

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 7 April 2022 starting at 6:30pm. Masks are required for those in attendance and physical distancing is recommended.

MEMBERSHIP OF THE COMMITTEE

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

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 Martinborough Community Board meeting held on 24 February 2022.

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 24 February 2022 be confirmed as a true and correct record.*

Pages 1-5

8. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF:

8.1 None advised

9. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF:

9.1 Pain Farm Report **Pages 6-15**

9.2 Income and Expenditure Report **Pages 16-22**

9.3 Action Items Report **Pages 23-26**

9.4 Financial Assistance Accountability Report **Pages 27-43**

9.5 Officer's Report **Pages 44-112**

10. NOTICES OF MOTION:

10.1 None advised

11. CHAIRPERSON'S REPORT:

11.1 Chairperson Report **Pages 113-115**

12. MEMBER REPORTS (INFORMATION):

12.1 None advised



Minutes – 24 February 2022

Present:	Mel Maynard (Chair), Aidan Ellims (Chair), Nathan Fenwick, Councillor Pam Colenso, Alex Mason (Youth Representative)
In Attendance:	Mayor Beijen, Stefan Corbett (Group Manager, Partnership and Operations), Amanda Bradley (General Manager, Policy & Governance) and Kaitlyn Carmichael (Committee Advisor).
Also in Attendance	Sophie Shipperbottom (Swim with Sophie)
Conduct of Business:	Under the RED traffic light setting, this meeting was held via video conference and was live-streamed to Council's YouTube channel . All members participating via video conference counted for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting was conducted between 6.46pm and 9.26pm.

1. EXTRAORDINARY BUSINESS

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

(Moved Maynard/Seconded Cr Colenso)

Carried

2. APOLOGIES

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

(Moved Maynard/Seconded Ellims)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

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

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

MARTINBOROUGH COMMUNITY BOARD

7 APRIL 2022

AGENDA ITEM 9.1

PAIN FARM REPORT

Purpose of Report

To provide Community Board members with the latest Pain Farm report from farm consultants.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Pain Farm Report.*

1. Background

Pain Farm estate on Lake Ferry Road, Martinborough includes a livestock farm of 75.74 hectares and a homestead, cottage and surrounding land on 1.78 hectares. It is also the site of the Martinborough landfill (7.47 hectares). The property is 84.99 hectares in total. A map of the property is attached at Appendix 2.

The farm is leased to 30 April 2022 for a rent of \$66,000 per year and there is no right of renewal. The Council's 35 year resource consent for staged discharge of treated wastewater to land commenced in April 2016. Stage 2 of the consent includes the incorporation of the discharge of treated wastewater to land at Pain Farm. A pipeline to transfer the treated wastewater to Pain Farm from the current wastewater treatment plant and oxidation ponds will need to be constructed and the pipeline and irrigation system is consented to be operational no later than 31 December 2030.

Wairarapa Property Consultants are contracted on a yearly basis to provide a written property condition report for all Council owned farms. The report dated from October 2021 is attached in Appendix 1. The next condition report will be prepared in October 2022 and the cost to prepare will be deducted from the maintenance budget.

2. Discussion

2.1 Lease with Unison (Bideford) Limited

SWDC hold a lease for Pain Farm with Oliver Smith of Unison Bideford limited with a 3-year lease dated 1st of May 2019 and ending on the 30th day of April 2022. With no right of renewal. Lease per year is \$66,000.00 per year.

It is likely that Wellington Water, Council's manager of our three water services, will require access to the farm within a three year period, with potential for the available farm size to be reduced for farming purposes. Wellington Water have recommended moving forward with yearly leases for greater flexibility and until the irrigation requirements for the land are understood.

In order to secure the highest return from leased land, farms generally need to be leased for longer periods of time. Given that the current tenants farming operation has been documented as excellent and the recommended lease period time has been reduced to one year, Council officers have prepared a draft lease for review by Unison (Bideford) under the same general terms and conditions as the existing lease to cover a shorter period.

As outlined in the property report, the lessee has rebuilt the sheep yards, installed new troughs, repaired pugging damage, renewed pasture, installed a water metre so supply to the farm can be separately charged, and repaired damaged pipes.

In addition to the property consultants report, the Amenities and Waste Manager has also visited the farm and has found the farm to be well maintained.

2.2 Beekeeping Lease with Comvita

Council officers are working with Comvita and the Pain Farm lessee to enable a hive site to be located at the farm for wintering purposes. The income for wintering a hive site is not large and final arrangements for the income split are still to be agreed with the lessee.

2.3 Stock Exclusion from Waterways

New national Stock Exclusion regulations were signalled by Ministry for the Environment in the National Policy Statement for Freshwater Management. In the Wellington Region, these regulations work together with the rules outlined in the Greater Wellington Regional Council Proposed Natural Resources Plan (PNRP). In some cases, the PNRP rules are more stringent than the national regulations. In either case the more stringent rules apply.

Pain Farm has waterways that have been identified as needing fencing. A diagram of the Pain Farm waterways as supplied by Greater Wellington Regional Council (GWRC) is attached in Appendix 2. The rules guiding fencing requirements are complex, however generally, if a waterbody is over 1m in width and it has flow for sustained periods of the year (as opposed to intermittent flow after a heavy rain), then it will need to be fenced with at least a 2 wire fence at a distance of 3m from each bank in order to exclude all stock except sheep by 1 July 2022. Planting is not required in the short term.

Officers will be seeking assistance from GWRC to correctly identify the fencing requirements for the property that enable the best outcome for ongoing maintenance and access to grazing for the lessee. A fencing contractor has been contacted and all parties will meet on site to assess so a quote can be prepared. A report seeking approval for expenditure will be submitted to the next Community Board meeting.

3. Conclusion

An annual condition report has been prepared for the Community Board with the next report due at the end of 2022.

Council officers are working to secure a one year lease with the current lessee.

Council officers will stay abreast of stock exclusion regulations and will come back to the next meeting seeking funding approval for fencing to exclude stock from waterways.

4. Appendices

Appendix 1 – Pain Farm Lease Condition Report

Appendix 2 – Pain Farm waterways

Contact Officer: Suzanne Clark, Property Portfolio Advisor

Reviewed By: Bryce Neems, Amenities and Waste Manager

Appendix 1 – Pain Farm Lease Condition Report

20 October 2021

South Wairarapa District Council
PO Box 6

MARTINBOROUGH 5741

Attention – Olivia Stevens

Dear Madam

RE: PAIN FARM LEASE CONDITION REPORT

On 13 October 2021 I confirm I inspected the subject property accompanied by Olivia Stevens on behalf of South Wairarapa District Council and Oliver Smith as Lessee for the purpose of conducting a Property Condition Report.

The general principle of farm leasing is that the farm and improvements shall be maintained in a similar condition as presented as at the lease commencement and as per the terms and conditions of the lease. Please refer to the original condition report conducted at lease commencement.

Yours faithfully

WAIRARAPA PROPERTY CONSULTANTS LTD



R F G Moore
BCM (AgriBus) MPINZ ANZIV
Registered Valuer

1 CONDITION REPORT

1.1 Pastures

Since lease commencement the Lessee has renewed all pastures with exception to the two small entrance paddocks between the stock yards and house. Pastures have been renewed with short rotation Italian rye grass. It is anticipated that 32.5 hectares will be cropped in Brassica this spring which will be followed by permanent new grass.

At lease commencement the property had suffered long term pugging damage. The Lessee has not farmed cattle on the property since lease commencement which has significantly enhanced the soil structure.

In summary, the Lessee has significantly enhanced the quality of pastures over the property beyond what would usually be expected over a three year lease.



1.2 Fencing

Since lease commencement I am advised that both Lessor and Lessee have contributed funding towards fence repair and maintenance. I consider that fencing has been improved since lease commencement. Some of the older lines will require ongoing repair and maintenance to be kept in a stock proof condition. Mr Smith also advises that some repair is required to flood gates adjoining neighbours to avoid stock movements between boundaries.

In summary, we observe a good standard of lease compliance.



1.3 Water

Since lease commencement four new concrete stock water troughs have been installed. I am advised that Council provided the troughs, and the Lessee managed the installation. All other existing infrastructure is being well maintained. As per the Property Condition Report at lease commencement, we note the water reticulation pipes are very small



by modern standards. At some stage the main lines would benefit from replacement, however, we acknowledge that this is not an obligation of either party. A Harvest alarm water monitoring system has been installed which allows the Lessee to monitor water flows via cell phone. This was funded by Council and is a very useful improvement for the Lessee.

2 IMPROVEMENTS

2.1 Cattle Yards

Cattle yards have been maintained in good condition with no deferred maintenance noted.



2.2 Sheep Yards

The sheep yards have been completely rebuilt since lease commencement. I am advised that Council contributed some funding towards the yards with the Lessee providing the balance and undertaking the installation. We highlight some goodwill towards the Lessee for these improvements and consider that this level of investment is above average expectation for a short three year lease. These are now considered a very good and functional set of sheep yards suitable to a block of this size.



2.3 Waterway Fencing

Our interpretation of the current and proposed regulations is that **only dairy cattle (excluding dairy support cattle) must be excluded from waterways by 1 July 2023, and all cattle to be excluded by July 2025.**

The Lessee is currently running sheep which do not require exclusion. Non-dairy cattle may continue to be grazed without requirement for exclusion until July 2025. Therefore, we do not consider there is any requirement to fence off waterways until July 2025.

If early adoption of regulations is a priority of Council, funding is available from the Greater Wellington Regional Council to assist with riparian fencing and planting.

To clarify this, you can phone Andrew Bird who is a Land Management Advisor at the Greater Wellington Regional Council on 021 349 057.

We consider that any fencing of waterways due to legislation is the responsibility of the landowner, unless the works result in a significant enhancement to the Lessee, in which case a fair contribution may be warranted.

2.4 Fertility & Fertiliser

Since lease commencement the Lessee has applied a capital lime dressing at a rate of 2 tonnes per hectare which covered Year 1 fertiliser obligation and approximately half of the Year 2 fertiliser obligation. Since then, various Cropmaster products have been utilised which have covered all maintenance phosphate requirements for the first three years of the lease. They have also covered the potassium requirements, however, the property has a deficit of sulphur inputs. Given the balance of surplus and deficit of elemental nutrients, we consider the Lessee has applied a fair and reasonable amount of fertiliser to cover all first three-year fertiliser requirements. In summary, we have observed a very good standard of lease compliance in terms of fertiliser.

2.5 Condition Summary

In summary, we have observed an excellent standard of Lessee compliance and have no concerns in terms of deferred maintenance. The Lessee has considerably enhanced the property in terms of infrastructure and pastures and is acting in an excellent husband-like manner in respects of all farm practice.

2.6 Lease Renewal

This lease is for a three-year term with no right of renewal and is due to expire at the end of April 2022. The Lessee has verbally expressed a desire to extend the lease beyond expiry date.

Council needs to decide on terms for a possible lease extension or new lease and advise the Lessee of their intentions as soon as possible.

Appendix 2 – Pain Farm Waterways

[illegible][illegible][illegible]

Legend

Main rivers and streams

TYPE

Stream

Regional Highly Modified Rivers

Artificial watercourses

— Stormwater channels

Natural rivers and streams

— Ephemeral flow paths

5. PUBLIC PARTICIPATION

Sophie Shipperbottom- Swim with Sophie Grant Application

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

6. ACTIONS FROM PUBLIC PARTICIPATION

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

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 24 November 2022

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

(Moved Fenwick/Seconded Ellims)

Carried

8. DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Elected Member Code of Conduct Report

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

(Moved Cr Colenso/Seconded Ellims)

Carried

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

8.2 Road Naming Report

MCB RESOLVED (MCB 2022/05):

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

(Moved Cr Colenso/Seconded Fenwick)

Carried

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

(Moved Ellims/Seconded Fenwick)

Carried

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

8.3 Financial Assistance Report (Extraordinary Item)

MCB RESOLVED (MCB 2022/06):

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

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

9. INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Officers' Report

MCB RESOLVED (MCB 2022/07) to receive the Officers' Report.

(Moved Fenwick/Seconded Cr Colenso) Carried

Members queried the impact of future growth on the wastewater system and lupin control along White Rock Road. Mr Corbett undertook providing further information.

Mr Corbett provided an update on the Pain Farm repairs, Hinekura Road workplan and status of the speed review.

Mayor Beijen undertook providing an update on school transportation use of Hinekura Road.

MCB NOTED:

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

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

MCB NOTED:

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

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

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

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

Meeting adjourned at 8.52pm.

Meeting reconvened at 9.02pm.

9.2 Income and Expenditure Report

MCB RESOLVED (MCB 2022/08):

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

MCB NOTED:

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

9.3 Action Items Report

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

(*Moved Fenwick/Seconded Cr Colenso*) Carried

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

10. CHAIRPERSONS REPORT

There was no Chairperson Report.

11. MEMBER REPORTS

There were no member reports.

The meeting closed at 9.07pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

MARTINBOROUGH COMMUNITY BOARD

7 APRIL 2022

AGENDA ITEM 9.2

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 ending 28 February 2022.*
2. *Receive the Pain Farm Statement of Financial Performance for the period ending 31 December 2021.*

1. Executive Summary

The draft Income and Expenditure Statement for the period ending 28 February 2022 is attached in Appendix 1.

The Pain Farm Statement of Financial Performance for the period ending 31 December 2021 is attached in Appendix 2.

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 – Draft Income and Expenditure Statement for period ending 31 January 2022

Appendix 2 - Pain Farm Statement of Financial Performance for the period ending 31 December 2021

Prepared By: Hayley McDonald, Assistant Accountant
Reviewed By: Charly Clarke, Finance Manager

**Appendix 1 – Draft Income and
Expenditure Statement for period
ending 31 January 2022**

Martinborough Community Board
Income & Expenditure for the Period Ended 28 February 2022

Personnel & Operating Costs

Budget

Members' salaries	26,680.00
Mileage reimbursements	1,000.00
Operating expenses	7,000.00
Total Personnel & Operating Costs Budget 2021-2022	34,680.00

Expenses

Personnel Costs

Members' Salaries	20,744.94
Mileage reimbursements	-
Total Personnel Costs to 28 February 2022	20,744.94

Operating Expenses

27/08/2021 Local Government NZ	Community board levy 2021/22	275.00
30/11/2021 A Mason Student Rep		100.00
30/11/2021 Staff Expenses - Memorial Gate Centennial Celebration morning tea		97.30
Total Operating Expenses to 28 February 2022		472.30

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	26,680.00	20,744.94	5,935.06
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	100.00	100.00
Total Commitments			7,035.06

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,427.70

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2020-21 grant allocation	4,500.00
Other miscellaneous income	-
Total Income for 2021-2022	4,500.00

LESS: Grants paid out

16/08/2021	Martinborough Music Festival		500.00
16/08/2021	Kahutara Hall Society	High Tea & Evening Ball celebrating 100 years	850.00
16/08/2021	Martinborough Youth Fund	Communit Fireworks Event	500.00
Total Grants paid out to 28 February 2022			1,850.00

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
21/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00	300.00
13/08/2020 Kidz Need Dadz	Father's Day bowling event	200.00	200.00
13/08/2020 Martinborough Community Garden	Contribution to ongoing costs	800.00	800.00
	Contribution to water tank	1,000.00	1,000.00
24/02/2022 Memorial Gate	Celebration Morning tea	111.9	14.60
Total Commitments			4,164.60

PLUS: Balance Carried forward from previous year*

2,069.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

554.63

Martinborough Community Board
Beautification Fund for the Period Ended 28 February 2022

Income

Annual Plan 2021-2022 allocation 11,000.00

Total Income 2021-2022 **11,000.00**

Beautification grants - operating

5/11/2021	Leafland	Northern Rata Tree for Considine Park	165.00
21/06/21	PaperStreet	Planting of tree Considine Park	114.85
8/03/2021	OneSource	Matariki Flags Remainder owing for changes	304.00
04/09/2021	Martinborough Business Association	Christmas Decorations for Martinborough	750.00

Total Beautification grants - operating to 28 February 2022 **1,333.85**

Beautification grants - capital

Total Beautification grants - capital to 28 February 2022 **-**

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
17/12/2020	Tree to be planted in celebration of 150 years of Martinborough Township	279.85	279.85	-
16/08/2021	Martinborough Business Assn Christmas Garland decorations in MBO	750.00	750.00	-
Total Commitments				-

PLUS: Balance Carried forward from previous year **3,763.57**

TOTAL BEAUTIFICATION FUNDS AVAILABLE **13,429.72**

* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these in the year end process.

Martinborough Community Board

Swimming Pools Fund for the Period Ended 28 February 2022

Income

Funds from Martinborough Swimming Club

17,678.80
17,678.80

Expenditure

Total Expenditure

-

-

Net Surplus/(Deficit) Year to Date

17,678.80

LESS: Committed Funds

Resolution
date

24/02/2022 Swim with Sophie

Swimming lessons Martinborough

Original
commitment
2,410.00

Spent to date

Remaining
commitment
2,410.00

-

Total Commitments

2,410.00

TOTAL FUNDS AVAILABLE

15,268.80

Appendix 2 – Pain Farm Statement of Financial Performance for period ending 31 December 2021

Pain Farm - Statement of Financial Performance

For the Period Ended 31 December 2021

Income

Rent received*	58,350.00
Interest income	10,525.80
Total Income 2021-22 to date	68,875.80

Expenditure

Consultants	2,574.04
General expenses	-
Interest expense	-
Legal expenses	-
Repairs & maintenance (other)	5,039.41
Grounds maintenance	847.48
Repairs & maintenance (Buildings)	1,610.00
Insurance	2,600.50
Overhead allocation	14,373.92
Rent & rates payable	10,732.22
Personnel costs	9,705.97
Total Expenditure 2021-22 to date	47,483.54

Net Surplus/(Deficit) Year to Date	21,392.26
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Pain Farm - Statement of Accumulated Funds

As at 31 December 2021

Opening balance 1 July 2021	114,937.74
Total surplus/(deficit) year to date	21,392.26
Transfers from reserves (capital spend)	-
Closing balance 31 December 2021	136,330.00
Less committed funds	3,000.00
Heatpump for bathroom in cottage (resolved by Council 2/7/2020, just the bathroom in cottage remaining).	3,000.00
Total funds available	133,330.00

** Total shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.*

MARTINBOROUGH COMMUNITY BOARD

7 APRIL 2022

AGENDA ITEM 9.3

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information in Appendix 1. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

2. Appendices

Appendix 1 – Action Items to 31 March 2022

Contact Officer: Kaitlyn Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Appendix 1 – Action Items to 31 March 2022

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
176	19-Sep-19	4 & 5 – K Neems	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</p> <p>05/11/20: Members discussed timeframes of the cost allocation model review, scope of original request and sought an update to clarify the connection between the overhead cost allocation model and crediting of funds back to the Pain Farm account.</p> <p>08/12/20:—It is considered efficient to look at the review of the costs at the same time as the allocation model is reviewed for the LTP. Due to resourcing constraints this has been pushed to early next year. As mentioned in a previous report it is unlikely any Corporate Support costs will be credited as they cover governance and secretarial duties, financial accounts, debt collection, internal administrative time etc for the residential accommodation, refuse station, and farm. The portion of the Professional Services which covers property management for these three income streams will form the basis of the review. The time taken for Officers to project manage the entire property including the recent upgrade to the house and farm fencing will also be taken into account.</p> <p>29/4/21: Awaiting confirmation of LTP.</p> <p>29/6/21: Report to be presented to FAR for discussion 11/08/21.</p> <p>09/8/21: Due to resourcing constraints report is to be presented to the next FAR meeting 27/10/21.</p> <p>25/11/21: Update requested by MCB.</p> <p>24/02/22: Update requested by MCB.</p> <p>28/03/22: Officers will factor this review into be completed by the 30 June 2022.</p>
95	27-Feb-20	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	<p>02/7/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group.</p> <p>14/8/20: Four representatives identified but group not yet established.</p> <p>24/9/20: Still in progress of forming group.</p> <p>17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks.</p> <p>29/4/21: Work in progress.</p> <p>25/11/21: Michael Honey undertook continuing this project.</p>
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Parked	<p>24/8/20: Funding partnership offered through correspondence on grant. Martinborough Community Garden has requested to meet with MCB first and this request has been forwarded to the Chair.</p> <p>27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered (refer to action 489).</p> <p>27/10/20: A potential site behind the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street has been identified.</p> <p>05/11/20: Members discussed the proposed location for the Martinborough Community Garden at the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street and sought clarification on the land available before members discussed the proposed location with the Martinborough Community Garden (refer Action 617)</p> <p>8/12/20: The land area is approximately 1270m2 and maps of the area were provided in Appendix 3 of the Action Items Report to the meeting on 17/12/20. It is suggested if the Board wants to explore this that a community board representatives works with the Martinborough Community Garden to present a proposal to officers for consideration.</p>
495	24-Sep-20	K Neems	Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund	Actioned	<p>Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released. Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release.</p> <p>20/4/21: The water fountain invoices will be manually collated at the end of the financial year (30-Jun-21)</p> <p>09/8/21: This will be done as part of year-end reconciliations, completed in time for annual reporting.</p> <p>25/11/21: Update requested by MCB.</p> <p>24/02/22: Resolved, action closed.</p>
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
727	17-Dec-20	MCB	Consider putting forth a list of road names for use in the Martinborough Ward	Open	
731	17-Dec-20	N Fenwick /MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board. 25/11/21: Ongoing 24/02/22: Project undertaken by N Fenwick
127	29-Apr-21	MCB	Investigate the process for submitting an application to South Wairarapa Rotary Club for funding of new FlagTrax in Martinborough subject to confirmation that the Martinborough Community Board is able to apply for external funding	Open	27/5/21: The Board is able to apply externally for funds. Cr Colenso updated members an application would be presented to the next MCB meeting for consideration. 25/11/21: Cr Colenso drafting application
316	8-Jul-21	H Wilson	Invite those of Ruamāhanga Roads, a shared roading maintenance contract between South Wairarapa and Carterton District Councils, to present to the Board on the roading programme and processes for roading maintenance across the district	Open	29/6/21: Programme is not ready as budgets are still being developed by NZTA. 29/9/21: To present to future MCB meeting as not available 7-Oct-21.
626	25-Nov-21	H Wilson	To request, through the Chief Executive, a timeline for a report on the flooding risks of all South Wairarapa Campgrounds	Actioned	2/17/22: This will be reviewed for an upcoming meeting. 24/02/22: Update requested. 31/03/22: We will pick up the detail of the risk assessment as part of our coastal reserves and camping bylaws review which will be scheduled in forthcoming policy reviews
035	24-Feb-22	S Corbett	To request an update on the inspection frequency of fire hydrants in the district and ensure the hydrants on Princess Street are accessible following road resealing	Actioned	25/03/22: Update sent via email to MCB.
036	24-Feb-22	S Corbett	Request a meeting with Officers to review road safety concerns in the district	Open	
037	24-Feb-22	S Corbett	To request that a mutually satisfactory way of reporting on the maintenance of Pain Farm is established	Actioned	31/03/22: Council regularly inspects the entire property and have found it in good condition. Issues will be raised promptly with management and Council if they arise. We also have a yearly farm report which is provided to the Board. We do our rental inspections quarterly and any ground maintenance is discussed. Anything that is important is placed in the Assets and Services Committee report. For example, the recent damage to the garage (we are still waiting on the insurance company who are organising building quotes).
038	24-Feb-22	K Neems	Request that a more precise update is given with regards to the rates arrears presented in the Officers' Report, including commentary on how they are trending in comparison to previous years	Actioned	28/03/22 - Finance Team confirm that the report produced for FAR, which is publicly available is the one MCB can be directed to for trends info.
040	24-Feb-22	K Neems	To request clarification on Staff Expenses of \$197.30, under the Operating Expenses on the Income and Expenditure Report for the period ending 31 January 2022.	Actioned	31/03/22: Expenses included 2 student rep payments and Memorial Gate Centennial celebration morning tea

MARTINBOROUGH COMMUNITY BOARD

7 APRIL 2022

AGENDA ITEM 9.4

FINANCIAL ASSISTANCE ACCOUNTABILITY REPORT

Purpose of Report

To update the Martinborough Community Board on the status of grants and provide a report back on accountability forms received from recipients.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Financial Assistance Accountability Report.*

1. Executive Summary

The Martinborough Community Board considers applications for financial assistance at their 6 weekly meetings.

All applicants that receive a grant are required to submit an accountability form within three months of the grant being expended and are reminded of this requirement if a return hasn't been lodged.

A summary of grants allocated and their status is provided in Appendix 1. All applicants that have had a grant approved and haven't yet returned an accountability form have been contacted prior to this report being prepared, excluding three applicants that are no longer being followed up.

Accountability forms that have been received are included in Appendix 2.

2. Appendix

Appendix 1 – Grants Summary

Appendix 2 – Accountability Forms

Contact Officer: Kaitlyn Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, Policy and Governance Manager

Appendix 1 – Grants Summary

Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Allocation Status	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status In progress (accountability not returned) Complete (accountability returned)	Followed Up
Lake Ferry Anzac Club	To undertake maintenance of the flag pole and flag pole area at Lake Ferry	\$1,000	\$1,000	Approved	11/05/2015	No		In progress	4/09/2015 & 1/4/16 No longer being followed up but retained for records
Friends of Martinborough Library	Towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waihinga Centre	\$500	\$500	Approved	4/09/2017	No		In Progress	1/10/2018 15/07/2020 No longer being followed up but retained for records
Martinborough Squash Club	To assist with the costs associated with installing a leaf protection system in the gutters of the Squash Club building	\$1,000	\$1,000	Approved	27/08/2018	No		In Progress	25/06/2019 (applicant advised it hadn't been completed with expected completion in August 2019 13/02/2020 16/07/2020 No longer being followed up but retained for records
Anglican Parish of South Wairarapa	To assist with the food costs of the St Andrews Breakfast and Homework Clubs over the 2020 school year	\$600	\$600	Approved	27/02/2020	No		In Progress	Followed up 09/10/2020 Followed up 21/01/2021 Followed up 23/06/2021 Followed up 16/12/2021
MADCAPS	To contribute to the Traffic Management Plan costs for the 2020 Martinborough Christmas Parade	\$2,000	Invoiced amount up to maximum of \$2,000 subject to receiving invoice	Approved	17/12/2020	No		In Progress	Followed up 23/06/2021 Followed up 16/12/2021
Martinborough Music Festival	Martinborough Music Festival 2021	\$1,000	\$500	Approved	16/08/21	Yes	17/01/22	Complete	Event deferred to August 2021
Maths Wairarapa	To contribute towards the annual maths competition		\$300	Approved via multi-year MoU		Yes	25/08/2021	Complete	Competition in August 2021
Martinborough Business Association	To contribute to purchase of Christmas garland decorations	\$1,000	\$750	Approved	16/08/2021	Yes	17/12/2021	Complete	
Kahutara Hall Society	To fund a high tea and evening ball in celebration of Kahutara Hall's 100th year in Kahutara	\$850	\$850	Approved	16/08/2021	No		In Progress	Followed up 16/12/21 Event deferred to March 2022

Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Allocation Status	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status In progress (accountability not returned) Complete (accountability returned)	Followed Up
Martinborough Youth Trust	Community fireworks event for 2021	\$500	\$500	Approved	16/08/2021	No		Cancelled	Followed up 8/11/2021 Event cancelled due to COVID-19 Request to refund funds sent

Appendix 2 – Accountability Forms

MARTINBOROUGH MUSIC FESTIVAL

WWW.MARTINBOROUGHMUSICFESTIVAL.CO.NZ



Kaitlyn Carmichael
South Wairarapa District Council
19 Kitchener Street
Martinborough 5711

14 January 2022

Please find attached the "Grant Accountability Form" relating to the funding provided by the Creative Communities NZ to assist with the costs of the Martinborough Music Festival 2021.

As per the overview document also provided, the Martinborough Music Festival was held over the last weekend of October 2021, and despite the necessary changes and restrictions due to COVID, was a great success, with four well-attended concerts presented to appreciative audiences.

The Festival Committee is very grateful for the support of Martinborough Community Board: once again COVID presented a range of complications and challenges, and funding such as this is vitally important to being able to commit to the presenting an annual Festival, as well as being able to perform for local Wairarapa audiences and schools.

Thank you again for the support of the Martinborough Community Board.

Regards

A handwritten signature in black ink, appearing to read 'Andrew Morrison'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew Morrison
Funding Coordinator
Martinborough Music Festival 2021



**South Wairarapa District Council
2020/21 Community and Youth Grant Accountability Form**

All recipients of grants from the South Wairarapa District Council (SWDC) must complete this form within 12 months of the date of the grant being paid out, or prior to any future grant application being made.

Failure to complete and return this form will prevent you/your organisation from consideration for further grants in the future.

Please return the completed form to:

Steph Dorne
South Wairarapa District Council
PO Box 6
Martinborough 5741
steph.dorne@swdc.govt.nz

Organisation's name:

[Martinborough Music Festival Trust](#)

Project Title:

[2021 Martinborough Music Festival](#)

Location and date of project:

[Waihinga Centre Martinborough Town Hall](#)

Applicant's name:

[Andrew Morrison](#)

Amount received for project:

[\\$500](#)

Details of project:

[The 2021 Martinborough Music Festival was originally scheduled for the last weekend in September \(Friday 24 September to Sunday 25 September\), but due to the COVID lockdowns and restrictions that commenced in mid-August, the dates of the festival had to be moved to Friday 29-Oct / Saturday 30-Oct / Sunday 31-Oct.](#)

[COVID restrictions also had a number of other impacts, primarily on the artists originally scheduled to perform – many of these were based overseas, and were unable to travel, and even with the rescheduled dates there were musicians in Auckland who were unable to travel to Martinborough.](#)

There were also impacts on the audience numbers, due to the need for social distancing within the venue. Not only did this mean that a part of the potential audience was not able to attend, but it also impacted the box office ticket income.

In spite of all the reschedules of dates, the multiple changes to musicians, the changes to the seating arrangements, in spite of all these challenges, the 2021 Festival went ahead ... and was a great success!

The Festival presented four concerts at the Waihinga Centre Martinborough Town Hall, featuring truly excellent musicians; they performed to 'full' audiences (with COVID guidelines) ... and the feedback was very appreciative ("*Superb quality and value*", "*World class performances*").

In parallel with the Festival itself, the Martinborough Music Festival also sponsors and presents classical music ensembles performing in local South Wairarapa schools. In late July, a Wind Ensemble comprised of senior students from the New Zealand School of Music (flute; oboe; clarinet; horn; bassoon) presented interactive performances to enthusiastic audiences at Martinborough School, Kurunui College (with Greytown Primary), and WaiCol (Wairarapa College).

A String Ensemble travelled from Wellington to Martinborough in mid-August ready to perform three concerts to pupils from seven other schools ... but Level 4 Lockdown was announced that night, so this series of concerts is being rescheduled to 2022.

Expenditure:

Please give details of how the money was spent (attach a spreadsheet of expenditure, if appropriate).

Please see attached "MMF21_INCOME & EXPENDITURE_04 NOVEMBER"

Notes:

- Due to changes made as a result of international travel restrictions, "Artists Travel" was considerably lower than budgeted.
- There were similar reductions in budgeted "Artists Accommodation" and some smaller Artist-related budget items due to changes in the available musicians.
- "Printing" expenditure was reduced; a significant part of this was a decision not to produce a "Festival Booklet", but as a conservative decision to instead have single A4 Programme Guides.
- "Tickets" income was below budget: the rescheduled dates meant a significant number of cancellations, and these tickets were not put back on sale, due to the need to reduce audience size in order to comply with social distancing requirements.

How did your project benefit the wider community in South Wairarapa?

The Festival was clearly a success in providing a cultural highlight for a local audience; at the same time the three day Festival format encourages visitors to spend a long weekend in Martinborough.

"Thank you for providing such an exceptional event locally. at 90+ travelling to music events is no longer possible. Really appreciate the calibre of musicians, and program. thank you."

"The festival is superb. It is a MUST for Martinborough! Thank you for all the work you do to make it possible."

"The word is spreading already. We brought two friends to the Saturday afternoon concert and they were wowed."

"The concerts are the first sign of spring, escapade from the angst created by Covid and recharging spiritual batteries."

"It was such a treat to attend a concert of that quality in our own town."

"It is a great weekend away for us and your organisation was exceptional."

The School concerts were also, once again, very well received. Part of this is the fact that these are now able to be presented annually, which provides benefits of continuity and reinforcement. Although the tour of the second Ensemble had to be postponed, this expansion will be a significant enhancement to the number of schools, total audience, and the variety of music and instruments presented.

What were the key successes of your project?

The key success was that we were able to present a full four concert / three day Festival for audiences, despite the many limitations and rescheduling challenges necessary because of the COVID restrictions.

It was good for the musicians to be able to perform to live audiences, and it was good for audience to see high-calibre performers in a local venue, when so many other events had been cancelled over the preceding year. The Festival was a success in being able to perform to good numbers, even if not the full-house audiences that we might otherwise been able to have.

The School tour was a success: the Wind Ensemble was a new group, and the school pupils were once again very enthusiastic audiences, especially with the interactive nature of the concerts.

What did you learn from the project?

A key lesson from the 2021 Festival was “perseverance in times of COVID” ! There were many challenges, and many changes required, but both the performers and the audiences showed themselves keen and very supportive towards doing whatever was necessary to be able to present a Festival.

So “adaptability” was also a lesson that will be carried into 2022: thorough planning and careful budgeting provides a foundation that supports changes required to adapt with the very volatile environment for public performances.

What are the longer-term gains for the South Wairarapa community as a result of your project?

As we approach the Fifth Year anniversary of the Martinborough Music Festival we are starting to see the longer term benefits of a regular annual Festival.

The Festival is now a recognised event to the Wairarapa cultural calendar, so businesses and other organisations are able to plan around this, and gain beneficial leverage, particularly as domestic, and hopefully international, travel resumes.

The expansion of the Schools tours, with multiple ensembles visiting more schools, presenting to more school pupils will encourage the longer term growth of music education and performance. The Martinborough Music Festival is also looking to engage with community Orchestras to encourage further grassroots participation.

Was your application a one-off or do you see the need for further funding in the future?

Next year the Martinborough Music Festival will be celebrating its 5th Anniversary: a larger, five-concert Festival is being planned, and some *very* significant overseas-based New Zealand musicians have agreed to perform. The Festival will also feature the World Premiere of a composition commissioned by the Martinborough Music Festival Trust. This is an ambitious plan, which will nationally newsworthy, and further enhance the reputation of the Festival, and Martinborough.

As indicated, there are also plans to expand and strengthen the School Concert tours, and engagement with community Orchestras to further encourage local participation in music performance.

Which other organisations supported you in your project?

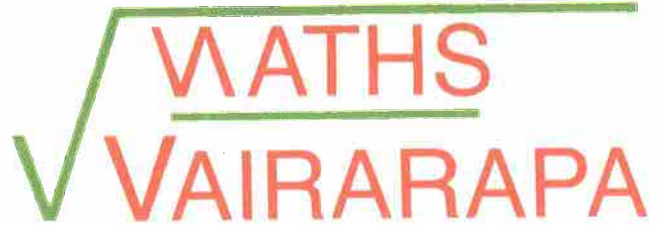
Support from Funders and Sponsors was particularly significant given the uncertainty of 2021 - funding from Trust House, ECCT, Creative Communities NZ, and the Martinborough Community Board provided the financial foundation to more confidently address the changes required by COVID lockdowns and restrictions.

There was also support from Wairarapa Times-Age, local accommodation providers, various private donors, and importantly, thanks is due to the South Wairarapa District Council for support with the Waihinga Centre, and to Carterton Events Centre for provision of staging and seating.

Report Completed by:

Name:	Andrew Morrison
Signed:	
Address:	680 Ponatahi Road RD2 Carterton 5792
Designation:	Funding Coordinator
Date:	06-Dec-2021 14-Jan-2022
Phone:	027 900 0347
Email:	andrew@martinboroughmusicfestival.co.nz

P.O. Box 463
Masterton
P: 06 3700400 ext 775
E: mvanwoerkom@waicol.nz



25 August 2021

Loyal supporter of MATHARAPA

Hello,

I am writing on behalf of the Wairarapa Mathematics Association to thank you once again for your support of our annual National Maths week competition.

Matharapa was held in August (11th and 12th).

Without your support the two days would not be quite as successful so, on behalf of the competitors, over 450 of them: THANK YOU.

Enclosed is a summary of the results that we hope you share with your Boards, members and committees.

Thanks, sincerely.

A handwritten signature in blue ink, which appears to read "Mike van Woerkom".

Mike van Woerkom
Treasurer
WaiMaths Assoc
c/- P.O Box 463
Masterton.

MATHARAPA 2021

Normality returned to Matharapa this year with the competition being able to go ahead at its usual time in August – Wednesday August 11 and Thursday August 12

Wairarapa College was the venue once again - the spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. Setting up was completed late on Tuesday evening (Aug 10) and the competitions began the next morning.

A contingent of Year 5/6 North teams arrived at 9.00am on Wednesday Aug 11th to kick off our two days of competitions. Eighteen teams this year vied for the ultimate prize with Hadlow Preparatory School Mathemagicians coming out on top. Runners-up were Hadlow's Algebros with Opaki School filling 3rd place.

At 11.30am it was the turn of the Year 9's [31 teams from 9 colleges] – Kuranui College took out 1st and 2nd places and Rathkeale College 1 in 3rd place.

At 1.30pm it was the turn of the Year 10's – 31 teams enjoyed an hour and a half of challenges with Kuranui College placing 1st with Rathkeale College gained 2nd and 3rd places.

So 80 teams, over 240 students, went through on the Wednesday session - it was a great start to our National Mathematics Week.

Thursday morning saw the first of three sessions kick off with Years 5&6 South pupils being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 17 teams the winners in Yr 5/6 South were:- 1st to St Teresa's School from Featherston, St Mary's from Carterton placing 2nd and Greytown School taking out 3rd place.

Another 22 teams from 14 schools took their seats at 11.30am for the Year 7 competition where more frantic equation solving, geometry and brainstorming ensued.

The winners were:- 1st St Mary's School with Greytown School 2nd and Opaki School 3rd.

Year 8 pupils rounded off a busy day with their round of questions starting at 1.30pm – individual computations, team "runner" maths questions and spatial challenges kept them very engrossed for their competition.

From a group of 29 teams representing 17 schools the winners were:- 1st Gladstone School 1, 2nd Hadlow Preparatory School and 3rd was the team from St Mary's School in Carterton..

In all approx. 450 students from every corner of our region came and enjoyed competing against their peers – what a success !!

Prizes ranging from wooden Soma cubes to Casio graphical calculators were awarded.

Refreshments in the form of a drink of Vitafresh, courtesy of Hansell's, and a biscuit are supplied at the end of competition while the final results are being computed.

Whilst the winners and place-getters are recorded here the real emphasis is on participation and every competitor goes home with a certificate acknowledging that they have represented their school.

Every student also receives a bag of goodies by which to remember the day.

Our thanks go to the participating schools for releasing staff to accompany the students. Thank you to any parents who were given a job and did it willingly. Thanks also to the senior students who gave freely of their time to act as markers.

Each participating school pays a small annual subscription but the bulk of the running costs and prizes are only able to be purchased with the generous assistance of the following contributors.

Our sincerest thanks go to the following sponsors, without whom this competition could not be run so generously and successfully:

THANK YOU

Greytown, Martinborough, Carterton,
and Masterton Host Waipoua Lions Clubs
South Wairarapa, Carterton and Masterton South Rotary Clubs
Featherston, Greytown and Martinborough Community Boards
The Masterton and Carterton District Councils
The Westpac, BNZ and ANZ Banks
Masterton Trust Lands Trust
The Trust House Foundation
The Lion Foundation and The Trillian Trust
The NZ Association of Mathematics Teachers via the MoE
Mr Derek Smith of Graphic Technologies and Monaco Corporation
Hansell's (NZ) Ltd, Lamb-Peters Print and Dandi Candy



Funding Accountability Form

All recipients of funds from the Martinborough Community Board must complete this form within 12 months of the grant being paid out, or prior to any future grant application being made.

Please return the completed form to –

Committee Advisor (Grants)
South Wairarapa District Council
PO Box 6
Martinborough 5741
grants@swdc.govt.nz

1.	Name of Organisation	Martinborough Business Association
2.	Project Name	Christmas Decorations
3.	Date of Grant	24th August 2021
4.	Amount of Grant	\$750 +gst
5.	Please provide a summary of the project	
<p>To purchase 3 more Christmas garlands for Martinborough village.</p>		

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
The additional 3 garland were purchased for the museum, and Camebridge Road.	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
These are commercial quality decorations that will be used year on year.	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
A vibrant central village is ticked here in addition to Christmas flags it adds a festive feel to the town.	
9.	Please provide details of funding received from other organisations in support of this project
We had a contribution by two businesses on cambridge road and then the balance was paid by the Martinborough business association.	

10.	If this was not a one-off application please outline likely future funding requirements for this project.
This is a year two grant and we may look to extending decorations again next year.	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and, helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

MARTINBOROUGH COMMUNITY BOARD

7 APRIL 2022

AGENDA ITEM 9.5

OFFICERS' REPORT

Purpose of Report

To report to the board on general activities.

Recommendations

Officers recommend that the board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 9 March 2022.

1. Planning and Environment Group Summary

1.1 Planning Services

The team has a regular flow of applications, numbers not as high as at some points, cases tending to be more complex, out of zone type jobs as developable land becomes scarce. Some applications recently may require public, limited notification, more than in past years. Significant pressure on subdivision certifications, lots of residential and rural lots being completed. The decision on the PJ Warren Underhill Quarry application has been made, with the proposal being granted subject to a range of relevant conditions and after several reports were carefully peer reviewed. Application obtained all written approvals of parties deemed affected by reports, therefore public notification was not necessary or appropriate.

1.2 Building Services

Timely processing continues amid busy consenting work. The building team are seeing an increase in the number of jobs submitted and inspections requested. For the first 2 months of this year, we have seen 60 new applications compared with 52 for same period 2021, the inspectors have carried out 757 inspections compared to 468 for January-February last year. The recent bi-annual audit of our BCA by IANZ was conducted, it focused on record keeping aspects, and the issues identified are being duly responded to in line with points.

1.3 Environmental Services

The environmental team remains busy covering related requirements and licencing in the alcohol control area, the food safety of local premises across the district, and a range of various bylaws work. The dog control officers will continue to look at innovative ways to clearly remind dog owners that dogs should be on leads. Bylaws crew have been liaising and checking that hedges are maintained for practical footpath clearances. Noise issues have been received and investigated including regards the daily use of gas cannons at winery sites.

1.4 Proposed Legislative Change to the RMA

The Government continues to reform the Resource Management system, the RMA 1991 will be repealed, replaced by 3 new Acts:

- Natural and Built Environments Act (NBA) - for land use/environmental regulation (the primary replacement for the RMA). The draft was released for submissions
- Strategic Planning Act (SPA) - to integrate with other legislation relevant to development, and require long-term regional spatial strategies
- Climate Change Adaptation Act (CAA) - to address issues linked to managed retreat, funding, financing adaptation.

The NBA will have mandatory national policies, standards for natural environmental limits, and feed to combined regional plans by local, central govt, mana whenua. The SPA will fuse functions of the RMA 1991, LGA 2002, Land Transport Management Act 2003, Climate Change Response Act 2002 for decisions, investment, and to produce new spatial strategies.

1.5 South Wairarapa Spatial Plan

Following related revision and updating the SW Spatial Plan document was sent to all submitters on 7 December and released to SWDC website on 8th December 2021.

Future related supportive work involves investigation study, a masterplan for Featherston, and masterplan type work for Martinborough. The Featherston Masterplan project has commenced with consultant Ree Anderson and Richard Knott along with staff having started stakeholder/agency engagement work.

Masterplan work will cover 2022, will involve community and sector engagement, integrated town planning and infrastructure assessment, compilation of a draft, reporting, consultation and feedback, refinement work, compilation of final masterplan at the end of the year. Please see Appendix 1 - Development of Featherston Masterplan as presented to FCB.

1.6 District Plan Review

District Plan Review Committee continues to consider extent of change needed for chapters, alongside the national planning standards, national direction. The DP review is a partial review; a mix of general review of key chapters, a targeted review for some, and minor review. The review is across 2021-2023, and any appeals work in 2024.

Plan Review Committee workshop meetings continue. Past topics discussed included the Strategic Direction chapter, Industrial zone, Town Centre zone, Signs chapter, and a stakeholder engagement update. Refinement of proposed draft chapters is taking

place with officer advice meetings, rural subdivision provisions being assessed. The February meeting of the WCDP Review Committee saw discussion on draft chapters covering temporary activities, open space zone, commercial zones, residential zone, subdivision chapter and the rural zone.

1.7 Proposed Council Dog Pound

Officers have checked regards use of shipping containers as the new pound structure. The suppliers have provided an indicative list of requirements the design can meet. Securing of supplier quotes is difficult given the delay of materials supply, workforce, and steel pricing. Seeking additional suppliers to complete indicative costs of whole facility. Johnston Street (site of our current facility); findings clarified that this land is no longer an option due to the green waste operator finally confirming need of whole portion of site for green waste storage.

Further investigation occurring for costing a viable local modern compliant pound solution. Officers are checking/reviewing potential locations for siting of the future pound in the district, Featherston golf course is a potential site.

1.8 Resource Consent Application- Aggregate Storage, Crushing - Underhill Rd, Featherston

The current application has involved associated technical reports. The acoustic assessment provided by applicant was independently peer reviewed. Awaited further information from applicant on related acoustic matters. Report by independent consultant has been reviewed.

The decision on the PJ Warren Underhill Quarry application has been made, with the proposal being granted subject to a range of relevant conditions and after several reports were carefully peer reviewed. Application obtained all written approvals of parties deemed affected by reports, therefore public notification was not necessary or appropriate.

2. Service Levels

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.

2.1 Resource Management

2.1.1. Resource Management Act – Consents (Year to date 01/07/2021-30/06/2022)

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%	100%	Total 128/128
		100%	55/55 Land Use applications were completed within statutory timeframes. NCS
		100%	48/48 Subdivision applications were completed within statutory timeframes. NCS
		100%	25/25 permitted boundary/marginal activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	41/41 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%	100%	27/27 s224 certificates were certified. NCS.

2.1.2. Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

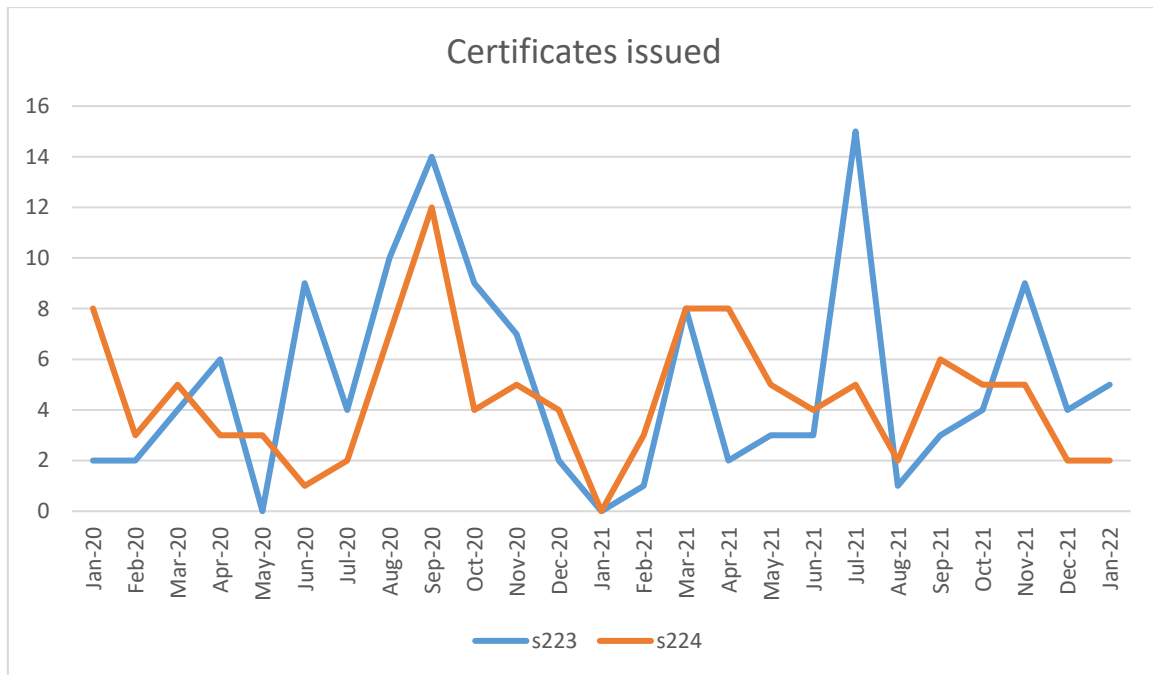
RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.



Land Use	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	5	6	4	3	10	10	8	8	13	11	9	7
2021	0	10	8	13	10	8	11	10	9	7	10	5
2022	10											

Sub division	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
2020	4	6	9	4	7	5	6	6	3	7	15	11
2021	0	11	4	10	7	5	6	6	12	4	10	6
2022	3											

Permitted Boundary	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	0	0	2	0	0	5	0	1	4	2	3	1
2021	0	3	1	0	3	3	3	4	6	4	3	2
2022	4											



S223	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	2	2	4	6	0	9	4	10	14	9	7	2
2021	0	1	8	2	3	3	15	1	3	4	9	4
2022	5											

S224	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	8	3	5	3	3	1	2	7	12	4	5	4
2021	0	3	8	8	5	4	5	2	6	5	5	2
2022	2											

2.1.3. Local Government Act – LIMs

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%		G:\LIMs\LIMS PROCESSED 2021-2022
Standard LIMs are processed within 10 days	100%	98.29%	115/117 standard LIMs were completed
Urgent LIMs are processed within 5 days	100%	100%	36/36 urgent LIMs were completed

	YTD 1 ST JULY 2021 TO 31 ST JAN 2022	PREVIOUS YTD 1 ST JULY 2020 TO 31 ST JAN 2021	PERIOD 1 ST JAN 2022 TO 31 ST JAN 2022	PREVIOUS PERIOD 1 ST JAN 2021 TO 31 ST JAN 2021
Standard LIMs (Processed within 10 working days)	118	140	17	11
Urgent LIMs (Processed within 5 working)	37	60	1	3
Totals	155	200	18	14

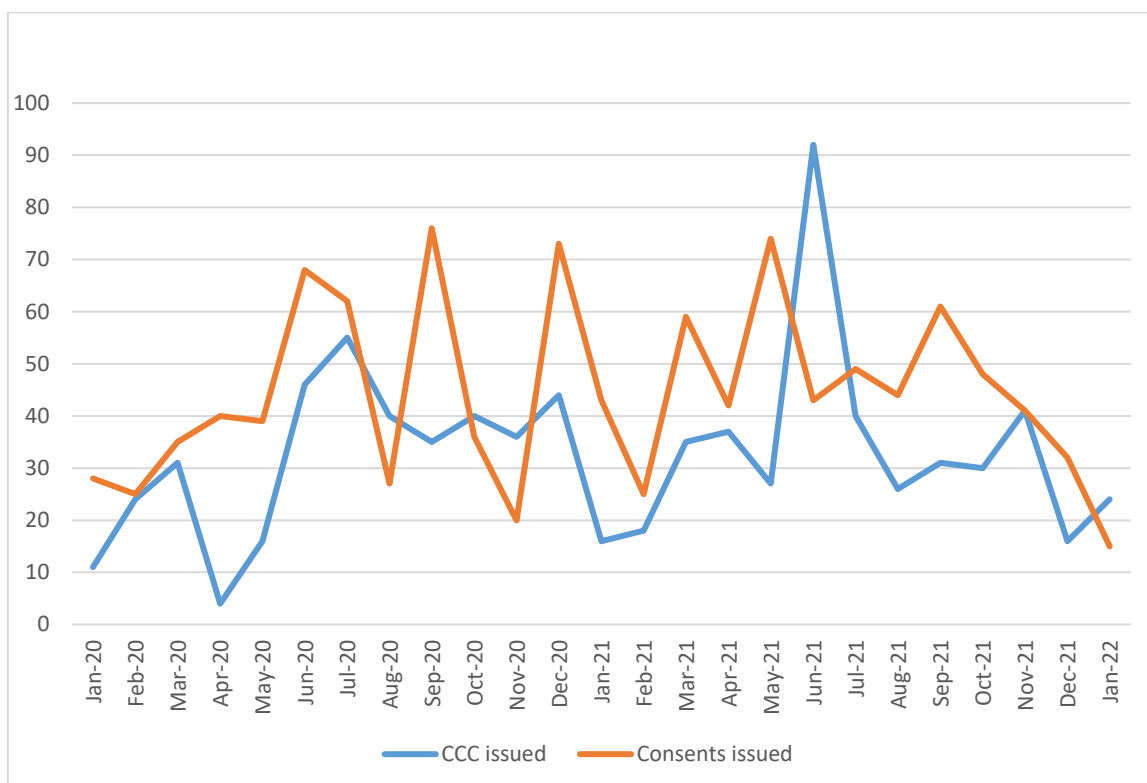
2.2 Building Act - Consents and Enforcement

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%	95.19%	NCS – 198 of 208 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	97.9%	NCS –286 consents were issued within 20WD YTD 6 consents went over 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
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 Jan 2022 -331inspections BWOF's – 0 Total 205 average of 4 audits per month required, Swimming Pools – Total 408 – average of 12 audits per month required. Jan 2022 – 1 audits
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

2.2.1. Building Consents Processed

TYPE – 1 JAN 2022 TO 31 JAN 2022	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	0	\$0
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$306,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	12	\$4,862,333
Other (public facilities - schools, toilets, halls, swimming pools)	3	\$38,500
Totals	16	\$5,206,833



CCC issued	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	11	24	31	4	16	46	55	40	35	40	36	44
2021	16	18	35	37	27	92	40	26	31	30	41	16
2022	24											

Consents issued	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	28	25	35	40	39	68	62	27	76	36	20	73
2021	43	25	59	42	74	43	49	44	61	48	41	32
2022	15											

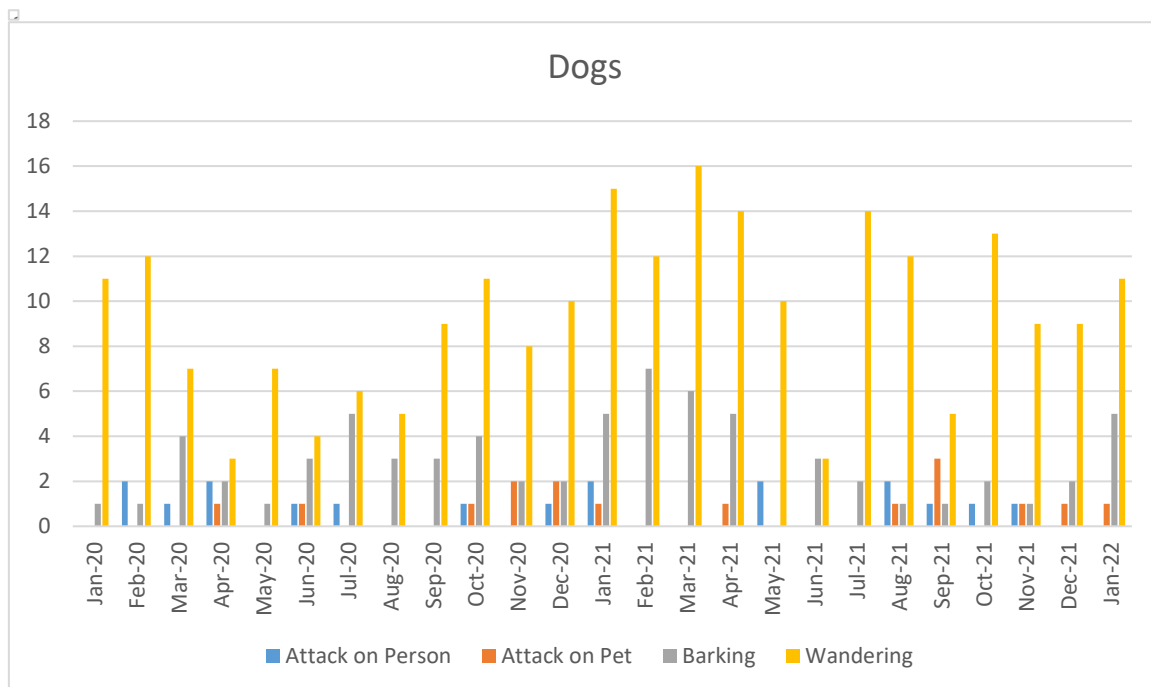
2.3 Environmental Health and Public Protection

2.3.1. 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	Due to Covid 19 level restrictions this activity is not being able to be undertaken
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 142/142
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	15/15

INCIDENTS REPORTED FOR PERIOD 1 ST JAN 2022 – 31 ST JAN 2022	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking	1	4	-
Lost Dogs			-
Found Dogs	1	-	-
Rushing Aggressive	2	-	1
Wandering	2	5	4
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled (walked off leash urban)	-	-	-

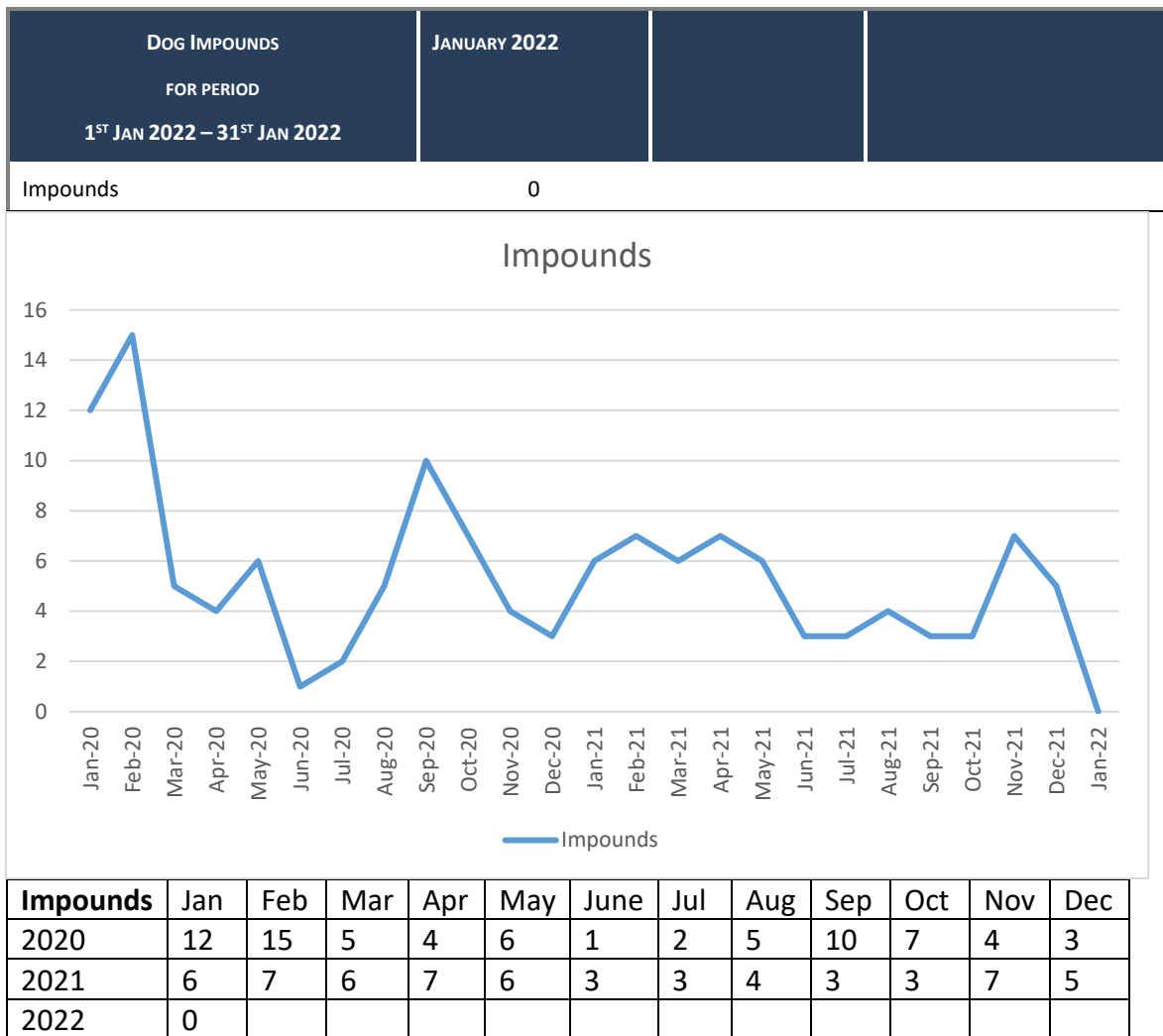


Attack on Person	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2020	0	2	1	2	0	1	1	0	0	1	0	1
2021	2	0	0	0	2	0	0	2	1	1	1	0
2022	0											

Attack on Pet	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	0	0	0	1	0	1	0	0	0	1	2	2
2021	1	0	0	1	0	0	0	1	3	0	1	1
2022	1											

Barking	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	1	1	4	2	1	3	5	3	3	4	2	2
2021	5	7	6	5	0	3	2	1	1	2	1	2
2022	5											

Wandering	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	11	12	7	3	7	4	6	5	9	11	8	10
2021	15	12	16	14	10	3	14	12	5	13	9	9
2022	11											



2.4 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 2/2
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 2/2

INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2021 TO 31 JAN 22
Stock	25

2.4.1. Bylaws

Between 1 Jan 2022 and 31 Jan 2022 there were:

Trees & Hedges

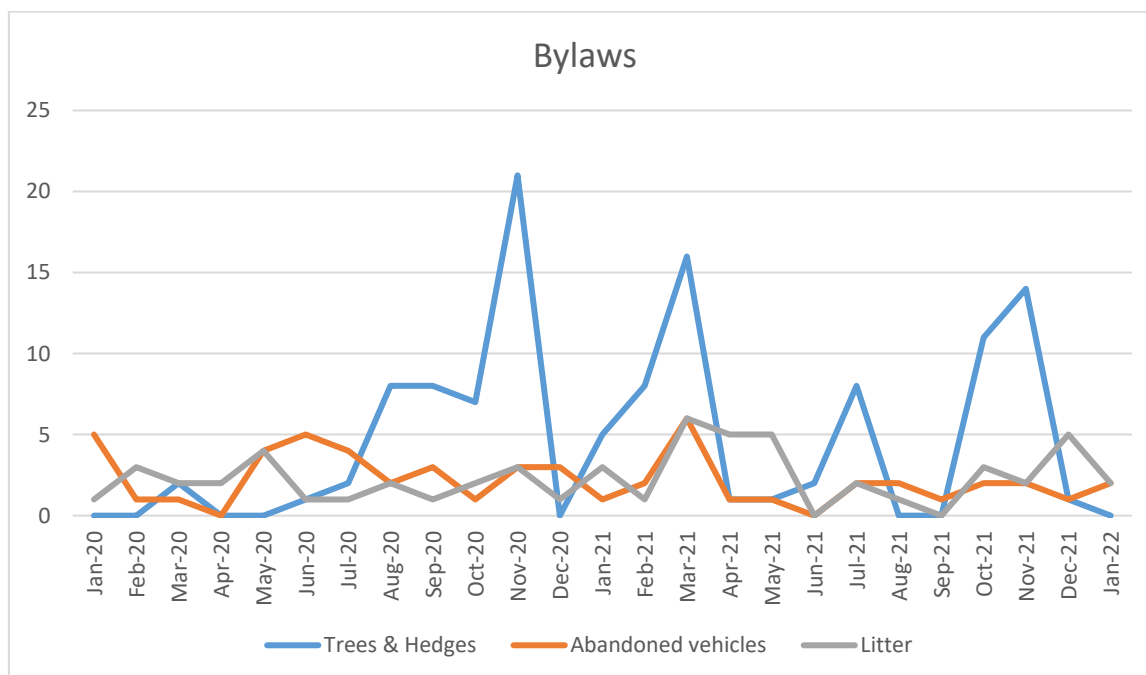
- There were 0 first notices sent by Council requesting the owner/occupier to remove the obstruction from the public space. Following this there are 0 second follow up letters being sent within this period

Litter

- 2 litter (fly tipping) incidents have been recorded. From these, no identification was retrieved from the litter Council officer disposed. 0 request for information notice has been sent to the identifiable people associated with the incident.

Abandoned vehicles

- There were 2 total vehicle related calls in the SWDC area, of which 1 were abandoned vehicles. 1 were removed by their owners and the remaining 1 vehicles were removed by Councils' contractor or NZTA this had been recorded previously and was located next to a river down a steep bank and required specialized equipment to remove.



Trees & Hedges	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	0	0	2	0	0	1	2	8	8	7	21	0

2021	5	8	16	1	1	2	8	0	0	11	14	1
2022	0											

Abandoned vehicles	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	5	1	1	0	4	5	4	2	3	1	3	3
2021	1	2	6	1	1	0	2	2	1	2	2	1
2022	2											

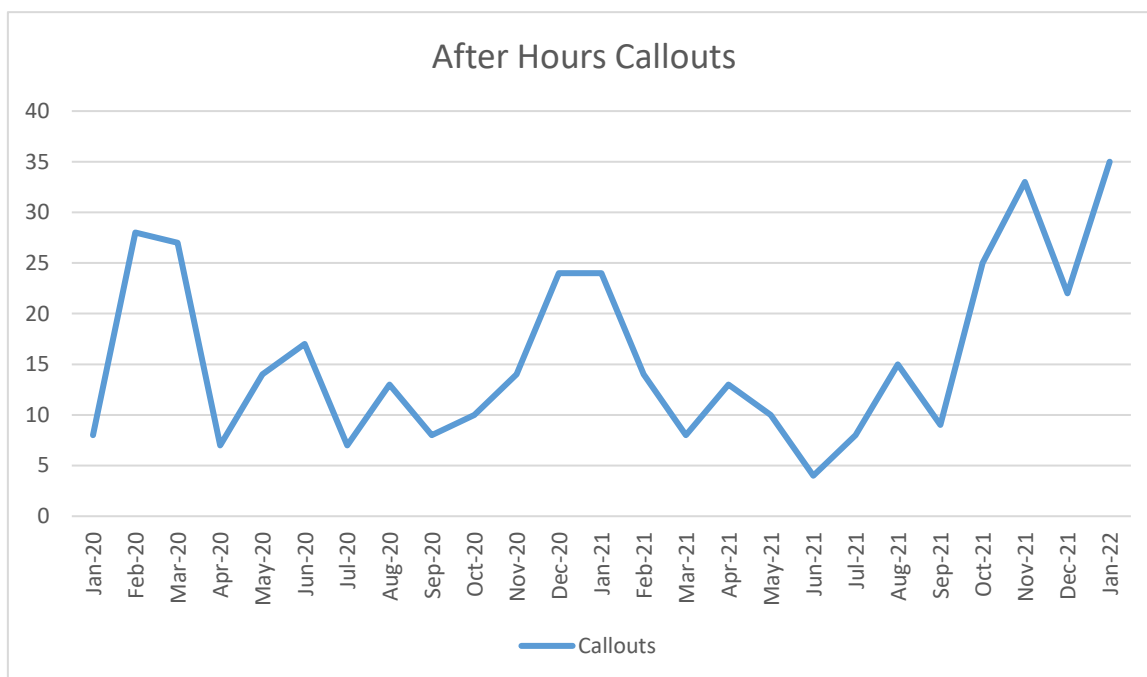
Litter	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	1	3	2	2	4	1	1	2	1	2	3	1
2021	3	1	6	5	5	0	2	1	0	3	2	5
2022	2											

2.4.2. 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 21/22	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%	97.28%	K:\resource\Health\Resource Management\Noise Control Complaints 143/147 attended within timeframe YTD 35 callouts Jan 22 32/35 responded to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 21 TO 31 JAN 22	PREVIOUS YTD 1 JULY 20 TO 31 JAN 21	PERIOD 1 JAN 2022 TO 31 ST JAN 2022	PREVIOUS PERIOD 1 JAN 2021 TO 31 ST JAN 2021
Total	147	100	35	24



Callouts	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	8	28	27	7	14	17	7	13	8	10	14	24
2021	24	14	8	13	10	4	8	15	9	25	33	22
2022	35											

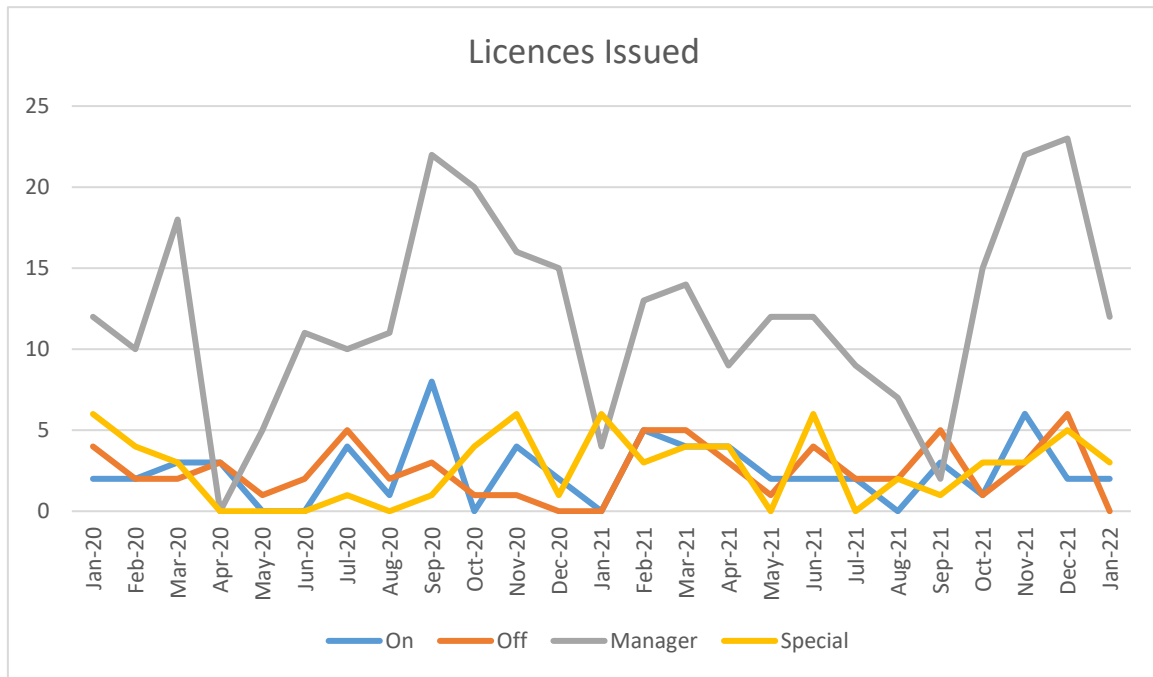
2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 21/22	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
All premises licences issued have an inspection undertaken by the Inspector prior to issue to assess the licensees understanding of their obligations and responsibilities under the Act	100%	100% YTD	<p><i>On NEW</i> Jan 22 0 4 YTD</p> <p><i>On RENEWAL</i> Jan 22 2 12 YTD</p> <p><i>Off NEW</i> Jan 22 0 6 YTD</p> <p><i>Off RENEWAL</i> Jan 22 0 11 YTD</p> <p>Club Jan 22 1 2 YTD</p> <p>Temp Jan 22 2 6 YTD</p> <p>Information source: Inspector records, MAGIQ data, Alcohol Spreadsheet K:\resource\Liquor\Alcohol Master Sheet.xls</p>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 21/22	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Special Licences are issued			Special Licences – Jan 22 3 17 YTD Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls
All Duty Manager's (DM) certificate holders undertake an interview with the Inspector prior to certificate being issued to assess the manager's level of understanding with the Duty Manager's role			<i>DM NEW</i> Jan 22 4 31 YTD <i>DM RENEWAL</i> Jan 22 8 59 YTD Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls
75% of all licenced premises identified as at 1 July of every year have a compliance visit undertaken by the Inspector before the 30 th of June the following year (i.e. within a 12 month period)	75%	32.8% YTD	Information source : Compliance inspection records K:\resource\Liquor\Compliance Visits 21-22 Jan 22 - 5 Compliance visits 41/125 total compliance YTD COVID 19 red light phase has halted this activity.
Average working days to process an application from acceptance by SWDC	25WD	20.61%	Information source: Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 21 TO 31 JAN 22	PREVIOUS YTD 1 JULY 20 TO 31 JAN 21	PERIOD 1 JAN 22 TO 31 ST JAN 22	PREVIOUS PERIOD 1 JAN 21 TO 31 JAN 21
On Licence	16	19	2	0
Off Licence	17	12	0	0
Club Licence	2	2	1	0
Manager's Certificate	90	98	12	4
Special Licence	17	19	3	6
Temporary Authority	6	3	2	0
Total	148	153	20	10



On	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	2	2	3	3	0	0	4	1	8	0	4	2
2021	0	5	4	4	2	2	2	0	3	1	6	2
2022	2											

Off	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	4	2	2	3	1	2	5	2	3	1	1	0
2021	0	5	5	3	1	4	2	2	5	1	3	6
2022	0											

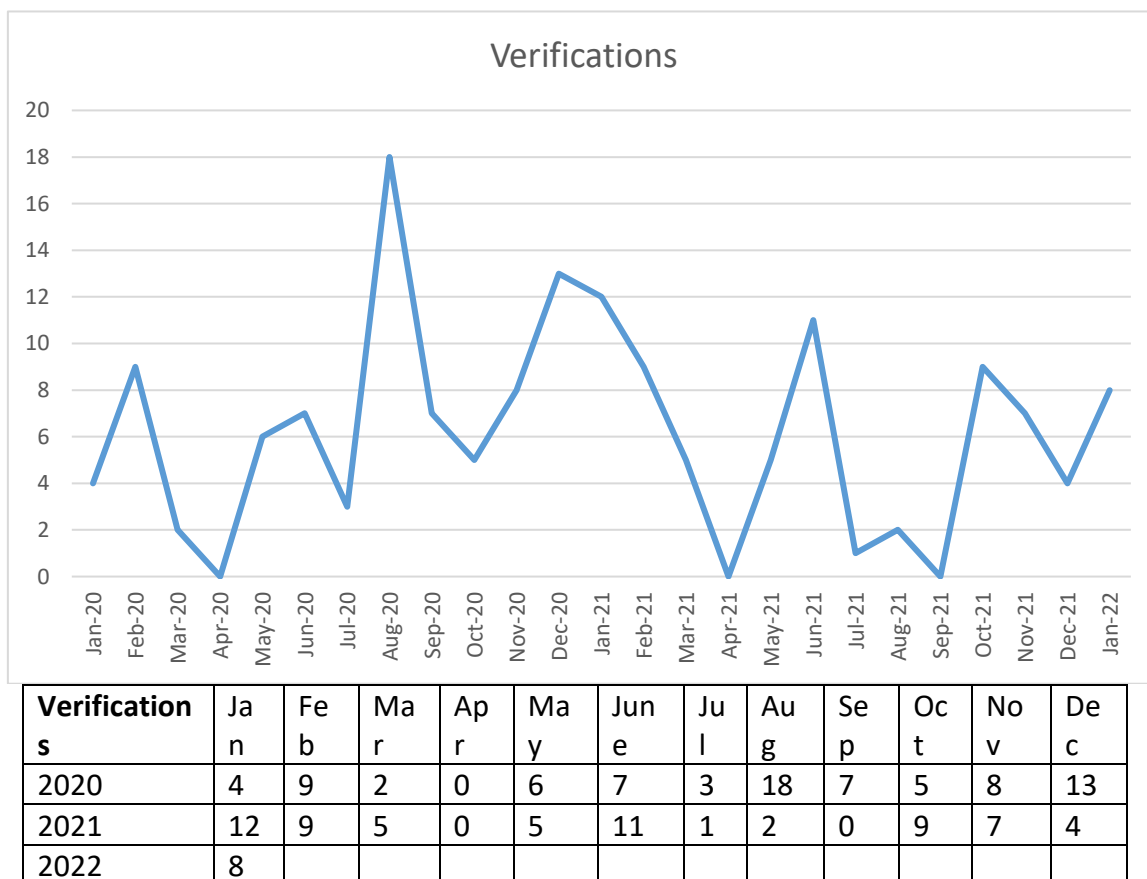
Manager	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	12	10	18	0	5	11	10	11	22	20	16	15
2021	4	13	14	9	12	12	9	7	2	15	22	23
2022	12											

Special	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	6	4	3	0	0	0	1	0	1	4	6	1
2021	6	3	4	4	0	6	0	2	1	3	3	5
2022	3											

2.5.1. Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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) –88 NP –68 Total number of premises is subject to change month by month as new businesses open and existing premises close. risk based measure changes
Premises are inspected in accord with regulatory requirements.	100%	35.2%	FCP verifications – 31/88 Covid 19 had an impact. We also had 9 premises close/or transfer to National Programmes this financial year so far. Verifications are booked depending on their outcome status this could be 18 /12/6 months. They do not have a consistent number each month. Number of verifications undertaken in January 2022 was 8. The EHO was able to close out 10 premises in Jan 2022 Please note SWDC has only 1 EHO currently.



3. Appendices

Appendix 1 – Development of the Paetūmokai, Featherston Masterplan as presented to Featherston Community Board

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

Reviewed by: Harry Wilson, Chief Executive

**Appendix 1 - Development of the Paetūmokai,
Featherston Masterplan as presented to
Featherston Community Board**

AGENDA ITEM 9.4

**DEVELOPMENT OF THE PAETŪMŌKAI, FEATHERSTON
MASTERPLAN**

Purpose of Report

To engage the Featherston Community Board in the development of the Paetūmōkai, Featherston Masterplan.

Recommendations

Officers recommend that the Featherston Community Board:

1. *Receive the Development of the Paetūmōkai, Featherston Masterplan Report.*
2. *Note that engagement with the Featherston Community Board will include facilitated elected representatives workshops on early drafts, ongoing formal reports to the Board to keep the Board updated, participation in public meetings, and the opportunity to provide written feedback.*
3. *Identify any matters that are considered by the Board to be important to be covered in the masterplan.*
4. *Note that a public meeting/workshop to be facilitated by Ree Anderson, Consultant has been planned for the evening of Wednesday 30 March in the Anzac Hall, 62 Bell Street to allow for early input from the community in the development of the masterplan. Covid protocols such as social distancing will be observed.*

1. Executive Summary

In 2021, the Council adopted the South Wairarapa Spatial Plan-Step 1 Residential Growth Areas. See link: <https://swdc.govt.nz/wp-content/uploads/1.-South-Wairarapa-Spatial-Plan.pdf>

The District-wide Spatial Plan identified Featherston as a Growth Node, with masterplanning for the growth node being prioritised in the Council's 2021-31 Long Term Plan (LTP). To enable the masterplan to be developed in 2022, a Registration of Interest (ROI) process was initiated in late October 2021 and through this process consultants, Ree Anderson Ltd and Richard Knott Ltd have been appointed by the

Council to assist it with the development of the Paetūmōkai, Featherston Masterplan. Ree and Richard will be working alongside Council staff and with the Community Board, iwi, the wider community and stakeholders to develop the masterplan.

Work on the masterplan commenced in January 2022. To date, site visits of Paetūmōkai, Featherston have been undertaken, background evidence has been sourced that will help to underpin the masterplan. A meeting has been held with the Chair of the Council's Maori Standing Committee to seek advice on the appropriate way to engage with mana whenua and matawaka. An initial conversation has been held with the Chair Wairarapa Economic Development Strategy Governance Group. Meetings in February 2022 have also been arranged with staff from the relevant central and local government agencies including the Greater Wellington Regional Council, Waka Kotahi and Kainga Ora. Meetings with staff from the neighbouring councils are also being arranged.

Council staff and the consultants are keen to engage early with the Featherston Community Board and receive their input and advice on engagement with the community and hear their views on what are important matters to be included in the Masterplan. Hence this report to the Community Board. It is noted that following liaison with Community Board Chair an evening public meeting/workshop is planned for Wednesday March 30th in Featherston to enable the wider community early input into the plan. Also, a Foundation Discussion Document will be drafted to allow for informal consultation and feedback on masterplan options. It is anticipated that this document will be completed by the end of April 2022.

2. Background

On 8 December 2021, after community, iwi and stakeholder engagement, the Council finalised and adopted the South Wairarapa Spatial Plan-Step 1 Residential Growth Areas.¹ This Plan sets the long term direction for the district - protecting what is valued by the community while also enabling change, growth and new opportunities. The District's Spatial Plan took account of national and regional directions including being guided by the National Policy Statement - Urban Development 2020 (NPS-UD), the Greater Wellington Regional Growth Framework (GWRF) and Regional Policy Statement.

One outcome of the South Wairarapa Spatial Plan is the identification of Paetūmōkai, Featherston as a Future Growth Node - referred to as an Urban Renewal Area in the Greater Regional Growth Framework.

Through the Council's district spatial plan process Paetūmōkai, Featherston has been prioritised as the first town in South Wairarapa to be masterplanned.

Masterplanning includes developing a plan for Paetūmōkai, Featherston that integrates transport, housing, recreation reserves, infrastructure, community facilities, land use patterns, iwi and community aspirations. It will build on existing work such as the work of Pae Tū Mōkai o Tauira, Fab Feathy, the Wairarapa Economic

¹ See: <https://swdc.govt.nz/wp-content/uploads/1.-South-Wairarapa-Spatial-Plan.pdf>

Development Strategy and will include iwi and community input as well as the involvement of central and regional government agencies and neighbouring councils. On 27 October 2021, the Council called for Registrations of Interest (ROI) from suitably qualified persons to develop a masterplan for Paetūmōkai, Featherston. In December 2021, following the ROI process, Ree Anderson Consulting Ltd and Richard Knott Ltd who submitted a joint proposal to develop the masterplan for Paetūmōkai, Featherston were awarded the contract for masterplanning services.

Ree and Richard have complementary specialist skills that cover spatial and masterplanning, urban design, heritage, facilitation, housing, community and iwi engagement. They will be attending and introduced at the Community Board's meeting.

3. Discussion

3.1 Community consultation

In addition to undertaking one-on-one stakeholder engagement including with community organisations such as Fab Feathy, engagement will include holding a public meeting/workshop in late March to hear from the wider community about their views for the future of Paetūmōkai, Featherston. This will then help shape the Foundation Discussion Document. An high level overview of the programme to complete the Paetūmōkai, Featherston Masterplan by 30 November 2022 is shown in Table 1 below.

Table 1:

The Paetūmōkai, Featherston High -level Masterplan Programme											
Activity	Jan 22	Feb 2022	March 22	30 April 22	May 22	June 22	July 22	Aug 22	Sept 22	Oct 22	30 Nov 22
Site visits, Evidence Engagement	Evidential base	Com Bd Iwi Stakeholder Engagement	Public meeting; Report to Maori SC	Public Release Foundation Document	Informal Feedback						
Featherston Masterplan Options Analysis			Development of options; testing feasibility			Draft Masterplan developed, Ctr Community Board Workshop		Draft MP Adoption			
Formal Consultation (Section 83 Local Government Act 2002)								Submissions on Draft MP /Hearings			
Submission Analysis -Formal reporting to Council										Council Deliberations	
Updated Masterplan Final Master Plan Adopted by Council											Final MP Adopt ed
Implementation with Partners and Community											
Annual Plan (2022/3)-Adjust as required (y 2)											Implementation Plan 2023+
Long Term Plan 2024-34											

3.2 Legal Implications

The development of the draft Masterplan will include both informal consultation and engagement. Once a draft had been developed and approved by Council for the purpose of formal consultation, it will be notified for formal consultation, submissions and hearings under section 83 (Special Consultative Procedure) of the Local Government Act 2002.

3.3 Financial Considerations

There are no financial implications for this work which has approved budget in the 2021-31 Long Term Plan (LTP).

4. Conclusion

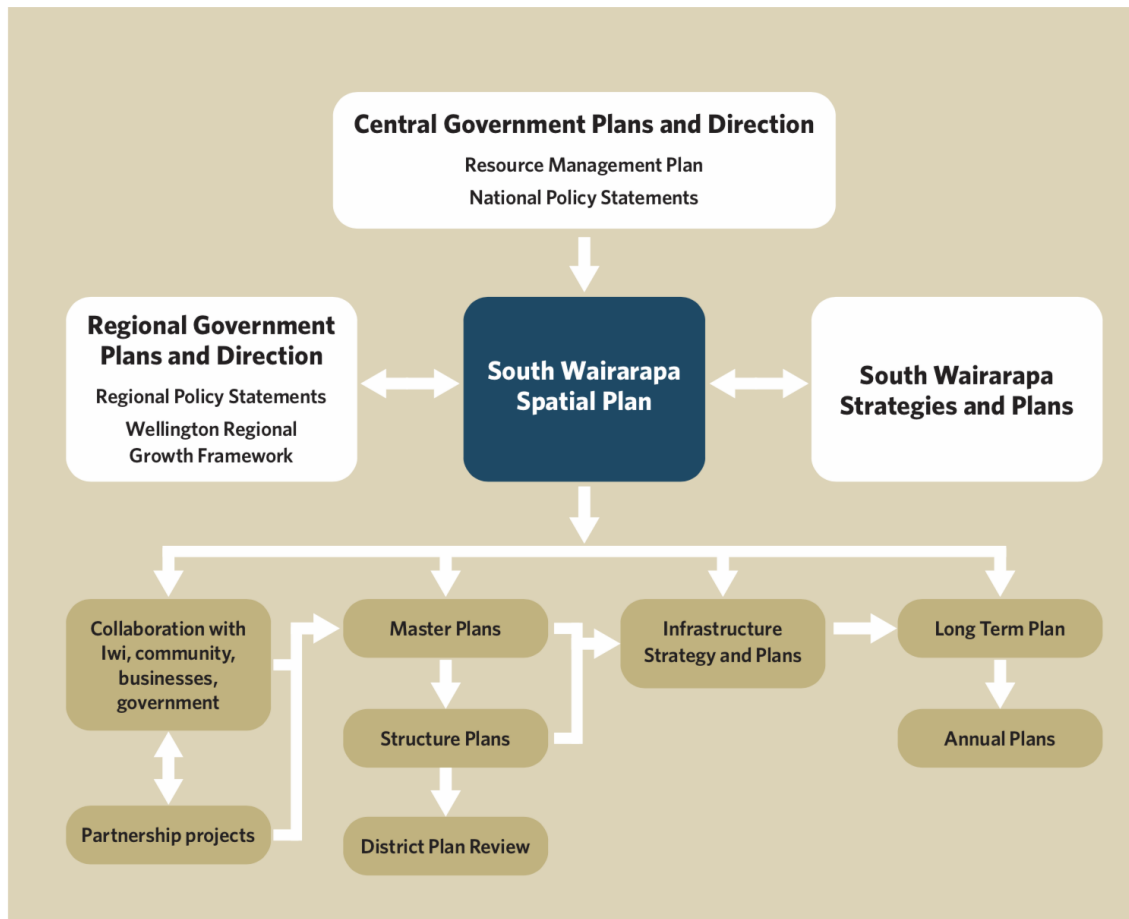
The Paetūmōkai, Featherston Masterplan is an opportunity to plan for the future of Featherston. Significant growth is occurring in Featherston. Evidence of this includes the number of building consents more than doubling from pre-2020 and all 3 primary school roles have shown increases in pupil enrolments over the last 2 years. This growth shows that Featherston is considered an attractive place to live; at the same time this growth brings new challenges such as the increase in house prices and rentals.

The Masterplan is an opportunity to be responsive to these challenges and opportunities.

5. Supporting Information

The following 2 Diagrams form the South Wairarapa Spatial Plan -Step 1 Residential Growth Areas shows the context within which the Featherston masterplan sits.





6. Appendices

Appendix 1 – Nil

Contact Officer: Kendyll Harper RM Planner, Russell O’Leary Group Manager

Reviewed By: Russell O’Leary, Group Manager Planning and Environment

PARTNERSHIPS AND OPERATIONS WATER REPORT

This report was presented to the Assets and Services Committee on 9 March 2022.

4. Water Manager Commentary

The capital programme is tracking ahead of budget to-date and remains on target for a forecast delivery range of \$5 - \$7 million. In the capital programme we are very pleased to see the final commissioning of the Waiohine Treated Water Reservoir. This is a significant achievement for increasing the supply resilience and drinking water standards compliance for the Featherston and Greytown communities.

We also note the 1km upgraded Papawai Rd wastewater pipeline is now live and operational. This upgrade is providing an increased level of service and a reduced risk of wastewater overflows along Pah Rd, Papawai Marae and surrounding properties.

The WWL team did an excellent job of responding to the damage caused by ex-tropical cyclone Dovi across our region. Dovi inundated wastewater systems in Featherston, blocked culverts and drains causing surface flooding and slips, and damaged the Boar Bush reservoir. This was a major event with 152mm rain recorded in Wellington – the second wettest day since 1939. Long standing rain records were broken in Masterton with 122mm falling in 24 hours – the wettest day since 2009.

5. Wellington Water operational performance

The number of received service requests continues with the summer trend, as many waters leaks are reported to council. The Wellington Water reticulation crews work to prioritise these to ensure the larger leaks are addressed as priority to minimise water loss from the public network.

The heavy rain experienced in February caused a both stormwater and wastewater networks to be overwhelmed, with the number of services requests not yet shown on the dashboard below. This event also caused a spike in the number of water race service requests, due to blockages from aquatic weed causing flooding on several rural properties as well as urban Greytown.



5.1 Operational response events

Featherston boil water notice lifted

The boil water notice for Featherston was lifted on 25 February and test results show the water is now safe to drink. Criteria for lifting the boil water notice were:

- Isolating the Boar Bush Reservoir from the rest of the Featherston drinking water network
- Flushing the water network to ensure it was clear of any contaminants
- Testing the water to confirm it was safe to drink/monitoring the network for three days to ensure the system is clear

Please refer to Boar Bush Drinking Water Reservoir Contamination Incident and Response report

Wastewater overflows in Featherston

WWL teams are working through all of the issues with the customers who have been affected by the wastewater overflows due to the recent heavy rain event. We are investigating reports of wastewater overflows affecting floors in some commercial premises plus numerous gully trap overflows on residential properties. Contractors assisted with clean-up and disinfecting of affected properties and will continue to work with the customers in an effort to resolve residual issues as they are brought to our attention.

Tauherenikau water pipeline repair

Now we have Council approvals we are progressing with the short-term repair to the pipeline and design work on options for a long term solution.

WWL has received methodology statements from both contractors that have priced for the short-term solution and they are currently being reviewed. WWL expect to award the works to one supplier shortly based on non-price attributes (methodology, relevant experience etc.). Materials needed for the job are being procured, resource consent conditions discussed with GWRC, and liaison with the landowner and other stakeholders is underway.

5.2 Reducing leakage across the South Wairarapa

Figure 2 shows night-flows have been reasonably stable over November and December, where some fluctuations were observed in Martinborough. Featherston night-flows have dropped to zero as this flow meter sits at the currently isolated Boar Bush site. Should we observe sustained increases we will seek to initiate leak detection surveying.

1-5am Nightflows

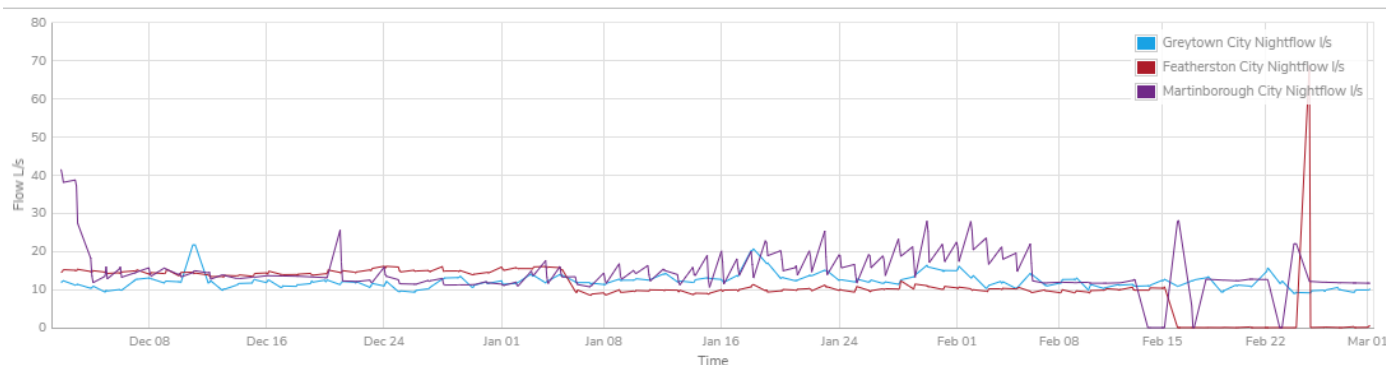


Figure 2. Night flow 3-month trend.

6. Water Capex delivery programme

6.1 Waiohine Water Treatment Plant upgrade

The Waiohine Treated Water Reservoir has been officially opened and will increase water storage for Featherston and Greytown by around five times. The reservoir was brought into service on 9 February and adds an extra 8 million litres to the existing treated water storage capacity. The commissioning of the reservoir brings an end to the project which began in 2019, although crews will remain on site to complete some minor works over the next few weeks

The reservoir will offer much needed water supply resilience to the community, especially during the summer months. It will provide a greater level of water supply resilience for both Featherston and Greytown, particularly in the summer months when demand is high. This extra storage provides additional operational resilience to unexpected events, like the ones experienced in the last few years from storms and power cuts. It also allows the treatment plant to be taken offline when required, without impacting the delivery of safe drinking water to customers.

6.2 Fox Street Water Mains Project

When installing the new Fox Street watermain, quality assurance testing determined that some weld samples taken for destructive testing did not pass. The contractor has undertaken a thorough review of their methodology and equipment with the oversight and input of an independent pipe materials specialist. The contractor has revised their methodology, and further off-site testing of the welds undertaken using the revised methodology confirms that the contractor is now achieving the required welding standard.

The decision has been made between Wellington Water and the contractor that all the saddle connections related to the failed quality testing need to be replaced to ensure quality of the pipeline and reduce the risks of issues over the 100 year life of the pipeline.

The saddle connections replacements are planned over the coming few weeks using the revised methodology – this work will directly affect a total of 19 customers with

temporary water shut downs. Once this is complete and final reinstatement undertaken the works on Fox St will be complete. The cost of the required additional work being carried out will be covered by the contractor with no additional cost to rate payers.

As part of the communications to the residents we offered a virtual drop-in session on Monday 21 February.

6.3 Papawai Rd wastewater upgrade

The 1km upgraded Papawai Rd wastewater pipeline is now live and operational, providing an increase level of service and a reduced risk of wastewater overflows along Pah Rd, Papawai Marae and surrounding properties. This is the first stage in increasing the main outfall pipelines capacity to accommodate future growth of Greytown.

The remaining pipeline not upgraded within this financial year, has been documented and put back into Wellington Water's strategic prioritisation framework for future investment allocation.

6.4 Featherston wastewater treatment plant upgrade and consent

Wellington Water continues to work with Council Officers on a proposed shortlist of options to manage Featherston's Wastewater. Council Officers supported by WWL are progressing discussions with Councillors on the consentability and affordability of both short and long term solutions. The priority is understanding firstly what is possible on the existing site in terms of treatment options.

7. Appendices

Appendix 1 – Wellington Water Limited's SWDC Major Projects Monthly report – January 2022

Appendix 2 – Wellington Water Limited's January 2022 SWDC CAPEX Programme Update

Appendix 3 – Boar Bush Drinking Water Reservoir Contamination Incident and Response Report

Appendix 4 - Moroa and Longwood Water Races Briefing Paper

Contact Officer: Stefan Corbett, Group Manager Partnerships and Operations

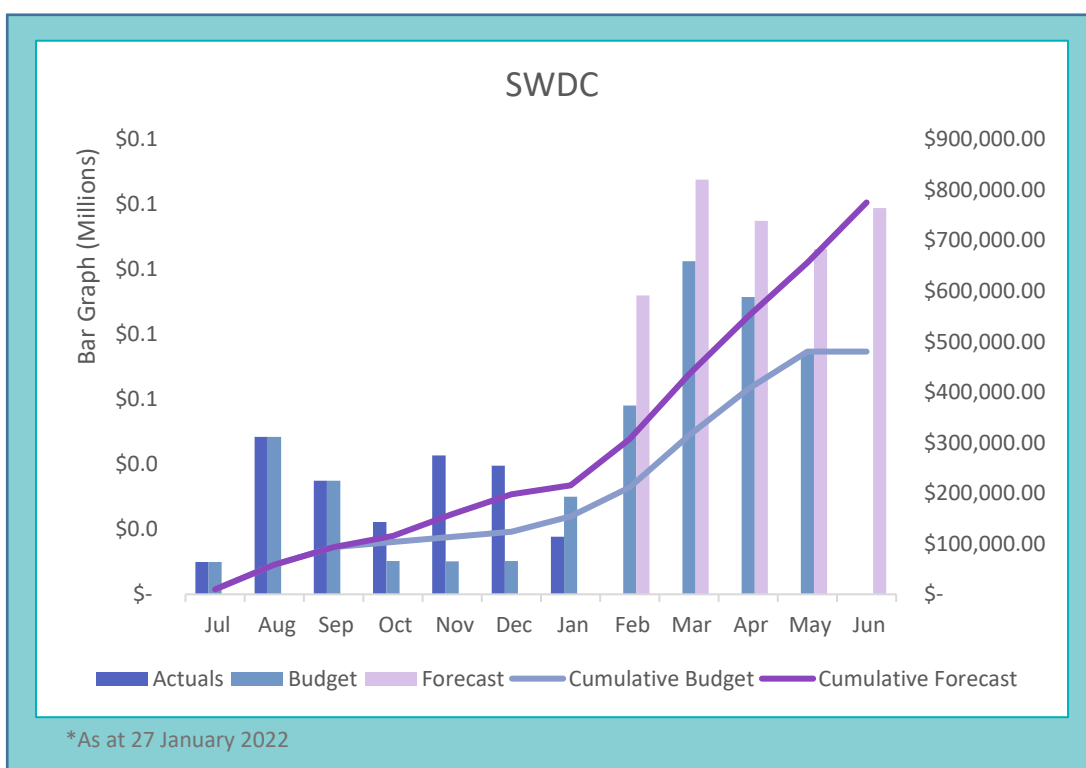
Reviewed by: Harry Wilson, CEO

Appendix 1 – Wellington Water Limited's SWDC Major Projects Monthly report –January 2022

Regional summary:

This is a volatile period and we are managing a number of significant risks, such as material and labour availability and we are very likely to have outbreaks of Covid during this period. We have made contingency plans where possible and have our policy for managing the risk of Covid across our workplaces and construction sites.

*Major Project Financial progress: Forecast; Actual, budget



Risk profile

	H,S,Q,E	Stakeh.	Risk	Finance	Prog.	Rating
Featherston WWTP Upgrade						

Project Update

Project	Objectives	Commentary
Featherston WWTP Upgrade *Priority ranking 6	Upgrade of wastewater treatment plant (WWTP) to meet likely improved discharge conditions.	<p>The project public consultation was paused in February 2021 at the request of SWDC.</p> <ul style="list-style-type: none"> WWL was requested to provide more information about the process, the consentability and the affordability of the shortlisted options for the WWTP. Three workshops have been completed with Councilors, most recently in August 2021. In response to questions raised in that workshop a paper was prepared and issued to Council Officers in December 2021 addressing the consentability and affordability of the proposed shortlist. GWRC has reminded SWDC and Wellington Water that the WWTP is operating under a historic consent and that the Section 37 extension of time on this expires on 1 February 2023. Reasonable progress towards lodging a new resource consent needs to be demonstrated. SWDC and WWL agreed an approach in December 2021 to look into options that fit the \$16m LTP budget to enable “reasonable progress” or a short-term consent. WWL have confirmed the brief with SWDC to complete an initial assessment and report back end of February 2022.

PROJECT	Cost Estimate			2020		2021				2022			
	LTP	Current	Level	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Featherston WWTP Upgrade	3m	\$0.5M	L4			Concept							

Overall Programme Summary:

The deadline date for the spend of the stimulus funding is 30 June 2022. We are still aiming to get projects complete in advance of that date, as there will be absolutely no extension beyond this date, and funding and expenditure should be finalised within the current financial year as much as possible. We will be closely managing budgets as they get close to being expended, and some funds will move between workstreams to ensure that we make maximum use of the available funding.

The quarterly report to DIA was submitted on 28 January. We will be sending funding requests out shortly to be signed by councils and DIA.

Project	Commentary	H,S, Q,E	Stak eh.	Risk	Fina nce	Prog.	Rati ng
1. Capital renewals	The construction of these watermain renewals in Fox Street in Featherston commenced as scheduled on 13 September 2021. To date 302m of 630DPE watermain and 421m of 1800DPE watermain has been completed and this has now been connected to the existing network. During regular QA some defects in the construction have been identified and the team is working with the contractor to remedy these, this is expected to be remedied by end of February/early March.	🟡	🟢	🟢	🟡	🟡	🟢
2. Asset conditions assessment	Pipe inspections: Inspection of the VHCA pressure water mains within SWDC were delayed by the impacts of COVID and have been scheduled to be complete in November 2021. Utilities inspections. The above ground reservoir inspections and assessments are complete. The reservoir conditions are generally satisfactory to poor from a structural perspective. Vulnerabilities to potential contamination were found that need to be addressed via maintenance works and these are being placed in the forward works programme as a matter of priority subject to funding availability, refer also the reference to Boar Bush below. WTP Inspections: All WTP inspections are 85% complete and work is underway planning to complete the remaining 15% of the WTP assets. The SWDC water treatment plants have been assessed to be in a moderate to poor condition.	🟢	🟢	🟡	🟢	🟡	🟡
3. Maintenance	The council's budget for Stimulus-funded Maintenance has been expended.	🟢	🟢	🟢	🟡	🟡	🟡
4. Asset management systems and processes and 5. Data and technology systems	The Business Improvement Programme has harmonised its initiatives into four core streams; Asset Management, Ready for Regulation, Data & Digital and Other (for anything that does not fit under the former. • Asset Management Stream: Certus Detailed design work programme is underway. Defining the detailed requirements to derive a strategy to achieve ISO certification and Renewals is underway with the busines and technical teams. In addition, the Wellington Water Asset Management Information system (Maximo) development environment will be provisioned (by Certus) over the December period to aid in prototyping the Workflows, Processes and Data. • Ready for Regulation & Risk/Assurance Stream: Key planning for the stream under the direction of the new Director or Regulation - Charles Barker. Integrated planning between the RFR initiatives and other streams is underway. Director of Regulation (with support from PWC) is finalising plans for the stream in December. This stream will also monitor the Backflow and WTP SOPs as they are direct interfaces into the regulatory readiness plan. • Data & Digital Stream: The Data & Digital stream has prioritised four streams of work in their roadmap: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. Priority is the remediation of the Operational technology risk (cyber), defining what enduring cyber capability WWL needs for the future.	🟢	🟢	🟡	🟡	🟡	🟡
6. Leakage management	6.3 Proof-of-concept trial for smart household water meters to identify network or private leaks: Installation of meters and onboarding of customers is underway. There was a Greytown community engagement day on 28th November. The trial has been extended so that we continue to received data throughout 2022. The installation programme is going well and have installed 70 meters by the end of Jan	🟢	🟡	🟢	🟢	🟡	🟡
7. Water safety priorities	7.1 Reservoir Repairs – no reservoir roof maintenance is planned in SWDC 7.3 All 15 sensors have now arrived. The first 5 devices will be installed at five locations within this month. 7.4 Internal Audit: The audit work is progressing slower than planned due to the range of operational and strategic priorities the Network Management Group management team, including its frontline, is currently under. This includes the group restructure, significant plant upgrades and change initiatives related to regulatory reform. An audit at Waterloo & Gear Island WTPs and an investigation into an incident at the Waiohine WTP has been undertaken. The timeframe to complete has been extended to the end of June. The Process Writing work on Standard Operating Procedures and other documents is progressing a little slower than planned due to similar factors as above but has now picked up and should be complete in April. 7.5 Chlorine Trailer – the design has been completed and the trailer is scheduled to be manufactured by March 2022. All apparatus and equipment have been delivered, it is currently being assembled and installed within a portable trailer. The control system software is currently being designed that will be controlling the automated equipment with the chlorine trailer. The project is currently running to schedule. 7.7 Chlorine analyser for the Pirinoa WTP: work was largely completed in December to design and deliver a chlorine analyser, with another fit out scheduled for January 25th.	🟢	🟢	🟢	🟢	🟢	🟢
8. Capital projects	Boar Bush reservoir: The design of the decommissioning of the contact tank and reconfiguration of the pipework is complete, and awaiting for a revised quotation from a civil contractor; physical works expected to start in March	🟢	🟡	🟢	🟡	🟡	🟢
9. Regional Water Reform Project aka Preparation for reform (Note: this is led by councils, not by WWL)	The project to support the 9 Wellington Councils through the reforms programme had significant activity following Government announcements on 27 October that the reforms are proceeding, to ensure that councils and stakeholders understand the implications of these and the process from here. Review and analysis of this information, including workshops and council reports has been a major focus, along with trying to align with other councils in the Entity C area to support consistent information to elected members and senior staff. This included analysis of the impact on local government of the water reforms, and transition to the new water entities and systems. Collateral has been developed to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports. A joint submission to MBIE was prepared on the proposed economic regulation model on behalf of the 9 Wellington Councils and WWL. Numerous meetings have been held with Wellington region councils, councils across the entity C area, LGNZ and DIA. The Project Director has also briefed the Wellington Water Committee, the Mayoral Forum and CE Forum. The Project has continued to build relationships with DIA and the water reform leads from other regions. These help to share insights and approaches. In addition, relationships have been further developed across entity C area including the Top of the South Island and Manawatu areas. Upcoming work is likely to include: • Advice and updates to all nine Wellington councils and the Wellington Water Committee • Confirmation of any public / stakeholder engagement processes - including alignment of approach across the region • Preparation for the release of legislation • Preparation for due diligence processes - debt identification, land transfer / assets, implications for the CCO • Engagement with DIA, the National Transition Unit and the proposed working groups • Iwi / Māori engagement • Wider engagement across entity C • Change management • Policy advice on the planning and governance structures to enable local voice	🟢	🟢	🟢	🟢	🟢	🟢

Appendix 2 – Wellington Water Limited's January 2022 SWDC CAPEX Programme Update

Executive summary:

The capital delivery programme remains ahead year to date, against overall budget. This is largely driven by the wastewater projects completed in the first half the financial year. The drinking water treatment plant projects continue as the focus for the remainder of the financial year, with one final significant contract forecast for award and construction start prior to year end. Another focus remains on the potential impacts on programme delivery from covid-19. Wellington Water continues to work on the year 2 and 3 investment priorities over the next few months which will set direction for the project briefs for the remainder of the LTP. The capital programme is tracking at the mid-point of the target delivery range.

Monthly updates of significance:

Construction completed:

- Lake Ferry driplines renewal (wastewater). Practical completion waiting on final as-built information
- Greytown Memorial Park sewer renewal (wastewater). Practical completion has been received

Construction ongoing:

- Greytown Papawai Rd pipeline upgrade (wastewater). Pipeline construction upgrades have been completed. Minor valve and flow meter upgrades at WWTP forecast for completion by end of January 2022.
- Featherston Waiohine WTP treated water reservoir (water). Final commissioning activities has resumed in January and expected to be brought into service by the end of February.

Pre-construction activities:

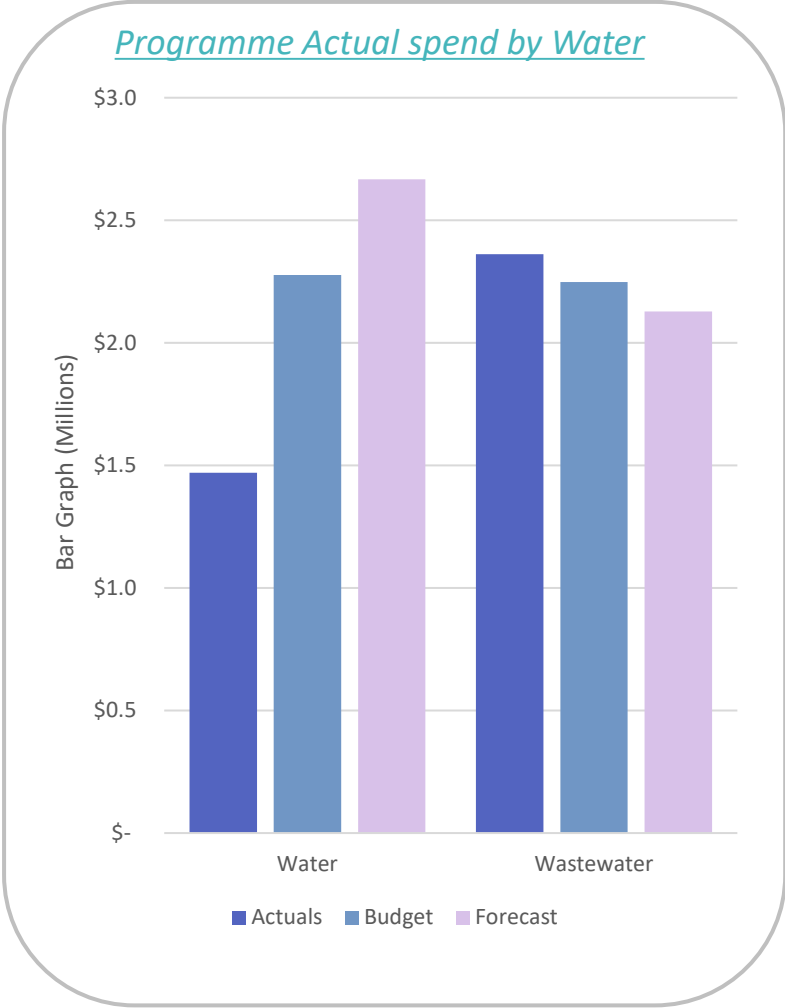
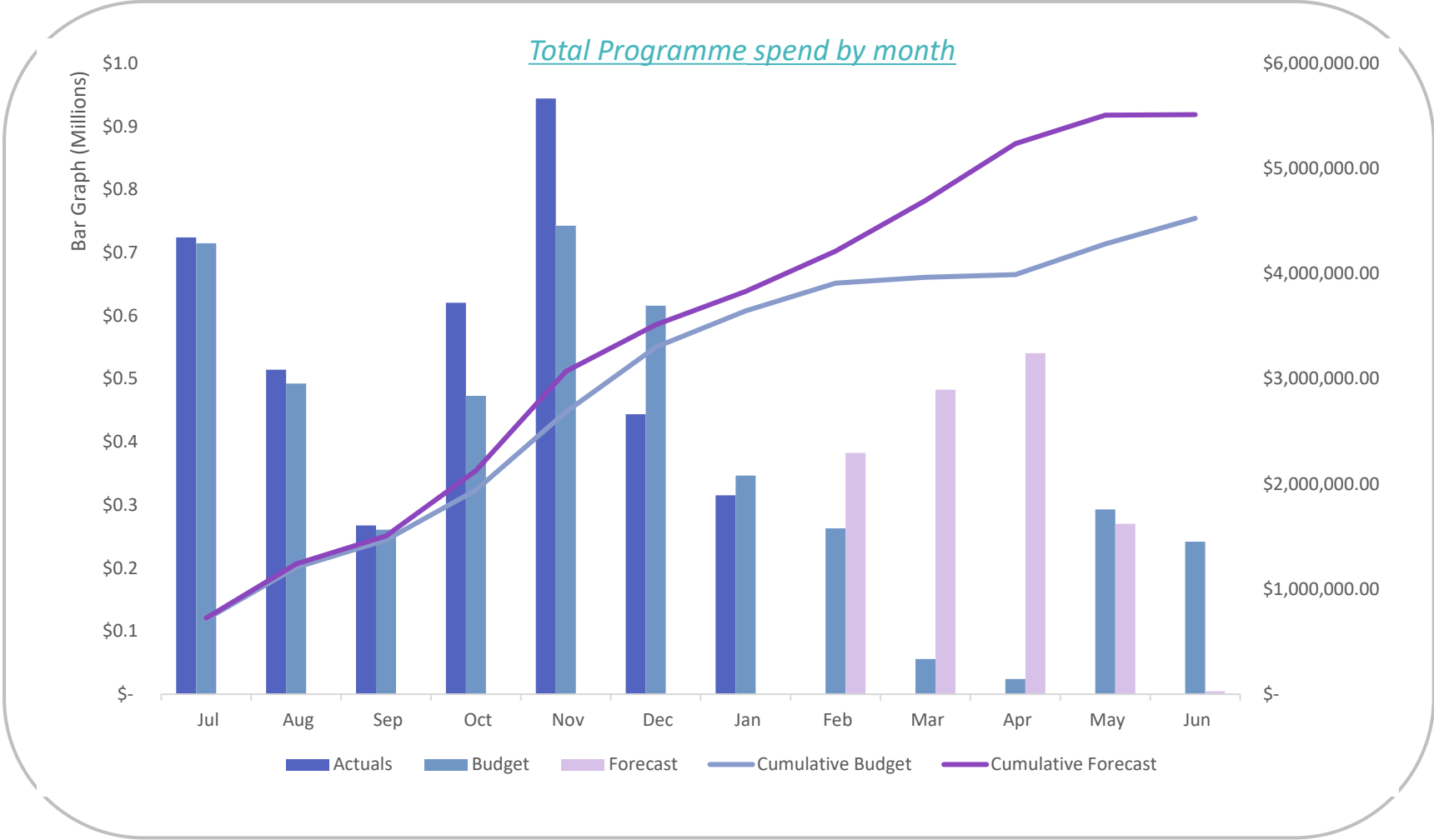
- Greytown Memorial Park WTP upgrades (water). Work continues on finalising the tender documents for RFT release in January. Construction remains currently scheduled for Q4 start onsite.
- Featherston Waiohine WTP pH dosing system upgrade (water). A preferred option recommendation has been received from project team however additional work will be required to close out the justification. Design and construction are now forecast for FY22-23.
- Featherston Donald St pump station renewal (wastewater). Detailed design is being closed out by the project team. Contract award forecast by June 2022.

Top Risks and Issues :

Risk Description	Mitigation / comments
Risk of Memorial Park bore pump failure prior to renewal, due to degrading condition resulting in supply concerns and strict water restrictions for Greytown and Featherston	Efforts have been focused on commissioning the Waiohine treated water reservoir which will provide significant storage capacity for both Greytown and Featherston. A 4th bore has been commissioned at the Waiohine WTP which provides additional supply capacity for the two townships. A contingency plan has been documented outlining the potential supply risks as project delivery for the WTP projects are ongoing. Risk expected to be closed out upon commissioning of the Waiohine reservoir Feb.
Donald Street pump station has been identified in very poor condition, which may result in pump failure requiring a temporary generator and pump system whilst an urgent renewal is undertaken	Progress continues on ensuring an efficient delivery of the capex renewal project. The WWL Operations Delivery team are aware of the current condition of the pump station and have documented a response plan in case of failure. Renewal construction forecast for summer 2022-23
Risk to delivering the year 2 & 3 LTP capex programmes due to uncertainty around which capital projects will be prioritised for delivery.	Lead indicators for activity briefs show a significant gap in the pipeline of work, not in alignment with the Wellington Water 3-year delivery model. We are working with internal Wellington Water teams to get improved visibility of the priorities so we can begin working on these projects.
Issue Description	Mitigation / Comments
A large number of additional scope items have been identified whilst delivering the Waiohine TWR commissioning project. This has caused delays in project delivery and additional funding has been required to overcome some of these challenges	Project scope has been reset to prevent scope creep and new additional items found are captured and parked to the side. A review of the additional items will be undertaken in the stage 3 upgrades, to prioritise which items are included in stage 3 scope. Updated delivery forecasting is to be provided early for visibility and transparency.
A change in construction methodology for the Papawai Rd wastewater pipeline upgrade will see the remaining scope completed at a later date	Council officers have approved the recommendation to stick within existing annual budgets, seeing a reduction in the overall pipeline upgraded. The remaining pipeline scope will be added into the prioritised list of projects for future investment. <i>This issue is now resolved and will be removed from the next report.</i>

Top Covid risks and issues:

Risk Description	Mitigation / comments
<p>As of December 2, 2021, New Zealand has moved to the COVID Traffic Light settings for all of New Zealand. This represents a change in approach from an elimination approach to a suppression approach. The whole of New Zealand moved to the RED Traffic Light Setting at 11:59 on 23 January 2022, following 9 Omicron cases confirmed in Nelson/Marlborough Region. The number of community COVID-19 cases is rising daily. We will all need to adapt to the new approach, controls and impact of COVID-19. This is likely to be disruptive to programme delivery, as well as to people's lives as we become accustomed to our 'new normal'. Note that the government may need to use localised lockdowns as well as the traffic light system going forward.</p>	<p>WWL will continue to assess the COVID-19 risk and implement the COVID-19 controls as appropriate to manage the risk. We are communicating with our supply chain whanau around expectations and approaches.</p> <p>From a construction perspective: we are following industry guidance, the CHASNZ protocols, and are encouraging people to get vaccinated, our construction panel members have all shared their COVID policies with us in a paper that was presented to the WWL Board.</p> <p>From a continuation of office-based activities perspective: The WWL main office was shut when New Zealand moved to the RED setting. We have the technology and processes we need to work from home as required.</p>
<p>Risk that the panel consultants make people redundant or reduce their working hours in response to a reduced workload across the full construction industry, reducing their ability to resource WWL projects (particularly in areas like geotechnical engineering and surveying).</p>	<p>We reviewed workload with the consultant panel. This risk has not materialised under the current outbreak.</p>
<p>Strain on Wellington Water Customer Operations Group and Network Management Group resourcing due to people being unwell or isolating. This could impact their ability to support the capital programme. There is also a risk that the capital programme contractor resources may need to be redeployed to support operations.</p>	<p>We will plan for these scenarios, and monitor the situation.</p>
Issue Description	Mitigation / Comments
<p>In August, the whole of New Zealand went into Alert Level 4 Lockdown, causing all of our Wellington Water planned works construction sites to close. This has reduced productivity and carries associated costs with responding appropriately to the health and safety risk.</p>	<p>The whole of New Zealand moved to the RED Traffic Light Setting at 11:59 on 23 January 2022. The Wellington Region had previously been at ORANGE since the 2nd December 2021. Our protocols are aligned to government requirements and the Construction Health and Safety New Zealand (CHASNZ) protocols.</p>
<p>Escalating materials costs associated with the impact of the global pandemic on the global supply chain. We are receiving frequent notifications from our key suppliers about increases in materials costs.</p>	<p>We are working with our contractors and consultants on strategies to isolate material costs within our cost schedules, and to identify items which can be purchased early on projects. We are developing a contract specifically for early procurement of materials which should be ready for use in Q3.</p>
<p>Limited availability of some materials as a result of the impact of COVID-19 on the global supply chain, including extended lead times due to slowed global transportation and delay through ports.</p>	<p>We are working with our contractors and consultants to identify materials where there could be issues with supply and where possible we are purchasing them early. We are developing a contract specifically for early procurement of materials which should be ready for use in Q3.</p>
<p>Closed borders have meant limited access to overseas labour market for recruitment, both for our supply chain and Wellington Water. This has had a particularly significant impact on the consultants where we have seen slow delivery of projects and a lack of experienced project managers.</p>	<p>On the 3rd of February 2022 the government have announce a schedule for re-opening the international borders progressively over 2022.</p> <p>Following the deliverability capability and capacity review that was carried out our consultant panel members will be putting together growth plans and strategies for how they can resource a growing programme in the current climate.</p> <p>We are looking at how we can make our delivery processes more efficient to reduce the burden on the consultants without increasing programme risk.</p>



Programme Lead indicators: preparation for this financial year

21/22 Construction Projects - Design Complete

Baseline Target (YTD)	Achieved	% complete	status
2	2	100%	

Within 3 months of baseline construction start date

21/22 Construction Projects - Contracts Awarded

Baseline Target (YTD)	Achieved	% complete	status
2	2	100%	

Passed baseline start date

Appendix 3 – Boar Bush Drinking Water Reservoir Contamination Incident and Response Report

MEMO

TO Stefan Corbett, South Wairarapa District Council

COPIED TO Tonia Haskell, Group Manager, Network Development and Delivery

FROM Laurence Edwards, Chief Advisor Drinking Water

DATE 22 February 2022

FILE NUMBER

FOR YOUR INFORMATION

Boar Bush Drinking Water Reservoir Contamination Incident and Response – 13 February 2022

Introduction

This purpose of this memo is to document the cause of the boil water advisory event of Sunday 13 February 2022, the immediate actions taken by Wellington Water, the urgent short term risk mitigation measures required in response to the incident and recommended longer term actions to minimise the risk of a repeat event in the future.

Background

The Boar Bush reservoir is a below ground 450m³ concrete storage reservoir located off Boar Bush Gully Road in Featherston. Water from the Waiohine water treatment plant near Greytown is supplied to the reservoir via a 300mm diameter pipeline the crosses the Tauherinikau river at a location near the end of Underhill Road to the concrete reservoir.

The concrete reservoir stores treated water - and should not be confused with the Boar Bush emergency raw water supply dam that is located to the northwest and is the historical water supply to Featherston. The raw water supply has been physically disconnected from the treated water supply, to eliminate any risk of system contamination of the treated water supply.

There is significant sediment build up in the bottom of the concrete reservoir, and cleanout of the reservoir is complicated as the scour valve is not operable, therefore requiring the reservoir to be offline for several weeks for while it is disinfected and reinstated to supply.

The concrete storage reservoir provides an important but limited capacity flow buffering function in the event of disruption to supply from the upstream treatment plant at the Waiohine river, for example due to treatment plant operational issues, or failure or maintenance on the pipeline that crosses the Tauherinikau river.

There is a chlorine gas dosing system at the site currently that does not meet modern Hazardous Substances and New Organisms Act requirements, and doses into a chlorine contact tank immediately adjacent to the reservoir.

The roof of the chlorine contact tank is in very poor condition. The chlorine concentration of the water in the concrete storage reservoir is monitored remotely and can be boosted using the gas system if required.

In 2020, a storm event caused washout of the access road to the reservoir and damage to the supply pipeline to Featherston (see photo of incident location below). This damage also resulted in the issue of a Boil Water Advisory.



February 2022 Boil Water Advisory Incident

Cyclone Dovi brought significant rainfall causing flooding, slips, and widespread disruption across much of the north island from Friday 11 February to Sunday 13 February 2022. At around 4pm on Sunday 13 February, Wellington Water operations staff noted that the Boar Bush reservoir access track had been impacted by a slip, and that the Free Available Chlorine in the storage reservoir had dropped to around 0.38mg/L from a typical value of between 0.6 and 0.88 mg/L. This drop indicated that there was a chlorine demand in the system somewhere between the treatment plant and the reservoir, and potentially due to contamination of the reservoir.

Upon visiting the site at 5:30pm, staff noted flooded valve chambers and evidence of untreated surface water entering the treated storage reservoir (see photos below).



The treated water reservoir hatch was opened and observations confirmed untreated surface water was entering the concrete reservoir, contaminating the water supply to Featherston.

Immediate actions taken

An immediate decision to issue a Boil Water Advisory was taken. Wellington Water's Senior Leadership team was notified, along with SWDC's Chief Executive, Infrastructure Manager, and Communications manager. Boil water advisory communications were prepared for issue in accordance with Wellington Water's standard processes, and multiple publicity channels were used to disseminate the advisory.

Key WWL personnel were identified to assist with the preparation of plans for:

1. Bypass of the reservoir using a pressure control valve, allowing isolation of the reservoir
2. Flushing/disinfection of the Featherston water supply network
3. Sampling and testing to verify the safety of drinking water prior to lifting the boil water advisory
4. Clean out, inspection, and disinfection of the reservoir
5. Reinstatement of the reservoir into service
6. Immediate and urgent remedial works required to reduce the risk of recurrence as much as possible in the short term
7. Longer term actions to improve the network to minimise the risk of recurrence.

As of 22 February 2022, Items 1 and 2 have been completed, and Item 3 is in progress. Featherston is currently being supplied directly from the Waiohine water treatment plant via the pressure control valve/bypass arrangement pending clean out, disinfection, and reinstatement of the reservoir.

Immediate and urgent works required in response to contamination incident

The following works are required to be completed urgently in response to the incident and to reduce the risk of recurrence:

Item	Description	Comments
1	Removal of sediment from reservoir and disposal to landfill	Significant exercise to complete due to inoperable scour valve. Significant build up observed in base of reservoir. Expected to take 5 days to complete following approval to proceed
2	Clean out, physical inspection, super chlorination/disinfection, dechlorination and bug test of reservoir	May take up to three weeks to complete safely
3	Replace scour valve if possible while reservoir is empty	Extent of work to be confirmed with reservoir empty. May need to be deferred if replacement is not feasible in an acceptable timeframe.
4	Improve drainage/cut off drain around the reservoir site	Required to reduce risk of subsequent rainfall events impacting reservoir roof.
5	Seal all roof penetrations and hatches to mitigate ingress risk	Extent of sealing work required to be confirmed when reservoir is emptied.
6	Install pipework to bypass poor condition pipework, and demolish chlorine contact tank	Required to mitigate contamination risk from poor condition and subsiding contact tank roof.

Longer term mitigations required to minimise risk

Longer term, it is recommended that the below ground reservoir is replaced with a new above ground reservoir at an alternative location that is less susceptible to disruption and washout of connecting pipelines.

Key Risks

- Reservoir condition

Ensuring water tightness of the reservoir roof is imperative for avoiding future contamination issues. There may be further condition related issues that do not become evident until the reservoir is emptied and cleaned ready for inspection.

- Poor condition of chlorine contact tank

The roof of the chlorine contact tank is in very poor condition, is cracked and is slumping in the centre and causing ponding of water that can allow contaminants to enter the water supply.

- Pressure Control Valve failure

While the reservoir is offline, supply to Featherston relies on supply via a single pressure control valve. The valve has no bypass arrangement, so any operational issues with the valve requiring maintenance may result in loss of supply to Featherston for the duration of work.

- Tauherinikau river crossing remedial works and risk of knock-on program impacts

The remedial works to the Tauherinikau river crossing may require shutdown of the supply pipeline to Boar Bush reservoir and Featherston. It is important that the Boar Bush reservoir is brought back into service before this work proceeds to provide some flow buffering storage for Featherston. If the reservoir is not online and the supply pipeline needs to be depressurised, supply of water to Featherston will be lost for the duration of work.

Conclusion

The cause of the boil water advisory for Featherston of 13 February 2022 is due to the significant rainfall event and poor condition of the reservoir resulting in surface water entering the below ground Boar Bush reservoir, contaminating the water supply.

Cleanout, disinfection, and reinstatement of the reservoir into service requires extensive work and will take several weeks due to the requirement to clear large amounts of historical sediment build up from the reservoir that is now contaminated, and the inoperability of the scour valve. Once complete, it is important to seal the reservoir as soon as possible to avoid similar issues in the future prior to replacement of the reservoir. Decommissioning of the poor condition contact tank is also required to mitigate the contamination risk.

Immediate and urgent work required in response to the incident will be progressed as soon as possible.

Recommendations

That council note that:

- Urgent and immediate work required to seal the reservoir roof, decommission the poor condition contact tank, improve stormwater drainage around the reservoir site, and to safely recommission the reservoir will be completed as soon as possible
- The work needs to be undertaken urgently to avoid the potential knock-on program impact for the Tauherinikau river crossing remedial works
- We will proceed with the work by reprioritising our existing work programs and forecast budgets.
- Prior to recommissioning the reservoir, Featherston continues to rely on a supply via a single pressure control valve that cannot be maintained without shutting down supply to all of Featherston.
- The longer term actions to improve the network to minimise the risk of recurrence will be included in the Water Safety Plan and require funding through LTP/annual plan processes.

Laurence Edwards

Chief Advisor Drinking Water

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Appendix 4 – Moroa and Longwood Water Races Briefing Paper

Water Races - Briefing Paper to Assets and Services Committee – SWDC

Author: Matthew Lillis

Date: 01/03/2022

Moroa and Longwood Water Races

Purpose

The purpose of this briefing paper is to:

1. Provide background on the South Wairarapa District water races including current operational requirements and issues;
2. Outline emerging issues in their management including those relating to Greater Wellington Regional Council (GWRC) regulations, and national regulations such as the National Policy Statement for Freshwater Management (NPS-FM); and
3. Advise on recommended next steps.

Summary

1. Council have requested an information paper go to the Assets and Services Committee outlining the Water Race(s) background including current operation/requirements/issues and proposed changes/issues including GWRC and NPS Freshwater standards and requirements.
2. An application to renew the Longwood Water Race consent to 2025 has been lodged with GWRC. The Moroa Water Race consent, and Longwood Water Race consent will require renewal in 2025.
3. Three Waters Reform, RMA reform, the NPS-FM and the Natural Resources Plan (NRP) will affect the consenting process and ongoing operation of the water races, including associated capital and operational cost.
4. This paper provides a high-level overview of these to inform strategic decisions on the water races.
5. Greater Wellington Regional Council staff are available to present at another Council meeting, and in more detail, about stock exclusion rules coming into effect on 1st August 2022.

Recommendation

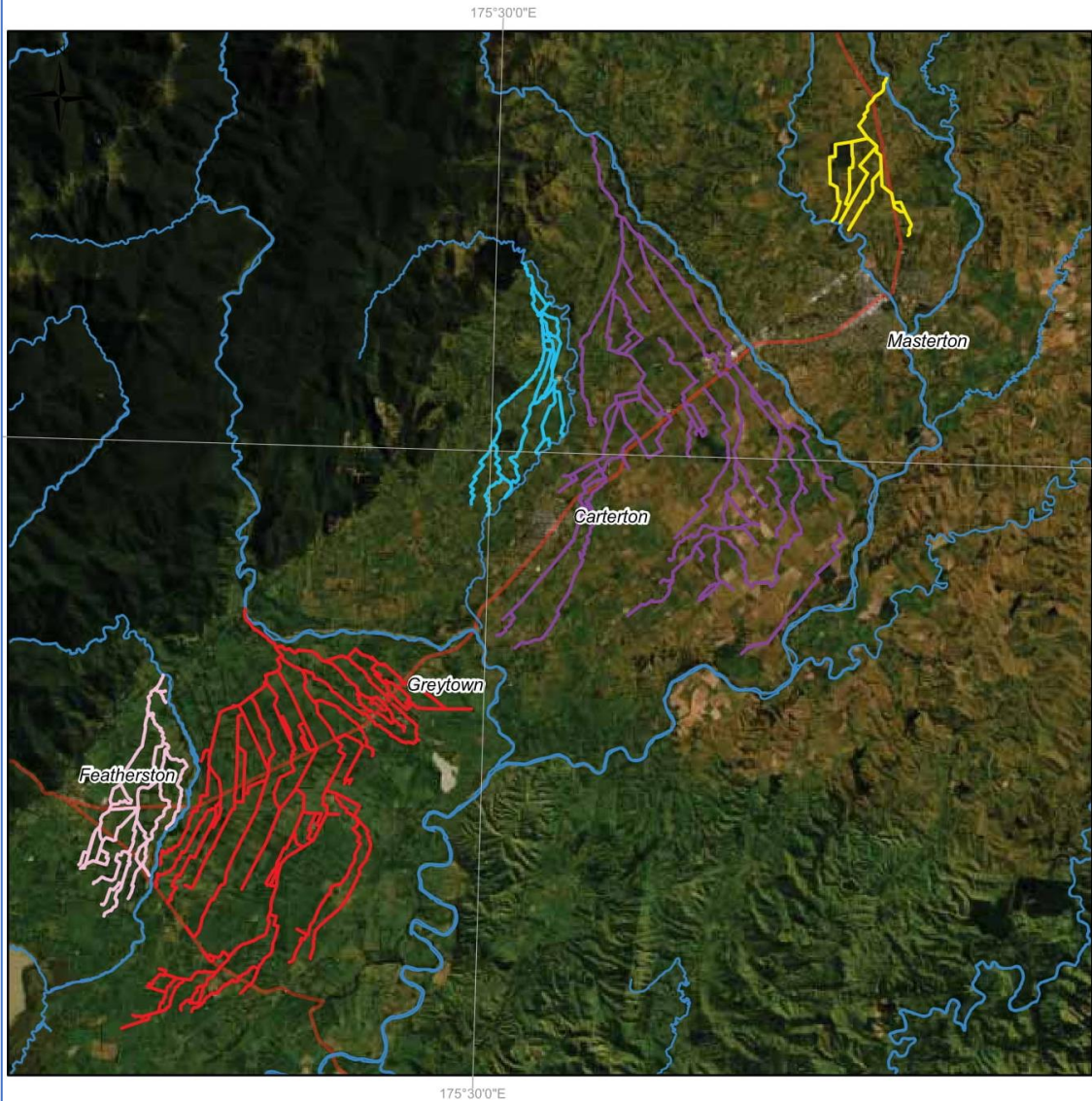
6. That the Assets and Services Committee of South Wairarapa District Council (SWDC);
 - **Note** the existing operation and maintenance responsibilities relating to the water races,
 - **Note** the emerging regulatory issues relating to the water races, and
 - **Discuss** the proposed next steps outlined in this paper.

Background

7. Council have requested an information paper go to the Assets and Services Committee outlining the water races background including current operations and requirements and proposed changes and issues including GWRC and National freshwater policy and standards.
8. The Moroa Race near Greytown and the Longwood Race near Featherston intake water from the Waiohine and Tauherenikau rivers respectively and provide stock drinking water, and some irrigation water to surrounding farmland.
9. The water races are identified in Map 28 of the Natural Resources Plan (shown below) as highly modified watercourses. Water races are generally identified in the NRP as category 2 surface water bodies.

Water races in the Wairarapa

Map 28



This version of the map is not complete. The version of this map available online through the online web map viewer shows the complete, detailed information on a GIS overlay that is not shown on this hard copy. The online version is available on the Council's website at <https://mapping.gw.govt.nz/gwrc/> (select theme **Proposed Natural Resources Plan 2045**) and can be accessed from the Council offices or public library.

- | | | |
|--|--|---|
|  Carrington |  Opaki |  State Highway |
|  Longwood |  Taratahi |  Main river |
|  Moroa |  Te Ore Ore | |



Basemap: World Oceans Base
Projection: NZTM 2000



Copyright
Basemap: Source: Esri, DigitalGlobe, GeoEye,
Earthstar Geographics, CNES/Airbus DS, USDA,
USGS, AeroGRID, IGN, and the GIS User

10. The resource consent for the Longwood Race expired in 2020. An application for a short-term renewal consent has been lodged. This application seeks consent until 2025 to align with the Moroa consent and is currently the subject of a further information request from GWRC regarding alterations to the intake, and additional monitoring in particular. The draft conditions of consent include (among other things) requirements to review the code of practice, hold a water users forum, install flow monitoring on the inlet and bypass, carry out a review of water use and efficiency and carry out water quality monitoring at a variety of locations.
11. The resource consent for the Moroa Race expires in April 2025. Applications to renew the existing Moroa consent and the proposed Longwood consent need to be lodged in October 2024 (or January 2025 with GWRC's agreement).
12. Stock exclusion regulations under the NRP come into effect on 1st August 2022.
13. SWDC is currently reviewing the relevance and management of the water races with users and landowners.
14. Carterton District Council are preparing documentation to renew consents for the Carrington and Taratahi water races which expire in June 2023. There is an opportunity to collaborate and draw lessons from their consenting process. The collaboration model with the Parkvale community in Carterton District is expected to act as a pilot for GWRC, District Councils and communities to collaborate.

Operation and Maintenance

15. Operation and maintenance of the water races is carried out by the following parties:
 - SWDC's roading team maintains road culverts that form part of the water races,
 - Rural landowners are responsible for maintenance of the water races in their properties,

- Wellington Water (WWL) maintain and operate the inlet and outlet on behalf of SWDC,
- WWL regularly checks the full length of the races and clears any part of them on public land, and
- WWL advises landowners of any required maintenance of the water races on their properties.

16. It remains unclear whether consents will be required to carry out maintenance of the water races (in particular removal of sediment) in future.
17. Stock exclusion rules under the NRP will come into effect in August 2022. These rules were proposed in 2015 with a 7 year period to adapt to them. WWL understand that GWRC has a range of advisory and grant support services to assist landowners with compliance. GWRC staff have offered to discuss these with SWDC at a later Council meeting.

Emerging Regulatory Issues

18. Changes to the regulatory environment will impact the management of water races. This includes:
- A Plan Change to the Natural Resources Plan addressing water allocation in the Ruamahānga is due to be notified in 2022. This may place new restrictions on the water allocation available for the water races. Other issues that will likely need to be addressed in the renewal of resource consent are the ecological values of the source rivers and water races, managing nutrient levels of the water races, archaeological / historic values of the water races, connectivity between the water waces and groundwater/stormwater, and the minimum source take that is needed to maintain flow through the water races.
 - The NPS-FM gives effect to the principles of Te Mana o te Wai, which introduces a hierarchy that prioritises the health and well-being of water above other water uses. The NPS-FM requires GWRC set goals with their community for freshwater quality, and this has been

undertaken through the Ruamāhanga Whaitua Implementation Programme that integrated mana whenua perspectives into catchment planning. These community aspirations are underpinned by environmental bottom lines in the NPS-FM as well as specifically regulated activities in the Freshwater National Environmental Standard.

- Three Waters Reform as proposed by the government may alter ownership of, and operational responsibilities for, the water races.
- RMA Reform will alter the regulatory and consenting environment under which the water races are managed.

Next Steps

19. The table below outlines proposed next steps for discussion.

Action	Complete by	Responsibility
Carry out planning assessment of the implications of the NPS FM, NRP, Three Waters Reform and RMA Reform on consenting and operation of the water races.	2022	SWDC/WWL led, with input from GWRC
Carry out collaborative catchment management planning with affected stakeholders including water race committees and iwi. Focus on long term solutions. Consider asset relevance, ecological impact of ceasing operation, cost benefit, cost allocation, environmental protection.	2024	SWDC, WWL, GWRC, Iwi, Affected Parties
Assess capital and operational costs of continuing to operate the races, and programme these into LTP's as required.	2024	SWDC/WWL
Reconsent Water Longwood and Moroa water races	2025	SWDC/WWL

PARTNERSHIPS AND OPERATIONS ROADING AND AMENITIES REPORT

This report was presented to the Assets and Services Committee on 9 March 2022.

8. SWDC Roading Report

The report covers the period of works completed up to the end of January 2022, being 50% of the 2021/2022 financial year. The percentages shown below are based on works completed to date on Waka Kotahi financially assisted annual budget. Works in several maintenance categories are seasonal so the spend will reflect this variance.

A brief commentary describing key achievements during January 2022, noting Fulton Hogan were not back until 10 January 2022, is noted under each work category below.

8.1 OPEX

- Sealed Road Pavement Maintenance spend is 76% on Local Roads and 79% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 207.48 of sealed roads inspected and faults loaded into RAMM
 - 33 sealed potholes were identified
 - 50m2 of sealed pavement repaired
- Unsealed Road Pavement Maintenance spend is 62% on Local Roads and 96% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 78.04 km of unsealed roads inspected, and faults loaded into RAMM
 - 136.4km of unsealed roads graded
- Drainage Maintenance spend is 30% on Local Roads and 114% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 199 culverts were inspected
 - 65.4km of streets mechanically swept
 - 115.76km of drains sprayed
- Structural Maintenance spend is 59% on Local Roads and 6% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 14 bridges were inspected
 - 3 bridges were painted
- Environmental Maintenance spend is 64% on Local Roads and 59% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 6.9km of high trimming vegetation was cut
- Minor Events spend is 121% on Local Roads and 188% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.

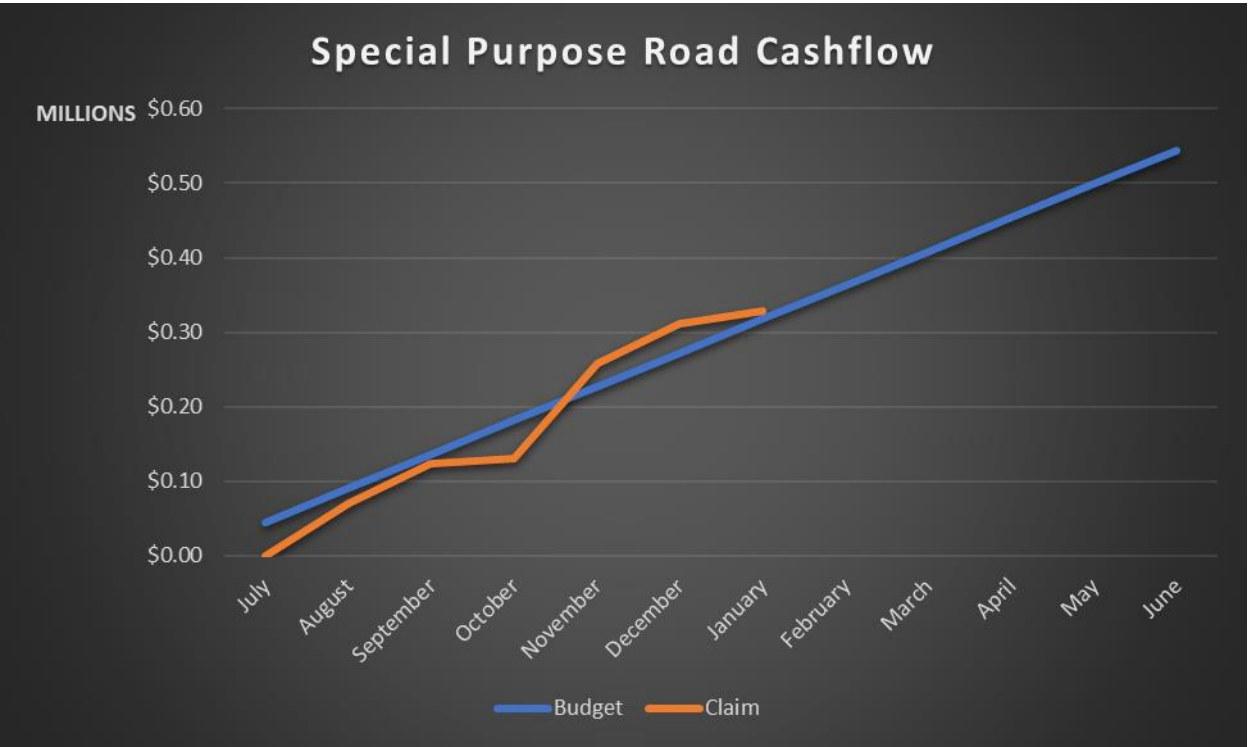
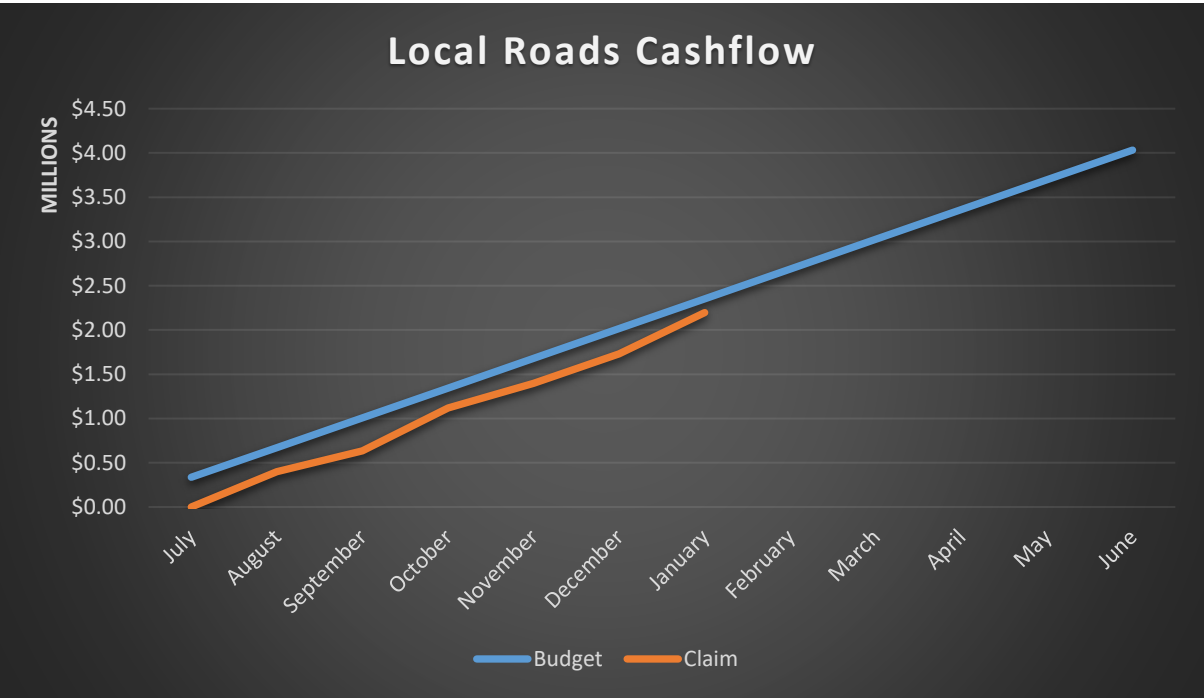
Expenditure is due to response to weather events in the year to date. If further budget is required, it will be reallocated from other Maintenance cost codes.

- Traffic Services spend is 26% on Local Roads and 24% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 174 signs were inspected
 - 21 posts painted
 - Annual remark is programmed for April 2022 and is a large portion of the budget.
- Cycle Path Maintenance spend is 0% on Local Roads in relation to Waka Kotahi annual budgets allocation.
 - Spaying and mowing adjacent to the Western Lake Road Cycle path have been completed from Environmental Maintenance budget.
- Footpath Maintenance spend is 108% on Local Roads in relation to Waka Kotahi annual budgets allocation.
 - Works have been completed allowing focus to shift to renewals in the new year.
- Rail Level Crossing Warning Device Maintenance spend is 122% on Local Roads in relation to Waka Kotahi annual budgets allocation.
 - Direct cost from KiwiRail. Over budget due to lightning strike at Woodside lights
- Network and asset management spend is 58% on Local Roads and 65% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - 5 traffic counters were installed.

8.2 CAPEX

- Unsealed Road Metaling spend is 28% on Local Roads and 98% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - Aggregate has been ordered and crushed to be applied during Autumn and early winter. Manufacture and supply of this material is impacted by resource supply from the rivers
- Sealed Road Resurfacing spend is 92% on Local Roads and 82% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
 - Works will be completed by early February and design is impacted by the short supply of various grades of sealing chip.
 - Special Purpose Road resealing is complete with remarking of the road marking costs yet to be received.
- Drainage Renewals spend is 35% on Local Roads and 0% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
- Pavement Rehabilitation spend is 8% on Local Roads in relation to Waka Kotahi annual budgets allocation.
 - Western Lake Road sites are programmed for early/mid 2022
- Traffic Service spend is 38% on Local Roads and 10% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
- Footpath Renewals spend is 0% on Local Roads in relation to Waka Kotahi annual budgets allocation.
 - Sites are programmed for February -May 2022

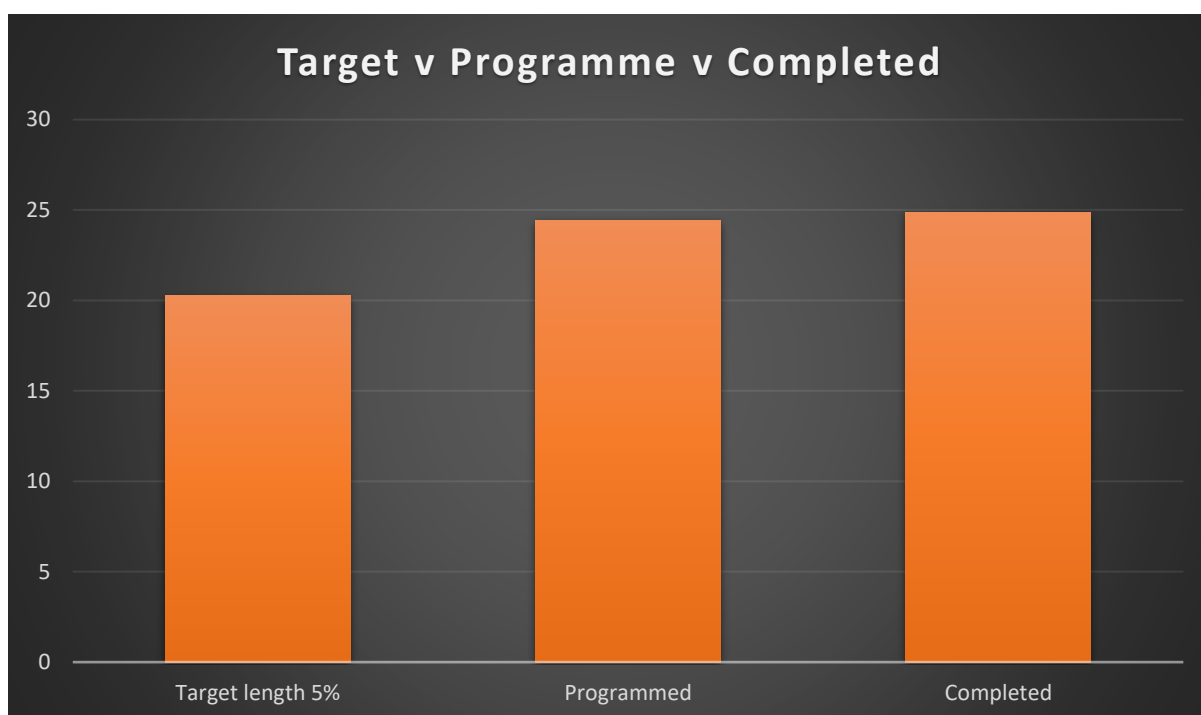
8.3 Tracking summary of OPEX and CAPEX to January 31, 2022



8.4 Key Performance Indicators (Year to date reporting)

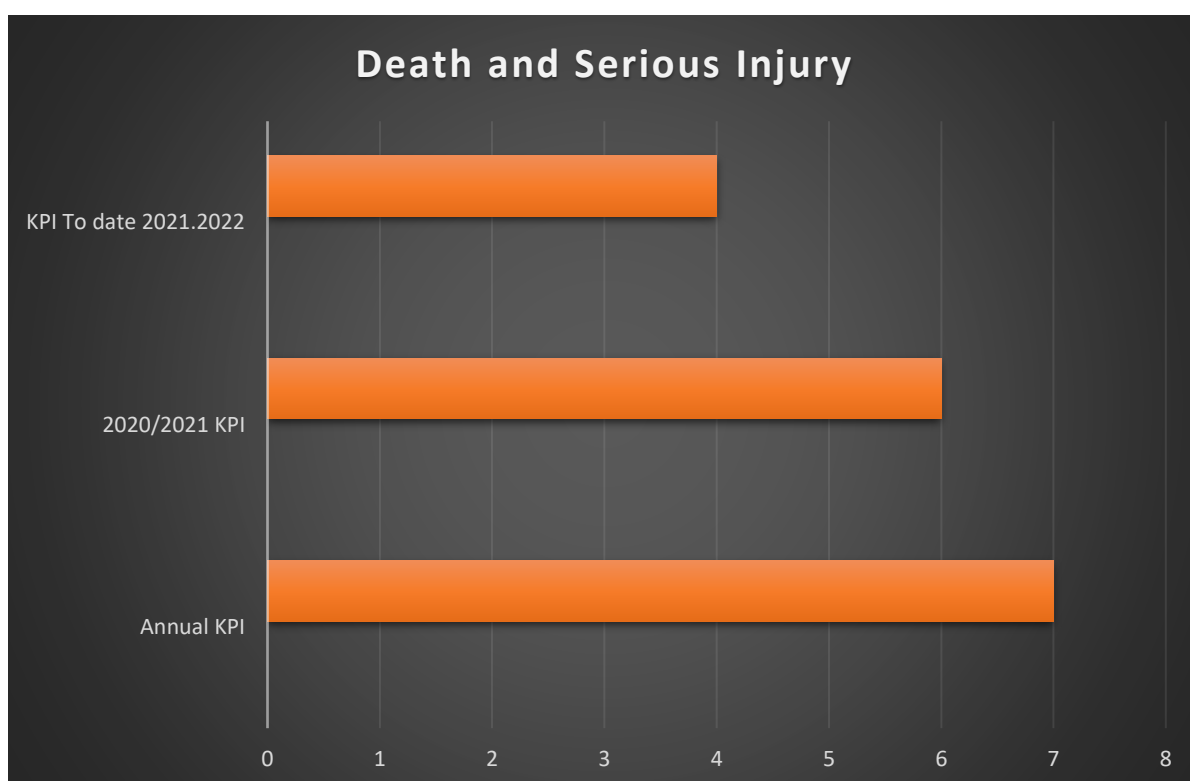
5% of sealed roads are resealed each year subject to availability of NZTA subsidy

Length of sealed network 405.7 km 5% equates to 20.3 km. 24.89 km complete.



Change in number of fatalities and serious injury crashes on the local road network from previous year. Performance target is < 7

The data below has been extracted for Waka Kotahi Crash Analysis System. Generally, there a time lag from the accident to data being uploaded to the system.



8.5 Cyclone Dovi

On the weekend of 12/13 February ex tropical cyclone Dovi hit New Zealand and the Wairarapa. The impact was heavy rain and high winds through a 48-72 hour period.

The forecast allowed early preparation with Fulton Hogan and they established a high level of preparedness, which included the coordination of a number of Local Wairarapa sub-contractors to be on standby with plant and labour.

During the event initial response patrols were instigated by Fulton Hogan based on local knowledge and ratepayer feedback and updates. These patrols allowed a timely and accurate response to the initial response to the event. These initial response patrols were used to provide the basis for flooding and road closure updates as well as identifying the scope of works to quantify reaction/remedies.



Oporua Spillway Kahutara Rd working as designed



Pahautea Rd Spillway working as designed



Cape River Bridge scouring

The major impact to the roading network was:

- River levels running high putting pressure on the resilience of the bridge assets.
- Flooding plains working and closing roads and alternative routes.
- Land movement and slips.
- Wind-blown trees district wide.
- Property flooding in both urban and rural areas.

9. Fulton Hogan Monthly reporting on Ruamahanga Roads Contract

9.1 Health and Safety Report

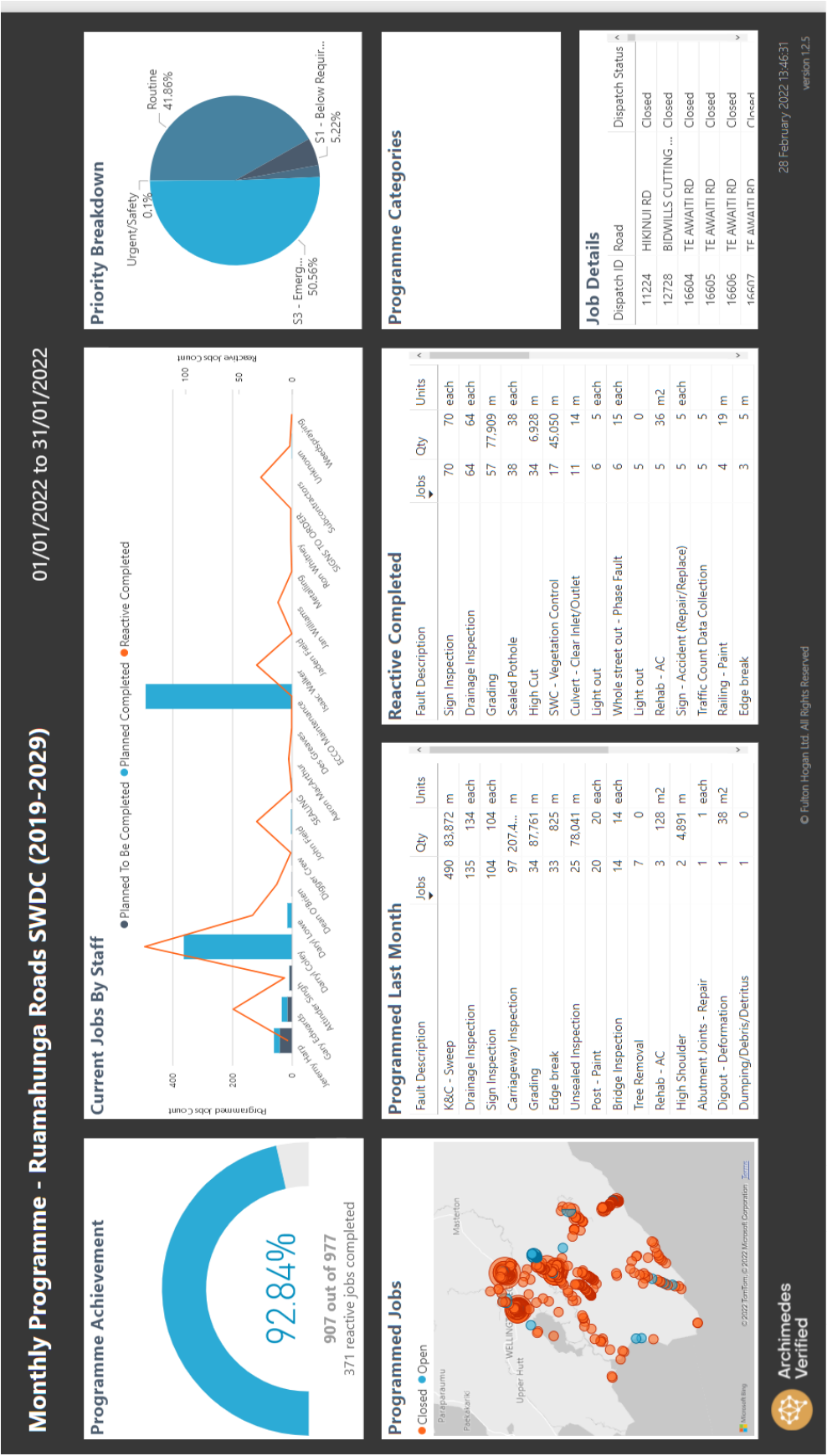
9.1.1. *All incidents, Near misses, New hazards/ risks identified*

There were no incidents, near misses or new hazards to report this month.

9.1.2. *Training and inductions*

There was no training for the month of January due to the Christmas Holiday break.

9.2 Achievement Dashboard



10. Amenities Report

10.1 Community Housing

Community Housing application forms have increased in the last two to three months. We have one unit in Cecily Martin Flats being renovated to allow a new tenant to move in hopefully March 2022.

We also are renovating another in Westhaven Flats and have a tenant also waiting to move in. Budgets are tight and finding reliable tradespeople are proving difficult at times which holds letting up. Flat Inspections are due in April 2022 and have had several cases of repairs needed to ovens, clothes lines, light switches, removal of branches etc.

10.2 Cemeteries

Plotbox, our new Cemetery Database is due to go live in April with training for two staff members due to commence in March.

Burial and ashes interments have slowed during February. Although reserving plots has increased. We will be adding an inground ashes beam in Martinborough Cemetery in March.

Ashes interments/burials February 2022

	Greytown	Featherston	Martinborough
Burial	1		
Ashes Inground	1		
Ashes Wall	1		

10.3 Pain Farm and Cottage

Due to recent storms the garage at Pain Farm has been damaged. Insurance company has a quote which they wish to discuss with the builder. At this stage the scope is to replace the broken Lintel above the door, demolish the damaged brick wall and replace in full and to replace the roof.

The Homestead and Cottage are being inspected on Wednesday 2nd March. Both tenants are in regular communication with the Council and have no issues with tenancy.

10.4 Swimming Pools

All pools have been utilised to full capacity with new Covid restrictions in place. BBQs have been well received.

Greytown pool has had new murals displayed on the seating area.



Pool Attendance for January

ATTENDANCE REPORTS Jan-22										ATTENDANCE REPORTS Jan-22										ATTENDANCE REPORTS Jan-22									
GREYTOWN										FEATHERSTON										Martinborough									
Visit Type	Child 11am-1pm	Child 1pm-5pm	head count at 5pm	Child 5pm-7.30pm	Adult 11am-1pm	Adult 1pm-5pm	Adult 5pm-7.30pm	Adult supervisor	Weather	Visit Type	Child 11am-1pm	Child 1pm-5pm	head count at 5pm	Child 5pm-7.30pm	Adult 11am-1pm	Adult 1pm-5pm	Adult 5pm-7.30pm	Adult supervisor	Weather	Visit Type	Child 11am-1pm	Child 1pm-5pm	head count at 5pm	Child 5pm-7.30pm	Adult 11am-1pm	Adult 1pm-5pm	Adult 5pm-7.30pm	Adult supervisor	Weather
10/01/2022		73	62	30		31	18	16	hot	10/01/2022		52	28	9		24	4	3	sunny	10/01/2022		91	24	6		18	5	37	hot
11/01/2022		72	28	3		37	3	23	hot	11/01/2022		75	31	8		39	3	18	sunny	11/01/2022		89	20	12		34	12	23	hot
12/01/2022		87	32	14		49	19	23	hot	12/01/2022		55	45	6		30	6	17	hot	12/01/2022		82	25	26		44	7	20	hot
13/01/2022		42	14	2		11	1	8	hot	13/01/2022		11				6	1	6	overcast	13/01/2022		20	17	8		11	4	4	hot
14/01/2022		17	11	17		7	9	8	overcast	14/01/2022		19	7			8	1	4	overcast	14/01/2022		23	12	3		2		3	overcast
15/01/2022	16	75	29	35	10	87	25	23	hot	15/01/2022	7	20	6	9	9	15	1	5	hot	15/01/2022	3	56	21	19	2	23	9	28	sunny
16/01/2022	15	63	20	13	18	68	25	21	hot	16/01/2022	9	46	17	10	8	29	6	16	hot	16/01/2022	10	54	14	12	3	31	14	9	sunny
17/01/2022		90	15	2		55	6	30	hot	17/01/2022		74	25	18		28	12	22	hot	17/01/2022		54	27	21		26	8	8	sunny
18/01/2022		73	28	5		36	3	13	hot	18/01/2022		59	0	0		36	0	0	overcast	18/01/2022		120	27	26		40	7	29	hot
19/01/2022		89	25	7		45	7	18	sunny	19/01/2022		55	7	4		20	2	5	hot	19/01/2022		88	17	7		35	4	16	hot
20/01/2022		11	0	0		0	0	5	overcast	20/01/2022		9	0	0		2	0	0	overcast	20/01/2022		0	0	7		0	0	4	raining
21/01/2022		88	44	19		32	21	23	hot	21/01/2022		34	13	11		13	6	8	hot	21/01/2022		35	16	1		9	3	2	overcast
22/01/2022	48	124	69	26	30	93	41	34	hot	22/01/2022	12	92	53	25	16	65	15	14	hot	22/01/2022	25	106	51	17	11	41	33	48	hot
23/01/2022	69	98	22	6	30	73	9	34	hot	23/01/2022	15	43	12	7	13	21	3	14	hot	23/01/2022	22	55	20	27	12	28	14	23	hot
24/01/2022		22	9	10		9	7	9	overcast	24/01/2022		10	2	3		8	1	1	overcast	24/01/2022		22	5	16		9	1	5	overcast
25/01/2022		27	12	5		16	3	7	overcast	25/01/2022		15	14	0		5	0	4	raining	25/01/2022		36	3	3		21		9	raining
26/01/2022		30	8	6		17	3	10	sunny	26/01/2022		33	18	7		18	3	6	overcast	26/01/2022		37	8	5		14	5	13	rain/sunny
27/01/2022		26				9		8	overcast	27/01/2022		2	0	0		1	0	0	cold	27/01/2022		12		2		1	3	4	overcast
28/01/2022		65	16	21		47	18	8	sunny	28/01/2022		30	32	9		12	7	5	hot	28/01/2022		33	1	5		6	5	15	overcast
29/01/2022	26	83	52	10	19	85	27	10	hot	29/01/2022	17	42	21	18	3	46	11	8	sunny	29/01/2022	16	48	18	7	7	59	14	4	hot
30/01/2022	40	72	20	13	43	83	16	16	hot	30/01/2022	12	34	0	5	47	28	6	9	hot	30/01/2022	16	36	19	13	11	45	12	18	hot
31/01/2022		44	16	8		9	15	11	overcast	31/01/2022		34	22	21		18	16	8	hot	31/01/2022		32	12	6		17	3	17	hot
	310	2144	966	459	236	1650	489	539			125	1220	556	284	99	750	182	252			165	1755	741	482	114	1099	381	467	

10.5 SWDC Playgrounds

The new spinning wheel has been installed in the Greytown Playground.



Still waiting on the climbing frame for Martinborough.

10.6 Parks and Reserves

Peace Garden in Featherston completed and Heritage NZ will organise an official opening.



11. Other Projects

Hau Ariki Marae is 90% completed, awaiting on confirmation of consent due to changes on the sprinkler system. Still in progress with Fire and Building Consents. Hau Ariki Marae is working through the process still.

Tauherenikau bridge project is in progress with trails and carpark installed up to where the landings begin. The two towers have been manufactured and the foundations have been put in place.

Kiwi hall kitchen - extending the hot water from the infinity system over to the kitchen has been completed

12. Appendices

Appendix 1 – Roading Programme Report

Appendix 2 – Amenities Programme Report

Contact Officer:

Stefan Corbett, Group Manager Partnership and Operations

Reviewed by:

Harry Wilson, CEO

Appendix 1 – Roding Programme Report

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Programme on track overall. Some resource constraints remain but works progressing well.

Current Projects

Bidwills Cutting RD Pedestrian Upgrade \$266K March 22-June 22

Five Rivers Hospital development						Engagement with Kuranui College completed and estimates done and fall within budget
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Reading Street Upgrade May 21- Nov 22

Upgrade Street, kerb and channel, carparking drainage as part of Resource Consent						Orchards Retirement Village upgrade Concerns over Estimates have been sent back to the consultant
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Sealed Road Pavement Rehab \$250K March 22 - May 22

Western Lake Rd Area Wide 2 sites	↓	↓ Covid Pandemic				Working on Pavement design Need to confirm Aggregate supply. Initial estimates are over budget
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Sealed Road Resurfacing Local Roads \$700.0k Oct 21 - Marc22

Scheduled programme of works comprising 22kms of resurfacing on: BATTERSEA LINE BETHUNE ST BOAR BUSH GULLY RD DANIEL ST (MARTINBOROUGH) DRY RIVER NO. 1 RD DUBLIN ST LAKE FERRY RD MOERAKI RD MOORE ST NEW YORK ST OXFORD ST PRINCESS ST WARDS LINE WEST ST WESTERN LAKE RD WHITE ROCK RD MOROA ROAD PAPAWAI RD						Completed February 2022
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Sealed Road ResurfacingCape Palliser Rd \$100K Oct 21 - Dec21

						Sites Complete
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FootPath Renewals \$375K Feb 22 - Jun 22

Revans Street Featherston 2 sites , Fox Street Featherston,Bell Street Featherston		↓ Covid Pandemic				Ultra fast Broadband rollout has been completed in Featherston
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Low Cost Low Risk Local Roads		\$345K	Jan 22 - Jun 22				
Identified Projects as approved by Waka Kotahi: Flag lightat the following intersections Lake Ferry Rd/Kahutara Rd,Kahutara Rd/East est Acces Rd,Western Lake Rd/East West Access Rd. Seal widening Western Lake Road.Bidwills Cutting Road signage improvements. Cattle underpass contributions. Te Awaiti Rd stability investigations at the Gluepot							Flag light prices have been received, seal wideningon Western Lake Rd is proposed to start in March. Palliser Ridge have comiited to installing a cattle underpass on Lake Ferry Rd
Low Cost low Rick Special Purpose Rd		\$250K	Jan 22 - Jun 22				
Identified projects as approved by Waka Kotahi: Flag light at lake Ferry Rd Cape Palliser Rd intersection,Signage upgrade,Guard Rail installation,Bridge scour protection,Whatarangi Cliff resilience investigation,Rock revetment protection works,Johnson Hill slumpoing investigation and modelling,Ecoreef installation							Flag light prices have been received , WSP have commenced monitoring of Johnsons Hill and the Drone has been up. Rip Rap rocks have been ordered
Road to Zero		Jan 22 - Jun 22					
Consult re speed review and impliment programme over 3 years			↓				Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation and in discussions with NZTA on alignment. Wilkie Consultants have been engaged to manage delivery and consultation processes
Status key:			On track/achieving		Some concern		Off Track/Major concern

Appendix 2 – Amenities Programme Report

SWDC Assets and Services Committee		Programme	Amenities
Meeting	9-Mar-22	Period	Jan-22

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Insert Officer view on programme status and key indicator changes

Current Projects and service contracts

City Care950k

Parks and Reserves						In constant discssion with City Care management. Omicron risk on delivery BN
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Peace Garden, Featherston35k

Upgrade and install web-enabled information display with additional seating and planting						Completed awaiting formal date from Heritage NZ for opening BN
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Earthcare750k

Refuse and recycling						Budget on target, Earthcare now under the umbrella od Smart Enviromental, Possisible Omicron rish with availability of staff.Confident they will manage BN
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CLM (Swimming pools)245k

All SWDC pools						Budget on target no risks involved, season ends March 14 BN
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SWDC Tree asset management20k

Develop a long term District wide programme for tree management						Into final stages of design, Public will be able to intergrate this with our web site also. BN
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Featherston Stadium50k

Upgrade to kitchen, seating and ablutions						Awaiting on quotes from builders TD
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Ngawi Community Hall30k

Upgrade septic system						Completed main installation prior to Xmas. Planting will be completed in April BN
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Cemetery Data Project70kMar-22

Upgrade into Plot Box Management system						Working with Plot Box to stream line burials and ashes, Public will have access to site for information KMc, TD
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Tauherenikua Bridge1.3k

IRG funding						On Budget, Work on Bridge to begin last week of January. Delay due to Covid in Northland BN
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Pain Farm Garage

Repair damaged garage structure						Insurance involved, awaiting quotes TD
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SWDC Lease Review Programmetbc

Complete review of leases						Working thru outstanding and new leases SC, BN
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Hau Ariki Marae435k

IRG funding						Awaiting on further consents on fire and Building due to unknown circumstances. Awaiting on finacial apraval for variations. BN
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Considine Park Lime Path5kJan-22

Lime path extension						Path in place but minor work still required BN
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Wheels Park greytown1.0k

Park Cotter and Peirce street						Civil Company quoting on Roothing infrastructure BN
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Greytown Pavilion1.0k

Upgrade						New Design completed, under action moving forward BN
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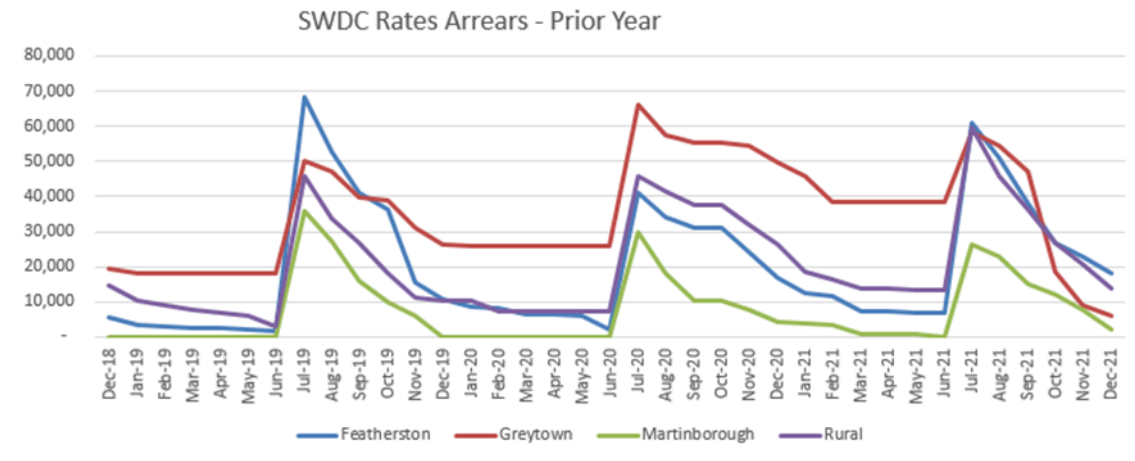
Status key: On track/achieving Some concern Off Track/Major concern

Rates Arrears

This report was presented to the Finance, Audit and Risk Committee on 16 February 2022.

12.1 Rates Arrears

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).

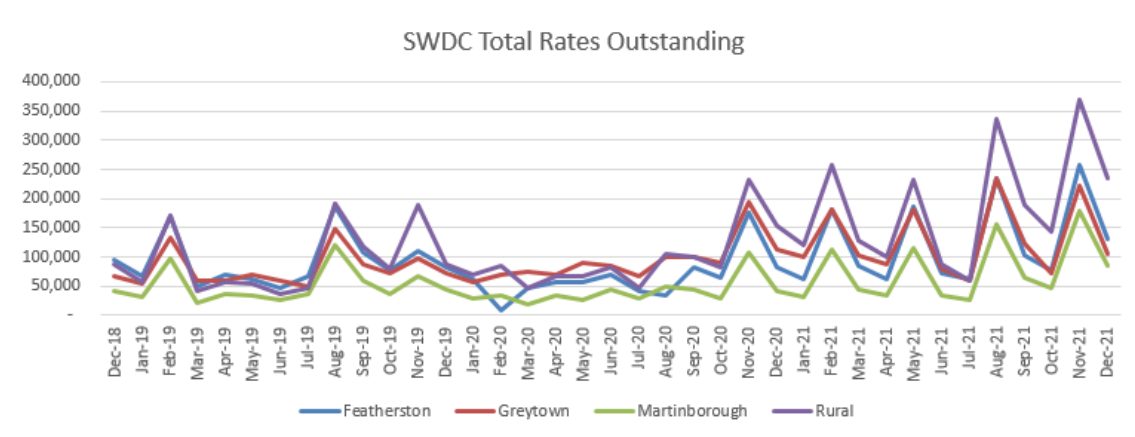


Prior year's arrears have decreased \$57 K (41%) from the same time last year. For December 2021 there was a total of \$40K arrears over 31 properties. This is made up as follows:

Row Labels	Sum of Arrears Total	Count of Key
FSTN COMM	\$ 2,659.73	1
FSTN URBAN	\$ 15,356.06	11
GTWN URBAN	\$ 6,017.63	3
MTNB URBAN	\$ 1,972.66	1
RURAL	\$ 13,992.14	15
Grand Total	\$ 39,998.22	31

Row Labels	Sum of Arrears Total	Count of Key
Bankrupt - Legal	\$ 5,881.40	1
Legal	\$ 13,682.33	8
Mortgagee	\$ 9,586.92	6
Possible Maoriland	\$ 3,301.27	1
Repayment Plan	\$ 7,135.73	7
under \$150.00	\$ 410.57	8
Grand Total	\$ 39,998.22	31

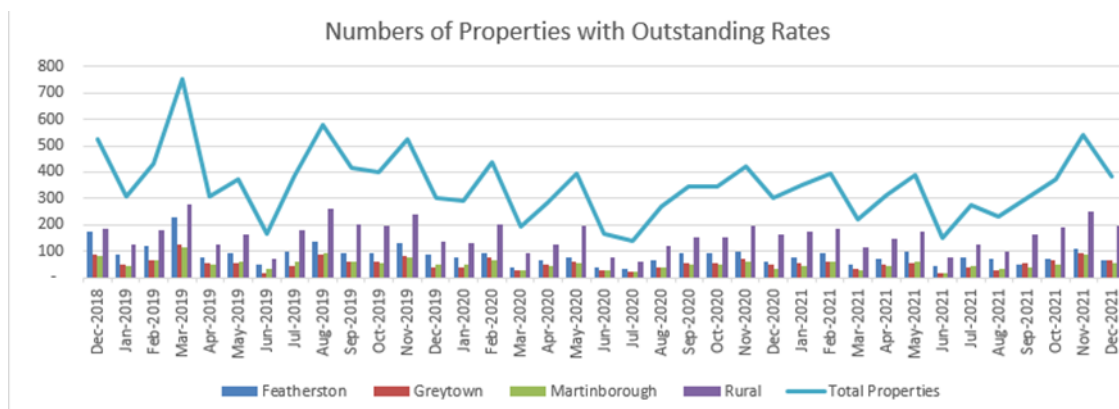
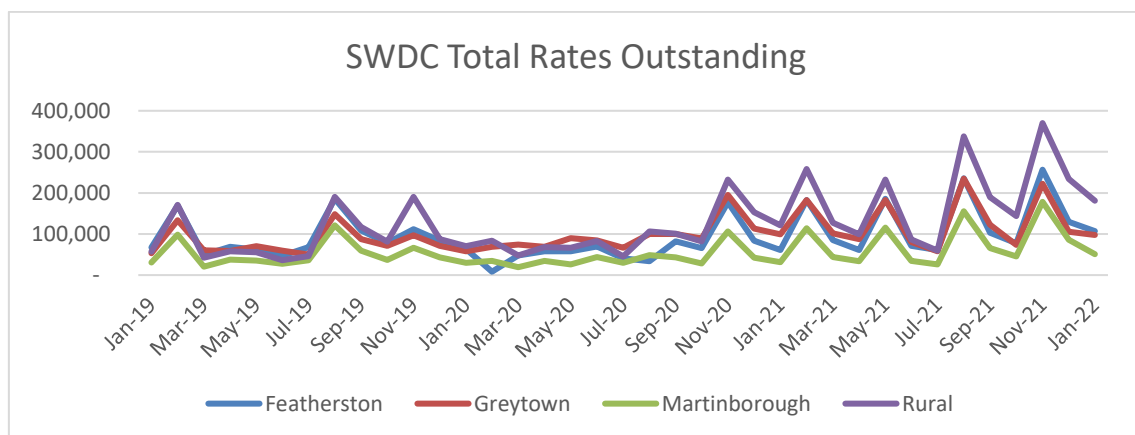
There were still 6 properties awaiting for payment from the Mortgagee totalling \$9.5K. Payments were due in January. There were also 7 properties that had repayment plans set up prior to 30/06/21 for \$7.1K, of which 5 (for \$4.8K) are set up for direct debit payments. This leaves 18 properties (for \$23K) that are unpaid and action being taken of which 8 properties have arrears debt of under \$150.00.



At the end of December 2021, the current years amount was \$515K (66%) higher than the same time last year. Of this, \$15K (7%) was due to timing of direct debits, so the true current year outstanding rates were \$500K.

Total rates outstanding have increased by \$138K (40%) from the same month last year.

Outstanding rates were \$555K in December 2021 to \$391K December 2020.



The total number of properties with outstanding rates has increased by 77 in December (304).

Total number of Repayment plans at 31 December 2021 were 18 compared to 22 as at 30 June 2021 and 8 as at 31 December 2020. The repayment plans tend to be because of COVID rather than the 2021/22 rates increase.

Contact Officers: Katrina Neems, General Manager Finance

Reviewed by: Harry Wilson, Chief Executive Officer

AGENDA ITEM 11.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*

Topic 1 – Annual Plan 2022

At our Martinborough Community Board meeting on Thursday 24 February, there was some confusion over the Council's Annual Plan 2022 and whether the MCB and Martinborough residents would have an opportunity to make submissions against it, as advised by Council in the community meetings they held last year about rates at MCB request.

The Mayor advised us to clarify this with the Chief Executive so myself, Aidan and the Chairs and Deputies of the Featherston and Greytown Community Boards met with Harry and Amanda the following week.

The Chief Executive confirmed that the Annual Plan 2022 would definitely be coming into the SWDC communities soon allowing for the MCB and public to provide input. Once this comes into the public arena I will create a draft submission for the Martinborough Community Board and provide this for the Boards review.

Topic 2 – Martinborough Memorial Square

At Council's 1 September 2021 Assets and Services meeting I advised of the Martinborough Community Boards recommendation that the Assets and Services Committee request council officers investigate creating the built out shoulders on the pedestrian crossings at Cambridge Road and Oxford Street, to mirror the crossings on Jellicoe and Kitchener Streets. The Assets and Services Committee agreed and the request was put through to Council. At the Council meeting it was advised by the CE that this would shortly be looked at in the upcoming speed review.

Can the Martinborough Community Board please be updated on the status of this and whether it can be progressed due to the ongoing safety issues since the speed review has not started and the request has now been with Council for approx. 6 months?

Topic 3 – Road Safety – Pedestrian Crossings in Martinborough

The Martinborough Community Board members continue to be approached by residents and visitors to Martinborough about the lack of visibility on our pedestrian crossings. This is needed for resident and visitor safety. Martinborough has had an increased amount of domestic tourism and many new users on our roads and I have had an increase in the people coming to me about pedestrian crossing near misses.

I am proposing the raising of all pedestrian crossings in Martinborough to match those on Kitchener Street (by Ohio St corner and at the terminus of SH53) and Texas St (between the Martinborough Hotel and Pain & Kershaw), which would hugely benefit pedestrians and drivers.

The crossing on SH2 in Carterton (to the Medical Centre) is an example of a raised crossing's effectiveness in slowing traffic and also increasing driver awareness of pedestrians.

Can Council Officers investigate and advise whether Martinborough can have the following pedestrian crossings raised for pedestrian safety and driver awareness:

- 1. Martinborough School crossing Dublin Street (heavy traffic bypass)*
- 2. Soldiers Memorial Square to Oxford St*
- 3. Soldiers Memorial Square to Cambridge Rd*
- 4. Soldiers Memorial Square to Jellicoe St*
- 5. Soldiers Memorial Square to Kitchener St*
- 6. Jellicoe Street crossing at Venice Street*
- 7. Kitchener Street crossing at Broadway Street*

Topic 4 – Wharekaka Rest Home and the Wharekaka Trust

Martinborough's Wharekaka Rest Home, the last rest home in the South Wairarapa, has closed on 31 March 2022. The Wharekaka Trust has assured the community that they would continue providing Meals on Wheels in the South Wairarapa. The Wharekaka Trust met with residents and asked the community what kinds of services Wharekaka should provide seniors, and initiatives for the Wharekaka Trust to fund and provide these services.

The Martinborough Community Board has offered their assistance to the Wharekaka Board to look at services focussed towards Martinborough seniors and help with community engagement when needed.

Topic 5 – Waihenga Bridge Martinborough – SH53

Board member Nathan Fenwick was contacted by our local MP, Kieran McAnulty, to advise that the Minister of Transport, Michael Wood, was coming to look at the Waihenga Bridge and invited him to meet and discuss the bridge from a community perspective with the Minister. Both Nathan and Aidan Ellims attended the meeting at the Waihenga Bridge.

Handover to Nathan and Aidan to discuss with the Board

Topic 6 – ANZAC 2022

I have been contacted by Esther Bunning to see if Martinborough would be displaying the Soldier and Horse flags we displayed in 2021. I have confirmed with Nathan that the flags are in good repair and will be placed shortly.

Topic 7 – Three Waters Government Reform

Can we please have an update regarding the 3 Waters Government reform status?

Nga mihi nui ki a koutou.

Report compiled by Mel Maynard
Chair
Martinborough Community Board