progressed.

In response to a question from a member, the Chief Executive, PCC agreed to investigate whether Greater Wellington Regional Council had submitted to the draft letter and to incorporate their requests into the draft.

**RESOLVED:** (Mayor Barry/Cr van Lier)

**Minute No. WWC 21508**

*"That the Committee:*

- (1) notes and receives the report;*
- (2) approves the annual shareholder Letter of Expectation to Wellington Water Limited (attached as Appendix 1 to the report) subject to amendments discussed at the Wellington Water Committee meeting held on 29 November 2021; and*
- (3) authorises the Wellington Water Committee Chair to sign the Letter of Expectation."*



**15. APPOINTMENT OF DIRECTORS TO WELLINGTON WATER LIMITED (21/1848)**

Report No. WWC2021/5/282 (4) by the Democracy Advisor

The Chief Executive, Porirua City Council elaborated on the report.

**RESOLVED:** (Mayor Barry/Mayor Guppy)

**Minute No. WWC 21509**

*"That the Committee:*

- (1) receives and notes the contents of the report;*
- (2) notes Mr Geoff Dangerfield has resigned as Chair of the Board of Wellington Water Limited (the board);*
- (3) notes that Ms Lynda Carroll was elected as the Chair of the board on 22 October 2021;*
- (4) appoints Jackson Stone as the recruitment agency to undertake an identification and selection process to identify up to two suitable candidates for appointment;*
- (5) agrees to appoint an interview panel comprising of Mayor Barry, Mayor Baker, Mayor Beijen, Ms Lee Rauhina-August and Ms Lynda Carroll as an observer/adviser; and*
- (6) agrees that the interview panel will work with Jackson Stone to shortlist and select preferred candidates to be considered for appointment by the full Wellington Water Committee."*

16. **MEETING SCHEDULE FOR 2022** (21/1558)

Memorandum dated 1 November 2021 by the Democracy Advisor

The Head of Democratic Services elaborated on the report. She advised the cycle 1 and 2 proposed meeting dates for the Wellington Water Committee now conflicted with the recently released Local Government New Zealand Zone 4 meetings.

Mayor Barry noted that officers had worked hard on finding suitable dates when members were available.

In discussion, members agreed the proposed meeting dates should be confirmed at the meeting.

**RESOLVED:** (Mayor Barry/Mayor Guppy)

**Minute No. WWC 21510**

*“That the Committee:*

*(1) agrees to the meeting schedule for 2022 as follows:*

- (a) Friday, 18 March 2022;*
- (b) Friday, 27 May 2022;*
- (c) Friday, 29 July 2022;*
- (d) Friday, 30 September 2022;*

*(2) confirms the venue for its meetings will be the Council Chambers, Hutt City Council, 30 Laings Road, Lower Hutt; and*

*(3) agrees to live cast the public part of its meetings.”*

Mayor Barry acknowledged participants who had joined the meeting via the audio visual link. He wished everyone all the best for the festive season.

17. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Whakataka te hau ki te uru  
Whakataka te hau ki te tonga  
Kia mākinakina ki uta  
Kia mātaratara ki tai  
E hī ake ana te atakura  
He tio, he huka, he hau hū  
Tihei mauri ora.

*Cease the winds from the west  
Cease the winds from the south  
Let the breeze blow over the land  
Let the breeze blow over the ocean  
Let the red-tipped dawn come with a sharpened air.  
A touch of frost, a promise of a glorious day.*

There being no further business the Chair declared the meeting closed at 3.17 pm.

Mayor C Barry  
**CHAIR**

**CONFIRMED as a true and correct record dated this 18th day of March 2022**

## **Chair's Statement**

### **Wellington Water Committee 29 November 2021**

Given that this is the last meeting of the year, I want to acknowledge all the staff at Wellington Water Limited for the work they have put in over what has been a tough year on our region's infrastructure.

Wellington Water Limited and its shareholding councils have recognised the need to address our infrastructure challenges, and as a result we have seen most long term plans significantly increase investment in three waters.

While the structure of how we deliver three waters will change, it is still our core responsibility to deliver safe drinking water and ensure our waste is not polluting our waterways.

That's why we're reviewing our 30 year Investment Plan, so that the region is prepared for current and future challenges, no matter what body is delivering that core infrastructure.

Some of these include our water supply, which we need to conserve - especially over the summer months.

Please take care when it comes to using water as we head into hotter, drier weather. Simple things like taking shorter showers, for four minutes maximum, will help with our regions water supply, especially if we go through drought periods over summer.

# WELLINGTON WATER COMMITTEE THREE WATERS REFORMS

## Announcements and next steps

WELLINGTON WATER COMMITTEE  
29 NOVEMBER 2021

### **This update follows recent announcements by Government**

Government decisions, process and timeframes

Opportunities for influence

Next steps and outstanding issues

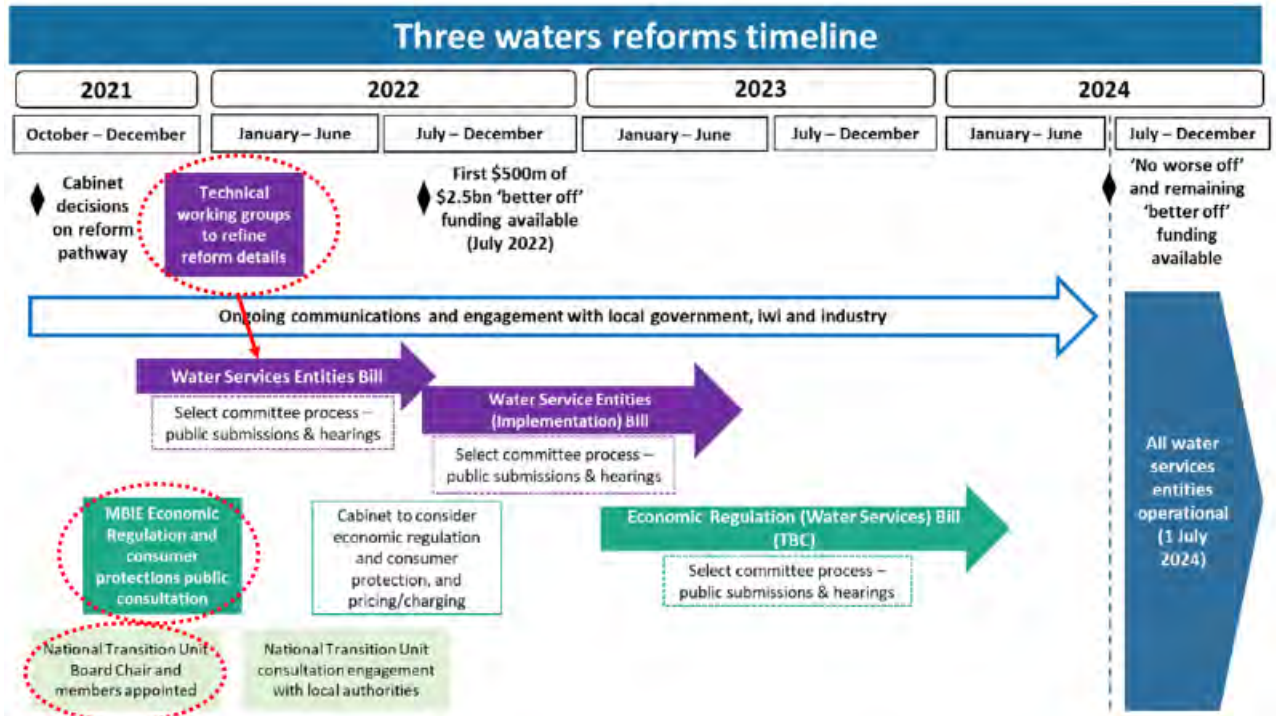
## Government decisions and announcements

**Announcements give clear direction - but leave a lot of questions and details to work through**

- **Mandatory** – legislated change, no longer an 'opt-out' process
- **Reforms design remain largely unchanged**
  - 4 WSE. Boundaries unchanged, including Ngai Tahu Takiwa
  - Protections against privatisation; competency-based boards, partnership with mana whenua, balance sheet separation from councils, economic regulation to protect consumers
  - Water assets and debt will be transferred from councils to the WSE
  - The WSE will take over responsibilities for service delivery and infrastructure from 1 July 2024
  - \$2 billion 'better off' / \$0.5 billion 'no worse off' funding package for local government
- **Legislation** – two Acts. First Bill introduced in December 2021

## Government decisions and announcements

- **Working groups:**
  - Governance and local voice
  - RMA interface
  - Rural / community water
- **Public consultation:** Signals intent to work with local government on national public participation into the process. Details and implications unclear
- **Key responses to feedback**
  - Working groups to refine details
  - Alignment with RMA reforms
  - Water Services Act – chlorination and transition time
- **Consultation on economic regulation**



## Opportunities for influence - design

### Design process and policy / legislation

- **Representation, governance and accountability** – via working group. December – March
- **Other working groups** – RMA interface; rural and community water
- **Draft legislation / Select Committee** – review and make submissions. December - March
- **MBIE economic regulation consultation** – review and make submissions. By December. Ongoing process
- **Engagement process** – understand DIA process and local requirements. Timeline unclear

## Opportunities to influence - Economic regulation

### MBIE consultation process on economic regulation

- **Discussion paper** released for feedback from MBIE
- **Economic regulation key part of reforms proposed**
  - Promote interests of consumers
  - Drive efficiencies of pricing, investment, procurement, asset management
  - Disclosure of information to enable transparency
  - Dispute resolution
- **Feedback** by 20 December 2021 to inform further policy process

## Opportunities for influence - transition

### Establishment process and transition

- + Transition critical to success of reforms. Needs to be done with local government and water sector, not to local government
- + Transition + programme delivery + increased compliance regime = major resource implications for water sector and challenge to maintain delivery for customers
- + We plan to work with DIA / National Transition Unit to ensure transition process is practical
  - Board Chair and members appointment process
  - Due diligence process
  - Timelines
  - Resourcing implications

## Next steps and outstanding issues

We are focused on the policy and transition opportunities to influence the reforms

Significant further details on the timeline and process of reforms are required

- Input into working groups
- Engagement and consultation
- Content of legislation
- Details and timeline of transition and impacts on local government and WWL





## Annual Report 2020-2021

Lynda Carroll  
Board Chair

Nov 2021



Our water, our future.

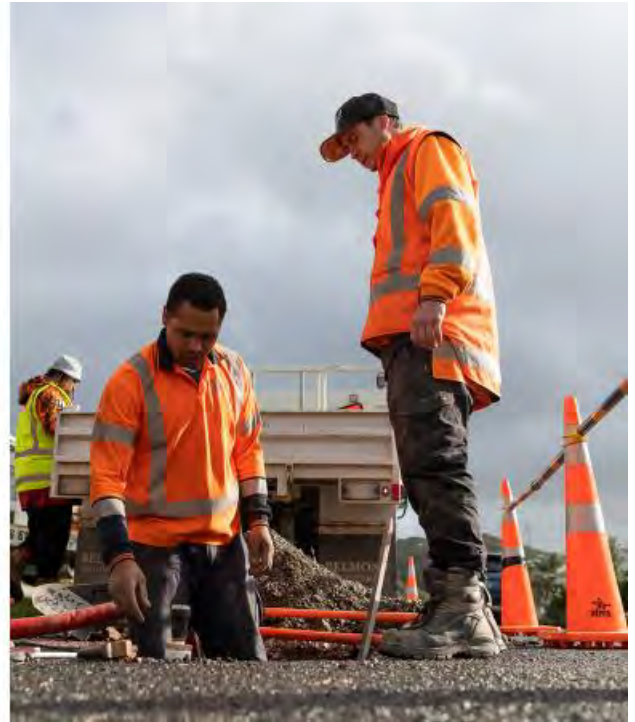
### Our performance – key highlights

- First ever unconstrained view and assessment of investment needed.
- Councils have approved our largest network renewal and operating budgets to date.
- Kicked off our programme to gain in-depth condition assessments of our most critical assets.
- Nearly 30,000 metres of pipe renewed from our capex programme.
- Completed more than 22,500 fault repairs and attended 117 major incidents.
- Customer satisfaction score up from 69% to 78%.



## Our performance – key highlights

- We continued to deliver safe drinking water to all council customers.
- More work is needed to better manage the impacts of our networks and wastewater operations.
- Progressed our youth training programme.
- Continued work to prepare for regulation.

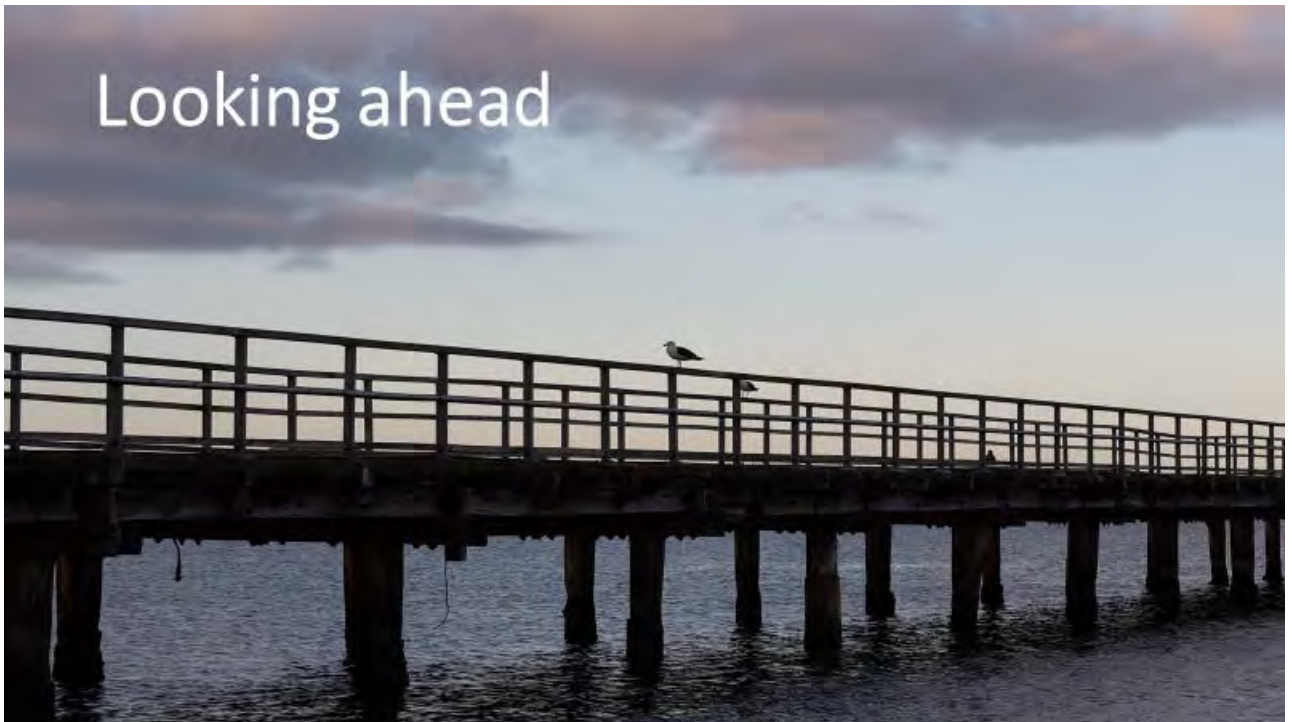


## Finance and audit

- We came in slightly under budget overall this year.
- Council opex spend amounted to \$109 million compared to \$101m the previous year.
- We delivered \$131m on our capital programme.
- We've spent \$14 million of the \$47 million in stimulus funding, with the balance to be spent by June 2022.
- Met all performance reporting requirements for AuditNZ this year.



## Looking ahead





Questions?

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Our water, our future.



# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/307)

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Report no: WWC2022/1/4

## Wellington Water Limited - Company Update

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### Purpose of Report

1. To provide an overview of the three waters activities across the metropolitan area of Wellington and the South Wairarapa District Council.

### Recommendation

That the Committee receives and notes the report.

### How to read this report

2. We continue to develop this report to provide the best information to the Wellington Water Committee (the Committee). The report comprises four parts as follows:
  - i. Governance Update
  - ii. Key Issues
  - iii. Wellington Water Committee Priorities; and
  - iv. Operational update.

### Governance Update

3. Since the last Wellington Water Committee meeting, the Wellington Water Board (the Board) has:
  - i. approved the draft Statement of Intent (SOI) and reviewed the quarterly performance and risks for Quarter 2;

- ii. considered the Regional Wastewater Contract review and moved to accept all the recommendations so planning for implementation can begin; and
  - iii. overseen the planning for the delivery of five major projects including Kaitoke Flume Bridge, Silverstream Trestle Bridge, Te Mārua Treatment Plant upgrade, Porirua Wastewater Holding Tank, and the Wellington City Council CBD Pressure Main Upgrades.
4. The key governance conversations held by the Board in recent times, are as follows:
  - i. Water Reform impacts;
  - ii. Company Strategy;
  - iii. 2024/34 Long Term Planning;
  - iv. Opex Budgets; and
  - v. Completion of a self-review.
5. The Board has been following the final shape and structure of the National Transition Unit (NTU) and the Entity C Establishment Unit with interest. The Board recognises the challenges present in terms of resourcing these entities and Wellington Water. The Board is keen to establish alignment between the parties, so resources are deployed equitably for all. This is particularly important in such a constrained labour market.
6. The Board carried out its annual strategy review. The long-term direction of restoring the balance between the water, environment and people was agreed as our long-term direction. The importance of Te Mana o Te Wai alongside this direction was also acknowledged. It was agreed that the focus for the organisation over the next two years was all about delivery. In this respect, delivery means looking after our people, continuing to build capability, addressing the requirements of Taumata Arowai and deliver for customers and councils across opex and capex.
7. The Board continues to consider the 2024/34 Long Term Plan (LTP) within the water reform context. The work between 2021/24 is well documented. Councils are accountable for this work and Wellington Water for delivering it. The question is more about the levels of service, budgets and capital projects for the period 2024/27 where there is a co-design expectation between councils and the NTU. For example, we are doing work now on projects that would be candidates for delivery in the first three years of the new water entities. The question is how much planning does Wellington Water whānau do before 30 June 2024 for the 2024/27 period?

8. Over the last three years there has been an ongoing trend of Opex costs needed to meet levels of service and risk exceeding current budgets. There are many reasons for this, but the key ones are related to ageing networks, increased expectations, cost increases and ongoing high levels of incidents and emergency work across the networks. For 2021/22 most councils optimised their fiscal stimulus funds to ensure that maintaining levels of service and risk was affordable. However, in 2022/23 and 2023/24, additional government funding is not available so services will have to be constrained to meet current LTP budgets. This means reducing levels of service and accepting greater risk across the networks.
9. The Board undertook a self-evaluation using the Institute of Directors Better Boards Survey. The results indicate:
  - i. The Board is a committed group who clearly understand their role and hold a high level of integrity and governance experience.
  - ii. The Board is looking forward to welcoming two new Board members as this will enable them to have greater diversity of thought, skills, experience and capacity. In particular, the Board has identified the need for additional expertise in the areas of water sector and asset management, and local government. Once the new Board members have joined, a review of the subcommittee framework will take place to ensure there is a dedicated focus on areas critical to the company's ongoing success as we move towards water reform.
  - iii. The Board has recently been working on enhancing governance processes including areas such as agenda setting and has developed an annual board work plan. We will continue to keep abreast of the changing regulatory environment. We understand clearly our health and safety responsibilities and regularly undertake site visits to review the implementation of our health and safety policy. We are also looking at providing more clarity to management on how they should report to us.
  - iv. Finally, we are looking at how we can engage more effectively with our stakeholders at a governance level. We are aware that most of this role has been held effectively by management, however we see this area as key for the ongoing successful transition through the water reform process.

## **Key Issues**

### *A Fatal accident at the Omāroro Reservoir Site*

10. On Wednesday 2 March 2022 we were notified of a serious accident at the Omāroro site involving an individual working for Rees Engineering – a subcontractor to the main contractor HEB.

11. On Thursday we were advised that sadly the individual had passed away. The main contractor HEB advised Worksafe of the fatality and Worksafe has now completed a site inspection and released the site so work can continue. Worksafe has 12 months to carry out further investigations and decide on any action as a consequence of the accident.
12. Initially, our response has been focused on the worker's family and all the people involved in the Omāroro project. Wellington Water has supported HEB who have taken the lead and offered any appropriate support to the family going forward. A whakawātea (blessing) was held on site and two members of our team represented Wellington Water at the Tangi for the individual.
13. The next steps involve a number of investigations to review the performance of the Health and Safety system following this incident. This includes all Person Conducting a Business or Undertaking (PCBU) relationships and the execution of the duty of care across all partners. In addition, Wellington Water is seeking an external review of all of our responses to ensure there are no gaps in our approach. This system review will be reported to the Board, WCC, the Committee and provided to Worksafe.

#### *The impact of Omicron*

14. Omicron is now steadily spreading through the people of Aotearoa. It presents a personal risk to individuals and a business continuity risk to the ongoing provision of services to customers and our owners. Wellington Water provides critical services in the form of water treatment, network management and wastewater treatment. Our approach to mitigating the risk of not being able to provide critical services, includes working in bubbles, establishing backup resources and carrying out daily Rapid Antigen Testing and always following Public Health advice.
15. In Appendix 1 attached to the report we provide a summary of the current impact of Omicron on our workforce and capital programme. You will receive an update to this appendix the day before the Committee meeting.
16. We are now planning for the worst-case scenario should this eventuate. This will focus on ensuring resources are able to work on critical services at the expense of all other work.

#### *Environmental Consent Compliance*

17. There are three abatement notices 'live' across three treatment plants. All relate to needing to meet consent conditions following a period where we did not. The most critical is an abatement notice on the Moa Point plant which expired on 31 December 2021. We are working with GWRC to extend this timeline to enable the plant to come back into compliance following heavy maintenance. Until GWRC extend this period there is increased risk of prosecution.



### *Three Waters Risk Profile*

18. The company's current risk profile is attached as Appendix 2 to the report. As usual this is available to the public on our website.

### **Wellington Water Committee Priorities**

#### *Capex Delivery*

19. An update on the delivery of the capital programme for 2021/22 is included in this meeting under separate cover.

#### *Workforce Capability*

20. Discussions on extending the Consultant and Contractor Panel agreements are being finalised. It is intended to extend the panel terms to 2027 (three years into reform) to give a balance between continued capex programme delivery for councils, business continuity for key suppliers and opportunity for the new entity to establish alternative sourcing and delivery arrangements.
21. It is intended that the extensions will be agreed in early March. Agreements will allow more time for panels to develop social procurement objectives and plans.
22. At the time of writing, the Infrastructure Skills Centre programme has been running very well. The biggest risk to the programme has been a disruption due to COVID and the trainees not being able to complete the programme.
23. By the time of the Committee meeting the trainees will be completing the fifth and penultimate week of their programme. A graduation will be held at the conclusion of the programme and then they will start their new roles either in the Wellington Water Customer Operations Group or with members of our Contractor Panel. We will then complete a review of the programme to determine refinements, and then confirm when the next intake will be sought to be trained.

#### *Water Reform*

24. The region (including our six owners) has established a working group to provide an interface with the NTU to triage requests of councils and Wellington Water. The first major one is a series of Human Resources questions completed by 1 March 2022. We expect the next one to be about ICT and data.
25. The NTU has sought personnel to be on advisory and steering groups. Wellington Water has provided staff for these groups and the demands are modest. The next stage is likely to be more requests for secondments which will be much more challenging to address. Any staff released to the transition arrangement will impact on Wellington Water's ability to deliver core business for councils. While the NTU is prepared to pay for backfilling the issue here is an absolute shortage of skilled staff.

26. Wellington Water and NTU did carry out a planning day where we laid out respective planning documents to ensure there were no double ups and/or to identify common work we could do together.
27. One of the biggest transition risks is the potential delay in addressing increasing consumption of drinking water across the metropolitan area of Wellington due to growth and leaks. If this trend continues, the chances of more severe, frequent and extended watering restrictions in summer are high, and in a worst-case scenario could potentially result in outages in some parts of the metropolitan area (for example due to low pressure). Refer to Appendix 3 attached to the report for more information on this.
28. The region has progressed a dual approach of investigating water meters and additional source capacity to address this risk. If this work is stalled over the next two years (or even longer) then the chances of interruption to water supply over future summer months just worsens. For this reason, we think a clear understanding between the Wellington Water Committee, Wellington Water Board and the Entity C Board needs to be established to manage this specific issue.

## **Operational Matters**

### *Update on Regulation*

29. The regulatory landscape is evolving quickly as authorities move to position their policy and regulations in anticipation of water reform. This has resulted in a flurry of papers out for consultation as the Ministry of Health (fluoride mandate), the Ministry for the Environment (National Environmental Standards for Sources of Drinking Water) and Taumata Arowai focus on the commencement of the new reporting year. Wellington Water is capturing these reporting requirements in order to collect data and provide our owners assurance of our level of compliance, and engaging in consultation where appropriate.
30. A key focus remains the maturation of our Drinking Water Safety Plans, which are required to be submitted to Taumata Arowai in November 2022. Taumata Arowai will receive hundreds of these from across the country but has indicated that their risk-based approach to reviewing them would make Wellington Water's one of the first (population and geography size that the plans cover etc.).
31. Key to achieving a good compliance outcome from this review are the Source Water Risk Management Plans which are due for completion in June 2022; completing the South Wairarapa Drinking Water Safety Plan; and resourcing the current shortfalls within the Drinking Water Safety Plans relating to investigations, incident management, operational auditing and operational risk management.
32. The relationship with Taumata Arowai remains good and in part this is due to the openness of Wellington Water to share its compliance journey with the regulator.

### *Fiscal Stimulus*

33. There are three months to run until the Fiscal Stimulus Fund closes out on 30 June 2022. You will recall the region was allocated \$47.3M to spend over the 2020/21 and 2021/22 financial years by agreeing to work with government on investigating the reform of water services across New Zealand.
34. We are on track to complete all the fiscal stimulus funding work by the 30 June 2022 deadline. In Appendix 4 attached to the report we have included individual council and Wellington Water output reports which outline the benefits the region has obtained from this investment.
35. A full closeout report is required by the Department of Internal Affairs/Crown Infrastructure Partners on conclusion of the fund. This report will also act as a closeout report to all councils which will be presented at the 29 July 2022 Committee meeting.
36. While the fiscal stimulus has led to some excellent outcomes for customers it will leave a big hole over the 2022/23 and 2023/24 financial years when it finishes. Fiscal stimulus has been used to fund the difference between actual opex costs and LTP budgets in most cases.

### *Asset Condition Assessment*

37. Understanding the health of the region's water assets is a prudent part of an asset management system. Low investment across the region, including in conditional assessment, has led to a limited understanding of asset health and increased risk of service failure. With an asset base of at least \$6B, it is estimated that \$10M per annum of condition assessment needs to be conducted annually (based on international evidence).
38. Under the operational budgets provided in the 2018 LTP (totaling \$1M for condition assessment), the only proactive condition assessment undertaken by Wellington Water was through CCTV inspections of a total of approximately 27km of gravity wastewater and stormwater pipes (approximately 1% of the wastewater and stormwater network length). Limited condition assessment data was also captured as part of investigations prior to reactive maintenance work and capex projects, and some limited opportunistic sampling of asbestos cement watermains.
39. In 2019, in response to a number of critical asset failures, Wellington City Council and Hutt City Council made available additional funds of \$500,000 and \$200,000 respectively to undertake condition assessment. This funding was used to instigate the 'Very High Criticality Assessment' (VHCA) programme, which was given a significant investment lift from the government stimulus funding made available from September 2020 to June 2022.
40. The current 2021-24 LTP budgets provide for condition assessment programmes across the region amounting to approximately \$2.5M per year until the end of 2023/24. This will enable Wellington Water to implement a critical valve testing programme and to complete assessment of approximately 100km of pipe within the three waters networks.

41. If an ongoing provision of \$10M per year was released, we could make more significant progress in gaining an understanding of the condition of the region's asset base. Under this scenario, condition assessment priorities would continue to be set according to perceived risk using age, maintenance history and criticality as inputs.
42. The data would inform future asset management decisions for renewals and maintenance planning and asset valuation. This will lead to a greater confidence in knowing how to best extend the expected lives of assets.

## Appendices

No.	Title	Page
<a href="#">1</a>	Wellington Water COVID Update - 9 March 2022	39
<a href="#">2</a>	Wellington Water Key Risks - Performance Summary Quarter 2 2021-22	40
<a href="#">3</a>	Sustainability Water Supply and Demand - Risk Update	44
<a href="#">4</a>	Fiscal Stimulus Interim Reports to the end of February 2022	52

**Author:** External Author (Wellington Water Ltd)

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## Wellington Water COVID Update – Wednesday 9 March 2022

### Our objective:

To protect our people in all roles but particularly critical roles across our treatment plant operations (wastewater and drinking water), land development, and customer services.

**Overview of current status:** The effects of Covid-19 are beginning to impact our operations due to staff absences, but to-date these have been manageable. We currently have 30 frontline staff absent, and 28% of our capital projects workforce absent. We are expecting and preparing for this number to grow though we will see the first tranche of recovered cases return to work next week. We have a good supply of rapid antigen tests and have increased our frontline customer delivery surveillance testing to daily.

KEY	
Green	No issues as a result of COVID-19
Amber	Some risk to maintaining usual critical operations
Red	Operations significantly impacted

### Our treatment plant operations

Water Treatment Plants		Wastewater Treatment Plants		Comments:
Plant	Status	Plant	Status	
Gear Island	Green	Martinborough	Green	Currently treatment plant and controls system operations are well prepared for a COVID-19 outbreak. There are currently no impacts across the water treatment plant network. Two critical workers in our wastewater plants are absent due to Covid-19, but the impacts are manageable.
Wainui	Green	Featherston	Green	
Waterloo	Green	Greytown	Green	
Te Marua	Green	Lake Ferry	Green	
Waiohine	Green	Moa Point	Green	
Memorial Park	Green	Porirua	Green	
Pirinoa	Green	Western (Karori)	Green	
Martinborough	Green	Seaview (UHCC/HCC)	Green	

### Customer Operations (customer calls, network issues, bursts, blockages, leaks)

Staff: 28 isolating (24 Delivery roles ; 2 Planning ; 1 CET ; 1 Performance)

Council	Status	Status of priority and urgent work that has the most impact on customers
HCC	Amber	Approximately 20% of the Customer Operations frontline is absent due to Covid-19, most of the cases picked up through surveillance testing. We are working to avoid disruption using sub-contractors and moving staff between depots. In addition, we have increase rapid antigen surveillance testing to seven days a week, this will smooth out the staff absences, and lessen the likelihood of Covid-19 spread within the workforce.
UHCC	Amber	
PCC	Amber	
WCC	Green	
SWDC	Green	
GWRC	Green	

### Current COVID measures

Covid-19 Red protocols remain in place, which include mask wearing, physical distancing, and increased hygiene measures.

Our surveillance testing has caught several Covid-19 cases which would have otherwise been in the workplace. We have supplied rapid antigen tests throughout our workforce and have made them available to our wider sub-contractor whānau to assist with their operations and help minimise disruption.

From Wednesday 09 March we will be increasing to daily surveillance testing across our frontline to assist with early detection and minimise any spread throughout our workforce.



### Capital projects

**Amber** - Approximately 28% of the capital project's workforce is absent due to Covid-19 illness or isolation. We are seeing some of our capital delivery construction sites temporarily close:

- Papawai Road Wastewater renewal (SWDC)
- Agra Crescent water and stormwater renewal (WCC)
- Hopper St wastewater renewal (WCC),
- Others operate with reduced staffing.

Generally, these absences are delaying projects by ten days, We are constantly communicating with our construction teams, and they are managing the impacts as best they can.

### Land Development Inspections and Connections

**Green** - Regular rapid antigen testing is ongoing and COVID-19 safety protocols are being followed.

### Supply Chain

**Amber** - A key supplier for our projects, NZ Steel, is being heavily impacted with 30% of its workforce down, causing issues sourcing reinforcing steel. This may cause future project delays. Availability of sub-contractors is another issue, with challenges with our traffic management suppliers who are being significantly affected with staff absences. We are currently monitoring the supply chains for key water treatment chemicals, but there have been no impacts so far.

### Wellington Water Key Risks – Performance Summary Quarter 2 2021 / 2022

Key Risk	Risk Description	Risk mitigation measures	Quarter 2
<b>Operational funding</b>	That operational funding shortfalls impact the ability to deliver which includes service impacts to customers, ability to provide safe drinking water, regulatory non-compliance and non-achievement of objectives.	<ul style="list-style-type: none"> <li>○ Scenario analysis and risk assessment.</li> <li>○ Consideration of funding sources.</li> <li>○ Prioritisation of resources to minimise risk exposure.</li> <li>○ Provide analysis of level of service to meet budgets.</li> <li>○ Agree how service cuts will be promulgated.</li> <li>○ Presenting a proposal to Councils for 22/23 and 23/24 as part of LTP deliberations.</li> <li>○ Agreeing service levels and risks to Councils based on LTP advice.</li> </ul>	<p>New risk.</p> <p>Ensure alignment with councils on the LTP budget.</p> <p>Provide suggestions on use of “Better off” funding.</p>
<b>Cybersecurity breach</b>	Malicious acts compromising information, communications and technology systems that are critical for the supply of three waters services.	<ul style="list-style-type: none"> <li>○ Regular staff training and awareness.</li> <li>○ Deployment of specialist cybersecurity expertise.</li> <li>○ Independent experts used to advise on an enhanced cybersecurity roadmap and tools.</li> </ul>	<p>Risk level remains the same.</p> <p>Security controls assessments are complete, and report provided, this is informing immediate actions to improve our security and the development of further investment options.</p> <p>The refresh of our business continuity plan in the context of a successful cyber-attack is in development.</p>

## Wellington Water Key Risks – Performance Summary Quarter 2 2021 / 2022

Key Risk	Risk Description	Risk mitigation measures	Quarter 2
<b>Water supply shortage leading to drought levels of service</b>	Demand for water has continued to increase over 2020/21/22 due to population growth. If the trend continues with current increasing leakage levels, then restrictions needed to manage average summer demand will be greater than Level 2 (sprinkler ban) within two years. This could result in water shortage resulting in drought levels of service.	<ul style="list-style-type: none"> <li>○ Integrated water management model for water supply.</li> <li>○ Integrated risk management model for summer supply.</li> <li>○ Water restrictions and bylaws.</li> <li>○ Water supply enhancements.</li> <li>○ Customer communications.</li> <li>○ Leakage management.</li> <li>○ Smart meters.</li> <li>○ Drought management plan.</li> <li>○ Business Continuity plan.</li> </ul>	<p>Risk level remains the same.</p> <p>Sustainable water supply and demand programme established.</p> <p>Supply operational improvements at Te Marua complete.</p> <p>Water conservation messaging running since November and has achieved marketing presence and engagement.</p> <p>Progressing work to communicate drought levels of service to consumers to better inform the public of what to expect should a drought event occur.</p> <p>Annual Summer Demand Risk Working Group operational.</p>
<b>Unplanned critical asset failure</b>	Failure of a critical asset through asset condition that could result in unplanned disruption to the supply of three waters services.	<ul style="list-style-type: none"> <li>○ Establish very high critical asset health.</li> <li>○ Secure funding to continue asset health assessments.</li> <li>○ Initiate remedial plans as required.</li> </ul>	<p>Risk level remains the same.</p> <p>This project should reduce the risk likelihood through improved knowledge of the assets. Very high critical assets (VHCA) are only a portion (i.e. 9%) of the asset base. Possibilities remain that failures will periodically occur in assets other than VHCA and high critical assets (HCA).</p> <p>Work is underway to plan for the next priority of assets (HCA) that will be assessed within Long Term Plan funded 3-year programme.</p>

## Wellington Water Key Risks – Performance Summary Quarter 2 2021 / 2022

Key Risk	Risk Description	Risk mitigation measures	Quarter 2
<b>Delivery of the capital programme into the future</b>	Sub-optimal execution of the capital programme due to insufficient resources (staff, contractors and suppliers) to deliver on the larger programme of work in the Long-Term Plans.	<ul style="list-style-type: none"> <li>○ Market resources are secured to support delivery.</li> <li>○ Procurement strategies to optimise delivery.</li> <li>○ Ensure sustainable programme of work.</li> <li>○ Drive efficiency in the programme delivery.</li> </ul>	<p>Risk level remains the same.</p> <p>Independent review has identified the gaps in our capability and capacity and that of our suppliers.</p> <p>Panels have presented action plans to build capability and capacity – Holmes Consulting has joined the consultant panel and HEB has joined the contractor panel.</p> <p>Fast track renewals trials started last financial year show promising results and will be scheduled as a “bench” for councils.</p> <p>Regional spend profile has been smoothed for more sustainable year on year increases.</p> <p>Process improvement initiatives are underway to increase efficiency.</p> <p>Delivery team’s growth review completed and recruitment underway.</p>
<b>Treatment of wastewater</b>	The risk that wastewater treatment plant operations continue to operate outside of consents, causing regulatory action to escalate.	<ul style="list-style-type: none"> <li>○ Implement changes to asset management processes.</li> <li>○ Undertake Strategic Planning for Metropolitan Wastewater Treatment Plants.</li> <li>○ Implement the recommendations of the independent review of wastewater treatment operations.</li> </ul>	<p>Risk level escalating.</p> <p>‘Please explain’ letters received for Seaview, Moa Point and Porirua WWTPs operated by Veolia and for Martinborough WWTP operated by WWL.</p> <p>Likelihood of further enforcement action including formal warnings, infringement notices or prosecution is probable.</p>



## Wellington Water Key Risks – Performance Summary Quarter 2 2021 / 2022

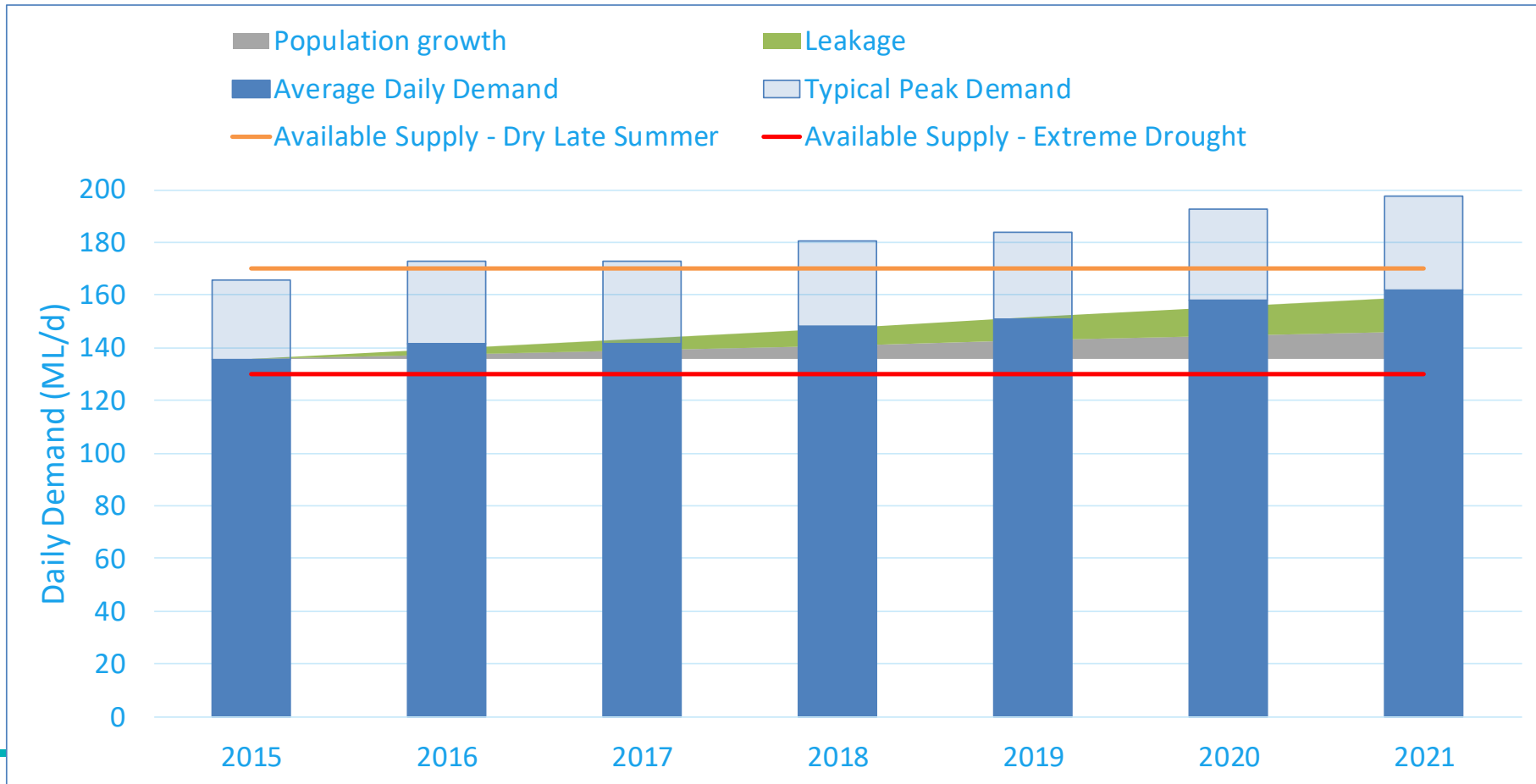
Key Risk	Risk Description	Risk mitigation measures	Quarter 2
		<ul style="list-style-type: none"> <li>○ Produce coherent narrative to demonstrate reasonable steps have been taken as a result of regulatory instructions (abatement notices etc).</li> <li>○ Review of critical assets condition</li> <li>○ RMA Compliance prioritised as an area of focus by Director Regulatory System.</li> </ul>	<p>Independent WWTP contract review complete, recommendations identified for implementation and plan to be released in March 2022.</p> <p>Analysis is underway as to any potential environmental effect to ecology and water quality.</p> <p>In response to asset failure WWL commissioned independent review (Worley’s) of asset management practices.</p> <p>Implementing the findings from Worley’s review of asset management practices.</p>
<b>Leadership, people, culture and behaviors</b>	Not able to maintain stable organisational working environment (due to Covid, Three Waters Reform and growth including Infrastructure Acceleration Fund) which leads to non-achievement of objectives.	<ul style="list-style-type: none"> <li>○ Prepare proactive Covid Policy.</li> <li>○ People Strategy.</li> <li>○ Resolve accommodation capacity issues.</li> <li>○ Bring in leadership and change management expertise to support managers through change.</li> <li>○ Lift resource in the recruitment function. Being more deliberate on development and supporting managers to have engagement conversations.</li> <li>○ Continue to deliver on Long Term and Strategic Planning.</li> <li>○ Continue to operate as normal.</li> </ul>	<p>Risk level increased.</p> <p>Covid (Omicron) now increasingly prevalent in WWL and partner work forces.</p> <p>Key very-critical personnel identified for provision of services and will be offered increased support when outbreak impacts their whanau, to allow them to continue work at plants.</p> <p>Potential additional space identified; consultation commenced with staff.</p> <p>Change courses and facilitated workshops commenced.</p> <p>Additional recruitment resource on-board.</p> <p>Engagement check-ins commenced.</p>

# Sustainable Water Supply & Demand Wellington Water Committee Situation Update and Discussion



Our water, our future.

# Situational Analysis



Our water, our future.

## New Information/Developments



- Population growth is higher than projections that informed the 2021-31 LTP
- Per capita consumption is expected to exceed planning assumptions this year
- As a result, the likelihood of more frequent, severe and extended watering restrictions in summer has increased
- Cost estimates have risen
  - Investigation work progressed and scope of work required refined
  - Rising market delivery costs



Significant change to expectations for 2024-34 LTP  
Funding shortfall for investigation/design work prior to 2024

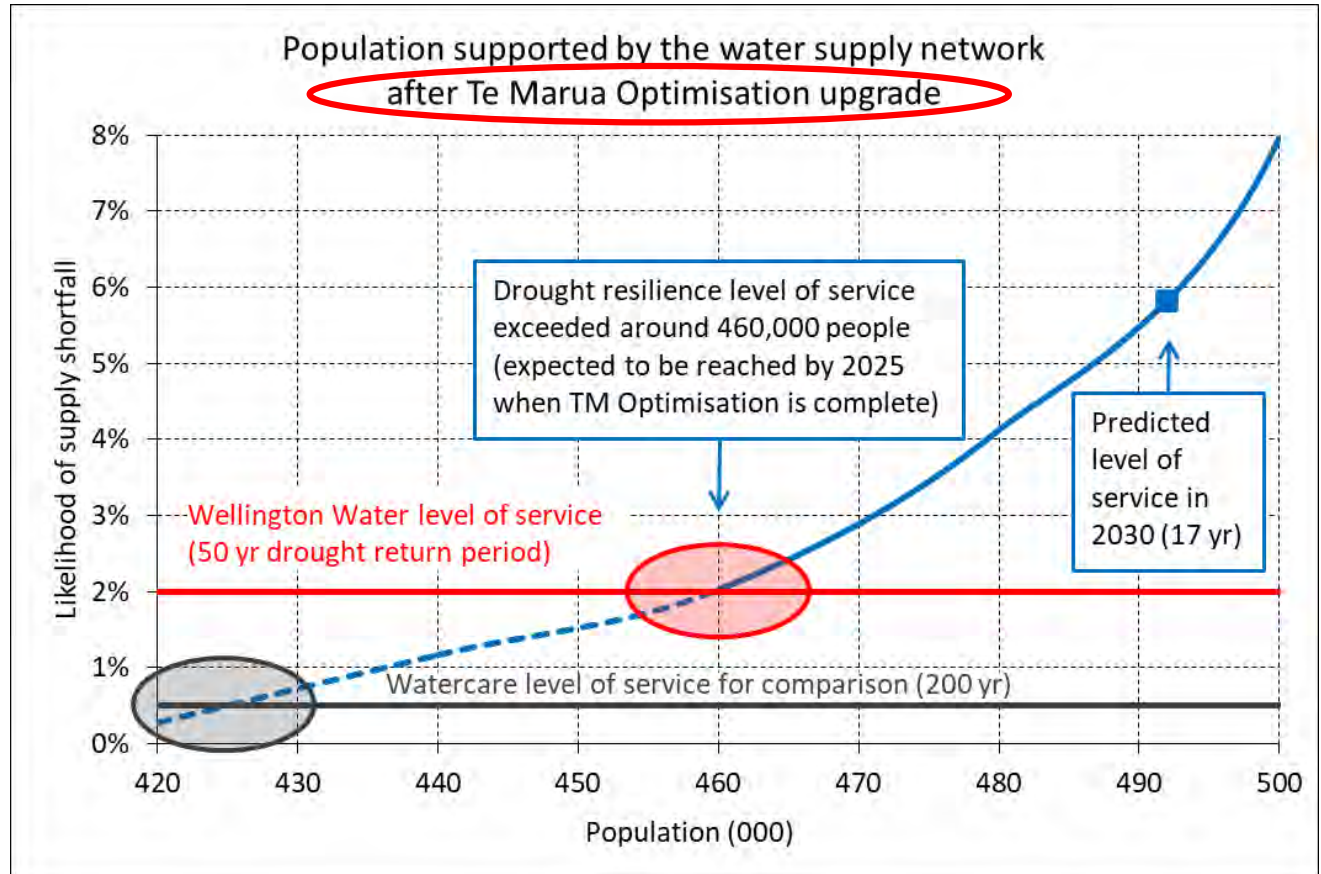
Our water, our future.

# Supply Risk Going Forward



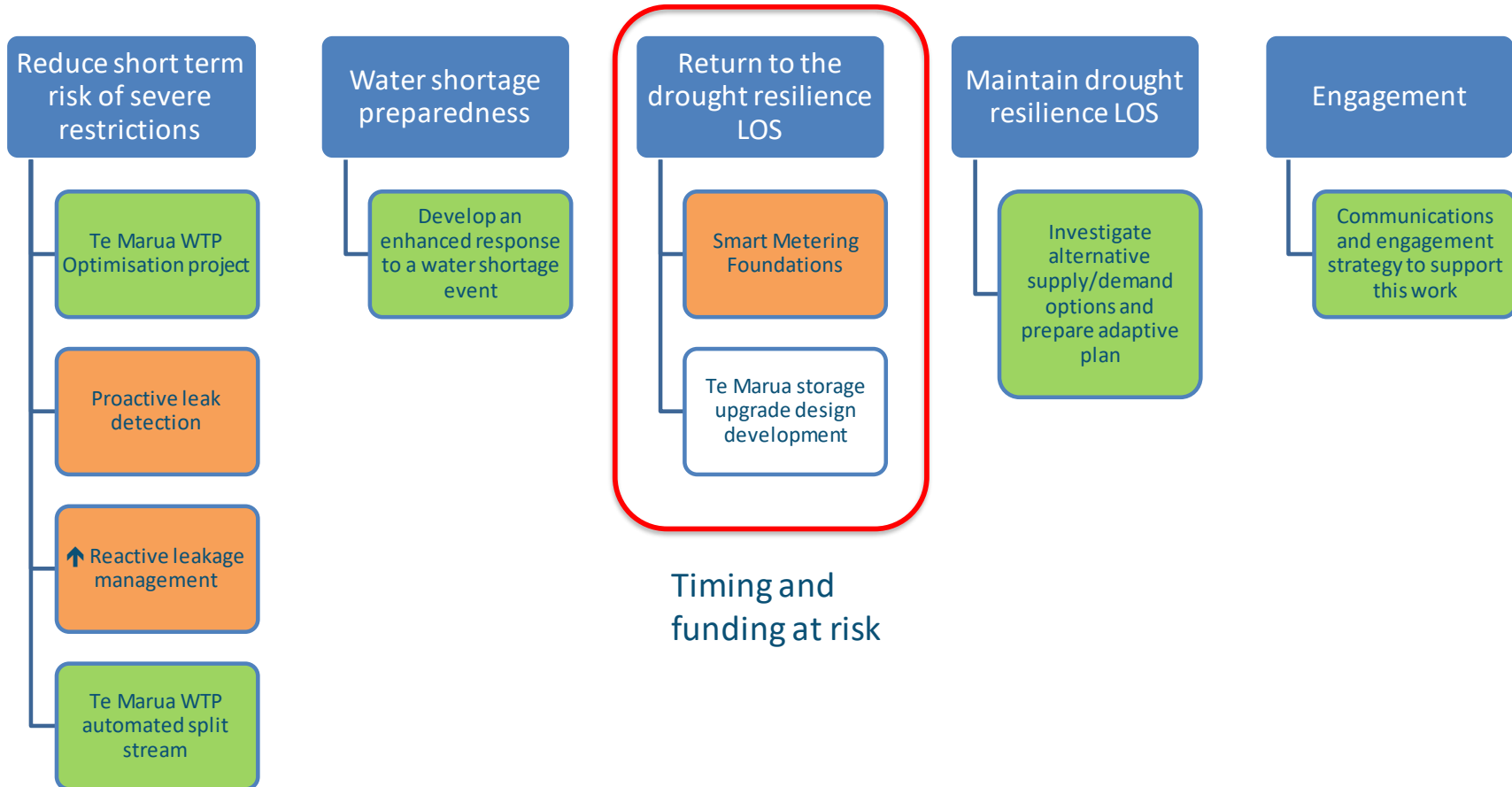
We are exceeding our target drought resilience level of service prior to completion of Te Marua optimisation project (2025)

...and the likelihood of shortfall is increasing



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# Water Supply Risk Action Plan



Our water, our future.

## What Are Our Options?

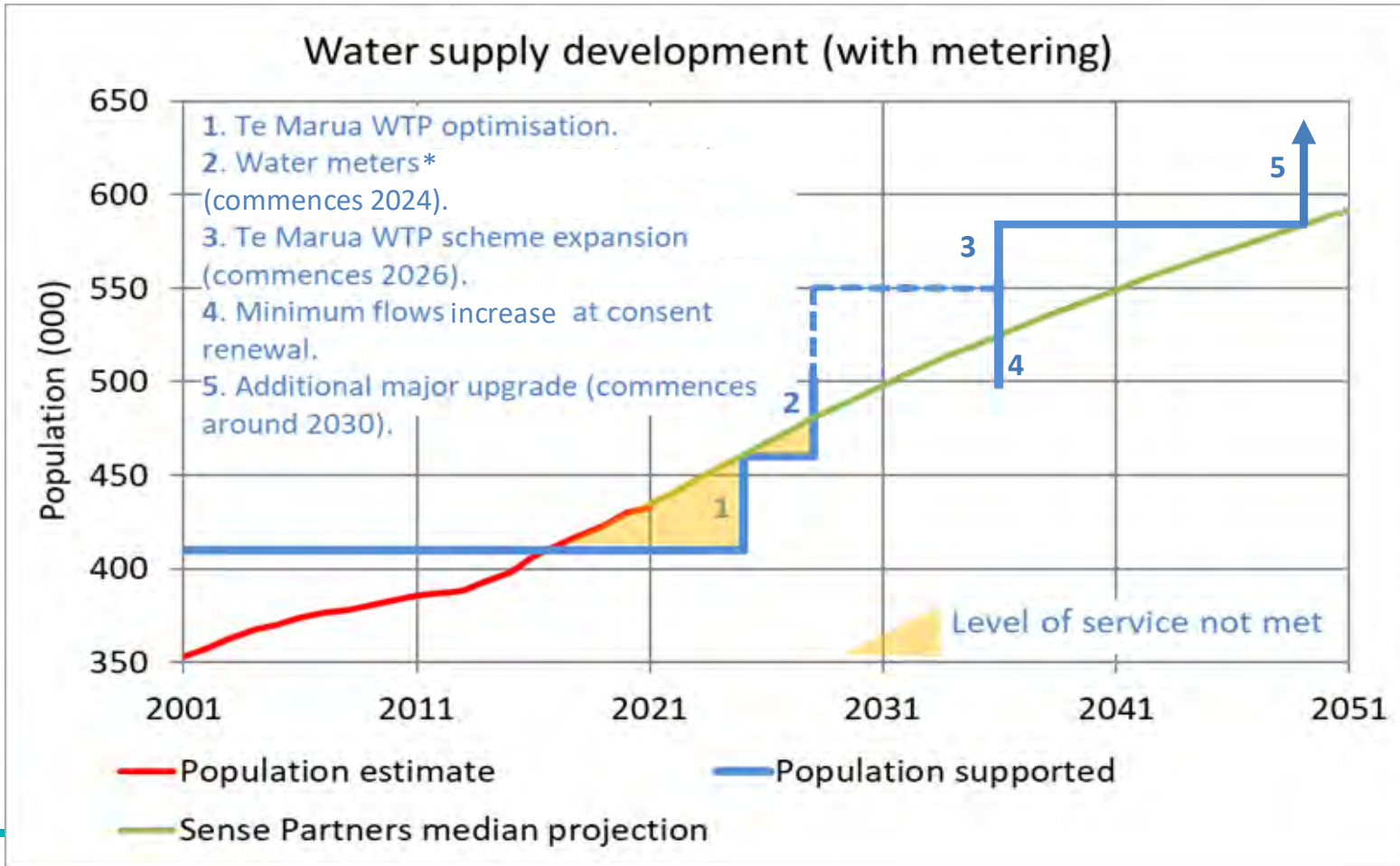


- A. Accept a significantly higher risk of supply shortfall until an option under B below is implemented [**Not recommended**]
- B. Start work now in preparation for delivery commencing FY24/25 on demand and/or supply side options

Option	Investigation/Design Work
1a Universal residential smart metering	
1b Universal residential smart metering with volumetric charging	\$3-5M
2 Te Marua Supply Scheme expansion	\$2-4M

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# Preferred Pathway to Meeting LoS



\*Assumes 20% demand reduction which may require volumetric charging.  
 If lesser demand reduction is achieved (volumetric charging not adopted), items 3 & 5 will be required earlier

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## Discussion



- Investing in a more efficient network/demand reduction (metering) or more storage (Te Marua expansion) are both 'no regrets' options
- Demand reduction through metering aligns with Te Mana o te Wai and Sustainable Water Supply strategic principles and objectives
- Source capacity increase and existing consent renewals are expected to be difficult to consent without first showing progress in demand reduction
- Three Waters reform poses additional risks
  - Delays of 2+ years
  - Commitment to funding further work needed prior to 2024 (\$ not provided for in 2021-31 LTP)
- Perceived lesser risk associated with progressing supply expansion
  - CAPEX (source capacity) vs OPEX (metering foundations) funding and ability to transfer debt to Entity C
  - Political sensitivity, business systems and processes and associated complexity for implementation of metering
- Supply expansion should ideally be progressed in parallel with metering given the risk and uncertainty
- **What risk is the region prepared to carry prior to water reform, and hand to Entity C?**

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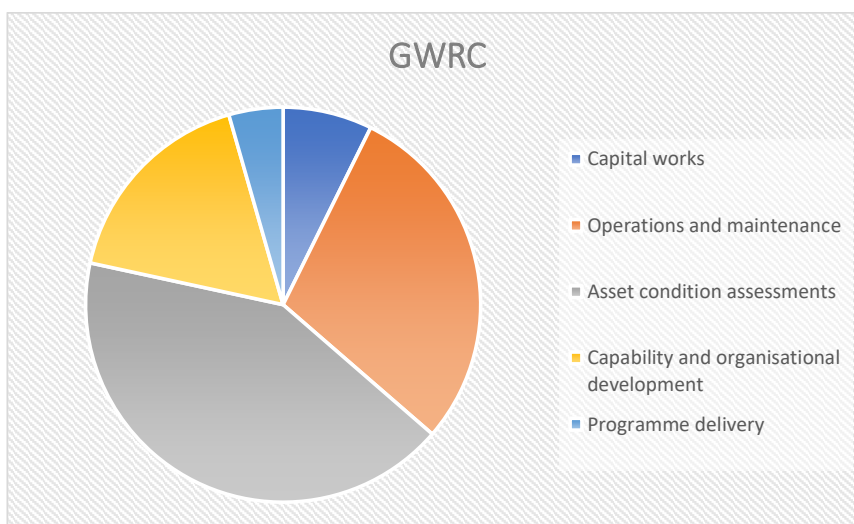
### Update for Greater Wellington Regional Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

4 March 2022

GWRC was allocated \$3.3m Crown stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$2.64m has been spent.

- \$193k has been spent on capital works – initial stages of the Te Marua Capacity Upgrade project
- \$767k has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$1.1m has been spent on asset condition assessments of very high criticality assets
- \$453k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$117k has been spend on programme delivery



This funding expires at the end of June 2022. The remaining \$661k will be spent across the above categories, with the majority on asset condition assessments and organisational development.

Below is a summary of what we have achieved for GWRC in each workstream.

#### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater, and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

There was no work on GWRC assets in this workstream.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.

#### Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- Physical assessment of all the GWRC reservoirs and pumpstations is complete. The reservoir conditions are generally satisfactory from a structural perspective - there are however contamination vulnerabilities that need to be addressed and these are being placed in the forward works programme as a matter of priority once funding is confirmed. The pumpstations are generally assessed as being in a poor condition.
- Physical inspection of the water treatment plant assets remains at 85% complete and work is underway to assess the 15% of water treatment plant assets that could not be inspected due to, for example, difficulty of access, and/or the needed for planned shutdowns etc. Some work has been undertaken planning for the balance of the asset assessments but this has been delayed until after the busy summer water demand period. Covid/Omicron is now also having an impact. There is a risk that the remaining WTP assets may not be able to be complete by the end of the stimulus funding period.

- There remain challenges in accessing the potable water pressure mains for assessment for a number of reasons and alternative technologies (ePulse testing) are being progressed as workarounds. The GWRC VHCA pressure pipelines are expected to be a challenge to complete assessments by June 2022 and whatever works remain uncompleted at this point will be put into the forward works programme - however future assessments will be constrained by historically limited opex budgets.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.

## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

The Business Improvement Programme aims to lift organisational capability in a number of areas. These include:

- **Asset Management Stream:** Improvements to WWL's asset management systems (people, processes, tools) to provide accurate, assured and timely data to enable better business decision-making. This includes development of the Wellington Water Asset Management Information system (Maximo) environment. Detailed design and functional workshops have outlined the key elements for the planning the platform configuration and build.
- **Ready for Regulation & Risk/Assurance Stream:** Addresses the immediate risks in the Water Treatment Plants regarding Processes, Standard Operating Procedures and an assurance framework for these, and sets up WWL to comply with requirements of Taumata Arowai, including development of source water risk management plans and management of backflow risks.
- **Data & Digital Stream:** The Data & Digital stream includes work on: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. The top priority is to improve WWL's ability to repel and recover from cybersecurity attacks. Cyber vulnerability assessments have been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. In the data and analytics space the focus is on ensuring quality data

for decision-making, starting with addressing gaps in required data and ensuring core data management practices are in place.

- Carbon roadmap: We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region's water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- Digital strategy and vision: Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

### Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active in HCC, PCC, UHCC and WCC, with additional trucks and equipment purchased. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.

**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. This is underway in Greytown.

**Universal Smart Metering Foundations:** We began to develop the detailed business case for universal smart meters. Plans for communications, market research and procurement are available for future use.

### Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent. One of these will be installed at Haywards Pump Station and one at Porirua High Reservoir.

A study was undertaken on a potential cross-contamination risk from raw water to potable water at Te Marua WTP, Wainui WTP, Waterloo WTP and Gear Island WTP and recommendations were given to reduce future risks.

Other projects have region-wide benefits:

- Reservoir roof repairs: These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.
- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.
- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.

### Preparation for Reform

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.
- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.

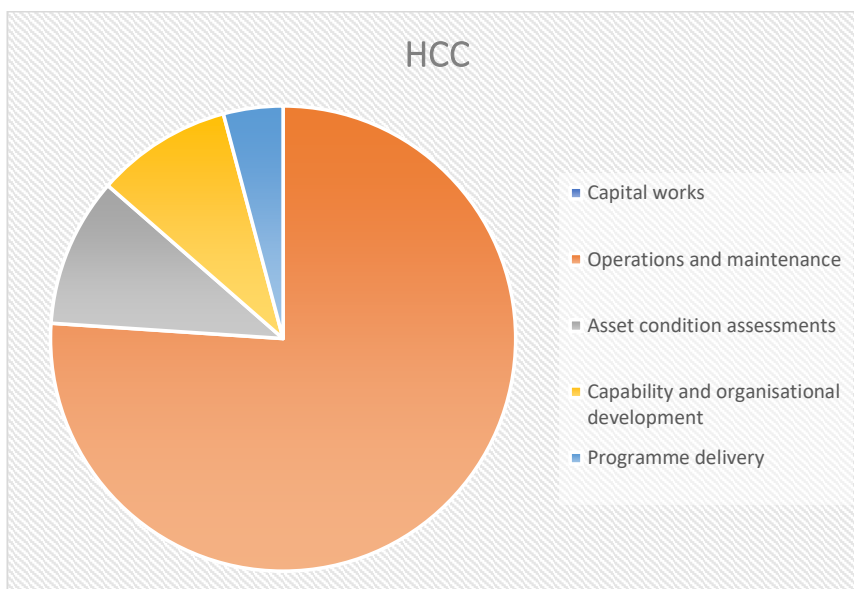
## Update for Hutt City Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

4 March 2022

HCC was allocated \$10.6m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$8.67m has been spent.

- \$6.6m has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$900k has been spent on asset condition assessments of very high criticality assets
- \$819k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$359k has been spent on programme delivery



This funding expires at the end of June 2022. The remaining \$1.93m will be spent across the above categories, with the majority on asset condition assessments and operations and maintenance.

Below is a summary of what we have achieved for HCC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater, and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

In May 2021 HCC decided to fund these works directly through their capital programme and added another \$0.7M to extend the scope of work. WWL has continued to report on the outcomes of this programme as the work was enabled through SFP. These figures are not included in the overview on the previous page.

1,759m watermains and 1,645m wastewater in HCC (in Wainuiomata) have been completed.

#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
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Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- The VHCA pumpstations are 95% complete with the balance being a few selected p/s switchboards that need to be assessed. About 40% of the HCC pumpstations are assessed to have some assets in a poor or very poor condition.
- Assessments of all the HCC reservoirs are complete including the one buried reservoir. About 15% of the HCC reservoirs are assessed to be in a poor structural condition – in addition, individual aspects of many reservoirs need attention in regard to contamination and health and



safety risks. Some good news here is roof sealing works on 11 HCC reservoirs (so far) has now been completed to address some of these contamination risk issues.

- Inspection and assessment of the pipes is progressing steadily - about 80% of the pipes that were scheduled for inspection have been inspected (note this schedule is about half the number of kms of pipes that have been desktop assessed and physical assessments are focussed on the higher risk pipes). While it varies by water about 15% of the HCC VHCA pipes are assessed to be in a poor or very poor condition – at this point this is largely based on desktop condition assessments.
- Challenges with the pressure pipes means alternative technologies are now being worked through. The end result is pressure pipes will be under-represented in the physical based assessments so there will be more reliance on desktop assessments. Covid permitting, site works for scheduled pipe inspections are programmed for completion in March/April with data interpretation and finalised condition assessment remaining to be completed this financial year. While it is still early days the revised assessments based on physical pipe inspections are confirming the desktop based assessments completed last year.
- There are some assets (e.g. cast iron wastewater rising mains) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have expanded the VHCA programme to incorporate some more specialised inspections of VHCA assets within our wastewater treatment plants. These assessments, including at Seaview WWTP, are underway and should be finalised by April.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.
- We are undertaking a study of the capacity and future investment needs of the Seaview Wastewater Treatment Plant. Sampling has been completed, and a calibrated process model is being currently being built.

## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

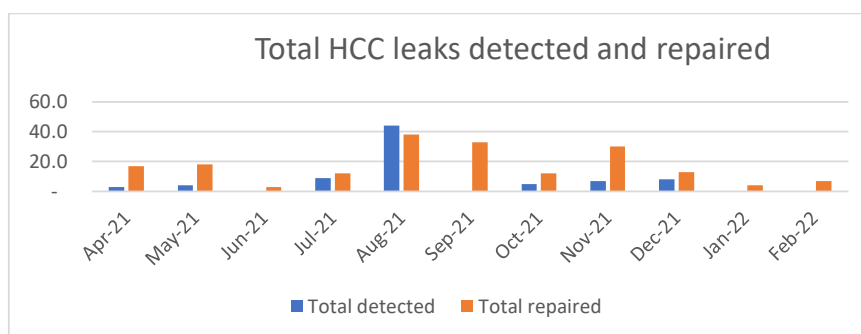
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- **Carbon roadmap:** We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region's water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- **Digital strategy and vision:** Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

## Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active, with additional trucks and equipment purchased. There were 80 leaks detected and 187 repaired in HCC to date. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.



**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. This is underway in Greytown.

### Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

In HCC, we have completed ten reservoir roof repairs (Maungaraki, Titiro Moana, Liverton, Major Drive, Gracefield, Grawler, Kingsley, Point Howard, Delaney, Sunville). These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life. One additional reservoir (Rahui) had preparatory works done, but it was discovered after cleaning the roof that the sealant approach would not be suitable, and improvement for this reservoir will be added to the longer term programme of work.

We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent. Four of these will be installed at Hutt City sites over the coming months, at Point Arthur, Delaney reservoir, Gracefield PS and Titiro Moana reservoir.

Other projects have region-wide benefits:

- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.

- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.
- A study was undertaken on a potential cross-contamination risk from raw water to potable water at Te Marua WTP, Wainui WTP, Waterloo WTP and Gear Island WTP and recommendations were given to reduce future risks.

### Preparation for Reform

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.
- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.

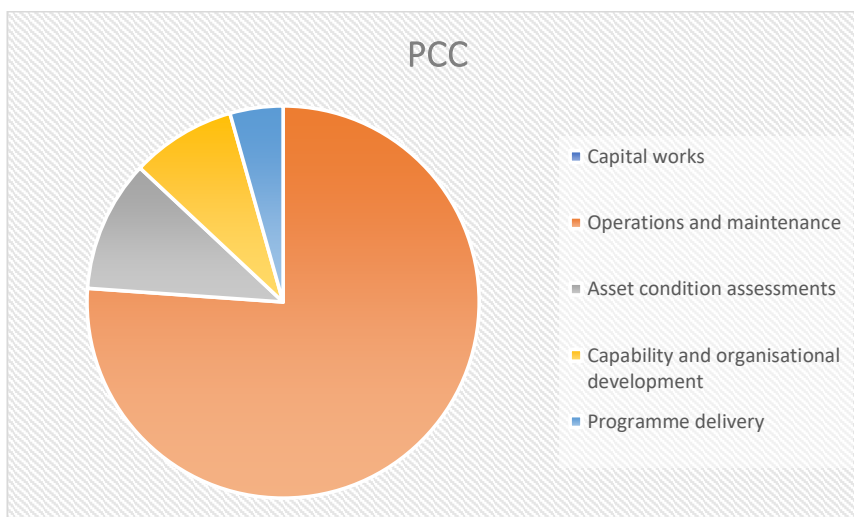
## Update for Porirua City Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

18 February 2022

PCC was allocated \$5.7m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$5.35m has been spent.

- \$4.07m has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$581k has been spent on asset condition assessments of very high criticality assets
- \$463k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$224k has been spend on programme delivery.



This funding expires at the end of June 2022. The remaining \$351k will be spent across the above categories, with the majority on asset condition assessments and organisational development.

Below is a summary of what we have achieved for PCC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

In May 2021 PCC decided to fund these works directly through their capital programme and added another \$1.3M to extend the scope of work. WWL has continued to report on the outcomes of this programme as the work was enabled through SFP. These figures are not included in the overview on the previous page.

1,111m wastewater and 1,275m of watermains in PCC (in Titahi Bay) have been completed.

#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.



### Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- The VHCA pumpstations are 95% complete with the balance being a few selected p/s switchboards that need to be assessed. About 40% of the PCC pumpstations are assessed to have some assets in a poor condition from an operational perspective.
- Assessments of all the PCC reservoirs are complete. About 35% of the PCC reservoirs are assessed to be in a poor structural condition – in addition, individual aspects of a number of reservoirs need attention in regard to contamination and health and safety risks. Some good news here is that roof sealing works has now been completed to address some of these contamination risk issues, refer Water Safety Priorities below.
- Inspection and assessment of the pipes are progressing steadily with about 80% of the pipes that were scheduled for inspection have been inspected (note this schedule is about half the number of kms of pipes that have been desktop assessed and physical inspections are focussed on the higher risk pipes). While it varies by water <5% of the PCC VHCA pipes are assessed to be in a poor or very poor condition – at this point this is largely based on desktop condition assessments.
- Challenges with the pressure pipes means alternative technologies are now being worked through. The end result is pressure pipes will be under-represented in the physical based assessments so there will be more reliance on desktop assessments. Covid-permitting, site works for scheduled pipe inspections are programmed for completion in March/April with data interpretation and finalised condition assessment remaining to be completed this financial year.

While it is still early days the revised assessments based on physical pipe inspections are confirming the desktop based assessments completed last year.

- There are some assets (e.g. cast iron wastewater rising mains) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have expanded the VHCA programme to incorporate some more specialised inspections of VHCA assets within our wastewater treatment plants. These assessments are underway and should be finalised by April.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.

## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

The Business Improvement Programme aims to lift organisational capability in a number of areas. These include:

- **Asset Management Stream:** Improvements to WWL's asset management systems (people, processes, tools) to provide accurate, assured and timely data to enable better business decision-making. This includes development of the Wellington Water Asset Management Information system (Maximo) environment. Detailed design and functional workshops have outlined the key elements for the planning the platform configuration and build.
- **Ready for Regulation & Risk/Assurance Stream:** Addresses the immediate risks in the Water Treatment Plants regarding Processes, Standard Operating Procedures and an assurance framework for these, and sets up WWL to comply with requirements of Taumata Arowai, including development of source water risk management plans and management of backflow risks.
- **Data & Digital Stream:** The Data & Digital stream includes work on: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. The top priority is to improve WWL's ability to repel and recover from cybersecurity attacks. Cyber vulnerability assessments have



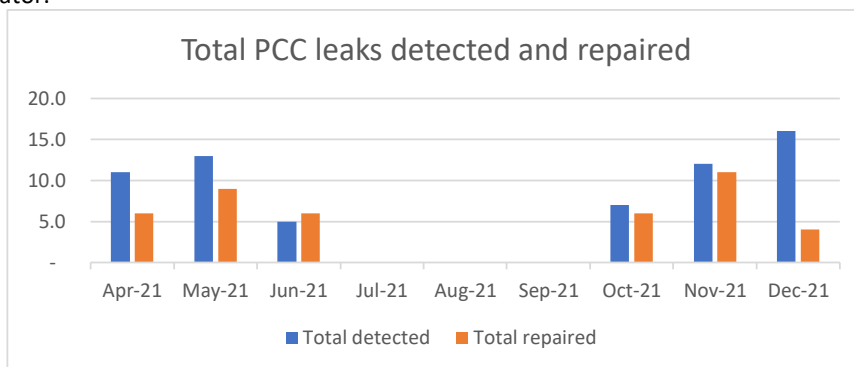
been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. In the data and analytics space the focus is on ensuring quality data for decision-making, starting with addressing gaps in required data and ensuring core data management practices are in place.

- Carbon roadmap: We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region’s water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- Digital strategy and vision: Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

### Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active, with additional trucks and equipment purchased. There were 64 leaks detected and 42 repaired in PCC to 31 December 2021. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.



**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. This is underway in Greytown.

## Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

In Porirua, we have completed five reservoir roof repairs (Porirua High Level, James Cook, Kahu, Pope St and Gloaming Hill reservoirs) and have three more scheduled (Plimmerton 2, Bradey and Pukerua Bay reservoirs). These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.

We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent. Two of these will be installed at Porirua City sites, at Tuna reservoir and Porirua High reservoir, with additional sites under investigation.

Other projects have region-wide benefits:

- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.
- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.
- A study was undertaken on a potential cross-contamination risk from raw water to potable water at Te Marua WTP, Wainui WTP, Waterloo WTP and Gear Island WTP and recommendations were given to reduce future risks.

## Preparation for Reform

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.
- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, TAs across the entity C area, LGNZ and DIA.

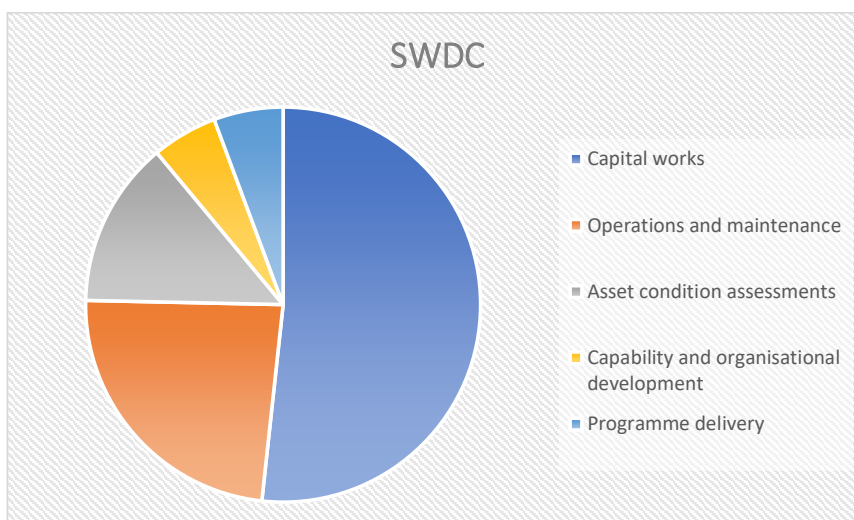
## Update for South Wairarapa District Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

4 March 2022

SWDC was allocated \$2.8m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$2.039m has been spent.

- \$1.055m has been spent on capital works – this is largely the Capital Renewals of water mains carried out in Featherston
- \$482k has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$278k has been spent on asset condition assessments of very high criticality assets
- \$109k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$116k has been spent on programme delivery



This funding expires at the end of June 2022. The remaining \$761k will be spent across the above categories, with the majority on asset condition assessments and operations and maintenance.

Below is a summary of what we have achieved for SWDC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

The construction of watermain renewals in Fox Street in Featherston commenced as scheduled in September 2021. To date 302m of 63ODPE watermain and 421m of 180ODPE watermain has been completed and this has now been connected to the existing network. During regular QA some defects in the construction have been identified and the team has worked with the contractor, this was successful and final reinstatement will take place in early March with all site works complete by 4 March 2022.

#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.

#### Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- Physical assessment of five SWDC reservoirs has been completed with the remaining two at the Waiohine WTP to be assessed in the coming months (Covid permitting). The reservoir conditions are generally average from a structural perspective - there are however contamination vulnerabilities that need to be addressed and these are being placed in the forward works programme as a matter of priority.
- Physical inspection of the water treatment plant assets remains at 85% complete and planning is underway to assess the 15% of water treatment plant assets that could not be inspected due to,

for example, difficulty of access, and/or the need for planned shutdowns etc. Some work has been undertaken planning for the balance of the asset assessments but this has been delayed until after the busy summer water demand period. Covid is now also having an impact on access to the WTPs. There is a risk that the remaining WTP assets may not be able to be complete by the end of the stimulus funding period.

- There remain challenges in accessing the potable water pressure mains for assessment for a number of reasons and alternative technologies (ePulse testing) are being progressed as workarounds. The SWDC VHCA pressure pipelines are expected to be a challenge to complete assessments by June 2022, and whatever works remain uncompleted at this point will be put into the forward works programme however future assessments will be constrained by historically limited opex budgets. Plans are underway to assess the condition of the leaking water pipe crossing the Tauherenikau River during its repair.
- The physical inspections have so far confirmed the desktop assessment findings.
- There are some assets (e.g. wooden reservoirs) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.

## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

The Business Improvement Programme aims to lift organisational capability in a number of areas. These include:

- Asset Management Stream: Improvements to WWL's asset management systems (people, processes, tools) to provide accurate, assured and timely data to enable better business decision-making. This includes development of the Wellington Water Asset Management Information system (Maximo) environment. Detailed design and functional workshops have outlined the key elements for the planning the platform configuration and build.

- **Ready for Regulation & Risk/Assurance Stream:** Addresses the immediate risks in the Water Treatment Plants regarding Processes, Standard Operating Procedures and an assurance framework for these, and sets up WWL to comply with requirements of Taumata Arowai, including development of source water risk management plans and management of backflow risks.
- **Data & Digital Stream:** The Data & Digital stream includes work on: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. The top priority is to improve WWL's ability to repel and recover from cybersecurity attacks. Cyber vulnerability assessments have been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. In the data and analytics space the focus is on ensuring quality data for decision-making, starting with addressing gaps in required data and ensuring core data management practices are in place.
- **Carbon roadmap:** We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region's water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- **Digital strategy and vision:** Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

### Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active in HCC, PCC, UHCC and WCC, with additional trucks and equipment purchased. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.

**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Greytown Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. Installation of meters and onboarding of customers is well underway. The trial has been extended so that we continue to receive data throughout 2022. Over half



of the smart meters have been installed and we see an increase in customer sign-ups for the online portal. The trial will officially start in March and last till the end of 2022.

### Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

Projects that have a SWDC focus:

- Chlorine analyser for the Pirinoa WTP: work was completed in December and January to design and deliver a chlorine analyser.
- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident. It was used to help clean and restore to use the Boar Bush Reservoir after the flooding event in February.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.

Other projects that have region-wide benefits:

- Reservoir roof repairs: These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.
- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.
- We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent.

### Preparation for Reform

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.

- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.



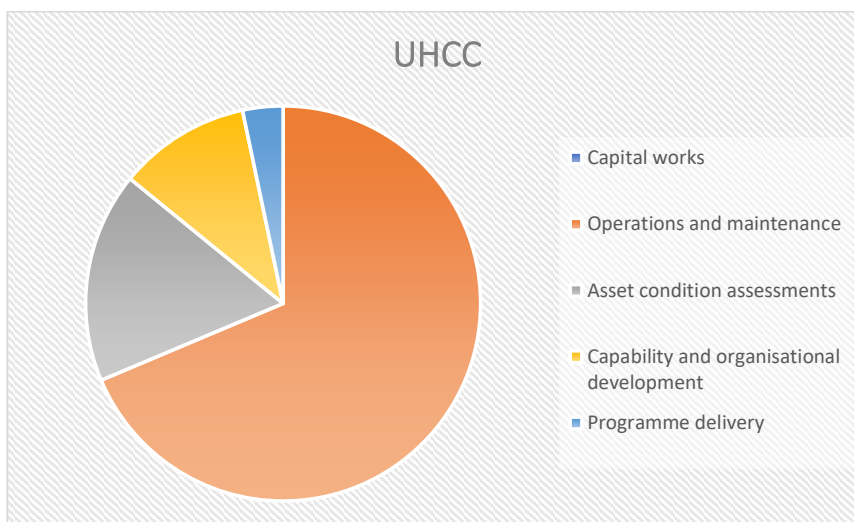
## Update for Upper Hutt City Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

4 March 2022

UHCC was allocated \$4.7m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$3.55m has been spent.

- \$2.44m has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$612k has been spent on asset condition assessments of very high criticality assets
- \$384k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$117k has been spend on programme delivery



This funding expires at the end of June 2022. The remaining \$1.15m will be spent across the above categories, with the majority on operations and maintenance.

Below is a summary of what we have achieved for UHCC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

In May 2021 UHCC decided to fund these works directly through their capital programme. WWL has continued to report on the outcomes of this programme as the work was enabled through SFP. These figures are not included in the overview on the previous page.

The Renewals programme for UHCC commenced construction in late July and completed construction in November 2021. 320m of 630D PE100 and 412m of 150mm dia watermain have been renewed.

#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.

#### Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- The VHCA pumpstations are 95% complete with the balance being a few selected p/s switchboards that need to be assessed. About 50% of the UHCC pumpstation are assessed to have some assets in a poor or very poor condition
- Assessments of all the UHCC reservoirs is complete. About 5% of the UHCC reservoirs are assessed to be in a poor or very poor structural condition – in addition, individual aspects of a number of reservoirs need attention in regard to contamination and health and safety risks.

Some good news here is that roof sealing works has now been completed on several reservoirs to address some of these contamination risk issues, refer Water Safety Priorities below.

- Inspection and assessment of the pipes are progressing steadily with about 80% of the pipes across the full network that were scheduled for inspection have been inspected (note this schedule is about half the number of kms of pipes that have been desktop assessed and therefore physical inspections are focussed on the higher risk older pipes). While it varies by water about 10% of the UHCC VHCA pipes are assessed to be in a poor or very poor condition – at this point this is largely based on desktop condition assessments.
- Challenges with the pressure pipes means alternative technologies are now being worked through. The end result is pressure pipes will be under represented in the physical based assessments so there will be more reliance on desktop assessments for these pipes. Covid permitting, site works for scheduled pipe inspections are programmed for completion in March/April with data interpretation and finalised condition assessment remaining to be completed this financial year. While it is still early days the revised assessments based on physical pipe inspections is confirming the desktop based inspection completed last year.
- There are some assets (e.g. cast iron wastewater rising mains) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have expanded the VHCA programme to incorporate some more specialised inspections of VHCA assets within our wastewater treatment plants. These assessments, including at Seaview WWTP, are underway and should be finalised by April.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.
- We are undertaking a study of the capacity and future investment needs of the Seaview Wastewater Treatment Plant. Sampling has been completed, and a calibrated process model is being currently being built.

## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

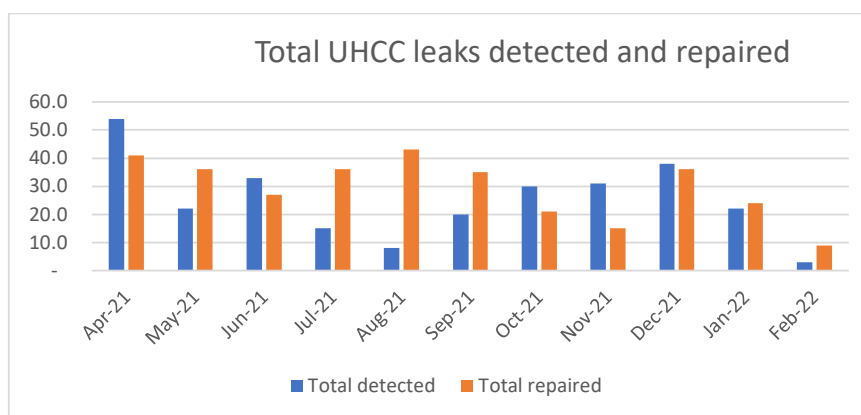
The Business Improvement Programme aims to lift organisational capability in a number of areas. These include:

- **Asset Management Stream:** Improvements to WWL's asset management systems (people, processes, tools) to provide accurate, assured and timely data to enable better business decision-making. This includes development of the Wellington Water Asset Management Information system (Maximo) environment. Detailed design and functional workshops have outlined the key elements for the planning the platform configuration and build.
- **Ready for Regulation & Risk/Assurance Stream:** Addresses the immediate risks in the Water Treatment Plants regarding Processes, Standard Operating Procedures and an assurance framework for these, and sets up WWL to comply with requirements of Taumata Arowai, including development of source water risk management plans and management of backflow risks.
- **Data & Digital Stream:** The Data & Digital stream includes work on: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. The top priority is to improve WWL's ability to repel and recover from cybersecurity attacks. Cyber vulnerability assessments have been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. In the data and analytics space the focus is on ensuring quality data for decision-making, starting with addressing gaps in required data and ensuring core data management practices are in place.
- **Carbon roadmap:** We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region's water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- **Digital strategy and vision:** Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

## Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active, with additional trucks and equipment purchased. There were 276 leaks detected and 323 repaired in UHCC to date. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.



**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. This is underway in Greytown.

### Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

In UHCC, we have completed three reservoir roof repairs (Cruikshank 2, Timberlea and Trentham 2 reservoirs). These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.

Other projects have region-wide benefits:

- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident.
- We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent



- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.
- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.
- A study was undertaken on a potential cross-contamination risk from raw water to potable water at Te Marua WTP, Wainui WTP, Waterloo WTP and Gear Island WTP and recommendations were given to reduce future risks.

### Preparation for Reform

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.
- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.

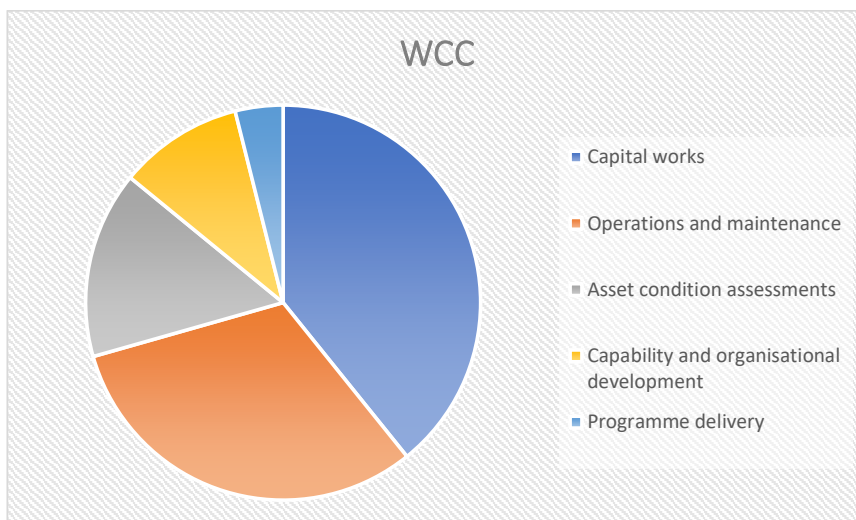
## Update for Wellington City Council on what has been achieved through the Stimulus Funding Programme

Prepared by Natalie Crane, Programme Manager Stimulus Funding

4 March 2022

WCC was allocated \$20.2m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$18.135m has been spent.

- \$7.11m has been spent on capital works – this is largely the Capital Renewals of wastewater mains carried out in Karori
- \$5.69m has been spent on operations and maintenance – a large part on ‘BAU’ reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$2.78m has been spent on asset condition assessments of very high criticality assets
- \$1.85m has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$0.71m has been spend on programme delivery



This funding expires at the end of June 2022. The remaining \$2.065m will be spent across the above categories, with the majority on asset condition assessments and organisational development.

Below is a summary of what we have achieved for WCC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater and for water were selected from pipes that had suffered historic bursts. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

The Renewals programme for WCC is progressing well, with 3.9km of waste water main renewals completed to date in Wellington. Work in January involved continuing the pipe bursting works in central Karori, more lining works and completing the renewal of laterals. The COVID19 disruption is expected to delay the completion of construction until the end of February 2022 as there has been delay in receiving some materials to complete the lining works and there are some additional costs associated with the two week shut-down earlier in the year. These can be managed within existing budgets. Karori Bridges construction works were completed in December 2020 and construction on 18 South Karori Lining contract has been completed.



#### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.



## Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- We have completed assessments on all of the WCC VHCA pumpstations (total of 35). From these assessments, two of the pumpstations have been identified as in very poor condition from an operational perspective.
- We have also assessed all of the Council's VCHA above ground reservoirs (46) and have started work inspecting the underground reservoirs (6 of 19 completed). Three of these reservoirs have been identified as in poor condition due to structural factors. We have recently undertaken improvements to five reservoir roofs to improve their condition grades (see Water Safety Priorities workstream below).
- The VHCA pipeline physical inspections for WCC gravity pipes are about 80% complete and about 30% is now being processed for pipe condition re-assessment to update the desktop assessments.
- We are experiencing challenges with pressure pipe condition assessment and the end result is that it is highly likely pressure pipes will be under-represented in the physical inspection based condition assessment data set at the end of this financial year (they will still have desktop based condition assessments).
- The physical inspections have so far confirmed the desktop assessment findings with VCHA drinking water pipe conditions assessed generally as good, wastewater and stormwater good to very good.
- There are some assets (e.g. cast iron wastewater rising mains) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have expanded the VHCA programme to incorporate some more specialised inspections of VHCA assets within our wastewater treatment plants. These assessments are underway and should be finalised by April.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability will likely be a constraint on how quickly the poorer condition assets can be remediated.
- We are undertaking a study of the capacity and future investment needs of the Karori Wastewater Treatment Plant. Sampling has been completed, and modelling for future growth is underway. Workshops on strategic 'case for change' have been completed and we are now preparing for the options identification process.



## Maintenance

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

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## Business Improvement Programme

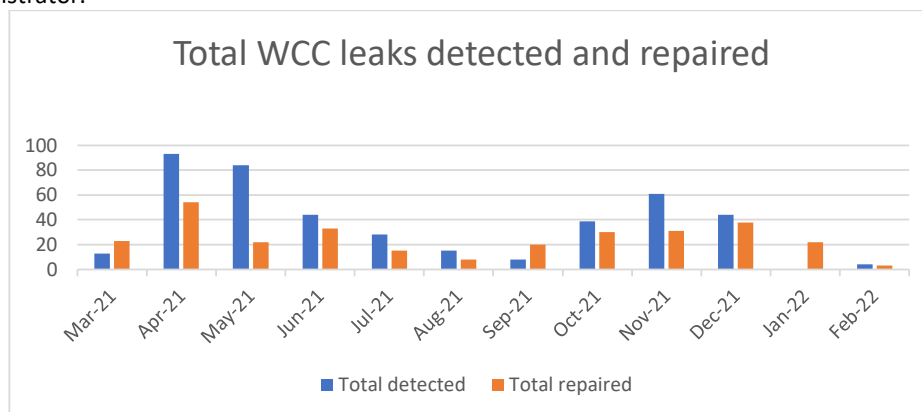
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Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active, with additional trucks and equipment purchased. There were 433 leaks detected and 299 repaired in WCC to date. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.



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In WCC, we have completed five reservoir roof repairs (Maldive A, Johnsonville 1, Churton Park, Wrights Hill and Linden reservoirs) and have three more scheduled (Rossaveel, Frobisher St and Montgomery Upper reservoirs). These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.

We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an

issue to be apparent. Four of these will be installed at Wellington City sites over the coming months, at Seatoun WWPS, Island Bay WWPS, Montgomery Ave Low Reservoir and Brooklyn Reservoir. and additional sites are under investigation.

Other projects have region-wide benefits:

- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.
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Work has included:

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- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.



# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/308)

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Report no: WWC2022/1/3

## Wellington Water Limited Half Yearly Report as at 31 December 2021

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### Purpose of Report

1. The purpose of this paper is to provide the Wellington Water Ltd Half-Year Report to the Committee for their information.

### Recommendation

That the Committee receives Wellington Water Limited's Half-Year Report to 31 December 2021 attached as Appendix 1 to the report.

### Summary

2. Wellington Water Limited (the Company) is required under the Local Government Act 2002 to produce a Half-yearly report, and to provide that report to its shareholders before the beginning of March in the year the report relates. The report must contain information required by the Company's Statement of Intent (SOI).
3. The Half-year Report shows the financial and non-financial performance of the Company for the period 1 July 2021 to 31 December 2021. Unlike the Annual Report, the Half-year Report is not audited.
4. Councils are required to publish this document on their websites within one month of receiving it. Following this meeting, the Company will forward the document onto council officers to do so.

### Climate Change Impact and Considerations

4. There are no climate change impact or considerations related to this report.

### Consultation

5. There is no consultation or engagement requirements related to this report.

### Legal Considerations

6. There are no legal considerations related to this report.

### Financial Considerations

7. There are no financial considerations related to this report.

### Appendices

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<a href="#">1</a>	Wellington Water Limited Half-Year Report to 31 December 2021	89

**Author:** External Author (Wellington Water Ltd)

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# Half-Yearly Report

1 July – 31 December 2021

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils, South Wairarapa District Council and Greater Wellington Regional Council. We're unique in New Zealand because we're a shared service, council-owned organisation. We manage drinking water, wastewater and stormwater services for communities on behalf of our owners and provide advice to councils on managing these resources and assets.

This Half-Yearly Report covers the period 1 July 2021 to 31 December 2021 and sets out our progress against the goals we set ourselves in Our water, our future (Wellington Water's 2021-24 Statement of Intent).



Our water. Our future.

## In brief

Welcome to Wellington Water Limited's Half-Yearly Report to 31 December 2021.

Along with our Annual Report, this is one of our key accountability documents where we demonstrate our progress against our Statement of Intent to both the shareholders and to our communities.

Overall, we are happy with our progress to date. We are performing well against our operating budget and are forecast to deliver within the capital expenditure range we set with councils for the year.

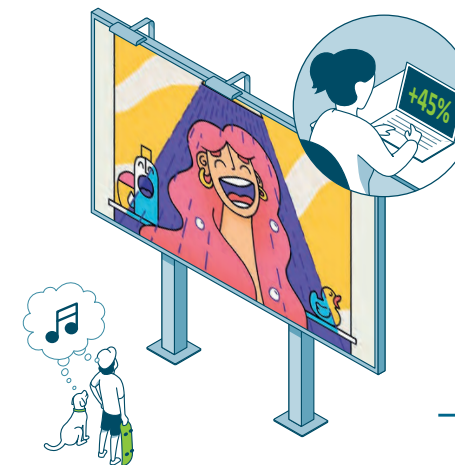
The impacts of Covid-19 on our workforce, the headwinds in the construction sector such as labour and supply chain shortages, and increases in costs, are being felt however and will continue to affect our delivery over the next six months and beyond.



Colin Crampton  
CHIEF EXECUTIVE



Lynda Carrol  
CHAIR OF THE BOARD



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Our water. Our future.



HIGHLIGHTS

# Water

## Delivery of our capital works programme

Covid-19, whether it shows up as transport delays or cost increases, higher material and labour costs, productivity or people management, continues to affect our ability to deliver the capital works programme.

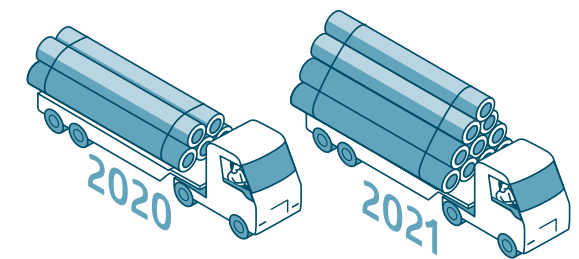
Increasingly, however, we are finding it is labour that is the limiting factor on being able to carry out our work. Where funding or project delays once had the greatest impact, we are now in a market where getting enough people to do the work is an ongoing challenge. Some contractors are at capacity and needing to move work into the next financial year, a factor we're taking into account as we set the programme for the coming years. The better information we can give our panel of providers about our priorities, the better they can plan for it – as well as anyone can, given the uncertainty of a widespread community outbreak of Covid-19.

We're in a better situation than many thanks to our design and construction panels. The members of these panels have an enduring relationship with Wellington Water that means we can count on their continued focus on three waters and support their willingness to invest in the resources necessary to deliver our councils investment programmes. We're really pleased to have recently welcomed a new, national-scale delivery contractor into our panel, HEB Construction, to help deliver this increased investment.

Every year we provide councils with a range for the total programme size, rather than a specific amount. This is because we know factors outside of our control such as consenting delays, Covid-19, or labour shortages will affect delivery, but we don't know exactly how. A range provides a more realistic picture of likely performance. This year's range is \$145M – \$189M, and we are targeting the lower half for delivery by 30 June 2022. While we're currently about 11 per cent below our half-year forecast, our spend is nearly 25% above what it was this time last year. Contracts awarded for upcoming work indicate we will remain on track to deliver in the lower half of that forecast range.



↑\$12M  
Compared to this time last year  
our spend is around \$12M more

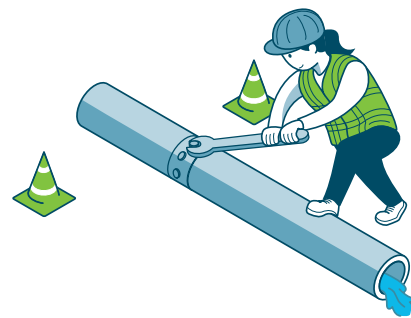


Our water. Our future.

1 JULY – 31 DECEMBER 2021 | 3

### Operational delivery

We are also at this stage on track with our full year operational budget. This comprises both council funding from long-term plans, and government funding of \$11M, or roughly 17% of the total. Operational work covers the cost of repairs and maintenance, along with valuable proactive work such as leak detection and repair, data collection and management to support investment and asset condition investigations. The additional funding from the government's stimulus funding package was spread across every council and has provided us the opportunity to make good progress on projects to improve these service outcomes.



At the halfway point, we are on track with our full year operational budget.

This additional government funding is timed to be fully spent by June this year. At this stage however, not all councils have agreed to this application of the stimulus funding for the current financial year, placing the budgets of South Wairarapa District Council and Wellington City Council in particular under extra pressure. A funding shortfall in this area translates to lesser service outcomes for customers such as longer waits for repairs, increased disruption from bursts and leaks, and avoidable harm to the environment from the likes of wastewater leaks and overflows. So a focus for the coming months is to work with councils on managing the potential operating shortfall from next financial year onwards.

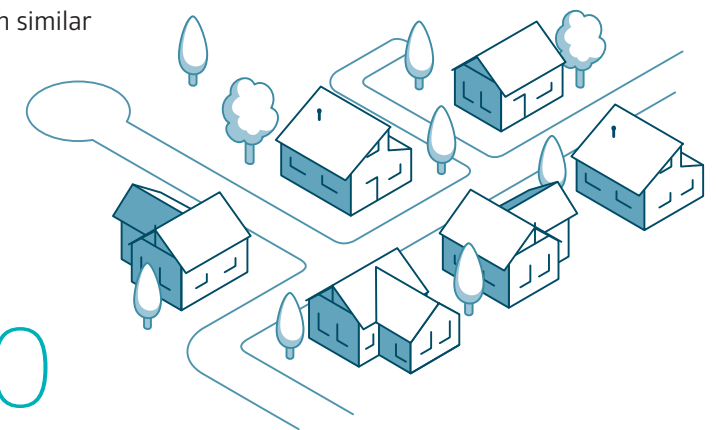
### Water where and when we need it

It may sound simple, but a lot goes into ensuring we all have enough water when we need it – from the catchments that collect the water to the taps that deliver it. That includes the things we do at Wellington Water and the actions we ask our customers to take.

Several key projects have helped keep the water flowing over the last six months:

- We launched a new summer demand campaign around the single call to action of 'Shower for as long as a four-minute song.' The intent of our campaign was to extend the reach of our messages, start a conversation about water conservation, and gain some positive brand association. The campaign was highly successful, with our messages seen and heard across the region on billboards and bus-backs, in digital campaigns, social media and news coverage. By the end of December our campaign had received around five million digital impressions (number of times our online ads have been displayed on a screen) and resulted in a 45% increase in traffic to our website. The campaign will run again in February.

- Our water restrictions campaign kicked off in December with clearer messaging about what each of the four water restriction levels mean, and advice on saving water. We also created a rapid response media strategy which means we can quickly launch campaigns in specific areas when restriction levels need to move up. Check out more information on our restriction levels [here](#).
- The Smart Meters Trial in Greytown is progressing well with 22 meters being installed before Christmas. We're aiming to have all 250 meters installed by the end of March. Once that's done, the trial itself will begin and run until the end of the year. Participants will be able to see their real time water consumption data as well as information that shows how their consumption matches with similar sized households.



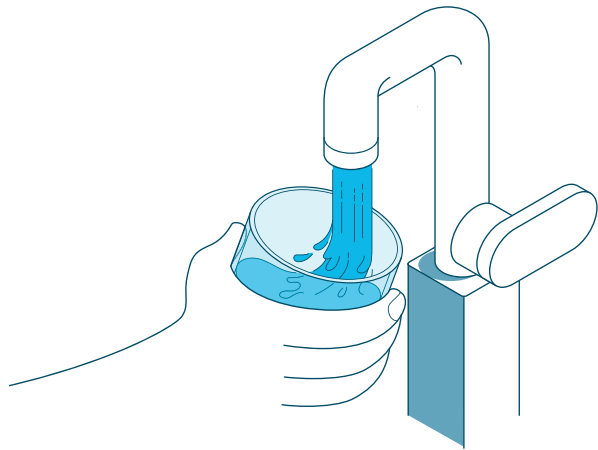
22/250  
smart water meters installed before Christmas

### Independent wastewater review complete

Last quarter we shared that an independent review had been commissioned into our wastewater treatment operations, due to performance issues over the previous 18 months. The review was conducted by Roly Frost, former President of Engineering NZ and Raveen Jaduram, former CEO of Watercare and an independent advisor and director of NZ Infrastructure Commission.

The review has been completed and a preliminary report was received by the Board before Christmas to consider. The final report and recommendations are currently being shared with our councils for feedback, and our course of action in response to the review released to the public shortly after this. The review recommendations are significant.

It has been determined that although the contract that was established in 2019 was fit-for-purpose, the relationship and capability across Veolia and Wellington Water needs focused care and attention to ensure the right outcomes for the environment into the future. We continue to carry the risk of non-compliance and potential harm to the environment while we implement the recommended changes from the review.



### Assessing infrastructure

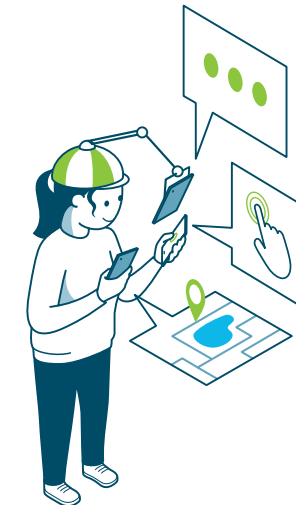
Understanding the condition of our most critical water assets (which make up roughly 10 per cent of all our three waters assets) and knowing when to prioritise future maintenance or renew them, helps us to prevent failures that would have a significant impact on our communities and environment. Thanks to the stimulus funding, we've made good progress in assessing asset condition and in the past six months completed:

- All assessments for water treatment plant assets that can be checked without interrupting services. When we're past the peak summer demand we'll complete the assessment of those remaining.
- 80 inspections of our reservoirs, with 20 underground reservoirs to be checked next.
- 125 kilometres of physical inspections on gravity pipes and some pressurised pipes. We're also looking at innovative new technology to help us assess pressurised water and wastewater pipes to give us quicker, more accurate information.

### Using data to deliver more

Pretty much everything we do for our customers and councils depends on having accurate data on the state of assets and the performance of our services. The challenge is, much of that data comes from different sources, uses different codes, or is highly specialised – which makes it difficult to integrate, use and share.

Stimulus funding has helped here as well, allowing us to invest in improving the data we have. We have collected more data and increased use of our data platform which can pull information from many sources – council records, our people on the ground and all our remote monitoring systems – and use that data to better understand what is happening and what we need to improve. We have also started work on an Asset Management Information System which will improve the information we have to base investment decisions on.



We're using that data to deliver new, breakthrough services for our customers, whānau and councils. In the last six months we've:

- Launched a text alert service to keep people informed about water outages or incidents
- Delivered a mobile app for our crews that helps them pinpoint the source of leaks
- Automated performance reporting on our water network, monitoring water loss and water use over the summer months so we can move quickly if water restrictions are needed

We're matching this increased use of digital solutions, with expanded protection against possible cyber-attack. We have engaged a cyber security expert to help us respond if a cyber-attack did impact our services tomorrow and doing work to continuously improve our protection and recovery systems.

## Environment

### Managing leaks

We're fixing leaks at a faster rate than ever, but we're still battling aging pipes that are prone to bursts or in need of repair, which means our backlog of repairs is the highest it's ever been at 1,250 open jobs (up from 1,046 in September).

Proactive leak detection and repair has been a focus across the region, supported by stimulus funding. Number of leaks are reaching levels over and above our capacity however, so we are having to prioritise their resolution. We expect this backlog to continue to increase at this rate for at least the next quarter.

↑1,250  
backlog of leak repairs



We're also picking up increased leakage through our night-time monitoring, where we check water usage while people are asleep. It's showing our network's losing water at higher rates than previously known or assumed. We will work through these findings to inform future work programmes.

### Improving environmental water quality

It's been a busy six months as we continue identifying and fixing sources of pollution that could affect community health. We do that by taking water samples and inspecting stormwater and wastewater pipes in priority areas, then work to put things right.

In the last six months we've identified 10 cross-connections (where sewerage pipes are connected to the stormwater network) on private property in the lower part of the Ōwhiro Stream in Wellington and Titahi Bay in Porirua. We call these cross-connections, but in this case what that essentially means is we've stopped at least 10 toilets from flushing into streams – as well as all the rest of the water each household uses in washing, cleaning and bathing. We also inspected the public network in Titahi Bay and found two problems – one has been fixed and the second is scheduled for repair.

We started inspections around Black Creek in Hutt City and alerted property owners if faults were found. Inspections are also underway in Newlands and Bothamley Park.



Taking water samples to identify sources of pollution that could affect community health.



### Getting ready for regulation

Taumata Arowai formally became the new water services regulator for Aotearoa in November, with responsibility for ensuring all water service providers are delivering safe drinking water for their communities and looking after the environment (in particular with respect to where they collect water from) as they do so. The key requirements cover:

- duties of drinking water suppliers
- drinking water safety plans and associated Source Water Risk Management Plans
- drinking water standards.

All the changes needed to meet Taumata Arowai standards were communicated to councils in late November. Our permanent Director of Regulatory Services joined us in November, with responsibility for establishing, coordinating and maintaining a framework within Wellington Water that meets these standards and create a strong foundation for risk assessment and management.

Our goal is to create a world-class model that will show our systems will provide continuous, risk-based compliance and safety.





## People

### Support and opportunities

As we move towards reform and regulation (and with ongoing Covid-19 impacts) we're super conscious of the challenges our whānau are facing.

The past six months have seen significant growth and change as we gear up to deliver our largest ever three-year capital programme. There are also growing pains as our teams and contractor base expand and working from home has meant a feeling of disconnection for some, so we've had a strong focus on supporting our whānau through it all.

Our goal is to ensure our people have effective support to be capable, adaptable and resilient. Our People Strategy 2021-2023 targets this and in the last three months we've created a series of work plans to put the strategy into action including:

- Additional funding for recruitment with new systems and processes to welcome and train new recruits
- Programmes to support everyone, but with an initial focus on manager development to lead teams through change
- A fast-track development programme for new graduates

All these initiatives are up and running and will continue into 2022. We're determined to do everything possible to help everyone to be their best and take advantage of the opportunities change will bring.

### Covid-19 update

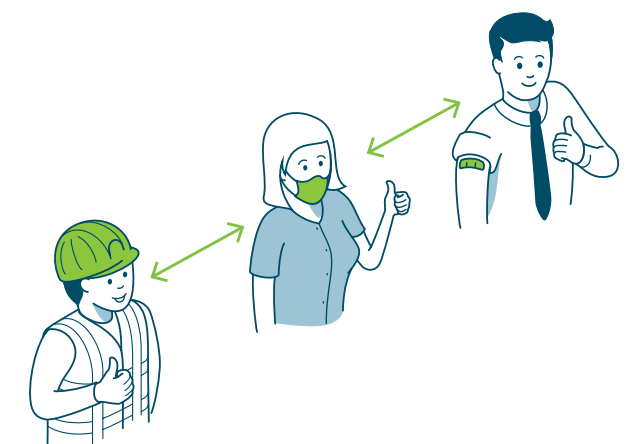
With the move to the Traffic Light framework, we've updated our vaccine approach and requirements. The government has set vaccine mandates for some sectors with high public health risks. Other sectors, including ours, are encouraged to complete their own assessments and policy consultations – and we've welcomed this with an overarching commitment to inclusivity.

We continue to strongly encourage vaccinations for everyone here and as a result of our risk assessment, we propose to mandate it for a range of roles where critical work is performed involving public health and service continuity. We've finished consulting with our whānau about that now and calculate it will affect around 45-50% of all staff.

We will take a people-first approach to working with those affected by the implementation of health measures such as vaccinations, and Rapid Antigen Testing. Staff will be given sufficient time to meet the vaccination requirements.

We've updated our settings around physical distancing and mask wearing while in a 'Red' traffic light setting. On top of controls for operational activities, all staff at our head office are working from, except where it makes sense for in-person meetings. This is being managed on a case-by-case basis, while maintaining suitable controls.

As always, the health of our people and those we connect with is our highest priority and we'll ensure the right controls are in place to keep everyone safe.



### Update on training programme

In our last update we announced our new skills training programme, called the Infrastructure Skills Centre. We're delighted that 18 young people have been accepted into our first course, eight of which are female. Two of this group have already been employed by two of our contractors.

We are completing a second set of intake interviews in January and will be able to provide the diversity profile of the overall programme following this. The course timetable has been finalised and all trainers appointed. This is an important way to build our internal capabilities and support the growing work needed on our infrastructure.



### Placing priority on customer experience

We've been working for some time to improve our relationships with customers and the community we serve. Our commitment is to keep customers well informed and deliver services they increasingly value, building trust through their engagement with us.

- In October last year we launched a free text alert service giving customers instant updates on water outages or incidents in their area. To date over 2,600 people have signed up to the service. It's a great example of using technology to give customers better information on local water, wherever they live.
- This year has seen an 18% increase in customer requests direct to our hub, compared to this time last year. We have had two significant flooding events in July and December that took resource away from our day-to-day and non-emergency activity. Conversely, we experienced a drier than normal month in November that saw a considerable spike in reported leaks.
- Satisfaction of our customers' experience with us remains stable at 75% for the first six months of the year.

### Supporting growth

New housing and subdivision consents, which require quality water services, continue to increase at a rapid rate throughout our region. This can be challenging where developments are proposed in areas with limited capacity for additional water network connections. Equally frustrating can be where applications don't have all the information necessary to process applications.

Over the past six months, we've reviewed the way we advise councils and customers on consenting matters to improve efficiency and effective guidance. We will look to make some important adjustments in the remaining half of this year.

A separate wave of housing delivery will be coming from the \$1B Infrastructure Acceleration Fund launched by the government last year to support new housing.

As part of this, our councils submitted applications for \$310M to contribute to three waters network infrastructure to support new developments. We're following the applications process and working closely with councils and developers, as we still face issues with contractor availability to connect new developments to the network and delays in materials supply.

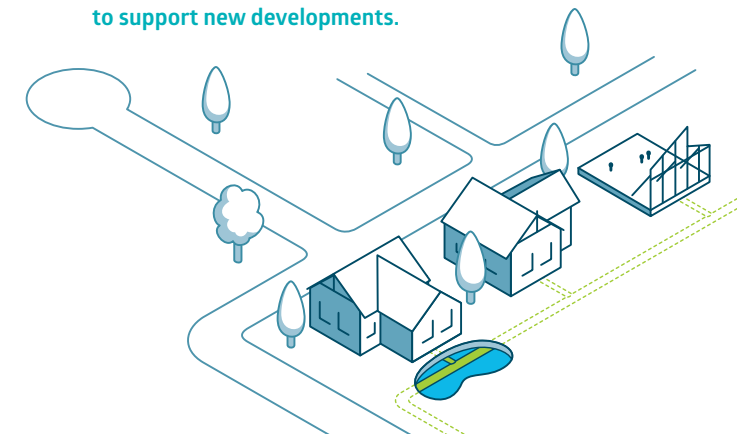
In other growth related work we have:

- Held a series of business case workshops for the Karori Wastewater Growth Programme and expect to complete this first stage in March 2022.
- Appointed an independent Project Director and support team (from Tonkin & Taylor) for the Wellington City Council Growth Programme. This project will conduct more detailed investigations about how to meet the growth demands of the inner city, alongside infrastructure work with Let's Get Wellington Moving and Kāinga Ora.

These projects mark a milestone for Wellington Water to take the next steps in planning for growth. Their outcomes will inform a future pipeline of growth projects and deliver on the newly funded investment priority for growth in Wellington City.

# \$310M

Councils submitted applications for \$310M to contribute to three waters network infrastructure to support new developments.



## CASE STUDY

## Putting passion and skills on the frontline

Sheena O'Brien is one of our graduate engineers in our customer planning team. One wet Saturday morning she was relaxing at home when she got the call to help with a burst wastewater pipe in Paremata.

"I remember getting the call – it had been raining heavily but I jumped up, got my gear on, and went out the door."

After arriving at the site, she joined up with the operational team and helped manage the over-pumping of the wastewater to help minimise the environmental impact of having to discharge wastewater into the Porirua Harbour.

Sheena joined the Wellington Water whānau after completing her civil engineering degree at the University of Canterbury, where she focused her studies on environment and water. She knew she wanted to work with water but wasn't sure where her passion and qualifications would take her.

**"When I left university there were lots of different jobs I could have taken, but I liked Wellington Water's values and commitment to the environment, so I packed up my stuff and moved to Wellington."**

"I never thought my interests would end up in drainage and wastewater but investigating public and private leaks and overflows is what I'm drawn to – especially preventing wastewater from entering our rivers, streams and beaches."

Which is exactly what she did when working on the incident at Paremata.

"It was cold, it was wet, and it was hard - but it could have been worse. Together we prevented further wastewater from entering the environment and repaired the pipe.

"That same pipe is now being replaced and the area will be more resilient because of it. That's what this job's all about, being passionate about what you do, being confident in what you have to offer and improving the three waters – for now and into the future."



Paremata Emergency Response team. Sheena O'Brien is second from right.

Our water. Our future.

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## OUR PERFORMANCE

## Trusted by councils, iwi, customers and communities

We deliver a service that is vital for our communities not just to survive, but to flourish.

Underpinning this is earning and maintaining the trust of our key partners and the customers and communities we serve.

**Colour key**

We have indicated against each non-financial measure how we are tracking to the targets we set for ourselves:

**green** (on-track),

**amber** (likely to meet target subject to managing risks),

**red** (won't meet target), and

**grey** (not yet due for reporting or otherwise not applicable).

## Trusted by councils, mana whenua, customers and community

#	Measure	Target	Result	Commentary
1	The percentage of customers rating their experience of our performance as 'Satisfied' or higher steadily improves	Greater than or equal to 73%	75%	Despite a low result in December, customer satisfaction is tracking above the annual baseline of 73%
2	We will meet the regulatory requirements for safe drinking water	All schemes compliant with Drinking Water Standards (DWS) Parts 4 and 5, except in SWDC*	100%	All metropolitan councils were compliant with Drinking Water Standards Parts 4 and 5.
3	Our wastewater network will operate as expected	We will receive: a) no abatement notices, infringement notices, enforcement notices or convictions for our wastewater resource consents, and b) dry-weather overflows will be less than 20 per 1000 connections across the network	4 abatement notices and 3 infringement notices	As a result of continued non-compliance, Wellington Water launched a review into the operations of our Wastewater Treatment Plants. This review was completed in December 2021, and we are now working with stakeholders for feedback on the recommendations of the review.
			3.14 overflows per 1000 connections	

## Our strategic priorities

Our strategic priorities are:

- Looking after existing our existing infrastructure
- Supporting growth
- Enough water from catchment to tap
- Improving water quality; and
- Net zero carbon by 2050

Wellington Water intends to deliver on council commitments to their communities to the extent that we are funded to, and by doing so make progress towards our five strategic priorities and the goal of restoring balance to people, water and the environment; with the direction and investment set by councils against in their 2021–31 long-term plans.

### Looking after existing infrastructure

Water infrastructure is fundamental to the health, liveability and economic activity of our cities and towns. The region has more than \$6 billion of three-waters infrastructure to run, maintain and renew to ensure it meets the needs of current and future customers.

Looking after existing infrastructure				
#	Measure	Annual Target	Result	Commentary
4	We will complete scheduled improvements to our asset management system	All scheduled improvements complete	3 out of 4 objectives complete*	We have completed three of the four activities that were scheduled for completion by the end of Q2, with the updated asset management policy yet to be circulated.  * Our Strategic Asset Management Plan (SAMP) outlines 22 activities objectives that are due for completion by the end of the financial year. Since the SAMP was completed in October, we have critically evaluated our capacity to deliver on the cross-organisational objectives this year, and are now forecasting that we will complete 15 of the 22 activities by the end of June 2022
5	We will complete scheduled health assessments for our assets	100% of scheduled Very High Criticality Assets health assessments complete	All pump stations, all above ground reservoirs and the majority of the water treatment plant assets, as well as approximately 142km of pipes have been assessed.	We are experiencing some difficulties in inspecting pressurised water pipes. With inspections focused on older high risk pipe assets, the availability of specialised technologies, ability to access the network and funding constraints will impact our ability to inspect all of these assets.
6	We will deliver the three-year planned renewals programme	Greater than or equal to 25% of three-year programme complete	11% of three-year programme complete	The renewals programme for the year is backloaded, with many catchment-based fast track renewals scheduled to begin towards the end of the year.

Our water. Our future.

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## Supporting growth

Thriving communities grow over time, and new buildings in our cities require access to drinking water and wastewater networks, and protection through our stormwater network. Uninhibited growth can place additional demands on our existing infrastructure, and increases the demand for water, our discharges to the environment, and our carbon emissions.

Growth planning allows us to identify the best way to meet our city and community demands. Our activities in this area are led by our councils, who identify the areas of expected growth and direct funding for

studies, growth investment plans and our participation in planning processes.

We will work with our councils to understand their growth aspirations and plan our networks for the people and places that need them.

## Sustainable water supply and demand

Achieving a balance between people, water and the environment requires us to value and treasure the water on every step of its journey, from our catchments, through to our customers enjoying the water at their homes and places of work.

The water we take means less water in the rivers to sustain the wider ecosystem, and that impact is compounded when we take water we don't really need – whether it is lost to leaks or used inefficiently.

### Supporting growth

#	Measure	Annual Target	Result	Commentary
7	Growth plans will be developed for each council, and updated	Six growth plans complete	Team appointed and project manager on board	A Project Manager and team have been appointed for the delivery of each council plan.
8	We will input into our councils' statutory planning processes related to growth (We will engage in every relevant council District Plan change, Bylaw review and Annual Plan process)	Input provided for all relevant processes	Advice provided	This quarter we provided growth advice to councils for consideration as part of the development of annual plans, made a submission on the Resource Management Amendment Bill and supported the Riverlink project consent proceedings.

### Sustainable water supply and demand

#	Measure	Annual Target	Result	Commentary
9	We will slow the rate of increase in gross water consumption per capita	Year-on-year change decreases (2019/20: increased by 14.04 litres per person per day)	Wellington Metro: 3.1 L/p/d increase (down from 13.9 L/p/d increase) SWDC: 12.8 L/p/d increase*	The Wellington metropolitan region had a wet spring/start to summer up until late December which is reflected in a lower demand compared to the previous quarter and is now only slightly above last years' figures.  * We have revised our methodology in South Wairarapa and do not have three years of data required to measure the year-on-year change from 2019/20 to 2020/21, so this year we will be baselining the year-on-year change
10	Te Mārua water treatment plant upgrade will be completed, providing a step-change for drought resilience in the region	Design and procurement plan agreed	Detailed design progressing	The Procurement Strategy has been through the Tender Board and agreed in October. The Board has also been advised of the plan. The draft design management plan has been received and will be approved by the end of January.  The project timeframes are at risk due to general complexity numerous hurdles to get over before contract award.

## Improving environmental water quality

All of the water that our customers use or receive is ultimately returned to the environment. This is done through two networks: wastewater and stormwater. These networks often have connections between them which can make it difficult to achieve the desire of returning safe, uncontaminated water to the environment.

Existing performance is poor with few, if any, streams meeting the levels that are expected to be set. Wastewater contamination reflects the age and condition of public and private pipes, either

leaking or overflowing as a result of heavy rainfall, or through blockages caused by contaminants such as wet wipes.

Stormwater contamination reflects that these systems have historically been designed to provide drainage to avoid flooding, and do not contain elements to prevent contaminants from entering the system or to treat the water prior to discharge.

## Net carbon zero 2050

The majority of our owners have declared climate change emergencies and are setting or considering emission reduction targets and climate change response strategies.

Our response to climate change will need to include mitigation (reducing our emissions) and adaptation (managing the impacts of climate change). Our mitigation activities need to cover our operational emissions and the emissions resulting from our capital investment.

We understand the source and scale of our operational emissions and have some sense of what is required to reduce them. The emissions for our capital programme will also be baselined, enabling us to seek and pursue opportunities to reduce them.

### Improving environmental water quality

#	Measure	Target	Result	Commentary
11	Targeted investigations and potential interventions at select catchments (e.g. by drainage investigation teams) will demonstrate improved water quality (2021-22 catchments: Black Creek, Titahi Bay and Ōwhiro Bay)	Improvements at Titahi Bay, Black Creek and Ōwhiro Bay	Not due	Two repairs on the public network have been made in the South Beach culvert in Porirua, and reminder letters were sent out to owners with faults in October.  Investigations have started in Black Creek in Hutt City, and have been completed in Semple Street in Porirua and Ōwhiro Stream in Wellington. Sampling is underway to confirm the priority inspection areas in Newlands

### Net carbon zero 2050

#	Measure	Annual Target	Result	Commentary
12	We will baseline our capital emissions, and set targets for reductions in future Statements of Intent	Baseline and targets set	Project initiated and stakeholder engagement completed	Information required to undertake the baselining has been gathered and stakeholder engagement completed.

## How we will work

In addition to the five strategic priorities which shape what we will deliver for our communities, we are constantly seeking to improve our efficiency and effectiveness as a business, and have five “focus areas” for improving how we deliver our services.

These focus areas are driven by the need to thrive and deliver our biggest ever work programme in a time of significant uncertainty for our whānau and the water sector:

- Delivering on the day-to-day
- Scaling up to deliver our work programme
- Being ready for increased drinking water and environmental regulation
- Staying excited and engaged through change
- Demonstrating value for money

Focus areas				
#	Measure	Annual Target	Result	Commentary
13	We will deliver our capital programme inside our expected range	Total capital delivery between \$145m - \$189m	\$66.8M	As with the renewals programme, the overall forecast capital programme is backloaded, with a peak in spend forecast to occur in the last four months of the year.  We are forecasting delivery at the bottom half of our range
14	We will meet all of the disclosure requirements of Taumata Arowai	All disclosure requirements met within timeframes	N/A Taumata Arowai now taking over as regulator on 1 July	Wellington Water is on track to accurately disclose its level of compliance to Taumata Arowai in accordance with the regulators measures for drinking water standards and quality assurance measures.  Planning is under way to address compliance shortfalls that centre around Taumata Arowai's expectations of compliant Drinking Water Safety Plans. Key to this is completion of Source Water Risk Management Plans (underway) and addressing shortfalls in audit, risk and assurance activities within the Drinking Water Safety Plans in the next FY.
15	Health and safety critical risks are reviewed and improvements are implemented.	Two or more annually	1 review and implementation nearly complete	The first review of confined spaces has been delayed but is still on track for completion by the end of the financial year. We will be ready to deliver on recommended improvements in February 2022.  The second project is being confirmed.
16	Our people a) understand the upcoming changes in the water sector and b) feel well supported by the organisation	a) baseline established b) baseline established	a) 66% understand the changes in the water sector b) 62% feel well supported by the organisation	The Government confirmed its intention to proceed with mandatory reforms of the Three Waters early in the quarter.  The process for these reforms, however, remains ambiguous, and is likely impacting staff understanding.  We need to continue to promote our comms and people strategies – and engage people in taking advantage of the opportunities provided by Water Reform.

Our water. Our future.

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## About us

### Wellington Water Committee

The Wellington Water Committee (the Water Committee) is a joint committee of our councils under the Local Government Act 2002 and provides governance oversight of Wellington Water.

It does this by considering the company's Half-Year and Annual Reports, monitoring performance, recommending directors for appointment, and providing recommendations to shareholders on proposals.

Each shareholder holds an equal percentage of the voting shares ('A' shares) of Wellington Water.

The Water Committee writes an annual Letter of Expectations to Wellington Water's Board of Directors, which outlines key priorities and areas of focus. It is used to guide the development of our Statement of Intent. The Committee comprises:



**Mayor Campbell Barry**

*Water Committee Chair*  
HUTT CITY COUNCIL



**Mayor Anita Baker**

PORIRUA CITY  
COUNCIL



**Councillor Josh van Lier**

GREATER WELLINGTON  
REGIONAL COUNCIL



**Mayor Wayne Guppy**

*Water Committee Deputy Chair*  
UPPER HUTT CITY COUNCIL



**Councillor Sean Rush**

WELLINGTON CITY  
COUNCIL



**Mayor Alex Beijen**

SOUTH WAIRARAPA  
DISTRICT COUNCIL

The Water Committee has appointed two iwi partners to the Committee: Lee Rauhine-August of Taranaki Whānui ki te Upoko o te Ika and Mirira Pomare of Te Rūnanga o Toa Rangatira. Nerida Hooper acts as an observer on the Committee on behalf of South Wairarapa District Council's Māori Standing Committee.

### Information to be provided to shareholders

In each year, Wellington Water shall comply with the reporting requirements of the Local Government Act 2002 and the Companies Act 1993 and regulations. In particular, Wellington Water will provide:

- A Statement of Intent, detailing all matters required under the Local Government Act 2002, including financial information for the next three years;
- Within two months after the end of the first half of each financial year, a report on the operations of Wellington Water to enable an informed assessment of its performance, including financial statements (in accordance with section 66 of the Local Government Act 2002); and

- Within three months after the end of each financial year, an Annual Report, which provides a comparison of its performance with the Statement of Intent, with an explanation of any material variances, audited consolidated financial statements for that financial year, and an auditor's report (in accordance with sections 67, 68, and 69 of the Local Government Act 2002).

### Share acquisition

There is no intention to subscribe for shares in any other company or invest in any other organisation.

### Compensation from local authority

It is not anticipated that the company will seek compensation from any local authority other than in the context of management services agreements and the shareholders' agreements with client councils.

### Equity value of the shareholders' investment

The total shareholders' equity is estimated to be valued at \$2.8 million as at 31 December 2021. This value will be assessed by the directors on completion of the annual accounts or at any other time determined by the directors. The method of assessment will use the value of shareholders' funds as determined in the annual accounts as a guide.

### Ratio of consolidated shareholders' funds to total assets

The ownership of infrastructural assets is retained by the shareholders (or other clients). The business returns all benefits to shareholders; the ratio of shareholders' funds to assets is provided in the financial statements.

### Board of Directors

We are governed by a Board of Directors (the Board). The Board consists of six members, however there is one vacancy as at 31 December 2021.

All directors must be independent and are selected by the Water Committee in accordance with the Board's skill matrix. Each director can serve a maximum of two terms, or six years, unless agreed by the Water Committee.

Board performance reviews are undertaken regularly and are provided to the Water Committee and shareholders on completion. The Board is responsible for the direction and control of Wellington Water Limited. The Chair of the Board reports to the Water Committee. The Board approves strategy, ensures legal compliance, and monitors Wellington Water's performance, risks, and viability.

The Board's approach to the governance of the company is to establish with management (and in consultation with shareholders) clear strategic outcomes that drive performance. The Board is mindful of the significant investment by its shareholder councils in its operations, and of the need to preserve, grow, and demonstrate shareholder value and

regional prosperity through the provision of its three waters services.

The Board will ensure that the company focuses on the priorities set out in the shareholders' Letter of Expectations. More broadly, it will ensure the company is mindful of the councils' strategic priorities set out in their long-term plans and focuses on those that are relevant to the company's objective to provide leadership to the region. The Board is also mindful of its relationship with the Water Committee and how both the Board and the Water Committee influence the company in different ways.

Our Board supports and empowers our management team to deliver and report on performance using a 'no surprises' approach, by creating an environment of trust where information is freely available, decision-making is transparent, and strategic conversations provide insights and guidance for the company.

Consistent with a high-performance organisation, Board members challenge management (and other Board members) to keep a healthy culture of inquiry and openness.



**Lynda Carroll** | Chair  
*appointed 1 July 2024*



**Philip Barry**  
*appointed to 30 June 2022*



**Mike Underhill**  
*appointed to 1 September 2023*



**Kim Skelton**  
*appointed to 1 September 2023*



**Leanne Southey**  
*appointed to 30 June 2024*

### Wellington Water Limited

Wellington Water is a council-controlled organisation as defined by section 6 of the Local

Government Act 2002. Wellington Water is also covered by the Companies Act 1993, and governed by law and best practice. The Shareholders' and Partnership Agreement relating to Wellington Water outlines the way the shareholders manage their shareholdings in Wellington Water and their respective relationships with each other.

The principal objectives of Wellington Water as set out in our Constitution are to:

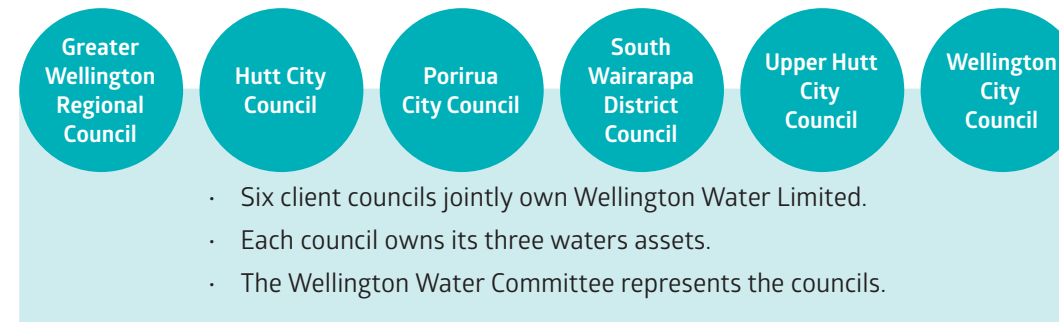
- Manage drinking-water, wastewater, and stormwater services in the greater Wellington region for local authority shareholders;
- Achieve the objectives of its shareholders;
- Be a good employer;
- Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which the company operates and by endeavouring to accommodate or encourage these when able to do so; and
- Conduct its affairs in accordance with sound business practice.

We employ around 250 staff and provide drinking-water, stormwater, and wastewater services to customers on behalf of our shareholders.

To do this, we manage annual expenditure of approximately \$300 million (based on the 2021-24 Statement of Intent) to maintain and develop water assets with a replacement value of approximately \$6.1 billion. We also provide investment advice on the future development of the three waters assets and services.

Each shareholding client council owns its own three waters assets (pipes, pump stations, reservoirs, and treatment plants), and decides on the level of service it will purchase from us, the policies it will adopt, and the investments it will make (after considering our advice) in consultation with its community.

We operate under the Companies Act 1993 and the Local Government Act 2002 and comply with the Health Act 1956, the Drinking-water Standards for New Zealand (revised 2018), and other legislation such as the Resource Management Act 1991, the Wellington Regional Water Board Act 1972, and the Health and Safety at Work Act 2015.



SERVICE LEVEL AGREEMENTS, PRICING AND POLICIES



### Wellington Water Limited

- **Network Strategy and Planning:** asset planning, information management, education.
- **Network Development and Delivery:** project design, work programme management.
- **Customer Operations:** network operations, service delivery, customer service.
- **Network Management:** treatment facilities, quality control, innovation.
- **Business Services:** financial, procurement, business support, communications, planning & performance.
- **Chief Executive Office:** company strategy, leadership.



**Senior Leadership Team**



**Colin Crampton**  
Chief Executive



**Tonia Haskell**  
Group Manager  
*Network Development and Delivery*



**Mark Ford**  
Group Manager  
*Business Services*



**Charles Barker**  
Director of  
Regulatory Services



**Julie Alexander**  
Group Manager  
*Network Strategy and Planning*



**Jeremy McKibbin**  
Group Manager  
*Network Management*



**Kevin Locke**  
Group Manager  
*Customer Operations*



# Financial statements

Our water. Our future.

## Financial statements

### INTERIM FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2021

#### Basis of preparation

Wellington Water Limited is a company registered in New Zealand under the Companies Act 1993 and is a Tier 1 Public Benefit Entity (PBE) for reporting purposes.

Accounting policies have been applied consistently throughout the period. All items in the financial statements are stated exclusive of Goods and Services Tax (GST), except for receivables and payables, which include GST. The net amount of GST recoverable from or payable to the Inland Revenue Department is included as part of receivables or payables in the statement of financial position.

#### Statement of compliance

These interim financial statements are for the six months ended 31 December 2021 and are to be read in conjunction with the annual report for the year ended 30 June 2021. They have been prepared in accordance with the requirements of the Companies Act 1993, the Local Government Act 2002 and comply with generally accepted accounting practice in New Zealand ("NZ GAAP") and Tier 1 PBE accounting standards and comply with PBE IAS 34 Interim Financial Reporting.

These financial statements have been prepared on a going concern basis and are presented in New Zealand dollars and rounded to the nearest thousand (\$000), unless otherwise stated. The measurement basis applied is historical cost.

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## Statement of Comprehensive Revenue and Expenses

For the period ended 31 December 2021.

### Comparison of results for the six months ended 31 December 2021 to the same period last year

There was a surplus of \$850,000 for the period ended 31 December. This is due to capital grant revenue being recognised in December. This is for Wellington Water vehicles and equipment purchased through the Stimulus Funding Programme.

Revenue (and corresponding expenses) for the council capex programme have increased by \$13.0m and for the council OpEx programme have decreased by \$0.8m. These programmes vary each year depending on what has been planned and budgeted in each individual council's Long-Term Plan.

Revenue (and corresponding expenses) for the Stimulus Funding programme have increased by \$15.4m. As this work programme only commenced in October 2020, we are seeing an increased spend in this period as the workstreams progress.

	Unaudited 31 Dec 2021 \$000	Unaudited 31 Dec 2020 \$000	Audited 30 June 2021 \$000
Council opex programme	29,060	29,849	62,268
Council capex programme	67,412	54,446	131,391
Stimulus funding programme	21,410	6,038	14,395
Management and advisory services	9,385	8,606	17,230
Other revenue	1,376	300	1,004
<b>Total revenue</b>	<b>128,643</b>	<b>99,239</b>	<b>226,288</b>
Salaries and wages	(12,291)	(10,866)	(21,835)
Superannuation	(371)	(358)	(678)
Directors fees	(73)	(62)	(120)
Audit fees – financial statements	(125)	(53)	(105)
Audit fees – other	-	-	(24)
Council opex programme	(29,060)	(29,849)	(62,268)
Council capex programme	(67,412)	(54,446)	(131,391)
Stimulus funding programme	(21,410)	(6,038)	(14,395)
Operating leases	(570)	(520)	(1,095)
Other personnel expenditure	(669)	(576)	(2,550)
Other operating expenditure	(4,968)	(4,787)	(8,307)
Direct costs charged to capex programme	4,824	3,922	8,877
Direct costs charged to opex programme	4,848	4,258	9,362
Depreciation and amortisation	(515)	(545)	(1,217)
	<b>(127,793)</b>	<b>(99,921)</b>	<b>(225,746)</b>
<b>Surplus/(deficit) before tax</b>	<b>850</b>	<b>(682)</b>	<b>542</b>
Tax expense	-	-	(127)
<b>Total comprehensive revenue and expenses</b>	<b>850</b>	<b>(682)</b>	<b>415</b>
<b>Attributable to:</b>			
Wellington City Council	340	(273)	166
Hutt City Council	170	(136)	83
Greater Wellington Regional Council	128	(102)	62
Porirua City Council	102	(82)	50
Upper Hutt City Council	68	(55)	33
South Wairarapa District Council	43	(34)	21
<b>Total comprehensive revenue and expenses</b>	<b>850</b>	<b>(682)</b>	<b>415</b>

## Statement of Changes in Equity

For the period ended 31 December 2021

	Unaudited 31 Dec 2021 \$000	Unaudited 31 Dec 2020 \$000	Audited 30 June 2021 \$000
<b>Surplus/(deficit) for the period</b>	<b>850</b>	<b>(682)</b>	<b>415</b>
Equity at the beginning of the period	1,989	1,574	1,574
<b>Total equity</b>	<b>2,839</b>	<b>892</b>	<b>1,989</b>

## Statement of Financial Position

As at 31 December 2021.

### Comparison to Statement of Financial Position at 30 June 2021

Cash decreased by \$2.8m. This is driven by the payables balance decreasing (cash outflow) by more than the receivables balance decreased (cash inflow). Reasons for this are below.

Receivables decreased by \$9.7m as councils were invoiced in arrears at 30 June and invoices have since been paid. In December, they were invoiced in advance.

Payables have decreased by \$11.6m due to a reduction in the number of days (between invoice date and payment date) that we are currently paying our suppliers.

	Unaudited 31 Dec 2021 \$000	Unaudited 31 Dec 2020 \$000	Audited 30 June 2021 \$000
Cash and cash equivalents	27,144	30,096	29,959
Receivables and prepayments	13,046	7,592	22,754
Tax receivable/(payable)	45	13	(121)
<b>Total current assets</b>	<b>40,235</b>	<b>37,701</b>	<b>52,592</b>
Intangible assets	226	259	289
Property, plant and equipment, vehicles	3,900	1,883	1,950
Deferred tax	409	304	409
<b>Total non-current assets</b>	<b>4,535</b>	<b>2,446</b>	<b>2,648</b>
<b>Total assets</b>	<b>44,770</b>	<b>40,147</b>	<b>55,240</b>
Payables and provisions	40,004	37,571	51,567
Employee entitlements	1,811	1,492	1,565
<b>Total current liabilities</b>	<b>41,815</b>	<b>39,064</b>	<b>53,133</b>
Employee entitlements	23	25	26
Capital grant in advance	93	166	93
<b>Total non-current liabilities</b>	<b>116</b>	<b>192</b>	<b>119</b>
<b>Total liabilities</b>	<b>41,931</b>	<b>39,255</b>	<b>53,251</b>
<b>Net assets</b>	<b>2,839</b>	<b>892</b>	<b>1,989</b>
Issued capital	1,000	1,000	1,000
Accumulated comprehensive revenue and expenses	1,839	(108)	989
<b>Total equity</b>	<b>2,839</b>	<b>892</b>	<b>1,989</b>

## Statement of Cash Flows

As at 31 December 2021.

	Unaudited 31 Dec 2021 \$000	Unaudited 31 Dec 2020 \$000	Audited 30 June 2021 \$000
Receipts from councils	140,197	123,778	227,009
Interest received	55	18	60
Employees and suppliers	(140,523)	(112,011)	(214,523)
Tax (paid)/received	(166)	(85)	(184)
<b>Net cash flow from operating activities</b>	<b>(437)</b>	<b>11,700</b>	<b>12,362</b>
Purchase of property, plant and equipment, vehicles	(2,373)	(594)	(1,165)
Purchase of intangibles	(30)	(22)	(280)
Proceeds of sales from vehicles	25	44	74
<b>Net cash flow from investing activities</b>	<b>(2,378)</b>	<b>(572)</b>	<b>(1,371)</b>
<b>Net cash flow from financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash flow</b>	<b>(2,815)</b>	<b>11,128</b>	<b>10,991</b>
Add: cash at the beginning of the period	29,960	18,969	18,969
<b>Cash on hand at end of the year</b>	<b>27,145</b>	<b>30,096</b>	<b>29,960</b>
Comprised of:			
cash at bank and on hand	27,144	30,096	29,959



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# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/309)

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Report no: WWC2022/1/52

## Wellington Water Limited 2021/22 Capital Works Programme

### Purpose of Report

1. The purpose of this paper is to update the Wellington Water Committee on the progress of the 2021/22 capital works programme.

### Recommendation

That the Committee notes the report.

### Background

3. Councils have provided Wellington Water with an increase in funding over the 2021-24 Long-Term Plan (LTP) planning period. At a regional level, we have been asked to deliver \$585M worth of capital over the next three years, the largest programme in Wellington Water's history.
4. The current investment profile from the councils has an uneven spread of investment, with a steep increase in the first year, and a decrease in year three. In order to make the programme achievable, we have smoothed the investment with a steady continuous uplift over the three years. This enables Wellington Water and its supplier whānau to grow capability and capacity in a sustainable manner, while still delivering the full programme by the end of the three-year LTP cycle.

## Discussion

5. The capital delivery range for the region for 2021/22 is \$145M to \$191M.
6. The second quarter capital results show us that, while we continue to build on our previous years delivery, we are below our forecast expenditure.
7. At the end of January, the capital programme spend across the region was \$76M, up 25% on the same time last year but behind forecast (by 11%) to achieve the mid-point of the range (\$162M).
8. At an individual council level, there are two councils tracking outside the lower range (Greater Wellington Regional Council and Wellington City Council), three tracking within the capital range (Hutt City Council, South Wairarapa District Council and Upper Hutt City Council) and one council tracking above the upper range (Porirua City Council).
9. The biggest cause of this projected underspend are delays to major projects. Some of these are common to the industry and are due to shortages in materials and people, and long lead times in the supply chains. In the case of Omāroro, this is due to poor weather and COVID. For others it is due to approvals being delayed or slower than expected procurement processes.
10. The impacts of Omicron are seeing a slowing and stopping of activities on sites while people or their families are sick. Our contractors and consultants are all using Rapid Antigen Testing to get people back to work once they are well. The current status of the impact of Omicron on the capital programme is included in this meeting under separate cover.
11. On reviewing the year to date spend by council and assessing the risk for the remainder of the year, we are expecting to deliver at the lower end of the range (\$145m to \$162m).
12. The lower confidence level is due to the “back-ending” of the programme, which sees the bulk of the construction work scheduled between now and the end of the financial year. This is a legacy behaviour that we are working hard to remove and to smooth the construction so that it is constant over the entire year.
13. The stimulus funded “Fast Track Catchment Renewals Programme” is expected to be completed by February/March this year. The programme has succeeded in increasing the use of trenchless technology and delivered improvements in our cost per metre of pipe laid. We have a number of programmes that will move into construction next year to take advantage of this approach.
14. We are forecasting further improved levels of expenditure in year two of the programme. There are a number of very large projects in the approval and award stage. We also have a number of Catchment Renewals (long term renewals focussed on a particular area) that are due to get underway late this financial year or early next, particularly in Hutt City.

15. The year two programme is currently being reviewed for deliverability and will then be provided to our contractor and consultant panels in March for feedback.
  
16. A capital programme dashboard has been provided as Appendix 1 attached to the report with more information for consideration.

### Appendices

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1	Wellington Water Capital Delivery Dashboard - January 2022	115

**Author:** External Author (Wellington Water Ltd)

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# Capital Delivery Board Report – January 2022

Information as at  
28 January 2022

**Overview:**

Year to date capex spend is \$76m (up \$15m, or 25%, on the same period last year), against a budget of \$89m. We are tracking to spend within the lower half of the range. The main reason for the variances are impacts of COVID pandemic and early overly optimistic project delivery forecasting and expectations.

The stimulus funded fast track programme is in the final stages of delivery. The programme has been successful in trialing a new way of working whilst delivering works at a lower cost and beating our targets for proportion of use of trenchless construction methodologies. We have improved collaboration between our consultant and contractor panels, and lasting relationships have been developed. We have made some progress in embedding the fast-track principals into our standard delivery approach, and we will continue to monitor our progress in this space.

The biggest risk to programme delivery are ongoing impacts of the COVID-19 pandemic which presents challenges on many different fronts: potential for illness amongst our whanau, skills and materials shortages, increasing costs, and operating within the RED traffic light setting with COVID present in the community.

**Health and Safety – low proactive risk identification**

Our lead indicators for health and safety continue to show that our proactive reporting rates are still low. We are now sharing this information with the Contractor and Consultant Panel on a monthly basis and are doing regular reminders on the importance of reporting safety observations. We have also been doing additional analysis of the data we are getting to try to identify trends and potential areas for improvement.

**Lead Indicators – designs completed, and contracts awarded**

Overall lead indicators show that we are behind both our aspirational target of 100% of contracts awarded by now, and our year-to-date baseline target. Our focus is now on getting contracts awarded for delivery in year 2.

**Forecasting and understanding resource constraints**

There is still optimism in the individual project forecasts across the full programme. In January we held a joint panel programme review to go through workload and identify gaps and constraints. This prompted useful discussion and we will seek to hold these joint reviews every other month.

Both the Consultants and Contractors are providing feedback that they can scale up to meet our demand, however they require visibility of the up-and-coming workload. For the consultants, visibility means seeing the year 2 and 3 programme, this will be issued as a first draft in February. For the contractors visibility means contracts awarded early – we have a stretch target to get the year 2 construction contracts awarded by the end of Q4 to help ease this pressure.

**COVID – ongoing disruption and move to the new Traffic Light Framework settings**

The COVID 19 pandemic continues to impact delivery on a number of fronts, including: cost increases, a constrained labour market, material supply, international shipping, factory production of goods, on site delays, and the productivity of those working from home. We expect more delay and a reduction in productivity as the industry adapts to the new Traffic Light Settings, and as New Zealand settles into the 'suppression' phase rather than 'elimination' with COVID 19 circulating in communities across New Zealand.

**Three-year programme delivery risk – lack of workload visibility**

Delivery of the three-year programme is at risk, as the programme of works for 2022/23 and 2023/24 have not yet been issued. However, there are several Major Projects and catchment renewals programmes which are currently going through procurement and contract award approvals which, once awarded and in construction, will represent an increase in stability for the year 2 and 3 programmes, significant regular monthly spend over multiple financial years, and a move towards delivering outcomes on a larger scale for our communities. The turnover from the Major Projects team will increase as a percentage over the overall programme due to upcoming projects due to start on site or award in the coming months. In the short term in 2021/22 this will create some volatility but we should be more confident of our three year programme with a number of multi-year high value projects in construction.

Risk Description	Mitigation / comments
As of December 2, 2021, New Zealand has moved to the COVID Traffic Light settings for all of New Zealand. This represents a change in approach from an elimination approach to a suppression approach. The whole of New Zealand moved to the RED Traffic Light Setting at 11:59 on 23 January 2022, following 9 Omicron cases confirmed in Nelson/Marlborough Region. The number of community COVID-19 cases is rising daily. We will all need to adapt to the new approach, controls and impact of COVID-19. This is likely to be disruptive to programme delivery, as well as to people's lives as we become accustomed to our 'new normal'. Note that the government may need to use localised lockdowns as well as the traffic light system going forward.	WWL will continue to assess the COVID-19 risk and implement the COVID-19 controls as appropriate to manage the risk. We are communicating with our supply chain whanau around expectations and approaches. From a construction perspective: we are following industry guidance, the CHASNZ protocols, and are encouraging people to get vaccinated, our construction panel members have all shared their COVID policies with us in a paper that was presented to the WWL Board. From a continuation of office-based activities perspective: The WWL main office was shut when New Zealand moved to the RED setting. We have the technology and processes we need to work from home as required.
Risk that the panel consultants make people redundant or reduce their working hours in response to a reduced workload across the full construction industry, reducing their ability to resource WWL projects (particularly in areas like geotechnical engineering and surveying).	We reviewed workload with the consultant panel. This risk has not materialised under the current outbreak.
Strain on Wellington Water Customer Operations Group and Network Management Group resourcing due to people being unwell or isolating. This could impact their ability to support the capital programme. There is also a risk that the capital programme contractor resources may need to be redeployed to support operations.	We will plan for these scenarios, and monitor the situation.
Issue Description	Mitigation / Comments
In August, the whole of New Zealand went into Alert Level 4 Lockdown, causing all of our Wellington Water planned works construction sites to close. This has reduced productivity and carries associated costs with responding appropriately to the health and safety risk.	The whole of New Zealand moved to the RED Traffic Light Setting at 11:59 on 23 January 2022. The Wellington Region had previously been at ORANGE since the 2nd December 2021. Our protocols are aligned to government requirements and the Construction Health and Safety New Zealand (CHASNZ) protocols.
Escalating materials costs associated with the impact of the global pandemic on the global supply chain. We are receiving frequent notifications from our key suppliers about increases in materials costs.	We are working with our contractors and consultants on strategies to isolate material costs within our cost schedules, and to identify items which can be purchased early on projects. We are developing a contract specifically for early procurement of materials which should be ready for use in Q3.
Limited availability of some materials as a result of the impact of COVID-19 on the global supply chain, including extended lead times due to slowed global transportation and delay through ports.	We are working with our contractors and consultants to identify materials where there could be issues with supply and where possible we are purchasing them early. We are developing a contract specifically for early procurement of materials which should be ready for use in Q3.
Closed borders have meant limited access to overseas labour market for recruitment, both for our supply chain and Wellington Water. This has had a particularly significant impact on the consultants where we have seen slow delivery of projects and a lack of experienced project managers.	On the 3 <sup>rd</sup> of February 2022 the government announced a schedule for re-opening the international borders progressively over 2022. Following the deliverability capability and capacity review that was carried out our consultant panel members will be putting together growth plans and strategies for how they can resource a growing programme in the current climate. We are looking at how we can make our delivery processes more efficient to reduce the burden on the consultants without increasing programme risk.



# Capital Delivery Board Report – December 22

Information as at 28 January 2022

### Health & Safety lead & Lag indicators:

**Total Recordable Injury Frequency Rate** (compared with industry benchmark of 4.6) – 12 months rolling Contractors as at January 2022 = 1.4 (compared with a benchmark of 4.6) (this is down from 1.5 last month)

Serious incidents/near misses 0 serious near miss

**Note:** Total Recordable Injuries include medical treatment, hospitalisation and fatalities (minor first aid treatment has been excluded). The TRIFR is based on rolling 12 months data per 200,000 hours worked

Proactive H&S reports vs Reactive (contractors and consultants only)

Proactive H&S reports 18

Reactive H&S reports 9

Ratio of proactive to reactive = 2.1

### Projects of regional significance:

- |   |   |                         |    |   |              |
|---|---|-------------------------|----|---|--------------|
| 1 | Kaitake Main on Silverstream Bridge                         | Off Track/Major Concern | 6  | Wastewater network overflow events                      | On Track     |
| 2 | Te Merua WTP Capacity Optimisation                          | Some Concern            | 7  | Global Stormwater consents                              | On Track     |
| 3 | SWDC WTP Compliance   | Off Track/Major Concern | 8  | Featherston - WWP5 - Donald Street (WWPS) - Renewal     | On Track     |
| 4 | Ponirua WWTP upgrade (millscreen to aeration basin upgrade) | Some Concern            | 9  | Paromata - Pakowhai gravity sewer capacity increase     | On Track     |
| 5 | Featherston WWTP - Major Plant upgrade and consenting       | Some Concern            | 10 | CBD PS 01-07 rising main replacement and Taranaki St PS | Some Concern |

**KEY:** On Hold (grey), On Track (green), Some Concern (yellow), Off Track/Major Concern (red)

### Total capital delivery programme financial profile:



### Renewals programme financial profile:



### Lead indicators – this financial year & next:

21/22 Construction Projects - Design Complete				
Baseline Target (YTD)	Achieved	% complete	Change from last month	status
68	46	68%	1%	🔴

Within 3 months of baseline construction start date

21/22 Construction Projects - Contracts Awarded				
Baseline Target (YTD)	Achieved	% complete	Change from last month	status
50	35	70%	-1%	🔴

Passed baseline start date

22/23 Construction Projects - Briefs Issued				
Target	Achieved	% complete	Change from last month	status
TBC	33	TBC	-	TBC

Note that the target will be confirmed once the draft year 2 programme has been issued



# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/310)

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Report no: WWC2022/1/5

## Wellington Water Limited - Regional Wastewater Treatment Plant Contract Review

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### Purpose of Report

1. To provide the Wastewater Treatment Plant Review report for discussion.

### Recommendations

That the Committee:

- (1) receives the Wastewater Treatment Plant Review attached as Appendix 1 to the report;
- (2) notes the implementation plan which addresses all recommendations will be completed on 23 March 2022;
- (3) notes the Wellington Water Committee will receive a summary of the implementation plan once it is endorsed by the steering group.

### The Need for the Review

3. Since awarding the Regional Wastewater Treatment Plant contract to Veolia the contract has been underperforming.

4. There have been a number of breaches and non-compliances, some under Veolia's control, while others are related to the performance of the assets owned by the councils.
5. On 17 August 2021 the sludge blanket in one of the clarifiers at the Porirua Wastewater Treatment Plant overflowed and discharged into the sea. This was avoidable, was not reported immediately, and in Wellington Water's view did not uphold our value of looking after the environment.
6. Wellington Water advised Veolia that it would carry out an independent review to draw a line under previous poor performances and look to what needs to be in place for the contract to meet all its requirements.

### **The Review**

7. The review is attached as Appendix 1 to the report for the Wellington Water Committee's (the Committee) information.
8. The review broadly concludes:
  - i. The contract between Wellington Water and Veolia is sound;
  - ii. Veolia did not resource nor set up the systems expected in the contract;
  - iii. Wellington Water did not have the full capability to deliver this type of contract; and
  - iv. Relationships between the contracted parties were strained.
9. The Wellington Water Board (the Board) (including industry expert Graham Darlow) held a workshop with the reviewers before accepting all the recommendations made.
10. The Board has asked for an implementation plan to be prepared which will address the recommendations. The implementation of the review's findings will proceed in parallel with the ongoing day-to-day running of the plants.

### **Implementation**

11. The implementation plan is under development and will be complete by 23 March 2022. We will seek to have it endorsed by the steering group within a fortnight and ready for formal release.

### **Governance**

12. The implementation plan is being programme managed by Wellington Water with regular reports being made to the Board.

13. In addition, a steering group made up of Veolia, Wellington Water, mana whenua and councils has been set up to oversee the execution of the implementation plan. This was the same steering group used during the review itself and now includes council membership from Wellington City Council and Upper Hutt City Council in addition to Porirua City Council.
14. Wellington Water has briefed both the Porirua and the Hutt Valley joint venture committees, and the Wellington City Council on the detail of the review. All councils and stakeholders have the document.

### Consent Compliance

15. Due to a combination of asset and operator performance, Wellington Water is currently working through a number of consent compliance issues including:
- i. closing out on three current abatement notices including one which has expired at Moa Point. This latter issue relates to asset failures in all three of the clarifiers over an extended timeframe. Now the third clarifier is fixed, it takes 90 days to see compliance established. We are asking for the abatement notice to be extended to 31 May 2022; and
  - ii. Addressing further issues with the plants' performance which may or may not lead to either infringement or abatement notices now or into the future.
16. It is clear that Greater Wellington Regional Council is strengthening its regulator overview of wastewater plants in general.

### Appendices

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**Author:** External Author (Wellington Water Ltd)

# INDEPENDENT REVIEW OF THE WELLINGTON WATER REGIONAL WASTEWATER TREATMENT PLANT OPERATING MODEL



December 2021

Review Report v3.0

*Operating model improvement recommendations for the wastewater treatment plants in metropolitan Wellington.*

**REVIEW REPORT V3.0****CONTENTS**

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## EXECUTIVE SUMMARY

### Overview

The purpose of a wastewater treatment plant is to receive and treat wastewater (sewage) and discharge the effluent and dispose of the biosolids in a responsible and environmentally sustainable manner. This is to protect the public from health risks and the receiving environment from harmful pollution and contamination and are fundamental business objectives for Wellington Water.

The Wellington region has four metropolitan Wastewater Treatment Plants (WWTPs) at Moa Point, Western, Seaview and Porirua that are managed by Wellington Water Limited (Wellington Water) on behalf of its Client Councils. Under its Service Delivery Strategy, Wellington Water sought to contract with the best available service organisation in New Zealand to provide excellence in operating and maintaining the WWTPs.

To this end, Wellington Water contracted Veolia NZ (Veolia) through a contestable process and expected Veolia, as part of a large global water organisation, to manage and operate the WWTPs effectively to deliver its public health and environmental objectives. However, this has not been consistently achieved and there have been numerous breaches and non-compliance incidents at the WWTPs by Veolia.

Through the contract Veolia has been unable to demonstrate the expected excellence in quality wastewater treatment plant operations. It follows, therefore, that it is unlikely that Veolia has been successful in demonstrating its abilities in protecting the environment. The health of the receiving waters and of the communities who use them as a source of food or for recreational purposes are of paramount importance to the local communities, iwi, the Greater Wellington Regional Council (GWRC) and Client Councils. These failures have resulted in a degradation of trust and confidence in Wellington Water by its stakeholders.

### Review

Wellington Water initiated a formal review of the Veolia contract and engaged two independent reviewers to recommend steps needed to ensure the WWTPs are operated in a proactive, fully compliant and environmentally responsible way. The review was to consider all options available including bringing the activity in-house, termination and retendering.

### Observations

From interviews conducted for this review, and research of the documentation, it is apparent that Veolia failed to provide the much-needed executive oversight on this contract and its performance. Despite making promises to Wellington Water at all levels, including to the Wellington Water Board, Veolia's performance did not meet the levels expected. Veolia did not embed the management and leadership capability required for this type of contract. Recruitment delays meant key skilled plant staff were not retained. This in turn impacted on the required number of operational staff with the necessary skills and experience to operate the WWTPs. The resulting operational teams at each of the four WWTPs were often therefore limited in their experience with key pieces of equipment and in how to respond when something went wrong. The evidence suggests that judgement was sorely lacking to prevent the incidents of untreated discharges from the WWTPs.

Compounding these internal Veolia issues were relationship issues between the contract managers of Veolia and Wellington Water. Wellington Water has not had the appropriate management capacity and

capability, or provided sufficient training, to manage this contract. Roles and responsibilities between Veolia, as the service provider, and Wellington Water, as the client, are not fully understood and/or practiced. Further, roles and responsibilities of staff within Veolia and Wellington Water are not clearly defined and understood by either party.

These issues have culminated in an ineffective culture within the contract and relationship that is tasked with keeping public and environment health as its core purpose. The absence of trust at a contract leadership level has hindered decisiveness and collective problem-solving. While Veolia is responsible for its failure to meet the expectations of Wellington Water in its delivery of operations and maintenance of the four WWTPs, the dysfunctional culture in the contractual environment has played a role in the WWTP performance. Wellington Water has attempted to improve the relationship by undertaking several initiatives, including a contract reset, relationship workshops, and performance reviews. To date, these have been of limited success in addressing the core problems.

Veolia's senior executives have responded positively to the current operating model review. Under the leadership of their New Zealand Country Director, Alex Lagny, Veolia has commenced a "Beyond Compliance Task Force". This task force is undertaking an internal review and improvement within Veolia and based on early progress reports, the reviewers believe that this is a commitment by Veolia to make the changes necessary to deliver to the promises made in their proposal and meet the expectations of Wellington Water as their client.

The key findings of the reviewers are as follows:

- The experiences of breaches and non-compliance by Veolia are not a function of the current contract and, therefore, a change in contract model is not warranted.
- Veolia has responded positively to improving performance and demonstrated their commitment by making a change in their Contract Manager, inviting Wellington Water to be part of the selection and recruitment process for the permanent replacement, and initiating the Beyond Compliance Task Force.
- Despite some asset performance issues, the WWTPs should be able to be operated in a professional, proactive, modern, fully compliant and environmentally responsible way, while meeting expectations of Wellington Water, its Client Councils and mana whenua.
- Significant improvements and changes in behaviour are required of Wellington Water and Veolia management and staff to achieve the strategic objectives through the contract.

The reviewers deliberated strongly over the option of early termination with either bringing the maintenance and operations in-house or going back to the market but considered both options had no greater chance of success and carried significantly higher risk and, given recent market price movements, additional cost in a constrained market for resources and funding.

Considering the above, the reviewers recommend that:

- Wellington Water retains Veolia as its contractor to operate and maintain the four metropolitan wastewater treatment plants within the existing contractual terms but with the proviso that Veolia commits to and delivers on several significant improvements in its planning, delivery and resourcing, as outlined at page 19 of this report.

- Wellington Water significantly enhances and improves its contracts management capability (including staff training, systems and processes) to allow effective management of Veolia in a more collaborative environment
- Wellington Water improves its asset management and planning capabilities in relation to this contract and provides clarity on the expectations from Veolia in preparing and delivering its asset management plans
- Wellington Water and Veolia shape the organisational design necessary to provide the social support required and performance objectives that creates a high performing team
- Wellington Water and Veolia to prepare effective internal and external communications strategies, plans, roles and responsibilities to maintain a high level of trust and confidence with all their stakeholders

## BACKGROUND

### History

In the metropolitan Wellington region there are four Wastewater Treatment Plants (WWTPs):

- **Moa Point** and **Western** service Wellington City. Both were previously operated by Veolia NZ under a 25-year design build and operate (DBO) contract which included the sludge dewatering plant at the Southern Landfill. This contract expired in February 2020.
- **Seaview** services Hutt and Upper Hutt cities. Hutt Valley Water Services (Suez/Beca) operated this plant under a 20-year DBO contract that expired in June 2020.
- **Porirua** services Porirua City and some northern suburbs of Wellington City. Wellington Water previously operated this plant.

In 2017, as part of Wellington Water's Service Delivery Strategy – which regionalised the delivery of Three Waters services – the decision was made to contract out for the operation and maintenance of the four WWTPs. The rationale for this approach was primarily:

- Wellington Water's **limited capacity and capability** at the time to operate and maintain all four WWTPs
- A **competitive market** of very experienced and capable suppliers
- Increased **market leverage and cost optimisation** by taking all four WWTPs to market together
- Access to **global best practice and process optimisation** through international suppliers
- Increased **cost certainty** for the client councils

Through a competitive tender process, Veolia were selected to operate and maintain the WWTPs under a performance-based contract. Veolia were considered the preferred bidder by Wellington Water as their proposal including the following elements:

- Strong cultural fit to Wellington Water and clear alignment of mutual objectives

- Sound operational understanding and proposed practices
- Robust sludge minimisation approach
- Sound transition and risk management plans
- Robust systems and related capability
- High calibre resources
- Best value pricing

Management of the WWTPs was progressively transferred to Veolia under the new Regional WWTP contract as existing contracts expired.

### **Performance issues under the Regional WWTP contract**

Since the implementation of the regional WWTP contract with Veolia, there have been multiple performance issues across the four WWTP. Unacceptable environmental impacts have resulted from the failures. As a result, Wellington Water have issued a series of abatement, infringement and breach notices to Veolia.

Performance issues primarily concern the following areas:

- non-compliance with consent conditions,
- effluent non-compliance,
- sludge discharges,
- sampling or analysis errors,
- lack of monitoring activities, and
- late or poor reporting.

This year, Wellington Water changed its focus and implemented a moratorium on further fines and breach notices. Focus was instead directed to working collaboratively with Veolia in identifying the underlying issues and measures required to improve plant performance. Wellington Water acknowledged that some of the WWTP assets were not performing as had been previously expected or modelling would suggest.

### **Incident prompting this review**

On 19th August 2021, an incident at the Porirua WWTP was identified after a member of the public observed water discolouration near the plant outfall. Subsequent analysis (completed by Stantec) suggested that this is likely to have been caused by a dry weather sludge carryover.

Despite several efforts already tried to improve performance, Wellington Water identified it was vital for an independent holistic review of wastewater treatment operations to expedite improvements and restore confidence in the delivery of wastewater services.

## **REVIEW STRUCTURE**

Wellington Water framed the independent review to objectively assess the entire operating model and identify opportunities for improvement.

The objective of the review was -

*“To identify model changes and delivery improvements to ensure the wastewater treatment plants are operated in a professional, proactive, modern, fully compliant and environmentally responsible way, such that the expectations of Wellington Water, our Client Councils and mana whenua are met.”*

The key deliverable for the review was to:

- Deliver a Regional WWTP Review Report to the Wellington Water Board that includes:
  - o an objective analysis of the current situation, supplier performance and contract, and
  - o recommended model changes and delivery improvements endorsed by the Review Steering Group.

The full Terms of Reference for the Review are provided at Appendix 1 to this report.

## Review Governance

The reviewers were tasked with reporting to the Wellington Water Board by 20 December 2021.

A Steering Group was established to provide direction and ongoing engagement across key stakeholders. Members are as follows:

- **Helmut Modlik**, CEO, Ngāti Toa Rangatira
- **Andrew Dalziel**, Deputy CEO, Porirua City Council
- **Colin Crampton**, CEO Wellington Water
- **Alexandre Lagny**, Veolia NZ Country Director

The Steering Group have been provided regular updates throughout the review process.

The report resulting from this review will be shared with the client councils and other important stakeholders prior to final endorsement in February 2022. Implementation of the recommendations will then begin in earnest, once endorsed to by the Wellington Water Board.

## The Review Team

To ensure an objective analysis of the situation, two independent expert advisors were commissioned to undertake the review:

**Roly Frost**

Roly has a degree in civil engineering and 50 years' experience in the infrastructure sector. He is a former president of Engineering NZ, Chair of the Engineering NZ Foundation and member of the Chartered Professional Engineers Council.

He holds several project management board roles and specialises in independent roles in procurement models and contract administration. He is an independent professional advisor to Waka Kotahi, Auckland Transport, Defence and Kiwi Rail. Roly has presented at international conferences on risk management, asset management and contracting models.

#### **Raveen Jaduram**

Raveen has a Masters in Civil Engineering and over 30 years' experience working in the water industry in New Zealand, Australia and Fiji. He is currently an independent advisor and on the board of the New Zealand Infrastructure Commission – Te Waihangā. Raveen has deep institutional and systems knowledge of the infrastructure sector. His previous roles include Chief Executive of Watercare Services Limited, Managing Director of Murrumbidgee Irrigation Limited, President and Chair of Water New Zealand and Chair of the NZ Water Sector Senior Executives Forum.

The reviewers have been supported in an administrative and organisational capacity – including where necessary to ensure independence and confidentiality of interviews, by:

**Euan Stitt**, Wellington Water's Chief Advisor - Service Delivery, and **Jessie Williams-Shigeeda** and **Dan Bonifant** from Morrison Low in Wellington.

## REVIEW PROCESS

In reviewing of the operating model, relevant documents and outputs from previous reviews undertaken to improve aspects of the contract and WWTP performance, have been considered.

These background documents provided the framework for detailed discussions with stakeholders and interested parties.

### Documents reviewed

The review team considered relevant documentation to inform subsequent discussions, including:

- 'Multi Criteria Analysis' for operating model for the WWTPs as part of the Service Delivery Strategy
- Veolia, *Wellington Regional WWTP Request for Proposal Response* (date)
- The Regional WWTP contract between Wellington Water and Veolia NZ
- Contract events register (including breach notices)
- Jacobs Engineering Group – *Wellington Water Limited Performance Improvement Plan Review Findings 2021*
- AECOM, *Wellington Water Relationship Review Report (2021)*
- Veolia, *Beyond Compliance* versions 1 and 2, November and December 2021
- Worley NZ Ltd, *Wastewater Treatment Plant Asset Management Review*, Dec 2021

## Interviews

As part of the review, 32 interviews have been conducted with a range of stakeholders and interested parties. The format of these interviews encouraged openness and honesty, and stressed confidentiality. The purpose was to identify issues within the operating model. Repeat interviews were conducted with some parties to validate initial findings. From there, clear and common themes have been collated to inform the current situation, gap analysis and recommendations for improvement.

A full list of those interviewed as part of the review is provided at Appendix 2 to this report.

## Other context

### Evolving Strategic Environment

In developing this report, the review team has also been cognisant that it is being completed within the context of significantly changing strategic environment for Wellington Water. These changes include the ongoing Three Waters Reform initiative, the introduction of Taumata Arowai as the waters services regulator and increasing regulatory standards.

In addition, the effects of the COVID-19 pandemic on global supply chain, market constraints and a broad increasing of Wellington Water's Client Council investment in water services are relevant context.

### Previous improvement efforts

Earlier in the year, Veolia developed a Performance Improvement Plan (PIP) to drive performance at the WWTPs. This was submitted to the Wellington Water Board. The focus of this plan was on:

- staffing (including training)
- international support
- process work
- asset renewals.

A subsequent independent review of the performance improvement plan (PIP) by Jacobs Engineering Group identified further areas to direct effort, including:

- increased involvement of international Veolia experts in process optimisation,
- improved governance and management,
- specific training needs,
- enhanced maintenance strategies and
- process improvements required<sup>1</sup>.

In August 2021, Wellington Water also commissioned AECOM to focus on the improving relationships between the two companies.<sup>2</sup> The recommendations were acknowledged to not be immediate solutions however significant improvements would be achieved if changes were made, including:

- more informal and solution-focused engagement between the parties

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<sup>1</sup> Jacobs Engineering Group – WWL PIP Review Findings 1 October 2021

<sup>2</sup> Aecom – Wellington Water and Veolia – Relationship Review, 15<sup>th</sup> September 2021

- increased performance reviews
- developing a relationship charter
- independent facilitation of meetings, and
- a contract reset workshop

### **Asset Management**

Asset management is one of the existing areas of concern surrounding the WWTPs. Wellington Water commissioned Worley NZ Ltd to provide an assessment of the current maintenance practice and approach, and in particular:

- The current asset renewal strategy and capital expenditure (Capex) decision process.
- Identification and classification of critical assets.
- The design and ongoing improvement of the current preventive maintenance (PM) programme for critical assets.
- The level and access to the required resources, both in-house and contracted services.<sup>3</sup>

The Worley review identified the following actions:

- Develop a Strategic Asset management Plan for the WWTPs to ISO55000
- Review the Veolia asset criticality assessment against the Wellington Water Criticality Framework
- Improve the process for capex investment in the WWTPs
- Revise the preventative maintenance programmes for each plant
- Refresh the periodic failure/condition and analysis process

It was also noted that Wellington Water is currently developing a Strategic Asset Management Plan for the WWTPs.

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<sup>3</sup> Worley NZ Ltd – Wastewater Treatment Plant Asset Management Review, Dec 2021



## KEY REVIEW FINDINGS

### Summary

As an organisation, Veolia has the capacity and capability to be a successful operations and maintenance service provider to Wellington Water. There are positive examples of Veolia being a long-term contractor to other clients in New Zealand. A successful contract relationship requires alignment and focus on its primary objectives, much of which must be reinforced by positive behaviours from Wellington Water.

The recent failures at the WWTP that resulted in breaches and non-compliances were avoidable. These were due to one or more of: human error; lack of resources; poor judgement; inadequate procedures; insufficient management oversight; or absence of planning.

As well as these issues, this review has confirmed there are significant relationship issues between contract management officers from Veolia and Wellington Water. The poor relationship has had an adverse impact on the trust between the two organisations, and the loss of the necessary collaborative approach to problem definitions, solutions, urgency and good decision-making.

While it is noted that Veolia are looking to move “Beyond Compliance”, they have nevertheless failed to deliver the fundamentals to achieve the environmental objectives that are set in the resource consent conditions and expectations by Wellington Water.

Wellington Water is the agency responsible for wastewater management for its Client Councils. Failures at the WWTPs reflect poorly on Wellington Water – its Board, management and staff. Wellington Water’s objective for its wastewater management responsibilities was to contract the operations and maintenance of the plants with an international provider highly proficient in the business, that would bring global innovation and expertise to the table, and would work collaboratively to deliver the environmental outcomes the community sought.

In its tender proposal accepted by Wellington Water, Veolia promised to meet these objectives. In practice, over the short period of operations, Veolia has failed to demonstrate that it has brought international capabilities and competencies to Wellington. The increased levels of breaches and non-compliance at the treatment plants are evidence of this failure. Surprisingly, the issues were not isolated to Seaview and Porirua but evident at Moa Point and Western – the two WWTPs that Veolia has been previously operating, maintaining and upgrading as part of its Design-Build-Own (DBO) contract.

In the relatively short period the contract has been in effect, Wellington Water has raised with Veolia concerns about non-compliance, health and safety, asset failures, response times and management. It has commissioned numerous improvement initiatives and reviews, but there is little evidence these have had any positive impact. The key findings of this review are that both Veolia and Wellington Water must both improve their operations to deliver on the desired outcomes and the review findings are outlined below.

### 1. Contract Suitability

The contract is generally fit-for-purpose and contractual issues have not been raised by either party. However, there are gaps between the wider expectations of Wellington Water and assumptions made by Veolia within it. While compliance with WWTP consents has not been achieved, there is no dispute. Veolia accepts that it has not delivered in accordance with its promise and that it has not met the expectations of Wellington Water.

Veolia were characterised as having a solely commercial and financial focus and which limits operations to meeting compliance only. However, there was no evidence to suggest Veolia's failure to meet environmental performance objectives was due to its desire to maximise financial gains. A lack of money was not a prevailing theme. There were no issues raised in relation to insufficient funds, or that the tenders had been bid at a price that was proving difficult for Veolia to sustain. There have been no significant variations and disagreements relating to financials.

Veolia were the incumbent on two of the four WWTPs. The process of due diligence on the plants at the time of tender was sufficient and there was no evidence from the interviews that Veolia took over plants that were in a significantly different asset condition than expected.

Veolia offered an operator-maintainer model with cross-trained and upskilled operators in wastewater treatment but staffing limitations and incidents shows that the performance promise has not been delivered. As an example, Veolia promised to put controls to reduce the high risk of resource consent compliance challenges at Porirua WWTP. These have not been implemented.

Maintenance at the WWTPs remains mostly reactive despite Veolia's proposal to move to a more proactive maintenance approach to address deferred maintenance at the WWTP. Compliance has not been achieved and, therefore, Veolia has failed to deliver on its promised non-negotiable approach to compliance with 100% achievement.

Since the award of the Contract:

- there have been breaches of performance standards by Veolia.
- Wellington Water has issued Identification Notices s10.7 of the Contract.
- there has been non-compliance by Veolia as per Schedule 6 of the Contract.

## 2. Governance and Contract Management

Wellington Water does not have a governance board or senior executive in a client/sponsor role for the contract. Wellington Water has experience in managing a design-build-operate contract for wastewater treatment plant operation, but less experience amongst its staff in managing collaborative contracts

Veolia's team assigned to deliver on the contract had asset management and engineering consultancy experience, but less experience in leading wastewater treatment operations, or collaborative contract delivery. Its staff viewed their treatment by Wellington Water as that of a 'master-slave relationship and felt that client power dynamics may have impacted adversely on Veolia's performance.

Efforts made by Wellington Water to address the relationship issues by initiatives such as a contract relationship reset, relationship workshops and performance reviews had limited impact on performance.

Veolia staff felt there have been too many reviews, taking them away from their operational delivery functions. There appears to have been a lack of urgency from both Veolia and Wellington Water to collaboratively resolve management issues.

There are too many contract management meetings with unclear overall structure, issue escalation structures or inter-relationship. Audit/assurance functions have become blurred through poor delivery and unclear roles and responsibilities.

### 3. Trust and Confidence

Veolia's performance has adversely affected the trust and confidence of Client Councils, iwi, stakeholders and community groups in Wellington Water. Stakeholders have doubts about Wellington Water's ability to deliver improvements to receiving water quality in a timely fashion.

Wellington Water, in turn, has lost confidence in Veolia delivering on its promises. This lack of trust has affected relationships and cooperation between key personnel from Wellington Water and Veolia. Wellington Water has at times exhibited a blame approach rather than jointly problem-solving.

The WWTPs previously successfully operated and fully understood by Veolia (Moa Point and Western) have not met compliance requirements either or performed in an acceptable manner. The change in performance on these plants has further eroded Wellington Water's confidence in Veolia. The incidents at the WWTPs were avoidable and suggest the absence of clear operating procedures, or compliance with those that exist.

### 4. Resourcing and structures

There is a lack of clarity in roles and responsibilities between Wellington Water and Veolia. This has resulted in blurred ownership, responsibility, and authority, which has delayed issue resolution. There is also a lack of clarity of roles and responsibilities, as they relate to the WWTP contract, within the respective organisations and there appears to be insufficient capacity and capability across the board in both organisations.

The scope of the WWTP Contract Manager role within Wellington Water is too broad and there is gap in a client or broader management sponsor function.

Veolia appears to have resourcing issues:

- There are insufficient resources within Veolia to undertake the operational tasks, including preventative maintenance activities, required to manage the WWTPs to an acceptable standard.
- Need to appoint an appropriate Regional Manager and ensure support from across Veolia NZ.
- Need for dedicated asset management planning resource and operations management capability.
- Misalignment of skills and roles (or training required to meet role responsibilities).
- Needs a clear organisation structure established with defined and delineated roles and responsibilities across management and operations at the plants.

### 5. Innovation

There is little evidence of Veolia's international capability and vision, as outlined in the Veolia proposal, being applied to the Wellington contract. Process challenges at the WWTPs have been left to local operators to resolve.

## 6. Asset Planning and Management

Performance and/or condition of some treatment plant assets may not have been as expected at the initial contract handover. It is noted that while exact information is extremely difficult to ascertain within an operational plant, the opportunity was provided through the tender process for bidders' to carry out their own due diligence, that two of the plants were previously operated by Veolia and this situation is not wholly unusual for WWTPs.

Despite funds being made available by Client Councils, capital projects have not been delivered in the WWTPs in a timely manner (for example, the UV upgrade at Porirua WWTP).

Clear asset management planning has not been delivered, including clear strategic direction from Wellington Water or criticality considerations, proactive maintenance and scheduled renewals planning and delivery by Veolia. Basic asset management strategy has not been evident. This includes consideration of redundancy or availability of critical spares.

## 7. Stakeholders and Communications

There is a very clear desire from local communities and iwi to not have the receiving environments degraded further by discharges from the WWTPs. Local community expectations appear to exceed what is reflected in the current resource consents (for Porirua WWTP). Iwi consider that there hasn't been the required urgency in addressing the issues (especially at Porirua) given their objections to discharges of treated wastewater to receiving waters.

Internal communications (and consultation) within Veolia among its staff about what is expected and happening at the four WWTPs and in other parts of NZ where Veolia operates is poor. Communication to local communities, especially during and after an adverse event, has not been effective and suffers from unclear responsibilities and ownership.

## FUTURE STATE

While the reviewers were engaged to recommend steps that need to be taken to operate the wastewater treatment plants in a fully compliant and environmentally responsible way, there was a strong message from iwi, the community, and stakeholders that meeting compliance without ongoing improvements, additional redundancy and planning for growth was an unacceptable position for Wellington Water and their operator. All parties wanted to see proactive improvements.

Through the process the following parties expressed clear aspirations for the future state of the wastewater treatment plants. The review recommendations are made within this future state context:

### **Iwi**

Iwi has intergenerational responsibility for the care of waterways. They were keen to see improvement to the receiving environments and willing to be a partner in the development of plant improvements. The base compliance of no dry weather overflows was a given and they want stronger relationships with Wellington Water who they hold to account for reducing the number and extent of overflows, both from the plant and the network. This would be achieved by improved operator performance and plant upgrades.

### **Councils**

As part of the review all Client Councils were invited to meet with the review team and Porirua and Hutt City Councils did so. Like iwi, receiving environments, harbours and their health are of paramount importance to the Councils. The Councils accept circumstances beyond the control of Wellington Water may result in failures that cause overflows (electricity, intense storm event) but dry weather overflows and the increasing frequency of non-compliance as has been the case recently, is not acceptable. The Councils had different views on the levels of communication from Wellington Water, with one satisfied and the other seeking improvements. As asset owners, some Councils are seeking a stronger demonstration of both compliant operations and on-time improvements to the plants and want additional visibility on progress. A stronger display of international expertise/best practice by Veolia in conjunction with Wellington Water improvements to project delivery would be required to meet expectations.

### **Community (Your Bay, Your Say)**

The community group Your Bay, Your Say, which is focused on Titahi Bay, has low trust in Wellington Water to deliver improved WWTPs performance. Representatives point to inadequate and inconsistent communication as part of the reason for the low level of trust. They want clean bays, with an improved environment and regard recent non-compliances more as a management issue by Wellington Water than an operator issue. While they accept current improvements will assist, they have taken too long to be implemented and a stronger focus on timely upgrades and improvements is required. Under normal business operations in the event of overflow discharges, the safety of recreational beach users has been unsatisfactory with a lack of adequate signage and information.

### **Wellington Water Ltd**

Wellington Water wants to demonstrate it is a competent, reliable water services management company that brings expertise and innovation to Wellington in running the four WWTPs. They want to be able to trust that

the promises Veolia makes will be translated into delivery through a solution-focussed contract. Wellington Water want to improve from a base of fully compliant operations to demonstrable improved responsibility and delivery in environmental management. They want to upskill their strategic asset management capability, and a stronger focus on timely project delivery. While Wellington Water has operated plants in the past, their desire is to work seamlessly with a trusted, proven operator to meet iwi Council and community expectations in this function.

### **Veolia**

Veolia wants a collaborative contract management environment, where they are accepted as the contractor of choice in wastewater management. They want clear roles within and between the two parties with no micro-management, or poorly run, unnecessary meetings distracting staff from doing their job. They want the right people in the right roles and to be able to demonstrate greater input from the wider Veolia international group. In full collaboration with Wellington Water, Veolia seeks prompt decisions made by Wellington Water, with appropriate management oversight, and improved asset management capability. In order to provide better value, improved opportunity to introduce innovation, and assist with prompt risk management, Veolia wants to upskill to be the preferred contractor for upgrades and improvements on the plants up to a value of around \$5M.

## ADDITIONAL INFORMATION

In response to the commissioning of this review, Veolia initiated an internal response, called Beyond Compliance. The Review team has taken this work into consideration in preparing its recommendations and includes an overview of the Veolia initiative here.

### Veolia's 'Beyond Compliance' Task Force

Veolia NZ has established a task force to consider its own operations, entitled *Beyond Compliance*, with the aim of considering:

*"How can we, jointly, go Beyond Compliance and align our service with community expectations?"*

The Veolia task force notes the following in its Terms of Reference<sup>4</sup>:

- *Veolia New Zealand is committed to a culture of sustainability, environmental awareness and compliance across all of its Wellington operations.*
- *Veolia's early performance within the Regional WWTP Contract has fallen short of community and client expectations and has seriously impacted the trust and confidence of the community in Wellington Water.*
- *Veolia acknowledges the significant efforts required to rebuild the trust and confidence of the community in Wellington Water's and Veolia's capability*
- *In order to give Wellington Water confidence in our commitment the main objective of this task force is to review how Veolia delivers on our joint sustainability and environmental aspirations, identify opportunities for improvement, and reach new levels of environmentally sensitive operation.*
- *This Task Force will remain in place until Wellington Water have confidence in Veolia's ongoing performance*

The Task Force has six principal workstreams, which are reproduced below (along their scope and the key initiatives being undertaken in each):

- **Staff and Training** - *how we structure the teams and operations at all plants and will review if staffing level/skills are adequate to ensure community expectations are met at all times.*
  - Staff interviews and changes (including a new contract manager)
  - Structure review with possible new roles
  - Technical Role review
  - Refresher training and clarity on roles and responsibilities
- **Communications** - *to ensure we better communicate with all stakeholders about the issues we are facing at the plants and how we address them, this will cover as well timely reporting of potential incidents*
  - To Wellington Water, within Veolia and supporting public comms
  - Enhanced collaboration framework

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<sup>4</sup> Veolia NZ, *Beyond Compliance Task Team Update*, 2 December 2021

- **Process Optimisation** *expanding the existing work already undertaken to further review how plants are operated from a process perspective to optimise treatment.*
  - o Undertaking a 'Paris review' to optimise processes to improve individual plant performance, i.e.
    - Porirua Sludge Management
    - Western sampling data analysis
    - Moa Point dewatered sludge performance
    - Seaview detailed analysis of suspended solids plant performance
    - Carey's Gully peroxide dosing optimisation
- **Plant Upgrades** - *consider options for asset upgrades which could impact positively on plant performance, not only to meet consent, but to go beyond*
  - o Identify key opportunities to improve plant performance (Paris) 29 to date
  - o Some delivered (Porirua Returned Effluent, solids handling at Seaview)
  - o Some under development (Seaview SCADA upgrades, online sludge blanket monitoring for Porirua)
- **Asset Management** - *review condition assessments, maintenance practises and critical spare parts to make sure we minimise assets failures and their potential impact on compliance*
  - o Implementing alignment to Wellington Water Criticality Framework
  - o Preventative Maintenance plans under review
  - o Critical spares inventory revision
  - o Improved contingency planning
- **Culture** - *review our culture across our Wellington operations and make sure all employees are aligned to meet community expectations.*
  - o Activity rigour – adherence and discipline
  - o Key relationships and Team Charter
  - o Communication expectations
  - o Environmental incident process review

As can be seen, this review has separately identified similar areas for improvement as this independent review has and, to an extent, mirrors the previous PIP put forward by Veolia. In contrast to the previous Plan, however, it appears that Veolia has broadened the scope and considered the review of the PIP commissioned by Wellington Water (and other analyses or reports), The broader capabilities of Veolia are now being brought into the Wellington contract and positive changes have already started.

The final update for this Veolia review is on the 16<sup>th</sup> December 2021.



## OPTIONS

The panel considered five options for the continuance of the wastewater contract. They were

1. Continue with the current incumbent on as is basis
2. Continue with the current incumbent but seek radical improvement
3. Continue with the current contractor on two plants and retender the balance
4. Invoke the early termination clause and retender the contract
5. Invoke the early termination clause and bring the operations and maintenance contract within WWL

Options 1 and 3 were quickly discounted as being unacceptable in achieving the regional goals and expectations of WWL and the community.

The panel reviewed the rationale for the choice of the current model. Although the context had changed significantly over the two years, the panel considered the decision for an outsourced model of operations and maintenance, strategic asset management with WWL was still valid, albeit not as clear cut. The panel deliberated further over the period of the interviews and tested these options with the interviewees through specific questions.

It became very clear to the panel that there was not strong support for bringing the contract in-house from Wellington Water, stakeholders or community. There was unanimous support that Veolia had the capability and experience to provide the expected level of support from those interviewed

While the panel felt that to recommend early termination would send the strongest message to Veolia, the panel considered that the significantly higher risk and additional costs in a constrained resources and funding market far outweighed the need to message of unacceptable performance.

The panel felt that the best chances of success was to work with the incumbent to make the required paradigm shift in performance and selected Option 2 as the right model.

The panel considered options of further penalties to improve performance but considered that this was not the right approach to a collaborative contract. The panel then focussed on the requirements necessary to be introduced to achieve the expectations the community, iwi, Wellington Water, Client Councils and other stakeholders.

## RECOMMENDATIONS

In order to deliver the performance required of the wastewater treatment plants, and meet broader expectations of stakeholders, the following recommendations are made for Wellington Water and Veolia to make together:

### Recommendation 1 - Contract

Retain Veolia NZ as the contractor to operate and maintain the four metropolitan wastewater treatment plants within the existing contractual terms but with the proviso that the contract is continued on the basis that Veolia NZ commits to and delivers on the following improvements:

- Full compliance with resource consent conditions be demonstrated over the balance of the contract.
- A fit-for-purpose organisational structure, led by a customer-focussed Regional Manager, supported by a management and technical team with the requisite skills, and resourced by the necessary number of experienced operations and maintenance staff as are required.
- Restore the confidence of and maintain a trusted relationship with Wellington Water at all levels, from the Contracts Manager to the Board of Directors.
- Introduce innovations that were promised and are expected of a global water company to optimise the management and processes at the wastewater treatment plants, providing greater benefits to the environment and to communities. This includes open sharing of data between Veolia and Wellington Water.
- Participate in the asset management planning by Wellington Water by providing timely and effective critical asset condition information, and plans for preventative maintenance and replacement and asset renewal.
- Provide leadership in the project management and delivery of the agreed capital upgrade programmes.

### Implications

The success of the delivery of the outcomes expected of Veolia NZ is dependent on the degree of trust and confidence that Wellington Water has of its ability to do so, and less on Veolia's international experience. Trust is damaged on every occasion that a non-compliance activity is recorded. This is particularly so when the incidents were avoidable. If Veolia develops and implements a fit for purpose management structure that is fully resourced with capable and experienced staff; collaborates with Wellington Water to develop proactive asset management and maintenance plans, and is diligent in accepting its responsibility for compliance with resource consent conditions, this will put in place the building blocks for restoring trust. Transparent and honest communications between the two organisations, accompanied by a desire to collaboratively resolve issues, will build strong respect for one another, and build strong relationships.

### Recommendation 2 – Contract Management

Significantly improve the contracts management capability within Wellington Water in relation to this contract and provide training, systems and processes to allow effective management of Veolia:

- Define and agree within Wellington Water, the scope of its role in the management of the contract with Veolia, ensuring that the client risks and obligations are actively managed
- Determine the size, structure, skillset and competencies required of the contract management team and assign and train the staff to function in the more collaborative environment required for this contract
- Clarify the roles and responsibilities of all staff related to the contract, including that of the Contracts Manager who should be Wellington Water's primary representative when dealing with Veolia
- Establish an appropriate governance structure for the contract management team, considering any potential benefits of including Veolia senior management and external membership to complement the requisite experience
- Communicate and share with Veolia staff, the vision, values and strategic objectives of Wellington Water and specifically of the outcomes expected from the long-term relationship between the two organisations. Open information sharing of data between Wellington Water and Veolia.
- Implement an effective performance management framework to ensure Veolia is meeting the requirements of the contract, to enable proactive intervention by Wellington Water when required and not to be used as punitive measures

### **Implications**

An effective contract management team is vital to ensure Wellington Water's objectives are met during the contract period. The value of this contract over its term is more than \$200 million and deserves an appropriate governance structure. Wellington Water's vision, values and strategic objectives must be communicated to and shared with Veolia so that a collaborative approach is able to be taken to resolve issues and the two organisations are aligned to achieving their objectives.

### **Recommendation 3 – Performance Management**

Wellington Water and Veolia to shape the organisational context necessary to provide social support and performance objectives that creates a high performing team and jointly prepare:

- A Charter of how the two organisations will work together to achieve the strategic purpose of the relationship for the benefit of the community.
- A Policy Statement as to how they will meet the objectives of sustainability, environmental and stakeholder expectations
- Register of environmental aspects and impacts for each of the four WWTP and their receiving environments (effluent, odour, noise, nuisance)
- Operational control procedures for managing significant risks – what, who, when, how

- Performance evaluation and audit plans – internal audit, external audit, inspection plans, frequencies and non-conformance and corrective action programs. These would be for all areas of significant risk and include asset management, treatment processes, relationship management, stakeholder communications and the like.

### Implications

The desire by Veolia and Wellington Water is to deliver contracted services in a collaborative manner. Externally, the expectations are for Wellington Water to deliver. Internally, Veolia needs to operate as if it were a part of Wellington Water. If the purpose, culture and processes are siloed, the collaborative environment will not be sustained, and the contractual framework will fail. The stretch and disciplines of good performance management will stimulate Veolia to deliver high quality results, while the support and trust will provide latitude and security necessary to perform. The charter, systems and controls should be designed to reinforce the collaborative attitudes and behaviours of both organisations.

### Recommendation 4 – Asset Management

Improve the asset management and planning capabilities within Wellington Water in relation to this contract and provide clarity on the expectations from Veolia in preparing and delivering its plans:

- Ensure that Wellington Water has the functional capacity and capability to define and manage the framework around planning, designing and constructing replacement and new assets relating to the four wastewater treatment plants in the context of its wastewater system
- Wellington Water, in conjunction with its Client Councils, to set strategic objectives for the four wastewater treatment plants, including levels of service, statutory compliance, performance criteria, acceptable levels of risk, and how these are to be delivered within financial constraints
- Wellington Water, with the assistance of Veolia, to set standards and expected levels of asset inspection, audit and performance and key performance indicators and ensure effective communications to all staff involved in the operation of the treatment plants
- Wellington Water and Veolia to identify and agree on the components that each organisation is responsible for in the process of asset management planning and in the creation of asset (or facility) management plans – identifying critical assets, failure modes, predictive or degradation models, condition monitoring, options for risk mitigation, cost-benefit analyses, planned maintenance schedules, renewal and replacement programs and new capacity requirements to meet the strategic objectives
- Wellington Water and Veolia to agree on the definition of capital expenditure in relation to this contract and to document the agreed processes that will be followed to prepare relevant business cases, obtain approvals and deliver projects within scope, budget and program without adversely constraining the day-to-day operations at the wastewater treatment plants.
- Veolia should resource and upskill their delivery capability to undertake capital improvements within the plants on a timely and cost-effective basis up to an agreed value
- Implement the findings of the Worley NZ Review

## Implications

Effective asset management is vital for Wellington Water to provide a sustainable and acceptable standard of service while attempting to meet competing demands in a fiscally constrained environment. Wastewater treatment plants have active assets and components that are exposed to corrosive elements. Wellington Water needs to understand the purpose, condition and criticality of the assets to be able to plan how it will intervene if any asset fails. It will be in an informed position to decide whether to repair or replace assets. It also needs to consider impacts of growing demands due to population growth and desires to improve processes to meet initiatives such as reduced energy use and lower carbon footprints. With the operations and maintenance contracted to Veolia, a collaborative approach is necessary to develop a robust asset management approach that encourages good decision making, better utilisation of budgets, and timely investments in assets that allows efficient operation of the wastewater treatment plants.

## Recommendation 5 - Communications

Wellington Water and Veolia to prepare effective internal and external communications strategies, plans, roles and responsibilities to maintain a high level of trust and confidence with the community and all their stakeholders:

- Develop and clearly articulate policies for the protection of public health and natural environment
- Develop communications to address concerns around impacts to the environment due to growth in housing and the strategies for addressing infrastructure requirements
- Develop communications on the sustainability of the wastewater assets – aging infrastructure, funding and financing
- Develop processes for timely notifications to Client Councils, GWRC, iwi and communities of service interruptions and overflows to the receiving environments
- Encourage community participation in discussions, plans, challenges and solutions
- Review the way the contract is managed and communicated both between Veolia and Wellington Water and within the respective organisations
- Prepare and share the priority list of all significant environmental impacts, objectives and targets, and the schedules for addressing them

## Implications

The primary objective of providing a wastewater service is to protect public health and the health of the environment should be at the forefront of all communications internally within Veolia and Wellington Water and externally with all their stakeholders. By its nature, this contract involves a vast array of inter-connecting entities and relationships. These exist not only between Wellington Water and Veolia, but also with and between other stakeholders including customers, special interest groups, regulators, iwi and shareholder councils. Crisis will happen and dysfunctional organisational cultures will be exposed. The leadership of both organisations must work together rather than score points or deflect blame. They are there to serve the greater purpose of protecting public health and the environment.

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## IMPLEMENTATION

The reviewers formed the view early on in the process, that whatever option was chosen for the ongoing operations and maintenance model for the WWTP's there was a significant period of implementation required by both parties to reach even a satisfactory level of compliance.

The implementation timeline of several possible operational model options was assessed. Termination – with replacement found either through going back to market or bringing the contract in-house – had the longest periods of implementation. The reviewers measured either of these possible replacement options as highly complex and posing significant risk in an environment of constrained resources and skills. There was no evidence that the bedding in period of a new appointment would run any better than the poor implementation of the current contract.

In the current context of water reform and Wellington Water seeking new consents for Porirua, the panel felt that a period of strong performance compliance with improved asset management planning and improvements would best demonstrate Wellington Water's desire to meet the aspirations of the community and stakeholders.

Continuing with Veolia as the current operator on an improved performance basis, presented the lowest risk with the ability to achieve the aspirational goals. This was confirmed by most of the interviewees stating that Veolia could meet full compliance of all the plants with a restructured and refocused team.

Even so, the reviewers felt that there had been attempts at reviews and implementation of initiatives over the first two years of the contract that had not achieved the desired result. Therefore, implementation of the review's recommendations would not happen without a concerted effort by both parties over the first half of 2022.

As part of acceptance of the review recommendations Wellington Water is advised to use a dedicated management team, possibly including an independent, to implement their recommended changes in the new year. The Veolia task force, currently set up, should also remain in place for the same period. It is anticipated there would be close exchange of the initiatives between the two groups, but for staff confidence the two groups would need to have separate links back into their own companies. The two task forces should report to a Steering Group during the set-up phase and should remain in place until the governance group is fully satisfied that a conforming operations and maintenance contract with the desired improvement in asset management planning is business as usual.

Changes required to the existing contract agreement are more in the area of clarification of ambiguities rather than significant variations of the conditions.

Implementation has not been costed. However, it is the expectation of the panel, that increases, if any, in annual contract cost would be minor. The likely area of additional expenditure would be to get ahead on the planning and design of preferred options for improvements and operational asset management to the plant. Capital budgets would remain on the same approval process as current.

The reviewers wish to thank all those that have participated and supported in their work in undertaking this review.

## APPENDICES

1. Terms of Reference
2. List of persons/organisations interviewed
3. Some recent examples of non-compliances



## Appendix 1 – Review Terms of Reference

### Regional Wastewater Treatment Contract Review - Terms of Reference

(v2.0 – Final, for external)

<p><b>Background:</b></p> <p><i>As part of the Service Delivery Strategy, Wellington Water progressively implemented a performance based Regional Wastewater Treatment Contract with Veolia. However, this contract and the performance delivered under it, has not met the expectations of WWL, our Client Councils or Mana Whenua and has had an adverse effect on our environment, resulting in multiple infringement and performance notices being issued.</i></p>	<p><b>Objectives:</b></p> <p><i>To identify model changes and delivery improvements to ensure the wastewater treatment plants are operated in a professional, proactive, modern, fully compliant and environmentally responsible way, such that the expectations of WWL, our Client Councils and Mana Whenua are met.</i></p>
<p><b>Deliverables:</b></p> <p><i>By 20<sup>th</sup> December 2021, the Review team will:</i></p> <ul style="list-style-type: none"> <li>• <i>Deliver a Regional WWTP Review Report to the Wellington Water Board that includes:</i> <ul style="list-style-type: none"> <li>○ <i>an objective analysis of the current situation, supplier performance and contract, and</i></li> <li>○ <i>recommended model changes and delivery improvements endorsed by the Review Steering Group.</i></li> </ul> </li> <li>• <i>Have provided regular updates to Councils and key stakeholders</i></li> <li>• <i>Be cognisant of other initiatives in Wellington Water that affects WWTP operations in the region:</i> <ul style="list-style-type: none"> <li>○ <i>consenting strategy for the Porirua Wastewater Treatment Plant</i></li> <li>○ <i>ongoing communications and reporting strategy for WWTP performance</i></li> <li>○ <i>WWTP condition assessment activities and other technical reports that are being undertaken concurrent to the review</i></li> <li>○ <i>Capital works and other Plant or Network upgrades.</i></li> </ul> </li> </ul>	<p><b>Inputs:</b></p> <ul style="list-style-type: none"> <li>• <i>Regional WWTP contract</i></li> <li>• <i>Stakeholder Interviews</i></li> <li>• <i>Veolia RFP response</i></li> <li>• <i>Performance and Technical Reports</i></li> <li>• <i>Asset Condition Reports</i></li> </ul> <p><b>Roles and Responsibilities:</b></p> <p><b>Review Steering Group</b></p> <ul style="list-style-type: none"> <li>• <i>Andrew Dalziel, Deputy CEO/GM Infrastructure Porirua City Council</i></li> <li>• <i>Helmut Modlik, Ngati Toa</i></li> <li>• <i>Alex Lagny, Veolia</i></li> <li>• <i>Colin Crampton, CEO Wellington Water</i></li> </ul> <p><b>Review Team</b></p> <ul style="list-style-type: none"> <li>• <i>Raveen Jaduram, Independent Reviewer</i></li> <li>• <i>Roly Frost, Independent Reviewer</i></li> <li>• <i>Euan Stitt, Chief Advisor - Service Delivery, WWL</i></li> </ul> <p><b>Key WWL resources:</b></p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div>
	<p><b>Supporting Principles:</b></p> <ul style="list-style-type: none"> <li>• <i>Open and Inclusive – engage the honest views of all parties</i></li> <li>• <i>Outcome focused – have a common goal of improving WWTP future performance to improve environmental outcomes</i></li> <li>• <i>Collaborative – working constructively together</i></li> <li>• <i>A holistic, broad review to ensure a strategic and sustainable response – ‘nothing off the table’</i></li> </ul> <p><b>Reporting and Comms:</b></p> <ul style="list-style-type: none"> <li>• <i>Reporting will include</i> <ul style="list-style-type: none"> <li>○ <i>Fortnightly updates to inform discussions at the Steering Group</i></li> <li>○ <i>Ongoing updates to Councils via email</i></li> <li>○ <i>Weekly updates to SLT, or as required</i></li> </ul> </li> <li>• <i>The key recommendations will be shared with stakeholders as they are refined and developed.</i></li> <li>• <i>The initial report will be issued to the Wellington Water Board at its meeting on the 20<sup>th</sup> Dec</i></li> </ul>

### Appendix 2 – List of persons interviewed

Organisation	Name
Wellington Water	[Redacted]
Veolia NZ	[Redacted]
Ngāi Toa Rangatira	[Redacted]
Taranaki Whanui ki Te Upoko o Te Ika	[Redacted]
Independent Advisors	[Redacted]
Wellington Water Client Councils**	[Redacted]
Greater Wellington Regional Council	[Redacted]
Your Bay, Your Say	[Redacted]

\* Second interviews also undertaken

\*\* All Client Councils Reps were invited to participate

### Appendix 3 – Recent non-compliance incidents

#### Regional WWTP Contract – performance issues (incl. infringement, abatement, breach notices and formal warnings)

Date	Type/Contract Ref	Facility	Comment
Jul-19	R2	Porirua	Effluent Flow transmitter failed for several hours on 14th July 2019
	R1	Porirua	Autosampler failed 5 July 2019
	R1	Porirua	Sampling errors by operators
Aug-19	R1	Porirua	Some skip dried sludge missing samples
Mar-20	R1	Porirua WWTP & Carey's Gully SDP	Incorrect quarterly final effluent analysis resulting in several analytical missing for the Porirua WWTP report. Missing sulphides sample at the Carey's Gully SDP
	R2	Regional	Failure to submit an accurate and complete monthly report
	R2	Porirua	Consent No. 1536 Minor Noncompliance due to GWRC not receiving the complaint within 24hours of receipt last March 2020
Apr-20	PS-1	Moa Point	Effluent Non-compliance due to RAS Failure and sludge pipeline failure
	R1	Carey's Gully SDP	Failure to notify about the odour complaint over Easter long weekend.
	R2	Carey's Gully SDP	Formal Warning regarding sludge discharge
		Regional	Continued poor performance in WWTP Contract
	PS-1	Western	Western WWTP effluent non-compliance May 2020
		Regional	Non compliance Initial Principles
	R1	Regional	Failed to submit deliverable (Carbon Emission Reduction Plan)
	R2	Seaview WWTP	Consent 24539 Minor Noncompliance due to unconsented discharge related to the scum line valve failure last June 2020
Aug-20	PS-1	Moa Point	Effluent Non-compliance from August to December 2020
Sep-20	PS-1	Western	Unconsented Discharge Western WWTP
	R2	Seaview	Failure to notify of wet weather discharge at Seaview WWTP within 24 hours
Oct-20	PS-1	Porirua	FC Effluent Non Compliance due to sampling error in October 2020
Dec-20	R2	Regional	Failure to follow health and safety plan due to expired certificates for cranes and pressure vessels
	PS-1	Seaview WWTP	Dry Weather Discharge at Seaview WWTP 3rd December due to Operator Error
	accepted	Porirua WWTP	Porirua WWTP non-compliance with the final effluent faecal coliform limits in December 2020
	accepted	Seaview WWTP	Dry weather discharge on 19th December 2020 at the Seaview WWTP due to Power Spike

	PS-1	Seaview WWTP	Seaview WWTP non-compliance with the final effluent faecal coliforms consent limits in Dec 2020, Jan - March 2021	
Jan-21	PS-1	Moa Point WWTP	Effluent non-compliance January to March 2021	
	PS-1	Western WWTP	Effluent non-compliance suspended solids and faecal coliform for Jan 2021	
	R1	Porirua WWTP	Failure to notify in required timeframe in relation to the release of undisinfected effluent in Porirua WWTP due to power surge	
	PS-4	Moa Point	Failure to meet the required %DS on Dewatered sludge	
Feb-21	PS-2	Moa Point	Non-compliant Air discharge in IPS for Jan and Feb 2021	
	PS-1	Seaview WWTP	Unconsented Discharge to Waiwhetu Stream during main effluent pump station maintenance 16/02/2021	
Mar-21	PS-1	Western WWTP	FC noncompliance March 2021 due to hydraulic imbalance March & April 2021	
	R2	Porirua WWTP	Failure to ensure continuous UV monitoring related to the release of undisinfected effluent in Porirua WWTP last March 23rd	
	PS-1	Porirua WWTP	Failure to ensure continuous UV monitoring related to the release of undisinfected effluent in Porirua WWTP last March 23rd	
Feb-21	R2	Porirua WWTP	Failure to maintain a secure site due to incidents related to Porirua WWTP's gates being unsecured 16/02/2021	
May-21	PS-2	Seaview WWTP	Abatement notice given last 14th June for the 16th and 18th March and 14 April 2021 odour incidents. Infringement Notice given last 12 July 2021 for 16th and 18th march incident.	
	PS-1	Moa Point	Effluent suspended solids non-compliance for May 2021 to June 2021	
	PS-1	Western WWTP	Non-compliance with final effluent BOD and suspended solids parameters for Western WWTP.	
	R2	Seaview WWTP	Failure to comply with resource consent requirement: sampling after wet weather events discharge	
			Porirua WWTP	Sludge Carryover in Porirua WWTP during Rain Event
	R2	Moa Point WWTP	Post Scrubber H2S reading for WWTP exceeded the consent limit due to the instrument running out of chemicals. The issue was resolved after the chemicals had been replenished.	
	R1	Regional	Failure to obtain ISO 9001:2015 and ISO 14001:2015 by 31 May 2021 as stated in the regional contract	

Jul-21	R2	Seaview WWTP	Failure to undertake required analysis of the wastewater effluent entering the stream during the MOP Failure discharge
Jun-21	R2	Moa Point WWTP	Blockage in the air flow meter at the Moa Point IPS caused spikes in the discharge flow readings. This issue was resolved when the condensation in the flow meter was cleared.
Sep-21	accepted	Seaview	Dry weather discharge due to power spike
Oct-21	PS-1	Moa Point	Effluent non-compliance July to present
	R1	Regional	Failure to update and maintain any deliverables in relation to asset inventory report
	PS-2	Moa	H2S non-compliance due exceedance last 26th Oct Discharge to air in Moa Point IPS
Nov-21	PS-1	Western	Western WWTP effluent non-compliance Nov 2021



# Wellington Water Committee | Komiti Ngā Wai Hangarua

23 February 2022

File: (22/448)

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Report no: WWC2022/1/6

## Wellington Water Limited - Drinking Water Regulation Update

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### Purpose of Report

1. The purpose of this report is to provide the Wellington Water Committee with an update on the drinking water regulatory landscape.

### Recommendations

That the Committee:

- (1) receives the Regulation Update attached as Appendix 1 to the report; and
- (2) notes the briefing pack information contained in the report.

### Background

3. This quarter has seen a marked increase in activity within the regulation space. Driven by the desire of the regulatory bodies to position themselves in preparation for Three Waters Reform, an increasing number of policies and regulations have been released for consultation.
4. While there are positive signs of cooperation amongst the regulator entities there are some aspects that will only gain clarity over time. Inter-regulator conflict may slow final versions of measures - MBIE (proxy economic regulator) may voice an alternative opinion on economic measures being included in Taumata Arowai measures. These tensions will play out over time, but Wellington Water will need to retain its focus on the delivery of core services and regulatory compliance, while supporting the transition to Entity C.

5. Overall, Wellington Water is well placed to meet the increasing regulatory requirements but is exposed around data quality assurance, internal operational audit, investigations, and assurance programmes that inform risk.
6. To give assurance to the Committee and councils, quarterly compliance reports will be generated and aggregated each quarter that mirror the end of year report format. These reports will develop on the disclosure templates that were previously provided to the Committee. A copy of the Regulation Update is attached as Appendix 1 to the report.

### **Key Points from Briefing Pack**

7. The Ministry for the Environment has released the Standards for Sources of Human Drinking Water. These strengthen the protection of Source Water Risk Management Areas (Catchments) and dovetail cleanly with Taumata Arowai's requirement for water suppliers to have Source Water Risk Management Plans. Wellington Water accepted a tender for Tonkin + Taylor to generate a full suite of eight plans to meet this requirement.
8. The Ministry of Health is surveying all water supplies to understand the level of fluoridation in the drinking water of New Zealand. The stated intent is to mandate fluoridation commencing in June 2022. The Ministry of Health recognise that this target may not be met by all water providers given the complexity of sources of water and the cost of equipment.
9. Taumata Arowai has five documents out for consultation with four being socialised prior. Those four are largely uncontentious with Wellington Water intending to submit on a range of small technical points. The fifth document is the Environmental Performance Measures, this has used an expansive interpretation of the Resource Management Act definition of 'Environment'.
10. Environment includes:
  - i. ecosystems and their constituent parts, including people and communities;
  - ii. all natural and physical resources;
  - iii. amenity values; and,
  - iv. the social, economic, aesthetic, and cultural conditions which affect the matters stated in paragraphs (i) to (iii) or which are affected by those matters.
11. Taumata Arowai has utilised the 'economic conditions which affect the people and communities' to ask a comprehensive range of questions about the cost of water. A concern is that this confuses the role of Taumata Arowai and the future Economic Regulator; where one focuses on quality and assurance of drinking water and the other on the economic model that underpins drinking water as an industry.

## Conclusion

12. The briefing pack provides a vehicle for the Committee and councils to engage with Wellington Water about the changing regulatory landscape. The aim is for the Committee and councils to gain assurance that they will be well briefed throughout the first year of reporting to Taumata Arowai and that Wellington Water understands where its compliance challenges are.

## Appendices

No.	Title	Page
1↓	Regulation Update	155

**Author:** External Author (Wellington Water Ltd)

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# Regulation - Update

Charles Barker – Director Regulatory System



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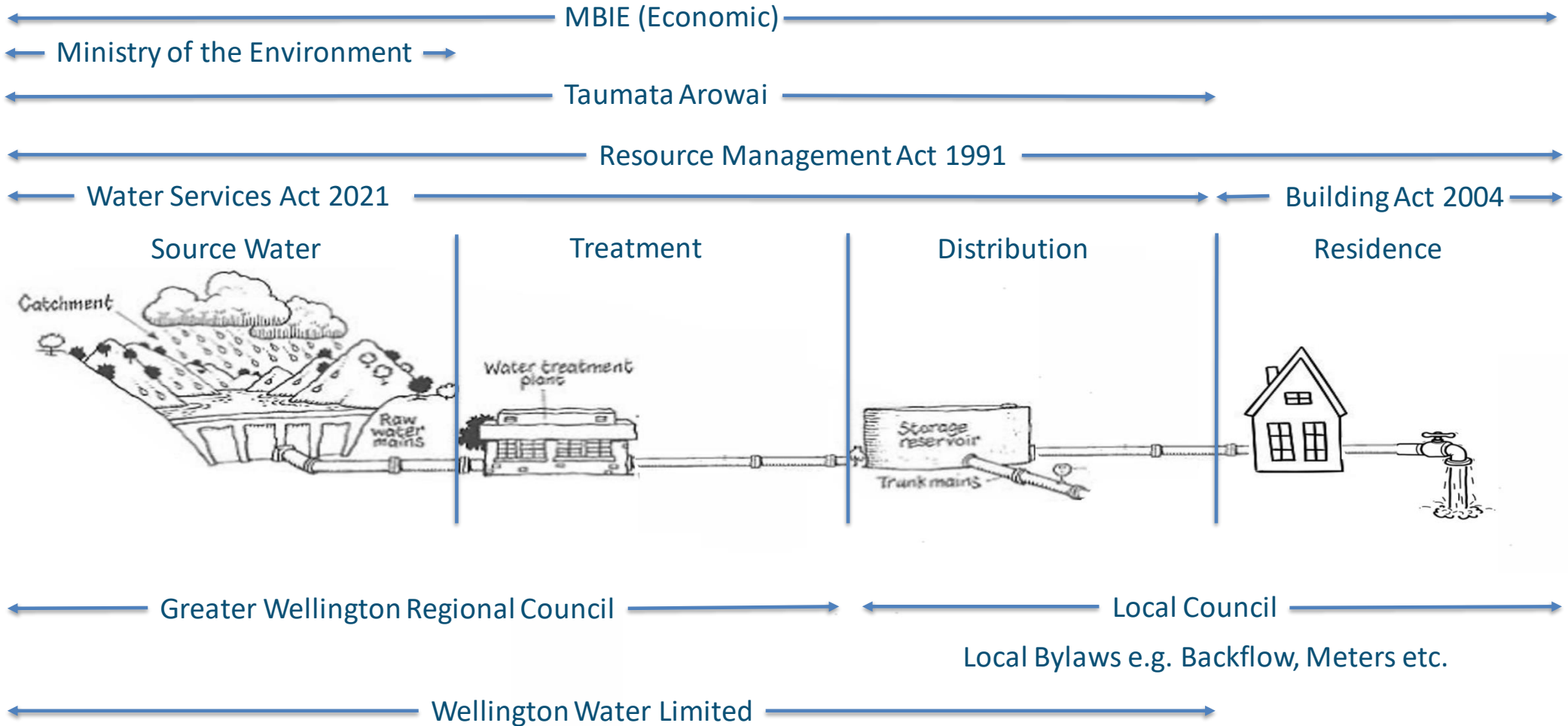
## Council update – Regulation Program



- Show the developing regulation landscape.
- Clarify what agencies have policy/regulations out for consultation.
- Highlight to Councils aspects that may impact them or pose risk.
- Demonstrate how WWL is preparing to meet the regulatory requirements.

### Purpose

- A shared understanding of the changing regulation landscape



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## Source Water – Ministry for the Environment



- Has responsibility under RMA for National Environmental Standards for Sources of Human Drinking Water (NES-DW).
- Out for consultation – strengthen ability to protect sources, standardising definitions, strengthening regulation of activities within Source Water Risk Management Areas (SWRMA).
- [NES-DW Consultation Document](#)
- Impact on Regional Councils
  - Mapping SWRMA
  - Ensuring NES-DW is being applied in consenting process
  - Ensuring all new and old activities in within SWRMA are consented.
- Impact on Territorial Authorities
  - Ensuring NES-DW is being applied to applicable consenting decisions
- Impact on Wellington Water Limited
  - Greater responsibility as a Water Supplier to engage with Councils regarding consents within SWRMA and articulating risks to the supply through Source Water Risk Management Plans (SWRMP) as required by Taumata Arowai.

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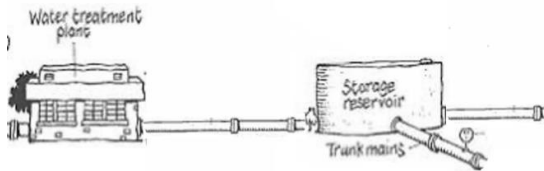
## Source Water – Taumata Arowai



- Has responsibility under Water Services Act 2021 to ensure that Water Suppliers have Source Water Risk Management Plans (SWRMP) for all their water sources (these replace Catchment Plans etc.).
- Water Suppliers are required to submit SWRMP in conjunction with their Drinking Water Safety Plans (DWSP) in Nov 22.
- Source water documents out for consultation - Spring and Bore Supplies, Roof Water Supplies, Agricultural Supplies. [Taumata Consultation Documents](#)
- Impact on Wellington Water Limited
  - WWL has engaged Tonkin and Taylor to generate SWRMP for all eight of WWL's water sources (Confident in a resulting high level of compliance).
  - Part of this process will involve engagement with councils and Iwi to give full effect to te Mana o te Wai.
  - Intention to make submission on Spring and Bore consultation document as relevant to community aquifer taps.

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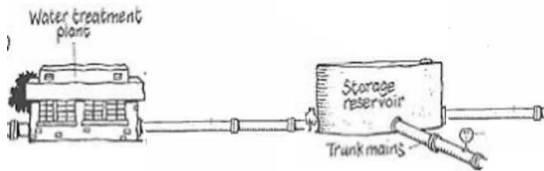
## Treatment and Distribution— Taumata Arowai



- Taumata Arowai
  - Has responsibility to ensure that drinking water suppliers fulfill their duty to supply safe drinking water. Fundamental to this is that drinking water suppliers have effective ways to identify and manage risks to ensure drinking water is safe and supply is secure.
  - The key regulatory requirement of water suppliers is the production and implementation of Drinking Water Safety Plans (DWSP) in accordance with best practice – this covers all the operational level requirements including audit and risk etc.
  - Water suppliers must also demonstratively prove their water is safe through requisite testing and monitoring.
  - Documents Taumata Arowai has out for consultation - Drinking Water Standards, Drinking Water Quality Assurance, Drinking Water Aesthetic Values and Drinking Water Network Environmental Performance. [Taumata Consultation Documents](#)
  
- Impact on Wellington Water Limited
  - Wellington Water requires three DWSP – currently has one that covers the urban areas as one region and another is being drafted for SWDC. Both are/will be only partially compliant with best practice by Nov 22 and major areas of shortfall are audit, investigation, and risk have been identified to demonstrate progress on.
  - The vitalisation of the Safe Water Drinking Committee within Wellington Water will become the home of the Drinking Water Safety Plans and empower the required audit, investigation and risk activities.

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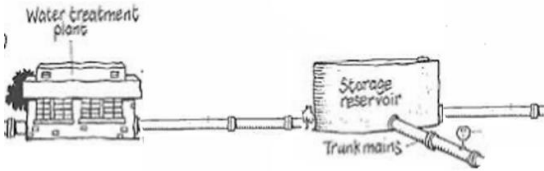
## Treatment and Distribution— Taumata Arowai (continued)



- Impact on Wellington Water Limited
  - Testing and Monitoring activities are more clearly laid out in the consultation papers. There is the forecasted increase in the requirement to collect data and ensure its quality. Within the Network Performance Group there has been good progress in understanding the data requirements and improving its integrity (there are over 1000 measures to collect data on).
  - Of note – Some of the Drinking Water Network Environmental Performance measures are unexpected and are to be phased in over three years. They require a mix of data some of which is not held or generated by WWL (an example is in the next slide). This data is a departure from the expected remit of Taumata Arowai.

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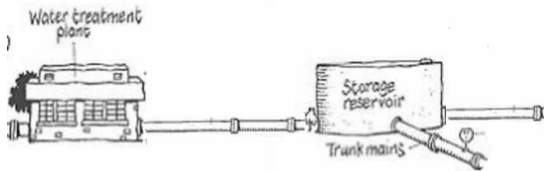
# Environmental Performance Measures (Phase 1 2022)



Insight	Performance Measure	Data
Is environmental health protected?	Drinking water service coverage	% of residential properties connected to drinking water network
	Water abstractions within environmental limits	Water supply source type
		Volume of water abstracted (m <sup>3</sup> /year)
	Resource consent compliance	Water abstractions for non-residential use (m <sup>3</sup> /year)
Expiry dates for resource consents		
Permitted activity rules the network is operating under		
Are services economically sustainable?	Affordability	\$/year for a residential household using 200m <sup>3</sup> of water
		\$/m <sup>3</sup> for a non-residential customer
		Average hours on a minimum wage to pay water bill
	Revenue covers costs	Revenue/Operating costs, or Operating Surplus (+ve) or deficit (-ve) / Operating Income
	Asset depreciation funded	Capital renewal delivered/annual depreciation for the period
	Debt at serviceable levels	Net Financial Liabilities/Operating Income
		Borrowing costs/revenue

	Actual expenditure aligns with budgeted expenditure	Capital Renewal Planned Budget for a period / Capital Renewal Forecast Outlays warranted for the period
	Water supply capital investment projects	Details (Name, Location, Start Date, End Date, Status, Budget, % Complete) of any investment projects over \$100,000 or a significant change in the network
Are services reliable?	Customer water use	% of residential customers with water meters
		% of non-residential customers with water meters
	Fault attendance and resolution	Average hours to attend to an urgent water supply fault
		Average hours to attend to a non-urgent water supply fault
		Average hours to resolve to an urgent water supply fault
		Average hours to resolve to a non-urgent water supply fault
	Systems interruption	Planned interruptions (Number)
		Third party incidents (Number)
	Asset condition <sup>4</sup>	% of pipelines that have received a condition grading
		% of pipelines in poor or very poor condition
% of above ground assets that have received a condition assessment		
		% of above ground assets in poor or very poor condition
Water pressure	Average system pressure	
Water restrictions <sup>3</sup>	Water restriction days (properties*days)	
Are resources used efficiently?	Network water losses	Estimated total network water loss (m3/year)
		Percentage Estimated Total Network Water Loss (%)
		CARL (current annual real loss) (m3/year)
		CARL (current annual real loss) (L/connection/day)





# Drinking Water Quality Assurance Rules – example.

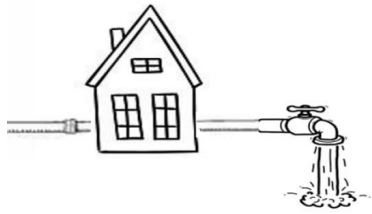


T3 Rules for Water Disinfected with Ultraviolet Light

Rule Number	Requirement	Monitoring/Assurance	Compliance period
T3.14	All water must pass through the UV reactor(s) and must be monitored in accordance with Table 19.	Monitoring	1 day
T3.15	A reduction equivalent dose of not less than 40 mJ/cm <sup>2</sup> (or equivalent) must be achieved for not less than 95 % of the day.	Monitoring	1 day
T3.16	UVI is not less than 80% of the value (established by validation) required to achieve reduction equivalent dose of not less than 40 mJ/cm <sup>2</sup> (or equivalent) any consecutive 15-minute period.	Monitoring	1 day
T3.17	Turbidity does not exceed 5.0 NTU for the duration of any consecutive 15-minute period.	Monitoring	1 day
T3.18	UVT is not less than 95% of the lowest UVT for which the reactor has been validated for more than 5% of the day. <sup>28</sup>	Monitoring	1 day
T3.19	UVT is not less than 80% of the lowest UVT for which the reactor has been validated for the duration of any consecutive 15-minute period. <sup>29</sup>	Monitoring	1 day
T3.20	The equipment is operated within the flow range for which it was validated for at least 95% of the day.	Monitoring	1 day

Table 19. T3 Requirements for UV disinfection

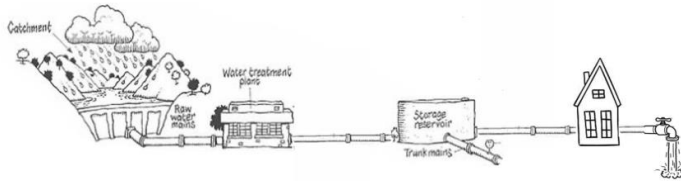
Parameters that need to be continuously monitored and where they need to be monitored:	<p><i>Parameters:</i> UV Transmittance</p> <p><i>Where it needs to be monitored:</i> Water entering or leaving the UV reactor(s).</p>
	<p><i>Parameters:</i> Turbidity</p> <p><i>Where it needs to be monitored:</i> Water entering or leaving the UV reactor(s).</p>
	<p><i>Parameters:</i> UV Intensity</p> <p><i>Where it needs to be monitored:</i> The same point in the reactor as that used for validation.</p>
	<p><i>Parameters:</i> Flow</p> <p><i>Where it needs to be monitored:</i> Water entering or leaving the reactor(s).</p>
UVT monitor calibration/verification:	<p>UVT monitors used to demonstrate compliance with this rule must be:</p> <ul style="list-style-type: none"> <li>• Calibrated in accordance with the instrument manufacturer's specified procedures and frequency or weekly whichever is more frequent.</li> </ul> <p>Duty UVI sensors must be checked at least monthly against the reference sensor. If the difference between the two readings exceeds the manufacturer's specified limits, then the Duty UVI sensor shall be replaced.</p> <p>Reference UVI sensor must be standardised at least annually in accordance with Ultraviolet Disinfection Guidance Manual (USEPA 2006b) or other traceable procedure. Alternatively, after 12 months the supplier can use the reference sensor as a duty sensor and purchase a new standardised sensor for use as a reference sensor.</p>
UV validation:	<p>The equipment must be validated to meet the required reduction equivalent dose of 40 mJ/cm<sup>2</sup> using at least one of the:</p> <ul style="list-style-type: none"> <li>• <i>Ultraviolet Disinfection Guidance Manual (USEPA 2006b).</i></li> <li>• <i>DVGW Technical Standard W294 (DVGW 2006)</i></li> <li>• <i>ÖNORM M5873 (Osterreichisches Normungsinstitut 2001).</i></li> <li>• <i>NSF/ANSI 55 (NSF, ANSI nd) for Class A systems (for populations of up to 5000) – 3-log.</i></li> </ul>



## Residence



- Traditionally the responsibility of the water supplier finished at the toby. Taumata Arowai are endeavoring to resolve two long term issues – backflow devices and water meters.
  - Backflow devices are specifically mentioned in the Water Services Act 2021 as backflow is the main drinking water killer in developed countries. There is a requirement for water supplier to have a backflow plan and Wellington Water has progressed this and is sharing our progress with Taumata Arowai to inform their policy.
  - Water Meters – Taumata Arowai has introduced ‘% of residence with meters’ as a measure of environmental performance as meters provide the best method for detecting network leakage. Wellington Water is conducting a ‘smart’ water meter study (supported by the Wellington Water Committee) to demonstrate these benefits.



## Looking forward.



- While Taumata Arowai keeps themselves distant from the Three Waters Reform reform uncertainty is still reflected in documents out for consultation.
- Inter-regulator conflict may slow final versions of measures - MBIE (proxy economic regulatory) may voice an alternative opinion on economic measures being included in Taumata Arowai measures.
- Wellington Water is well placed to meet the increasing regulatory requirements.
- Areas of regulatory exposure are data quality assurance, internal operational audit, investigations and assurance programs that inform risk.



# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/311)

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Report no: WWC2022/1/7

## Wellington Water Limited - Six Monthly Value for Money Report

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### Purpose of Report

1. The purpose of this report is to provide the Committee with the Six-Monthly Value for Money (VfM) report.

### Recommendation

That the Committee receives the Six-Monthly Value for Money Report attached as Appendix 1 to the report.

### Background

2. Last year, a Value for Money (VfM) framework was developed as an internal process tool to provide structure for VfM reporting to the Wellington Water Committee (the Committee).
3. The framework includes five parts as follows:
  - i. Benchmarking;
  - ii. Long Term Plan (LTP) and Annual Plan (AP) Advice;
  - iii. Value for Money Reviews;
  - iv. Metrics; and
  - v. Value for Money Stories

4. The first report was provided to the Committee in September 2021.
5. Not all parts of the framework were to be reported on every six months. This report included as Appendix 1 attached to the report focuses on the following parts:
  - i. Benchmarking;
  - ii. Value for Money Reviews; and
  - iii. Value for Money Stories

### **Benchmarking**

6. The framework includes participating in benchmarking exercises, with:
  - i. Water Services Association of Australia Benchmarking (WSAA); and
  - ii. Water New Zealand National Performance Review.
7. During the last six months we participated in the WSAA Customer perceptions survey.
8. Wellington Water did not receive a good rating for the Net Promoter Score (NPS) metric. NPS is a measure about customer loyalty and potential revenue growth and is heavily influenced by brand recognition and affordability. Our brand recognition by customers is disproportionately influenced by media compared to other utility providers (70% compared to sector average 15%).
9. Wellington Water did achieve very good results in several other key metrics of VfM, Trust, Customer Satisfaction, and Water Quality Satisfaction. These metrics are heavily influenced by customer perceptions derived from their experiences with a utility provider.
10. We are still awaiting the results of the national performance review by Water New Zealand and will therefore include an overview in the next issue of the VfM report.

**Appendices**

No.	Title	Page
1	Wellington Water Six-Monthly Value for Money Report - February 2022	169

**Author:** External Author (Wellington Water Ltd)

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## Value for Money Report February 2022



Our water, our future.

## Introduction



In 2021 the Value For Money (VFM) framework was developed and contains five parts:

1. Benchmarking
2. Long Term Plan (LTP) and Annual Plan (AP) Advice
3. Value for Money reviews
4. Metrics
5. Value for Money stories

VFM reporting was to be provided to the Water Committee and Board on a 6 monthly basis. Noting that not all parts would be reported in each report due to the timing around the collection of information. This 6 monthly report includes:

- Benchmarking
- Value for Money review
- Value for Money stories

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## Benchmarking



The framework includes participating in two benchmarking exercises, being:

1. Water Services Association of Australia Benchmarking (WSAA).
2. Water New Zealand National Performance Review.

This report will highlight key findings from the WSAA Customer Perceptions Survey 2021.

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# WSAA Customer Perceptions Survey Overview



**Timing:**

July 2021: Survey review and scripting  
 August – October 2021: Survey in the field  
 December 2021: Portal access to survey results given to participating entities.

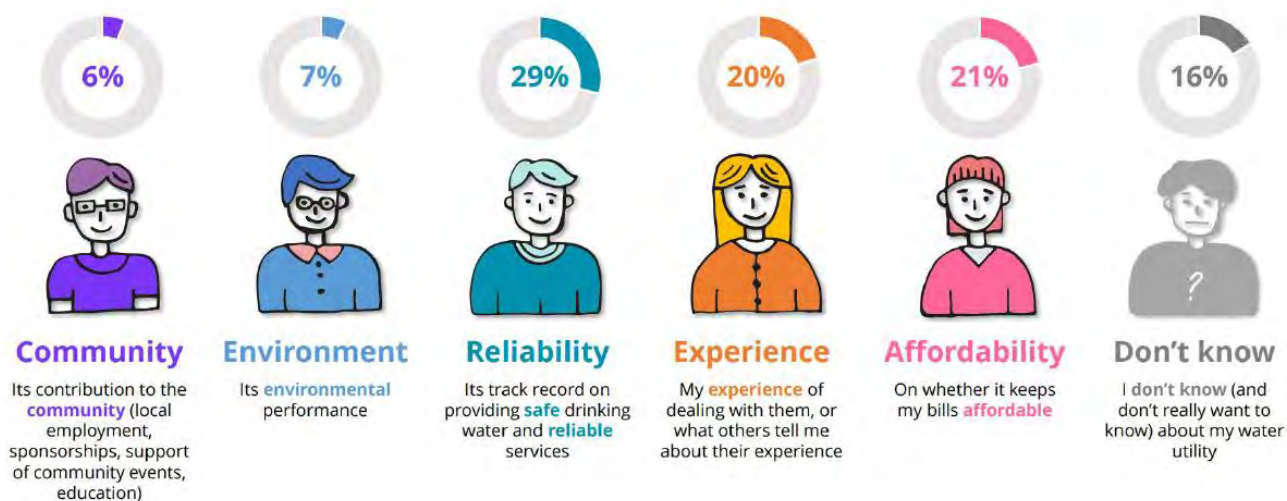
**Key metrics:**

Value For Money, Trust, Reputation, Customer Satisfaction, Net Promoter Score (NPS), Water Quality Satisfaction



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### What customers base their opinions on:



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# Value For Money – Trend and Insights



Perception of value for money is higher for those customers that:

- live in the larger towns/cities (7.2) vs small towns pop <10,000 (6.0)
- had a recent service interruption (7.3) vs those who have not (6.3)
- aged 18 to 40 (7.5) vs aged over 40 (6.7)

The largest increase in the perception of Value For Money were from those customers who:

- are aged 36 to 40 (6.5 in 2019 to 8.1 in 2021)
- had a recent service interruption (6.3 in 2019 to 7.3 in 2021)



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# Customer Satisfaction – Trend and Insights

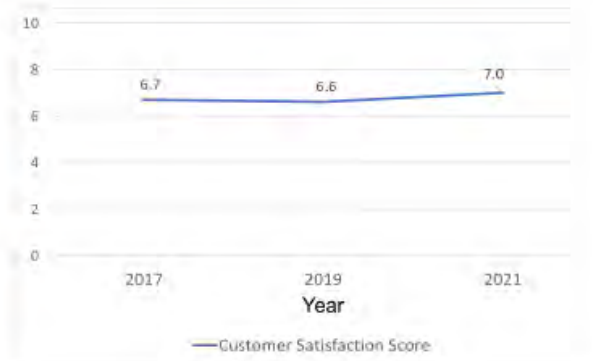


Customer Satisfaction is higher for those customers who:

- receive the right amount of information (7.3) vs not enough information (6.7)
- live in larger towns/cities (7.5) vs small towns pop <10,000 (5.5)

The largest increase in Customer Satisfaction rating were from those customers who:

- have had recent service interruption with us (6.0 in 2019 to 7.0 in 2021)
- rent (6.3 in 2019 to 7.3 in 2021)
- are one parent family households (5.8 in 2019 to 6.8 in 2021)



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# Trust – Trend and Insights



Trust is higher for those customers who:

- receive the right amount of information (7.1) vs not enough information (6.4)
- live in larger towns/cities (7.4) vs small towns pop <10,000 (5.1)

The largest increase in Trust rating were from those customers who:

- have had a recent service interruption with us (6.0 in 2019 to 7.0 in 2021)
- rent (6.1 in 2019 to 6.9 in 2021)
- are one parent family households (5.5 in 2019 to 6.1 in 2021)



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# Water Quality Satisfaction Peer Comparison



Overall, how would you rate your satisfaction with the quality of water that is supplied to your home?

- Wellington Water score was 8.0.
- Sector average was 7.8.

Key customer perception influencers: Environment, Reliability (efficient and good management), Experience (cares about its customers and are easy to deal with).



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# Water Quality Satisfaction – Trend and Insights

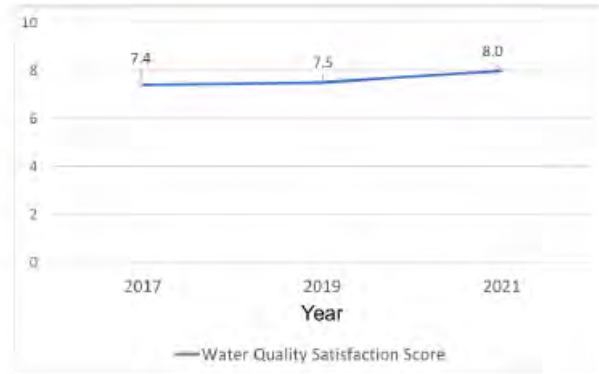


Water Quality Satisfaction is higher for those customers who:

- use tap water (8.3), filtered tap water (7.9) vs purchase bottled water (6.1)
- live in larger towns/cities (8.2) vs in small towns pop <10,000 (6.7)

The largest increase in Water Quality Satisfaction rating were from those customers who:

- use filtered tap water rent (6.8 in 2019 to 7.9 in 2021)
- are a couple without children (7.4 in 2019 to 8.7 in 2021)
- rent (7.2 in 2019 to 8.1 in 2021)



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# Net Promoter Score\* (NPS) Peer Comparison



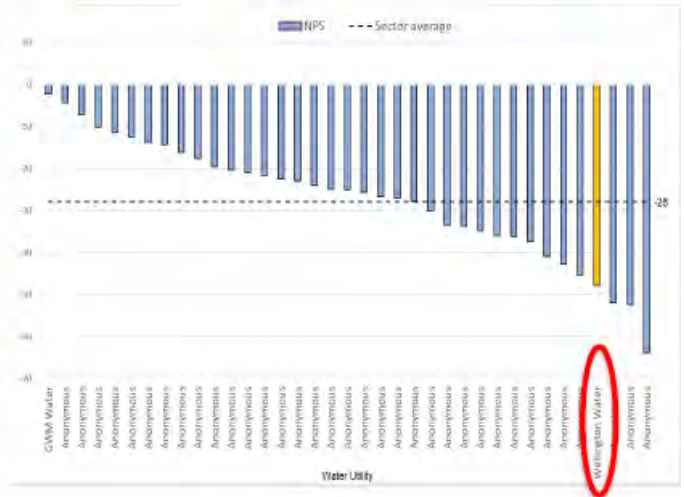
If asked, how likely are you to speak highly of your water utility to others?

Wellington Water score:



\* NPS is a customer loyalty and potential revenue growth metric on a 0–10 rating scale.  $NPS = (Promoters - Detractors) / Total\ responses$ .

Sector average was -24.



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# NPS – Insights and influences



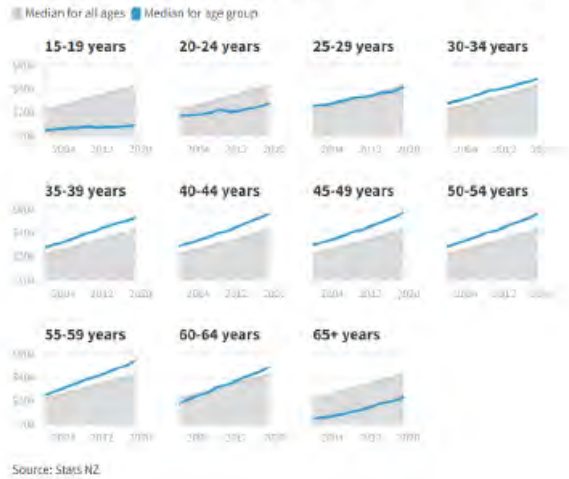
NPS is heavily influenced by income and affordability. Access to restricted or limited funds negatively impacts NPS scoring for an individual.

- NPS score for those aged 36 – 65 (n=23) were had the highest ratings with scores ranging from -20 to -38.
- NPS score for those aged 18 – 35 had the lowest ratings with scores ranging from -70 to -83 (n=50).
- NPS scores for those aged 65+ was -50 and constituted the biggest cohort (n=44).

Our brand presence in the news is the most visible manifestation of our brand (70% compared to sector average 15%).

Wellington Water is also a monopoly service provider and therefore people do not have a frame of reference to compare. This differs from respondents in the Australian market who may have a choice of providers.

Median annual income (all sources)



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# Reputation – Trend and Insights



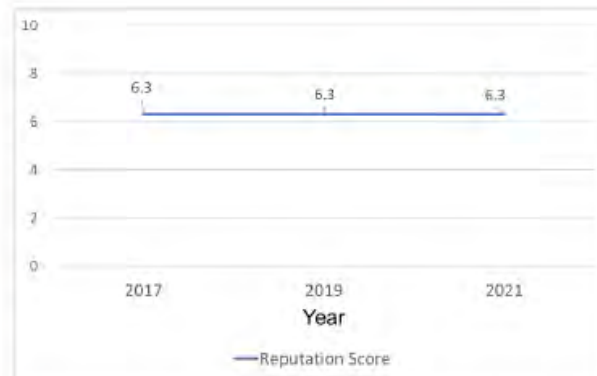
Reputation rating is higher for those customers who:

- filtered tap water (7.1) vs tap water (6.3)
- live in larger towns/cities (6.5) vs in small towns pop <10,000 (5.1)

The largest increase in Reputation ratings were from those customers who:

- use filtered tap water (5.9 in 2019 to 7.1 in 2021)
- had recent contact (5.8 in 2019 to 6.3 in 2021)
- live in a large town (5.9 in 2019 to 6.7 in 2021)

Our **brand presence** in the news is the most visible manifestation of our brand (70% compared to sector average 15%).



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## Value for Money reviews



The VFM reporting will include reporting on significant reviews. There was one review completed over the last quarter that has been previously reported to the Board as below:

### Regional WWTP Review

Independent review of Regional WWTP completed on time and recommended retention of Veolia on the proviso that they undertook to improve in the following areas, in conjunction with WWL:



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## Value for Money Stories



Value for money stories provide a shorter-term view of value for money achievements. They can provide a non-monetary or non-measurement view on value for money.

Wellington Water will report anecdotal value for money stories and information about value for money aspects which may also include financial benefits.

The following four slides show examples of what has been achieved in the last quarter.

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# Value for money story 1



## Barber Grove PS valve replacement - #719

### Opportunity

The Barber Grove (BG) Main Collecting Sewer Duplication team had a value for money workshop in September 2021 and found a number of potential savings. It is proposed that the Barber Grove Pump Station (PS) valve be replaced as part of this construction work rather than at a separate time in the future.



### Potential Benefits

- Reducing future maintenance requirements
- Financial savings

### Solution

The replacement of the BG PS valve to facilitate the connection of the new pipeline will add a significant benefit to the future operation and maintenance of the PS and the downstream network. The replacement valve will provide value by reducing environmental and health and safety hazards during construction and any further maintenance requirements. The cost of replacing the valve outside of this project would likely be in the region of \$110k.

#### Key Facts

Beneficiaries	HCC
Status	in progress
Estimated savings	\$110,000
Parties involved	Stantec
Date	Sep 2021

### Estimated Costs

No added cost

Performance Indicator	Impacts
Public Health	
H&S performance	<input checked="" type="checkbox"/>
Customer Satisfaction	
Environmental Performance	<input checked="" type="checkbox"/>
Regional Economy & Resilience	
Culture & Engagement	
Simplification & Standardisation	
Financial Benefits	<input checked="" type="checkbox"/>

### Success Factor

Consideration of benefits of bringing other work into the project to avoid future costs.

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# Value for money story 2

## CBD WW Renewals - Optimise to single rising mains- #723



### Opportunity

On 28 May 2021 a meeting was held at Wellington Water to discuss rising main sizing and the options for either a single or dual rising main for CBD Wastewater Rising Main. At this meeting it was agreed that GHD would provide a memorandum detailing the various options available and score these options against several criteria. The purpose of this scoring is to assist in the selection of the rising main configuration which will provide the best project outcomes.

Criteria	Option A - Dual mains	Option B - 630 mm	Option C - 710 mm
Redundancy	5	3	3
Siltation Risk	3	3	3
Odour Risk	3	3	3
Future Maintenance	3	3	3
Constructability	3	3	3
Pump Demand	3	4	3
<b>Total Score</b>	<b>11</b>	<b>11</b>	<b>11</b>



### Key Facts

Beneficiaries	WCC
Status	Ongoing
Estimated savings	\$882,000
Parties involved	GHD, WWL
Date	October 2021

Performance Indicator	Impacts
H&S performance	<input checked="" type="checkbox"/>
Customer Satisfaction	<input checked="" type="checkbox"/>
Environmental Performance	<input checked="" type="checkbox"/>
Financial Benefits	<input checked="" type="checkbox"/>

### Solution

GHD had considered three rising main configurations:

- A) Dual rising mains of 355 mm and 630 mm
- B) Single 630 mm rising main
- C) Single 710 mm rising main

The above options were assessed on criteria like redundancy, siltation risk, odour, future maintenance, constructability, pump demand and cost. A simple scoring method was applied, where 1 being Negligible Impact and 5 being Significant impact. Option C was finalised, as main provides significantly more capacity which will reduce the required pumping head and increase future proofing to the network.

### Potential Benefits of Option C

- Reduced risk of construction issue
- Reduced future maintenance
- It reduces the head for each pump during peak flow periods. This helps limit the size of pumps required for each pump station and reduces the pressure fluctuation
- Less costly than Option A.
- Option C is considered to outweigh the additional costs (\$288,000) compared with Option B, making Option C the recommended option.

### Estimated Costs

Option C was not the cheapest option, being \$288k more than Option B, but provided more benefits than Option B.

### Success Factor

Innovative engineering design when considering the wider operation of the system

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# Value for money story 3



## Fishing basket to clean raw sewage – N112

### Opportunity

Raw sewage can travel undetected into the stormwater network and run into our streams, rivers then harbours and oceans. This has been an ongoing problem for the three water councils for several years. This puts a huge amount of pollution into our natural waterways.



### Solution

By setting a fishing basket into the stormwater manhole we can identify raw sewage quickly. In some cases, these cross connections have been cross connected for over 20 years at the same properties. This has been an ongoing problem for the three water councils for several years. In the last 7 months the team have found over 20 cross connections with the help of the fishing baskets. Team is only getting faster at finding the cross connections by using the baskets. The team has been able to identify what direction the raw sewer is coming from and breaking down catchments faster. It's great for public relations, as WWL are seen being proactive on cleaning up our water ways.

### Key Facts

<b>Beneficiaries</b>	WWL and councils
<b>Status</b>	In progress
<b>Estimated savings</b>	Per area/~5 catchments \$3550
<b>Parties involved</b>	WWL COG
<b>Date</b>	November 2021

Performance Indicator	Impacts
Public Health	<input checked="" type="checkbox"/>
Customer Satisfaction	<input checked="" type="checkbox"/>
Environmental Performance	<input checked="" type="checkbox"/>
Financial Benefits	<input checked="" type="checkbox"/>

### Potential Benefits

- Another tool to find cross connections
- Minimising Eurofins sampling in stormwater
- Helps in true identification of raw sewer in stormwater system
- Time saving
- Cheap and effective to make
- Helping to clean up our waterways
- Easy to set
- Don't have to enter manholes to set or check basket
- Less sampling

### Estimated Costs

\$15 per basket/per catchment

### Success Factor

Innovation and thinking out of box

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# Value for money story 4



## Fast-track Approach for Renewals

### Opportunity

Historically, in New Zealand there has been an underinvestment in water infrastructure for many years. This has created an increasing backlog of renewals and increasing maintenance requirements of aging networks that have not been replaced as they reach the end of their expected service life. There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have an established burst history in the case of watermains and have poor (4-5) condition assessment scores for wastewater. The wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

### Solution

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water’s library of standard design details and specifications, to save time in future design phases.



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**Potential Benefits**

- The forecast kilometres of pipe laid is exceeding the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- A peak of approximately 57 FTE will be employed, against an initial estimate of 25–30
- The consultant fee percentage is less than 10% BAU delivery is around 13.5%
- The use of trenchless technology is exceeding the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.

**Key Facts**

<b>Beneficiaries</b>	WWL and councils	
<b>Status</b>	In progress	
<b>Estimated savings</b>	Ongoing savings as this approach is used more	
<b>Parties involved</b>	Stantec, GHD, CCL, ENR, Hydrotech, WPL, Connect Water, GPFL, BPC, WWL	
<b>Date</b>	Throughout 2021	
<b>Performance Indicator</b>		<b>Impacts</b>
<b>Customer Satisfaction</b>		<input checked="" type="checkbox"/>
<b>Environmental Performance</b>		<input checked="" type="checkbox"/>
<b>Regional Economy &amp; Resilience</b>		<input checked="" type="checkbox"/>
<b>Simplification / Standardisation</b>		<input checked="" type="checkbox"/>
<b>Financial Benefits</b>		<input checked="" type="checkbox"/>

**Success Factor**

- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other’s roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.
- Delivering larger packages of work leads to increased efficiencies and provides a consistent and clear forward workload for consultants and contractors.
- It is possible to easily scale the scope of design during the design phase to create a bench of “no regrets” work that can be quickly brought online as budget becomes available.
- The reduction in consultancy fee percentage as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The Consultant and contractor panel model enabled this approach and provided flexibility on how they work together. We would not have been able to implement this programme if we had had to go out to the open market to procure these works.
- The increasing volume of work in future LTP was the main impetus for us to trial this approach.



# Ngā mihi nui ki a koe-thank you

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Our water, our future.



# Wellington Water Committee | Komiti Ngā Wai Hangarua

09 February 2022

File: (22/312)

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Report no: WWC2022/1/8

## Wellington Water Limited - Draft Statement of Intent 2022-25

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### Purpose of Report

1. The purpose of this report is to invite feedback on Wellington Water Limited's initial draft Statement of Intent 2022-25 and seek a month extension to deliver the final document to better align with council annual plan decision-making.

### Recommendations

That the Committee:

- (1) receives Wellington Water Limited's draft Statement of Intent 2022-25 attached as Appendix 1 to the report;
- (2) provides combined shareholder feedback on Wellington Water Limited's draft Statement of Intent by Monday, 2 May 2022;
- (3) endorses the outlined approach to finalise Wellington Water Limited's Statement of Intent 2022-25 to allow for alignment with council annual plan decision-making; and
- (4) agrees to provide Wellington Water Limited with a one-month extension in accordance with Schedule 8, Part 1, Clause 4 of the Local Government Act 2002 to deliver the final Statement of Intent 2022-25 to the Committee by 31 July 2022.



## Background

2. Wellington Water Ltd (the Company) is required to adopt a Statement of Intent (SOI) prior to the beginning of each financial year.
3. The purpose of the SOI is to:
  - i. state publicly the activities and intentions of the council-controlled organisation for the [financial year to which it relates and each of the immediately following 2 financial years] and the objectives to which those activities will contribute;
  - ii. provide an opportunity for shareholders to influence the direction of the organisation; and
  - iii. provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.
4. The SOI is guided by the Annual Letter of Expectations, which shareholders must provide by 1 December each year.
5. A draft of the SOI must be provided to shareholders no later than the end of February, and the Board must formally consider comments (if any) from shareholders by the end of April. The final SOI must be adopted by 30 June.
6. Shareholders, by written notice, may extend this deadline by up to one calendar month to 31 July.

## Our operating environment

7. The adoption of 2021-31 long-term plans saw a lift in investment by councils across the region that will go some way to beginning to address our aging three waters infrastructure over that period.
8. As explained at the time, the agreed investment was not enough to meet the long-term outcomes the Company set out in its advice to each council for each strategic priority. This means that the region is beginning to move in the right direction for 'looking after existing infrastructure', but further away from progress in other key areas like water security, the water quality of our rivers, streams and harbours and working toward net carbon zero.
9. As the Company looks ahead for the next two years, delivery will be impacted by a number of factors out of the Company's direct control and that are still emerging:
  - i. Rising costs of materials and labour, interruption in the supply chain, and general capacity and capability limitations in the sector, the Company is building less for more, and with longer lead in periods (exacerbated by COVID-19), while the aging network is revealing itself with an increasing backlog of planned and reactive maintenance and repairs.

- ii. In this current financial year, the Company has applied stimulus funding to fund BAU operations such as reactive maintenance as well as critical strategic programmes such as getting ready for regulation, leak detection and repair, asset management system improvements and very-high criticality asset condition assessments. This finishes on 30 June 2022 and will impact the Company's level of service for years 2 and 3 if the Company is unable to secure further three waters funding from the government.
  - iii. New costs and risks over and above of what is allowed for in the LTP have emerged over the last 12 months since LTP adoption such as increasing asset failures, preparing for the new drinking water regulator (followed by stormwater and wastewater in 2023), and cybersecurity risk.
10. It was acknowledged in our 2021-31 LTP advice that government stimulus funding support would end. A new funding stream of 'better off' funding will be released but the indication so far from councils is that this is earmarked for other non-three waters activities and/or will be used instead to respond to risks.
  11. Water reform was confirmed for all councils late last year, and just before Christmas an exposure draft of the Water Services Entities Bill released. This will be followed by the formal introduction of the Water Services Entities Bill for submissions in March/April.
  12. Meanwhile the transition programme is beginning to gain traction led by the Department of Internal Affairs (DIA) – for example the Company is in the process of responding to a RFI from DIA on the three waters workforce. The Company is commencing work to understand and quantify the resourcing of the transition as more information is released, but a collaborative approach is required to ensure the right outcomes for the government, councils and the Company.

#### **Draft Statement of Intent 2022-25**

13. The Company received the Annual Letter of Expectations on 29 November 2021 that broadly reaffirms the direction that councils set through their long-term planning. There are some new expectations over and above this that the Company will be unable to meet with the resources and budget allocated in the next two years. A table has been included in Appendix 2 attached to the report on how we have addressed expectations in the letter in this draft.
14. Overall, though, the Company does not have sufficient funding to achieve what the Company set out to achieve in its current Statement of Intent 2021-24. On balance the region is moving further away from making an impact on its desired outcomes.
15. The Company is facing very tight budgets for 2022/23 and 2023/24 which will require a reduction in our activities across the board and that will impact levels of service. This creates added uncertainty for our whānau and will affect people as well as programmes and projects at a time when as a sector we need to be ramping up.

### Next steps

16. The Company will continue discussions with councils over the next four months as councils consult and decide on their annual plans, the Company reviews its activities to align with available budget, and more details emerge around transition requirements and other emerging risks and issues described above.
17. A one-month extension is being sought by the Company from the Committee to deliver the final SOI to ensure it accurately reflects the outcome of the above and the final budgets agreed in council annual plans that are generally adopted on 30 June 2022.
18. The Committee has a responsibility under its Terms of Reference to receive, consider and provide agreed feedback and recommendations to the Company on its draft SOI. Feedback is invited to be sent to Porirua City Council [wendy.walker@porirua.govt.nz](mailto:wendy.walker@porirua.govt.nz) by Monday, 2 May 2022. We are available to attend each council's meeting to present the draft SOI.
19. Following feedback from the Committee, we will further refine the content of the document and deliver a final draft version to you by 31 July 2022.

### Climate Change Impact and Considerations

20. The matters addressed in this report have been considered in accordance with the process set out in Council's [Climate Change Considerations Guide](#).
21. Wellington Water's draft Statement of Intent 2022-25 is limited in its contribution to advancing government policy regarding both climate change mitigation and adaptation due to funding constraints.

### Appendices

No.	Title	Page
<a href="#">1</a>	Wellington Water Initial Draft Statement of Intent 2022-25	198
<a href="#">2</a>	Table Showing How Letter of Expectations has been addressed	246

**Author:** External Author (Wellington Water Ltd)



## Our water, our future

Statement of Intent 2022-25

INITIAL DRAFT



**Taki**

He wai, he wai  
He wai herenga tāngata  
He wai herenga whenua  
He wairua  
He waioara  
Tihei mauri ora!

‘Tis water, ‘tis water  
Water that joins us  
Water that necessitates the land  
Soul of life  
Life forever  
‘Tis the breath of life!

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INITIAL DRAFT

## Foreword

Wellington Water's time as an operating business is finite as the new water entities will begin operations from 1 July 2024. The National Transition Unit is now operating, and we expect the establishment entity overseeing the planning for Entity C (which we are a part of) will be fully functioning in the coming months.

It will be a challenging time for the sector as councils participate in the water reform processes to extract and vest three water assets to the new entity and to work without water revenues. In our case, we will need to adjust to the overview of the establishment entity, the reduced need for long-term planning and the need to keep providing expert services to our customers through operations and new builds.

Our approach is always focused on partnership and careful stewardship of people. Reforms are always challenging on relationships and all the people involved need to remain engaged and looking forward to the opportunities the new entities will provide. We owe it to all our water whānau to provide certainty both up to and beyond 1 July 2024. We will work hard to build good relationships with transition units so the transition can proceed but also so that we can continue to provide services. We will be extra vigilant to work with our people to assist them through changing times and to continue to build our capability. We appreciate the government's commitment to guaranteed jobs for all water people.

The government's fiscal stimulus package of \$47.3M across our six owners finishing on 30 June 2022 has been very helpful in lifting capability and reducing risk across our networks over and above long-term plan (LTP) funding. Over the next two years however the company needs to constrain its capability back to the LTP funding levels of councils. This will put our operational budget in particular under significant pressure. Just taking inflation alone at 5.9% means less can be done with budgets planned only 18 months ago. We can be smarter though by sizing the organisation to do what is required over the next two years without overlap into the transition work programme.

The most significant area of overlap is the 2024-34 planning round, of which councils will need to pass over robust three waters plans to new entities for delivery. These plans will need to keep pace with councils drive to get capital delivery rolling at \$200M per annum.

We are very proud of what we have achieved over the last eight years. In June 2024 we want to be remembered as the company that elevated water to new levels of consciousness with the public, faced into difficult challenges and always were trusted by councils, iwi mana whenua and Māori and our customers and communities we serve.



**Lynda Carroll**  
CHAIR OF THE BOARD



**Colin Crampton**  
CHIEF EXECUTIVE

## Who we are and what we do

Wellington Water is a shared-service, council-owned organisation owned by Wellington City, Hutt City, Porirua City and Upper Hutt City councils, Greater Wellington Regional Council and South Wairarapa District Council. We provide the following services on behalf of our owners:

- Supply drinking water – take, treat, and transport it to households and businesses.
- Manage stormwater – manage rainwater to protect people and property and working with communities to ensure that these networks are clear of contaminants as the water returns to our seas, rivers, and streams.
- Manage wastewater – take away, treat, and return the water to the environment while safely disposing of the waste.

We provide a regional perspective, take a system view of the issues, advise on investment, and then oversee councils' investment, ongoing maintenance and operations.

Our Board of Independent Directors reports to a joint committee of the councils who provide oversight of Wellington Water. This Wellington Water Committee (the Committee) sets out expectations via a Letter of Expectations each year as representatives of the shareholders (see this year's letter on page XX).

### **A new water services entity will replace Wellington Water from 1 July 2024**

Over the next two years New Zealand's three water's sector will be undertaking a fundamental change, with the services being rationalised for delivery by four large, multi-regional entities. Entity C, that will service the Wellington region (amongst others) will take over the delivery of the services from Wellington Water from 1 July 2024.

The reform and transition process will require a significant commitment from all parties, including councils. Wellington Water faces a challenging period of ensuring uninterrupted access of our customers to the services, while preparing to pass our knowledge and people to the new, much larger Entity C that will shape the long-term strategy of water in the region.

### **Our values will guide us towards an effective transition**

As Wellington Water prepares to pass guardianship of the region's water to Entity C it will rely more than ever on its three core values, that describe who we are and what we strive for:

- Tangata tiaki: together we protect our most precious taonga
- Whānau: united we support, connect with and respect each other
- Mana: individually, we bring our best to every situation.



## Our shared vision for water

Since its inception, Wellington Water has been working towards the long-term outcomes for its customers of providing safe and healthy water services, respecting the environment, and ensuring the networks are resilient and support the economy.

Working together with our iwi mana whenua partners we have come to see that these outcomes can be considered more holistically and incorporate the outcomes required for the water and the environment. Our objective must be to restore and preserve the balance between water, the environment, and people. We can do this by giving effect to the principles of Te Mana o te Wai and recognising the vital importance of water.

### From Ngā Wai Hangarua to Te Ika Rō Wai

The direction provided nationally through the principles of Te Mana o te Wai is supported at a local level and our iwi mana whenua partners continue to demand improved water quality outcomes that is evident in the two names we have been gifted. One name reflects where we are today, while the other looks to the future.

We are grateful to have received a name in te reo Māori that acknowledges our specific contribution to the water and reflects the work we are engaged in. This name is Ngā Wai Hangarua.

In a broad sense 'Ngā Wai' refers to the many rivers and streams that work their way through our catchments to the sea. These rivers and streams provide us with water for drinking and allow us to carry away the stormwater we collect to protect people's homes.

'Hangarua', with respect to water, refers to the fact that the water we care for is in an altered state from its original form. In today's urban settings, these life-giving systems are affected by the work we require of them to meet our needs. We take water from the environment, then clean and treat it before we deliver it to people to drink. We collect and treat water that's been used before returning it to the environment.

Operating in this way, the region's waterways have become out of balance. The needs of people have been put ahead of those of the water and the environment and will become unsustainable if we don't make changes. The aspirations of iwi mana whenua are to restore the balance and return the wai to a purer state. This prize is captured in another gifted name: Te Ika Rō Wai.

Achieving this state, and this name requires a healthy environment, and drives the work of those charged with caring for it. It is a journey that will take many years to complete, and that we are only just beginning.

### Our plan for moving towards Te Ika Rō Wai is part of our legacy

While Wellington Water will not be around to receive this name, this aspiration is reflected in our values, the strategic priorities we are pursuing, and the planning we have undertaken. The future of the region's water no longer resides within Wellington Water but within the future Entity C.

Wellington Water has prepared a 30-year investment plan that outlines the work ahead for the region for our waters to move towards the state envisaged in the name Te Ika Rō Wai. This long-term view can act as a guide for the new entity for how the region's aspirations for water can be realised. Wellington Water intends to share this blueprint with our partners, stakeholders, and Entity C in the coming months to ensure it is recognised in 2024/34 investment planning processes.

### Our priority for the next two years is on delivering our core services

The transition of our strategic and planning functions to the new entity means that our primary focus will be on the delivery of our operational and capital programme functions. Our delivery focus over the remaining two years of our operation will be on the areas prioritised by councils. This is predominantly in looking after existing infrastructure (i.e., operations, maintenance, and renewals) and completing targeted growth investments. We will progress improvements against the other strategic priorities to the extent that funding has been provided.

## Trusted by councils, mana whenua, customers and communities

### Viewed as a trusted advisor and operator by councils

The Wellington Water model is unique. Wherever possible, we work in partnership with councils to take regional and local perspectives. One example of this is the metropolitan drinking water network where Greater Wellington Regional Council owns the water-treatment assets, and the four city councils benefit from them.

We will continue to provide advice and support and report to councils regularly throughout the year. We will deliver what we have said we will and communicate early and clearly if something changes or impacts our ability to do so.

### Partnering with iwi mana whenua

Having forged good working relationships with Taranaki Whānui ki te Upoko o te Ika and Ngāti Toa Rangatira our focus now is to build a formalised partnership around the planning work we do and the day-to-day operations we carry out.

We propose planning for the 2024-34 long-term plans be carried out in partnership with iwi mana whenua although we are still working out what that will look like. What we know is that when we present our advice to our council owners and stakeholders, we want to be standing side by side with iwi partners.

We have the same aspiration for our work in the South Wairarapa, however we have not yet built good working relationships with Ngāti Kahungunu ki Wairarapa or Rangitāne o Wairarapa. More relationship work is needed here.

Within our commitment to this partnership model, we aim to address better alignment on drinking water regulation, consenting, capital projects and workforce development. With Ngāti Toa for example we are focused on initiating a mana whenua contractor model whereby Te Rūnanga o Toa Rangatira will begin to perform maintenance and repair activities on the Porirua networks.

For our partnership with iwi to be genuine, it must be valued. Our intent is to demonstrate this value over the next two years as Wellington Water comes to its journey end. We will ensure every effort is made to facilitate the new relationships iwi will form with the new entity.

### Building trust with our customers and communities

The value of water sits at the heart of our organisation, which is reflected by our value of tangata tiaki and the region's goal to ultimately be gifted the name of Te Ika Rō Wai. Trust is created via an open and transparent relationship with our customers, if we don't deliver on customers' expectations, we want to know about it. This means that our commitment to a high standard of service delivery involves comfort with owning our mistakes, investigating how we can improve and putting things right. The outcome of this is that our customers have a clear understanding of what we do and why, a primary factor in upward trends of satisfaction.

### Delivering on our customer promise

The moment of truth for us and our customers is when we can't provide them with the services they need due to an unplanned outage or fault in the network. Our customer promise looks to establish a social contract by an open commitment that we will do all we can to minimise the impact to customers during disruptions to service. We will do this by being effective in the way we communicate about what they can expect from us and when, and increased responsiveness to incidents, thereby maintaining and enhancing trust.

Within our infrastructure network, the backlog of renewal requirements is translating into an increased frequency of network failures. This is reflected in the highest ever customer requests for service to attend to leaks and overflows (add statistic in here). As we continue to manage capacity issues, this increase in volume of faults has impacted our response and resolution times.

We recognise the impact that capital works programmes can have within our communities. To ensure that we derive the maximum increase in perceived value from renewals work, we will look to extend a customer promise that gives clarity about what they can expect from us and when during capital projects.

Creating an open and transparent relationship with our customers

Living to our value of mana by being open and transparent with our councils, iwi mana whenua, customers and communities is fundamental to maintaining trust. We have initiated a project that will enable transparency of information on the performance of plants and water quality through our website.

We will be open with customers and community on the outcomes of reviews when we don't get things quite right. Recently we have been proactive in sharing with the community the outcome of the independent review into the operation and management of the region's wastewater treatment plants (WWTPs). We will continue to keep customers and the community updated on improvements and changes we implement based on the review's findings in the year ahead.

How we will measure success

Measure		Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
1	The percentage of customers rating their experience of our performance as 'Satisfied' or higher improves				
2	We will meet the regulatory requirements for safe drinking water				
3	Our wastewater network will operate as expected (We will receive no abatement notices, infringement notices, enforcement notices or convictions for our wastewater resource consents, and dry-weather overflows will be less than 20 per 1000 connections across the network)				
TBC	Measure(s) for WWTP effluent discharge (to replace or complement #3)				

### Looking after existing infrastructure

Water infrastructure is fundamental to the health, liveability and economic activity of our cities and towns. The region has more than \$6 billion of three-waters infrastructure to run, maintain and renew to ensure it meets the needs of current and future customers.

#### Our network is aging

Delivering water services is extensive and complex, encompassing a wide range of assets, from grey (pipes and other built infrastructure) to green (such as wetlands), from simple concrete channels to sophisticated treatment plants, and handling water in a range of states from freshwater to wastewater.







Over the last few years, issues with some of the most critical assets, and a noticeable increase in the number of leaks, bursts and faults has highlighted the risks and challenges associated with the existing infrastructure. Water infrastructure as old as 140 years is still in use. Other assets are failing before their designed lifetimes. Councils responded to this with their largest investment to date through their long-term plans. Despite this we are facing a sizeable backlog of work to renew the existing infrastructure this increased investment only begins to address for the region over the next two years.




Maintenance and renewal of our assets at the right time is critical to delivering value to our customers as it is our customers and the environment typically bear the impacts of faults and failures. However, maintaining or renewing assets earlier than necessary is not cost effective. Our funding and proactive management of the infrastructure across the full lifecycle – from how we create it, look after it and ultimately how we retire it at the end of its working life – needs to be improved.

We will be keeping an eye on indicators such as average asset age and the condition of infrastructure (especially for the most critical assets) to help plan our work and benchmark our performance against water sector peers. Well-performing existing infrastructure is the platform to achieve our other strategic priorities. It supports growth without loss in service quality and reduces the amount of drinking water loss and wastewater leaks to the environment. But right now, and over the next two years, we must focus on getting the basics right by understanding the condition of our assets and delivering on our funded renewals and planned maintenance programmes.






#### Our investment advice

Our investment advice to our councils as part of their long-term planning was to begin to address the issues in our systems and take practical steps toward achieving our long-term outcomes.

Desired impact	Our advice	LTP Y1 & Government Stimulus Funding	Change in investment	Resulting investment LTP Y2, 3 & 4
We will have a better picture of the condition and performance of our assets	Undertake health assessments of critical assets			
We slow the deterioration in asset condition	Deliver our renewals programme to reduce the existing backlog			

<b>We will improve our asset management systems</b>	Increase our efficiency and effectiveness in the delivery of services through regularisation of our functions			
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Regional investment level key:

 <b>Low</b>	 <b>Moderate</b>	 <b>High</b>
 <b>Decrease</b>	<b>— No change</b>	 <b>Increase</b>

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment				Operational Investment			
2021/22 actual	2022/23 budget	2023/24 forecast	2024/25 forecast	2021/22 actual	2022/23 budget	2023/24 forecast	2024/25 forecast

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page XX

**Our risk profile**

This investment, while an increase on previous levels, is not sufficient to catch up on overdue renewals and maintenance. The likely results are:

- The level of renewals will not overcome the renewals backlog identified so the networks will continue to get older, on average, resulting in more outages and faults and increase the extent of service interruptions experienced by customers
- In the long run we forecast the need to undertake roughly \$10 million of high criticality condition assessments annually. Once the fiscal stimulus fund has been spent, the ongoing condition assessment budget will be \$2.6 million so growth in our knowledge of the network will slow reducing our ability to make timely, efficient, and targeted investment in renewals and maintenance
- Due to the workforce shortages, we are limited in the amount of work we can do and may get behind on service requests

Overall, if the next two years of operating costs go over and above what’s budgeted for, councils will likely need to further reduce planned maintenance in favour of reactive maintenance further compounding the rates of unexpected infrastructure failure.

**How we will measure success**

Measure	Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
<b>4</b> We will complete scheduled improvements to our asset management systems, with the aim of aligning with ISO 55001 by 2024				
<b>5</b> We will complete scheduled health assessments for our assets by 30 June 2022				
<b>6</b> We will deliver the three-year planned renewals programme*				

\*A sustained uplift is required to deliver the renewals programme. Based on risk analysis, we are taking a cumulative approach for the region over the three-year period to allow a steady build in capacity and capability

### Supporting growth

Thriving communities grow over time, and new buildings in our cities require access to drinking water and wastewater networks, and protection through our stormwater network. Uninhibited growth can place additional demands on our existing infrastructure, and increases the demand for water, our discharges to the environment, and our carbon emissions.

Growth planning allows us to identify the best way to meet our city and community demands. Our activities in this area are led by our councils, who identify the areas of expected growth and direct funding for studies, growth investment plans and our participation in planning processes.

We will continue to work with our councils to understand their growth aspirations and plan our networks for the people and places that need them.

#### The region is set to grow quickly

The growth forecasts used in the Wellington Regional Growth Framework suggest that an extra 150,000 people – more than the existing population of the Hutt Valley – could be living in the region within the next 30 years.

Each of our councils are expecting significant growth, and at a faster rate than has been seen historically. The extent and speed of growth will put further pressure on the aging and capacity-constrained three waters infrastructure and services, and on the environment that we operate in.





Recent work to understand the growth needs in the region has identified that a step change to the system is needed to meet the needs of our people and cities, now and in the future. The current system has had only incremental capacity changes over time, and it will not be able to meet our growth needs without significant investment. Our growth studies enable the type, nature, location, and timing of this investment to be identified, prioritised and scheduled.

We will also participate at all planning levels to promote our three waters strategic priorities and water management principles in land-use decision-making frameworks, for example, national policy statements, spatial plans, district plans, growth strategies and land-use policies.

Our councils fund growth projects through the long-term plans and further recover costs through development contributions. We identify growth projects and calculate the cost allocation for developer contributions. Any planned projects will align with our regulatory, environmental, and customer expectations.

#### Our investment advice

Our investment advice to our councils as part of their long-term planning sought to begin to address the massive growth that Wellington is experiencing.

Desired impact	Our advice	LTP Y1 & Government Stimulus Funding	Change in investment	Resulting investment LTP Y2, 3 & 4
We will have built our understanding of growth demands	Complete growth plans for each council			
	Continue the development of the network hydraulic models to encompass all networks			
	Complete long-term network master plans with consideration of suitable growth, climate change and resilience scenarios			
We will have improved the alignment of	Help evolve design standards and council policy settings to reflect			

land use planning and infrastructure in the region	anticipated future performance requirements			
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Regional investment level key: ● Low ● Moderate ● High  
↓ Decrease — No change ↑ Increase

Through the council long-term plan process the regional capital and operational funding for this priority has been confirmed as:

Capital Investment				Operational Investment			
2021/22 actual	2022/23 budget	2023/24 forecast	2024/25 forecast	2021/22 actual	2022/23 budget	2023/24 forecast	2024/25 forecast

For a more detailed breakdown of investment by council, refer to the prospective financial statements from page XX

**Our risk profile**

Without integrated growth and infrastructure planning, the region will continue to exacerbate the demand on our water services. In the short-term, localised solutions will increase, as the current networks cannot provide for new connections.

Growth plans for each council will vary in their maturity, depending on investment levels to support our determination of timing for viable options, feasibility, and strategic business case for any proposed network interventions.

Central government opened a \$1B contestable infrastructure acceleration fund (IAF) of which our councils (and developers) are seeking \$310M to contribute to three waters infrastructure. Final confirmation of funding approvals will be released mid-2022 and if approved, a significant programme of accelerated water infrastructure is proposed, particularly in Porirua City Council. We are not resourced sufficiently to respond to this.

We are receiving a sustained high volume of consents that is underpinned by a high level of change in the regulation of urban development and housing sector, increasing funding and investment for programmes of housing and infrastructure delivery, compounded by a shortage of skilled people in the market.

The scale of the challenge is such that planning for growth in our region will have to continue into medium- and long-term forecast planning.

**How we will measure success**

Measure	Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
7 Growth plans will be developed for each council, and updated*				
8 We will input into our council’s statutory planning processes related to growth (We will engage in every relevant council District Plan change, Bylaw review and Annual Plan process)				

\*Growth plans will range in maturity level, depending on levels of investment

## Other priorities

### Sustainable water supply and demand

Reducing water consumption is vital to achieving a sustainable water supply. Since 2018 we have highlighted this, and customers continue to experience regular and extended restrictions in summer. Per capita consumption has continued to increase, likely as a result of leaks, and this, together with population growth means we will continue to be unable to meet full summer demand in the coming years.

Based on current demand levels and available population growth projections we expect the risk of shortfall to further increase until additional treatment capacity at Te Mārua is available (around 2025). That investment will only just return drought resilience to the required level of service and shortfalls from that target level can be expected within only a few years.

Our longer-term water supply risk investment advice was based around achieving a demand reduction through universal water metering enabling the deferral of investment in a significant new water source. This investment in meters has not been funded and, with increasing per capita demand we now anticipate the investment in a new source will now be required to commence within the next 10 years.

Getting on top of leakage is the demand reduction intervention that we have most control over, but is complex, costly, and time-consuming without universal metering in place to understand the extent and locations. The number of reported leaks, which are only a subset of the total leakage has been increasing as the network continues to deteriorate.

### Our risk profile

With current (and increasing) per capita demand and the expected levels of population growth, the risk that the Wellington region will experience severe and prolonged water shortages will continue to increase until the Te Mārua Water Treatment Plant is upgraded. This upgrade will only restore drought resilience to the minimum level of service and further investment will be needed to hold performance within the target levels.

The fiscal stimulus fund has supported an increase in proactive leak detection, but this ends on 30 June 2022; therefore it is likely we will observe increased leakage in the network that will make an increasing contribution to the water supply risk.

While the upgrade to Te Mārua in 2024 will increase the amount of water able to be supplied, the risk of these severe water shortages will continue to increase, until we can address the consumption of water and invest in leakage management. Without this, councils will need to invest in new water sources earlier.

### How we will measure success

Measure	Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
9 We will slow the rate of increase in gross water consumption per capita				
10 Te Mārua water treatment plant upgrade will be completed, providing a step-change for drought resilience in the region				



**Improving environmental water quality**

All of the water that our customers use or receive is ultimately returned to the environment. This is done through two networks: wastewater and stormwater. These networks often have connections between them which can make it difficult to achieve the desire of returning safe, uncontaminated water to the environment.

Existing performance is poor with few, if any, streams meeting the levels that are expected to be set. Wastewater contamination reflects the age and condition of public and private pipes, either leaking or overflowing as a result of heavy rainfall, or through blockages caused by contaminants such as wet wipes. These discharges of untreated wastewater to the environment are unacceptable to our mana whenua partners, who see them as totally opposed to the principles of Te Mana o te Wai.

Stormwater contamination reflects that these systems have historically been designed to provide drainage to avoid flooding, and do not contain elements to prevent contaminants from entering the system or to treat the water prior to discharge. In many cases the stormwater alters the natural flow of water, for example hiding it in pipes or channelling flows, with detrimental impacts on the supported ecosystems.

**Our risk profile**

The company can only address human health issues reactively and complete limited proactive investigations for Hutt City, Wellington City and Porirua City councils funded in 2021/22.

To meet the water quality targets for human health in the government’s Freshwater Policy Statement we would need to be addressing water quality issues proactively at the rate of 5% of catchments per annum for 20 years. Waitua outcomes, as they manifest through anticipated changes to the region’s Natural Resources Plan (NRP) are expected to require improvements to be achieved more rapidly, for both human and environmental health outcomes, with a priority focus on specific catchments.

At the current level of investment, councils are carrying an increasing risk of not meeting the targets for human and environmental health that will be set in the NRP and, within Upper Hutt, not meeting the current global stormwater consent. South Wairarapa is not included in the global stormwater consent.

**How we will measure success**

Measure		Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
11	Targeted investigations and potential interventions at select catchments (e.g., drainage investigation teams) will demonstrate improved water quality		TBC		

**Net carbon zero 2050**

The region’s response to climate change will need to include mitigation (reducing our emissions) and adaptation (managing the impacts of climate change). Our mitigation activities need to cover our operational emissions and the emissions resulting from our capital investment.

We understand the source and scale of our operational emissions and have some sense of what is required to reduce them. The emissions for our capital programme has been baselined, enabling us to begin to pursue opportunities to reduce them.

**Our risk profile**

In the next three years, operational emissions are likely to increase with population growth. To contribute to the national target of net zero emissions by 2050, a 3% net reduction in carbon will be required year on year.

The company have limited funding to undertake carbon reduction activity in the next three years<sup>1</sup> and therefore the amount of reduction activities will need to increase exponentially in future years.

There is a limited understanding of the impacts of climate change on the assets and services. This increases the risk that investment planning is not adequately incorporating these impacts.

**How we will measure success**

Measure	Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
12 We will baseline our capital emissions, and set targets for reductions in future statements of intent				

<sup>1</sup> The Sludge Minimisation Plant at Moa Point will reduce Wellington City emissions but is being funded and delivered by Wellington City Council with technical input from Wellington Water.

## How we will work

Water reform was confirmed for all councils in October 2021 and continues to present a time of uncertainty for the company. As the national and regional transition units come into effect and Entity C is formed there will be competing demands on our people.

During this period of change and transition Wellington Water must deliver the region's core services while responding to the changing operating environment. Ensuring that our whānau remain engaged in their work and that their health and wellbeing is protected is of paramount importance.

### Our day-to-day operations

Over the next two years Wellington Water will continue to provide day-to-day services of supplying drinking water and managing waste and stormwater and protecting the environment from our activities.

We expect all our work to be undertaken within environmental consents and we strive to do better than those standards where we can. We provide evidence-based advice to councils on policy, land-use and resource.

As we implement the recommendations resulting from the review of the region's wastewater treatment plant operations, we do carry an ongoing risk of non-compliance. This also applies to a number of water assets we manage that are close or at capacity.

All the services we provide are assessed against a standard set of mandated Rules developed by the Department of Internal Affairs in 2013.

These measures and the individual targets set by each council are provided in Appendix 2.

### Delivering the capital programme through to 30 June 2024

The councils' work programmes in their long-term plans for the next two years amount to around \$409 million on three waters capital projects and \$153 million on maintenance and operation.

We're fortunate to have a team of companies dedicated to three waters design and construction and our network service alliance. The members of these panels have an enduring relationship with Wellington Water that means we can count on their continued focus on three waters and support their willingness to invest in the resources necessary to deliver our councils investment programmes. We're really pleased to have recently welcomed a new, national-scale delivery contractor into our panel, HEB Construction, to help deliver this increased investment.

There are several major projects and catchment renewals programmes going through procurement and contract award approvals over the next 12 months and we expect to see an increase in stability across our 2022/23 and 2023/24 programmes as a result. This will introduce significant regular monthly spend over multiple financial years, and a move towards delivering project outcomes on a larger scale for our communities.

The stimulus funded "Fast-Track Catchment Renewals Programme" is now complete. The programme has succeeded in increasing the use of trenchless technology and delivering improvement in our cost per metre. We have a number of programmes that will move into construction in the next two years that will adopt this fast-track approach.

With rising costs of materials and labour, interruption in the supply chain, and general capacity and capability limitations in the sector, we are building less for more, and with longer lead in periods, while the aging network is revealing itself with an increasing backlog of planned and reactive maintenance and repairs. The biggest risk to our programme delivery is the ongoing impacts of the COVID-19 pandemic and the high likelihood that sites are shut down due to illness or close contact isolation.

### Being ready for increased regulation

As a company, we support Taumata Arowai's mandate to promote performance improvements in the three waters sector and better outcomes for all New Zealanders. We are focused on ensuring our systems and processes meet or exceed the new standards to be introduced on 1 July 2022 and give meaningful representation to Te Mana o Te Wai.

Our work will include establishing a detailed baseline understanding of the company's capability versus regulatory requirements and a plan to improve the company's regulatory position.

We will continue to support Taumata Arowai with industry knowledge and tools as it becomes operational as the water regulator for Aotearoa. We will also be developing tools to help standardise regulatory capability due diligence that can be used by other councils.

#### Ensuring an effective transition

Over the next two years the National Transition Unit (NTU) will be establishing nationally consistent operational frameworks for the new water services entities that will be implemented by the local establishment entity that becomes Entity C.

We will engage with both the NTU and local entity to ensure that our work is not overlapping with theirs, and so that any data, systems, and processes being adopted by the new entity align with their expectations. We will work to simplify our business focus through the transition and will not pursue projects and developments that are not expected to have enduring value for our customers under the new operating model.

#### Delivering an excited and engaged people capability

We expect that the formation of Entity C in addition to the sector-wide capacity and capability challenges will see unprecedented churn in our people and an overlapping of functions and responsibilities. By reducing our activity to delivering on the basics over the next two years we will give our whānau the space to work alongside the National Transition Unit to ensure the right outcomes for councils, government and Wellington Water. The government's timeframe for this transition is narrow with much to do to get Entity C stood up and operating from 1 July 2024.

In these times of change a capable, adaptive, and resilient workforce is vital for success. Our goal is to support people through this change and help them build the right skills, so they have confidence in their future. We will support organisational growth through identifying capability gaps needed for new and existing service delivery and regulatory demands, continue to recruit the right talent, and improve frontline technical expertise. We have welcomed XX of the XX (to be confirmed) participants into our whānau from our Infrastructure Skills Centre, as we build our internal capabilities and support the growing work needed on our infrastructure.

Our values of tangata tiaki, whānau and mana will hold us in good stead as we respond to the dynamic environment around us and look after the wellbeing of our people. We will continue to embed the values that guide us throughout the organisation and into the wider Wellington Water whānau – our staff, alliance partner, and consultant and contractor panels.

We are committed to building capability, knowledge and understanding of Māori history and heritage and understanding of the principles of Te Tiriti o Waitangi. A learning programme has been established, Ki Te Whaiao, with a focus on Te Ao Māori, Tikanga and Te Reo and will run initially for the first six months of this year before being reviewed.

Continuing to focus on health and safety engagement, participation, and accountability is also a focus for us to ensure critical risks are controlled and managed.

#### How we will measure success

Measure		Result 2021/22	Target 2022/23	Target 2023/24	Target 2024/25
13	We will deliver our capital programme inside our expected range (2021/22: \$145m – \$189m)				
14	We will meet all of the disclosure requirements of Taumata Arowai				
15	Health and safety critical risks are reviewed, and improvements are implemented.				

16	Our people understand the upcoming changes in the water sector and feel well supported by the organisation				
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INITIAL DRAFT

## Appendices

INITIAL DRAFT

## Letter of expectations



c/-Hutt City Council  
Private Bag 31 912  
Lower Hutt 5040

14 December 2021

Lynda Carroll  
Chair  
Wellington Water Ltd Board  
Private Bag 39804  
Wellington Mail Centre

Dear Lynda

### Expectations of Wellington Water Ltd for the period 2022-25

This letter sets out the priorities and expectations of the six owner councils and iwi mana whenua to inform the development of Wellington Water's (the company) Statement of Intent for 2022-2025.

This year has presented some practical difficulties in establishing the expectations of the owner councils and our iwi mana whenua. The challenges of Covid loom large, councils have had a busy time finalising their Long Term Plans and the Government's water reform programme is gathering pace with a recent decision to make inclusion in one of the four entities mandatory. Iwi have also had a busy year. Minimal consultation has therefore occurred to confirm Wellington Water priorities for the year ahead. However it is clear that these same issues have their place in the coming year for the effective operation of Wellington Water.

Our expectations over the next year are:

- **Performance** – delivering business-as-usual efficiently and to agreed performance standards and delivering an ambitious capital programme including any fiscal stimulus funding provided.

Following the company's advice to owner councils in preparing their 2021-31 long term plans, the company faces its largest programme of capital works ever. To deliver on this, it must scale up across its supply chain, including internally. At the same time, the infrastructure and construction sectors are experiencing supply constraints and historically high levels of activity, in a time of increased uncertainty due to Covid-19. These factors combine to create considerable risk around the deliverability and management of costs of the programme. We expect the company to be clear and realistic in setting programmes that will meet council expectations for the coming three years, while at the same time ensuring its reporting processes can effectively signal, in a timely fashion, any significant changes that may arise.

Managing programmes, budgets and deliverability over the over the next 3 years is critical. We are pleased to see the resolution of a number of outstanding performance and reporting issues, we urge the company to continue to pursue improvements in its performance management systems.

We expect to see further clarity, development and performance reporting against the value for money work previously undertaken by the company and the benefits shared to the shareholders.

- **Demand Management** - The shareholders remain committed to reducing the water usage across the network at both a whole of supply level and an individual household level. Continued emphasis on the initiatives and support for this work should be demonstrated in the Statement of Intent.
- **Climate Change** - We support the continued efforts of Wellington Water to meet the shareholders individual and collective demands on carbon reduction. We would like to see continued commitment and reporting on carbon reduction in the Statement of Intent.
- **Planning** – With the new water entities targeted to open for business in July 2024, there is significant pressure to develop respective council’s inputs to a new investment plan (a proxy for the next Long Term Plan) and asset management plans with a 10-30 year horizon to ensure a smooth transition for priorities and work programmes in the next 3-10 years.

We expect a continued focus on asset management processes to improve data on asset condition and achieve greater certainty about future investment requirements.

We expect you to continue to use the five strategic priorities as a framework for three waters planning and advice, while at the same time having a view to the concerns and requirements of individual council owners, such as resilience to natural shocks and climate change, and the vision set out in the 30 year plan.

The five priorities are:

1. Looking after existing infrastructure
2. Supporting growth
3. Ensuring a sustainable supply of water
4. Improving environmental water quality
5. Reducing carbon emissions and being resilient to climate change

We expect this process to fully engage councils and iwi mana whenua. Planning should be undertaken guided by the principles of the journey to Te Ika rō Wai and restoring the balance of te ao wai, te ao taiao, and te ao tangata; and te mana o te wai.

Budget increases (both operating and capital) should be signalled early so that council’s statutory planning and budgetary processes can respond in a timely way.

- **Responding to change** - The Government’s 3 Water reform programme means that the next few years will be a time of significant change.
  - i. The company has significant work to do to meet the expectations of the new regulator, Taumata Arowai. We look forward to the company improving its transparency of assurance reporting, and to ensuring it meets or exceeds the regulator’s expectations of reporting.
  - ii. In addition the 3 Waters reform will soon shift gear from policy to implementation. Our expectations are that you:
    - support owner council’s through the policy/design phase of reform to input to the Government’s program of work
    - focus on workforce retention and delivery of the Long Term Plan agreed work programme
    - ready Wellington Water for the impending change through a robust change process
- **Relationship with mana whenua** – mana whenua have relationships with both councils and with Wellington Water Limited:



- iii. Mana whenua have working relationships and Memoranda of Understanding with councils to enable iwi to participate in prioritisation and investment decisions about 3 waters infrastructure (articulated in Long Term Plans and Annual Plans)
- iv. At a governance level on the Wellington Water Committee mana whenua representatives sit alongside elected members, monitoring performance, appointing board members and overseeing the effectiveness of the delivery model and general governance oversight
- v. There is a requirement for skills around Te Ao Māori on the Board (not specifically a mana whenua requirement but one of the current board is mana whenua)
- vi. the company are building capability in-house on Te Ao Māori

We expect the company to continue to evolve this model of working with iwi to improve the overall effectiveness of the company and its delivery on Te Mana o te Wai.

- **Customer** - We continue to be interested in the company improving its customer focus through the way it problem solves with and for communities, communicates about its work and resolves customer issues.
- **Accountability** – Wellington Water has a number of accountability obligations. These include to:
  - vii. Owner Councils – through both formal and informal means including a regular programme of briefings and regular performance reports to councils
  - viii. Iwi – through Wellington Water Committee representatives and their iwi
  - ix. Customers – through responsive communication and delivery of work as agreed
  - x. Taumata Arowai – as it develops a rigorous monitoring programme

We expect these accountability requirements to be fulfilled transparently and systematically.

- **Innovation** – We expect the company to keep abreast of innovations and value-add initiatives in the water sector to reduce cost, improve speed of delivery, ensure climate change targets are met and environmental improvements are delivered. Innovation should include a continued focus on internal efficiencies.
- **Workforce and supply chain pressures** – Our people are our greatest asset. With impacts from Covid-19, uncertainty around the future and competing market demands, managing a stable, engaged and productive workforce is a challenge. This is true for both Wellington Water staff and those people who work for your suppliers and contractors. We expect you to develop strategies that will ensure that you are an employer of choice through changing times.
- **Health and Safety** - We expect that you will place above all else the safety and welfare of your people and those affected by your activities.

I look forward to receiving a draft of Wellington Water's Statement of Intent by Tuesday 1 March 2022.

Yours sincerely



**Campbell Barry**  
Chair  
Wellington Water Committee

## Department of Internal Affairs (DIA) Rules

The DIA has the power to make rules specifying non-financial performance measures (the Rules) for local authorities. These Rules are consistent across the country, and therefore across all of our councils. Each council is responsible for setting targets for each Rule, and then Wellington Water report against the targets throughout the year. The below table sets out the Rules and the targets for the year ahead:

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Part 2: Sub-part 1 - Water supply	<p><b>(1) Performance measure 1 (safety of drinking water)</b></p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria),</p>	Compliant	Compliant*	Compliant	Compliant*	Compliant	Compliant*
Part 2: Sub-part 1 - Water supply	<p><b>(1) Performance measure 1 (safety of drinking water)</b></p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(b) part 5 of the drinking-water standards (protozoal compliance criteria).</p>	Compliant	Compliant	Compliant	Compliant*	Compliant	Compliant*
Part 2: Sub-part 1 - Water supply	<p><b>(2) Performance measure 2 (maintenance of the reticulation network)</b></p> <p>The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).</p> <p><sup>1</sup> Calculated as a regional mean value</p>	+/- 0.25%	< 20% <sup>1</sup>	< 20% <sup>1</sup>	< 30%	< 17% <sup>1</sup>	< 20% <sup>1</sup>
Part 2: Sub-part 1 -	<p><b>(3) Performance measure 3 (fault response times)</b></p>	≤ 90 min	≤ 90 min	≤ 60 min	< 75% attendance in < 1 hour	≤ 60 min	≤ 90 min

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
Water supply	<p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site,</p>						
Part 2: Sub-part 1 - Water supply	<p><b>(3) Performance measure 3 (fault response times)</b></p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.</p>	≤ 8 hours	≤ 8 hours	≤ 4 hours	< 90% resolution in 8 hours	4 hours	8 hours
Part 2: Sub-part 1 - Water supply	<p><b>(3) Performance measure 3 (fault response times)</b></p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(c) attendance for non-urgent call-outs: from the time that the local authority</p>	≤ 72 hours	≤ 20 days	≤ 36 hours	≥ 75% attendance in < 2 working days	≤ 36 hours	≤ 72 hours

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	receives notification to the time that service personnel reach the site						
Part 2: Sub-part 1 - Water supply	<p><b>(3) Performance measure 3 (fault response times)</b></p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured</p> <p>(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption</p>	≤ 20 days	≤ 20 days	≤ 15 days	≥ 75% resolved in < 5 working days	5 days	20 working days
Part 2: Sub-part 1 - Water supply	<p><b>(4) Performance measure 4 (customer satisfaction)</b></p> <p>The total number of complaints received by the local authority about any of the following:</p> <p>(a) drinking water clarity</p> <p>(a) drinking water taste</p> <p>(b) drinking water odour</p> <p>(c) drinking water pressure or flow</p> <p>(d) continuity of supply, and</p> <p>(e) the local authority's response to any of these issues</p>	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections (Except (e))	< 75 per 1000 connections (Except (e))	< 20 complaints per 1000 connections	< 20 complaints per 1000 connections

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	expressed per 1000 connections to the local authority's networked reticulation system						
Part 2: Sub-part 1 - Water supply	<b>(5) Performance measure 5 (demand management)</b> The average consumption of drinking water per day per resident within the territorial authority district	375L	320L	415L	400L	365L	385L
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(1) Performance measure 1 (system and adequacy)</b> The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to that sewerage system.	N/A	< 20 per 1000 connections	< 20 per 1000 connections	< 10 per 1000 connections	Zero	< 20 per 1000 connections
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(2) Performance measure 2 (discharge compliance)</b> Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:  (a) abatement notices received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	< 2	Nil	Nil
Sub-part 2 – Sewerage and the treatment	<b>(2) Performance measure 2 (discharge compliance)</b> Compliance with the territorial authority's resource consents for discharge from its	N/A	Nil	Nil	Nil	Nil	Nil

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
and disposal of sewage	sewerage system measured by the number of:  (b) infringement notices received by the territorial authority in relation to those resource consents						
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(2) Performance measure 2 (discharge compliance)</b>  Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:  (c) enforcement orders received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	Nil	Nil	Nil
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(2) Performance measure 2 (discharge compliance)</b>  Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:  (d) convictions received by the territorial authority in relation to those resource consents	N/A	Nil	Nil	Nil	Nil	Nil
Sub-part 2 – Sewerage and the treatment	<b>(3) Performance measure 3 (fault response times)</b>  Where the territorial authority attends to sewerage overflows resulting from a	N/A	≤ 60 min	≤ 60 min	≥ 70% resolved in < 1 hour	≤ 1 hour	≤ 90 min

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
and disposal of sewage	blockage or other fault in the territorial authority's sewerage system, the following median response times measured:  (a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site						
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(3) Performance measure 3 (fault response times)</b>  Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:  (b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	N/A	≤ 6 hours	≤ 6 hours	≥ 75% resolved in < 4 hours	≤ 6 hours	8 hours
Sub-part 2 – Sewerage and the treatment and disposal of sewage	<b>(4) Performance measure 4 (customer satisfaction)</b>  The total number of complaints received by the territorial authority about any of the following:  (a) sewage odour  (b) sewerage system faults  (c) sewerage system blockages, and  (d) the territorial authority's response to issues with its sewerage system,	N/A	< 30 total	< 30 complaints per 1000 connections	< 60 per 1000 connections	< 30 complaints per 1000 connections	< 30 complaints per 1000 connections

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	expressed per 1000 connections to the territorial authority's sewerage system						
Sub-part 3 – Stormwater drainage	<p><b>(1) Performance measure 1 (system adequacy)</b></p> <p>(a) The number of flooding events that occur in a territorial authority district</p> <p>*SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	2	Zero	0*	2	2
Sub-part 3 – Stormwater drainage	<p><b>(1) Performance measure 1 (system adequacy)</b></p> <p>(b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)</p> <p>The regional consistency for habitable floors affected in a flooding event is 10 per event, however as the DIA measure is per 1000 properties connected, we have calculated this based on connections in 2020/21.</p> <p>*SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	0.57	Zero	0*	0.13	0.24
Sub-part 3 – Stormwater drainage	<p><b>(2) Performance measure 2 (discharge compliance)</b></p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(a) abatement notices</p>	N/A	Nil	Nil	Nil	Nil	Nil*



DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	received by the territorial authority in relation to those resource consents						
Sub-part 3 – Stormwater drainage	<p><b>(2) Performance measure 2 (discharge compliance)</b></p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(b) infringement notices</p> <p>received by the territorial authority in relation to those resource consents</p>	N/A	Nil	Nil	Nil	Nil	Nil*
Sub-part 3 – Stormwater drainage	<p><b>(2) Performance measure 2 (discharge compliance)</b></p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(c) enforcement orders</p> <p>received by the territorial authority in relation to those resource consents</p>	N/A	Nil	Nil	Nil	Nil	Nil*
Sub-part 3 – Stormwater drainage	<p><b>(2) Performance measure 2 (discharge compliance)</b></p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of</p> <p>(d) convictions</p>	N/A	Nil	Nil	Nil	Nil	Nil*

DIA Part/Sub Part	Measures	Targets					
		GWRC	PCC	UHCC	SWDC	WCC	HCC
	received by the territorial authority in relation to those resource consents						
Sub-part 3 – Stormwater drainage	<p><b>(3) Performance measure 3 (response times)</b></p> <p>The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.</p> <p>*SWDC does not have a stormwater system as defined in the DIA Rules</p>	N/A	≤ 8 Hours	≤ 60 minutes	95% within 5 hours	≤ 60 minutes	8 hours
Sub-part 3 – Stormwater drainage	<p><b>(4) Performance measure 4 (customer satisfaction)</b></p> <p>The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.</p>	N/A	< 20 per 1000 connections	< 20 per 1000 connections	Zero**	< 20 per 1000 connections	< 20 per 1000 connections

\*These targets are worded significantly differently in the councils' LTP, but are measuring substantially the same issue

\*\*SWDC does not have a stormwater system as defined by the DIA

## Governance and shareholder information

### WELLINGTON WATER COMMITTEE

The Wellington Water Committee (the Water Committee) is a joint committee of our councils under the Local Government Act 2002 and provides governance oversight of Wellington Water.

It does this by considering the company's Half-Year and Annual Reports, monitoring performance, recommending directors for appointment, and providing recommendations to shareholders on proposals.

Each shareholder holds an equal percentage of the voting shares ('A' shares) of Wellington Water.

The Water Committee writes an annual Letter of Expectations to Wellington Water's Board of Directors, which outlines key priorities and areas of focus. It is used to guide the development of our Statement of Intent. The Committee comprises:



**Mayor Campbell Barry**  
Water Committee Chair  
HUTT CITY COUNCIL



**Mayor Wayne Guppy**  
Water Committee Deputy Chair  
UPPER HUTT CITY COUNCIL



**Mayor Anita Baker**  
PORIRUA CITY COUNCIL



**Councillor Sean Rush**  
WELLINGTON CITY COUNCIL



**Councillor Josh van Lier**  
GREATER WELLINGTON REGIONAL  
COUNCIL



**Mayor Alex Beijen**  
SOUTH WAIRARAPA DISTRICT  
COUNCIL

The Water Committee has appointed two iwi partners to the Committee: Lee Rauhine-August of Taranaki Whānui ki te Upoko o te Ika and Miria Pomare of Te Rūnanga o Toa Rangatira. Nerida Hooper acts as an observer on the Committee on behalf of South Wairarapa District Council's Māori Standing Committee.

### Information to be provided to shareholders

In each year, Wellington Water shall comply with the reporting requirements of the Local Government Act 2002 and the Companies Act 1993 and regulations. In particular, Wellington Water will provide:

- A Statement of Intent, detailing all matters required under the Local Government Act 2002, including financial information for the next three years;

- Within two months after the end of the first half of each financial year, a report on the operations of Wellington Water to enable an informed assessment of its performance, including financial statements (in accordance with section 66 of the Local Government Act 2002); and
- Within three months after the end of each financial year, an Annual Report, which provides a comparison of its performance with the Statement of Intent, with an explanation of any material variances, audited consolidated financial statements for that financial year, and an auditor's report (in accordance with sections 67, 68, and 69 of the Local Government Act 2002).

#### Share acquisition

There is no intention to subscribe for shares in any other company or invest in any other organisation.

#### Compensation from local authority

It is not anticipated that the company will seek compensation from any local authority other than in the context of management services agreements and the shareholders' agreements with client councils.

#### Equity value of the shareholders' investment

The total shareholders' equity is estimated to be valued at \$1 million as at 31 December 2021. This value will be assessed by the directors on completion of the annual accounts or at any other time determined by the directors. The method of assessment will use the value of shareholders' funds as determined in the annual accounts as a guide.

#### Ratio of consolidated shareholders' funds to total assets

The ownership of infrastructural assets is retained by the shareholders (or other clients). The business returns all benefits to shareholders; the ratio of shareholders' funds to assets is provided in Appendix 4.

#### WELLINGTON WATER BOARD OF DIRECTORS

All directors must be independent and are selected by the Water Committee in accordance with the Board's skill matrix. Each director can serve a maximum of two terms, or six years, unless agreed by the Water Committee.

The Board is responsible for the direction and control of Wellington Water Limited. The Chair of the Board reports to the Water Committee. The Board approves strategy, ensures legal compliance, and monitors Wellington Water's performance, risks, and viability.

The Board's approach to the governance of the company is to establish with management (and in consultation with shareholders) clear strategic outcomes that drive performance. The Board is mindful of the significant investment by its shareholder councils in its operations, and of the need to preserve, grow, and demonstrate shareholder value and regional prosperity through the provision of its three waters services.

The Board will ensure that the company focuses on the priorities set out in the shareholders' Letter of Expectations. More broadly, it will ensure the company is mindful of the councils' strategic priorities set out in their long-term plans and focuses on those that are relevant to the company's objective to provide leadership to the region. The Board is also mindful of its relationship with the Water Committee and how both the Board and the Water Committee influence the company in different ways.

Our Board supports and empowers our management team to deliver and report on performance using a 'no surprises' approach, by creating an environment of trust where information is freely available, decision-making is transparent, and strategic conversations provide insights and guidance for the company. Consistent with a high-performance organisation, Board members challenge management (and other Board members) to keep a healthy culture of inquiry and openness.

Board of Directors	Appointed to
	<p data-bbox="485 1765 647 1794">Lynda Carroll, Chair</p> <p data-bbox="1099 1771 1203 1800">1 July 2024</p>

	<b>Philip Barry</b>	30 June 2022
	<b>Kim Skelton</b>	1 September 2023
	<b>Mike Underhill</b>	1 September 2023
	<b>Leanne Southey</b>	1 July 2024

#### WELLINGTON WATER LIMITED

Wellington Water is a council-controlled organisation as defined by section 6 of the Local Government Act 2002. Wellington Water is also covered by the Companies Act 1993 and governed by law and best practice. The Shareholders' and Partnership Agreement relating to Wellington Water outlines the way the shareholders manage their shareholdings in Wellington Water and their respective relationships with each other.

The principal objectives of Wellington Water as set out in our Constitution are to:

- Manage drinking-water, wastewater, and stormwater services in the greater Wellington region for local authority shareholders;
- Achieve the objectives of its shareholders;
- Be a good employer;
- Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which the company operates and by endeavouring to accommodate or encourage these when able to do so; and
- Conduct its affairs in accordance with sound business practice.

We employ around 250 staff and provide drinking-water, stormwater, and wastewater services to customers on behalf of our shareholders.

To do this, we manage annual expenditure of approximately \$200 million (based on the 2021/22 budget) to maintain and develop water assets with a replacement value of approximately \$6.1 billion. We also provide investment advice on the future development of the three waters assets and services.

Each shareholding client council owns its own three waters assets (pipes, pump stations, reservoirs, and treatment plants), and decides on the level of service it will purchase from us, the policies it will adopt, and the investments it will make (after considering our advice) in consultation with its community.

We operate under the Companies Act 1993 and the Local Government Act 2002 and comply with the Health Act 1956, the Drinking-water Standards for New Zealand (revised 2018), and other legislation such as the Resource Management Act 1991, the Wellington Regional Water Board Act 1972, and the Health and Safety at Work Act 2015.









↕ Service level agreements, pricing and policies ↕

**Wellington Water Limited**

- **Network Strategy and Planning:** asset planning, information management, education.
- **Network Development and Delivery:** project design, work programme management.
- **Customer Operations:** network operations, service delivery, customer service.
- **Network Management:** treatment facilities, quality control, innovation.
- **Business Services:** financial, procurement, business support, communications, planning & performance.
- **Chief Executive Office:** company strategy, leadership.

<b>Senior Leadership Team</b>	<b>Senior Leadership Team</b>
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 <p><b>Colin Crampton</b> Chief Executive</p> <hr/>  <p><b>Tonia Haskell</b> Group Manager Network Development and Delivery</p> <hr/>  <p><b>Mark Ford</b> Group Manager Business Services</p> <hr/> <p><b>Charles Barker</b> Director of Regulatory Services</p>	 <p><b>Julie Alexander</b> Group Manager Network Strategy and Planning</p> <hr/>  <p><b>Jeremy McKibbin</b> Group Manager Network Management</p> <hr/>  <p><b>Kevin Locke</b> Group Manager Customer Operations</p> <hr/>
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### Prospective financial statements

Wellington Water receives annual management fees from its six client councils. These cover operating expenses such as employee costs, vehicle costs, directors' fees, and depreciation.

Funding is also received for the council work programme. This work programme (capex and opex) is managed by Wellington Water employees. The planned spend in the next three years is \$591 million on three waters capital projects and \$233 million on three waters infrastructure maintenance and operation.

Wellington Water adopts a no surprises approach. Regular forecasting and ongoing communication with our client and shareholder representatives enable us to achieve this.

The summary financials below support the delivery of our three customer outcomes, safe and healthy water; respectful of the environment; and resilient networks that support our economy.

The financials in this Statement of Intent are draft and include a number of assumptions which are subject to change. Final council budgets had not been adopted at the time of preparation.

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**Prospective Statement of Comprehensive Revenue and Expenses**

	Projection 2023 \$000	Projection 2024 \$000	Projection 2025 \$000
Council work programme	277,072	274,805	272,100
Management & advisory services	20,359	21,932	21,932
Other revenue	50	50	50
<b>Total revenue</b>	<b>297,481</b>	<b>296,788</b>	<b>294,082</b>
Council capex expenditure	(201,931)	(197,225)	(191,535)
Council opex expenditure	(75,141)	(77,580)	(80,565)
Salaries and wages	(27,200)	(27,880)	(29,552)
Direct costs charged to capex programme	8,550	8,764	9,289
Direct costs charged to opex programme	8,442	8,653	9,173
Superannuation	(802)	(822)	(871)
Directors fees	(158)	(158)	(158)
Audit - financial statements	(107)	(109)	(109)
Operating leases	(1,188)	(1,212)	(1,284)
Other personnel costs	(827)	(848)	(899)
Other expenditure	(6,020)	(7,271)	(6,471)
Depreciation and amortisation	(1,100)	(1,100)	(1,100)
	<b>(297,481)</b>	<b>(296,788)</b>	<b>(294,082)</b>
<b>Surplus/(deficit) before tax</b>	<b>-</b>	<b>-</b>	<b>-</b>
Tax (expense)/credit	-	-	-
<b>Total comprehensive revenue and expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.



## Prospective Statement of Changes in Equity

	Retained Earnings \$000	Issued Capital \$000	Total \$000
Balance at 1 July 2022	710	1,000	1,710
<b>Comprehensive revenue and expenses</b>			
Net surplus/(deficit) for the year	-	-	-
<b>Projected balance at 30 June 2023</b>	<b>710</b>	<b>1,000</b>	<b>1,710</b>
Balance at 1 July 2023	710	1,000	1,710
<b>Comprehensive revenue and expenses</b>			
Net surplus/(deficit) for the year	-	-	-
<b>Projected balance at 30 June 2024</b>	<b>710</b>	<b>1,000</b>	<b>1,710</b>
Balance at 1 July 2024	710	1,000	1,710
<b>Comprehensive revenue and expenses</b>			
Net surplus/(deficit) for the year	-	-	-
<b>Projected balance at 30 June 2025</b>	<b>710</b>	<b>1,000</b>	<b>1,710</b>

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.

## Prospective Statement of Financial Position

	Projection 2023 \$000	Projection 2024 \$000	Projection 2025 \$000
Cash and cash equivalents	6,459	7,428	7,713
Receivables and prepayments	16,828	16,435	15,961
<b>Total current assets</b>	<b>23,287</b>	<b>23,863</b>	<b>23,674</b>
Intangible assets	289	289	289
Property, plant and equipment, vehicles	1,950	1,950	1,950
Deferred tax	409	409	409
<b>Total non-current assets</b>	<b>2,648</b>	<b>2,648</b>	<b>2,648</b>
<b>Total assets</b>	<b>25,934</b>	<b>26,511</b>	<b>26,322</b>
Payables and provisions	22,512	23,089	22,900
Employee entitlements	1,565	1,565	1,565
Tax payable/(receivable)	121	121	121
<b>Total current liabilities</b>	<b>24,198</b>	<b>24,775</b>	<b>24,586</b>
Employee entitlements	26	26	26
<b>Total non-current liabilities</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>Total liabilities</b>	<b>24,224</b>	<b>24,801</b>	<b>24,612</b>
<b>Net assets</b>	<b>1,710</b>	<b>1,710</b>	<b>1,710</b>
Issued capital	1,000	1,000	1,000
Retained earnings	710	710	710
<b>Total equity</b>	<b>1,710</b>	<b>1,710</b>	<b>1,710</b>
<b>Shareholder equity ratio</b>	<b>7%</b>	<b>6%</b>	<b>6%</b>

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.

## Prospective Statement of Cash Flows

	Projection 2023 \$000	Projection 2024 \$000	Projection 2025 \$000
Receipts from customers	303,358	297,130	294,506
Interest received	50	50	50
Employees and suppliers	(325,908)	(295,211)	(293,271)
<b>Net cash flow from operating activities</b>	<b>(22,500)</b>	<b>1,969</b>	<b>1,285</b>
Purchase of intangibles	(400)	(400)	(400)
Purchase of property, plant and equipment, vehicles	(600)	(600)	(600)
<b>Net cash flow from investing activities</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>
<b>Net cash flow from financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash flow</b>	<b>(23,500)</b>	<b>969</b>	<b>285</b>
Add: cash at the beginning of the year	29,959	6,459	7,428
<b>Cash at the end of the year</b>	<b>6,459</b>	<b>7,428</b>	<b>7,713</b>
Comprised of:			
Cash at bank and on hand	6,459	7,428	7,713

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.

## Prospective council capital programme

Council	Water	2021_22	2022_23	2023_24	2024_25
Greater Wellington	Drinking Water	\$22,269,194	\$23,054,342	\$13,734,558	\$20,622,298
Greater Wellington	Drinking Water	\$132,000	\$526,280	\$58,000	\$4,128,017
Greater Wellington	Drinking Water	\$6,316,000	\$14,615,600	\$15,274,400	\$4,414,000
Greater Wellington	Drinking Water	\$11,223,040	\$132,680	\$399,600	\$8,546,000
<b>Greater Wellington Total</b>		<b>\$39,940,234</b>	<b>\$38,328,902</b>	<b>\$29,466,558</b>	<b>\$37,710,315</b>
Hutt City	Drinking Water	\$10,294,452	\$7,481,052	\$8,382,745	\$8,620,754
Hutt City	Drinking Water	\$993,600	\$1,577,318	\$1,880,410	\$17,673,552
Hutt City	Drinking Water	\$977,400	\$388,800	\$324,000	\$324,000
Hutt City	Drinking Water	\$257,796	\$2,644,164	\$324,000	\$2,862,000
Hutt City	Stormwater	\$1,261,008	\$2,373,408	\$2,307,555	\$2,431,918
Hutt City	Stormwater	\$54,000	\$54,000	\$54,000	\$54,000
Hutt City	Stormwater	\$291,600	\$291,600	\$291,600	\$540,000
Hutt City	Stormwater	\$2,244,508	\$1,281,108	\$162,000	\$0
Hutt City	Wastewater (excl JV)	\$7,907,112	\$12,332,751	\$9,575,039	\$10,732,500
Hutt City	Wastewater (excl JV)	\$345,600	\$1,838,700	\$1,838,700	\$837,000
Hutt City	Wastewater (excl JV)	\$0	\$107,460	\$562,140	\$81,000
Hutt City	Wastewater JV	\$2,384,189	\$8,472,892	\$18,433,724	\$9,623,509
Hutt City	Wastewater JV	\$0	\$0	\$0	\$0
Hutt City	Wastewater JV	\$12,472,000	\$9,500,000	\$0	\$0
Hutt City	Wastewater JV	\$0	\$0	\$0	\$0
<b>Hutt City Total</b>		<b>\$39,483,265</b>	<b>\$48,343,254</b>	<b>\$44,135,913</b>	<b>\$53,780,234</b>
Porirua City	Drinking Water	\$3,312,620	\$2,220,480	\$4,377,403	\$1,944,165
Porirua City	Drinking Water	\$2,590,596	\$16,833,846	\$14,541,766	\$15,315,509
Porirua City	Drinking Water	\$658,800	\$745,200	\$216,000	\$216,000
Porirua City	Drinking Water	\$0	\$0	\$0	\$270,000
Porirua City	Stormwater	\$485,352	\$404,352	\$243,756	\$254,772
Porirua City	Stormwater	\$4,470,451	\$10,108,000	\$11,108,000	\$1,000,000
Porirua City	Wastewater (excl JV)	\$2,889,104	\$5,143,204	\$14,948,213	\$16,777,308
Porirua City	Wastewater (excl JV)	\$3,070,801	\$0	\$1,620,000	\$1,296,000
Porirua City	Wastewater JV	\$7,624,437	\$1,971,211	\$434,207	\$1,047,396
Porirua City	Wastewater JV	\$13,215,847	\$14,604,057	\$18,754,491	\$0
Porirua City	Wastewater JV	\$0	\$250,000	\$750,000	\$0
<b>Porirua City Total</b>		<b>\$38,318,008</b>	<b>\$52,280,350</b>	<b>\$66,993,837</b>	<b>\$38,121,149</b>
South Wairarapa	Drinking Water	\$1,880,800	\$513,200	\$467,200	\$1,093,800
South Wairarapa	Drinking Water	\$21,600	\$0	\$0	\$199,800
South Wairarapa	Drinking Water	\$432,000	\$1,432,000	\$3,700,000	\$3,700,000
South Wairarapa	Stormwater	\$0	\$0	\$1,000,000	\$0
South Wairarapa	Stormwater	\$10,800	\$0	\$0	\$10,800
South Wairarapa	Wastewater (excl JV)	\$2,868,500	\$1,773,200	\$1,994,660	\$9,030,058
South Wairarapa	Wastewater (excl JV)	\$10,800	\$216,000	\$0	\$2,170,800
<b>South Wairarapa Total</b>		<b>\$5,224,500</b>	<b>\$3,934,400</b>	<b>\$7,161,860</b>	<b>\$16,205,258</b>
Upper Hutt City	Drinking Water	\$2,586,944	\$1,665,111	\$2,260,083	\$1,966,930
Upper Hutt City	Drinking Water	\$54,000	\$54,000	\$54,000	\$54,000
Upper Hutt City	Drinking Water	\$0	\$0	\$0	\$0
Upper Hutt City	Drinking Water	\$1,027,080	\$0	\$0	\$0
Upper Hutt City	Stormwater	\$403,812	\$268,272	\$161,892	\$124,308
Upper Hutt City	Stormwater	\$54,000	\$54,000	\$54,000	\$54,000
Upper Hutt City	Stormwater	\$9,181,185	\$2,079,930	\$0	\$0
Upper Hutt City	Wastewater (excl JV)	\$1,078,772	\$1,084,685	\$1,083,713	\$728,866

Upper Hutt City	Wastewater (excl JV)	\$81,000	\$81,000	\$81,000	\$81,000
<b>Upper Hutt City Total</b>		<b>\$14,466,792</b>	<b>\$5,286,999</b>	<b>\$3,694,688</b>	<b>\$3,009,105</b>
Wellington City	Drinking Water	\$8,403,536	\$9,853,666	\$13,914,730	\$16,175,016
Wellington City	Drinking Water	\$424,000	\$594,000	\$656,000	\$1,134,000
Wellington City	Drinking Water	\$977,000	\$691,200	\$432,000	\$432,000
Wellington City	Drinking Water	\$24,165,725	\$15,214,984	\$5,915,583	\$0
Wellington City	Stormwater	\$4,287,968	\$4,250,566	\$4,184,076	\$4,376,284
Wellington City	Stormwater	\$162,000	\$162,000	\$162,000	\$162,000
Wellington City	Stormwater	\$649,069	\$3,078,000	\$3,834,000	\$4,644,000
Wellington City	Wastewater (excl JV)	\$16,802,157	\$7,711,167	\$10,793,177	\$12,759,141
Wellington City	Wastewater (excl JV)	\$5,854,761	\$10,836,250	\$5,880,384	\$3,026,444
Wellington City	Wastewater (excl JV)	\$2,048,479	\$1,365,080	\$0	\$0
Wellington City	Wastewater (excl JV)	\$0	\$0	\$0	\$0
<b>Wellington City Total</b>		<b>\$63,774,696</b>	<b>\$53,756,913</b>	<b>\$45,771,951</b>	<b>\$42,708,885</b>
<b>Grand Total</b>		<b>\$201,207,495</b>	<b>\$201,930,818</b>	<b>\$197,224,806</b>	<b>\$191,534,946</b>

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.

## Prospective council operational programme

Council opex	2021/22	2022/23	2023/24	2024/25
<b>GWRC</b>	<b>16,044,604</b>	<b>17,044,695</b>	<b>17,679,703</b>	<b>17,730,783</b>
B/O	50,000	-	-	50,000
CC	80,980	50,000	75,000	-
GRO	-	-	-	-
LAEI	7,932,809	8,258,331	8,731,831	8,807,911
MGT FEE	7,599,835	8,236,364	8,872,872	8,872,872
SWS	380,980	500,000	-	-
<b>HCC</b>	<b>13,451,366</b>	<b>22,131,865</b>	<b>22,689,234</b>	<b>23,756,146</b>
B/O	481,403	493,829	418,534	949,600
CC	332,978	50,000	550,000	1,020,000
GRO	359,852	979,930	130,244	130,440
HUW	490,416	532,500	770,000	770,000
LAEI	8,370,544	15,971,485	16,207,119	16,272,778
MGT FEE	3,094,906	3,354,121	3,613,337	3,613,329
SWS	321,268	750,000	1,000,000	1,000,000
<b>PCC</b>	<b>7,922,916</b>	<b>8,301,800</b>	<b>8,451,800</b>	<b>8,451,800</b>
B/O	600,000	300,000	-	-
CC	12,781	-	-	-
GRO	-	-	20,000	20,000
HUW	311,477	325,000	375,000	375,000
LAEI	5,777,434	6,367,895	6,647,435	6,647,435
MGT FEE	1,199,445	1,299,905	1,400,365	1,400,365
SWS	21,781	9,000	9,000	9,000
<b>SWDC</b>	<b>2,836,213</b>	<b>3,283,154</b>	<b>3,094,621</b>	<b>3,478,489</b>
B/O	-	-	-	-
CC	2,894	-	-	-
GRO	100,000	100,000	-	-
HUW	44,862	195,287	-	-
LAEI	2,394,011	2,656,230	2,738,900	3,122,769
MGT FEE	271,553	311,637	335,721	335,720
SWS	22,894	20,000	20,000	20,000
<b>UHCC</b>	<b>7,108,127</b>	<b>7,537,650</b>	<b>7,882,155</b>	<b>8,173,481</b>
B/O	-	-	-	-
CC	12,489	-	-	-
GRO	128,724	138,724	153,724	153,724
HUW	85,986	95,000	95,000	95,000
LAEI	5,687,395	6,024,715	6,256,055	6,547,384
MGT FEE	1,172,045	1,270,211	1,368,376	1,368,373
SWS	21,489	9,000	9,000	9,000
<b>WCC</b>	<b>35,315,448</b>	<b>37,201,255</b>	<b>39,715,151</b>	<b>40,906,590</b>
B/O	-	-	-	-

CC	57,879	-	1,000,000	1,000,000
GRO	757,822	757,822	607,822	607,822
HUW	904,814	971,090	971,090	971,090
LAEI	27,771,883	29,252,225	30,461,174	31,652,627
MGT FEE	5,431,839	5,886,785	6,341,732	6,341,718
SWS	391,212	333,333	333,333	333,333
Grand Total	82,678,675	95,500,419	99,512,665	102,497,289

The financials are draft and include a number of assumptions which are subject to change. Final council approved budgets will not be available until after 30 June 2022.

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**Other financial information**

<b>Current value of assets</b>	The current value of assets at 31 December 2021 was \$2.8M based on the net asset value of Wellington Water as disclosed in the unaudited interim financial statements.
<b>Accounting policies</b>	Accounting policies are per following pages.
<b>Financial reporting</b>	Wellington Water's financial reporting is prepared in accordance with generally accepted accounting policies.

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## Major accounting policies

### Revenue

Revenue is derived from the six council shareholders, and from occasionally charging third parties for work performed. Revenue is billed and recognised monthly and consists of management and advisory services, council operational expenditure (opex) programme and council capital expenditure (capex) programme and temporarily the Stimulus Funding Programme.

### Management and advisory services

The management and advisory services revenue is recognised using the percentage of completion method and is agreed with councils and performed on a financial year basis. Management and advisory services revenue has been fully recognised because services have been fully provided at balance date.

### Operational expenditure programme and unexpected event reserve

The operational expenditure programme fee is recognised using the percentage of completion method.

Wellington Water develops an Annual Work Programme from the long-term plans of councils which is delivered on a financial year basis. Wellington Water enters into contracts with contractors to perform the work and manages the programme. Wellington Water is acting as a principal in relation to these transactions. Wellington Water employees also perform some of the work.

Operational expenditure programme revenue has been fully recognised because services have been fully provided at balance date.

Any part of the operational expenditure charge that remains unspent is transferred to the unexpected event reserve (up to an agreed cap). This reserve is used to fund unexpected events that may occur in relation to the three waters network and is ring fenced for each council. Funds that are transferred to the unexpected event reserve are accounted for as deferred revenue at balance date, as the reserve reflects revenue received in advance of providing services.

### Capital expenditure programme

The capital expenditure programme fee is recognised using the percentage of completion method and based on the costs incurred as a percentage of total costs under the contracts. The capital expenditure programme fee also comprises a portion of Wellington Water labour costs that are directly attributable to the capex programme.

Wellington Water develops an Annual Work Programme that is jointly agreed with councils. Wellington Water is responsible for the procurement process including selection of contractors and contract pricing and enters into contracts with contractors to perform the work and manages the programme. Wellington Water is acting as a principal in relation to these transactions. Wellington Water has recognised capital expenditure programme revenue and expenses equivalent to the invoices paid or payable to third parties for the financial year.

We have restated prior year revenue and salaries for this change in classification to ensure comparability.

### Property, plant and equipment, vehicles and intangibles

Property, plant and equipment (PPE) consists of fit-out and equipment. Vehicles consist of commercial vehicles used for operational purposes. Intangible assets consist of computer software and systems. These assets are carried at cost less accumulated depreciation or amortisation and accumulated impairments. Assets are reviewed annually for indicators of impairment.

### Cost

These assets are initially measured at cost. Expenditure is capitalised when it creates a new asset or increases the economic benefits over the total life of an existing asset and can be measured reliably. Assets under

construction are recorded as capital work in progress and include operational and intangible assets under construction. Costs that do not meet the criteria for capitalisation are expensed.

The cost of assets includes the purchase cost and those costs that are directly attributable to bringing the asset into the location and condition necessary for its intended purpose. Subsequent expenditure that extends or expands the asset's service potential and that can be measured reliably is capitalised.

#### Depreciation and amortisation

Depreciation is calculated on a straight-line basis, to allocate the cost or value of the asset over its useful life. The useful lives and depreciation rates are reviewed annually, and adjusted if appropriate, at each balance date.

The range of depreciation and amortisation rates for each class of asset is:

Fit-out and equipment	6% – 67%
Vehicles	13.5% - 20%
Intangibles	40%

## Māori to English glossary

Māori	English
Hauora	Health/wellbeing
Kaitiaki	Guardian
Ki uta ki tai	Mountains to the sea
Mana	Prestige, authority, control, power, influence, status, spiritual power
Mana whenua	People who draw power from the land
Mauri	Life force
Tai	Coast
Taiao	Natural world
Tangata	Person
Taonga	Treasure
Te ao Māori	The Māori world (view)
Te hauora o te taiao	The health and wellbeing of the natural world
Te hauora o te tāngata	The health and wellbeing of the people
Te hauora o te wai	The health and wellbeing of the water
Te Ika a Maui	The fish of Maui; the North Island
Te mana o te mauri o te wai	The spiritual values of the water
Tikanga	Protocol – the customary system of values and practices that have developed over time and are deeply embedded in the social context
Uta	Inland
Wai	Water

## Appendix 2: table showing how expectations are addressed

Expectation	How this has been addressed in the SOI	Page
Delivering business-as-usual efficiently and to agreed performance standards. Delivering an ambitious capital programme including any fiscal stimulus funding provided	Looking after existing infrastructure How we will work Appendix 2	10 17 23
Managing programmes, budgets and deliverability the over the next three years	Throughout document How we will work	16
Continue to pursue improvements in its performance management systems	Not funded over current level of service provided (and may need to be reduced further)	-
Further clarity, development and performance reporting against the value for money work previously undertaken by the company and the benefits shared to the shareholders	Not funded over current level of service provided (and may need to be reduced further)	-
Continued emphasis on reducing the water usage across the network at both a whole of supply level and an individual household level and the initiatives that support this work	Not funded over current level of service provided (and may need to be reduced further)	14
Meet the shareholders' individual and collective demands on carbon reduction. Continued commitment and reporting on carbon reduction	Not funded for the next two years outside of the carbon baselining activity completed in 2021/22	16
Develop respective councils' inputs to a new investment plan (a proxy for the next Long Term Plan) and asset management plans with a 10-30 year horizon to ensure a smooth transition for priorities and work programmes in the next 3-10 years	Our shared vision for water	7
Continued focus on asset management processes to improve data on asset condition and achieve greater certainty about future investment requirements	Looking after existing infrastructure Limited funding for the next two years, and level of service will be lower than what was delivered in 2021/22	10
Use the five strategic priorities as a framework for three waters planning and advice, while at the same time having a view to the concerns and requirements of individual council owners, such as resilience to natural shocks and climate change, and the vision set out in the 30 year plan – and fully engage councils and iwi mana whenua in this	Our shared vision for water	7
Planning should be undertaken guided by the principles of the journey to Te Ika rō Wai and restoring the balance of te ao wai, te ao taiao, and te ao tangata; and te mana o te wai	Our shared vision for water	7

## Appendix 2: table showing how expectations are addressed

Expectation	How this has been addressed in the SOI	Page
Improving its transparency of assurance reporting, and to ensuring it meets or exceeds the regulator's expectations of reporting	How we will work	17
Support owner councils' through the policy/design phase of reform to input to the government's programme of work, focus on workforce retention and delivery of the LTP agreed work programme, and ready Wellington Water for the impending change through a robust change process	How we will work	17
Build capability in-house on Te Ao Māori	Trusted by councils, mana whenua, customers and communities	8
Continue to evolve the model of working with iwi to improve the overall effectiveness of the company and its delivery on Te Mana o te Wai	Trusted by councils, mana whenua, customers and communities	8
Improve customer focus through the way it problem-solves with and for communities, communicate about its work and resolve customer issues	Trusted by councils, mana whenua, customers and communities Not funded over current level of service provided (and may need to be reduced further)	8
Keep abreast of innovations and value-add initiatives in the water sector to reduce cost, improve speed of delivery, ensure climate change targets are met and environmental improvements are delivered. Innovation should include a continued focus on internal efficiencies	Not funded over current level of service provided	-
Develop strategies that will ensure that you are an employer of choice through changing times	How we will work	17
Place above all else the safety and welfare of your people and those affected by your activities	How we will work	17

Our Reference 22/474



**TO:** Chair and Members  
Wellington Water Committee | Komiti Ngā Wai Hangarua

**FROM:** Annie Doornebosch

**DATE:** 24 February 2022

**SUBJECT:** WELLINGTON WATER COMMITTEE FORWARD  
PROGRAMME 2022

### Recommendation

That the Committee receives and notes the Forward Programme for 2022 attached as Appendix 1 to the memorandum.

### Purpose of Memorandum

1. To provide the Wellington Water Committee (the committee) with a Forward Programme of work planned for the Wellington Water Committee for 2022.

### Background

2. The Terms of Reference for the committee requires the committee to provide governance and leadership across issues relating to the planning, delivery and management of water services to communities serviced by Wellington Water Limited.
3. The Forward Programme for 2022 provides a planning tool for both members and officers to co-ordinate programmes of work for the year. The programme is attached as Appendix 1 to the report.
4. Workshops will be planned for each meeting cycle, to provide members with a forum to build knowledge, and discuss strategic issues and topical items.

### Forward Programme

5. The Forward Programme is a working document and is subject to change on a regular basis.

### Appendices

No.	Title	Page
1	Wellington Water Committee Forward Programme 2022	250

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Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services

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## Wellington Water Committee Forward Work Programme 2022

March	May	July	September	November
<i>Friday 18 March, Zoom meeting</i>	<i>Friday 27 May, location Hutt City Council</i>	<i>Friday 29 July, location Hutt City Council</i>	<i>Friday 30 September, location Hutt City Council</i>	<i>Friday 25 November, location Hutt City Council</i>
<b>Wellington Water Committee</b>	<b>Wellington Water Committee</b>	<b>Wellington Water Committee</b>	<b>Wellington Water Committee</b>	<b>Wellington Water Committee</b>
<ul style="list-style-type: none"> <li>Workshop placeholder</li> <li>Chairperson's Statement</li> <li>Water Reform Briefing</li> <li>Appointment of Directors</li> <li>Water Committee Forward Programme 2022</li> </ul>	<ul style="list-style-type: none"> <li>Workshop placeholder</li> <li>Chairperson's Statement</li> <li>Water Reform Briefing</li> </ul>	<ul style="list-style-type: none"> <li>Workshop placeholder</li> <li>Chairperson's Statement</li> <li>Water Reform Briefing</li> </ul>	<ul style="list-style-type: none"> <li>Workshop placeholder</li> <li>Chairperson's Statement</li> <li>Water Reform Briefing</li> <li>Annual General Meeting of Shareholders</li> </ul>	<ul style="list-style-type: none"> <li>Workshop placeholder</li> <li>Chairperson's Statement</li> <li>Water Reform Briefing</li> <li>Wellington Water Committee induction</li> <li>Directors remuneration review</li> <li>Annual Letter of Expectation</li> <li>Meeting dates for 2023</li> </ul>
<b>Wellington Water</b>	<b>Wellington Water</b>	<b>Wellington Water</b>	<b>Wellington Water</b>	<b>Wellington Water</b>
<ul style="list-style-type: none"> <li>Company and Governance Update</li> <li>WWTP implementation plan</li> <li>Getting ready for regulation</li> <li>Draft Statement of Intent 2022-25</li> <li>Half-year Report to 31 December 2021</li> <li>6-monthly Value for Money Report</li> </ul>	<ul style="list-style-type: none"> <li>Company and Governance Update</li> <li>Readiness for regulation 1 July 2022</li> <li>Update on delivery for the next two years</li> <li>LTP 2024-34</li> <li>Receive quarterly close-up (1 Jan – 31 March)</li> </ul>	<ul style="list-style-type: none"> <li>Company and Governance Update</li> <li>Review of WWTP implementation</li> <li>Final Statement of Intent 2022-25</li> <li>Wellington Water 2022/23 Investment Summary</li> <li>Stimulus funding close-out report (to 30 June 2022)</li> <li>Receive quarterly close-up (1 April – 30 June)</li> <li>Interim 2021/22 Audit Report</li> </ul>	<ul style="list-style-type: none"> <li>Company and Governance Update</li> <li>Annual Report to 30 June 2022</li> <li>Regulation Update</li> <li>6-monthly Value for Money Report</li> </ul>	<ul style="list-style-type: none"> <li>Company and Governance Update</li> <li>LTP 2024-34</li> <li>Receive quarterly close-up (1 April – 30 June)</li> </ul>
			<p><b>LOCAL BODY ELECTIONS 2022</b>  <u>Voting closes 8 October 2022</u></p>	

## Wellington Water Committee Calendar 2022

Meeting 2022	January	February	March	April	May	June	July	August	September	October	November	December
<b>Water Committee</b>			Friday 18		Friday 27		Friday 29		Friday 30	Local government elections	Friday 25	



# **Appendix 3 – Terms of Reference: Waiohine FMP Steering Group**

## 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.

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<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 4 – Correspondence from  
Sharon Parker, Chairperson - Carter  
Society regarding community housing  
proposal**



# Carter Society

Carter Court Rest Home & Hospital  
Retirement Village • Community Housing

22 March 2022

Alex Beijen  
Mayor  
South Wairarapa District Council  
Via email

## Community Housing

Dear Mayor

Thank you for your time with Peter Croft recently to discuss the future of community housing in the South Wairarapa. I am writing on behalf of the Carter Society, which is a not profit charity focussed on providing accommodation for the elderly.

### Background

Some time ago we had discussions with a delegation of SWDC Councillors about the possibility of Carter Society taking over the SWDC pensioner housing portfolio. The local provider [Wharekaka Inc] had previously declined the opportunity.

The ensuing local body elections and issues with the SWDC Long Term Plan meant the proposal went no further.

We believe it is time to revisit this issue.

### The Proposal

We propose that SWDC transfer [for a peppercorn price] all its Pensioner Housing units and associated land in Featherston, Greytown and Martinborough to Carter Society.

Although this is our preferred option, we understand this raises a number of issues for the SWDC which may take some considerable time to resolve.

An alternative would be to lease the land and buildings [peppercorn rental] to Carter Society on a long-term basis, say 15 years with 3 rights of renewal.

This would provide Carter Society with certainty as it undertook new developments and enhancement of current buildings.



# Carter Society

Carter Court Rest Home & Hospital  
Retirement Village • Community Housing

We would agree a new building programme with SWDC. The aim being to construct new pensioner housing on currently unutilised land around current housing.

We understand that it is important for the SWDC to have meaningful input into this project. We are flexible about the legal structure to be used and the need for SWDC to play a significant role.

## **Benefit for SWDC**

The current pensioner housing units were built many years ago and in the not too distant future will require additional upgrades in heating, insulation, kitchens and bathrooms. Carter Society would undertake this work at no cost to SWDC.

In addition, there is substantial available land around the current housing stock suitable for new builds. Carter Society would undertake the new building programme.

This would be a small but significant addition to the SWDC housing stock. This could all happen quite quickly.

## **Why Carter Society**

Carter Society arose from the will of Charles Rooking Carter whereby he set aside funds to establish a care home for retired farm workers. This was in 1896.

Today Carter Society operates a 40 bed care home and hospital [with a 6 bed hospital wing extension due for completion next month]; 41 units of pensioner housing; 6 retirement village units and has a land bank for future development.

This is across 5 sites in Carterton.

We are in a sound financial position and have net equity in excess of \$6,000,000.

## **Benefit for Carter Society**

At Carter Society we currently run our pensioner housing from in-house resources. As we have grown it is clear that this is not a long-term proposition.

If we combined the SWDC's 31 units and our 41 units, we would be able to recruit specifically for managing this portfolio; that would be to everyone's advantage.

## **What about current and future residents?**

The whole rationale of Carter Society is to look after our aging population. We have been doing this for 125 years.



# Carter Society

Carter Court Rest Home & Hospital  
Retirement Village • Community Housing

This proposal is about enhancing the lives of elderly people to enable them to live as they want to and in a way that protects and enhances their mana.

We would be happy to discuss any protections needed for current residents.

## **Conclusion**

We believe the above proposal provides a win-win for all parties; current and future pensioner housing residents, SWDC and Carter Society.

We look forward to discussing our proposal with you.

Sincerely

Sharon Parker  
Carter Society Chairperson