

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Texas Street, Waihinga Centre, Martinborough on Thursday, 5 December 2019 at 6:30pm.

MEMBERSHIP OF THE COMMITTEE

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso and Cr Pip Maynard.

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGEMENTS AND TRIBUTES:

5. PUBLIC PARTICIPATION:

5.1 None advised

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

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.

7. COMMUNITY BOARD MINUTES:

7.1 Minutes for Approval: Minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 (sections D and F).

Proposed Resolution: That sections D and F of the minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 be confirmed as a true and correct record.

8. CHIEF EXECUTIVE AND STAFF REPORTS:

| | | |
|-----|--|---------------------|
| 8.1 | Adoption of 2020 Schedule of Ordinary Meetings | Pages 7-11 |
| 8.2 | Establishment of and Appointments to Committees | Pages 12-24 |
| 8.3 | Officers' Report | Pages 25-62 |
| 8.4 | Income and Expenditure Report | Pages 63-72 |
| 8.5 | Financial Assistance Report | Pages 73-74 |
| 8.6 | Compliance with Drinking Water Standards and Summer Water Demand | Pages 75-121 |
| 8.7 | General Update from Officers – verbal update | |
| | <ul style="list-style-type: none">• Speed Limits• Playground / Trees• Replanting of entrance way to Martinborough-Palliser/SH53• Tuteurumuri School Closure• Flag Trax | |

9. NOTICES OF MOTION:

9.1 None advised

10. CHAIRPERSON'S REPORT:

10.1 None advised

11. MEMBER REPORTS (INFORMATION):

11.1 None advised



**SOUTH WAIRARAPA DISTRICT COUNCIL
First Meeting of the Triennium for Council and community boards (Martinborough,
Featherston and Greytown)
Minutes from 30 October 2019**

| | |
|-----------------------------|---|
| Present (Council): | Mayor Alex Beijen, Councillors Garrick Emms, Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Ross Vickery and Brenda West. |
| Present (MCB): | Aidan Ellims, Nathan Fenwick, Michael Honey, Mel Maynard, Cr Pip Maynard and Cr Pam Colenso. |
| Present (FCB): | Indigo Freya, Mark Shepherd, Cr Ross Vickery and Cr Garrick Emms. |
| Present (GCB): | Graeme Gray, Shelley Symes, Ann Rainford, Cr Rebecca Fox and Cr Alistair Plimmer. |
| In Attendance: | Harry Wilson (Chief Executive Officer), Raihānia Tipoki, Suzanne Clark (Committee Advisor). |
| Conduct of Business: | The meeting was held in Martinborough Hall, Texas Street, Martinborough and was conducted in public between 4:00pm and 5:23pm. |

Open Section

A Powhiri

Elected members were called into the Martinborough Town Hall. Mr Tipoki opened with a karakia and welcomed elected members. Mr Wilson also welcomed elected members.

Chief Executive Officer Harry Wilson in the Chair.

B Kuranui College Kapa Haka Performance

Students from the Kuranui College Kapa Haka Group, led by teacher Suzanne Murphy, performed for those in attendance.

C Apologies

Apologies were received from Claire Bleakley (Featherston Community Board member), and lateness apologies were received from Aidan Ellims (Martinborough Community Board member).

D Declarations

The following elected members made their declarations in front of family, friends, staff and members of the public.

Council:

Mayor Alex Beijen, Councillors Garrick Emms, Pam Colenso, Rebecca Fox, Leigh Hay, Brian Jephson, Pip Maynard, Alistair Plimmer, Ross Vickery and Brenda West.

Martinborough Community Board:

Aidan Ellims, Nathan Fenwick, Michael Honey and Mel Maynard.

Featherston Community Board:

Indigo Freya and Mark Shepherd.

Greytown Community Board:

Graeme Gray, Ann Rainford and Shelley Symes.

Chief Executive Officer Harry Wilson vacated the Chair.

His Worship the Mayor assumed the Chair.

E Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

E1. Mayoral Appointments

COUNCIL RESOLVED (DC2019/164) to receive the tabled Mayoral Appointment Report.

(Moved Mayor Beijen/Seconded Cr Hay)

Carried

E2. Laws Affecting Elected Members

Mr Wilson presented selected sections of the Laws Affecting Elected Members Report.

COUNCIL RESOLVED (DC2019/165):

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

(Moved Cr West/Seconded Cr Hay)

Carried

E3. Fixing of date and time for first ordinary meetings

COUNCIL RESOLVED (DC2019/166):

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Cr Maynard/Seconded Cr Jephson)

Carried

His Worship the Mayor vacated the chair.

Chief Executive Officer Harry Wilson assumed the chair.

Martinborough Community Board

F Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

F1. Election of Chairperson and Deputy Chairperson

MCB RESOLVED (MCB2019/72):

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

(Moved Fenwick/Seconded Honey)

Carried

Mr Wilson called for nominations to the position of Martinborough Community Board Chair.

(Moved Ellims/Seconded Fenwick) that Mel Maynard be nominated as Martinborough Community Board Chair.

There being no further nominations Mr Wilson declared Ms Maynard Martinborough Community Board Chair.

Mr Wilson called for nominations to the position of Martinborough Community Board Deputy Chair.

(Moved Fenwick/Seconded M. Maynard) that Aidan Ellims be nominated as Martinborough Community Board Deputy Chair.

There being no further nominations Mr Wilson declared Mr Ellims Martinborough Community Board Deputy Chair.

F2. Laws Affecting Elected Members

MCB RESOLVED (MCB2019/73):

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

(Moved M Maynard/Seconded Ellims)

Carried

F3. Fixing of date and time for first ordinary meetings

MCB RESOLVED (MCB 2019/74):

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees with the amendment of the Martinborough Community Board meeting to start at 6:30pm.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Ellims/Seconded M Maynard)

Carried

Featherston Community Board

G Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

G1. Election of Chairperson and Deputy Chairperson

FCB RESOLVED (FCB2019/65):

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

(Moved Shepherd/Seconded Freya)

Carried

Mr Wilson called for nominations to the position of Featherston Community Board Chair.

(Moved Freya/Seconded Cr Emms) that Mark Shepherd be nominated as Featherston Community Board Chair.

There being no further nominations Mr Wilson declared Mr Shepherd Featherston Community Board Chair.

Mr Wilson called for nominations to the position of Featherston Community Board Deputy Chair.

(Moved Cr Vickery/Seconded Cr Emms) that Indigo Freya be nominated as Featherston Community Board Deputy Chair.

Mr Shepherd nominated Ms Bleakley to the position of Featherston Community Board Deputy Chair.

Mr Wilson declared Ms Freya Featherston Community Board Deputy Chair.

G2. Laws Affecting Elected Members

FCB RESOLVED (FCB2019/66):

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

(Moved Freya/Seconded Shepherd)

Carried

G3. Fixing of date and time for first ordinary meetings

FCB RESOLVED (FCB2019/67):

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Shepherd/Seconded Freya)

Carried

Greytown Community Board

H Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

H1. Election of Chairperson and Deputy Chairperson

GCB RESOLVED (GCB2019/52):

1. To receive the Election of Chair and Deputy Chair of the Community Board 2019-2022 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium.

(Moved Rainford/Seconded Symes)

Carried

Mr Wilson called for nominations to the position of Greytown Community Board Chair.

(Moved Symes/Seconded Gray) that Ann Rainford be nominated as Greytown Community Board Chair.

There being no further nominations Mr Wilson declared Mrs Rainford Greytown Community Board Chair.

Mr Wilson called for nominations to the position of Greytown Community Board Deputy Chair.

GCB RESOLVED (GCB2019/53) to hold over election of a deputy chair until after the Greytown Community Board 2020 byelection.

(Moved Rainford/Seconded Symes)

Carried

H2. Laws Affecting Elected Members

GCB RESOLVED (GCB2019/54):

1. To receive the Laws Affecting Elected Members Report.
2. To note the laws and obligations affecting elected representatives.

(Moved Gray/Seconded Rainford)

Carried

H3. Fixing of date and time for first ordinary meetings

GCB RESOLVED (GCB2019/55):

1. To receive the Adoption of the 2019 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2019 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Gray/Seconded Symes)

Carried

The Mayor assumed the Chair.

His Worship the Mayor declared the meeting closed at 5:23pm.

Sections A through E confirmed as a true and correct record

.....(Mayor)

.....(Date)

Section D and F confirmed as a true and correct record

.....(Martinborough Community Board Chair)

.....(Date)

Section D and G confirmed as a true and correct record

.....(Featherston Community Board Chair)

.....(Date)

Section D and H confirmed as a true and correct record

.....(Greytown Community Board Chair)

.....(Date)

MARTINBOROUGH COMMUNITY BOARD

5 DECEMBER 2019

AGENDA ITEM 8.1

ADOPTION OF THE 2020 SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide community boards with the schedule of ordinary Council, community board and committee meetings for 2020 that was adopted by Council on 20 November 2019.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.*
2. *Adopt the 2020 schedule of ordinary meetings for Council, community boards and committees.*
3. *Set a regular meeting time for Martinborough Community Board.*
4. *To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

1. Background

Each year Council adopts a schedule of Council, committee and community board meetings for the following calendar year.

The schedule must comply with schedule 7, cl19 of the Local Government Act 2002 which states:

19 General provisions for meetings

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The meetings must be called, and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Community boards are being asked to adopt the schedule of meetings adopted by Council on 20 November 2019 and set a start time for ordinary meetings.

2. Discussion

2.1 Schedule of Meetings

The 2020 meeting schedule is provided in Appendix 1. This schedule may be amended at any time.

There were a number of considerations that went into the creation of the 2020 meeting schedule adopted by Council:

- a. Where possible, Council meetings are scheduled to take place every six weeks, at 10:00am on Wednesdays.
- b. Community Board meetings and Māori Standing Committee meetings are split across two weeks and held in the evening at a time that suits members.
- c. Assets and Services Committee and Planning and Regulatory Committee are scheduled on Wednesdays every six weeks, or according to the requirements of their terms of reference, and spaced midway between Council meetings.
- d. Finance Audit and Risk Committee is scheduled quarterly and not on a Council meeting day.
- e. A request was received to consider a calendar schedule where Council meetings do not fall during school holidays.

Note: The CEO Review Committee and Water Race Subcommittee meetings are still to be added to the schedule.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.

2.2 Meeting Times and Venue

Community board members are asked to set a regular meeting start time that suits members.

Proposed start times for ordinary meetings of the community boards for 2020 are set out in the following table.

| | Proposed Start Time | Venue (unless otherwise advised) |
|-------------------------------|---------------------|---|
| Featherston Community Board | 7:00pm | Kiwi Hall, 62 Bell Street, Featherston |
| Martinborough Community Board | 6:30pm | Martinborough Town Hall Supper Room, Texas Street |
| Greytown Community Board | 7:00pm | WBS room, Greytown Town Centre, 89 Main Street |

The venue for each meeting is listed in the table above. If the venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

3. Financial Considerations

Costs to hold meetings have been factored in to existing Council budgets, with the exception of any claim for the childcare allowance.

To assist elected members to attend to local authority business, the Remuneration Authority introduced a childcare allowance for elected members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by elected members for the provision of childcare while the member is engaged on local authority business. For the 19/20 year, this expense will be met by Council.

On the 7 August 2019 Council adopted the Remuneration Authority's proposed Childcare Allowance noting that no budget had been provided in the 2019/2020 Annual Plan (DC2019/124). A report on the impact of this allowance has been presented to Council.

Elected members may also claim mileage. The community boards receive an annual budget allowance of \$500 for this and the actual cost will be met by the relevant community board.

4. Engagement and Communications

The Chief Executive and general managers were consulted in the process of creating the 2020 meeting schedule.

The 2020 meeting schedule allows the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once the 2020 schedule has been adopted by all of the community boards it will be notified on Council's website.

5. Appendices

Appendix 1 – 2020 Schedule of Ordinary Meetings

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 –2020 Schedule of Ordinary Meetings

| 2020 | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | 2020 |
|---|---------------------|----------------|------------|------------------|------------|-------------------|------------------|------------|----------------|-----------------------|------------|---------------|---|
| MON TUE WED THU FRI SAT SUN | | | | | | 1 Queens Bday | | | | | | | MON TUE WED THU FRI SAT SUN |
| | | | | | | 2 | | | 1 | | | 1 | |
| | 1 New Years Day | | | 1 GCB | | 3 | A&S/P&R | | 2 Council | | | 2 | |
| | 2 Public Holiday | | | 2 | | 4 | 2 MCB | | 3 | 1 | | 3 | |
| | 3 | | | 3 | 1 | 5 | 3 | | 4 | 2 | | 4 | |
| | 4 | 1 | | 4 | 2 | 6 | 4 | 1 | 5 | 3 | | 5 | |
| MON TUE WED THU FRI SAT SUN | 5 | 2 | 1 | 5 | 3 | 7 | 5 | 2 | 6 | 4 | 1 | 6 | MON TUE WED THU FRI SAT SUN |
| | 6 | 3 | 2 | 6 | 4 | 8 | 6 | 3 MSC | 7 | 5 | 2 | 7 MSC | |
| | 7 | 4 | 3 | 7 FCB | 5 | 9 | 7 | 4 | 8 | 6 | 3 FCB | 8 | |
| | 8 | 5 Council | 4 | 8 A&S/P&R | 6 | 10 Council | 8 | 5 GCB | 9 | 7 | 4 A&S/P&R | 9 FAR/GCB | |
| | 9 | 6 Waitangi Day | 5 | 9 MCB | 7 | 11 | 9 | 6 | 10 | 8 | 5 MCB | 10 | |
| | 10 | 7 | 6 | 10 Good Friday | 8 | 12 | 10 | 7 | 11 | 9 | 6 | 11 | |
| MON TUE WED THU FRI SAT SUN | 11 | 8 | 7 | 11 | 9 | 13 | 11 | 8 | 12 | 10 | 7 | 12 | MON TUE WED THU FRI SAT SUN |
| | 12 | 9 | 8 | 12 | 10 | 14 | 12 | 9 | 13 | 11 | 8 | 13 | |
| | 13 | 10 | 9 | 13 Easter Monday | 11 MSC | 15 | 13 | 10 | 14 MSC | 12 | 9 | 14 | |
| | 14 | 11 | 10 | 14 | 12 | 16 | 14 | 11 FCB | 15 | 13 | 10 | 15 FCB | |
| | 15 | 12 | 11 | 15 | 13 GCB | 17 | 15 | 12 A&S/P&R | 16 GCB | 14 Council | 11 | 16 A&S/P&R | |
| | 16 | 13 | 12 | 16 | 14 | 18 | 16 LG conference | 13 MCB | 17 | 15 | 12 | 17 MCB | |
| MON TUE WED THU FRI SAT SUN | 17 | 14 | 13 | 17 | 15 | 19 | 17 LG conference | 14 | 18 | 16 | 13 | 18 | MON TUE WED THU FRI SAT SUN |
| | 18 | 15 | 14 | 18 | 16 | 20 | 18 LG conference | 15 | 19 | 17 | 14 | 19 | |
| | 19 | 16 | 15 | 19 | 17 | 21 | 19 | 16 | 20 | 18 | 15 | 20 | |
| | 20 Wgtn Anniversary | 17 MSC | 16 | 20 | 18 | 22 MSC | 20 | 17 | 21 | 19 | 16 | 21 | |
| | 21 | 18 | 17 | 21 | 19 FCB | 23 | 21 | 18 | 22 FCB | 20 | 17 | 22 | |
| | 22 | 19 GCB | 18 Council | 22 | 20 A&S/P&R | 24 FAR/GCB | 22 Council | 19 | 23 A&S/P&R/FAR | 21 | 18 | 23 | |
| MON TUE WED THU FRI SAT SUN | 23 | 20 | 19 | 23 | 21 MCB | 25 | 23 | 20 | 24 MCB | 22 | 19 | 24 | MON TUE WED THU FRI SAT SUN |
| | 24 | 21 | 20 | 24 | 22 | 26 | 24 | 21 | 25 | 23 | 20 | 25 Xmas Day | |
| | 25 | 22 | 21 | 25 | 23 | 27 | 25 | 22 | 26 | 24 | 21 | 26 Boxing Day | |
| | 26 | 23 | 22 | 26 | 24 | 28 | 26 | 23 | 27 | 25 | 22 | 27 | |
| | 27 | 24 | 23 | 27 Anzac Day | 25 | 29 | 27 | 24 | 28 | 26 Labour Day | 23 | 28 | |
| | 28 | 25 FCB | 24 | 28 | 26 | 30 Council AP/FCB | 28 | 25 | 29 | 27 MSC | 24 | 29 | |
| MON TUE WED THU FRI SAT SUN | 29 | 26 A&S/P&R | 25 FAR | 29 Council | 27 | | 29 | 26 | 30 | 28 Council (adopt AR) | 25 Council | 30 | MON TUE WED THU FRI SAT SUN |
| | 30 | 27 MCB | 26 | 30 | 28 | | 30 | 27 | | 29 GCB | 26 | 31 | |
| | 31 | 28 | 27 | | 29 | | 31 | 28 | | 30 | 27 | | |
| | | 29 | 28 | | 30 | | | 29 | | 31 | 28 | | |
| | | | 29 | | 31 | | | 30 | | | 29 | | |
| | | | | | | | | | | | | | |
| MON TUE | | | 30 MSC | | | | | 31 | | | 30 | | MON TUE |
| | | | 31 | | | | | | | | | | |

| | | | |
|---------|-------------------------------|-----|-----------------------------------|
| COUNCIL | District Council meeting | A&S | Assets and Services Committee |
| MCB | Martinborough Community Board | P&R | Planning and Regulatory Committee |
| FCB | Featherston Community Board | FAR | Finance Audit and Risk Committee |
| GCB | Greytown Community Board | | School holidays |
| MSC | Māori Standing Committee | | |

MARTINBOROUGH COMMUNITY BOARD

5 DECEMBER 2019

AGENDA ITEM 8.2

ESTABLISHMENT OF AND APPOINTMENTS TO COMMITTEES

Purpose of Report

To provide the Community Board with information on establishing committees/user groups and other appointments.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Establishment of and Appointments to Committees Report.*
2. *Consider the need for committees/user groups to be established and create a Considine Park Users Group and make appointments.*
3. *Consider the need for a youth representative and either make an advocacy appointment or defer the decision to a future meeting.*

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). Clause 30 (7) discharges all committees (unless otherwise resolved) at the end of every triennium.

Section 54(2) of the LGA says that “Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities”. This being so, then clauses 30 and 31 apply to the appointment of committees and subordinate decision-making bodies of the community board.

The Council’s Standing Orders recognise that a local authority can convene an advisory group, such as a working party or forum, which is not a committee or subcommittee for the purposes of providing advice or information. Standing Orders do not apply to such advisory groups and such groups do not make decisions.

2. Background

2.1 Considine Park Committee 2016-2019 Triennium

Martinborough Community Board (the Board) resolved to establish the Considine Park Committee by resolution on 24 April 2017. Following an expressions of interest process seeking membership, the Board appointed Cr Pam Colenso, Christine Webley, Max Stevens as well as a representative from the Martinborough Holiday Park, South Wairarapa Pony Club, and a representative from Martinborough School on the 17 July 2017. A draft terms of reference for this Committee is in Appendix 1.

2.2 Centennial and Considine Park Management Plan

Considine Park is managed and administered as per the Centennial and Considine Park Management Plan (CCPMP) adopted in 2009. Section '2.3 Administration Objectives' from the Plan are below for reference.

To provide for integrated management of the Centennial and Considine Park area, protecting and enhancing the open space and recreation values of the reserve, while allowing for the use and enjoyment of the reserve.

To manage Centennial and Considine Park through a cooperative approach between the Council, Community Board, Tangata Whenua, the Considine Park Committee, and the community and users of the reserve.

2.4 Administration Policies

- a. To ensure that management of Centennial and Considine Park is in accordance with statutory requirements, including Section 17 Reserves Act 1977 (recreation classification) and the district plan.
- b. The Council will continue to consult with the community, Tangata Whenua, the Considine Park Committee and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park.
- c. The Council will encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park.
- d. The Council will arrange at least one meeting each year of the main park users as a forum to discuss operational issues and to resolve these issues where possible, and subject to available funding. The users will include but not be limited to representatives of the Considine Park Committee. The facilitation of the meeting may be delegated to the Martinborough Community Board. The first meeting of the year must be held prior to Labour Day each year.

- e. As a result of the meeting, a programme of activities will be prepared, and submitted to Council via the Martinborough Community Board for Council's consideration. Council will use the activity programme to it assist in day-to-day management of the reserve.
- f. The Council will monitor the preparation of the Proposed Wairarapa Combined District Plan and any subsequent amendments to ensure that the plan provisions do not adversely impact upon the community's use and enjoyment of Centennial and Considine Park.
- g. An information base of Centennial and Considine Park's recreational opportunities and open space values will be developed and maintained.
- h. Information on the history of the reserve will be assembled and made accessible to the public.
- i. To ensure that the management of the reserves is responsive the Council will delegate daily management decisions to the Council's Chief Executive.

Note: the Chief Executive has powers to delegate management decisions to Council staff to ensure management of the reserve is timely and efficient.
- j. Consultation relating to this plan and the matters covered by this plan shall be undertaken in accordance with the process and timeframes of the Local Government Act 2002.

2.3 Community Board Delegations

The Board has the delegation to determine 'all matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget'.

Allocation of budget is undertaken via the Annual Plan/Long Term Plan and expenditure of budget is in accordance with the Plans and delegated to Council officers.

3. Options

3.1 Creation of a User Group

Officers consider that the use of the word 'committee' in the CCPMP does not preclude the Board from establishing an advisory group, such as a user group, instead of a committee, particularly in the context of a small council delivering governance services. A user group would be consistent with the advisory role and functions of the Committee outlined in the CCPMP and terms of reference. The Board could set-up a user group that reports to the Board and the CCPMP could be amended to clarify the status of the group when the CCPMP is next reviewed.

The advantages of establishing a user group is that there is less administrative overhead and therefore it is a lower cost group to service. A user group would not have to adhere to standing orders and could be more flexible in how it interacts with members, members of the public in attendance, and how the meeting is operated. Officers can be members of a user group and can contribute meaningfully to discussion.

The disadvantage of establishing a user group is that there is no requirement that the public can attend meetings. However, the terms of reference do provide for minutes to be taken and reports made to the Board. In addition, the group does not have any

delegated powers to make decisions and recommendations from the group would be discussed in public at the Board meeting.

The draft terms of reference will need to be amended for this option.

3.2 Creation of a Committee

Should the Board elect to re-establish the Considine Park Committee and appoint members, it will need to do so in accordance with clause 30, schedule 7 of the LGA. Note that officers cannot be members of a committee but can provide advice.

The main disadvantage of establishing a committee is the administrative requirements for servicing a committee according to the LGA and Local Government Official Information and Meetings Act 1987 (LGOIMA). There is currently no capacity to service an extra committee by either the amenities team who would need to provide formal reports or the governance team who need to administer the meeting. The cost to service a committee is dependant on the number of times a committee would meet. In addition, although officers can provide advice, they cannot participate in a committee except by invitation of the chair.

The draft terms of reference may need to be amended.

Should a committee be established at least one member needs to be an elected member.

4. Legal Considerations

The words 'committee' and 'subcommittee' have a legal definition under the LGA and LGOIMA.

If the Board determines that there is a need for a committee to be established, then the Board should resolve to create this committee. External appointments should be made in accordance with the membership requirements of the CCPMP and in accordance with schedule 7, clause 30 of the LGA. External members may be appointed by the Community Board and appoint members, *'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'*.

Committees must be public meetings that meet legal notification requirements.

5. Financial Considerations

There is an administration overhead across the amenities department and governance department that is currently not resourced to provide services to a committee as required by LGOIMA and the LGA.

Ordinary committee meetings need to be advertised 5-10 days before the end of the month for meetings occurring in the following calendar month. Agenda must be publicly available at least two days prior to the meeting. Advertising costs (if run as a separate advertisement) are \$265 (incl GST) per committee meeting; this cost would

be met by Council. The staffing component is harder to quantify but would need to be met by Council.

Officers consider the purpose of this group to be an advisory group to the Board and this type of formal reporting, minuting etc may not be appropriate.

6. Other Appointments

6.1 Martinborough Youth Representative

Martinborough Community Board appointed a student representative on the 12 March 2018 in an advocacy role with non-voting rights until the end of the triennium. An honorarium payment of \$50 per ordinary meeting attended is paid to the student representative out of the Board's discretionary budget.

The Electoral Act 2001 and LGA 2002 does not allow voting appointments to be made to community boards unless a person has been elected and/or appointed by Council.

The report submitted to the Community Board in March 2018 is attached in Appendix 2. Should the Board wish to appoint a student representative, a similar report could be prepared for the next meeting.

7. Appendices

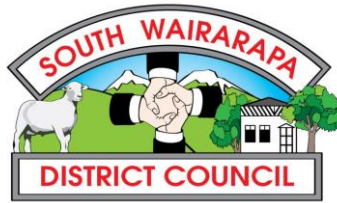
Appendix 1 – Considine Park Committee Terms of Reference

Appendix 2 – Student Representative Report March 2018

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Considine Park Committee Terms of Reference



SOUTH WAIRARAPA DISTRICT COUNCIL

CONSIDINE PARK COMMITTEE

TERMS OF REFERENCE

1. Purpose

- 1.1 To provide a mechanism for consultation with the community, tangata whenua, park users and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park.
- 1.2 To encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park.
- 1.3 To provide for coordination between park users, including the discussion and resolution of issues.
- 1.4 To prepare an annual programme of recommended development activities for submission to the annual/long-term planning process via the Martinborough Community Board for Council's consideration. Council will use the programme to set priorities and funding for the ongoing development of the parks.
- 1.5 To monitor the management and development of Centennial and Considine Park to ensure it is in accordance with statutory requirements, including Section 17 Reserves Act 1977, (recreation classification), the Centennial and Considine Reserve Management and Development plans, and the district plan.

2. Membership

- A minimum of two members of the Martinborough Community Board
- A representative of the proprietor for the time being of the camping ground
- A representative of each lessee or licensee of an area within the park eg the South Wairarapa Pony Club; the swimming club if in existence

- A representative of the tangata whenua, appointed by the Maori Standing Committee
- The council officer with responsibility for the management of parks and reserves
- Two members to represent the wider community of residents and park users, to be agreed by the remaining members of the committee. Candidates for membership may be proposed by other members of the committee or selected from among those who express interest following advertisement.

3. Stakeholders

- South Wairarapa District Council
- Martinborough Community Board
- Residents and ratepayers of south Wairarapa, in particular Martinborough
- Visitors to south Wairarapa

4. Deliverables

- 4.1 The annual programme of recommended development activities for submission to the annual/long-term plan.
- 4.2 Draft material for public consultation for any proposed changes to the Centennial and Considine Park Management and Development plans.

5. Accountability and reporting

- 5.1 The Considine Park Committee is a sub-committee of the Martinborough Community Board.
- 5.2 Minutes of every committee meeting are to be submitted to the next meeting of the Martinborough Community Board along with a report by one of the Community Board members of the committee.

6. Review

The need for the committee will be reviewed by the Martinborough Community Board at the first meeting of each triennium. If there is found to be a need for the committee, then it is to be reconstituted at the commencement of each triennium.

7. Operating model

7.1 Meetings

7.1.1. Timing and frequency

A minimum of one meeting per year, prior to the submissions process for the annual / long-term plan. Other meetings as required and agreed by members. Timing of meetings to be agreed to ensure maximum possible attendance of members.

7.1.2. Meeting procedure

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003)

7.1.3. Quorum

Five members, of whom at least one must be a member of the Martinborough Community Board.

7.1.4. Secretariat

Secretariat services to be provided by Council officers.

7.1.5. Agenda and paper circulation

By email, at least 5 working days before the meeting. Large items to be posted out.

7.1.7 How chairperson to be selected

The Chairperson shall be one of the two members of the Martinborough Community Board, as agreed between them.

Appendix 2 – Student Representative Report March 2018

MARTINBOROUGH COMMUNITY BOARD

12 MARCH 2018

AGENDA ITEM 6.5

STUDENT REPRESENTATIVE APPOINTMENT

Purpose of Report

To seek Community Board approval to make a student appointment to the Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Student Representative Appointment Report.*
2. *To appoint Maisie Arnold-Barron as a student representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the triennium.*
3. *That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.*

1. Background

In the 2017 Martinborough Community Board Strategy, the Community Board have recognised youth, family, schools and sporting clubs as key community demographic groups. These groups in particular are made up of young people.

In the same document the Community Board's vision for Martinborough is to have an involved community that is engaged and family friendly that provides opportunities to residents of all ages.

Student representation is now common on school boards of trustees. The education sector understand that students have a major stake in decisions and provide a formal framework to engage them. Today's youth will inherit the decisions made today about our district and as such have a major stake in these decisions. Student representation provides an advocacy voice for young people across the local government sector.

2. Discussion

2.1 Appointment to Community Board

Appointment to a community board could be on a yearly or triennium basis, or as needed by resignations. The community board should agree the term with their student representative.

Boards should seek youth that have strong connections to the community they are representing, and ideally the student should reside in that town.

Representatives may be found by approaching school principals or teachers for suitable recommendations, seeking applications, or on recommendation of a member.

Community boards are governed by the Local Government Act and membership is governed by the Local Electoral Act 2001. The student role is therefore advocacy only with non-voting rights.

2.2 Duties of Student Representative

It is up to the community board to direct and mentor the student and provide clear direction on what they expect from the appointment, what engagement with their peers is required, and any special projects the board would like them to conduct.

The community board should also consider how decisions made at board level concerning youth interests need to be reported back to that demographic and whether the student representative has a role to play in doing that.

3. Legislation

3.1 Local Government Act 2002

The Local Government Act 2002 Section 50 states:

50 Membership of community boards

The membership of a community board consists of-

- (a) members elected under the Local Electoral Act 2001; and*
- (b) members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose district the relevant community is situated.*

3.2 Local Electoral Act 2001

Where a local authority chooses to appoint members to a community board, the Local Electoral Act 2001 states:

19F Membership of community boards

(3) The persons who are appointed under subsection (1)(c) as members of the community board must-

- (a) be members of, and must be appointed by, the territorial authority for the district in respect of which the community is constituted; and*

(b) if the territorial authority is divided into wards, also be members of the territorial authority representing a ward in which the community is situated.

4. Financial Considerations

An honorarium payment for eight ordinary meetings a year would need to be met by the Board. There has been a precedent set by the Greytown Community Board of \$50 paid for each meeting attended, which is equivalent to what a student representative on a school board of trustees would be paid.

5. Conclusion

Interest has been expressed from Martinborough Community Board and the proposed candidate to enter into a student representation agreement. It is recommended that this now be formalised.

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

MARTINBOROUGH COMMUNITY BOARD

5 DECEMBER 2019

AGENDA ITEM 8.3

OFFICERS' REPORT

Purpose of Report

To report to community boards and the Māori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Planning Summary

1.1.1. General

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. The Planning Manager replacement will commence on 2nd September, he is Godwell Mahowa, who has worked for Masterton District Council (MDC).

1.1.2. South Wairarapa Spatial Plan

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. Some group engagement sessions will occur in this period, then revision work in September/October to produce the draft plan document. Other community sessions will occur in October/November 2019.

1.1.3. Martinborough South Growth Area (MSGA)

Following consultant and staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be

undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

1.1.4. District Plan Review

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

1.1.5. Dark Sky

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the dark sky reserve to be compiled for commitment by the three Wairarapa Council's, and this followed by a plan change to the WCDP.

1.1.6. Review of Notable Trees Register

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report to be compiled for an independent commissioner hearing in October.

1.1.7. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved, other appeal awaits trustee signatures on the agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

1.1.8. Greytown Orchards Retirement Village

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to be notified. Consultant Honor Clark processing this application for Council. A hearing is to be held in Greytown, by independent commissioner on 29-30 August 2019.

1.1.9. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further information on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

1.2 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | RESULT | COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|--------|--|
| Ratepayers and residents' image of the closest town centre ranked "satisfied" | 80% | 89% | NRB 3 Yearly Survey October 2018 (2016: 87%) |
| The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's) | | - | Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed. |

1.3 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|--------|---------------|---|
| Consent applications completed within statutory timeframes | 100% | 57% | Total 8/ 14 |
| | | 71% | 5/ 7 Land Use applications were completed within statutory timeframes. NCS |
| | | 43% | 3/ 7 Subdivision applications were completed within statutory timeframes. NCS |
| | | - | 0 marginal / permitted boundary activity applications were completed within statutory timeframes. NCS |
| s.223 certificates issued within 10 working days | 100% | 50% | 2 of 4 s223 certificates were certified within statutory timeframes. NCS. |
| s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement) | 95% | 89% | 8 out of 9 s224 certificates were certified. NCS. |

1.4 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|--------|---------------|--|
| Council maintains, and updates reserve management plans as required. | Yes | Yes | RMP's are generally current and appropriate. It is therefore not |

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|---------------|--|
| | | | anticipated that any updates will be undertaken this year. |

1.5 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

| RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|---------------|---|
| LIMs contain all relevant accurate information (no proven complaints) | 100% | 100% | G:\LIMs\LIMS PROCESSED 2019-2020 |
| Standard LIMs are processed within 10 days | 100% | 100% | 18/ 18 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020 |

| TYPE | YTD 1 ST JULY 2019 TO 31 JULY 2019 | PREVIOUS YTD 1 ST JULY 2018 TO 31 JULY 2018 | PERIOD 1 ST JULY 2019 TO 31 JULY 2019 | PREVIOUS PERIOD 1 ST JULY 2018 TO 31 JULY 2018 |
|--|---|--|--|---|
| Standard LIMs (Processed within 10 working days) | 18 | 15 | 18 | 15 |
| Urgent LIMs (Processed within 5 working) | 5 | 4 | 5 | 4 |
| Totals | 23 | 19 | 23 | 19 |

1.6 Building Summary

1.6.1. Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|--------|---------------|--|
| Code Compliance Certificate applications are processed within 20 working days | 100% | 100% | NCS – 31 CCC's were issued within 20WD YTD |
| Building consent applications are processed within 20 working days | 100% | 100% | NCS – 43 consents were issued within 20WD YTD |
| Council maintains its processes so that it meets BCA accreditation every 2 years | Yes | Yes | Next accreditation review due January 2020. Council was re-accredited in January 2018 |
| BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools | Yes | Yes | Building Consents Council inspects all new work to ensure compliance (July 2019– 487 inspections) BWOF's – |

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|--------|---------------|--|
| | | | Total 169 – average of 3 audits per month required, 4 audits carried out July. Swimming Pools – Total 279 – average of 7 audits per month required. 3 audits carried out in July. |
| Earthquake prone buildings reports received | 100% | N/A | <p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 11 (previously 12) - still being assessed by LGE Status: 69 - identified as no longer EPB 20 (previously 21) - require engineer assessment</p> <ul style="list-style-type: none"> - 3 or the 21 approved extensions - 3 or the 21 engineers reports received & 1 confirmation report is being completed - 1 added to list after LGE completed their assessment - 1 building demolished as a result of a fire <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> - 2 of the 14 have building consents for strengthening work - 1 building has been demolished (Anglican Church in Featherston) |

1.6.2. Building Consents Processed

| TYPE –MAY - JULY 2019 | NUMBER | VALUE |
|--|-----------|--------------------|
| Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings) | 2 | \$13,000 |
| Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery) | 1 | \$3,000 |
| Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters). | 47 | \$4,062,039 |
| Other (public facilities - schools, toilets, halls, swimming pools) | 0 | \$0 |
| Totals | 50 | \$4,078,039 |

1.7 Environmental Health and Public Protection

1.7.1. Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|----------|---------------|---|
| Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership | 3 visits | 0 | Letter to go out to schools |
| Complaints about roaming and nuisance dogs are responded to within 4 hours | 100% | 100% | K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8 |
| Complaints about dog attacks on persons, animals or stock are responded to within 1 hour | 100% | 100% | 2/2 |

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

| INCIDENTS REPORTED FOR PERIOD 1 JULY 2019 TO 31 JULY 2019 | FEATHERSTON | GREYTOWN | MARTINBOROUGH |
|--|-------------|----------|---------------|
| Attack on Pets | 1 | - | - |
| Attack on Person | 1 | - | - |
| Attack on Stock | - | - | - |
| Barking and whining | - | - | 1 |
| Lost Dogs | - | - | 1 |
| Found Dogs | - | - | 1 |
| Rushing Aggressive | - | - | 1 |
| Wandering | 2 | 3 | - |
| Welfare | - | - | - |
| Fouling | - | - | - |
| Uncontrolled (off leash urban) | - | - | - |

1.7.2. Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|--------|---------------|--|
| Stock causing a traffic hazard is responded to within 1 hour | 100% | 100% | K:\resource\Bylaw Officers\Registers\AC Service Requests.xls No incidents |
| In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner | 100% | - | No incidents |
| Council responds to complaints regarding animals within 48 hours. | 100% | 100% | K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1 incident |

| INCIDENTS REPORTED | TOTAL FOR PERIOD 1 JULY 2019 TO 31 JULY 2019 |
|--------------------|---|
| Stock | 1 |

1.7.3. Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|-----------------|---------------|--|
| % of calls received by Council that have been responded to within 1.5 hours | 100% | 100% | K:\resource\Health\Resource Management\Noise Control Complaints 9/9 attended within timeframe |

| AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED | YTD 1 JULY 2019 TO 31 JULY 2019 | PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018 | PERIOD 1 JULY 2019 TO 31 JULY 2019 | PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018 |
|---|---------------------------------------|--|--|---|
| Total | 9 | 2 | 9 | 2 |

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment

causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

1.7.4. Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|--|-----------------|---------------|--|
| Premises are inspected as part of licence renewals or applications for new licences. | 100% | 4% YTD | MAGIQ data. All premises inspected at new or renewal application stage (2/45*). *Number of inspections completed of licences coming up for renewal within the YTD period. 122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close. |
| Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years. | 100% | 4% YTD | MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 24 low and medium licences due for renewal or new inspections in this financial year. 1 of these have been inspected as at 31 July 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (1/24) |
| Compliance activities are undertaken generally in accord with the Combined Licensing Enforcement Agencies agreement. | 100% | N/A | 1 meeting held August 2019. No compliance inspections undertaken with the CLEG to date. |

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

| ALCOHOL LICENCE APPLICATIONS PROCESSED | YTD 1 JULY 2019 TO 31 JULY 2019 | PREVIOUS YTD 1 JULY 2018 TO 31 JULY 2018 | PERIOD 1 JULY 2019 TO 31 JULY 2019 | PREVIOUS PERIOD 1 JULY 2018 TO 31 JULY 2018 |
|--|------------------------------------|---|---------------------------------------|--|
| On Licence | 4 | 0 | 4 | 0 |
| Off Licence | 5 | 1 | 5 | 1 |
| Club Licence | 3 | 1 | 3 | 1 |
| Manager's Certificate | 7 | 2 | 7 | 2 |
| Special Licence | 3 | 2 | 3 | 2 |
| Temporary Authority | 0 | 2 | 0 | 2 |

| | | | | |
|-------|----|---|----|---|
| Total | 22 | 8 | 22 | 8 |
|-------|----|---|----|---|

1.8.1. Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

| PUBLIC PROTECTION KEY PERFORMANCE INDICATORS | TARGET 19/20 | YTD RESULT | COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET |
|---|-----------------|---------------|--|
| Premises have appropriate FMP in place and meet the risk based standards set out in the Plan. | 100% | 100% | FHR – 0 FCP (Food Act) – 94 NP – 62 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close. |
| Premises are inspected in accord with regulatory requirements. | 100% | 0% | FCP verifications – 0/94 *Total number of premises is subject to change month by month as new businesses open and existing premises close. |

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

1.8.2. Bylaws

Between 1 July 2019 and 31 July 2019 there were no notices relating to trees and hedges, 2 litter and 2 abandoned vehicle complaints.

Contact Officer: Russell O’Leary, Group Manager – Planning & Environment

INFRASTRUCTURE AND SERVICES REPORT

2. Group Manager highlights

This month the new roads contract under Ruamahanga Roads was rated number 1 from 31 council contracts for the completion of the works programs achieved. This is a great start to a new contract and aided by the joint work programs and collaborative processes.

Work in transport is continuing the annual contracts and renewals for the coming year to 5 years. This joint programming is envisaged to deliver savings over these works into the future through good programming and logistics.

The wheelie bin roll out in solid waste has been achieved with approximately 60 location issues for the drop off over the whole district. This process has highlighted the need to keep our databases up to date and the variation in property locations to their addresses.

The move to Wellington Water is well underway with the human resources processes underway. Attending the Client Councils Representative meeting highlighted how the contract governance processes work within the Wellington Water Council Controlled Organisation. It not only looked at the issues with the new alliance contract that needed to be resolved it also allowed for knowledge sharing across other areas such as waste and Health and Safety.

Work continues to be done on the manganese removal plant and the associated works for integration into the wastewater system, plant access and modular setup to enable future movement.

3. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

Key Performance Indicators

| WATER SUPPLY KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | | INCIDENTS | |
|---|----------------------------------|------------|---------------------------------|-----------|-----|
| | | JUL | YTD | JUL | YTD |
| The average consumption of drinking water per day per resident within the territorial authority | <400 Lt | | 491 | | |
| Compliance with resource consent conditions/water permit conditions to “mainly complying” or better | 95% | | 100% | | |
| Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008* | FTN: Yes GYT: Yes MTB: Yes | | FTN: Yes GYT: No MTB: Yes | | |
| Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008 | FTN: Yes GYT: Yes | | FTN: Yes GYT: No | | |

| WATER SUPPLY KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | | INCIDENTS | |
|---|-------------------|---------------------------------|---------------------------------|-------------|-----|
| | MTB: Yes | | MTB: Yes | | |
| The total number of complaints received by the local authority about drinking water taste per 1000 connections | <15 | 0 | 0 | 0 | 0 |
| The total number of complaints received by the local authority about drinking water odour per 1000 connections | <15 | 0 | 0 | 0 | 0 |
| The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections | <15 | 0.49 per 1000 (2 complaints) | 0.49 per 1000 (2 complaints) | 2 | 2 |
| The total number of complaints received by the local authority about continuity of supply per 1000 connections | <15 | 0 per 1000 (0 complaints) | 0 per 1000 (0 complaints)) | 0 | 0 |
| The total number of complaints received by the local authority about drinking water clarity per 1000 connections | <15 | 0.24 per 1000 (1 complaints) | 0.24 per 1000 (1 complaints) | 1 | 1 |
| Ratepayers and residents satisfied with level of service for water | 75% | | | NRB Survey: | 61% |
| Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site | < 1 Hr | (5/5) 100% | Median Time 1mins | 5 | 5 |
| 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 | < 8 Hrs | (5/5) 100% | Median Time 1mins | 5 | 5 |
| Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site | < 2 working days | (18/24) 75% | Median Time 20h 44mins | 24 | 24 |
| Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm | < 5 working days | (21/24) 88% | Median Time 24h 27mins | 24 | 24 |
| Fire hydrants tested annually that meet NZ Fire Service Code of Practice | 20% | 20% | 20% | | |
| The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow | <20% | | 22% | | |

The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required, as there is period lower chlorine levels. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries. The design of the Manganese Removal Plant (MRP) is progressing and an updated layout with more detailed cost estimate for procurement at the end of August.

Featherston (Waiohine) plants operated well during the period. The concrete ring main for the storage area is complete and the lining is due in for early September. The fourth bore is drilled to enable the supply of both Featherston and Greytown. This will need further development to install pump equipment and connecting pipeline. Greytown bore had a fault during an unplanned shut-down which was rectified within 60 minutes.

4. Wastewater

SERVICE LEVEL – Council provides wastewater services that effectively collect and dispose of wastewater. Wastewater does not create any smells, spill or health issues and causes minimal impact on the natural environment.

4.1 Key Performance Indicators

| WASTEWATER KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | | INCIDENTS | |
|---|-------------------|---------------------------------|---------------------------------|-------------|-----|
| | | JUL | YTD | JUL | YTD |
| Attendance time: from notification to arrival on site | < 1 Hr | 6/10 (00%) | Median Time 0h 44min | 10 | 10 |
| Resolution time: from notification to resolution of fault | < 4 Hrs | 2/10 (20%) | Median Time 31h 54min | 10 | 10 |
| No. of complaints per 1000 connections received about sewage odour | < 15 | 1 per 1000 (0.24 complaint) | 0.75 per 1000 (3 complaint) | 1 | 1 |
| No. of complaints per 1000 connections received about sewage systems faults | < 15 | 0 | 0 | 0 | 0 |
| No. of complaints per 1000 connections received about sewage system blockages | < 15 | 2.44 per 1000 (10 complaint) | 2.44 per 1000 (10 complaint) | 10 | 10 |
| No. of complaints per 1000 connections received about the response to issues with sewage | < 15 | 0 | 0 | 0 | 0 |
| Proportion of urgent waste water service requests responded to within 6 hours of notification | 95% | 7/10 (70%) | 7/10 (70%) | 10 | 10 |
| Number of dry weather sewerage overflows per 1000 connections | <10 | 0 | 0 | 0 | 0 |
| Ratepayers and resident's satisfaction with wastewater services | 57% | | | NRB survey: | 57% |
| % of resource consent conditions complied with to mainly complying or better* | 90% | | 98% | | |
| No. of abatement notices | <2 | | | | 0 |
| No. of infringement notices | 0 | | | | 0 |
| No. of enforcement notices | 0 | | | | 0 |
| No. of convictions | 0 | | | | 0 |

4.2 Consents – Featherston wastewater to land

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling completed to quantify the performance of the treatment plant for pathogens and what treatment may be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped and mitigation measures are ongoing to restore the ponds back to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19th of June went well.

5. Stormwater drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

Key Performance Indicators

| STORMWATER DRAINAGE KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | | INCIDENTS | |
|---|-------------------|------------|-----|-------------|-----|
| | | JUL | YTD | JUL | YTD |
| % of ratepayers and residents satisfied with stormwater drains | 59% | | | NRB survey: | 48% |
| % of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours | 95% | 0 | 0 | 0 | 0 |
| No. of flooding events | 0 | 0 | 0 | 0 | 0 |
| No. of habitable floors affected per flooding event per 1000 properties connected | 0 | 0 | 0 | 0 | 0 |
| No. of abatements notices | 0 | | | | |
| No. of infringement notices | 0 | | | | |
| No. of enforcement notices | 0 | | | | |
| No. of convictions | 0 | | | | |
| Median response time to flooding events (Notification to personnel reaching site in hrs) | 3 | - | - | 0 | 0 |
| No. of complaints about stormwater per 1000 properties connected | 0 | 0 | 0 | 0 | 0 |

There were two stormwater blockages reported during the period within the Greytown water race sections.

6. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

6.1 Key Performance Indicators

| LAND TRANSPORT KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | | INCIDENTS | |
|---|---------------------------|----------------|----------------|-------------|-----|
| | | JULY | YTD | JULY | YTD |
| Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5% | 95% | | | | |
| Ratepayers and residents fairly/very satisfied with the roads | 80% | | | NRB Survey: | 68% |
| 5% of sealed roads are resealed each year subject to availability of NZTA subsidy | 100% | | | | |
| The pavement condition index as measured by the NZTA pavement integrity index | 95% | | | | |
| The number of crashes causing injuries is reduced | Group and control average | | | | |
| The number of fatalities and serious injury crashes on the local road network | <7 | | | | |
| Ratepayers and residents are satisfied with footpaths in the district | 70% | | | NRB Survey: | 62% |
| Availability of footpaths on at least one side of the road down the whole street | 88% | | | | |
| Footpath Condition rating 95% compliant with SWDC AMP Standard | 95% | | | | |
| The % of customer service requests relating to roads and footpaths responded to within 48 hours | 95% | 36/39 (92%) | 36/39 (92%) | 39 | 39 |
| Meet annual plan footpath targets | Yes | | | | |

6.2 Roading Maintenance Ruamahanga Roads – Fulton Hogan

The first month of the Ruamahanga Roads contract working with Carterton District Council to share resources to complete programme works. The approved programme was substantially complete on time and within budget.

Works completed as shown below

- 295 km of roads were inspected and identified faults recorded in RAMM for future programming.
- 10 bridges were inspected and found to be in a tidy condition.
- 152.678 km of unsealed roads were graded
- 1589m³ of maintenance metal was applied to the unsealed roads
- 2 Cattle stops were installed on Ushers hill on White Rock Road as part of resilience works.
- 17 sealed road potholes were identified and filled.
- 31.1 meters of new and replacement culverts were installed.

Sealed road widening on Johnson Street in Featherston adjacent to the dog run was constructed.

Test pits have been dug and samples sent for testing as part of this year's design for sealed Road Rehabilitation.

Emergency response and initial clean-up occurred on Cape Palliser Road from the DOC station to the lighthouse due to extremely high seas and tidal swell.



Cape Palliser Rd tidal swell damage

Cape Palliser Road debris on carriageway

The drain behind Hart Street in Featherston was cleaned out and regraded to Abbots Creek following resident concerns.



Hart St after



Hart St Before

6.3 Other activities

Work is continuing the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven.



Pile driving Tora farm Settlement bridge.

A summary of maintenance works identified following the programmed Principal and Engineers inspections is currently being reviewed to determine the need and broken into High, Medium and Low work categories to enable maintenance to be programmed and costed.

Udy Street extension and Settlement Road (off Battersea Rd) have been surveyed for inclusion in the South Wairarapa District Roding network to enable subsidised works to be carried out.

7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-two buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

| AMENITIES KEY PERFORMANCE INDICATORS | TARGET 2019/20 | COMPLAINTS | INCIDENTS | | |
|--|-------------------|------------|-----------|-------------|-----|
| | | MONTH | YTD | MONTH | YTD |
| Users satisfied with parks and reserves | 90% | | | NRB Survey: | 88% |
| Ratepayers and residents are satisfied with Council playgrounds | 85% | | | NRB Survey: | 78% |
| Council playground equipment that meets national standards | 100% | | | | |
| Council pools comply with NZ swimming pool water testing standards | 100% | | | | |
| Ratepayers and residents' satisfaction with Council swimming pools | 68% | | | | 73% |
| Occupancy of pensioner housing | 94% | | | Actual: | |
| Ratepayers and residents satisfied with town halls | 80% | | | NRB Survey: | 71% |
| Cycle strategy | Developed | | | | |
| Ratepayers and residents satisfied with public toilet facilities | 87% | | | NRB Survey: | 87% |
| Taking programmes out into the community and providing a wide variety of programmes in the library | >3 per library | | | | |
| % of ratepayers and residents satisfied with libraries | 90% | | | NRB Survey: | 90% |

7.2 Housing for Seniors

Flat inspections at Westhaven have been completed. The flats are looking tired and in need of a fresh coat of paint both on the interior and exterior.

If the tenants are planning to be away for a period of time they have been asked to let us know and it may be possible for some interior painting to be done in their absence.

7.3 Cemeteries

Contractors have completed the ashes wall 4 at the Featherston cemetery.

Featherston Cemetery Ashes Walls 2 & 4



Veteran Affairs are in the first stages of installing beams for nine burial plots and 20 in-ground ashes plots at the Featherston cemetery, block 4, services area.

Costs are being obtained for the following at Featherston Cemetery:

1. costs to install two upright, back to back inground ashes beams (32 ashes plots in total) in front of ashes walls 2 & 4
2. beam for 10 burial plots in Block 1, Catholic section
3. four extension beams for 12 plots, in Block 1a

7.3.1. Purchases of burial plots/niches 16 July to 24 August 2019

| | Greytown | Featherston | Martinborough |
|----------------------|----------|-------------|---------------|
| Niche | | | 3 |
| In-ground ashes Beam | 2 | | |
| Burial plot | | 1 | |
| Services area | | | |
| Total | 2 | 1 | 3 |

7.3.2. Ashes interments/burials 16 July to 24 August 2019

| | Greytown | Featherston | Martinborough |
|-----------------|----------|-------------|---------------|
| Burial | 2 | 1 | |
| Ashes in-ground | 1 | 3 | |
| Ashes wall | | | |
| Services Area | | | |

| | | | |
|--------------|----------|----------|----------|
| Disinterment | | | |
| Total | 3 | 4 | 0 |

7.4 Events

7.4.1. Featherston

Completed events:

Future events:

Wairarapa Garden Railway Group – Indoor Running Day – being held 15 September 2019 at the ANZAC hall

Featherston Expo – being held 29 September 2019 at the ANZAC hall

Kokomai Festival – The Keys are in the Margarine – being held 14 October 2019 at the ANZAC hall

7.4.2. Greytown

Completed events:

Future events:

The Greytown Woodside Rail Trail Fun Run – held every Saturday starting 3 November 2018

Kokomai Festival – String Bean Puppet Show – being held 19 October 2019 at the Greytown Town Centre

7.4.3. Martinborough

Completed events: **Madcaps Show**

Future events:

Jazz in Martinborough – being held from 29 August to Sunday 1 September 2019 at the Martinborough Town Hall

Waihinga Playground

Progressing well ahead of completion date at this stage and on budget.

8. Library Activity Update

1. PURPOSE OF THE REPORT

To update the Committee on the progress and activities of the Wairarapa Library Service.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. STATISTICS AND ACTIVITY

The statistics in this report refer to the month of July 2019, as data is gathered at the end of each month. At each committee meeting the statistics and activities update will cover all four libraries, for all months since the last meeting.

9. 3.1 Issues and renewals

Physical items:

| | Carterton | Featherston | Greytown | Martinborough | Wairarapa Library Service Total |
|---|-----------|-------------|----------|---------------|---------------------------------|
| Number of issues and renewals for May 2019 | 5890 | 2626 | 3245 | 3019 | 14780 |
| Number of issues and renewals for June 2019 | 5904 | 2357 | 2842 | 2695 | 13798 |
| Number of issues and renewals for July 2019 | 7161 | 2915 | 3666 | 3170 | 16192 |

E-books and Audiobooks

Below are the ebook and audiobook issues for the entire Wairarapa Library Service broken down into months. As you can see Audiobooks show an increase each month.

| Wairarapa Library Service | May 2019 | June 2019 | July 2019 |
|---------------------------|----------|-----------|-----------|
| Audiobooks | 250 | 469 | 539 |
| Ebooks | 557 | 238 | 309 |
| TOTAL | 807 | 707 | 848 |

3.2 New Library members

It is great to see our overall figures show a great increase in the people joining our libraries.

| | May 2019 | June 2019 | July 2019 |
|---------------|----------|-----------|-----------|
| Carterton | 29 | 35 | 53 |
| Featherston | 13 | 11 | 26 |
| Greytown | 17 | 23 | 29 |
| Martinborough | 25 | 17 | 25 |
| TOTAL | 84 | 86 | 133 |

9.1

3.3 Public Wi-Fi Use (number of times WiFi accessed)

Carterton was one of the first libraries to receive the new hardware from APNK. Completed statistics for all libraries will be available when all have received the new equipment.

| | May 2019 | June 2019 | July 2019 |
|---------------|----------|-----------|-----------------------------|
| Carterton | 518 | 425 | 469 |
| Featherston | N/A | N/A | 19 (last week of July only) |
| Greytown | N/A | N/A | 0 (upgrade not installed) |
| Martinborough | N/A | N/A | 17 (last week of July only) |

3.4 **Carterton Events**

Displays

| Month | Adult Displays | Junior Displays |
|-----------|------------------------------------|----------------------------------|
| May 2019 | Nordic Thrillers | May the fourth be with you |
| | | Warning – pirate books! |
| June 2019 | Time for a laugh | Winter Warmers reading programme |
| July 2019 | If you like Lesley Pearse try..... | Family movie night |
| | | Winter Warmers reading programme |

Events May

- Alpacas with Maracas: On 22 May Carterton library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”. Children were able to make their own alpaca mask in the craft activity and petted the live alpacas on display.

Events June

- The Winter Warmers reading programme for children has begun this June. There are 117 children registered for the programme.

Events July

- On the 3rd the library hosted an evening storytime session with children and their teddy bears. The teddies then stayed in the library overnight as a sleepover. Their antics were captured and turned into a story available for the children to pick up with their teddy bears. You can read about their exploits at <https://bit.ly/2ZEVocy>.
- A craft session was held during the school holidays. The crafts were all based around the Winter Warmers Reading Programme, and celebrated Matariki

- As part of the Winter Warmers Reading Programme entertainers “Kirsty and Manu” with their tales and sand art.
- The Code Club celebrated completion of the beginner course. They demonstrated their software coding skills to their parents by running their favourite creations.
- The library held 3 craft sessions for children enrolled in the Carterton District Council School Holiday Programme.

Other initiatives - May

- Carterton library implemented a technology upgrade, led by APNK (the suppliers of our public access computing). The library now has 2 fixed Chrome stations and 8 portable Chromebooks available for use within the library. The tech upgrade also included a software management upgrade, allowing library staff to better manage computer allocation and printing services. Come in for a demonstration!

Other initiatives - June

- The annual stocktake was completed in June 2019.

3.5 Featherston Events

Displays

| Month | Adult Displays | Teen Displays |
|-----------|---|---------------|
| May 2019 | ‘I Can’t remember the title, but the colour was blue’ | |
| June 2019 | Crochet (for the month) | New Books |

Events - May

- Alpacas with Maracas: On 22 May Featherston library participated in the International Simultaneous Storytime Session. The book read worldwide was “Alpacas with maracas”.
- Booktown, the Library hosted a massive Harry Potter Quiz in the Featherston School Hall, Quiz Master, Juanita McLellan and Sam Wiblin with 10 House Elves from Kuranui College attending the tables.
- The Library hosted ‘Puffin the Architect’ author for a reading and book signing.
- Regular preschool programme attendance is up to 15 children plus parents/caregivers (including 3 Dads)
- Penny attended training on Blue Cloud Analytics to enable her to produce reports.

Events - June

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. iread.co.nz
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and understanding. However, it poses the question of food in the Library for these sessions.

Events – July

- Maths is Fun Programme ran in Week 1 of the school holidays. We enrolled 35 and 29 completed
- Week 2, we hosted Lego building every morning, this was very well attended.
- Preschool Programme topics Bugs started back for the new term with the Moon Landing
- Class visits from St Teresa's School, Takitimu, Remutaka on the first day of term. We also had a visit from Featherston School Seniors, the first visit for years! We are forging a great relationship with them through Winter Warmers.
- Thursday nights – 8 Library users, 1 council, 5 crochet class is average for the month.
- Winter Warmers booklets have been checked twice with one class achieving 5 reviews.
- Kirsty Wadsworth & Manu Bennett visited to tell their stories of Matariki and perform some sand art. The show was a magical experience for those who attended. Thanks to the Eastern & Central Community Trust for funding ECREAD'N.

- St Teresa's Year 8 and 9 are trialling the online platform for reviews, we have experienced a couple of issues, which was the idea of the trial, but they are enjoying the challenge. iread.co.nz

Other initiatives

- Featherston extended its hours on a Thursday night until 7.00pm.
- Beginners crochet class with 6 attendees.
- Penny attended ECREAD'N meeting in Masterton to finalise Winter Warmers and to submit the Funding Application to the Eastern & Central Community Trust.
- Seed Bank Collaboration is progressing. A planned craft activity will be held in the next school holidays.
- Our Community Service Worker completed his hours and proved to be a great shelf tidier and had a very willing attitude.

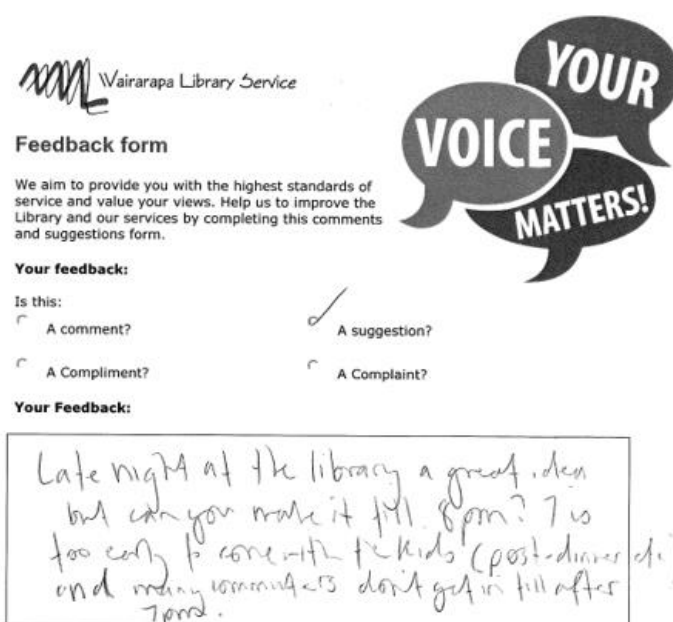
3.6 Greytown Events

Events – May

Greytown's opening hours have been extended to include a late night on Tuesday until 7.00pm.

Events – June

- Late nights have been very well-received and higher numbers are anticipated once the weather improves.



Wairarapa Library Service

Feedback form

We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.

Your feedback:

Is this:

☐ A comment? ☒ A suggestion?

☐ A Compliment? ☐ A Complaint?

Your Feedback:

Late night at the library a great idea but can you make it till 8pm? 7 is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.

Events July

3.7 Martinborough Events

Displays

| Month | Adult Displays | Teen Displays | Junior Displays |
|-----------|--------------------|---------------|-----------------------|
| June 2019 | Moody Winter Reads | New books | New Books |
| | Today's Picks | | June Author Birthdays |

Events – June

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.

Events - July

- The Library ran two very popular school holiday competitions – a scavenger hunt which garnered 31 entries. There were 3 prize packs up for grabs (Knucklebone café and the new Martinborough Sweet Shop provided some scrummy prizes!) – one of our regular readers won first prize.
- Our second competition was the classic “Guess the lollies in the Jar”; we had an astounding 128 entries, and one person guessed the EXACT number of lollies (99). Bless his heart, he said he was taking them to school the next day to share with his friends.
- Liz the Lovely Librarian brought in her own lego for children to enjoy on the Saturdays she was working in Martinborough; it was very popular!

Other initiatives

- Martinborough has extended its opening hours on a Saturday and is open until 2.00pm.
- Ali attended training on Blue Cloud Analytics to enable her to produce reports.

- Our children's library beautification project is coming along in leaps and bounds – we have moved some collections around to improve the flow through the area. We were also blessed with the donation of a FABULOUS new seating/shelving unit from Plunket.
- Kathy S. has created a new area primarily for pet books – it is proving very popular!
- Our newly separate Geronimo section and our new Junior non-fiction display:
- Kathy and Victoria spent time at Carterton Library; it was great practice for them to see the Chromebooks in action and to gain experience at another library
- Feedback from our community regarding the removal of rental fees on fiction material (and reduced photocopying charges) has been overwhelmingly positive.
- Our social media presence is becoming more and more prominent in the community - our Facebook page has 589 followers at present. Considering Martinborough's population of approximately 1,680, we consider this a great achievement.

3.8 Update

9.2 South Wairarapa staff have undertaken training in Interloans, and Blue Cloud Analytics, enabling them to produce reports and examine statistics provided by the library management system. At present, staff are gaining experience using these reports and once they are comfortable and experienced in producing reports, Acquisition training will be rolled out to each of the South Wairarapa libraries. This is a part of the Library Management System, enhancing ordering, invoicing and budget tracking. Kotui has requested that libraries use this process as part of Workflows.

9.3 Carterton and South Wairarapa staff have recently had Enterprise training by Sirsi Dynix so that every library has access to and is able to upload events and information to the Wairarapa Library Service website. This was held at Carterton and was well received by all participants. There will be ongoing training opportunities for all staff.

The three South Wairarapa Libraries have extended their opening times by two hours each. These times afford customers more opportunity to access a WLS library, especially commuters. Currently, the new opening times are for a three-month trial and has been so successful that the new opening times will remain.

- Greytown library is now open on Tuesday 09.00am – 7.00pm
- Featherston library is now open on Thursday 09.00am – 7.00pm
- Martinborough library is now open on Saturday 10.00am – 2.00pm

- Carterton library is open on Saturday
4.00pm

10.00am –

Customer forms and stationery are being adopted for use in every library enhancing consistency of service e.g. all libraries have the same customer Feedback form and staff are being encouraged to get customer feedback on the new opening times. Libraries are being encouraged to share their forms and stationery to ensure best practice and continuity. This will be ongoing.

All libraries have received their new hardware from APNK. Feedback on the new Chromebooks is overwhelmingly positive. Carterton elected to have mobile devices for customers with two fixed stations and the South Wairarapa libraries have fixed stations with one mobile device for staff use. These mobile devices have not yet been delivered yet because of supply problems. They should arrive within the next month.

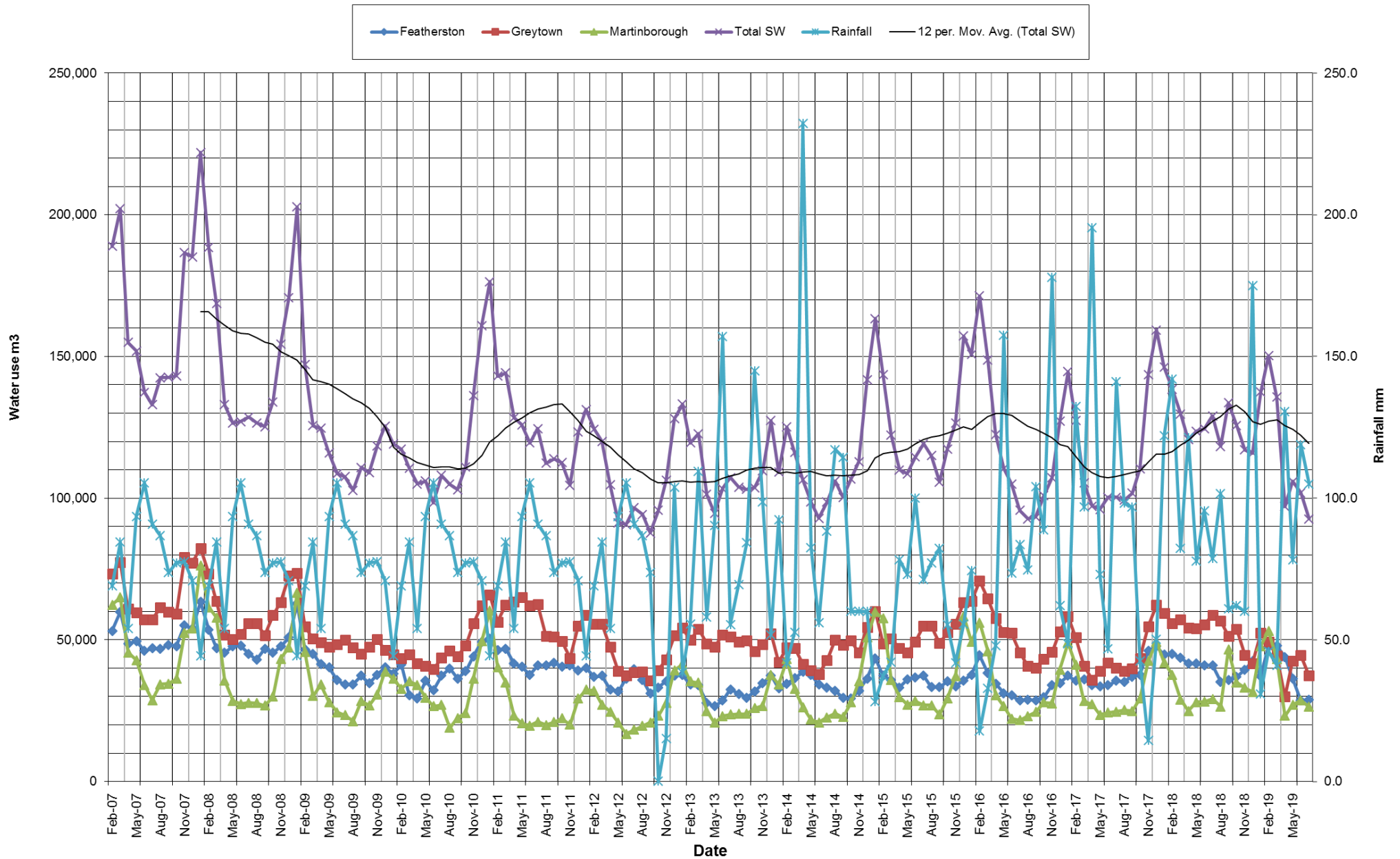
The library service now has a new app. Using the app, our communities no longer need to carry their library card with them as their barcode is accessible directly from the app. In addition to all the standard capabilities, such as browsing the catalogue, reserving items, renewing their books, you can also use the app to scan the ISBN barcode on the back of any book and see if we have it in the Wairarapa library system. Feedback from customers is very positive and, as it has made it possible to check the library stock quickly when undertaking a physical stock buy, feedback from the staff who have used it is also positive.

Contact Officer : Mark Allingham, Group Manager Infrastructure and Services

Reviewed By : Jennie Mitchell, Group Manager Corporate Support

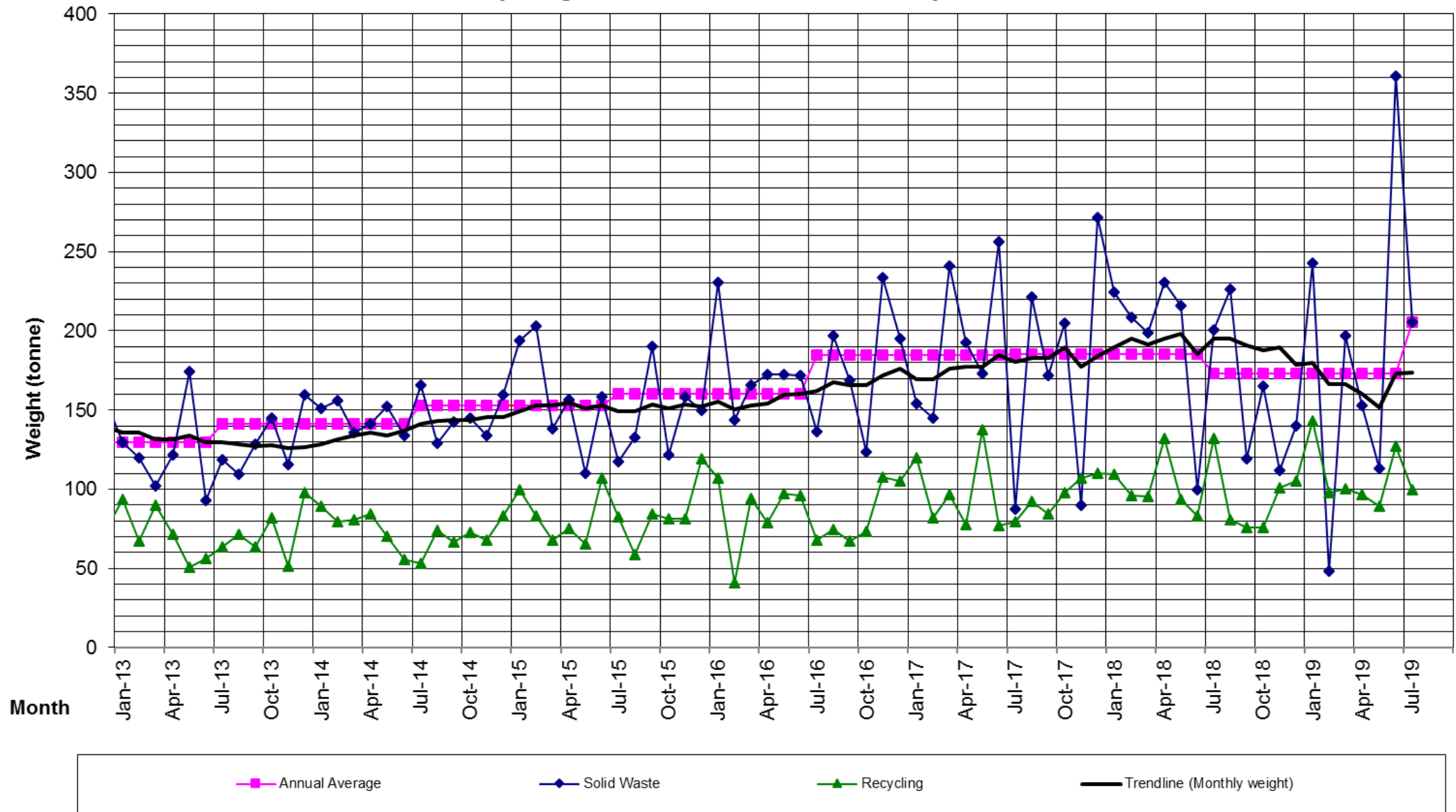
Appendix 1 – Monthly water usage

Water use South Wairarapa District Council



Appendix 2 – Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



Appendix 3 – Fulton Hogan Reporting July & August 2019

Monthly Programme - Ruamahunga Roads CDC (2019-2029)

01/07/2019 to 31/07/2019



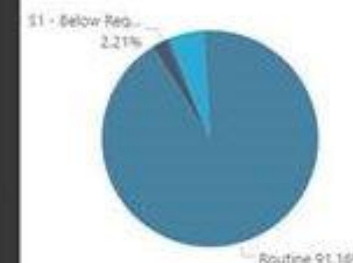
Programme Achievement



Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed Last Month

| Fault Description | Jobs | Qty | Units |
|-------------------------------------|------|----------|-------|
| K&C - Sweep | 422 | 57,376 | m |
| Sign Inspection | 132 | 132 | each |
| Carriageway Inspection | 52 | 128,7... | m |
| Grading | 33 | 109,4... | m |
| Edge break | 25 | 261 | m |
| Unsealed Inspection | 14 | 42,997 | m |
| Edge Marker - Replace | 10 | 11 | each |
| Install Edge Marker (Renew) | 9 | 39 | each |
| Bridge Inspection | 8 | 8 | each |
| Post - Leaning | 2 | 2 | each |
| Sign & Support - Entire Replacement | 2 | 1 | each |
| Street Sweeping | 2 | 356 | m |
| Low Shoulder | 1 | 60 | m2 |
| Mill & Fill - Deformation | 1 | 10 | m2 |
| Post - Paint | 1 | 1 | each |

Reactive Completed

| Fault Description | Jobs | Qty | Units |
|----------------------------------|------|--------|-------|
| Sealed Pothole | 38 | 42 | each |
| Edge Marker - Replace | 27 | 27 | each |
| Carriageway Inspection | 24 | 18,034 | m |
| Edge break | 22 | 91 | m |
| Grading | 8 | 10,965 | m |
| Install Edge Marker (Renew) | 5 | 5 | each |
| Fpath - Driveway Repair | 4 | 41 | m2 |
| Dumping/Debris/Debris | 3 | 33 | m2 |
| K&C - Repair | 3 | 16 | m |
| Footpath - Renew (Concrete) | 2 | 19 | m2 |
| Post - Replace | 2 | 2 | each |
| Railing - Paint | 2 | 5 | m |
| ServiceCover - Uneven | 2 | 2 | each |
| Sight Rail - Repair/Replace | 2 | 11 | m |
| Sign - Accident (Repair/Replace) | 2 | 2 | each |

Programme Categories



Job Details

| Dispatch ID | Road | Staff Name |
|-------------|-----------------|--------------|
| 2 | ADMIRAL STA... | Darryl Coley |
| 3 | ANILAHNE SE... | Darryl Coley |
| 4 | BARLEY FLAT ... | Darryl Coley |
| 5 | BEACH ROAD | Darryl Coley |
| 6 | CHESTER PAR... | Darryl Coley |
| 7 | MARKET SUND... | Darryl Coley |



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Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

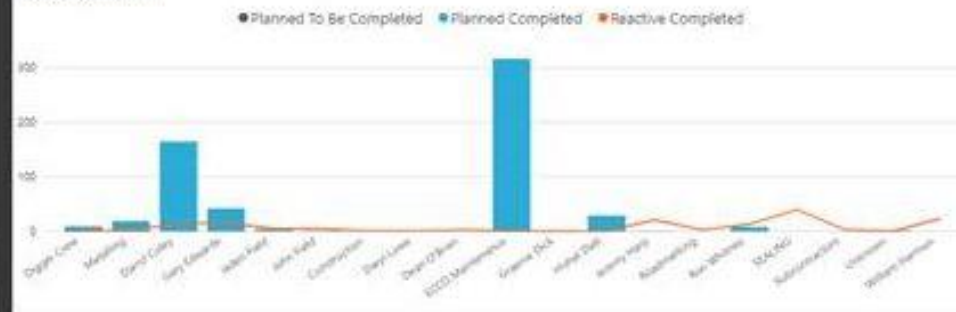
01/07/2019 to 31/07/2019



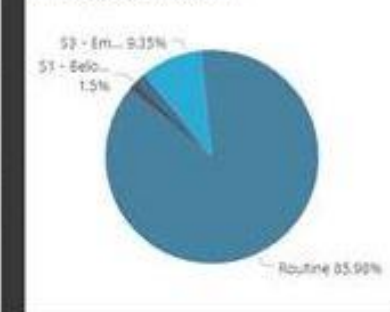
Programme Achievement



Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed Last Month

| Fault Description | Jobs | Qty | Units |
|------------------------------|------|--------|-------|
| K&C - Sweep | 317 | 42,941 | m |
| Sign Inspection | 84 | 84 | each |
| Carriageway Inspection | 66 | 201.2 | m |
| Grading | 30 | 130.9 | m |
| Unsealed Inspection | 31 | 80,024 | m |
| Resheeting - Renewal | 16 | 995 | m3 |
| Bridge Inspection | 12 | 12 | each |
| Culvert - Clear Inlet/Outlet | 3 | 3 | each |
| Resheeting - Maintenance | 3 | 198 | m3 |
| Cattle Stop - Maintenance | 2 | 2 | each |
| Fpath - Uneven Surface | 2 | 30 | m2 |
| Slip (Emergency) | 2 | 44 | m3 |
| Blocked Drainage | 1 | 1 | each |
| Carriageway Inspection | 1 | 2,955 | m2 |
| Culvert - Maintenance | 1 | 1 | m |

Reactive Completed

| Fault Description | Jobs | Qty | Units |
|--|------|--------|-------|
| Grading | 29 | 41,525 | m |
| Level - Uneven Surface | 26 | 81 | m2 |
| Carriageway Inspection | 21 | 13,293 | m |
| Sealed Pothole | 17 | 17 | each |
| Bridge Inspection | 14 | 14 | each |
| Edge break | 12 | 112 | m |
| Road Drop Out (Emergency) | 4 | 4 | m3 |
| Light out | 3 | 3 | each |
| Marking - New | 3 | 3 | each |
| Sump Blocked - Clean (including Grate) | 3 | 3 | each |
| Culvert - New | 2 | 20 | m |
| Dumping/Debris/Detrus | 2 | 1,618 | m2 |
| Post - Replace | 2 | 2 | each |
| Resheeting - Maintenance | 2 | 4,965 | m3 |
| Fallen Tree On Rd (Emergency) | 1 | 1 | each |

Programme Categories



Job Details

| Dispatch ID | Road | Staff Name |
|-------------|----------------|-------------|
| 1 | KUMENGA RD | Metalling |
| 2 | WHITE ROCK ... | Metalling |
| 3 | WHAKATOM... | Metalling |
| 136 | WHITE ROCK ... | Digger Crew |
| 137 | WHITE ROCK ... | Digger Crew |
| 747 | WHAKATOM... | Metalling |



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Monthly Programme - Ruamahunga Roads CDC (2019-2029)

01/08/2019 to 31/08/2019



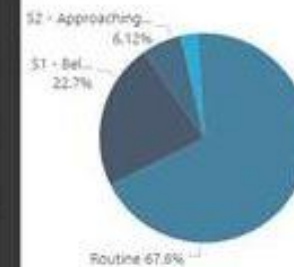
Programme Achievement



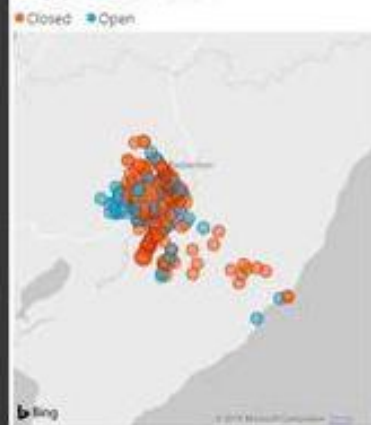
Current Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed This Month

| Fault Description | Jobs | Qty | Units |
|------------------------------|------|---------|----------------|
| Carriageway Inspection | 88 | 144,447 | m |
| Sign Inspection | 62 | 59 | each |
| Sign Inspection | 42 | 0 | |
| Edge Marker - Replace | 35 | 37 | each |
| Light out | 29 | 29 | each |
| Grading | 23 | 35,132 | m |
| Unsealed Inspection | 19 | 56,385 | m |
| K&C - Sweep | 16 | 8,596 | m |
| Sign - Replace | 14 | 15 | each |
| Bridge Inspection | 11 | 11 | each |
| Edge break | 5 | 24 | m |
| Post - Paint | 5 | 6 | each |
| Low Shoulder | 4 | 102 | m |
| Rehab - Granular Overlay | 4 | 5,756 | m ² |
| Culvert - Clear Inlet/Outlet | 3 | 3 | m |

Reactive Completed

| Fault Description | Jobs | Qty | Units |
|---------------------------------------|------|-------|----------------|
| Sealed Pothole | 13 | 24 | each |
| Dumping/Debris/Detritus | 7 | 57 | m ² |
| Dumping/Debris/Detritus | 5 | 13 | m ³ |
| Dumping/Debris/Detritus | 3 | 3 | each |
| Grading | 2 | 1,032 | m |
| Tree Removal | 2 | 13 | each |
| Unsealed Potholes | 2 | 2 | each |
| Culvert - Waterblast | 1 | 10 | m |
| Fallen Tree On Rd (Emergency) | 1 | 1 | each |
| Flooding | 1 | 0 | m ³ |
| Resheeting - Maintenance | 1 | 13 | m ³ |
| Sign Inspection | 1 | 1 | each |
| Sump Blocked - Clean (including Gr... | 1 | 1 | each |
| Vehicle Accident | 1 | 1 | each |

Programme Categories



Job Details

| Dispatch ID | Road | Staff Name |
|-------------|---------------|----------------|
| 234 | GLADSTONE ... | Ron Whitney |
| 324 | LONGBUSH R... | William Harmon |
| 332 | BROOKLYN R... | William Harmon |
| 375 | CARTERS LINE | William Harmon |
| 376 | CARTERS LINE | William Harmon |
| 426 | TEA HARRY R | John Felt |



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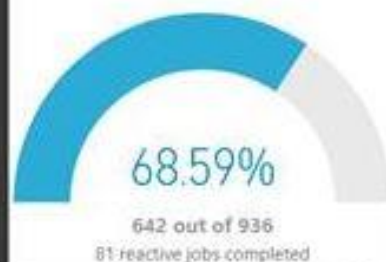
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Monthly Programme - Ruamahunga Roads SWDC (2019-2029)

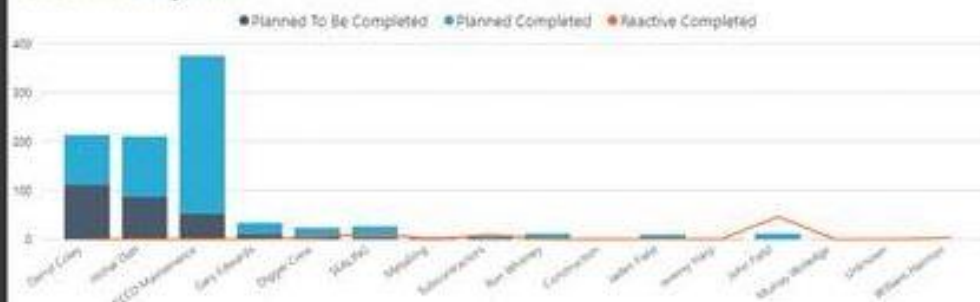
01/08/2019 to 31/08/2019



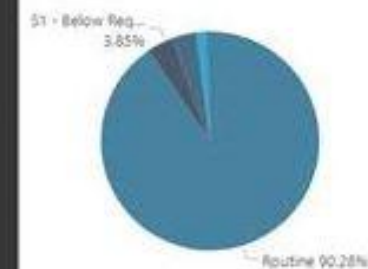
Programme Achievement



Current Jobs By Staff



Priority Breakdown



Programmed Jobs



Programmed This Month

| Fault Description | Jobs | Qty | Units |
|------------------------------|------|------------|-------|
| K&C - Sweep | 376 | 51,982 m | |
| Sign Inspection | 272 | 272 each | |
| Carriageway Inspection | 95 | 214,183 m | |
| Grading | 46 | 67,329 m | |
| Unsealed Inspection | 42 | 76,109 m | |
| Edge break | 22 | 202 m | |
| Bridge Inspection | 16 | 16 each | |
| Culvert - Clear Inlet/Outlet | 10 | 10 one-way | |
| Culvert - New | 5 | 47 m | |
| Level - Depression | 4 | 42 m2 | |
| Resheeting - Maintenance | 4 | 405 m3 | |
| High Cut | 3 | 1,500 m | |
| Sign - Replace | 3 | 5 each | |
| Culvert - Maintenance | 2 | 16 m | |
| Culvert - New | 2 | 2 each | |

Reactive Completed

| Fault Description | Jobs | Qty | Units |
|---------------------------------------|------|-----------|-------|
| Sealed Pothole | 20 | 29 each | |
| Edge break | 10 | 41 m | |
| Light out | 10 | 10 each | |
| Sign and/or Post - New Installation | 6 | 7 each | |
| Dumping/Debris/Detritus | 4 | 630 m2 | |
| Edge Marker - Install/Upgrade | 4 | 4 each | |
| Sump Blocked - Clean (including Gr... | 4 | 4 each | |
| Bridge End Marker - Install/Replace | 3 | 3 each | |
| Culvert - Clear Inlet/Outlet | 3 | 3 one-way | |
| Digout - Deformation | 3 | 95 m2 | |
| Post - Leaning | 3 | 3 each | |
| Mowing | 2 | 30 m | |
| Sight Rail - New | 2 | 29 m | |
| Dumping/Debris/Detritus | 1 | 1 each | |
| Grading | 1 | 2,175 m | |

Programme Categories



Job Details

| Dispatch ID | Road | Staff Name |
|-------------|---------------|---------------|
| 341 | HIKAWERA RD | Darryl Coley |
| 1739 | TORA RD | Digger Crew |
| 1740 | TORA RD | Digger Crew |
| 1743 | TORA RD | Digger Crew |
| 1745 | TORA RD | Digger Crew |
| 1746 | TIME & EXHALE | Timothy Price |

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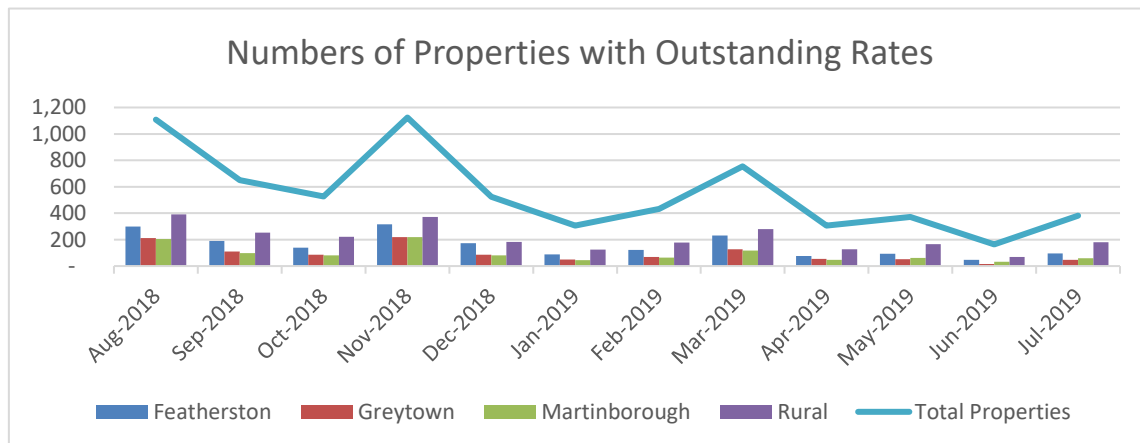


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CORPORATE SERVICES REPORT

Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.



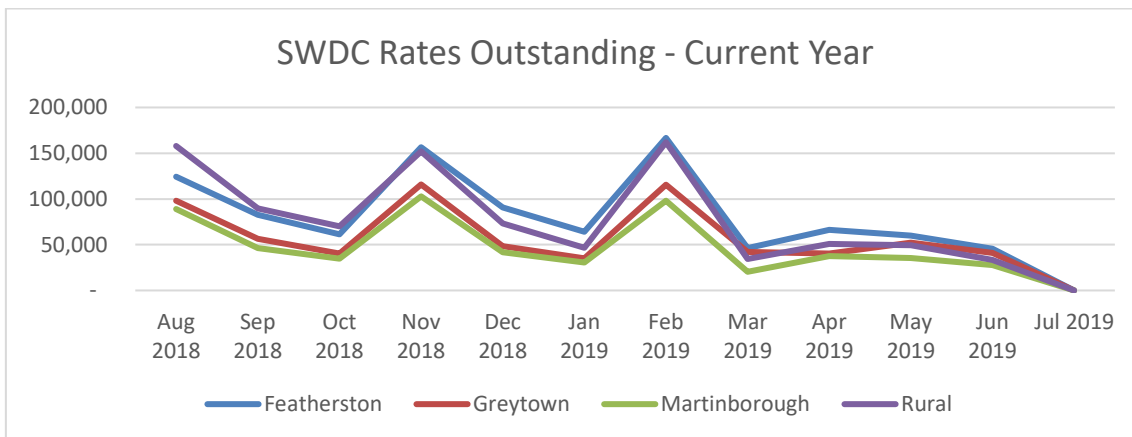
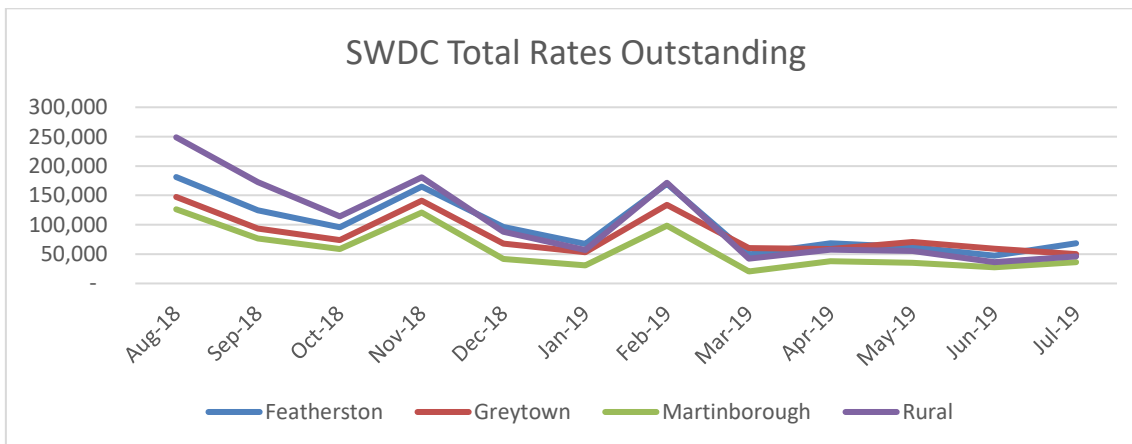
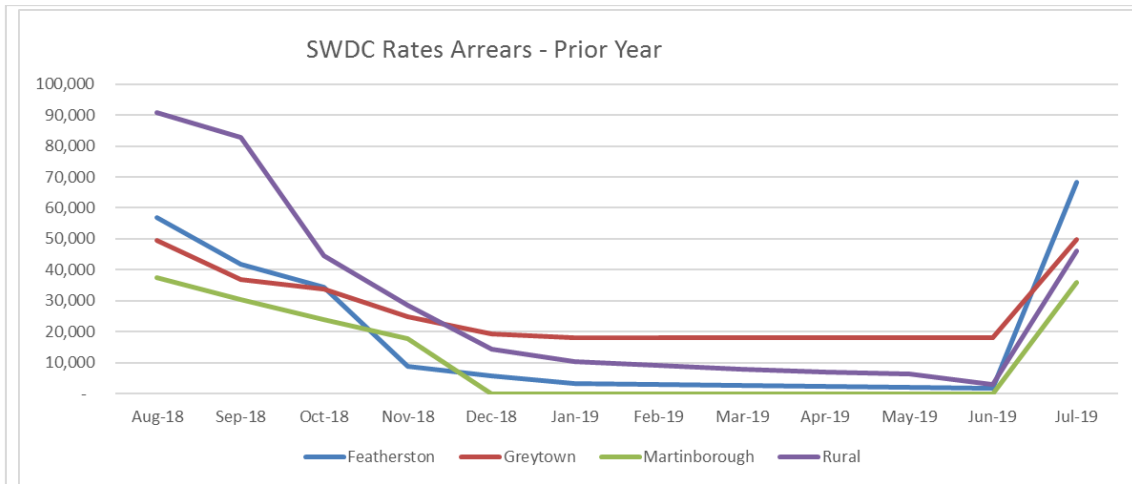
Now that we have rolled the rates ledger over into the new financial year, the amount of rates arrears has increased to \$200k. At the end of July 2018, the arrears amount was \$300k so this has dropped \$100K or one third over the last year due to the consistent work done by the rates team.

We will soon commence the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 1 is on repayment plan, 2 have issues with the title of their property, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 196 rebates processed to date. Last years total was 369 rebates, so we have processed over half the likely rebates already.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.



MARTINBOROUGH COMMUNITY BOARD

5 DECEMBER 2019

AGENDA ITEM 8.4

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019.*
3. *Receive the Beautification Fund Transactions for the period 1 July 2017 – 30 June 2019*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2019 – 31 October 2019 is attached in Appendix 2.

The Martinborough Community Board requested the value of the Beautification Fund and what grants have been given over the last three years. The first transaction from the Beautification Fund was made in August 2017. The transactions from 1 July 2017 – 30 June 2019 are attached in Appendix 3.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 31 October 2019

Appendix 3 – Beautification Fund Transactions for 1 July 2017 – 30 June 2019

Prepared By: Susan Mitchell, Records & Archives Officer

Reviewed By: Katrina Neems, Finance Manager

**Appendix 1 - Income and Expenditure
Statement for
1 July 2018 – 30 June 2019**

| Martinborough Community Board | |
|---|------------------|
| Income & Expenditure For the Period Ended 30 JUNE 2019 | |
| | |
| <u>INCOME</u> | |
| Balance 1 July 2018 | 7,861.03 |
| Annual Plan 2018/19 | 27,639.00 |
| Funds from Martinborough Swimming Club | 17,678.80 |
| TOTAL INCOME | 53,178.83 |
| | |
| <u>EXPENDITURE</u> | |
| Members' Salaries | 15,948.84 |
| Mileage reimbursements | 0.00 |
| Total Personnel Costs | 15,948.84 |
| | |
| 30/06/2018 AP Local Governmen CBEC levy for 2018/19 | 216.68 |
| 13/07/2018 Survey Monkey | 101.74 |
| 20/07/2018 Wood and Screws for Anzac project | 84.70 |
| 24/10/2018 OfficeMax Stationery | 3.94 |
| 31/10/2018 AP Magic in Martin Christmas event in Mbo Square-MCB grant | 1,000.00 |
| 27/11/2018 Student Member | 250.00 |
| 15/02/2019 AP NZ Community Bo CB conference 2019 L Cornelissen | 656.52 |
| 20/02/2019 AP House of Travel L Cornelissen Wn-NP-WN 11/4/19 | 188.70 |
| 13/04/2019 AP The Devon Hotel MBO CB 19 Conference L Cornelissen | 318.26 |
| Total General Expenses | 2,820.54 |
| | |
| 29/08/2018 AP Bombora Events MCB grant 2018 Festival in tora Jan 19 | 500.00 |
| 29/08/2018 AP Life Education Trust - Deliver life skills mobile classroom pgm | 500.00 |
| 29/08/2018 AP Martinborough Squash Club - Leaf protection system in gutters | 1,000.00 |
| 29/08/2018 AP Martinborough Toy library Software to online version with website | 300.00 |
| 29/08/2018 AP Citizens Advice Towards costs with running service | 350.00 |
| 31/10/2018 AP Traffic Safe Ne TMP ref 241017004 Mbo Madcaps Xmas parad | 400.00 |
| 12/12/2018 AP Traffic Safe Ne Madcaps Xmas parade 2018 | 950.00 |
| 25/03/2019 Martinborough Community Garden operating costs | 800.00 |
| 26/03/2019 Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign | 200.00 |
| 25/03/2019 AP Martinborough M Student Workshops/Open Rehearsals | 1,000.00 |
| 13/06/2019 AP Hooper N MCB Grant - June 2019 | 500.00 |
| 13/06/2019 AP Maths Wairarapa Costs for running 'Matharapa' | 300.00 |
| 21/06/2019 AP Martinborough B CCTV Camera Project | 1,000.00 |
| 26/06/2019 AP Masterton Safe MBO Celebrations & MBO Community Connect | 80.02 |
| 27/05/2019 AP South Wairarapa Equipment for Homework & Breakfast Club | 600.00 |
| 26/10/2018 GL Correction MadCaps Mbo xmas | 250.00 |
| Total Grants | 8,730.02 |
| | |
| TOTAL EXPENDITURE | 27,499.40 |
| | |
| Capex Spending | |
| Dog Poo Bin - Palliser Walkway | 1,119.49 |
| | |
| ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE (inc Mbo Swimming club funds) | 24,559.94 |
| | |
| <u>LESS: COMMITMENTS</u> | |
| Salaries to 30 June 2019 | 236.16 |
| Mileage to 30 June 2019 | 500.00 |
| Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings) | 150.00 |
| 27/11/2017 Martinborough basketball backboards and posts | 500.00 |
| 6/06/2019 Hire of Pirinoa Hall for MCB Meeting - to be donated to Pirinoa Hall as uninvoiced | 100.00 |
| 6/06/2019 South Wairarapa Kahui Ako (if balance of funds achieved for Matariki @Hau Ariki Marae | 1,000.00 |
| 6/06/2019 Large outdoor clock for Mbo Swimming Pool | 250.00 |
| 6/06/2019 from 2019/20 budget for fireworks event in November | 300.00 |
| Total Commitments | 2,736.16 |
| | |
| BALANCE TO CARRY FORWARD | 21,823.78 |

| Martinborough Community Board | | |
|--|---|------------------|
| Beautification fund For the Period Ended 30 JUNE 2019 | | |
| | Balance 1 July 2018 - Beautification | 45,076.92 |
| | Annual Plan 2018/19 - Beautification | 10,710.00 |
| | TOTAL INCOME | 55,786.92 |
| 8/02/2019 | Comm Board Corrections Water Fountain urban Effect | 3,222.15 |
| | Total Beautification | 3,222.15 |
| | TOTAL EXPENDITURE | 3,222.15 |
| | ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE | 52,564.77 |
| | <u>LESS: COMMITMENTS</u> | |
| 13/03/2017 | Waihinga Centre | 30,000.00 |
| 27/11/2017 | Bike racks including installation | 450.00 |
| 12/03/2018 | Water fountain | 14,277.85 |
| 12/12/2018 | FlagTrax System (50% of costs - remaining 50% to be funded by SWDC) | 7,000.00 |
| | Total Commitments | 51,727.85 |
| 2019-2020 | | |
| 18/07/2019 | Flagtrax system | 2,000.00 |
| 18/07/2019 | Purchase of Flags | 2,000.00 |
| | | 4,000.00 |
| | | |
| | BALANCE TO CARRY FORWARD | 836.92 |

**Appendix 2 – Income and Expenditure
Statement for
1 July 2019 – 31 October 2019**

| Martinborough Community Board | | |
|--|---|------------------|
| Income & Expenditure for the Period Ended 31 OCTOBER 2019 | | |
| | INCOME | |
| | Balance 1 July 2019 | 6,881.14 |
| | Annual Plan 2019/20 | 28,053.00 |
| | TOTAL INCOME | 34,934.14 |
| | EXPENDITURE | |
| | Members' Salaries | 4,601.25 |
| | Mileage reimbursements | 0.00 |
| | Total Personnel Costs | 4,601.25 |
| 31/07/2019 | exp x payroll JULY Survey Monkey | 178.26 |
| 31/07/2019 | exp x payroll JULY Conf exp | 40.87 |
| 12/08/2019 | AP Pirinoa Hall Co Donation to the Hall in Lieu of Hireage | 100.00 |
| 1/10/2019 | exp ex payroll - student member Maisie Arnold-Barron | 100.00 |
| | Total General Expenses | 419.13 |
| 6/09/2019 | AP Epilepsy Founda MCB Grant - Field Service Program | 500.00 |
| 11/09/2019 | AP Bombora Events Assist with costs running Tora Bombora | 1,000.00 |
| 25/10/2019 | AP Martinborough T Grant - Fireworks Funding | 300.00 |
| | Total Grants | 1,800.00 |
| | Total Capital Expenditure - General | 0.00 |
| | TOTAL EXPENDITURE | 6,820.38 |
| | ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE | 28,113.76 |
| | LESS: COMMITMENTS | |
| | Salaries to 30 June 2019 | 11,664.75 |
| | Mileage to 30 June 2019 | 500.00 |
| | Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings) | 50.00 |
| 27/11/2017 | Martinborough basketball backboards and posts | 500.00 |
| 6/06/2019 | South Wairarapa Kahui Ako (for Matariki @Hau Ariki Marae) still waiting on invoice | 1,000.00 |
| 22/08/2019 | Madcaps Xmas Parade - TMP, Band, Parade costs etc | 2,000.00 |
| | Total Commitments | 17,342.43 |
| | BALANCE TO CARRY FORWARD | 14,561.60 |

| Martinborough Community Board | | |
|---|---|------------------|
| Beautification Fund for the Period Ended 31 OCTOBER 2019 | | |
| | Balance 1 July 2019 - Beautification | 52,564.77 |
| | Annual Plan 2019/20 - Beautification | 10,710.00 |
| | TOTAL INCOME | 63,274.77 |
| | Total Beautification | 0.00 |
| 19/09/2019 | AP Souness Develop FlagTrax for Martinborough | 9,250.00 |
| 10/10/2019 | AP Souness Develop Strapping & Buckles for Flagtrax | 396.00 |
| | Total Capital Expenditure - Beautification | 9,646.00 |
| | TOTAL EXPENDITURE | 9,646.00 |
| | ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE | 53,628.77 |
| | LESS: COMMITMENTS | |
| 13/03/2017 | Waihinga Centre | 30,000.00 |
| 27/11/2017 | Bike racks including installation | 450.00 |
| 12/03/2018 | Water fountain (\$17,500 less 3,222.15 2018-19) | 14,277.85 |
| 18/07/2019 | Purchase of Flags | 2,000.00 |
| | Total Commitments | 46,727.85 |
| | BALANCE TO CARRY FORWARD | 6,900.92 |

| Martinborough Community Board | | |
|---|---|------------------|
| Swimming Pool Funds For the Period Ended 31 OCTOBER 2019 | | |
| | <u>INCOME</u> | |
| | Funds from Martinborough Swimming Club | 17,678.80 |
| | | 17,678.80 |
| | <u>EXPENDITURE</u> | |
| | | |
| | Total Expenditure: | 0 |
| | ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE | 17,678.80 |
| | <u>LESS: COMMITMENTS</u> | |
| 6/06/2019 | Large outdoor clock for Mbo Swimming Pool | 250.00 |
| 22/08/2019 | Match contribution from Fred Couper's estate - including Plaque re: Fred Couper's bequest | 3,000.00 |
| | | |
| | Total Commitments | 3,250.00 |
| | | |
| | BALANCE TO CARRY FORWARD | 14,428.80 |

**Appendix 3 – Beautification Fund
Transactions for
1 July 2017 – 30 June 2019**

| | | |
|---|--|-----------------|
| <i>Martinborough Community Board</i> | | |
| <i>Beautification Fund Transactions for the period</i> | | |
| <i>1 July 2017 - 30 June 2019</i> | | |
| | | |
| | | |
| 18/08/2017 | AP Martin A Street mural project | 3,000.00 |
| 24/01/2018 | AP Urban Effects L Bike and scooter racks | 3,000.50 |
| 16/07/2018 | Correction Jnl Comm Board Move A Hudson reimb GenExp to Beautification | 612.58 |
| 8/02/2019 | Comm Board Corrections Water Fountain urban Effect | 3,222.15 |
| | Total Beautification | 9,835.23 |

AGENDA ITEM 8.5

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

To present the Community Board with applications received requesting financial assistance.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Waiwaste Martinborough Branch for funding of \$898 to purchase a Fridge and a Freezer to assist with their food rescue programme.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

| Applicant | Amount Requested |
|-------------------------------|------------------|
| Waiwaste Martinborough Branch | \$898 |

2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.

3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Applications for strategic grants must reach Council by the stated close date.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

3. Accountability Reports

| Applicant | Status of Accountability Forms for Previous Grants |
|-------------------------------|---|
| Waiwaste Martinborough Branch | No outstanding accountability forms |

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

MARTINBOROUGH COMMUNITY BOARD

5 DECEMBER 2019

AGENDA ITEM 8.6

COMPLIANCE WITH DRINKING WATER STANDARDS AND SUMMER WATER DEMAND

Purpose of Report

To inform the Community Board Members of the compliance status of SWDC water supplies and the summer water demand approach for Martinborough.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Compliance with Drinking Water Standards and Summer Water Demand Report.*
2. *Note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.*
3. *Note the vulnerabilities of the Martinborough water supply and the potential impact on summer water demand.*
4. *Note the Wellington Water microsite for summer water demand information.*

1. Background

South Wairarapa District Council became a shareholder of Wellington Water on 1 October 2019. On this date, Wellington Water began management and operation of our water supplies and immediately began a full review of the District's water supply operations and infrastructure.

Wellington Water has identified that improvements are needed to ensure South Wairarapa water supplies are compliant with Drinking Water Standards.

There is also a water supply vulnerability for Martinborough that could affect summer demand water availability.

2. Compliance with Drinking Water Standards

The safety of the district's drinking water is a top priority for our Council. We monitor its safety through assessment of compliance with the Drinking Water Standards of

New Zealand (DWSNZ), as reported by the Ministry of Health's Central North Island Drinking Water Assessment Unit.

An assessment for the 2018/19 financial year highlighted issues with water compliance across the South Wairarapa District. More detailed information is available in the Compliance with Drinking Water Report in Appendix 1.

Wellington Water has outlined urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards. To implement this work, Council has agreed to an initial additional capital investment of \$500,000 in this financial year. This will be funded from Council Infrastructure Reserves and pay for interim improvements at the Greytown Memorial Park treatment plant and includes upgrades at Pirinoa.

Further funding within the order of \$2.3 to \$5.1 million may be needed to implement permanent improvements to ensure fully compliant drinking water to South Wairarapa's towns. The extent of the additional capital expenditure will be known once the detailed design work is completed and the full scope of the work required is confirmed.

3. Summer Demand Approach

Martinborough water is supplied from bores located near the Ruamahanga River. The water is treated with UV and Chlorine (a multi-barrier approach). However, supply is currently restricted to one bore due to the higher manganese content in the water from the other bores. The higher manganese bores require treatment to avoid discolouration of the chlorinated water. The need to rely on one bore will be resolved once the manganese treatment plant is constructed, allowing unrestricted supply from all the bores.

This water supply vulnerability could affect summer demand water availability.

The summer demand approach for Martinborough is to ensure that the community is aware that everyone has a part to play in managing summer water demand.

Wellington Water will endeavour to ensure that the community are informed about what to expect and have choices about their own water consumption. Messaging about ways to conserve water and what restrictions apply to Martinborough are being promoted via the following microsite: www.wellingtonwater.co.nz/SWDC.

Council is also reviewing its operations to reduce Council water use where possible.

Residents wanting to continue to water their gardens can purchase 200 litre water tanks from Council for \$105 to enable them to gather rain water to use for garden watering.

Martinborough is subject to all year alternate day watering, with even numbered properties watering on even numbered dates and odd numbered properties watering on odd numbered dates.

Given the limited water supply, Martinborough has moved to the additional restriction of hand-held watering from 30 November 2019. This means that sprinklers will not be allowed for garden watering.



Summer Demand water restrictions for Martinborough

We are hoping that this change will reduce consumption sufficiently to ensure the community can use the one bore for water supply.

If the water consumption for the Martinborough urban area rises above 1,700m³/day, a hose pipe ban will need to be applied. We will ensure that the community has as much notice as possible to respond to these restrictions.

How the township is doing with water conservation will be displayed with regular updates the microsite.

Outdoor watering restrictions for Martinborough are able to be applied via public notice pursuant to clause 4.7.3 of the Wairarapa Consolidated Bylaw 2019 Part 5: Water Supply.

4. Recommendations

1. Note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.
2. Note the vulnerabilities of the Martinborough water supply and potential impact on summer demand.
3. Note the Wellington Water microsite for summer water demand information.

5. Appendices

Appendix 1 – Compliance with Drinking Water Standards Report

Appendix 2 –Martinborough public notice

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1

South Wairarapa District Council Compliance with Drinking Water Standards Report – 20 November 2019

SOUTH WAIRARAPA DISTRICT COUNCIL

20 NOVEMBER 2019

AGENDA ITEM B7

COMPLIANCE WITH DRINKING WATER STANDARDS

Purpose of Report

To inform Councillors of the compliance status of SWDC water supplies for 2018/19, and seek approval for additional funding for urgent work needed to provide safe drinking water.

Recommendations

Officers recommend that the Council:

1. *Receive the 'Compliance with Drinking Water Standards' Report.*
2. *Note the compliance status of our water supplies for FY2018/19, and that urgent work is needed to achieve compliance and provide safe drinking water.*
3. *Approve additional funding of \$500,000 for the 2019/20 financial year for urgent work needed to improve treatment plant performance generally (including interim improvements at Memorial Park, Greytown and improvements to the Pirinoa water supply), to complete detailed design work for permanent improvements needed at Memorial Park, and to commence the permanent improvement work required.*
4. *Note that the cost of permanent improvement work needed at Memorial Park, Greytown, is to be confirmed following completion of design work, and the permanent improvement work will extend into FY 2020/21.*

1. Executive Summary

The safety of the district's drinking water is a top priority for our Council. We monitor its safety through assessment of compliance with the Drinking Water Standards of New Zealand (DWSNZ), as reported by the Ministry of Health's Central North Island Drinking Water Assessment Unit.

A summary of the compliance status of our water supplies for the 2018/19 financial year is provided in Figure 1:

Table 1: Compliance status 2018-19

| Water Supply | Compliant? | | | Multi-barrier approach in place? |
|---------------------------------|------------|----------|----------|--|
| | Bacterial | Protozoa | Chemical | |
| Featherston/Greytown (Waiohine) | No | No | No | Yes – but improvements needed in alarms, controls and data capture |
| Greytown (Memorial Park) | No | No | Yes | No |
| Martinborough | No | No | Yes | No* |
| Pirinoa | No ** | | | No** |

*A multi-barrier approach is now in place following the decision to chlorinate the supply

**Pirinoa does not feature in the CNIDWA report, but we have been advised that the existing treatment in place does not achieve DWSNZ requirements

From the above, it is clear that there is work to be done in order for us to achieve compliance with the drinking water standards and ensure we provide safe and healthy drinking water to our communities.

Earlier this year, we made the decision to join Wellington Water with the objective of improving management and delivery of water services to our communities. We became a shareholder of Wellington Water on 1 October 2019.

Since then, Wellington Water has been making changes to improve the performance of our treatment plants within the current funding allowance. They have identified further urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards.

To implement the urgent work identified, initial additional capital investment of \$500,000 is required this financial year. Once Wellington Water have completed options assessments and preliminary design to confirm the full scope of work required, they will advise Council of the full costs of providing safe and healthy drinking water that complies with the DWSNZ.

2. Background

A multi-barrier approach is essential for ensuring safe drinking water for our communities, and is one of the six principles of safe drinking water. As indicated in Table 1, some of our water supplies currently lack multi-barrier protection.

The importance of the six principles of safe drinking water were reinforced following the Havelock North contamination incident in 2016 and subsequent inquiry, and through our own experience with the two boil water notices in Martinborough earlier

this year. These principles will be a key focus of the drinking water regulator that is soon to be established.

On 7 October 2019 we received our annual report on drinking water compliance from the Ministry of Health's Central North Island Drinking Water Assessment Unit (*Report on Compliance with the Drinking-Water Standards for New Zealand 2005 (revised 2018) and duties under the Health Act 1956 for the period 01/07/2018 to 30/06/2019*).

This report shows that for the 2018/19 financial year the Waiohine (Featherston and Greytown), Memorial Park (Greytown), and Martinborough water treatment plants did not meet the requirements for bacteriological and protozoal compliance in the Drinking Water Standards for New Zealand 2005 (revised 2018, DWSNZ). The requirements for chemical compliance were also not met for the Featherston water distribution zone, and the requirements for bacteriological compliance were not met for the Martinborough, Featherston and Greytown distribution zones.

We also operate the Pirinoa supply, though this does not feature in the report, perhaps because the supply falls under the requirements of a 'Small Water Supply' of less than 500 people.

Following the boil water notice events in Martinborough earlier this year, we now have multi-barrier protection in place in Martinborough. Although by the end of the 2018/19 year we had multi-barrier protection in place, the fact that for part of the year we did not, means we do not comply for the year. In order to comply we need to meet all the drinking water standards throughout the whole year.

In April this year, Council made the decision to become a shareholder of Wellington Water, with the objective of improving management and delivery of water services to our communities.

Since we became a shareholder on 1 October 2019, Wellington Water has commenced operation of the treatment plants and supply networks on our behalf, and as part of this has completed the following work:

- visited each of the water treatment plants,
- arranged for process audits of our water treatment plants,
- sought feedback on drinking water matters from the Drinking Water Assessor at Regional Public Health, and
- collated feedback from the treatment plant operators.

Various improvement works required have been identified, with the key issues identified being:

Table 2 – Issues identified from treatment plant process audits

| Water supply/treatment plant | Issues identified |
|-----------------------------------|---|
| Greytown/Memorial Park | <ol style="list-style-type: none"> 1) The Memorial Park treatment plant lacks a Protozoa barrier 2) Chlorine is the only barrier to contamination in place. If this system does not function correctly Wellington Water would have no choice but to issue a boil water notice. It's therefore important to put additional protection in place as soon as possible, or to stop using the supply. Not using the supply is not a viable option at present due to lack of sufficient supply capacity from the Waiohine Water Treatment Plant. Upgrading the Memorial Park supply to compliant status is considered preferable to abandoning it, as this will provide operational flexibility and increased resilience of the Featherston and Greytown water supply generally. 4) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement. Temporary improvements have been made to the existing equipment to manage supply risk in the meantime. 5) The chemical storage and dosing arrangements do not currently comply with modern standards. |
| Featherston and Greytown/Waiohine | <ol style="list-style-type: none"> 1) The plant does not currently have sufficient capacity to supply both Greytown and Featherston and needs to be supplemented from the Memorial Park water supply. Installation of an additional supply bore together with lining of an existing storage pond to convert it to a treated water storage facility was initiated earlier this year in an effort to provide additional supply capacity. This work is yet to be completed, is unlikely to be ready for the upcoming peak summer demand period. The sustainable yield achievable is still to be confirmed and will not be known until the new bore is operational. This means there is an ongoing reliance on the Memorial Park bore to supply Greytown. 2) The proposed treated water storage facility will require additional Chlorine dosing equipment. 3) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement. Temporary improvements have been made to the existing equipment to manage supply risk in the meantime. 4) The pH control system (soda ash) needs replacement. 5) Old equipment and chemicals associated with the mothballed ultrafiltration plant are still onsite, presenting a health and safety hazard and taking up space in the treatment plant building. These need to be removed and disposed off in a safe way. |
| Martinborough/Ruamahanga | <ol style="list-style-type: none"> 1) The Martinborough Water Treatment Plant telemetry system has reliability issues that have resulted in data loss which has impacted the compliance status for FY 2019/20. Though not impacting the provision of safe water, improvements are needed to avoid future loss of data that will continue to impact compliance status. 2) There are further improvements proposed in the Lutra report that need to be actioned, once the manganese removal plant is installed. 3) New chlorine dosing equipment is needed at the Martinborough reservoirs to reduce health and safety risks for operators. |
| Pirinoa | <ol style="list-style-type: none"> 1) There are improvements needed to the controls in place to determine or adjust treatment performance. 2) Chlorine is currently dosed manually three into the reservoir. New automated chlorine dosing equipment is needed at the Pirinoa treatment plant to reduce health and safety risks for operators. 3) The ozone treatment facility does not achieve DWSNZ requirements and therefore cannot be relied on to provide a multi-barrier approach. An additional barrier needs to be put in place. |

On a general level, Wellington Water considers that the water supplies are vulnerable as they include shallow bores, with little or no storage or flow buffering prior to delivery to customers, and are at risk due to system changes and operational failures with limited operational flexibility at present, due to the way they have developed over time. This relates to the fourth principle of safe drinking water, 'change precedes contamination'.

Wellington Water has indicated that our key risks currently relate to the lack of an adequate multi-barrier approach at Memorial Park in Greytown and at Pirinoa. While we continue to monitor the water quality within Greytown and Pirinoa including testing for possible contamination and testing residual chlorine levels, if the chlorine systems were to fail or malfunction, we would have no effective barriers to contamination in place and would have no choice but to issue a boil water notice as part of our duty of care to mitigate public health risks.

Wellington Water has therefore recommended urgent improvement works are implemented to manage these risks.

There are also a number of lesser risks that need attention to improve system performance and ensure we provide safe drinking water that meets the DWSNZ.

3. Discussion

3.1 Options

Officers have considered the advice from Wellington Water and consider that it is not an option to either do nothing or wait until the next financial year to commence the work to improve our water supplies.

Officers are therefore asking Council to approve additional funding in FY 2019/20 to allow completion of initial urgent improvement works, and to confirm additional funding to address all key risks.

Approval of additional funding in FY 2019/20 will allow:

1. Completion of urgent and interim improvement work at Memorial Park to provide safe water,
2. Completion of urgent improvement work at Pirinoa to provide safe water,
3. Completion of important improvements to electrical, control, and alarm systems at the treatment plants, and
4. Completion of design for permanent improvements needed at Memorial Park treatment plant, providing greater confidence in cost estimates for the remainder of the work to be completed once Council approval has been obtained.

4.1 Consultation

The district water supply is a significant activity under the Council's Annual Plan and Long Term Plan. As such, decisions relating to the water supply are "significant" for the

purposes of decision-making and consultation requirements under the Local Government Act 2002. The Council's Significance and Engagement Policy states at paragraph 6.7 that consultation is not appropriate when there is a threat to public health or safety. Consultation on the decision to approve funding for urgent improvement work is therefore not required. Further consideration will be given to community engagement and consultation as the work develops.

4.2 Legal Implications

Legal implications relating to the Local Government Act are described above. That Act also places obligations on the Council to maintain water services and carry out assessments, from a public health perspective, on the adequacy of the water service.

There are other legal implications associated with the Health Act that required urgent actions to improve the safety of drinking water supplied to our communities.

4.3 Financial Considerations

An additional \$500,000 in capital expenditure is required for FY 2019/20. Wellington Water will confirm the additional funding required following completion of preliminary design, and a further paper will be presented to Council to approve the amount required to complete the remainder of the work. Depending on timing, approval for some of the additional Capital expenditure may be part of the Annual Plan process for FY 2020/21.

The additional \$500,000 capital expenditure is proposed to be funded from the infrastructure reserve and will not impact on rates.

The \$500,000 will cover the following:

- Completion of urgent and interim improvement work at Memorial Park to provide safe water,
- Completion of urgent improvement work at Pirinoa to provide safe water,
- Completion of important improvements to electrical, control, and alarm systems at the treatment plants, and
- Completion of design for permanent improvements needed at Memorial Park treatment plant

Agreeing to this expenditure will minimise risk to provision of safe drinking water pending completion of permanent improvement works, while also allowing design work to be completed to increase confidence in the cost associated with permanent upgrade work at Memorial Park, Greytown.

At present, high level estimates of the total capital expenditure to complete all of the proposed work range from \$2.8 million to \$5.6 million. This range is due to a 100% contingency until there is more certainty around the works to be done. Council will be advised once more accurate estimates are available. (See attached briefing paper Appendix 1 and slide 12 "Cost estimating in Appendix 2 for more information).

5. Conclusion

Work is needed for us to achieve compliance with the drinking water standards and ensure we provide safe and healthy drinking water to our communities.

Earlier this year we made the decision to join Wellington Water with the objective of improving management and delivery of water services to our communities. We became a shareholder of Wellington Water on 1 October 2019.

Wellington Water has identified urgent improvement work that needs to be implemented quickly to provide safe drinking water and achieve compliance with the standards.

To implement the urgent work identified, additional capital investment of \$500,000 is required this financial year, with further investment required for permanent improvements to the Memorial Park bore. The actual amount required will be confirmed following completion of further design work.

Officers are seeking approval from Council to spend for \$500,000 of unbudgeted Capital expenditure to enable this work to proceed.

6. Supporting Information

6.1 Long Term Plan - Community Outcomes

6.1.1. *Healthy & Economically Secure People*

The recommended approach will minimise public health risks and aligns with Wellington Water's service goal 'We provide safe and healthy drinking water'.

It will also better protect the local economy from negative impacts associated with boil water notices due to a lack of multi-barrier approach, and will increase the water supplies' ability to cope with change.

7. Appendices

Appendix 1: Wellington Water briefing to SWDC – 13 November 2019

Appendix 2: Wellington Water briefing to SWDC (powerpoint)

Contact Officer: Harry Wilson, CEO

Appendix 1

Wellington Water Briefing on South Wairarapa District Council Water Supply Matters (13 Nov. 2019)

TO South Wairarapa District Council

COPIED TO Ian McSherry, Chief Advisor Service Delivery

FROM Laurence Edwards, Chief Advisor Drinking Water

DATE 13 November 2019

FILE NUMBER

FOR YOUR INFORMATION

Briefing on South Wairarapa District Council Water Supply Matters

South Wairarapa District Council (SWDC) became a shareholder of Wellington Water on 1 October 2019.

As your trusted advisor, it is our role to report to Council on how your assets are performing against our twelve service goals, and to advise where it's necessary to invest to raise the performance against these.

Our number one service goal is to provide safe and healthy water. This goal has had particular focus nationally as a result of shortcomings identified through the Havelock North inquiry in 2016. The Havelock North inquiry highlighted the importance of the six principles of drinking water safety, which are:

- 1) A high standard of care must be embraced
- 2) Protection of source water is of paramount importance
- 3) Maintain multiple barriers against contamination
- 4) Change precedes contamination
- 5) Suppliers must own the safety of drinking water
- 6) Apply a preventative risk management approach

The shortcomings identified by the inquiry were a key factor in the government launching their three waters review, and in their recent decision to establish a new drinking water regulator that will be implemented in the near future.

SWDC's Water Supplies

SWDC currently has public water supplies serving the communities of Featherston, Greytown, Martinborough, and Pirinoa (Attachment A).

Greytown and Featherston are both supplied from the Waiohine Water Treatment Plant which draws water from a series of bores near the Waiohine River. The water is treated using Ultraviolet (UV) and chlorine

disinfection. Much of the existing plant was constructed in 2017 to replace an earlier Ultrafiltration plant on the site that was decommissioned.

Water from the Waiohine plant receives a chlorine boost on its way to Featherston at the Boar Bush reservoir.

There is also a single shallow bore located at Memorial Park in Greytown that is treated using chlorine only, with no Protozoa barrier in place (and is therefore non-compliant). This bore is currently relied upon to operate every day to supply Greytown due to inadequate capacity at the Waiohine plant to supply both Featherston and Greytown, though supply is supplemented from the Waiohine Water Treatment Plant at times using a pressure control valve when the system pressure drops below set points.

Martinborough is supplied from bores located near the Ruamahanga River. The water is treated with UV and chlorine (multi-barrier approach). Chlorine is now permanently dosed into the supply following the two boil water notice incidents in early 2019. However supply is currently restricted to one bore only due to the higher manganese content in the water from the other bores that requires treatment to avoid discolouration of the water and associated complaints. This will be resolved once the manganese treatment plant is constructed, allowing unrestricted supply from all the bores.

The small supply scheme at Pirinoa is supplied from a single shallow bore. The water is treated using Ozone and Chlorine.

On a general level, our observations are that the water supplies are vulnerable as they include shallow bores, with little or no storage or flow buffering prior to delivery to customers, and are at risk due to system changes and operational failures with limited operational flexibility at present, due to the way they have developed over time.

Compliance with Drinking Water Standards - (2018/19)

The Ministry of Health relies on assessment of water supplies against the Drinking Water Standards for New Zealand 2005 (Revised 2018, DWSNZ) to determine if the water supplied to communities is safe.

The Central North Island Drinking Water Assessment Unit's *Report on Compliance with the Drinking-Water Standards for New Zealand 2005 (revised 2018) and duties under the Health Act 1956 for the period 01/07/2018 to 30/06/2019* was received on 7 October 2019.

This report shows that all water treatment plants in South Wairarapa did not meet the requirements for bacteriological and protozoal compliance in the DWSNZ. The requirements for chemical compliance were also not met for the Featherston water distribution zone, and that the requirements for bacteriological compliance were not met for the Martinborough, Featherston and Greytown distribution zones.

The Pirinoa supply does not feature in the report, perhaps because the supply falls under the requirements of a 'Small Water Supply' of less than 500 persons (as it supplies approximately 80 people) and according to Ministry of Health information, the registered water supplier is 'Pirinoa Community'. However the scheme has been operated by SWDC and new regulatory requirements will place responsibility for compliance of the scheme firmly with Wellington Water and SWDC.

The non-compliance means that the water supplied to the communities of South Wairarapa was not demonstrably safe, and work is needed to improve this.

Table 1: Compliance status 2018-19

| Water Supply | Compliant? | | | Multi-barrier approach in place? |
|---------------------------------|------------|----------|----------|--|
| | Bacterial | Protozoa | Chemical | |
| Featherston/Greytown (Waiohine) | No | No | No | Yes – but improvements needed in alarms, controls and data capture |
| Greytown (Memorial Park) | No | No | Yes | No |
| Martinborough | No | No | Yes | No* |
| Pirinoa | No ** | | | No** |

*A multi-barrier approach is now in place following Council's decision to permanently chlorinate the supply

**Pirinoa does not feature in the CNIDWA report, but the existing treatment in place does not achieve DWSNZ requirements

Our Work so Far, and What We Have Learned

Since SWDC became a shareholder of Wellington Water on 1 October 2019, we have visited each of the treatment plants and arranged for audits by a specialist water treatment consultancy, sought feedback on known historical issues and concerns from the Drinking Water Assessor, and collated feedback from the treatment plant operators.

From this we have learned that:

[Greytown Supply – Memorial Park]

- 1) The Memorial Park bore/treatment plant is non-compliant as it lacks a Protozoa barrier, and the plant has had issues with the chlorine dosing system reliability that resulted in residual levels in the network that were at times below levels required by DWSNZ.
- 2) Chlorine is the only barrier to contamination in place at the Memorial Park bore. If this system does not function correctly we would have no choice but to issue a boil water notice as part of our duty of care. It's therefore important to provide additional protection in place as soon as possible, or to stop using the supply which is not possible due to lack of available supply capacity from the Waiohine Water Treatment Plant.

- 3) Upgrading this supply to compliant status is considered preferable to abandoning it, as this will provide operational flexibility and increased resilience of the Featherston and Greytown water supply generally.
- 4) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement.
- 5) The chemical storage and dosing arrangements at the Memorial Park bore do not comply with modern standards.

[Featherston and Greytown Supply - Waiohine]

- 6) The Waiohine Water Treatment Plant does not currently have sufficient capacity to supply both Greytown and Featherston alone. Installation of an additional supply bore at the plant was initiated earlier this year, together with lining of an existing storage pond to convert it to a treated water storage facility, in an effort to provide additional supply capacity.
- 7) This work is yet to be completed and is unlikely to be ready for the upcoming peak summer demand period. The sustainable yield achievable from this arrangement is to be confirmed. This means there is an ongoing reliance on the Memorial Park bore to supply Greytown.
- 8) The treated water storage facility will require additional Chlorine equipment dosing into supply prior to delivery to Greytown and Featherston.
- 9) The Chlorine store is non-compliant with relevant standards due to ventilation issues, and potentially other issues (for example the storage fire rating needs to be checked and confirmed).
- 10) The alarms and controls have issues associated with the electronic equipment that need addressing through equipment upgrade and/or replacement.
- 11) The pH control system (Soda ash) is ineffective, resulting in water leaving the treatment plant being corrosive, and this is likely to be impacting the condition of pipelines and pipework downstream.
- 12) Old equipment and chemicals associated with the mothballed ultrafiltration plant are still onsite, presenting a health and safety hazard and taking up space in the treatment plant building.
- 13) The Boar Bush Chlorine contact tank roof (Featherston) is in poor condition, the chlorine dosing system does not comply with relevant standards, and the raw water (untreated) supply from Boar Bush is not sufficiently isolated from the treated water supply to adequately mitigate contamination risk.

[Martinborough Supply - Ruamahanga]

- 14) The Martinborough Water Treatment Plant telemetry system has reliability issues. This resulted in loss of data that has impacted the compliance status for FY19/20. Improvements are needed to avoid future loss of data that will continue to impact compliance status.
- 15) There are further improvements that still need to be actioned since the boil water notice incidents earlier this year, once the manganese treatment plant is installed.
- 16) New chlorine dosing equipment is needed at the Martinborough reservoirs to reduce health and safety risks for operators.

[Pirinoa Supply]

- 17) There are very limited controls in place at the Pirinoa treatment plant to determine treatment performance, and chlorine is dosed manually three times per week into the reservoir at the plant by the operators.
- 18) The ozone treatment facility does not achieve DWSNZ requirements and therefore cannot be relied on to provide a multi-barrier approach.

- 19) New chlorine dosing equipment is needed at the Pirinoa treatment plant to reduce health and safety risks for operators.

What are the key risks we are currently exposed to?

The supplies at Greytown (Memorial Park) and Pirinoa are of particular concern and require urgent upgrade to provide multi-barrier protection to achieve safe water.

We continue to monitor the water quality within Greytown and Pirinoa including testing for possible contamination and testing residual Chlorine levels. If the Chlorine systems for either were found to be inadequate, we would have no effective barriers to contamination in place and so would have no choice but to issue a boil water notice as part of our duty of care to mitigate public health risks.

Work completed and underway

- We have completed initial modifications to some of the alarms, controls and telemetry systems at the Memorial Park and Waiohine Treatment Plants to reduce some significant risks at those sites.
- We are in the process of altering the soda ash dosing system at the Waiohine treatment plant to improve its performance.
- We are working to check the feasibility of using two emergency treatment containers from our Community Infrastructure Resilience project to provide a temporary multi-barrier approach for the Memorial Park bore, pending completion of permanent upgrade work. Installation of these containers would significantly increase the safety of that supply, pending implementation of a permanent solution, though are only a temporary and short-term solution and require continuous manning to function correctly.
- We have initiated a review and refresh of the sampling program to meet the requirements of the drinking water standards. We are also arranging for sampling work to be completed through a contractor engaged directly by the laboratory instead of being carried out by the treatment plant operators (as was the previous arrangement) to free them up to focus on their core work and reduce the risk of human error.

Next steps to address the issues and achieve compliance

Urgent improvement work (Memorial Park and Pirinoa)

- Obtain SWDC approval and funding to fast track design of upgrade of the Memorial Park supply bore and improvements at Pirinoa, for subsequent implementation through our Major Projects team or Program Management Office as appropriate
- Confirm costs following more detailed assessment/preliminary design
- Seek approval for budget needed to implement upgrades
- Complete detailed design and construction
- Commission new treatment equipment

Short-term improvement work

- Complete installation of bore no. 4 at Waiohine WTP (this work is already funded)
- Complete construction and commissioning of treated water storage (this work is already funded) and post-treatment Chlorine dosing system at Waiohine WTP (not currently funded)
- Complete alterations/modifications to Featherston supply including Boar Bush Chlorine contact tank and emergency supply alterations to reduce contamination risks
- Replace electronic equipment at Memorial Park and Waiohine WTPs
- Install standby generator connection points at all treatment plants and bores.
- Implement Chlorine dosing system modifications at Martinborough reservoirs

Longer term improvement work

- Transition Waiohine WTP to caustic dosing system for pH control
- Remove old Ultrafiltration plant equipment from Waiohine WTP

How much will this cost?

We have completed initial assessment work only, and at this stage consider our estimates are 'Level 0' and so include a 100% contingency allowance pending completion of further design work to more accurately determine costs.

In total, the improvements required are estimated to cost between \$2.8M and \$5.6M (Level 0 rough order of cost estimates applying 100% contingency according to our cost estimating manual), though detailed assessment is required to confirm costs. The 100% contingency allowance at this stage reflects the fact that limited assessment work has been carried out and that design work needs to be completed to improve confidence in the estimates.

There are some things we can do immediately (and are doing) with relatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine, updating set points on alarms and controls, and improving control and telemetry systems.

Other urgent improvements requiring SWDC funding are needed particularly for the treatment plants at Memorial Park (Greytown) and Pirinoa to provide safe drinking water. These are currently unfunded. The Memorial Park supply is of particular concern, and in the event of failure of the chlorination system we would have no choice but to issue a Boil Water Notice to protect public health.

Longer term improvements are proposed to improve system operation generally.

Summary

- There are some things we can do immediately (and are doing) with relatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine, updating set points on alarms and controls, and improving control and telemetry systems.
- Other urgent improvements requiring SWDC funding are needed particularly for the treatment plants at Memorial Park (Greytown) and Pirinoa to provide safe drinking water. These are currently unfunded.

- The Memorial Park supply is of particular concern, and in the event of failure of the chlorination system we would have no choice but to issue a Boil Water Notice to protect public health.
- Longer term improvements are proposed to improve system operation generally. In total, the improvements required are estimated to cost between \$2.8M and \$5.6M (Level 0 rough order of cost estimates applying 100% contingency according to our cost estimating manual).
- As compliance reports are prepared for the period 1 July to 30 June each year, it's likely that SWDC water supplies will also be non-compliant for the 19/20 financial year, though we will be discussing this with Regional Public Health to determine if there is scope for showing and reporting on improvement in performance over this period.
- As the Water Supplier, we have a duty of care to manage system risks to the best of our ability and within the funding available, and as trusted advisor we must inform Council of any significant reputational and public health risks being carried with the existing assets and the urgency of investment needed to address them.

Laurence Edwards

Chief Advisor Drinking Water

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Attachment A





Appendix 2

Wellington Water Briefing Powerpoint - Water Supply Matters (13 Nov. 2019)

SWDC Workshop

Safe and Healthy Drinking Water















SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Your public water company

Wellington Water Service Goals

- what customers experience

| Safe and healthy water | Respectful of the environment | Resilient networks support our economy |
|---|--|--|
|  <p>We provide safe and healthy drinking water</p> |  <p>We manage the use of resources in a sustainable way</p> |  <p>We minimise the impact of flooding on people's lives and proactively plan for the impacts of climate change</p> |
|  <p>We operate and manage assets that are safe for our suppliers, people and customers</p> |  <p>We will enhance the health of our waterways and the ocean</p> |  <p>We provide three water networks that are resilient to shocks and stresses</p> |
|  <p>We provide an appropriate region-wide fire-fighting water supply to maintain public safety</p> |  <p>We influence people's behaviour so they are respectful of the environment</p> |  <p>We plan to meet future growth and manage demand</p> |
|  <p>We minimise public health risks associated with wastewater and stormwater</p> |  <p>We ensure the impact of water services is for the good of the natural and built environment</p> |  <p>We provide reliable services to customers</p> |

Havelock North Inquiry:

- Gastroenteritis outbreak
- Significant outbreak in international terms (Walkerton 2000, Milwaukee 1994)
- 4 people died
- 45 hospitalised
- 5,500 residents ill with campylobacteriosis
- Ongoing health complications for many
- Traced to two bores in Brookvale Road
- Sheep faeces identified as source of campylobacter
- Raised concerns about safety and security of NZ's drinking water



Principles of drinking water safety



High standard of care



Protection of source water



Barriers against contamination



Change precedes contamination



Sense of responsibility



Preventative risk management

The Havelock North Inquiry recommended six fundamental principles of drinking water safety for New Zealand:

1. **A high standard of care must be embraced:** We care about our customers, and their communities, and will make sure they always have access to safe drinking water now and in the future.
2. **Protection of source water is of paramount importance:** We will look after our water sources and catchment areas and will work with others to make sure they are protected from potential contamination.
3. **Maintain multiple barriers against contamination:** Our source to tap approach uses multiple robust barriers to make sure the water we supply our customers is, and remains, safe.
4. **Change precedes contamination:** We will actively monitor our environment, prepare, and respond quickly to any change that could result in the contamination of the drinking water we supply.
5. **Suppliers must own the safety of drinking water:** Our people are responsive, knowledgeable, experienced, and committed to making sure we provide safe drinking water to our customers.
6. **Apply a preventative risk management approach:** We will actively monitor and manage risks to our water supply from source to tap to make sure we prevent contamination.

Principle No.1: A high standard of care must be embraced



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

Principle No.3: Maintain multiple barriers against contamination



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

Principle No.4: Change precedes contamination



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

Your Water Networks



Drinking Water Compliance

All SWDC water treatment plants were non-compliant with the drinking water standards last year:

| Water Supply Compliance status 2018-19 | Compliant? | | | Multi-barrier approach in place? |
|--|-----------------|---------------|---------------|--|
| | Bacterial | Protozoa | Chemical | |
| Featherston/Greytown (Waiohine) | Non-compliant | Non-compliant | Non-compliant | Yes – but improvements needed in alarms, controls and data capture |
| Greytown (Memorial Park) | Non-compliant | Non-compliant | Compliant | No |
| Martinborough | Non-compliant | Non-compliant | Compliant | No* |
| Pirinoa | Non-compliant** | | | No – the Ozone plant does not provide sufficient protection |

Investigations to date



Since Wellington Water go-live on 1 October we have:

- Set up a water safety project team
- Completed site audits of critical assets
- Completed initial urgent modifications to control systems
- Initiated a review and refresh of the sampling program
- Initial planning work to determine what needs to be done (in priority order)
 - 1) ensure safety of operators,
 - 2) provide safe drinking water, and
 - 3) achieve compliance with drinking water standards

Our work to date has identified the highest risks to be:

1. Greytown Supply – Memorial Park:

There is no multi-barrier protection in place – just chlorination and no protozoa barrier

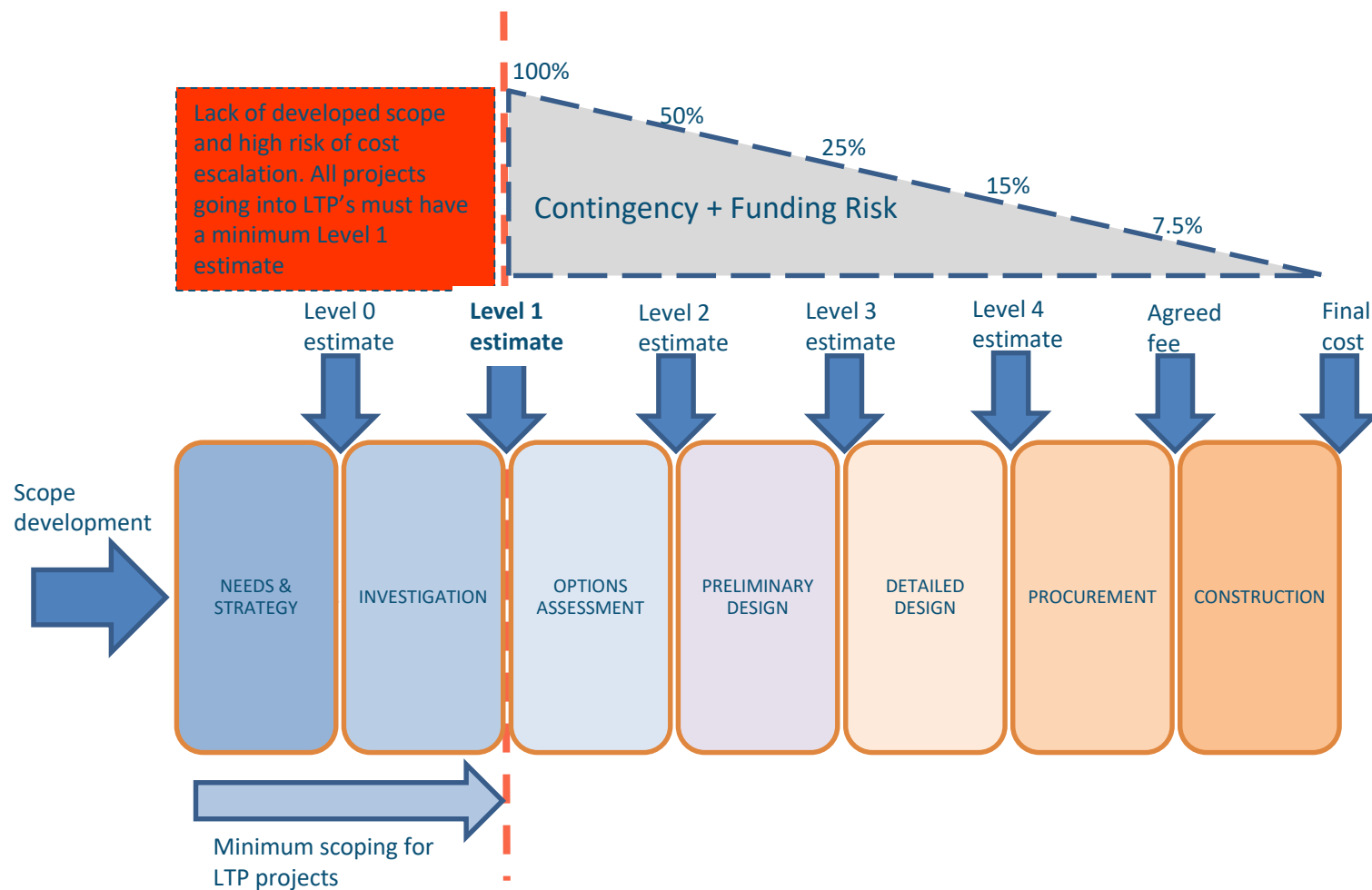
2. Pirinoa Supply:

No reliable multi-barrier approach

Inadequate/unreliable Chlorine dosing system

There are also a number of lesser risks that need attention at comparatively modest cost to improve system performance, such as replacing the undersized pH control dosing system at Waiohine and improvement of control systems.

Cost Estimating



Estimate Definitions

Outside of estimating manual

Multiple options -100% contingency

Single option – 50% contingency

Level 0

Sometimes estimates are requested prior to any investigation or feasibility work being carried out, and without any defined scope of works. These estimates fall outside any recommended procedures.

Level 1

Under the WWL procedures, these estimates apply to the Definition Phase. These estimates are based on:

- Risk Register outputs,
- No site investigations,
- Estimate land requirements,
- Estimated consent conditions,
- Possibility of scope change,
- A range of options that may be developed and delivered.

Level 2

Under the WWL procedures, these estimates are prepared during the Development Phase. These estimates are based on:

- Risk Register outputs,
 - Limited site investigations,
 - Estimate land requirements,
 - Estimated consent conditions,
 - Possibility of scope change,
- Outline design drawings with schedule of quantities

Next Steps

Urgent work (Memorial Park and Pirinoa):

- Obtain SWDC approval to fast track design of upgrade of the Memorial Park and Pirinoa treatment plants
- Confirm costs following more detailed assessment/preliminary design
- Seek approval for budget
- Complete detailed design and construction
- Commission new treatment equipment

Summer Water Demand



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Your public water company

Why are we being asked to conserve water so early?

We are conserving water earlier this summer because of limited treated water supply from one operational bore.

When the manganese extraction plant is operational in the autumn of 2020, we'll be able to use our other bores and water supply will be back to normal.

Why is the manganese extraction plant not operational by the summer?

A couple of things:

- We are finalising the short-term lease agreement for the land where the manganese extraction plant will be set up; after this is done the Resource Consent process will get under way.
- A local contractor has joined the project team and contractual details are being finalised

What about using my own private bore, do the water restrictions apply to me?

No, the current water restrictions do not impact those with private bores.

What will happen if people don't follow the water restriction requirements?

If the Martinborough township uses more water than can be supplied from the low manganese bore, we will have to use the other bores as well. This is a problem because, although safe to drink, the water could become discoloured due to the reaction between manganese and chlorine.

The discolouration could range from looking like weak tea to at worst black – which is why everyone needs to do their part in conserving water this summer. Information on how to conserve water will be shared throughout the community. Enjoying safe, clean, clear and healthy water over the next few months means that we all have to work together. Failure to reduce demand means that more formal enforcement measures would be employed.

The Wairarapa Consolidated Bylaw 2019

Collateral examples



**FROM 30 NOVEMBER 2019
HAND HELD WATERING ONLY**



Find out more: wellingtonwater.co.nz/SWDC



BAN ON RESIDENTIAL SPRINKLERS

AND IRRIGATION SYSTEMS



APPLIES TO MARTINBOROUGH

BAN ON RESIDENTIAL SPRINKLERS AND IRRIGATION SYSTEMS



APPLIES TO FEATHERSTON & GREYTOWN

Collateral examples

TOTAL OUTDOOR WATER BAN

Including hand held watering



APPLIES TO MARTINBOROUGH

Appendix 2 – Public Notice



FROM 30 NOVEMBER 2019 HAND HELD WATERING ONLY

IN MARTINBOROUGH TOWN UNTIL FURTHER NOTICE

The following restrictions apply to outdoor water use:

- HAND HELD watering devices only
- No sprinklers, irrigation systems or unattended hoses.

This is in addition to year-round alternate day watering - even numbered properties on even numbered dates and odd numbered properties on odd numbered dates.

This measure has been taken to ensure that there is enough clean, clear, and safe drinking water for our community.

For more information please visit:

www.wellingtonwater.co.nz/SWDC

This notice is issued pursuant to: clause 4.7.3 of the Wairarapa Consolidated Bylaw 2019 Part 5: Water Supply.



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau