

## **MARTINBOROUGH COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 19 May 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).

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#### **PUBLIC BUSINESS**

**1. EXTRAORDINARY BUSINESS:**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGEMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

5.1 Sandy Ngamoki - Covid19 Home Care Kits

**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 7 April 2022.

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 7 April 2022 be confirmed as a true and correct record.*

**Pages 1-4**

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

8.1 None advised

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

9.1 Income and Expenditure Report **Pages 5-10**

9.2 Action Items Report **Pages 11-14**

9.3 ECOREEF Cape Palliser Road Report **Pages 15-33**

9.4 Officer's Report **Pages 34-103**

**10. NOTICES OF MOTION:**

10.1 None advised

**11. CHAIRPERSON'S REPORT:**

11.1 Chairperson Report **Pages 103-109**

**12. MEMBER REPORTS (INFORMATION):**

12.1 None advised

**13. PUBLIC EXCLUDED BUSINESS**

13.1 Stock Exclusion from Waterways Report *distributed separately*

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Stock Exclusion from Waterways	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)

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

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



**Minutes – 7 April 2022**

<b>Present:</b>	Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Councillor Pam Colenso, Councillor Pip Maynard (via video conference) and Alex Mason (Youth Representative)
<b>In Attendance:</b>	Mayor Beijen, Stefan Corbett (Group Manager, Partnership and Operations), Bryce Neems (Amenities and Waste Manager), Tim Langley (Roading Manager) and Kaitlyn Carmichael (Committee Advisor)
<b>Conduct of Business:</b>	This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.30pm and 8.42pm and was live streamed on the 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.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Ms Maynard acknowledged the passing of Lynda Odell-Hori who was a retired policewoman in the community.

Ms Maynard acknowledged the passing of Jenny Kershaw, who has worked as a volunteer in the community supporting our elders.

Mayor Beijen paid tribute to Brian Miller of the Martinborough area.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

**DISCLAIMER**

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

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

### **7.1 Martinborough Community Board Minutes – 24 February 2022**

*MCB RESOLVED (MCB 2022/10)* that the minutes of the Martinborough Community Board meeting held on 24 February 2022 be confirmed as a true and correct record.

*(Moved Ellims/Seconded Fenwick)*

Carried

Ms Maynard noted that item 8.2, the Road Naming Report may have been brought forward to the board incorrectly and requested clarification.

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

There were no decision reports from Chief Executive and Staff.

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

### **9.1 Pain Farm Report**

*MCB RESOLVED (MCB 2022/11)* to receive the Pain Farm Report.

*(Moved Fenwick/Seconded Cr Colenso)*

Carried

Members discussed items outlined in the report.

Members queried the necessity of fencing the waterways to exclude stock and discussed options for planting this area. Mr Neems noted a report would be presented at an upcoming meeting.

Mr Fenwick queried the location of the transfer station in proximity to the river and Mr Neems provided clarification on the water testing process.

Mr Neems provided an update on the repair of the shed and garage and provided a quote for the felling of damaged trees. Ms Maynard undertook providing approval for removal and members discussed options for use of the wood.

### **9.2 Income and Expenditure Report**

*MCB RESOLVED (MCB 2022/12):*

1. To receive the Income and Expenditure Statement for the period ending 28 February 2022.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

2. To receive the Pain Farm Statement of Financial Performance for the period ending 31 December 2021.

*(Moved Ellims/Seconded Fenwick)*

Carried

Members discussed items outlined in the report and noted committed funds to be returned. Ms Maynard undertook following up with the Martinborough Community Garden on unused funds and members requested a report outlining options for alternative sites.

### **9.3 Action Items Report**

*MCB RESOLVED (MCB 2022/13)* to receive the Action Items Report.

*(Moved Fenwick/Seconded Cr Colenso)*

Carried

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Members discussed open action items and noted further updates.  
Mr Corbett and Ms Maynard undertook scheduling a workshop to discuss road safety in the ward.  
Mr Fenwick provided an update on the historical information sign at Bidwill's Cutting and undertook presenting the draft to the Māori Standing Committee.  
Mr Neems undertook removing the current signage.  
Members queried a timeline for Action 626 and requested it be reopened.  
Members queried the criteria of trees on the notable tree register and Mr Fenwick noted the omission of three large trees in Huangarua park.

#### **9.4 Financial Assistance Accountability Report**

*MCB RESOLVED (MCB 2022/14) to receive the Financial Assistance Accountability Report.*

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

Members noted the number of outstanding grant accountability forms and undertook following up with community organizations. Members queried the potential for a review of the current Grants Policy to include the accountability form as a criteria for keeping the funds.

#### **9.5 Officer's Report**

*MCB RESOLVED (MCB 2022/15) to receive the Officer's Report.*

*(Moved Ellims/Seconded Cr Maynard)*

Carried

Members discussed items outlined in the Officer's Report including BBQs at coastal reserves and community pool usage.  
Mr Langley provided an update on Hinekura Road and members queried the timeline for project completion. Mr Corbett noted the impact of Covid-19 and Cyclone Dovi on the program of work. Members queried the communication with the community and Mr Corbett undertook looking into providing more frequent updates.  
Members requested clarification on the rates arrears in the Martinborough ward and requested that action 038 be reopened.

### **10. NOTICES OF MOTION**

There were no notices of motion.

### **11. CHAIRPERSON REPORT**

#### **11.1 Chairperson Report**

*MCB RESOLVED (MCB 2022/16) to receive the Chairperson Report.*

*(Moved Fenwick/Seconded Ellims)*

Carried

Ms Maynard spoke to items outlined in the Chairperson Report and noted that the board has offered their support to Wharekaka Rest Home as needed.  
Mayor Beijen confirmed there would be community engagement as part of the Annual Plan process.

#### **DISCLAIMER**

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Mr Langley provided an update on the speed review and provided clarification. Mr Fenwick provided an update on the future of the Waihenga Bridge and members discussed collaborating with the Martinborough Business Association on the project.

Mayor Beijen provided an update on the Three Waters Reform and directed members to Council agenda for a comprehensive update.

## 12. MEMBER REPORTS

There were no member reports.

The meeting closed at 8.42pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

### **DISCLAIMER**

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# MARTINBOROUGH COMMUNITY BOARD

19 MAY 2022

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## AGENDA ITEM 9.1

### INCOME AND EXPENDITURE STATEMENTS

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#### **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 31 March 2022.*
2. *Receive the Pain Farm Statement of Financial Performance for the period ending 31 March 2022.*

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

The draft Income and Expenditure Statement for the period ending 31 March 2022 is attached in Appendix 1.

The Pain Farm Statement of Financial Performance for the period ending 31 March 2022 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 March 2022

Appendix 2 - Pain Farm Statement of Financial Performance for the period ending 31 March 2022

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

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



## Martinborough Community Board

Income & Expenditure for the Period Ended 31 March 2022

### Personnel & Operating Costs

#### Budget

Members' salaries	26,680.00
Mileage reimbursements	1,000.00
Operating expenses	7,000.00
<b>Total Personnel &amp; Operating Costs Budget 2021-2022</b>	<b>34,680.00</b>

#### Expenses

##### Personnel Costs

Members' Salaries	23,329.72
Mileage reimbursements	-
<b>Total Personnel Costs to 31 March 2022</b>	<b>23,329.72</b>

##### 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

<b>Total Operating Expenses to 31 March 2022</b>	<b>472.30</b>
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#### Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	26,680.00	23,329.72	3,350.28
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	100.00	100.00
<b>Total Commitments</b>			<b>4,450.28</b>

#### 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	-
<b>Total Income for 2021-2022</b>	<b>4,500.00</b>

#### 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

<b>Total Grants paid out to 31 March 2022</b>	<b>1,350.00</b>
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#### 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 Martinborough Community	Contribution to ongoing costs	800.00	800.00
Garden	Contribution to water tank	1,000.00	1,000.00
<b>Total Commitments</b>			<b>3,450.00</b>

#### PLUS: Balance Carried forward from previous year\*

**2,069.23**

\* excludes Swimming Pool funds

#### TOTAL GRANTS FUNDS AVAILABLE

**1,769.23**

**Martinborough Community Board**  
**Beautification Fund for the Period Ended 31 March 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 31 March 2022** **1,333.85**

Beautification grants - capital

**Total Beautification grants - capital to 31 March 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	-
<b>Total Commitments</b>				<b>-</b>

**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.

## **Appendix 2 – Pain Farm Statement of Financial Performance for period ending 31 March 2021**

## **Pain Farm - Statement of Financial Performance**

**For the Period Ended 31 March 2022**

### **Income**

Rent received*	87,200.00
Interest income	15,674.29
<b>Total Income 2021-22 to date</b>	<b><u>102,874.29</u></b>

### **Expenditure**

Consultants	2,574.04
General expenses	-
Interest expense	-
Legal expenses	-
Repairs & maintenance (other)	5,476.91
Grounds maintenance	2,458.86
Repairs & maintenance (Buildings)	1,610.00
Insurance	2,600.50
Overhead allocation	21,235.50
Rent & rates payable	10,732.22
Personnel costs	13,737.16
<b>Total Expenditure 2021-22 to date</b>	<b><u>60,425.19</u></b>

<b>Net Surplus/(Deficit) Year to Date</b>	<b><u>42,449.10</u></b>
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## **Pain Farm - Statement of Accumulated Funds**

**As at 31 March 2022**

Opening balance 1 July 2021	114,937.74
Total surplus/(deficit) year to date	42,449.10
Transfers from reserves (capital spend)	-
<b>Closing balance 31 March 2022</b>	<b><u>157,386.84</u></b>
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
<b>Total funds available</b>	<b><u>154,386.84</u></b>

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

# MARTINBOROUGH COMMUNITY BOARD

19 MAY 2022

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## AGENDA ITEM 9.2

### ACTION ITEMS REPORT

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#### **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 12 May 22

Contact Officer: Kaitlyn Carmichael, Committee Advisor

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

## **Appendix 1 – Action Items to 12 May 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 30 June 2022.</p> <p>6/5/22: Update from Finance Manager. Waiting for new General Manager, Finance to start and this will be taken up in the near future with her.</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> <p>24/02/22: M Honey progressing with 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.	Open	<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> <p>07/04/22: Action re-opened at request of MCB. Report requested outlining potential sites for the Community Garden.</p>
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
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	<p>29/4/21: Still work in progress</p> <p>08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill’s Cutting sign.</p> <p>Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board.</p> <p>25/11/21: Ongoing</p>

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
					24/02/22: Project undertaken by N Fenwick 7/04/22: Mr Fenwick provided an update on the Bidwill's Cutting sign and undertook presenting the draft to the Māori Standing Committee.
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	Actioned	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. 7/04/22: Mr Corbett and Ms Maynard undertook setting up a workshop to discuss this. 6/5/22: Meeting with CB on this took place 5/5/22.
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	Open	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. 7/04/22: Action re-opened at request of MCB.
036	24-Feb-22	S Corbett	Request a meeting with Officers to review road safety concerns in the district	Actioned	7/04/22: Mr Corbett and Ms Maynard undertook setting up a workshop to discuss road safety concerns in the ward. 6/5/22 - workshop completed 5/5/22.
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. 07/04/22: Action re-opened at request of MCB. 9/05/22: The rates arrears report is provided to the A&S committee and is available for MCB in the Officers Report. Action is closed. Please speak to finance for further information if required.



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AGENDA ITEM 9.3

ECOREEF CAPE PALLISER ROAD

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**Purpose of Report**

To inform the board of the progress of ECOREEF installation on Cape Palliser Road.

**Recommendations**

Officers recommend that the Board:

1. *Receive the ECOREEF Cape Palliser Road report.*

**1. Executive Summary**

This report was presented to the Assets and Services committee on 20 April 2022.

Works have progressed in a well and with a clear operation plan outputs greater than anticipated.

With the effects of Covid having an impact on the ECOREEF supplier business and to keep his other business ventures operation work has ceased and reprogrammed to commence in October 2022.

This break in works allows monitoring of work to date to happen over the winter months and take learnings into the next stages.

**2. Background**

On 21<sup>st</sup> October 2020 SWDC application to replace boulder beach revetment structures with ECOREEF adjacent to Buckleys and at Turners Bay at Cape Palliser Road was granted by GWRC with conditions, and the consent expires on 30 September 2046.

The application to install adjacent to the DoC station was not supported and was removed from the application.

**3. Discussion**

**3.1 Installation**

The installation of ECOREEF is an alternative and new form of protection structure along the coastline to protect the roading infrastructure. Outside this trail rock revetments are used with Rip Rap rock imported from various parts of the North Island.

Discussions with the ECOREEF supplier it was agreed the site adjacent to Buckley's was the site where the trail was proposed to start. A highly visible site to all road users and

community to observe along with easy access and any amendments to the installation process could be easily adjusted if need be.

The ECOREEF pods have been delivered to site and infill aggregate has been extracted from local rivers under other GWRC resource consents. The use of these consents allowed the use of local materials to infill the pods and the reduction of cartage costs.

To date the installation has progressed smoothly with learning achieved by all involved.

Below is a pictorial show of progress to date.



Previous Coastal erosion



Prior to works commencing



Excavation in preparation of ECOREEF installation



Installation progress



Installation progress





Final line and levels

### **3.2 Heritage New Zealand Approval**

As part of the Consent conditions various consultations and notifications were required and all have been completed.

As the coastline is a site of national and cultural significance Heritage New Zealand consultation and sign off was required.

Heritage NZ approval is appended in Appendix 1

## **4. Appendices**

Appendix 1 – Heritage NZ Approval

Appendix 2- Heritage NZ Brochure -complying

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Stefan Corbett, Partnership and Operations Manager.

## **Appendix 1 – Heritage NZ Approval**



30 August 2021

File ref: 2022/114  
11013-057

South Wairarapa District Council  
PO Box 6,  
Martinborough 5741  
Attn: Ben Turner

Tēnā koe Ben

**APPLICATION FOR ARCHAEOLOGICAL AUTHORITY UNDER HERITAGE NEW ZEALAND  
POUHERE TAONGA ACT 2014: Authority no. 2022/114: S28/43 and potential sites, as yet  
unrecorded, foreshore and road reserve adjacent to 1707 Cape Palliser Road, Whatarangi,  
South Wairarapa.**

Thank you for your application for an archaeological authority which has been granted and is attached.

In considering this application, Heritage New Zealand Pouhere Taonga notes that you wish to undertake earthworks for an ECOReef coastal stabilisation project along the foreshore and withing road reserve adjacent to 1707 Cape Palliser Road, Whatarangi, South Wairarapa.

The proposed works at Whatarangi are in a stretch of coastline where artefacts have been found in the recent past. Heritage New Zealand staff, Christine Barnett and Anthony Tipene-Matua appreciated the opportunity to visit the site with yourself, iwi representatives from Rangitane and Kahungunu, and roading/construction contractors, on Wednesday 26 May 2021. Given the close proximity of recorded horticulture site (S28/43), and the fact that the area has been identified as a location of concern by iwi representatives, it was recommended that the works proceed under an archaeological authority to provide for the identification and reporting of any finds. Although the site may have been damaged in the past, it still possesses archaeological values.

The site is of significance to Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa and we appreciate the consultation you have undertaken.

Please inform tangata whenua, the s45 approved person and Heritage New Zealand Pouhere Taonga of start and finish dates for the work.

An appeal period from receipt of decision by all parties applies. Therefore, this authority may not be exercised during the appeal period of 15 working days or until any appeal that has been lodged is resolved.

If you have any queries, please direct your response in the first instance to:

Christine Barnett  
Archaeologist

Heritage New Zealand Pouhere Taonga, Wellington Office  
PO Box 2629, Wellington 6140

Phone (04) 494 8323 Email [ArchaeologistCR1@heritage.org.nz](mailto:ArchaeologistCR1@heritage.org.nz)

Nāku noa, nā

A handwritten signature in blue ink, consisting of a large, stylized 'V' followed by a horizontal line and a small flourish.

Vanessa Tanner  
Manager Archaeology

cc: Ben Turner, Engineering Officer, South Wairarapa District Council  
via email at [Ben.Turner@swdc.govt.nz](mailto:Ben.Turner@swdc.govt.nz)

cc: Tim Langley, Roading Manager, South Wairarapa District Council  
via email at [Tim.langley@swdc.govt.nz](mailto:Tim.langley@swdc.govt.nz)

cc: Harry Wilson, CEO, South Wairarapa District Council  
via email at [Harry.wilson@swdc.govt.nz](mailto:Harry.wilson@swdc.govt.nz)

cc: Andy Dodd  
via email at [andyj.dodd@gmail.com](mailto:andyj.dodd@gmail.com)

cc: Haami Te Whaiti, Ngāti Kahungunu ki Wairarapa  
via email at [haami@hinewaka.com](mailto:haami@hinewaka.com)

cc: Horipo Rimene, Ngāti Rangitane o Wairarapa  
via email at [horipo@rangitane.iwi.nz](mailto:horipo@rangitane.iwi.nz)

cc: Russell O'Leary, Group Manager Planning & Environment, South Wairarapa District Council  
via email at [pesbgm@swdc.govt.nz](mailto:pesbgm@swdc.govt.nz)

Pursuant to Section 51 Heritage New Zealand Pouhere Taonga Act 2014 Heritage New Zealand Pouhere Taonga must notify TLAs of any decision made on an application to modify or destroy an archaeological site. We recommend that this advice is placed on the appropriate property file for future reference.

cc: Ministry for Culture and Heritage  
via email at [protected-objects@mch.govt.nz](mailto:protected-objects@mch.govt.nz)

Pursuant to Section 51 Heritage New Zealand Pouhere Taonga Act 2014

cc: NZAA Central Filekeeper  
Attn: Mary O'Keeffe  
via email at [centralfilekeeper@archsite.org.nz](mailto:centralfilekeeper@archsite.org.nz)

cc: Heritage New Zealand Pouhere Taonga Archaeologist, Christine Barnett

cc: Heritage sNew Zealand Pouhere Taonga Director Central, Jamie Jacobs

cc: Heritage New Zealand Pouhere Taonga Pouarahi, Anthony Tipene-Matua





HERITAGE NEW ZEALAND  
POUHERE TAONGA

# **AUTHORITY**

## **Heritage New Zealand Pouhere Taonga Act 2014**

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**AUTHORITY NO: 2022/114**

**FILE REF: 11013-057**

**DETERMINATION DATE: 30 August 2021**

**EXPIRY DATE: 30 August 2026**

**AUTHORITY HOLDER: South Wairarapa District Council**

**POSTAL ADDRESS: South Wairarapa District Council, PO Box 6, Martinborough 5741, Attn: Ben Turner**

**ARCHAEOLOGICAL SITES: S28/43 and possible subsurface sites, to be determined.**

**LOCATION: Foreshore and road reserve adjacent to 1707 Cape Palliser Road, Whatarangi, South Wairarapa.**

**SECTION 45 APPROVED PERSON: Andy Dodd**

**LANDOWNER CONSENT: Completed**

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**This authority may not be exercised during the appeal period of 15 working days, or until any appeal that has been lodged is resolved.**

**This decision does not ascribe mana whenua status.**

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### **DETERMINATION**

Heritage New Zealand Pouhere Taonga grants an authority pursuant to section 48 of the Heritage New Zealand Pouhere Taonga Act 2014 in respect of the archaeological sites described above, within the area specified as Foreshore and Road Reserve adjacent to South Wairarapa District Council for the proposal to undertake earthworks for the ECOReef coastal stabilisation project at the foreshore and road reserve adjacent to 1707 Cape Palliser Road, Whatarangi, South Wairarapa, subject to the following conditions:

### **CONDITIONS OF AUTHORITY**

1. The authority holder must ensure that all contractors working on the project are briefed on site by the s45 approved person, who may appoint a person to carry out the briefing on their behalf, prior to any works commencing on the possibility of encountering archaeological evidence, how to identify possible archaeological sites during works, the archaeological work required by the conditions of this authority, and contractors'

responsibilities with regard to notification of the discovery of archaeological evidence to ensure that the authority conditions are complied with.

2. Prior to the start of any on-site archaeological work, the Authority Holder must ensure that Heritage New Zealand Pouhere Taonga is advised of the date when work will begin. This advice must be provided at least 2 working days before work starts. The Authority Holder must also ensure that Heritage New Zealand Pouhere Taonga is advised of the completion of the on-site archaeological work, within 5 working days of completion.
3. Initial earthworks that may affect any archaeological sites must be monitored by the s45 approved person who may appoint a person to carry out the monitoring on their behalf.
4. Any archaeological evidence encountered during the exercise of this authority must be investigated, recorded and analysed in accordance with current archaeological practice.
5. As no protocols between the authority holder and Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa were provided with the authority application, the following shall apply:
  - a) Access for Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa shall be enabled in order to undertake tikanga Māori protocols consistent with any requirements of site safety.
  - b) Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa shall be informed 48 hours before the start and finish of the archaeological work.
  - c) If any kōiwi (human remains) are encountered, all work should cease within 20 metres of the discovery. The Heritage New Zealand Pouhere Taonga Archaeologist, New Zealand Police and Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa must be advised immediately in accordance with Guidelines for Kōiwi Tangata/Human Remains (Archaeological Guideline Series No.8) and no further work in the area may take place until future actions have been agreed by all parties.
  - d) Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa shall be informed if any possible taonga or Māori artefacts are identified to enable appropriate tikanga protocols to be undertaken, so long as all statutory requirements under the Heritage New Zealand Pouhere Taonga Act 2014 and the Protected Objects Act 1975 are met.
  - e) Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa shall be provided with a copy of any reports completed as a result of the archaeological work associated with this authority and be given an opportunity to discuss it with the s45 approved person if required.
6. That within 20 working days of the completion of the on-site archaeological work associated with this authority;
  - a) An interim report outlining the archaeological work undertaken must be submitted to the Heritage New Zealand Pouhere Taonga Archaeologist for inclusion in the Heritage New Zealand Pouhere Taonga Archaeological Reports Digital Library.
  - b) Site record forms must be updated or submitted to the NZAA Site Recording Scheme.

7. That within 12 months of the completion of the on-site archaeological work, the authority holder shall ensure that a final report, completed to the satisfaction of Heritage New Zealand Pouhere Taonga, is submitted to the Heritage New Zealand Pouhere Taonga Archaeologist for inclusion in the Heritage New Zealand Pouhere Taonga Archaeological Reports Digital Library.
- a) One hard copy and one digital copy of the final report are to be sent to the Heritage New Zealand Pouhere Taonga Archaeologist.
  - b) Digital copies of the final report must also be sent to: the NZAA Central Filekeeper; Ngāti Kahungunu ki Wairarapa and Ngāti Rangitane o Wairarapa.

**Signed for and on behalf of Heritage New Zealand.**



**Claire Craig**  
**Deputy Chief Executive Policy, Strategy and Corporate Services**  
**Heritage New Zealand Pouhere Taonga**  
**PO Box 2629**  
**WELLINGTON 6140**

**Date 30 August 2021**

## **ADVICE NOTES**

### **Contact details for Heritage New Zealand Archaeologist**

Christine Barnett  
Archaeologist  
Heritage New Zealand Pouhere Taonga, Wellington Office  
PO Box 2629, Wellington 6140

Phone (04) 494 8323 Email [ArchaeologistCR1@heritage.org.nz](mailto:ArchaeologistCR1@heritage.org.nz)

### **Current Archaeological Practice**

Current archaeological practice may include, but is not limited to, the production of maps/ plans/ measured drawings of site location and extent; excavation, section and artefact drawings; sampling, identification and analysis of faunal and floral remains and modified soils; radiocarbon dating of samples; the management of taonga tūturu and archaeological material; the completion of a final report and the updating of existing (or creation of new) site record forms to submit to the NZAA Site Recording Scheme. The final report shall include, but need not be limited to, site plans, section drawings, photographs, inventory of material recovered, including a catalogue of artefacts, location of where the material is currently held, and analysis of recovered material.

Please note that where one is required, an interim report should contain a written summary outlining the archaeological work undertaken, the preliminary results, and the approximate percentage of archaeological material remaining *in-situ* and a plan showing areas subject to earthworks, areas monitored and the location and extent of any archaeological sites affected or avoided.

### **Reporting Conditions**

In relation to the creation of reports as required by the authority conditions, Heritage New Zealand Pouhere Taonga supports transparent reporting processes. It therefore is expected that all relevant directly affected parties have reviewed the report in question, are happy with its contents, and understand that it will be made publically available via the Heritage New Zealand Pouhere Taonga Archaeological Reports Digital Library.

Heritage New Zealand Pouhere Taonga has the right to make available any report produced under an authority where the distribution of the report is for the purpose of providing archaeological information about the place in question for research or educational purposes.

### **Rights of Appeal**

An appeal to the Environment Court may be made by any directly affected person against any decision or condition. The notice of appeal should state the reasons for the appeal and the relief sought and any matters referred to in section 58 of the Heritage New Zealand Pouhere Taonga Act 2014. The notice of appeal must be lodged with the Environment Court and served on Heritage New Zealand Pouhere Taonga within 15 working days of receiving the determination and served on the applicant or owner within five working days of lodging the appeal.

**Review of Conditions**

The holder of an authority may apply to Heritage New Zealand Pouhere Taonga for the change or cancellation of any condition of the authority. Heritage New Zealand Pouhere Taonga may also initiate a review of all or any conditions of an authority.

**Non-compliance with conditions**

Note that failure to comply with any of the conditions of this authority is a criminal offence and is liable to a penalty of up to \$120,000 (Heritage New Zealand Pouhere Taonga Act 2014, section 88).

**Costs**

The authority holder shall meet all costs incurred during the exercise of this authority. This includes all on-site work, post fieldwork analysis, radiocarbon dates, specialist analysis and preparation of interim and final reports.

**Assessment and Interim Report Templates**

Assessment and interim report templates are available on the Heritage New Zealand Pouhere Taonga website: [archaeology.nz](http://archaeology.nz)

**Guideline Series**

Guidelines referred to in this document are available on the Heritage New Zealand Pouhere Taonga website: [archaeology.nz](http://archaeology.nz)

**The Protected Objects Act 1975**

The Ministry for Culture and Heritage (“the Ministry”) administers the Protected Objects Act 1975 which regulates the sale, trade and ownership of taonga tūturu.

If a taonga tūturu is found during the course of an archaeological authority, the Ministry or the nearest public museum must be notified of the find within 28 days of the completion of the field work.

Breaches of this requirement are an offence and may result in a fine of up to \$10,000 for each taonga tūturu for an individual, and of up to \$20,000 for a body corporate.

For further information please visit the Ministry’s website at <http://www.mch.govt.nz/nz-identity-heritage/protected-objects>.

**Landowner Requirements**

If you are the owner of the land to which this authority relates, you are required to advise any successor in title that this authority applies in relation to the land. This will ensure that any new owner is made aware of their responsibility in regard to the Heritage New Zealand Pouhere Taonga Act 2014.



HERITAGE NEW ZEALAND  
POUHERE TAONGA

## **SECTION 45 APPROVED PERSON**

### **Heritage New Zealand Pouhere Taonga Act 2014**

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**AUTHORITY NO: 2022/114**

**FILE REF: 11013-057**

**APPROVAL DATE: 30 August 2021**

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**This approval may not be exercised during the appeal period of 15 working days, or until any appeal that has been lodged is resolved.**

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#### **APPROVAL**

Pursuant to section 45 of the Act, **Andy Dodd**, is approved by Heritage New Zealand Pouhere Taonga to carry out any archaeological work required as a condition of authority 2022/114, and to compile and submit a report on the work done. Andy Dodd will hold responsibility for the current archaeological practice in respect of the archaeological authority for which this approval is given.

**Signed for and on behalf of Heritage New Zealand,**

**Claire Craig**  
**Deputy Chief Executive Policy, Strategy and Corporate Services**  
**Heritage New Zealand Pouhere Taonga**  
**PO Box 2629**  
**WELLINGTON 6140**

**Date 30 August 2021**

## **Appendix 2 – Heritage NZ Brochure Complying**

# COMPLYING WITH AN ARCHAEOLOGICAL AUTHORITY



HERITAGE NEW ZEALAND  
POUHERE TAONGA





1

## NOW YOU'VE GOT YOUR AUTHORITY – WHAT NEXT?

YOU HAVE RECEIVED AN ARCHAEOLOGICAL AUTHORITY FROM HERITAGE NEW ZEALAND POUHERE TAONGA BECAUSE YOU ARE PLANNING WORK THAT MAY AFFECT AN ARCHAEOLOGICAL SITE. THIS IS A LEGAL DOCUMENT.

HERITAGE NEW ZEALAND WANTS TO SEE THE BEST OUTCOME FOR THE ARCHAEOLOGICAL SITES INVOLVED AND TO HELP ENSURE THAT YOUR PROJECT RUNS SMOOTHLY. ANSWERS TO COMMONLY ASKED QUESTIONS REGARDING COMPLIANCE WITH THE AUTHORITY ARE PROVIDED HERE. IF YOU HAVE OTHER QUESTIONS, PLEASE CALL THE REGIONAL ARCHAEOLOGIST IN THE OFFICE NEAREST YOU.

## WHY COMPLY?

Archaeological sites are an irreplaceable part of our heritage and, although our history is short, it is rich, varied and unique, and belongs to all New Zealanders. What we discover from archaeological sites helps us to better understand our past and to learn from it. By complying with your authority conditions you help to add to our knowledge, and help us to preserve our heritage for the future.

We take compliance seriously and the *Heritage New Zealand Pouhere Taonga Act 2014* has strong provisions for non-compliance with authority conditions. It is a criminal offence to breach the conditions of an authority, and you could be penalised with a fine of up to \$120,000.

## READ YOUR AUTHORITY CONDITIONS CAREFULLY

When authorities are granted, they contain a list of conditions which must be followed. Make sure you understand what the conditions mean and if you have any questions contact the Regional Archaeologist. Their contact details will be printed on the authority decision. You can also talk through the conditions with your approved archaeologist.

## APPROVED ARCHAEOLOGIST

The archaeological conditions of the authority must be carried out by an archaeologist approved in writing by Heritage New Zealand before work starts. Check the authority decision to ensure that your nominated archaeologist has been approved.

If you change your archaeologist you must have the new person approved by Heritage New Zealand before you start work.

## REVIEW OF CONDITIONS

Authority holders may apply to Heritage New Zealand to change or cancel any of the authority conditions. You must state the details of the authority, the area of land involved, the conditions opposed and the reasons for the application for a review. Heritage New Zealand will consider the documentation and provide a written response.

## 15 WORKING DAYS STAND-DOWN PERIOD

You may not start work under your authority until you have waited 15 working days (plus 3 days to allow for receipt by all parties by post) or until any appeal that has been lodged is resolved. The appeal period is part of the *Heritage New Zealand Pouhere Taonga Act 2014* which means we do not have the discretion to waive it.

## APPEALING THE DECISION

The *Heritage New Zealand Pouhere Taonga Act 2014* allows any person directly affected by a decision to appeal it to the Environment Court. In the past, the Court has taken a narrow interpretation of people “directly affected”, but noted that it relates to the particular circumstances of each case. It does not include strong feelings or personal attachment to an area, or living or working close by. Appeals can be made by any person with a proprietary interest in the land, the applicant for the authority, or tangata whenua. There are other special circumstances where the views of people without a proprietary interest in the land will be considered based on the evidence of the case.

Appeals should be made in writing stating the reasons for the appeal and the relief sought. The appeal must be lodged with the Environment Court and served on the Heritage New Zealand within 15 working days of receipt of the authority decision. If your authority is appealed, you must be served with the appeal notice within five working days of it being lodged with the Court (see [www.justice.govt.nz/courts/environment-court](http://www.justice.govt.nz/courts/environment-court)).



## START AND FINISH DATES

Please inform Heritage New Zealand when on site archaeological work will commence, and is completed so that we can undertake compliance and update our records.

## MINISTRY FOR CULTURE AND HERITAGE

Heritage New Zealand is required to send a copy of the authority decision to the Ministry for Culture and Heritage. This is to ensure that any artefacts recovered from the excavation are handled under the provisions of the *Protected Objects Act 1975* (see [www.mch.govt.nz/protected-objects/index.html](http://www.mch.govt.nz/protected-objects/index.html)).

## SITE SECURITY

Consider the security of the site from trespassers and whether this is likely to be an issue on your property. Historic sites in urban environments are more likely to be the target of vandals, particularly if there is potential for them to contain valuable artefacts.

## TIMING IS EVERYTHING

Allow plenty of time to schedule the work that your approved archaeologist will undertake. For bigger projects this is particularly important because the approved archaeologist may need to organise a team of field workers to help with the investigation. Archaeologists normally work on a number of projects at one time across the country, so ensuring that resources are in place well in advance will help avoid delays to your plans.

## HERITAGE NEW ZEALAND POUHERE TAONGA SITE VISIT

Heritage New Zealand staff may organise a site visit while the archaeological investigation is being undertaken to ensure that the conditions of the authority are being met. If there are any issues with compliance, the Regional Archaeologist will contact the authority holder to discuss them.

### IMAGES:

Cover image: Remains of old gold miners town at Logantown, Bendigo, (IMAGE: ARNO GASTEIGER)

- 1 Tāhei, necklace, circa 1150, associated iwi, Hokonui Rūnanga (IMAGE: SOUTHLAND MUSEUM)
- 2 Archaeologists on site (IMAGE: ARNO GASTEIGER)



## FOR INFORMATION ABOUT ARCHAEOLOGICAL SITES:

For enquiries about archaeological sites and applications to modify or destroy sites contact the Regional Archaeologist in your nearest Heritage New Zealand office:

- |  |                 |
|--|-----------------|
| ■ Northland Area Office, Kerikeri<br>(Northland)   | ph: 09 407 0470 |
| ■ Northern Regional Office, Auckland<br>(Auckland, Hauraki, Thames / Coromandel)   | ph: 09 307 9920 |
| ■ Lower Northern Area Office, Tauranga<br>(Bay of Plenty, Waikato, Gisborne)   | ph: 07 577 4530 |
| ■ Central Regional Office<br>(Lower North Island, Nelson / Tasman,<br>Marlborough)   | ph: 04 494 8320 |
| ■ Southern Regional Office, Christchurch<br>(Canterbury, West Coast)   | ph: 03 357 9629 |
| ■ Otago / Southland Area Office<br>(Otago, Southland)  | ph: 03 477 9871 |
| ■ The Senior Archaeologist<br>Heritage New Zealand<br>PO Box 2629, Wellington<br>Email: <a href="mailto:archaeologist@heritage.org.nz">archaeologist@heritage.org.nz</a> | ph: 04 472 4341 |

For further information about the New Zealand Archaeological Association database of archaeological sites visit [www.archsite.org.nz](http://www.archsite.org.nz). For a list of consultant archaeologists visit their website [www.nzarchaeology.org](http://www.nzarchaeology.org)

# MARTINBOROUGH COMMUNITY BOARD

19 MAY 2022

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## AGENDA ITEM 9.4

### OFFICERS' REPORT

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#### **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 20 April 2022.

#### **1. Planning and Environment Group Summary**

##### **1.1 Planning Services**

A regular flow of consent applications continues, recent applications are tending to be more complex, including out of zone jobs as developable land becomes less. Some applications may require public, limited notification more than in past years. Pressure still on subdiv. certifications, lots of residential, rural lots being completed. Dealing with multiple application numbers for 4ha lots in the rural zone, new sites emerging in the rural areas. The teams work spans across realms of regulatory, policy and growth planning i.e. resource consenting, WCDP review and masterplan work.

##### **1.2 Building Services**

The timely processing for building consents continues amid busy consenting work. 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 for clarity and needs. The building team are still seeing a steady increase in the number of jobs submitted along with the number of inspections requested and those being carefully carried out in the district.

##### **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, plus various bylaws work. The recent EHO vacancy has been filled with the new officer starting on 11 April. The Bylaws crew have been liaising with communications and patrolling the

townships to ensure clearances for trees and hedges for footpath clearances and pedestrian safety. Noise issues and smoke issues have been received and investigated.

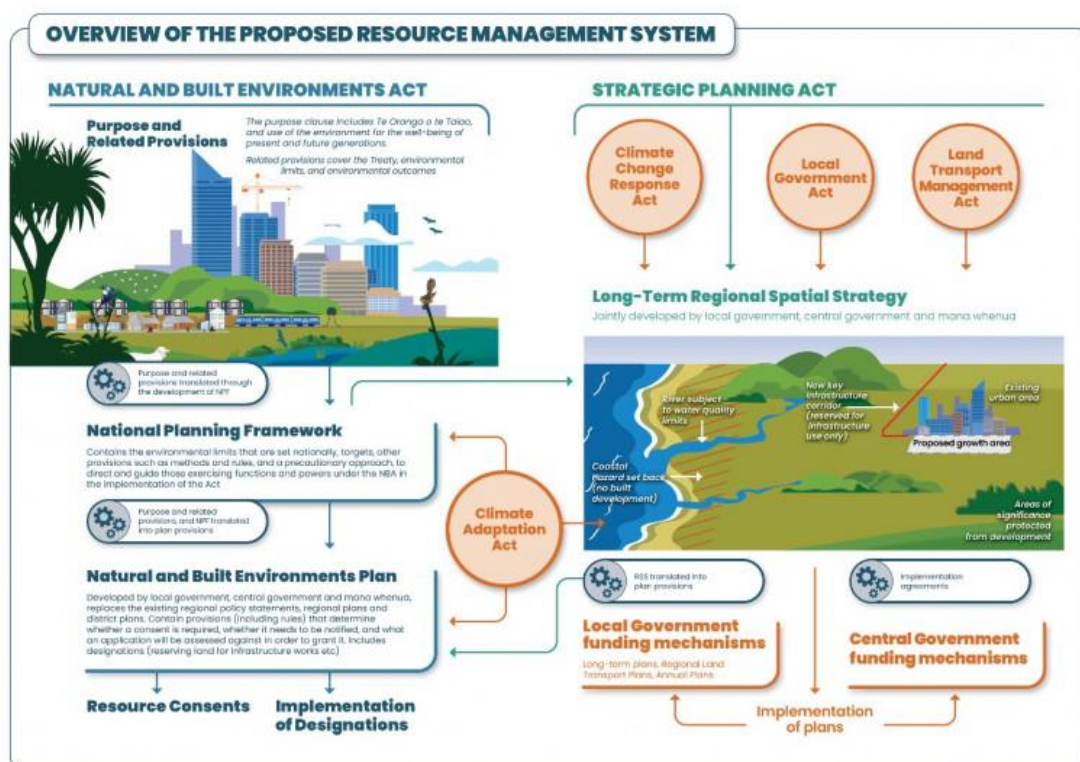
#### 1.4 Proposed Legislative Change to the RMA

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, new spatial strategies. MFE information also advises that:

- The Natural and Built Environments Act and the Strategic Planning Act will be formally introduced in 2022.
- A standard legislative and select committee process will follow with the aim of the NBA being passed into law in this parliamentary term. The CAA will be progressed in this time too.



## **1.5 South Wairarapa Spatial Plan / The Featherston Masterplan**

The South Wairarapa Spatial Plan was released in early December 2021, future related supportive work involves investigation, a masterplan for Featherston, and masterplan/structure plan work for Martinborough. Masterplan work over 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 plan at the end of the year.

### **1.5.1. Master plan information**

The SWDC Spatial Plan Step 1. The Featherston Masterplan is a plan to enable transit-oriented growth around the train station, as identified in the SWDC spatial plan, together with achieving a well-functioning urban environment that meets the needs of a diverse population. The Featherston masterplan currently is a contender to become a Priority Development Area (PDA) within the Wellington region and a potential focus for investment from central government

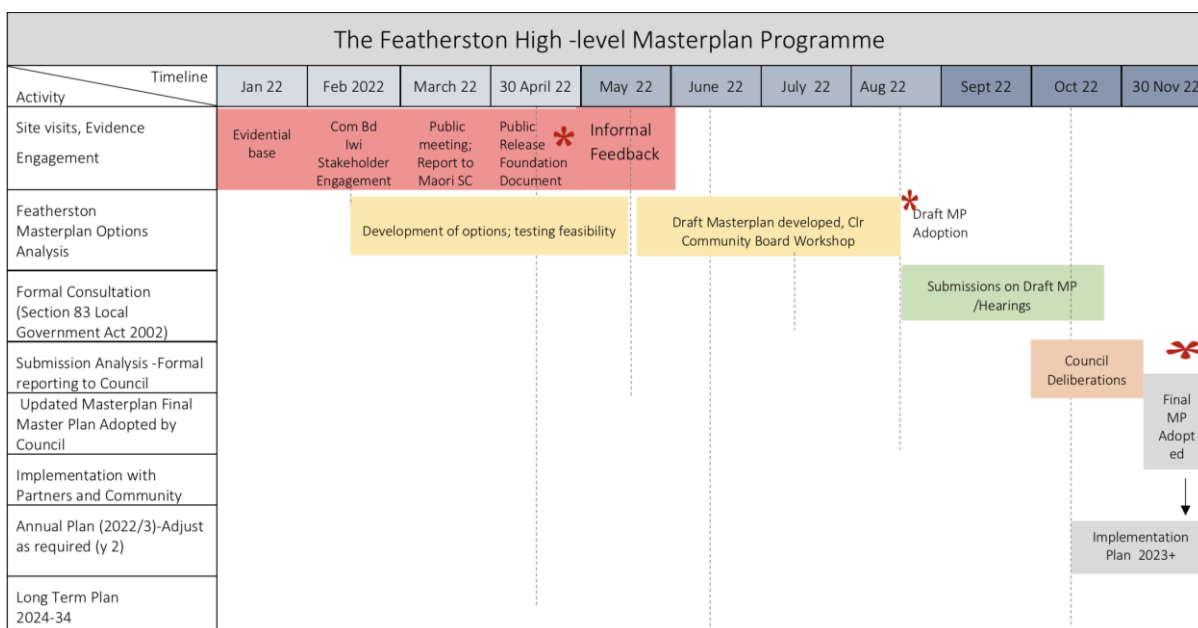
### **1.5.2. What is a master plan?**

- Overarching plan that shows where and how development might occur in Featherston over time (shows spatial layout and structures development) It is not a resource management (regulatory). process
- Plan that identifies what is important to iwi/hapū and community
- Plan that anticipates change, plans for it, also looks to protect qualities most valued
- Plan that looks to integrate transport, housing, business, parks and reserves, infrastructure and community facilities
- Plan that identifies what needs to be done to deliver the masterplan

### **1.5.3. Why a Master Plan for Featherston?**

- Enables planned approach to growth, getting the best and coordinated use of public investments such as the train station, parks and reserves, community facilities, managing the impacts of the State highway, integrating development
- Enables the co-ordination and integration of multiple agencies planning and delivery
- Captures community views and builds on existing local initiatives
- Can address new challenges, e.g. need for affordable housing (median house price in Sept 2021 \$621,850 ) and different types of housing
- Identified as a growth area in the Wellington Regional Growth Framework. Estimated growth around 900 persons over next 30 yrs

Initial Engagement	Date
• Meeting with Chair Maori Standing Committee (MSC)	1 Feb
• Meeting with Chair MSC, and member Karen Mikaere (Mana whenua and MSC member )	21 Feb
• Report to MSC	29 Feb
• Report to Featherston Community Board	22 Feb
• Meeting with Chair Wairarapa Economic Dev Strategy Governance Group	1 Feb
• Online meetings with GWRC, Waka Kotahi, MHUD/Kainga Ora	22 Feb
• Online meeting with Masterton District Council Staff	21 Feb
• Public Meeting	30 March
• Planned meeting with Fab Feathy	31 March



#### 1.5.4. Next steps

- Ongoing engagement multiple sectors, community
- Developing a Foundation Document on which we will do further engagement – draft options for feedback
- Complete draft Masterplan
- Further engagement/formal consultation under Local Government Act 2002
- Finalise masterplan
- Use this to help inform the new District Plan, the Long-Term Plan and projects including projects with central government.



## **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. 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.

Drafting and early engagement on those drafts is gathering pace as part of the WCDP Review project. There have been a range of key topics worked through over the past month or so, including the meaty topic of rural subdivision, among others. There have been compliments given to both Cr Plimmer and Cr Jephson on their engaged and informed contributions during Joint Committee workshops/meetings, along with the ongoing advice inputs from officers.

A significant issue around the potential timing of the release of the draft provisions for informal consultation has been discussed, with the timeline moved to late October. This will result in additional workloads to get the draft completed, including additional Combined District Plan Committee meetings to ensure that there is no slippage and that the draft will be completed on time and to meet the National Planning Standards timeline in 2024.

## **1.7 Proposed Council Dog Pound**

Further investigation occurring for costing a viable local modern compliant pound solution. A container designed pound concept is being used, which has the advantage of having a low-level site footprint and being of a relocatable nature. Officers are checking/reviewing potential locations for siting of the future pound in the district, Featherston golf course is a potential site.

Officers have settled on a proposed piece of land which meets most of the needs required. The land is not unencumbered which raises the need for further engagement with the relevant stakeholders to ensure surety of the land. This work is being in partnership with the amenities team. One of the parties has asked for a reconsideration of placement of certain facilities within the compound area. Officers have been able to accommodate this in the design. The amenities team are engaging with the other stakeholder who holds a grazing lease. We understand that this lease is within a short time-period before its up for renegotiation and await further information from the Amenities team.

Officers continue to source costings from suppliers, as you may appreciate it is a very difficult time for suppliers of materials to be confident in their quotes remaining stable. Therefore, quotes are being provided with short timeframes as to accuracy. Suppliers have seen material costs significantly rise, in some cases as much as 100%. The procurement process for the container concept is being worked on with an expert



consultant to ensure transparency and validity in the awarding of the container build contract.

**1.7.1. Map showing proposed location-as below.**



## 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 01/07/2021-31/03/2022)

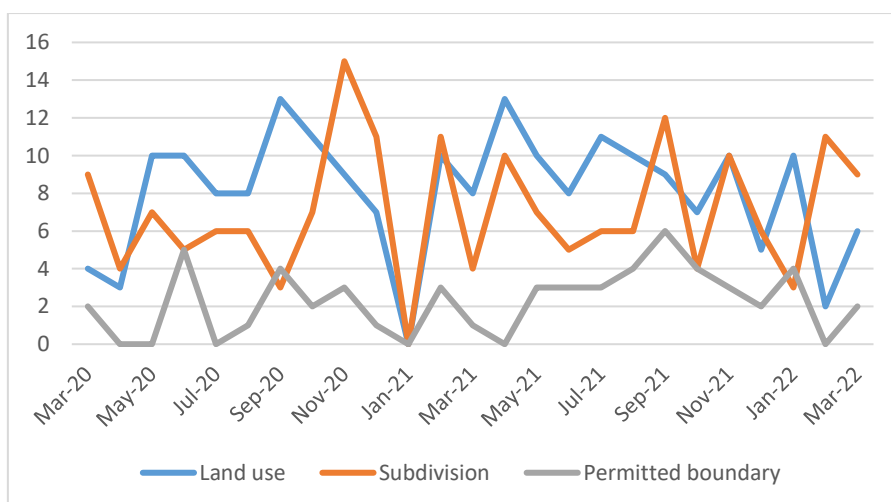
SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	<b>Total 158/158</b>
		100%	63/63 Land Use applications were completed within statutory timeframes. NCS
		100%	68/68 Subdivision applications were completed within statutory timeframes. NCS
		100%	27/27 permitted boundary/marginal activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	49/49 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%	40/40 s224 certificates were certified. NCS.

### 2.1.2. Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

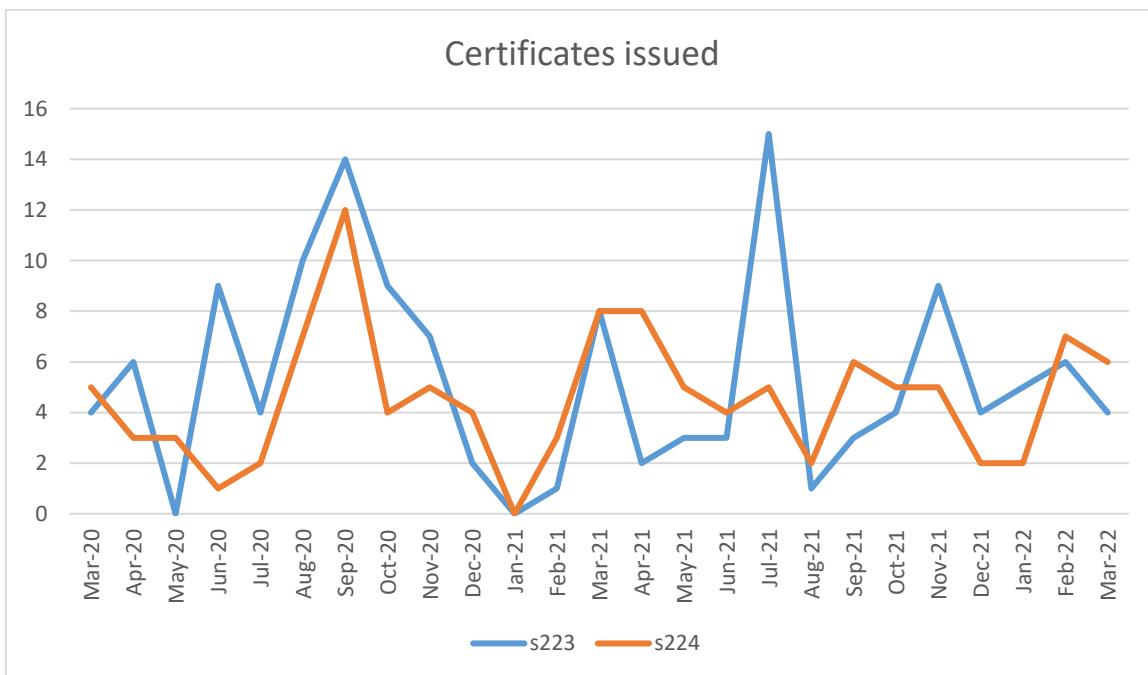
RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken 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	2	6									

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	11	9									

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	0	2									



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	6	4									

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	7	6									

### 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%	98.85%	146/148 standard LIMs were completed
Urgent LIMs are processed within 5 days	100%	100%	41/41 urgent LIMs were completed

	YTD 1 <sup>ST</sup> JULY 2021 TO 31 <sup>ST</sup> MAR 2022	PREVIOUS YTD 1 <sup>ST</sup> JULY 2020 TO 31 <sup>ST</sup> MAR2021	PERIOD 1 <sup>ST</sup> FEB 2022 TO 31 <sup>ST</sup> MAR 2022	PREVIOUS PERIOD 1 <sup>ST</sup> FEB 2021 TO 31 <sup>ST</sup> MAR 2021
Standard LIMs (Processed within 10 working days)	146	175	31	44
Urgent LIMs (Processed within 5 working)	41	76	5	16
<b>Totals</b>	<b>187</b>	<b>251</b>	<b>36</b>	<b>60</b>

## 2.2 Building Act - Consents and Enforcement

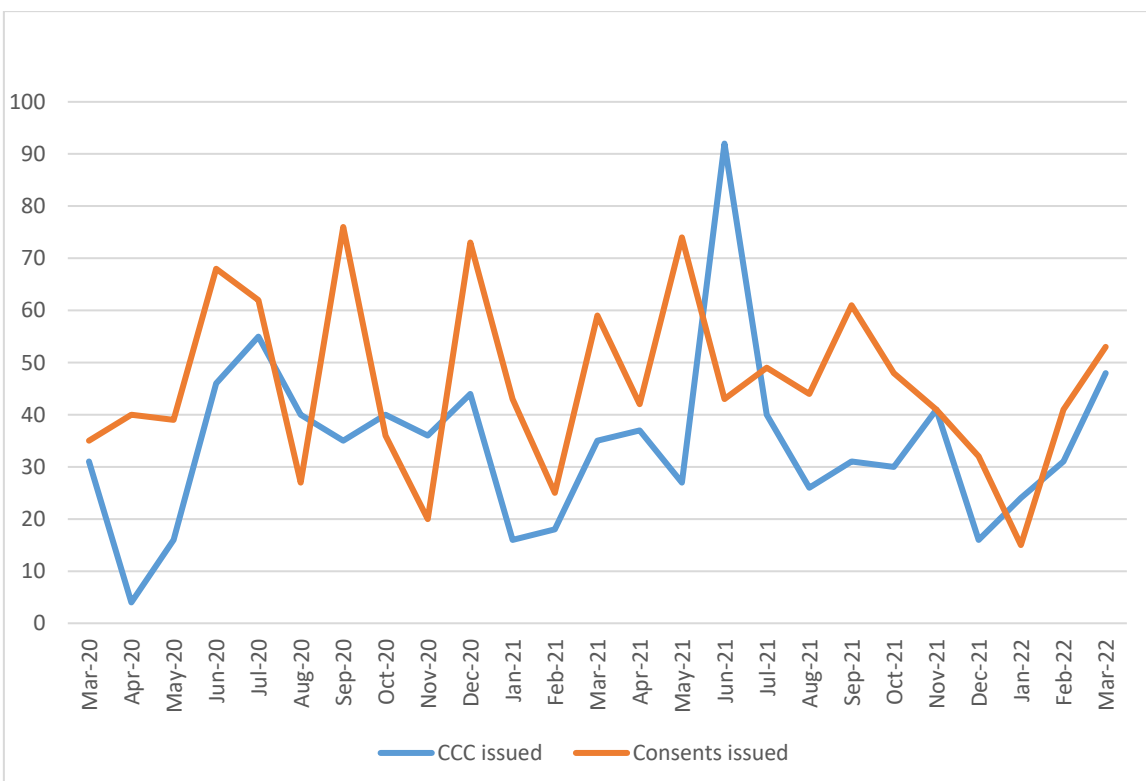
*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

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%	96.49%	NCS – 275 of 287 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	97.89%	NCS –380 consents were issued within 20WD YTD 8 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	<b>Building Consents</b> Council inspects all new work to ensure compliance Feb 2022 -462 inspections March 22 - 477 inspections <b>BWOF's –</b> <b>0</b> Total 205 average of 4 audits per month required,

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<b>Swimming Pools –</b> Total 408 – average of 12 audits per month required. Feb 2022 – 6 audits March 22 – 5 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 FEB 2022 TO 31 MAR 2022	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$404,834
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	11	\$772,940
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	73	\$17,616,477
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	12	\$642,199
<b>Totals</b>	<b>101</b>	<b>\$19,436,450</b>



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	31	48									

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	41	53									

## 2.3 Environmental Health and Public Protection

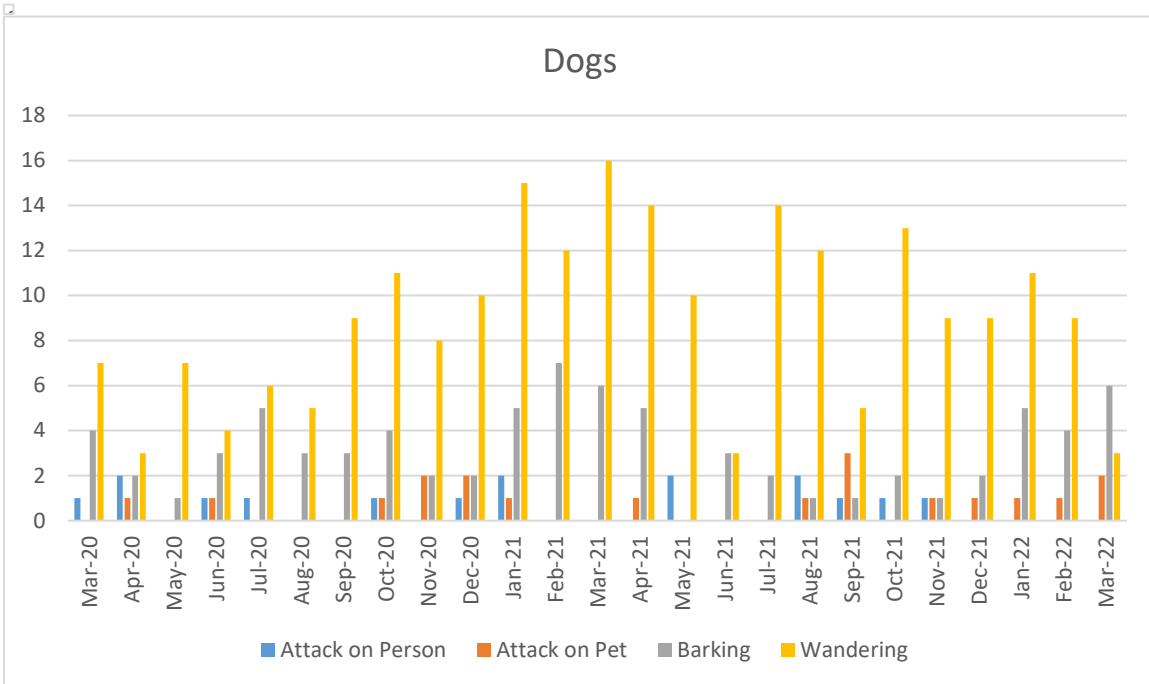
### 2.3.1. Dog Control Act – Registration and Enforcement

*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	1	Due to Covid 19 level restrictions this activity is not being able to be undertaken. Dogs n Togs event held in Featherston 2022
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 159/159
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	16/16

INCIDENTS REPORTED FOR PERIOD 1 <sup>ST</sup> FEB 2022 – 31 <sup>ST</sup> MAR 2022	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	2	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking	4	6	-
Lost Dogs			-
Found Dogs	-	-	-
Rushing Aggressive	1	-	-
Wandering	6	2	4
Welfare	-	1	1
Fouling	1	-	-

INCIDENTS REPORTED FOR PERIOD 1 <sup>ST</sup> FEB 2022 – 31 <sup>ST</sup> MAR 2022	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Uncontrolled (walked off leash urban)	-	-	1



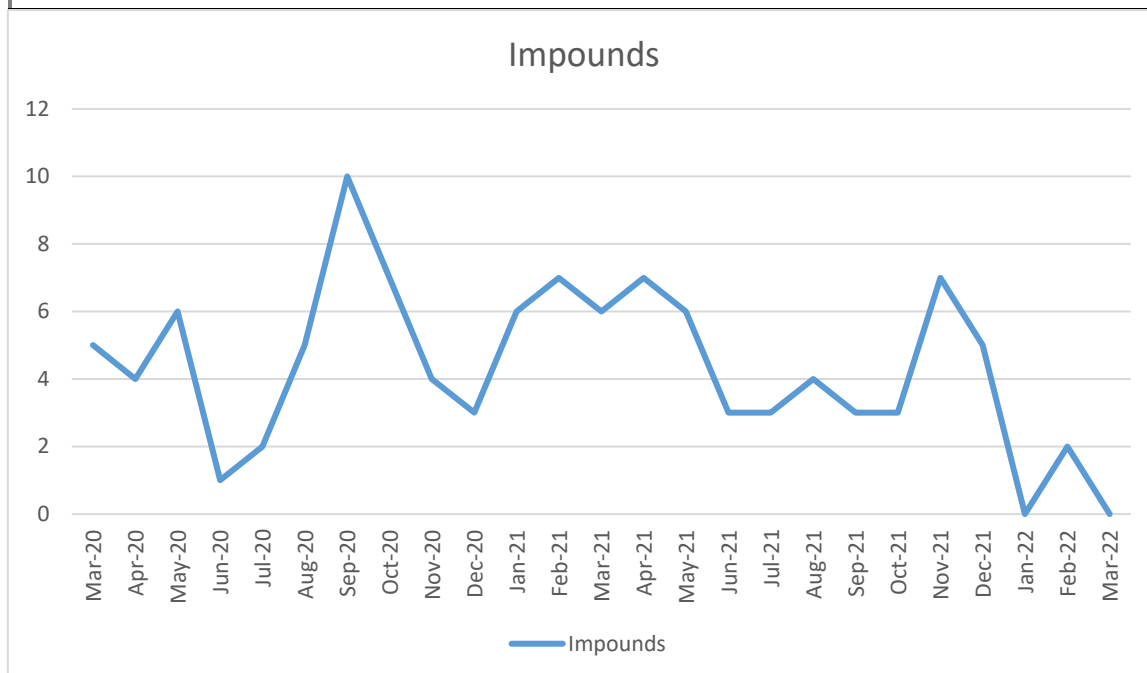
Attack on Person	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2020	0	2	1	2	0	1	1	0	0	1	0	1
2021	2	0	0	0	2	0	0	2	1	1	1	0
2022	0	0	0									

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	1	2									

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	4	6									

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	9	3									

DOG IMPOUNDS FOR PERIOD 1 <sup>ST</sup> FEB 2022 – 31 <sup>ST</sup> MAR 2022	FEB 2022	MAR 2022	
Impounds	2	0	



Impounds	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	12	15	5	4	6	1	2	5	10	7	4	3
2021	6	7	6	7	6	3	3	4	3	3	7	5
2022	0	2	0									

## 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 7/7
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1/1



INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2021 TO 31 MAR 22
Stock	32

#### 2.4.1. Bylaws

Between 1 Feb 2022 and 31 Mar 2022 there were:

##### Trees & Hedges

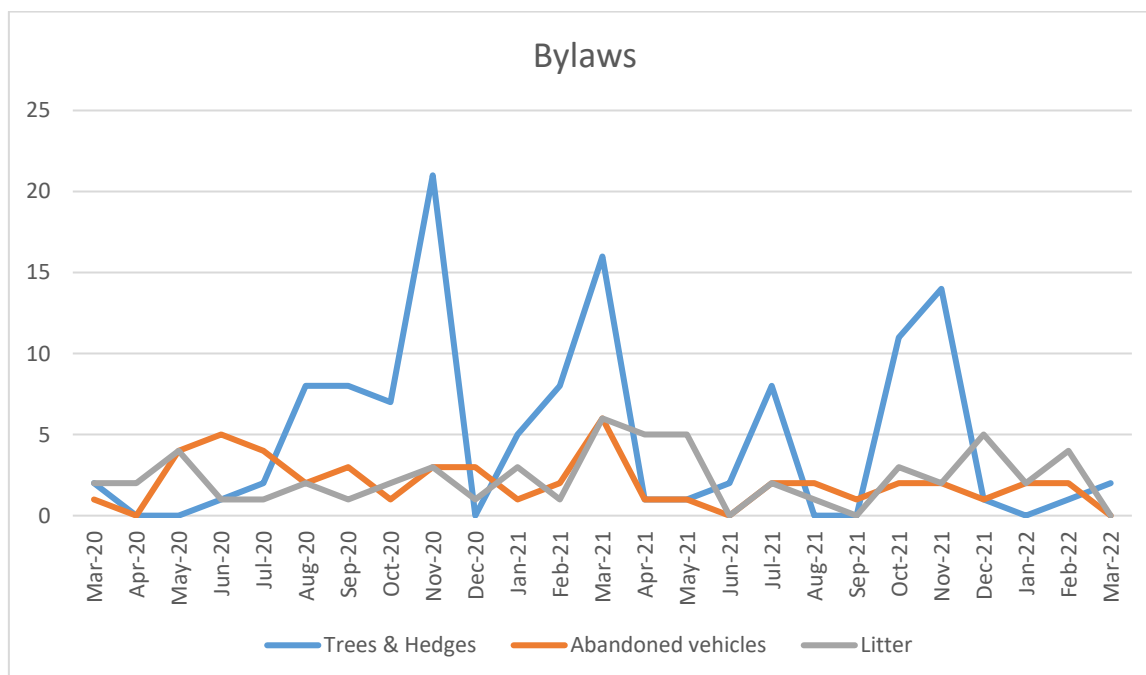
- There were 2 first notices sent by Council requesting the owner/occupier to remove the obstruction from the public space. Following this there are 1 second follow up letters being sent within this period.

##### Litter

- 4 litter (fly tipping) incidents have been recorded. From these, identification was retrieved from the litter Council officer disposed. 1 request for information notice has been sent to the identifiable people associated with the incident. 2 incidents were premises where the owner removed immediately.

##### 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 and disposed of. The remaining cost has been issued to the last known registered owner.



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	1	2									

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	2	0									

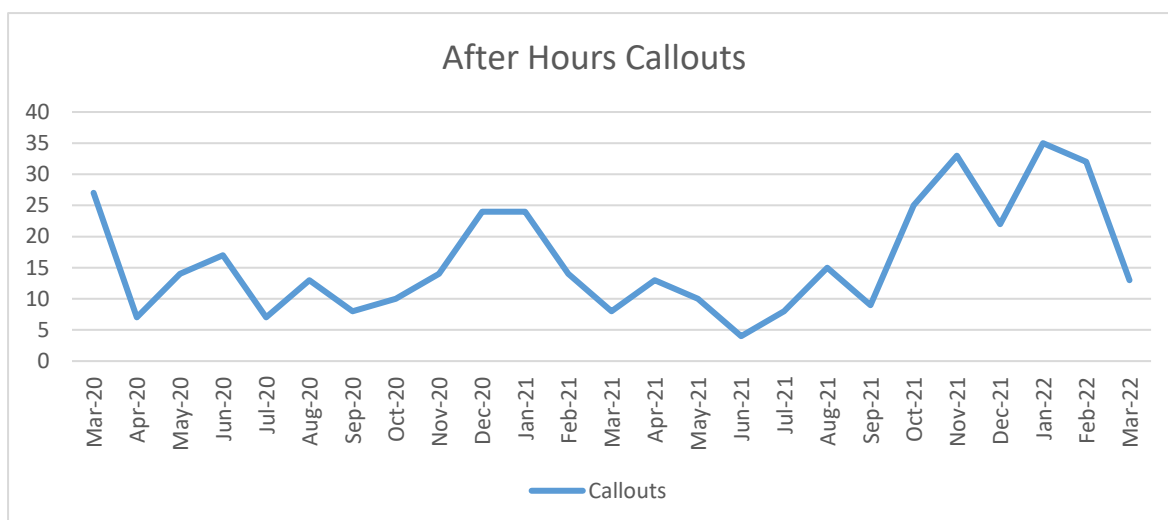
Litter	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	1	3	2	2	4	1	1	2	1	2	3	1
2021	3	1	6	5	5	0	2	1	0	3	2	5
2022	2	4	0									

#### 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%	97.4%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 187/192 attended within timeframe YTD 32 callouts Feb 22 13 callouts March 2022 44/45 responded to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 21 TO 31 MAR 22	PREVIOUS YTD 1 JULY 20 TO 31 MAR 21	PERIOD 1 FEB 2022 TO 31 <sup>ST</sup> MAR 2022	PREVIOUS PERIOD 1FEB 2021 TO 31 <sup>ST</sup> MAR 2021
Total	147	122	35	22



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	32	13									

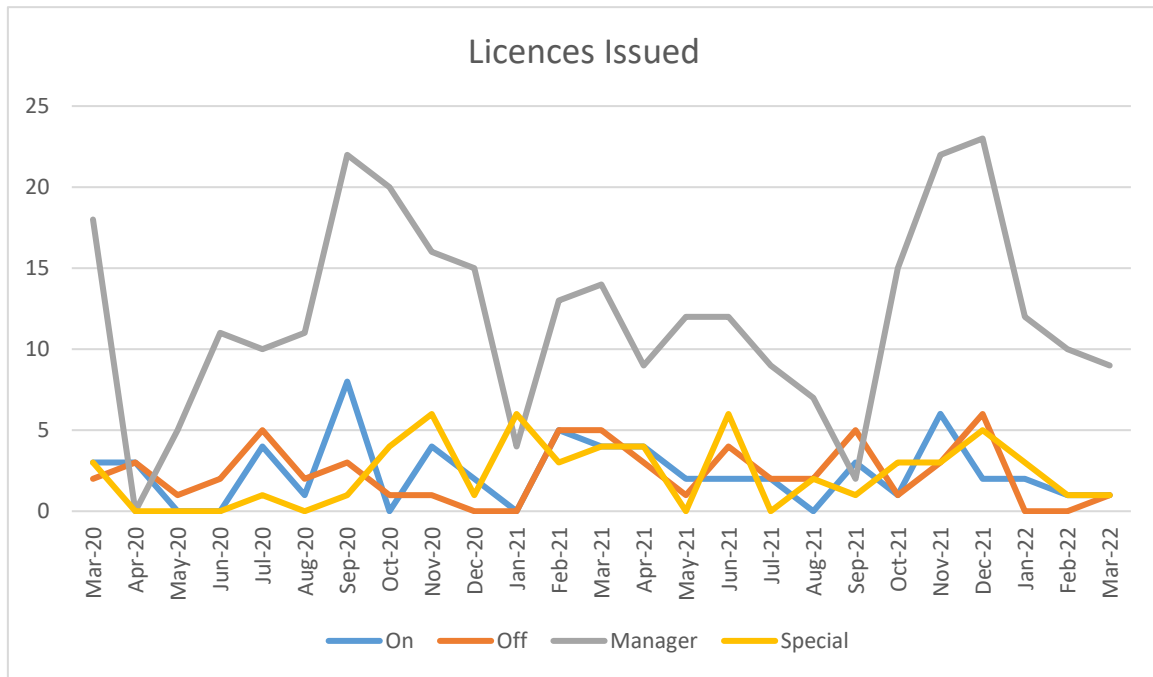
## 2.5 Sale and Supply of Alcohol Act - Licensing

*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></p> <p>Feb 22 0 4 YTD Mar 22 0 4YTD</p> <p><i>On RENEWAL</i></p> <p>Feb 22 1 13 YTD Mar 22 1 14 YTD</p> <p><i>Off NEW</i></p> <p>Feb 22 0 6 YTD Mar 22 1 7 YTD</p> <p><i>Off RENEWAL</i></p> <p>Feb 22 0 11 YTD Mar 22 0 11YTD</p> <p>Club</p> <p>Feb 22 1 3 YTD Mar 22 0 3 YTD</p> <p>Temp</p> <p>Feb 22 4 10 YTD Mar 22 0 10 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 – Feb 22 1 18 YTD Mar 22 1 19 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> Feb 22 3 34 YTD Mar 22 4 38 YTD  <i>DM RENEWAL</i> Feb 22 7 66 YTD Mar 22 5 71YTD 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 <sup>th</sup> 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 Feb 22 - 0 Compliance visits Mar 22 – 0 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	19.23WD	Information source: Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 21 TO 31 MAR 22	PREVIOUS YTD 1 JULY 20 TO 31 MAR 21	PERIOD 1 FEB 22 TO 31 <sup>ST</sup> MAR 22	PREVIOUS PERIOD 1 FEB 21 TO 31 MAR 21
On Licence	18	26	2	9
Off Licence	18	22	1	10
Club Licence	3	4	1	2
Manager's Certificate	109	125	19	27
Special Licence	19	26	2	7
Temporary Authority	10	4	4	0
<b>Total</b>	<b>177</b>	<b>207</b>	<b>29</b>	<b>54</b>



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	1	1									

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	0	1									

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	10	9									

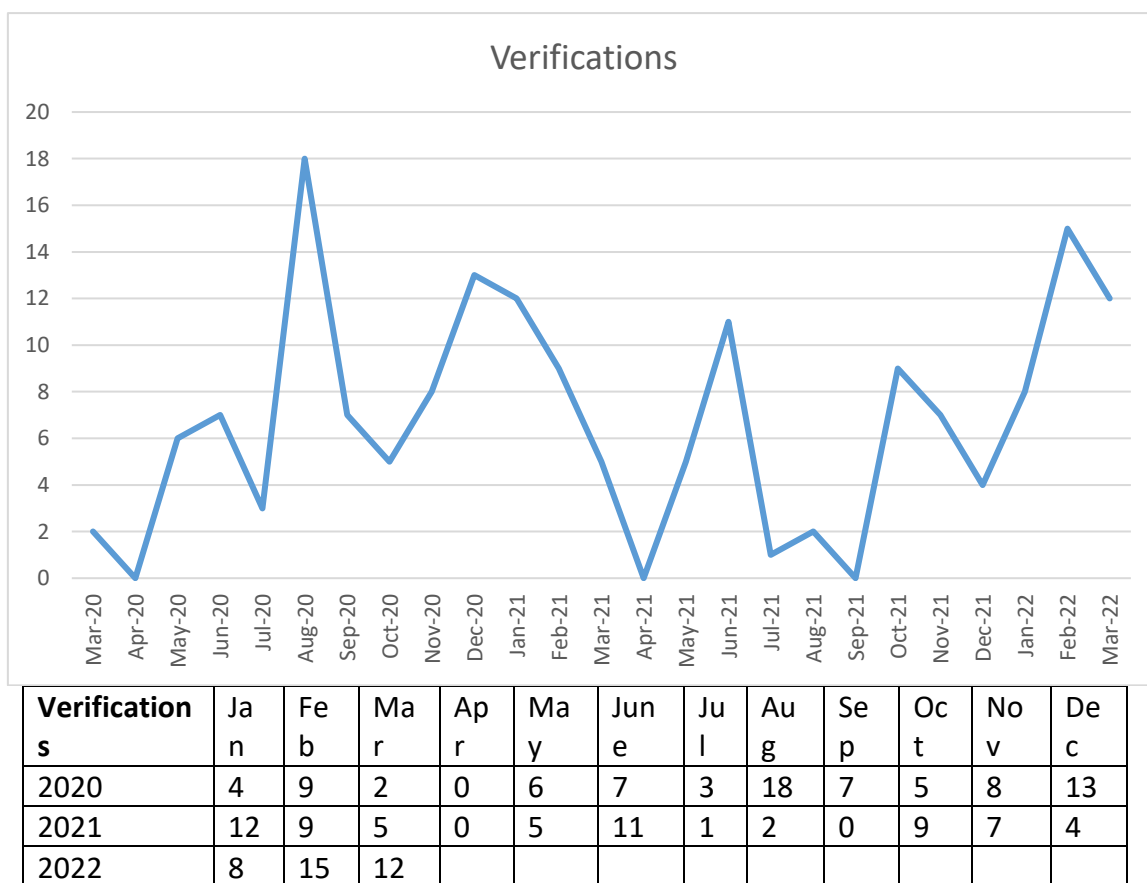
Special	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
2020	6	4	3	0	0	0	1	0	1	4	6	1
2021	6	3	4	4	0	6	0	2	1	3	3	5
2022	3	1	1									

### 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	100%	100%	FHR – 0 FCP (Food Act) –88

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
and meet the risk based standards set out in the Plan.			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%	65.91%	FCP verifications – 58/88 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.



Contact Officer: Russell O’Leary, Group Manager – Planning & Environment  
Reviewer: Harry Wilson, Chief Executive Officer

## WATER OFFICERS REPORT

This report was presented to the Assets and Services Committee on 20 April 2022.

### **3. Water Manager Commentary**

We are pleased to see the cleaning and recommissioning of the Boar Bush concrete reservoir tank complete. WWL teams took the opportunity to seal cracks and remove the old chlorine contact tank from the reservoir – which will reduce the risk of future contaminations. Two important updates are in front of the Committee today for discussion: an information paper from WWL on options for the Featherston Wastewater Treatment plant, and a presentation from GWRC on the impact of stock exclusion rules on water races.

### **4. Wellington Water operational performance**

The month of March has been steady with the number of service requests logged to council. The recent focus for the Wellington Water Retic team has been in responding to third party damages, planned water repairs as well as continuing the hydrant inspections and flushing programme. Health and safety remain a priority to ensure both water staff and members of the public are kept safe.

The ongoing surcharging of wastewater on the corner of Wakefield and Fitzherbert Streets has been resolved. Further investigations identified the cause to be due to a 3<sup>rd</sup> party damage from fibre installation.

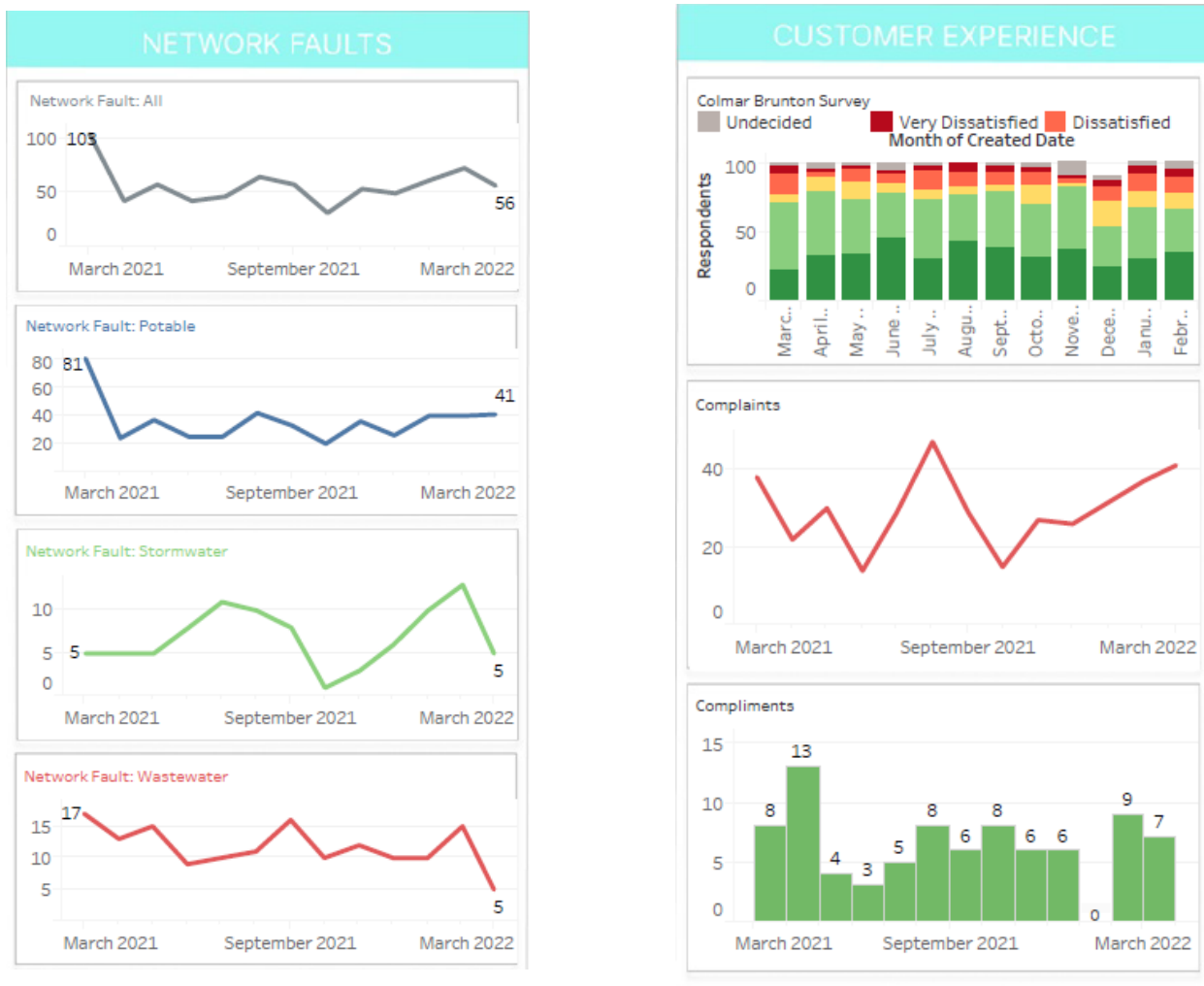


Figure 1. SWDC Customer service request dashboards, March 2022

#### 4.1 Operational response events

##### Featherston Boar Bush drinking water concrete reservoir contamination

The cleaning and recommissioning of the concrete reservoir tank is complete. Whilst undertaking this work, the team also managed to seal up some cracks observed inside the tank further reducing future contamination risk. This has also reduced water leakage from the reservoir tank. The old chlorine contact tank has now been removed from service, further reducing the risk of future contamination. The storage reservoir was put back into service on schedule on 31 March.

##### Burst water mains Boar Bush Gully Road

WWL teams successfully responded to two significant water main bursts on the Boar Bush Gully Road where the quick response minimised the impacts on the wider township. Approximately 5 properties were affected by these outages, where customer care was prioritised, and bottled water was dropped off to the residents.



### Tauherenikau river water pipeline repair

Construction of a watertight enclosure has commenced to divert the Tauherenikau river around the exposed steel pipe. Next week should see the team backfilling the scour hole underneath the exposed steel pipeline, installing pipe support, and excavating a trench at the coupling joint for repair.

Recent wet weather has increased river water levels and is presenting unsafe working conditions. WWL and Fulton Hogan are monitoring river levels daily to find the most suitable conditions to undertake works. WWL and Fulton Hogan are currently working towards a contingency plan which includes a revised scope of works should wet weather continue to have a negative impact on the progress of works.

### Cyclone Dovi wastewater overflow event Featherston

WWL has been investigating the wastewater overflows in the Donald Street Pump Station Catchment area of Featherston (occurring at properties on the eastern end of Fitzherbert Street). This is a reoccurring issue with previous investigations occurring in 2009 and one customer advising WWL this issue has been ongoing for approximately 30 years. There are various factors contributing to this issue which require operational and capital investment to resolve:

- poor condition/limited output of Donald St Pump Station
- assumed poor condition of the network (private and public) in an area with high groundwater resulting in increased inflow and infiltration,
- possible private drainage faults (including private wastewater laterals)
- growth in the catchment

The upgrade of Donald Street Pump Station is expected to improve the situation, however the extent this upgrade will have on reducing overflows is uncertain. It is expected that further works in the catchment are required following the Donald St Pump Station upgrade and WWL is assessing options for a reliable long-term solution.

## **5. Water Capex delivery programme**

### **5.1 Tauherenikau river pipeline long term solution**

A project team has been mobilised to identify the preferred long-term solution for this critical asset. This options work is scheduled to be complete by the end of May 2022.

### **5.2 Greytown smart meter trial**

WWL is on track to finish the first stage of the meter installation, considering the ongoing workforce impact of COVID-19. So far, the trial has picked up seven private leaks out of the initial 131 meters installed. We're also in the process of linking the smart meter IDs with the property details. Once this is complete, we'll be able to notify the council of the leaks identified that require a follow up with the impacted property owners, to get this resolved.

For us to provide meaningful insight over water use patterns and trends of the trial participants, we're aiming for a continuous dataset of 2-3 months. We're aiming to release the first monthly home reports to our trial participants at the end of April, and we'll be seeking feedback and comments from SWDC prior to distribution. We'll then aim to share more detailed insights around June this year.

### **5.3 Featherston wastewater treatment plant upgrade and consent**

An update is provided at Appendix 3.

### **5.4 Stimulus programme delivery**

An update is provided at Appendix 4.

### **Other issues**

### **5.5 Stock exclusion rules and water races**

Greater Wellington Regional Council are briefing Councils in the region on the impact of stock exclusion rules on water race owners/users. New rules come into effect on 1 July 2022 and the GWRC has a campaign underway to educate and inform on the changes. Financial support from GWRC is available in some instances for customers. GWRC will present to the Committee today and field questions. Slides are available at Appendix 5.

## **6. Appendices**

Appendix 1 – Wellington Water Ltd's PMO and Major Projects Updates

Appendix 2 – Update paper on options for the Featherston Wastewater Treatment Plant

Appendix 3 – Stimulus Programme update March 2022

Contact Officer: Stefan, Group Manager Partnerships and Operations

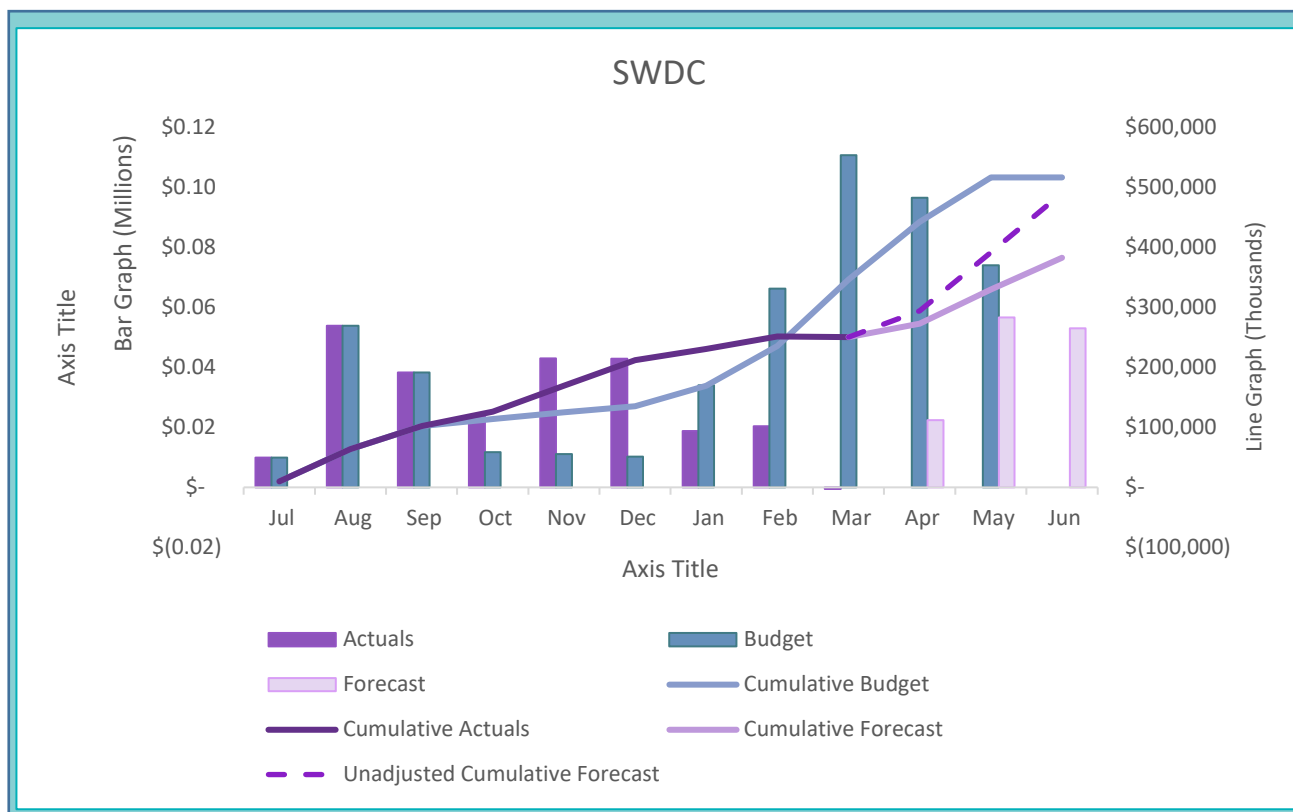
Reviewed by: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Wellington Water Ltd's PMO and Major Projects Monthly Report – March 2022**













## Regional summary:

We have had disruptions to the programme over March due to Covid 19 in the workforce. We believe we are largely over the peak. We have re-estimated the regional total programme capex forecast, and estimate that we will come in under the midpoint of the delivery range.

## Major Project Financial progress: Forecast; Actual, budget



## Risk profile

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

## Programme

	Cost Estimate	2020		2021		2022		2023	
PROJECT	LTP Curr ent Level	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Featherston WWTP Upgrade	3m \$0.5 M L4			Concept					
Tauherenikau River Crossing	0 \$5m L0							Concept	Design & Proc ure

Project	Objectives	Commentary
Featherston WWTP Upgrade  *Priority Ranking 6	Upgrade of wastewater treatment plant to meet likely improved discharge conditions.	<p>The project has been on hold since February 2021. The project was split into a short term consent project and a long term consent project in February with agreement of SWDC.</p> <p><b>Short Term Consent</b></p> <ul style="list-style-type: none"> <li>The report with options that fit within the \$16m LTP budget has been shared with SWDC.</li> <li>The MBBR trial is contract with Southern Cross Consulting has been signed. The plant is expected to be on site in April with the trial estimated to be complete by the end of June.</li> </ul> <p><b>Long Term Consent</b></p> <ul style="list-style-type: none"> <li>GWRC has requested that SWDC and WWL arrive at a preferred solution in the near future so that it can progress. This will be one of the contingent requirements on the short term consent.</li> <li>The short-list of options for the plant will be shared with the SWDC Assets and Services committee in April 2022</li> </ul>
Tauherenikau River Crossing	Identify long term preferred option for crossing the Tauherenuikau River	<ul style="list-style-type: none"> <li>The project management plan has been developed and additional funding is required to deliver this optioneering phase of work.</li> <li>Work is commencing within the existing budget. This phase is scheduled to be completed before the end of Q4.</li> </ul> <p>The programme outlined above is our current draft and will be reviewed and updated at the completion of the current concept phase.</p>

## Overall Programme Summary:

The over-programming approach taken to avoid the risk of underspending has resulted in a risk of overshooting the budget. 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. Jan-Mar Quarterly report will be submitted to DIA on 14 April. Progress updates have been provided to each council and are on our **website: <https://www.wellingtonwater.co.nz/publication-library/publications-3/>**

Project	Commentary	H,S,Q, E	Stake h.	Risk	Financ e	Prog.	Rating
1. Capital renewals	The construction of these watermain renewals in Fox Street in Featherston commenced as scheduled in September 2021 and 302m of 630DPE watermain and 421m of 180ODPE watermain was completed. During regular QA some defects in the construction have been identified and the team has worked with the contractor, this was successful and all site works were completed and Practical Completion issued in March 2022. The costs for this work are being transferred to SWDC's capex budget.	🟢	🟢	🟢	🟢	🟢	🟢
2. Asset conditions assessment	Physical assessment of five SWDC reservoirs has been completed with the remaining two at the Waiohine WTP to be assessed in the coming months (Covid permitting). Physical inspection of the water treatment plant assets remains at 85% complete and planning is underway to assess the 15% of water treatment plant assets that could not be inspected due to, for example, difficulty of access, and/or the need for planned shutdowns etc. Some work has been undertaken planning for the balance of the asset assessments but this has been delayed until after the busy summer water demand period. Covid is now also having an impact on access to the WTPs. There is a risk that the remaining WTP assets may not be able to be complete by the end of the stimulus funding period. The reservoir conditions are generally average from a structural perspective - there are however contamination vulnerabilities that need to be addressed and these are being placed in the forward works programme as a matter of priority. There remain challenges in accessing the potable water pressure mains for assessment for a number of reasons and alternative technologies (ePulse testing and coupon sampling) are being progressed as workarounds. The SWDC VHCA pressure pipelines are expected to be a challenge to complete assessments by June 2022 and whatever works remain uncompleted at this point will be put into the forward works programme however future assessments will be constrained by historically limited opex budgets. Plans are underway to assess the condition of the leaking water pipe crossing the Tauherenikau River during its repair. There have been two recent breaks in the Boar Bush reservoir outlet main and this confirms the desktop study condition 5 (very poor rating).	🟢	🟢	🟡	🟢	🟡	🟡
3. Maintenance	The council's budget for Stimulus-funded Maintenance has been increased by \$1m. Accordingly, eligible costs from October 21-March 22 are being booked against this workstream.	🟢	🟢	🟢	🟢	🟡	🟡
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: The team has completed the detailed design and prepared an accelerated build plan to deliver asset register functions by end of FY. MADMax project team has commenced the platform design and data collection tasks in conjunction with the WWL SME team and is ready to commence the build phase.  • Ready for Regulation & Risk/Assurance Stream: Director of Regulation (with support from PWC) is overseeing planning for WWL's compliance with Taumata Arowai requirements, including development of source water risk management plans. 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 two streams of work in their roadmap: Cyber capability and Data and Analytics to address the critical risks in the Data and Digital domain. Cyber vulnerability assessments have been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. A decision risk appetite for cyber is required to determine future investment levels noting that the vulnerability assessment work has given clarity on current risk levels and investment required to change them. In the data and analytics space the focus is on ensuring quality data for decision making, starting with addressing gaps in required data and ensuring core data management practices are in place.  • Other: we are making improvements to our project management systems, reviewing our digital technology strategy and principles, and investigating carbon reduction scenarios.	🟢	🟢	🟡	🟡	🟡	🟡
6. Leakage management	6.3 Proof-of-concept trial for smart household water meters to identify network or private leaks: Wellington Water are working their way around the streets of Greytown to install 250 smart meters by the end of this month (April). The trial will assess the ways in which smart water metering technology can help residents better manage their water usage and assist in detecting potential water leaks at private properties.	🟢	🟡	🟢	🟢	🟡	🟡
7. Water safety priorities	7.1 Reservoir Repairs – no reservoir roof maintenance is planned in SWDC 7.2 Reservoir cleaning: we have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident. Project is complete. 7.3 Real time monitoring: All 15 sensors have now arrived. The installation will start in the first week of April and expected to be completed within the next quarter 7.4 Audit Programme. Programme is continuing largely on an opportunity basis with the assistance of head office NMG staff where possible. There are limitations around access to plants/operators due COVID protocols, actual cases and their operational workloads. An audit of general environmental management is nearing completion and report drafted. Investigations, largely remotely, are separately underway into the Boar Bush and Newlands boil water incidents. The timeframe for the programme is extended, as per funding extension, to June 2022 to enable the programme to be completed. Process Writing. The majority of documentation (SOP, CCP) for the South Wairarapa has been drafted and supplied. The programme is however similarly affected as per the audit programme issues. Several visits have however been able to be undertaken, in liaison with NMG head office staff, whilst minimising disruption. Video training material has been hampered due COVID protocols and operational priorities. The work is unable to be completed in the way originally intended and some innovative approaches being are being investigated and undertaken. Lutra is able to provide some backup support for the operators in the case of COVID operator absence and some of the work is being undertaken in that light to increase familiarity, encompassing basic critical tasks. The same funding extension to end of June applies however it is anticipated that the work be completed by end of April, noting the ongoing risk posed by COVID disruption. 7.5 Chlorine Trailer – The trailer has been manufactured 7.6 Bypass study – the draft report has been completed and it is currently under review by WW senior engineer. 7.7 Chlorine analyser for the Pirinoa WTP: work is complete to design and deliver a chlorine analyser	🟢	🟢	🟢	🟢	🟢	🟢
8. Capital projects	Boar Bush reservoir: The design of the decommissioning of the contact tank and reconfiguration of the pipework is complete, and physical works are underway.	🟢	🟡	🟢	🟡	🟡	🟢
9. Regional Water Reform Project aka Preparation for reform (Note: this is led by councils, not by WWL)	Review and analysis of information from DIA has been a major focus, along with trying to align with other councils in the Entity C area to support consistent information. 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.  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 CE and Mayoral Forums along with the WWL committee. The Project has continued to build relationships with DIA and the water reform leads from other regions. An ongoing challenge has been to get clarity of information from DIA on the timeframes and process for the reforms to inform resource planning within councils.  One area of focus has been working with councils and WWL on the data and digital request to ensure that this is understood, resourced and coordinated.  A draft work programme has been developed to inform council work planning and resourcing. The process is now underway to resource this plan and confirm details of tasks with DIA. This includes clarity of the scope, timing and resource implications of the various data requests as well as funding support available for councils. Further funding will be required from DIA to support transition work over the next 2 years.  Based on the forward work programme, the focus will be on two workstreams.  Policy - review and input into: • Public information on Bill / reforms • Select Committee process • Further legislation • Economic regulation policy and legislation Transition and programme coordination: • Due diligence and data collection processes • Transition planning for WWL • Engagement with DIA, the National Transition Unit and the proposed working groups • Iwi / Māori engagement • Wider engagement across entity C • Support for better off funding request processes • Workforce engagement and change process for the WSE	🟢	🟢	🟢	🟢	🟢	🟢

## Executive summary:

The focus of the programme remains on awarding two important contracts moving into the final quarter, which will lead onto construction in the new financial year. Although largely complete, closing out any remaining defects on the South Wairarapa sites has been slow due to covid-19 isolation requirements on contractor staff availability. These impacts are expected to continue which may slow construction delivery timelines. The capital programme spend to-date is on budget, and the final quarter forecast is expected to tail off to year-end.

## Monthly updates of significance:

### Construction completed:

- Lake Ferry driplines renewal (wastewater).
- Greytown Memorial Park sewer renewal (wastewater).

### Construction underway:

- Greytown Papawai Rd pipeline upgrade (wastewater). Closing out reinstatement defects
- Featherston Waiohine WTP treated water reservoir (water). The project team continue to work to close out remaining items post-commission.

### Design development:

- Greytown Memorial Park WTP upgrades (water). Contract is expected to be awarded early April. Site possession and contractor mobilisation scheduled for Q1 FY22-23.
- Featherston Donald St pump station renewal (wastewater). Request for tender is forecast to be issued in April, and contract award remains scheduled for Q4.
- Featherston Waiohine WTP pH dosing system upgrade (water). A workshop with treatment plant operations has been scheduled to finalise the optioneering and recommendation memo. Design and construction activities are forecast for FY22-23.

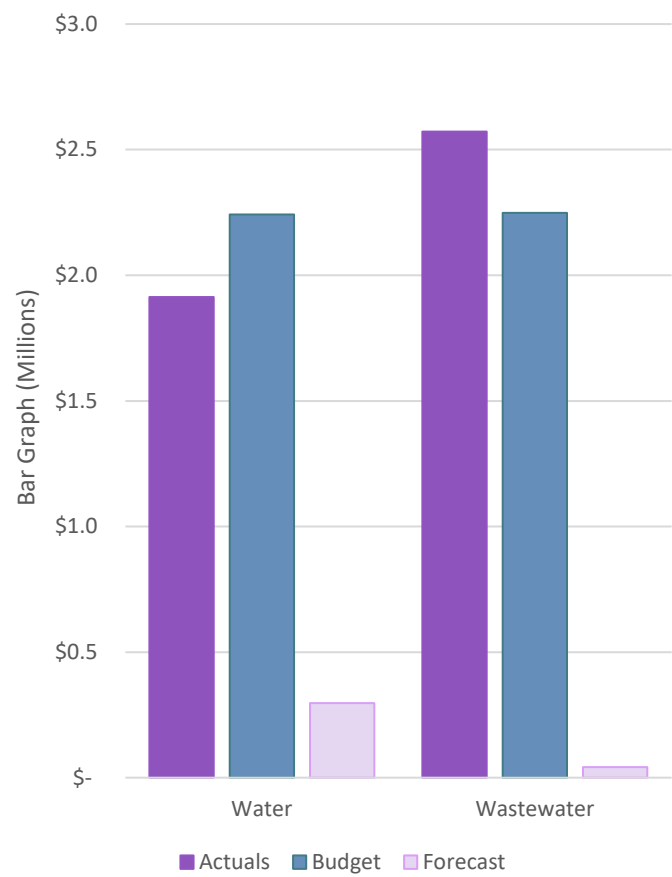
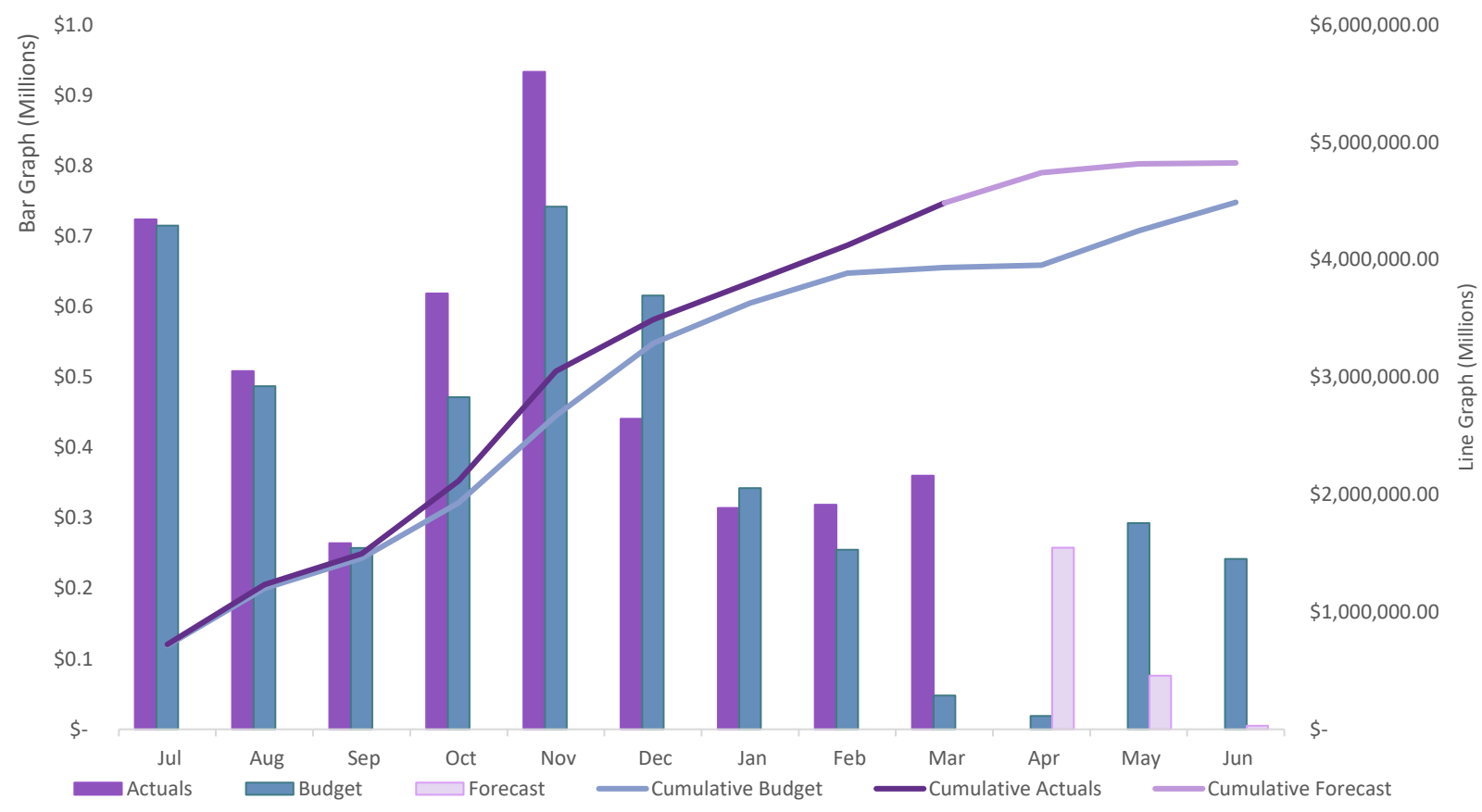
## Top Risks and Issues :

Risk Description	Mitigation / comments
Long lead items and materials can cause delays in construction starting for key SWDC construction projects	The Memorial Park WTP upgrade project has been procuring the fabricated containerised plant in FY21-22 to ensure no delays for construction FY22-23. An early procurement contract of materials for Donald St pump station renewal will be undertaken to reduce the risk of construction start delays.
A risk of a total programme over-spend due to weather events and unbudgeted capital projects.	Several events have occurred requiring response for unbudgeted investment. The current programme will look to accommodate these costs within the existing annual budgets. Wellington Water to provide visibility on monthly dashboards.
Donald Street pump station has been identified in very poor condition. This may result in pump failure requiring a temporary generator and pump system whilst an urgent renewal is undertaken.	Progress continues on 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 is forecast for summer 2022-23
Issue Description	Mitigation / Comments
Many 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 over-come some of these challenges.	Project scope has been clarified to prevent scope creep. Additional issues identified while working on the core scope are recorded to be addressed in future. A review of these additional items will be undertaken as part of 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.
Ongoing reinstatement issues along Pah Rd, Papawai	The asphalt reinstatement in some areas has experienced slumping following two large rain events. These areas have been re-done by the contractor however the issue persists and may be related to groundwater movements. Discussions have been held with the RCA to agree on how best to rectify this issue.

## Covid Risks and Issues

Risk Description	Mitigation / comments
Risk that the panel consultants make people redundant or reduce their working hours in response to a reduced workload across the full construction industry, reducing their ability to resource WWL projects (particularly in areas like geotechnical engineering and surveying).	We reviewed workload with the consultant panel. This risk has not materialised under the current outbreak. <i>This risk will be removed from next month's report.</i>
Strain on Wellington Water Customer Operations Group and Network Management Group resourcing due to people being unwell or isolating. This could impact their ability to support the capital programme. There is also a risk that the capital programme contractor resources may need to be redeployed to support operations.	We will plan for these scenarios and monitor the situation. This risk has not materialised under the current outbreak. <i>This risk will be removed from next month's report.</i>
Issue Description	Mitigation / Comments
Impact of community transmission of COVID on delivery of the programme, due to people being unwell and unable to work, or requiring to isolate. The case numbers for Omicron in New Zealand appear to have peaked during March, and the number on new daily cases is now reducing. In the month of March, we had up to 30% of the construction workforce isolating with COVID and a number of sites were closed as a result of this. 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. Through February we saw an increase in community transmission, with the number of new daily reported cases rising to 14,633 on the 28th February 2022. We will all need to adapt to the new approaches, controls and impact of COVID-19. This is likely to continue to be disruptive to programme delivery for a number of months, 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.	Rapid Antigen Testing is now being widely used as a control for detecting COVID-19 in the workforces. Our contractors and consultants have applied for the Critical Worker Exemption. WWL will continue to assess the COVID-19 risk and implement the COVID-19 controls as appropriate to manage the risk. We are communicating with our supply chain whanau around expectations and approaches. From a construction perspective: we are following industry guidance, the CHASNZ protocols, and are encouraging people to get vaccinated, our construction panel members have all shared their COVID policies with us in a paper that was presented to the WWL Board. From a continuation of office-based activities perspective: The WWL main office is now open, however people attending the office must have returned a negative Rapid Antigen Test within 48 hours of coming to the office. We have the technology and processes we need to work from home as required for head office staff.
In August, the whole of New Zealand went into Alert Level 4 Lockdown, causing all of our Wellington Water planned works construction sites to close. This has reduced productivity and carries associated costs with responding appropriately to the health and safety risk.	The whole of New Zealand moved to the RED Traffic Light Setting at 11:59 on 23 January 2022. The Wellington Region had previously been at ORANGE since the 2nd December 2021. Our protocols are aligned to government requirements and the Construction Health and Safety New Zealand (CHASNZ) protocols.
Escalating materials costs associated with the impact of the global pandemic on the global supply chain. We are receiving frequent notifications from our key suppliers about increases in materials costs.	We are working with our contractors and consultants on strategies to isolate material costs within our cost schedules, and to identify items which can be purchased early on projects. We are developing a contract specifically for early procurement of materials which should be ready for use in Q3.
Limited availability of some materials as a result of the impact of COVID-19 on the global supply chain, including extended lead times due to slowed global transportation and delay through ports.	We are working with our contractors and consultants to identify materials where there could be issues with supply and where possible we are purchasing them early. We have developed a contract specifically for early procurement of materials which is now in use.
Closed borders have meant limited access to overseas labour market for recruitment, both for our supply chain and Wellington Water. This has had a particularly significant impact on the consultants where we have seen slow delivery of projects and a lack of experienced project managers.	On the 3rd of February 2022, the government have announced a schedule for re-opening the international borders progressively over 2022. Following the deliverability capability and capacity review that was carried out our consultant panel members will be putting together growth plans and strategies for how they can resource a growing programme in the current climate. We are looking at how we can make our delivery processes more efficient to reduce the burden on the consultants without increasing programme risk.

Total Programme spend by month



Programme Lead indicators: preparation for this financial year

21/22 Construction Projects - Design Complete				
Baseline Target (YTD)	Achieved	% complete	Change from last month	status
2	1	50%	0%	
Within 3 months of baseline construction start date				

21/22 Construction Projects - Contracts Awarded				
Baseline Target (YTD)	Achieved	% complete	Change from last month	status
2	1	50%	0%	
Passed baseline start date				



## **Appendix 2 – Update paper on options for the Featherston Wastewater Treatment Plant**

# Featherston Wastewater Treatment Plant Waste Disposal

12 April 2022

**Author** – Linda Fairbrother, Project Lead, Wellington Water

**Approver** – Stefan Corbett, Group Manager Partnerships and Operations, South Wairarapa District Council

## Summary

- In 2020 we concluded consultation with the community and key stakeholders on the long list of ideas (options) available to South Wairarapa District Council (SWDC) to manage Featherston’s wastewater. Following this consultation we presented the council with a recommended shortlist of options in February 2021. For various reasons, including providing SWDC with more information on the options and due to the large cost of the viable consentable options, the process was put on hold for a large portion of 2021.
- In December 2021 Wellington Water was requested to identify a solution that could be delivered within the LTP budget of \$17m.
- Wellington Water proposes to progress the short-term solution which maintains the primary discharge to Donald’s Creek some treatment improvements and trials of land-based disposal and treatment options.

## Background

- The Featherston WWTP receives wastewater from the town of Featherston, which has a population of approximately 2,500 people. The plant was constructed in 1975, and treatment consists of two oxidation ponds in series, and UV treatment of final effluent disposal to Donald’s Creek

- An application for consent for the irrigation of treated wastewater from the Featherston WWTP was lodged with Greater Wellington Regional Council (GWRC) in 2017. In March 2020, the Council resolved to withdraw that application and work with Wellington Water to lodge a new discharge consent application.
- Wellington Water has been leading a project to identify the preferred solution for managing Featherston's wastewater since June 2020. A summary project plan approved by the committee can be found in [Appendix A](#).
- In February 2021 Wellington Water issued a memorandum to SWDC outlining the shortlisted options for the management of Featherston's wastewater.
- The shortlist comprised of three options:
  - Discharge to Land
  - Discharge to water
  - Combined discharge to land and water
- This shortlist was identified following engagement with the community and key stakeholders on the longlist of options / ideas and aligns with the project process presented to Council in June 2020.
- Following that memorandum, council instructed that community engagement needed to be paused while Wellington Water provided further information on the work that had been undertaken.
- During this pause period SWDC commenced community engagement / consultation on the Long Term Plan (LTP).

## Outcomes Vs Affordability



- Our MCA process has shown that there is generally alignment between all the stakeholders regarding outcomes. These include:
  - Improving the quality of the treated effluent to protect our community from the harmful effects of wastewater

- Protecting our waterways, particularly Wairarapa Moana
- Catering for growth
- The shortlisted options early estimates range from \$30m - \$215m. This exceeds the LTP budget and is expensive, particularly given the size of the ratepayer base.
- Note that estimate ranges produced are for the purposes of comparison only and given market conditions will need to be updated.

## Short term consent option

- At the request of SWDC Wellington Water and GHD undertook to identify a concept solution which would align to the LTP budget.
- The focus of this work was to identify what improvements could be made at the existing WWTP that are likely to achieve a new discharge resource consent and will fit within the current LTP budget.
- The key areas of focus for this concept include:
  - Improve discharge quality
  - Improve operability and performance of the existing WWTP
  - Reduce volume of the discharge
  - Ability to link this short-term solution to the long-term solution
- The short-term consent option identified:
  - maintains a discharge to Donald's Creek,
  - Improves the level of ammonia treatment
  - incorporates trials of land-based treatment and disposal so we can understand the opportunities and limitations of the existing WWTP site and council owned land.
- The trials allow us to test, learn and react to real life data and have been designed to allow for future expansion if it is suitable to do so.
- GWRC have indicated to us that a short-term consent might be possible if we provide sufficient improvement to the quality and quantity of the discharge
- The proposal is unlikely to achieve a long-term discharge resource consent because it does not address all the issues with the current discharge.
- In agreement with officers from SWDC we are aiming to apply for a shorter term consent i.e. up to 10 years

- Further details of the short-term consent option can be found in Appendix B

## MBBR Trial

- In conjunction with the short-term consent option, a treatment process trial has also commenced at the WWTP.
- The trial involves a MBBR is a Moving Bed Bioreactor. This process promotes the growth of microbes that grow on special media forming a biofilm. This process works to break down organic material in wastewater to reduce pollutants such as BOD, ammonia and nitrates.
- MBBR treatment is well established around New Zealand and the world. There are two large MBBR treatment plants managed by Wellington Water and Veolia in Wellington, but these do not involve ponds.
- We expect the trial to show us how an MBBR system could work in conjunction with ponds to reduce the ammonia and organic loadings at the Featherston WWTP
- The trial is expected to be completed by the end of June 2022.

## Short term consent

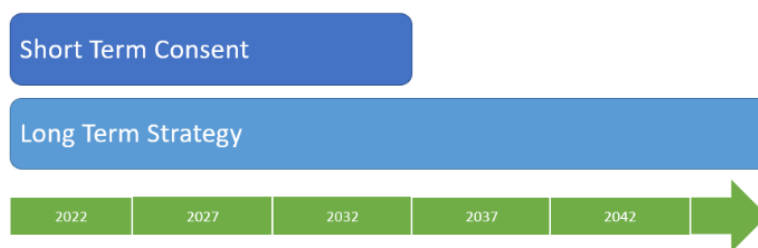
- Although a concept solution has been identified that aligns more closely with the LTP budget, this comes with some additional risks:
  - This is a change from what has been discussed with Mana Whenua, community and other stakeholders, this means their expectations may not be met
  - Featherston was identified as a growth node in the spatial planning undertaken by SWDC. This growth combined with I&I may exceed the capacity of the existing WWTP and require further investment
  - The existing WWTP discharge is permitted under an extension to a historic consent by GWRC, this extension expires in 2023. GWRC may not grant a further extension which would put us at risk of prosecution action
  - The cost estimate prepared is indicative only as the scope has not been developed in detail.

## Long term solution

- Discussions with Greater Wellington Regional Council have established that while a short-term solution may be possible, work must progress on a long-term solution.
- Further work is required to outline how a suitable long-term solution can be identified and how a short-term solution could be incorporated within it.

## Timeline

- As outlined in the above sections there are two work streams that need to be progressed concurrently:



- To progress the short-term consent option we think delivery could look like:

2022				2023				2024				2025			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	
Concept	Preliminary Design & Consenting						Detailed Design	Procure	Construct						

- Key milestones in this programme include

Milestone	Date
<b>Proof of concept</b>	Dec 2022
<b>New Resource Consent lodgment</b>	Jan 2023
<b>Current consent extension expiry</b>	1 Feb 2023
<b>Construction</b>	1 July 2024

- It is important to note the following risks to this indicative programme:
  - If approvals to proceed are delayed it will impact the ability to prepare a quality consent application and may result in additional post lodgment requests.
  - The length of time required to process the resource consent is unknown. Hearings and appeals may be required, although we have built in some contingency time in this indicative programme it could be very different.
  - Delays in consent approval will impact delivery of future phases
  - A procurement plan has not been developed, the construction phase is indicative only and will be updated at a later date

## Costs to date

- Works to re-consent the Featherston WWTP Discharge have spanned many years by both SWDC and Wellington Water. The table below outlines the costs incurred to date for this project:

Description	Value	Commentary
<b>2017 application (Pre WWL)</b>	\$8,750,300	\$6,666,285 land purchase \$767,285 was written off in June 2020 following decision to withdraw resource consent application
<b>Costs 2020- March 2022 (WWL)</b>	\$804,000	This includes all work undertaken in line with agreed project plan in Appendix A and additional information requests from SWDC between February 2021 and March 2022..
<b>Total expenditure</b>	\$9,554,300	\$6.6m in land purchase \$767,285 written off

## Inflow and infiltration

- Inflow and infiltration is where additional water (usually stormwater or ground water) is able to enter the wastewater network.
- I&I is a significant issue in Featherston. Daily dry weather flows to this WWTP are three times that of Greytown, despite the comparable population.
- High levels of I&I mean that there is more wastewater to treat and dispose of at the WWTP. High volumes of water also impact how it can be treated, with many treatment solutions being sensitive to changes in the composition of inflow.
- Some work was undertaken on I&I by SWDC in 2013. Subsequent improvements to a targeted area of the network resulted in a significant reduction in flows at the WWTP.
- Wellington Water have identified some wastewater renewals (I&I reduction) works that could be undertaken in year's 2 and 3 of the LTP, but this work is currently outside the available funding.
- This work would address a small portion of the issue and is outside current funding constraints.
- Featherston has approximately 29km of wastewater network
- Note that I&I reductions would help address the volume of inflow to the WWTP but has no impact on the quality of the wastewater.

## Next steps

- Wellington Water will work with SWDC officers to develop and agree delivery plans for both the short-term consent and a long-term solution
- We will work with SWDC to develop a communication and engagement plan
- Communication material will be shared with SWDC Councilors for feedback before being used for engagement
- Wellington Water will provide SWDC with monthly progress updates .

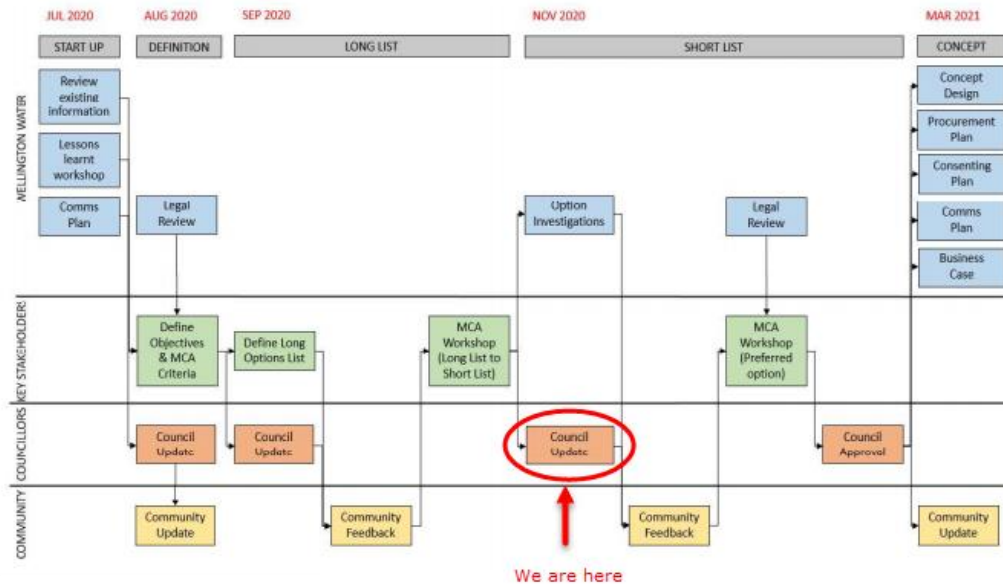
## Appendices

- [Appendix A – Project Plan](#)
- [Appendix B – Short term consent option](#)



## Appendix A - Project plan

- The project plan is summarised in the following diagram and was approved by the Assets and Services Committee on 17 June 2020.



(NOTE: Dates for individual tasks in this phase are subject to change once stakeholder availability is confirmed)

- The option development and evaluation process used follows the NZ Treasury guidelines for Multi Criteria Assessments (MCA). This reduces risk, ensures that we identify the best possible solution to manage Featherston's wastewater and that we meet the process requirements of the RMA.

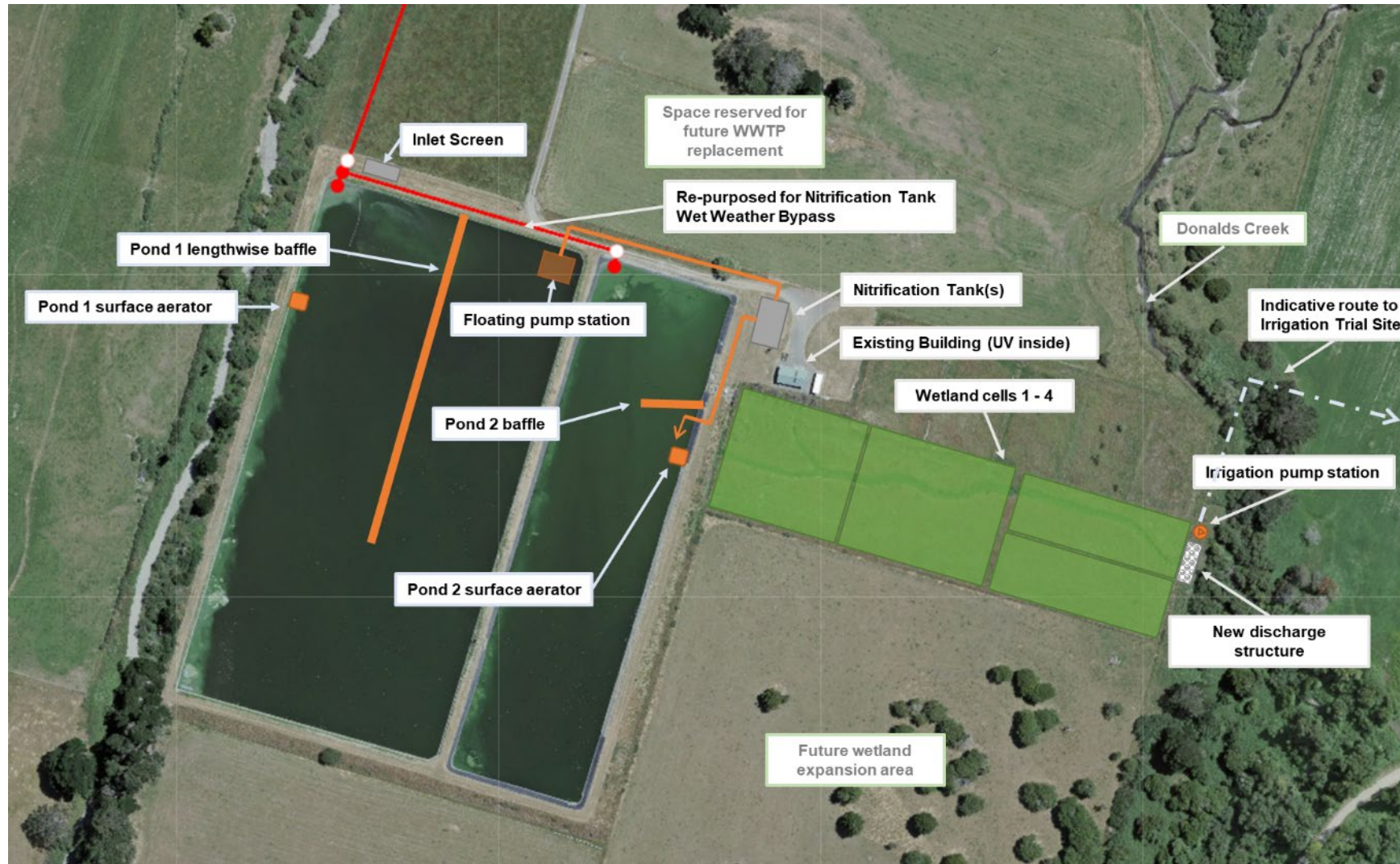
## **Appendix B - Short Term Consent Option**

Improvements to be made at Featherston WWTP during the current funding cycle, with a view towards a long term consentable solution.

Priority works included in the concept design:

Priority Works	Key Objectives
General plant upgrades (e.g. inlet screening, provision of backup generator, pond upgrades)	Improved operability and performance of existing pond and UV treatment assets
Nitrification process for ammonia removal (e.g. MBBR or MABR)	Reduced ammonia concentration in WWTP effluent
Pilot trial of land irrigation	Confirm sustainable application rates to SWDC owned land at Hodder farm, and demonstrate long term suitability and viability of treated effluent land irrigation in Featherston
Land contact / wetland and new stream discharge	Polishing of treated effluent particularly for clarity and solids, improved diffusion of treated effluent into Donald's Creek, opportunity for mitigation of cultural effects and Iwi input to wetland design
General site improvements (including online instrumentation and MBBR trial)	Improve plant operability through improved online continuous monitoring  MBBR trial data for indication of ammonia removal capacity of treating Pond 1 effluent

# Concept Option – Overall Layout



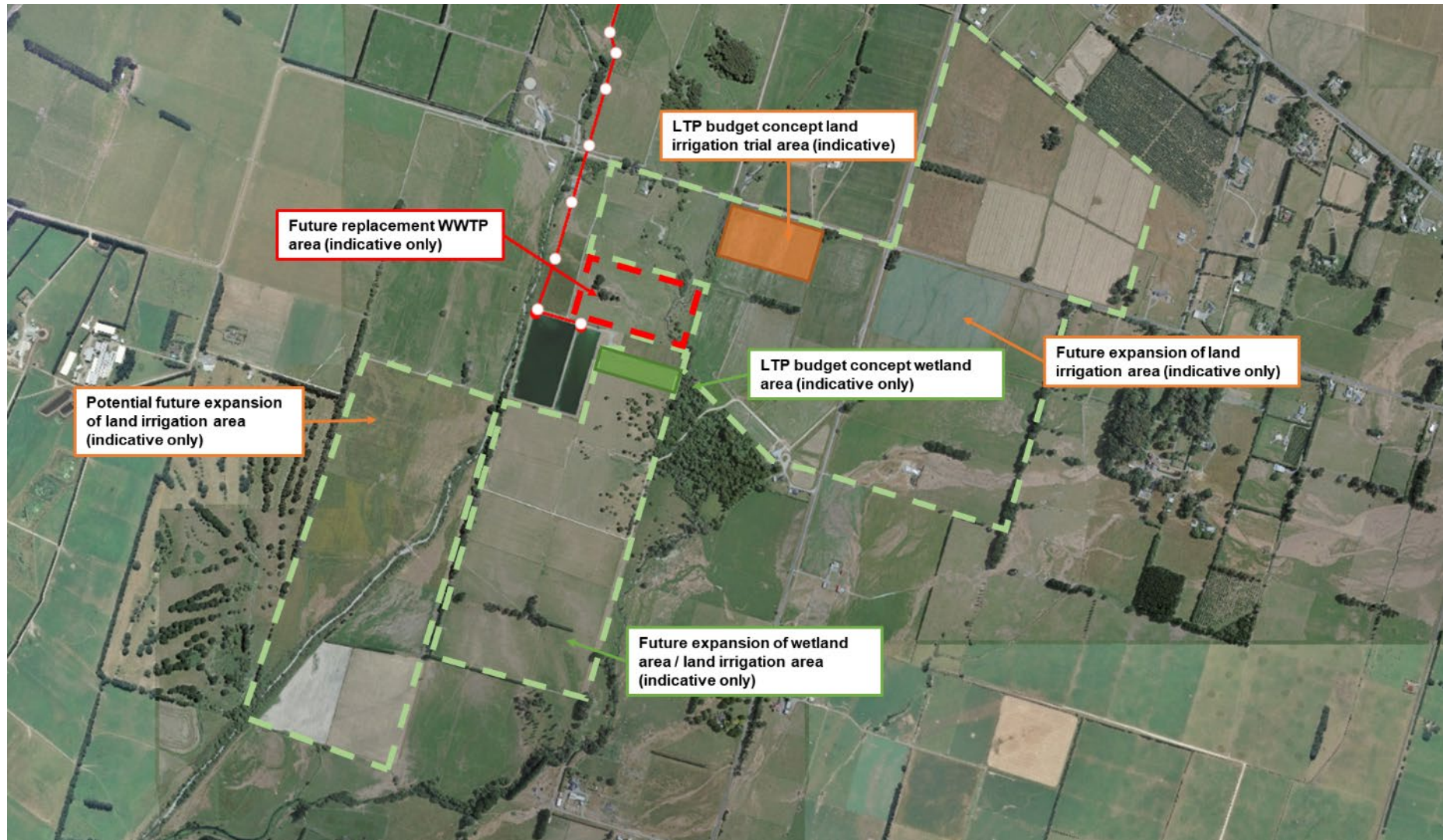


# Concept Option – Trial Irrigation Area





# Concept Option – Future Expansion Opportunities



## **Appendix 3 – Stimulus Programme Update March 2022**

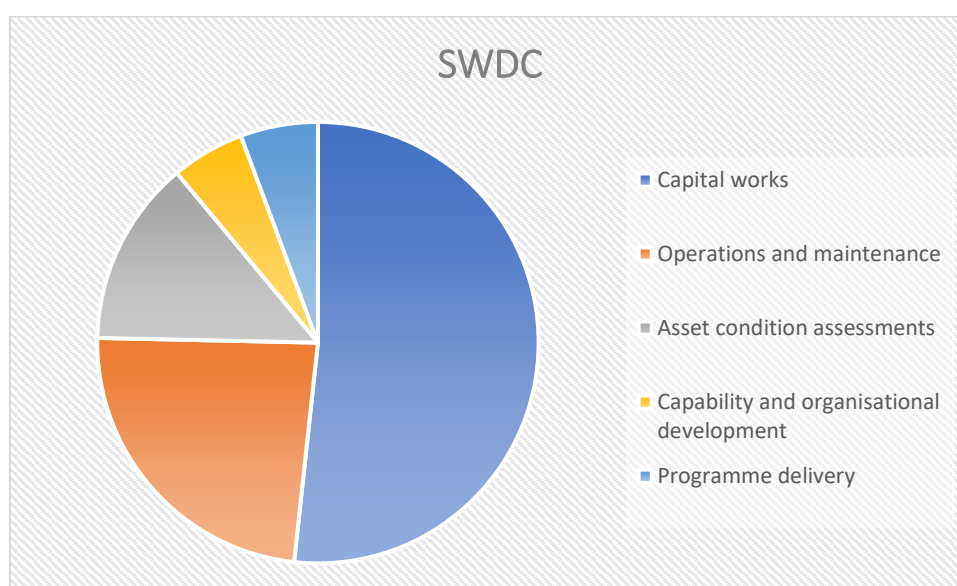
## Update for South Wairarapa District Council on what has been achieved through the Stimulus Funding Programme

*Prepared by Natalie Crane, Programme Manager Stimulus Funding*

4 March 2022

SWDC was allocated \$2.8m stimulus funding in 2020, to be spent over the 2020/21 and 2021/22 years. As at the end of February 2022, \$2.039m has been spent.

- \$1.055m has been spent on capital works – this is largely the Capital Renewals of watermain carried out in Featherston
- \$482k has been spent on operations and maintenance – a large part on 'BAU' reactive work but also work beyond BAU such as leak detection and planned maintenance
- \$278k has been spent on asset condition assessments of very high criticality assets
- \$109k has been spent on capability and organisational development (data & technology, asset management improvements, preparation for water reform)
- \$116k has been spent on programme delivery



This funding expires at the end of June 2022. The remaining \$761k will be spent across the above categories, with the majority on asset condition assessments and operations and maintenance.

Below is a summary of what we have achieved for SWDC in each workstream.

### Capital Renewals

There was an opportunity through Government Stimulus Funding to undertake a capital renewals activity on aging drinking water and wastewater pipes, through targeted bundles of work across the region. The pipes selected for renewal are pipes that have poor (4-5) condition assessment scores for wastewater and for water were selected from pipes that had suffered historic bursts. The



wastewater renewals have also targeted areas where there is a known impact on the environmental water quality.

To deliver the work efficiently and effectively the team trialled moving away from a project development model to an outcome development model with a fast-tracked prioritisation process. This involved providing a high-level problem statement, clear outcomes, and performance measure(s) of success. Integrated delivery teams made up of our contractor and consultant panels selected and developing bundles in liaison with COG and NET representatives. Due to the timing constraints of the Stimulus Funding the programme focused on low-risk renewals where engineering standards were readily available. The design information provided to contractors was minimised where possible, providing only overview or simplified plans. We have also used the programme to begin consolidating Wellington Water's library of standard design details and specifications, to save time in future design phases.

The construction of watermain renewals in Fox Street in Featherston commenced as scheduled in September 2021. To date 302m of 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 has worked with the contractor, this was successful and final reinstatement will take place in early March with all site works complete by 4 March 2022.

### Benefits

- The forecast kilometres of pipe laid has exceeded the programme target.
- The cost per metre is less than the Wellington Water baseline cost.
- The consultant fee percentage is less than 10%, BAU delivery is around 13.5%. The reduction in consultancy fee percentage, as well as increasing the budget available for construction of assets, frees up engineering resources to focus on more complex works.
- The use of trenchless technology has exceeded the BAU baseline. Trenchless technology significantly reduces the impact on the community during construction and reduces carbon use in the build. Trenchless technology can also reduce the construction programme and health & safety risks associated with heavy machinery movements and open excavations.
- The approach to delivery developed as part of this programme is adaptable and is planned to be used to deliver the six-year rolling programme incorporating more complex renewals and the potential for coordination with other utilities.
- This programme has resulted in improved collaboration and relationships between consultants and contractors as well as an increasing appreciation and understanding for each other's roles in delivery. The team approach has enabled a right person – right job mentality and given joint ownership for delivery to the consultants and contractors.

### Asset Condition Assessments

Asset condition information is critical to planning and prioritisation of maintenance and renewal activity. Stimulus funding gave councils the opportunity to significantly increase their investment into understanding of the health of Very High criticality assets across the region, as well as what measures are required to ensure they continue to maintain service to the community.

- Physical assessment of five SWDC reservoirs has been completed with the remaining two at the Waiohine WTP to be assessed in the coming months (Covid permitting). The reservoir conditions are generally average from a structural perspective - there are however contamination vulnerabilities that need to be addressed and these are being placed in the forward works programme as a matter of priority.

- Physical inspection of the water treatment plant assets remains at 85% complete and planning is underway to assess the 15% of water treatment plant assets that could not be inspected due to, for example, difficulty of access, and/or the need for planned shutdowns etc. Some work has been undertaken planning for the balance of the asset assessments but this has been delayed until after the busy summer water demand period. Covid is now also having an impact on access to the WTPs. There is a risk that the remaining WTP assets may not be able to be complete by the end of the stimulus funding period.
- There remain challenges in accessing the potable water pressure mains for assessment for a number of reasons and alternative technologies (ePulse testing) are being progressed as workarounds. The SWDC VHCA pressure pipelines are expected to be a challenge to complete assessments by June 2022, and whatever works remain uncompleted at this point will be put into the forward works programme however future assessments will be constrained by historically limited opex budgets. Plans are underway to assess the condition of the leaking water pipe crossing the Tauherenikau River during its repair.
- The physical inspections have so far confirmed the desktop assessment findings.
- There are some assets (e.g. wooden reservoirs) that are not part of the VHCA assessment programme because we have enough evidence to confirm that they should be programmed for replacement as soon as possible.
- We have begun work on incorporating the VHCA findings into the LTP capex programme. Funding availability and industry capacity will likely be constraints on how quickly the poorer condition assets can be remediated, but the new information about their state and what we've learnt from the data gathered to date helps in the condition assessment prioritisation process.

### **Next steps**

- We will complete physical inspections in April, then spend April and May storing and analysing the data, with reports to councils in July.
- Condition assessment scores will help to prioritise repairs and replacements within the forward work programme.
- There is a strong case to support increased condition assessment as, on one hand, the condition data can support stretching the life of an older asset in good condition past what would be its expected life and, on the other hand, the data supports early intervention to avoid costly and high profile unexpected/premature failures.

### **Maintenance**

The additional Stimulus funding for maintenance has allowed WWL to absorb the increasing number of faults and increasing costs of responding to them in the 2020/21 and 2021/22 financial years.

In addition to reactive maintenance, there has been a focus on building our capability: Incident response and management; Planned maintenance; Minor Reactive Capex renewals.

The purchase of capital equipment is a critical component in helping build our response capability and becoming less reliant on external contractors to supply some of the more basic response equipment. Emergency pumps to help manage stormwater events for vulnerable residents and flusher units for our prime daily activities in the drainage area are examples of where it is more responsive and cost effective to have our own gear.

In addition to equipment two full time positions were created in the customer planning group to ensure that the group's incident management and the longer residual post event capability was enhanced, while maintaining our ability to function in our normal daily activities and not drop the ball while the event management is in progress.

## Business Improvement Programme

The Business Improvement Programme aims to lift organisational capability in a number of areas. These include:

- **Asset Management Stream:** Improvements to WWL's asset management systems (people, processes, tools) to provide accurate, assured and timely data to enable better business decision-making. This includes development of the Wellington Water Asset Management Information system (Maximo) environment. Detailed design and functional workshops have outlined the key elements for the planning the platform configuration and build.
- **Ready for Regulation & Risk/Assurance Stream:** Addresses the immediate risks in the Water Treatment Plants regarding Processes, Standard Operating Procedures and an assurance framework for these, and sets up WWL to comply with requirements of Taumata Arowai, including development of source water risk management plans and management of backflow risks.
- **Data & Digital Stream:** The Data & Digital stream includes work on: Governance and Architecture, Enabling Processes & Practices, Core Capabilities and Skills & Competencies to address the critical risks in the Data and Digital domain. The top priority is to improve WWL's ability to repel and recover from cybersecurity attacks. Cyber vulnerability assessments have been completed and work is underway on the immediate actions required to reduce the chance of successful cyber attack. In the data and analytics space the focus is on ensuring quality data for decision-making, starting with addressing gaps in required data and ensuring core data management practices are in place.
- **Carbon roadmap:** We are looking to develop the set of investments needed to most effectively reduce the greenhouse gas emissions from the region's water services operations. This includes updating the emissions inventory we completed for the 2017/18.
- **Digital strategy and vision:** Data, analytics and digital technologies are expected to take an ever-increasing role in the delivery of the water services and our three waters strategy. With this project we are developing over-arching principles and architecture to ensure we focus on the right elements and are integrating them in a consistent and enduring manner.

## Leakage Management

Through this workstream WWL has increased its capacity to identify and repair leaks, and is improving the process by which we do this. One of the aims of the work was to reduce minimum night flows compared month-by-month with the previous year – we have achieved this for some months but on the whole we continued to see this figure rise despite the additional investment and activity.

The **proactive leak detection and repair programme** is active in HCC, PCC, UHCC and WCC, with additional trucks and equipment purchased. Contractors are working on both proactive and reactive leak repairs with an increase in number of leaks across the region being observed. We have hired a Leak Detection Technical Advisor and a Customer Hub administrator.

**Drinking Water Leakage Detection and Repair Process:** Using information from (existing) District Area Meters and (new) Small Area Monitors to automate Minimum Night Flows trends in various DMAs, and to establish, develop and document our end-to-end leak detection and repair process in Upper Hutt (as a Pilot), in order to identify areas for future improvements.

**Greytown Household Smart Meters Trial:** Proof-of-concept for the use of smart household water meters to test new technology in relation to water consumption monitoring and leakage detection, as well as associated consumer behavioural change. Installation of meters and onboarding of customers is well underway. The trial has been extended so that we continue to receive data throughout 2022. Over half of the smart meters have been installed and we see an increase in customer sign-ups for the online portal. The trial will officially start in March and last till the end of 2022.



## Water Safety Priorities

Priority initiatives were identified from Wellington Water's regional Water Safety Plan. Investments are focused on improving water safety and quality, mitigating risks of reservoir contamination, purchasing equipment to provide more effective water quality monitoring and improvement, and are steps towards being able to meet anticipated water regulation requirements.

Projects that have a SWDC focus:

- Chlorine analyser for the Pirinoa WTP: work was completed in December and January to design and deliver a chlorine analyser.
- Reservoir cleaning: We have purchased a remote-operated cleaning drone and mobile clarifier, and it is in use. Significant savings of time, cost and water loss are already evident. It was used to help clean and restore to use the Boar Bush Reservoir after the flooding event in February.
- Internal audit: We have engaged an Internal Audit specialist to audit higher risk business processes and activities, and a Process Writing contractor to develop processes and procedures for higher risk operational business activities.

Other projects that have region-wide benefits:

- Reservoir roof repairs: These involve application of sealant to the roof which stops surface water from entering through cracks. Improvements in the water quality of the completed reservoirs is already apparent, and it extends their useable life.
- Chlorine dosing trailer: This will allow for targeted chlorination within the network creating a more rapid response to network failures where water quality is at risk and the process will require the use of less water, thereby reducing water demand on the network. The trailer design has been completed and the trailer is scheduled to be manufactured by March 2022.
- We have purchased 15 real-time water quality sensors that will monitor water pH and chlorine levels in real time, rather than relying on manual water sampling which can take up to three days for an issue to be apparent.

- A study was undertaken on a potential cross-contamination risk from raw water to potable water at Te Marua WTP, Wainuiomata WTP, Waterloo WTP and Gear Island WTP and recommendations were given to reduce future risks.

## **Preparation for Reform**

Dougal List has led this project to support the nine Wellington Councils through the reforms programme. WWL's owners, plus KCDC, MDC and CDC, have pooled their allocation of funding for this purpose.

Work has included:

- Review and analysis of government information
- Alignment with other councils in the Entity C area to support consistent information to elected members and senior staff.
- Analysis of the impact on local government of the water reforms, and transition to the new water entities and systems.
- Development of collateral to help explain the reforms process, key issues and potential next steps including workshop packs, public information and sections of council reports
- A joint submission to MBIE on the proposed economic regulation model.
- Numerous meetings with Wellington region councils, councils across the entity C area, LGNZ and DIA.

## **ROADING AND AMENITIES OFFICERS' REPORT**

This report was presented to the Assets and Services Committee on 20 April 2022.

### **7. Group Manager Commentary**

The roading and amenities teams continue to face some significant headwinds that are impacting on delivery. COVID has affected our teams and reduced our capacity across SWDC and contractors. We have been experiencing supply delays and price increases across multiple product lines. This is a consistent theme across the construction sector. The sector continues to grow however, which is creating increased competition for all products, and exacerbating delays. We expect increased costs and supply chain disruption to continue in the medium term. Hopefully recently reduced COVID case numbers will see a return to normal staffing levels shortly.

### **8. SWDC Roading Report**

#### **8.1 Hinekura Road**

We have experienced delays at this site, and several others, owing to:

- Staffing absenteeism due to Covid-19 – this has been in our SWDC teams, in our contractors' teams, and has affected key engineering staff at the Regional Council.
- Urgent initial response to Cyclone Dovi in mid-February, followed by a more detailed clean up and reinstatement.
- Demand on suitably qualified contractors who are inducted and competent within Health and Safety required levels.

We are working hard to make up lost time. Thankfully, the road has remained open to all traffic since we undertook the urgent rebuild of the road pre-Christmas.

Works currently under way are:

- Site visits with Greater Wellington Regional Council following tree removal to confirm works have been completed to a satisfactory level and to ensure the ground will be ready for planting.
- Operation to open and form lateral scupper drains across the face of the hill, to enable controlled runoff from the hill into strategically located discharge points.
- Dam formation location will be established with outlines of the size and dimensions to be scarified on the ground while the digger is on site.
- Additional weight reduction of the slip circle will be achieved by battering back the face to a more natural pitch and improving stability and reducing movement.

- Fence lines will be formed allowing the fencing contractor to commence after Easter.
- Once fenced, the land is ready for the pole planting to take place early winter along with retirement from stock to allow establishment. We have already ordered the poles.

We will make sure we keep everyone updated through our regular website and email updates.

## 9. Outputs

The report covers the period of works completed up to the end of March 2022, being 75% 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 March 2022 noting key completed works are noted under each work category below.

### 9.1 OPEX

- Sealed Road Pavement Maintenance spend is 80% on Local Roads and 81% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.  
204.18km of sealed roads inspected and faults loaded into RAMM  
44 sealed potholes were identified  
240 m2 of sealed pavement repaired
- Unsealed Road Pavement Maintenance spend is 86% on Local Roads and 102% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.  
  
72.19 km of unsealed roads inspected, and faults loaded into RAMM  
138.04km of unsealed roads graded
- Drainage Maintenance spend is 55% on Local Roads and 150% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.  
161 culverts were inspected  
44.43km of streets mechanically swept  
36.6 km of rural roadside drains cleaned
- Structural Maintenance spend is 101% on Local Roads and 8% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.  
  
10 bridges were inspected  
3 bridges were painted
- Environmental Maintenance spend is 75% on Local Roads and 61% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.

36.23 km of high trimming vegetation was cut

- Minor Events spend is 240% on Local Roads and 233% 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. An additional funding request has been Made to Waka Kotahi under emergency works

- Traffic Services spend is 35% on Local Roads and 41% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.

101 signs were inspected

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 132% on Local Roads in relation to Waka Kotahi annual budgets allocation.

Works have been completed allowing focus to shift to renewals.

- 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 75% on Local Roads and 73% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.

5 traffic counters were installed

## **9.2 CAPEX**

- Unsealed Road Metaling spend is 33% on Local Roads and 105% 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 100% 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.

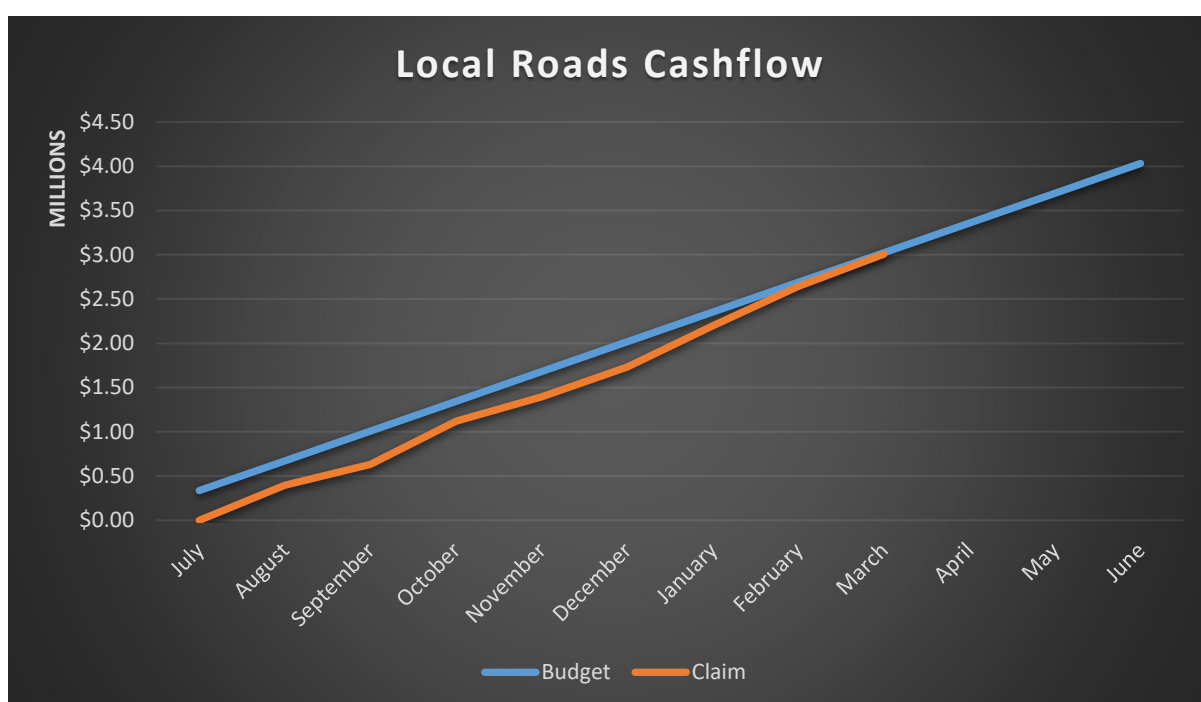
Special Purpose Road resealing is complete with remarking of the road marking costs yet to be received.

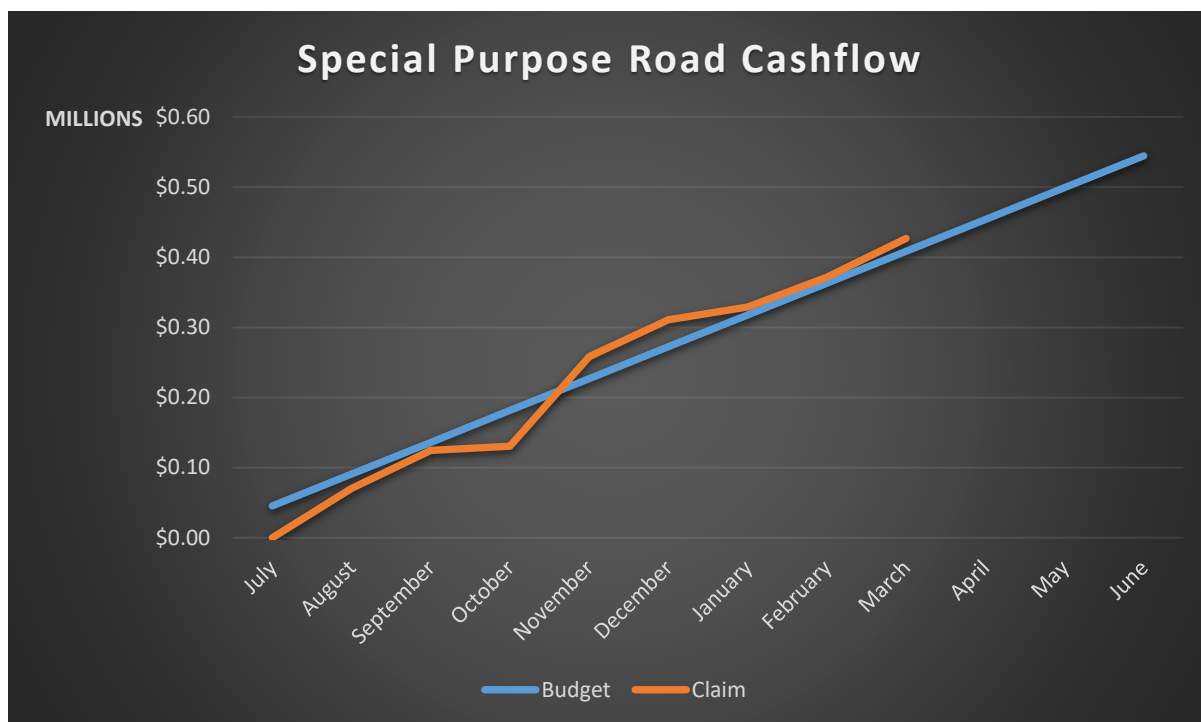
- Drainage Renewals spend is 61% on Local Roads and 100% on Special Purpose Road in relation to Waka Kotahi annual budgets allocation.
- Pavement Rehabilitation spend is 63% on Local Roads in relation to Waka Kotahi annual budgets allocation.

Western Lake Road sites have commenced and will be sealed mid-April

- Traffic Service spend is 98% 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 April- June 2022, Fox Street has commenced

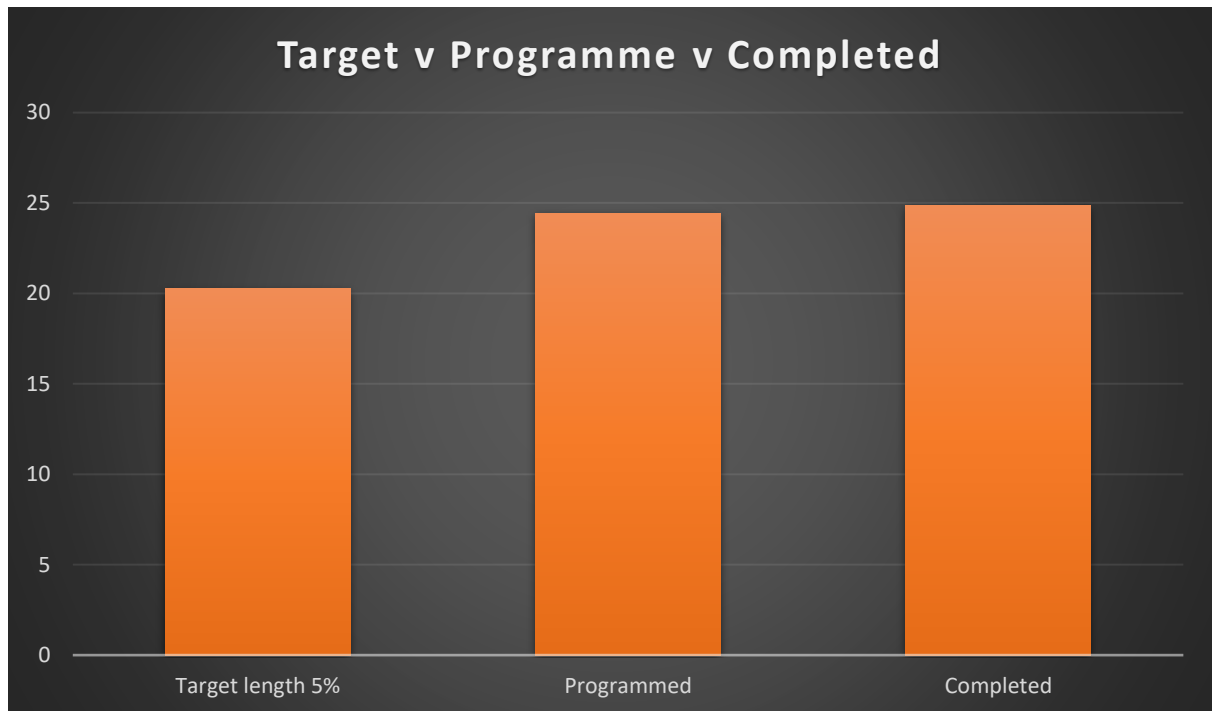
### 9.3 Tracking summary of OPEX and CAPEX to January 31, 2022



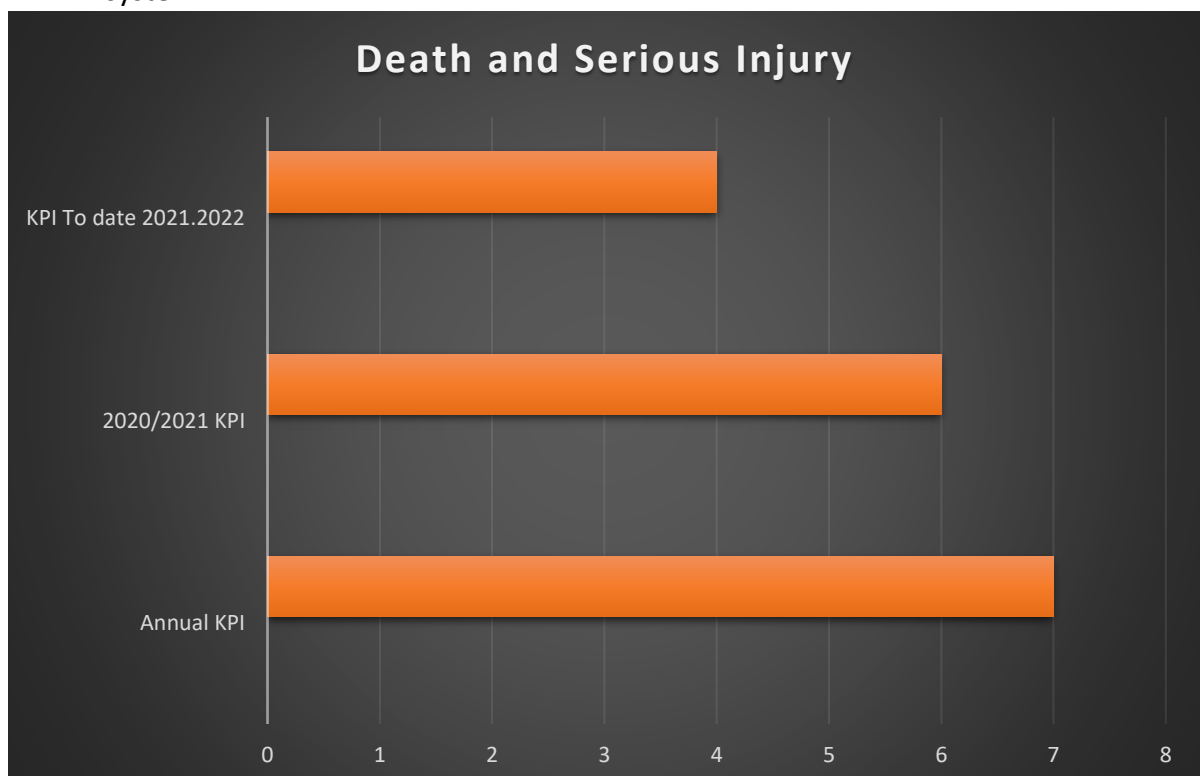


#### 9.4 Key Performance Indicators (Year to date reporting)

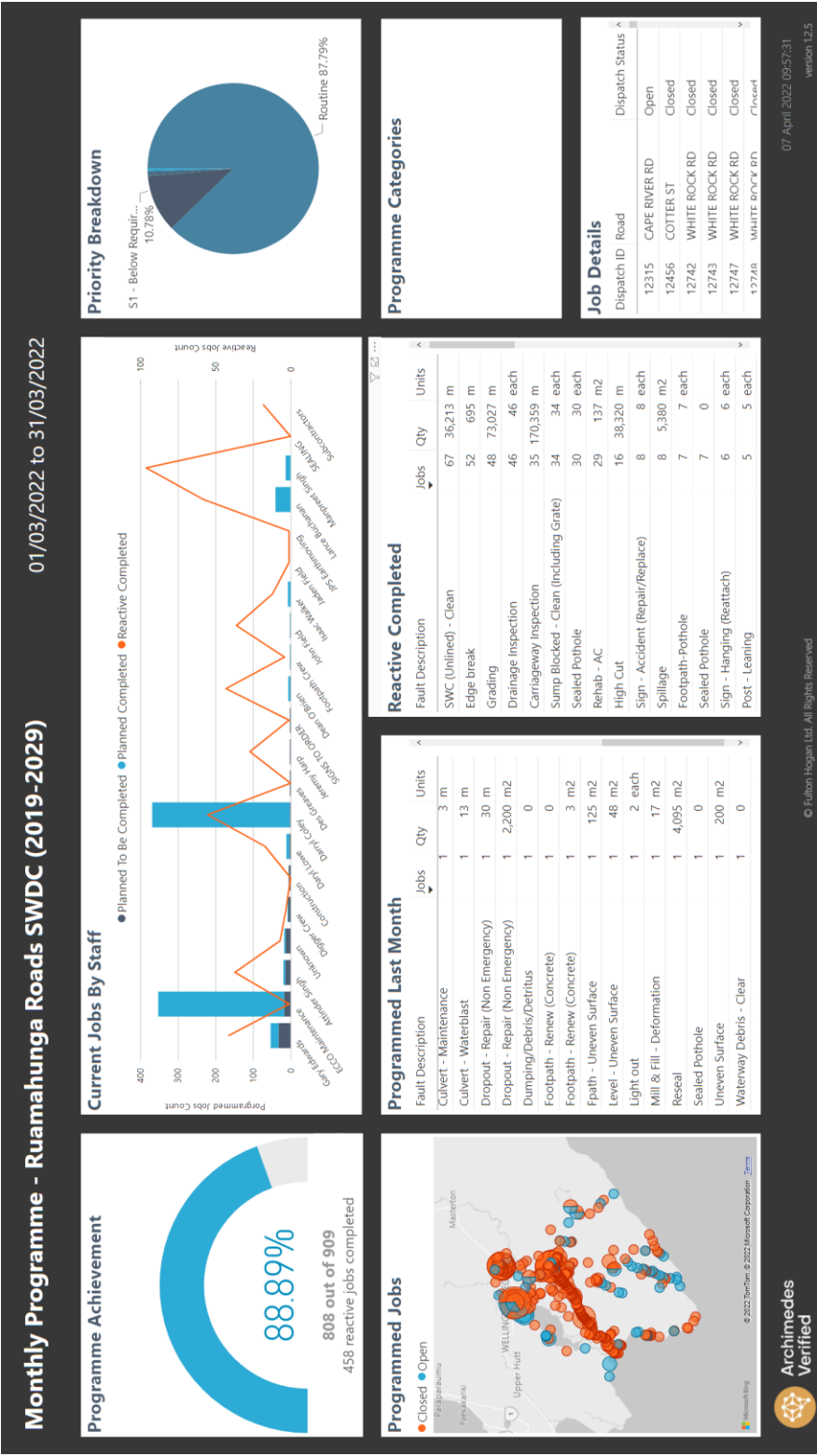
- 5% of sealed roads are resealed each year subject to availability of NZTA subsidy
- Length of sealed network 405.7 km 5% equates to 20.3 km. 24.89 km complete.



- 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 is a time lag from the accident to data being uploaded to the system



9.5 Achievement Dashboard



## **10. Amenities**

### **10.1 Housing for Seniors**

We have two vacant senior housing units which are currently being renovated. These have had long term tenants in them and require new carpets, drapes, and new paint to freshen up. One in Martinborough and Greytown.

### **10.2 Pain Farm and Cottage**

Both properties are well maintained by the occupants. The grounds are cared for by our contractor and are in good order. Quotes have been supplied by the insurance company for the repair of the garage which includes new rafters and roof, all block/brick work replaced where damaged and new lintel over garage door. Quotes have been passed onto MCB, other trees in the vicinity of the garage are being priced for removal also.

A Pain Farm report has been distributed to the Martinborough Community Board and this report will be completed yearly.

### **10.3 Excluding stock from water ways**

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, and due to this Council's farms will require natural waterways fenced by 1 July 2022.

Council officers will be working towards getting Pain Farm compliant first as funding can be drawn from the Pain Farm fund. Funding for fencing from the other farms has not been budgeted for within the current LTP.

### **10.4 Property and leases**

A report on Council's commercial leases/licences is being considered separately. Council currently has a lease and licence portfolio of 25 revenue generating commercial properties earning just over \$486,900 plus GST in income. All leases/licences are current.

100 Fenwicks Line went to market on the 14 March 2022 with Property Brokers, tenders close 20 April 2022. There have been 42 requests for detailed property material.

There are a further 40 community licences that are managed within the Property Portfolio.

### **10.5 SWDC Playgrounds**

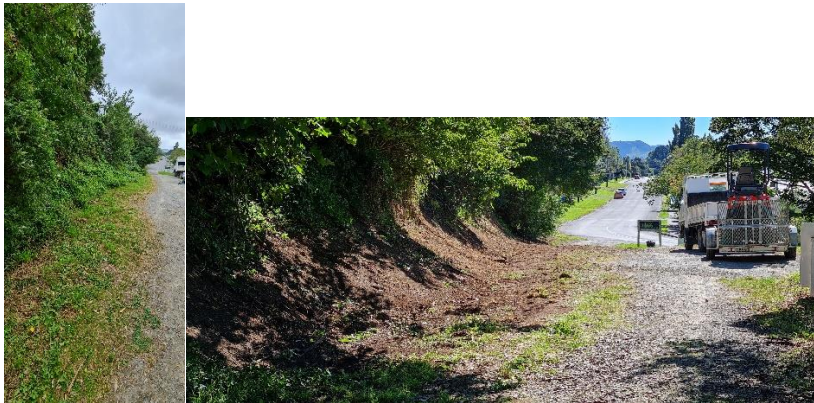
- Martinborough Playground has the 2006 Climbing frame closed due to wear and tear. New climbing framed ordered and still awaiting delivery.

- New donated seat going into playground area.
- Greytown Playground seesaw is being replaced and also removing the soft fall padding as it is rotten.

## 10.6 Parks and Reserves

Activity has been ongoing in maintaining our parks and reserves:

- Watt Street/Fox Street walkway tidied up below



- Petanque area, Featherston is currently in the town square which in the current position the area is driven and walked on which causes issues for the users and council on maintenance. This area is called Clifford Square Reserve which includes Cherry Park. Officers have spoken with petanque users and Featherston Community Board chair and are moving the petanque area into Cherry Park. There is seating there and a rotunda for shelter if it rains.
- A new Greytown recycling pod has been ordered and two new dog bins have arrived and installed with a third ordered, supplied by the Greytown Community Board.

## 10.7 Other Projects:

- Hau Ariki Marae is 98% completed, Fire walls are currently being built and consents have been completed.
- Tauherenikau bridge project is in progress with trails and carpark installed up to where the landings begin. The two towers have been manufactured and both have been installed.

#### 10.7.1. Tauherenikau bridge project



- **Wheels Park Greytown**, brochures are being organised to be placed in the libraries for final viewing of design, once this is completed tender process will begin.
- **Carkeek Observatory**, in discussions with Heritage NZ on a way forward. Meeting to be set up by Heritage NZ on site to decide the first steps in securing the remaining structure under shelter. Awaiting their response.
- **Greytown pavilion upgrade**, Current meeting with sports clubs with draft design and working thru closing of the pavilion while new build begins, hopefully in March 2023.
- **Featherston Skatepark**, Work has been delayed due to construction staff hit hard by Omicron. Looking at work starting the week after Easter.

#### 10.8 Cemeteries:

Cemetery Activity and Burials have been steady.

##### 10.8.1. Purchases of burial plots/niches 31/11/2021 26/01/2022

	Greytown	Featherston	Martinborough
Niche		2	1
In-ground ashes Beam			
Burial plot	2	2	6

Services area	1		
<b>Total</b>	<b>3</b>	<b>4</b>	<b>7</b>

#### 10.8.2. Ashes interments/burials 31/11/2021 to 26/01/2022

	Greytown	Featherston	Martinborough
Burial	2		2
Ashes in-ground		2	
Ashes wall	1		
Services Area			
Disinterment			
<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>

### 10.9 Swimming Pools

Swimming pool season has now finished. Overall, it was a successful season and well run by CLM particularly in this challenging period of Covid.

Dogs in Togs in Featherston was again very well received and has become a yearly tradition now and growing each year.

Total Season attendance below:

South Wairarapa Pools Attendance Report - DECEMBER 2019 to MARCH 2020															
	GREYTOWN					FEATHERSTON					MARTINBOROUGH				
Casual Visits	Dec-21	Jan-22	Feb-22	Mar-22	TOTAL	Dec-21	Jan-22	Feb-22	Mar-22	TOTAL	Dec-21	Jan-22	Feb-22	Mar-22	TOTAL
Child (including 5-7pm)	1428	2913	628	360	5329	841	1629	418	316	3204	1216	2402	583	293	4494
Adult (Including 5pm-7pm)	832	2375	321	152	3680	285	1031	184	150	1650	347	1594	253	140	2334
After 5pm (Adult and Child)	369	948	218	72	1607	163	466	142	63	834	234	863	158	83	1338
Adult Non-Swimmer	295	539	131	68	1033	166	252	62	42	522	271	467	111	50	899
<b>GRAND TOTAL</b>	<b>2924</b>	<b>6775</b>	<b>1298</b>	<b>652</b>	<b>11649</b>	<b>1455</b>	<b>3378</b>	<b>806</b>	<b>571</b>	<b>6210</b>	<b>2068</b>	<b>5326</b>	<b>1105</b>	<b>566</b>	<b>9065</b>

### 10.10 Waste Management

#### 10.10.1. Transfer Stations

Cash v Eftpos is an ongoing issue as banking options are being reduced.

All stations are waiting on Eftpos integration- this has been approved- Earthcare and SWDC Finance to action.



All stations are tidy, Featherston is looking very tidy.

Battery recycling – Carterton and Masterton are trialling battery recycling boxes at supermarkets, if goes well should be rolled out in South Wairarapa.

#### **10.10.2. Martinborough**

New oil tanks installed.

Large numbers of tyres at station due to rise in illegal dumping in the area and covid issues with tyre recycling company.

#### **10.10.3. Coastal**

Recycling pods are working well.

Information below for Feb 2022, Totals from kerbside collections and transfer stations in the Wairarapa.

<b>Glass</b>	<b>Recycling</b>	<b>Yellow Bags</b>	<b>Total bag weight to landfill</b>
48,430KG	37,030KG	5,440	29,424KG

#### **10.10.4. Kerbside collections**

100% of the recycling is being processed locally

Kerbside contamination levels remain high, education needed to reduce rates.

Glass jars and bottles collected but large number have lids, lids are not recycled yet.

Government announced on 13<sup>th</sup> March plans to reform recycling, this will have an impact on Councils who will need to invest in new technology and schemes to comply, though costs saved on sending to landfill can be reinvested.

## **11. Appendices**

Appendix 1- Roding Programme Report

Appendix 2 – Amenities Programme Report

Contact Officer: Stefan Corbett, Group Manager, Partnership and Operations

Reviewed by: Harry Wilson, Chief Executive Officer

# **Appendix One – Roading 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	↑	↑			↑	Works have commenced with reduction in length due to increased costs
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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		↑				Fox Street has commenced
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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
<b>Low Cost low Rick Special Purpose Rd</b>	<b>\$250K</b>	<b>Jan 22 - Jun 22</b>				
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
<b>Road to Zero</b>		<b>Jan 22 - Jun 22</b>				
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
<div> <div>Status key:</div> <div> <div></div> <div>On track/achieving</div> </div> <div> <div></div> <div>Some concern</div> </div> <div> <div></div> <div>Off Track/Major concern</div> </div> </div>						

## **Appendix Two – Amenities Programme Report**

SWDC Assets and Services Committee		Programme		Amenities		
Meeting	20/04/2022	Period		Mar-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 Care		950k				
Parks and Reserves						In constant discssion with City Care management. Omicron risk on delivery BN
Peace Garden, Featherston		35k				
Upgrade and install web-enabled information display with additional seating and planting						Completed awaiting formal date from Heritage NZ for opening BN
Earthcare		750k				
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
CLM (Swimming pools)		245k				
All SWDC pools						Season closed very successful BN
SWDC Tree asset management		20k				
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
Featherston Stadium		50k				
Upgrade to kitchen, seating and ablutions						Awaiting on quotes from builders TD
Ngawi Community Hall		30k				
Upgrade septic system						Completed main installation prior to Xmas. Planting will be completed in April BN
Cemetery Data Project		70k	Mar-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
Tauherenikua Bridge		1.3k				
IRG funding						On Budget, Work on Bridge is in progress both towers in place BN
Pain Farm garage		tbc				
Repair damaged garage structure						Insurance qoutes recieved. MCB advised and repair date to be advised TD
SWDC Lease review programme		tbc				
Complete review of leases						Working thru outstanding and new leases SC, BN
Hua Ariki Marae		435k				
IRG funding						99% completed consents approved. BN
Considine Park Lime Path		5k	Jan-22			
Lime path extension						Path in place but minor work still required BN
Wheels Park greytown		1.0k				
Park Cotter and Peirce street						Comms designing flyer to be placed in all three libraries BN
Greytown Pavilion		1.0k				
Upgrade						New Design completed, under action moving forward BN
Featherston Skate park refresh						
Featherston Skate park						Awating on Civil crew hit hard by Covid. Week after Easter BN

Status key:

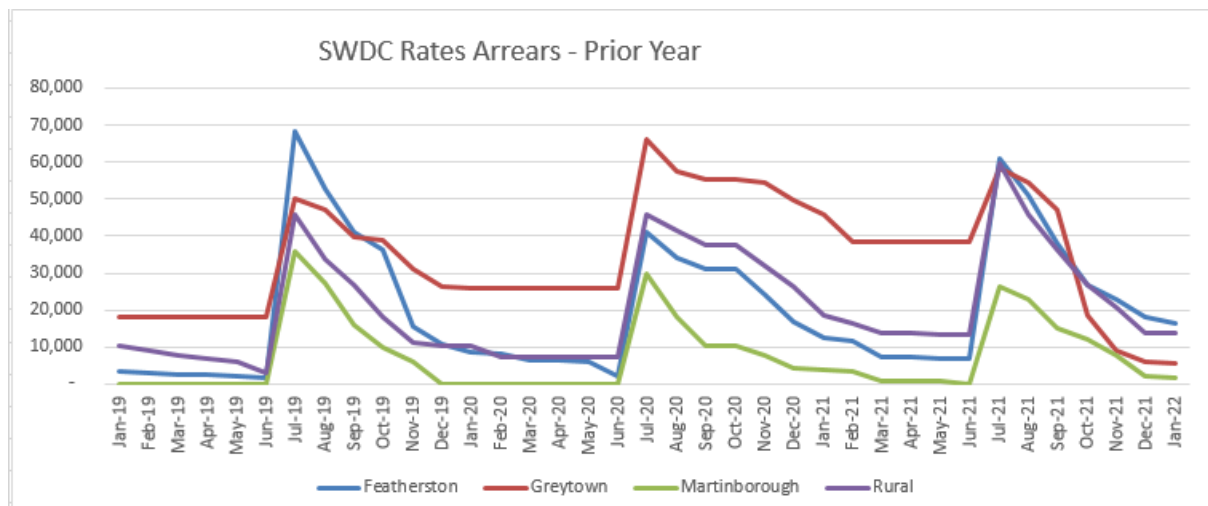
On track/achievingSome concernOff Track/Major concern

## Rates Arrears

This report was presented to the Finance, Audit and Risk Committee on 1 December 2022.

### 11.1 Rates Arrears

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2020/21).

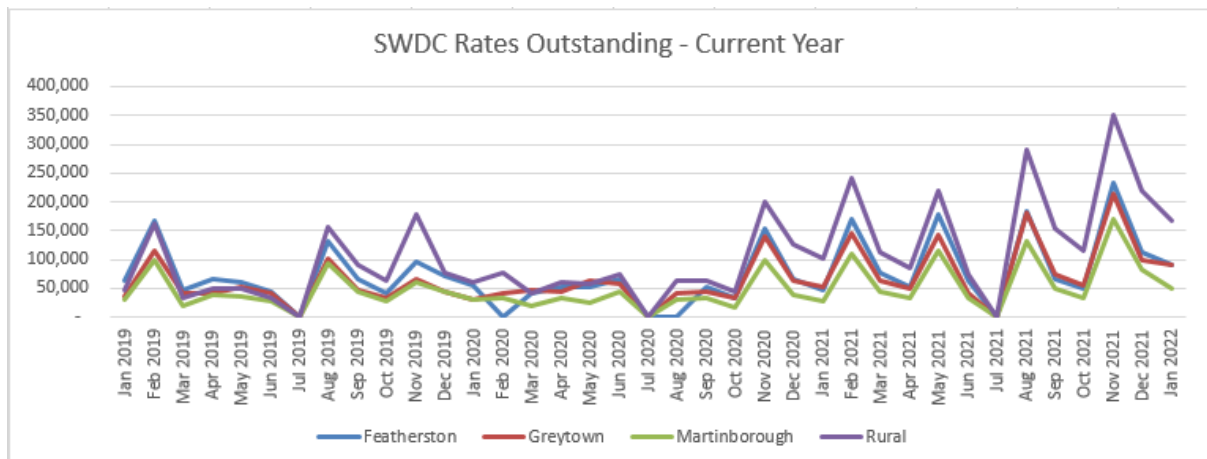


Prior year's arrears have decreased \$43 K (53%) from the same time last year. For January 2022 there was a total of \$38K arrears over 30 properties. This is made up as follows:

Row Labels	Sum of Arrears Total	Count of Key
FSTN COMM	\$ 2,659.73	1
FSTN URBAN	\$ 13,715.50	10
GTWN URBAN	\$ 5,517.63	3
MTNB URBAN	\$ 1,672.66	1
RURAL	\$ 13,992.14	15
<b>Grand Total</b>	<b>\$ 37,557.66</b>	<b>30</b>

Row Labels	Sum of Arrears Total	Count of Key
Legal	\$ 19,563.73	9
Mortgagee	\$ 8,431.08	4
Possible Maoriland	\$ 3,301.27	1
Repayment Plan	\$ 5,851.01	8
Under \$150.00	\$ 410.57	8
<b>Grand Total</b>	<b>\$ 37,557.66</b>	<b>30</b>

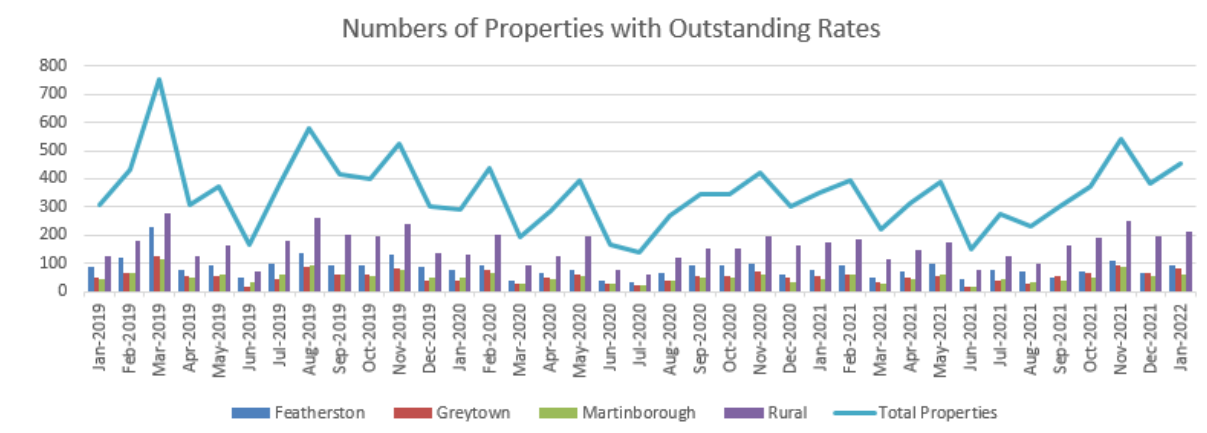
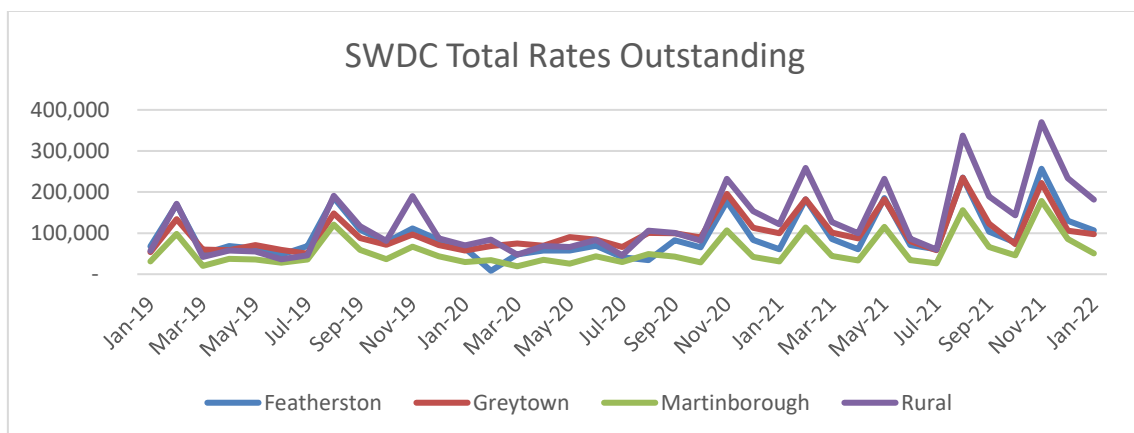
There were still 4 properties awaiting for payment from the Mortgagee totalling \$8.4K. Payments were due in January. There were also 8 properties that had repayment plans set up which includes arrears for \$5.8K, of which 5 (for \$3K) are set up for direct debit payments. This leaves 22 properties (for \$31.7K) that are unpaid and action being taken of which 8 properties have arrears debt of under \$150.00.



At the end of January 2022, the current years amount was \$399K (87%) higher than the same time last year. Of this, \$35K (9%) was due to timing of direct debits, so the true current year outstanding rates were \$364K.

Total rates outstanding have increased by \$119K (39%) from the same month last year.

Outstanding rates were \$436K in January 2022 to \$312K January 2021.





The total number of properties with outstanding rates has increased by 103 in January (350).

Total number of Repayment plans at 31 January 2022 were 20 compared to 22 as at 30 June 2021 and 14 as at 31 January 2022. The repayment plans tend to be because of COVID rather than the 2021/22 rates increase.

As at 31 January 2022 39.09% of rating units were paid by direct debit. There were 10 Rates Rebates processed in January 2022 bringing the total for 2021/22 to 341 for \$220K. The total for 2020/21 was 338 for \$204K

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.

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AGENDA ITEM 11.1

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**CHAIRPERSON REPORT**

**Recommendations**

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Send a letter to Whaea Sandy and Whaea Tui endorsing their proposed COVID19 packs*

**Topic 1 – Signage Martinborough**

On 11.04.2022, Cr Colenso and I went with Cr Hay to assess the consistency and validity of Council Signage throughout Martinborough. It was determined new signage would be required for both the Martinborough Cemeteries (Huangarua Rd and Dublin/Roberts Sts), the dog park on Ferry Rd, the swimming pool, Centennial and Considine parks, the Transfer Station, and Huangarua Park.



**Topic 2 – ANZAC Day 2022**

A wreath laying service was held at 10am on ANZAC Day. This was very fine down from our usual large dawn ceremony as NZ Defense had pulled out and left it to individual communities and RSA's to decide what would happen because of the COVID 19 outbreak. Returned Serviceman Daniel Hawkins was able to help everyone navigate their way through the new service. It was nice to see a large representation from the area attend the service at this new

time and under the new restrictions. A lot of positive comments were also received on the ANZAC flags.

### **Topic 3 – Martinborough Fair**

The Martinborough Fair was held on Saturday 30 April. The change in date didn't seem to affect numbers as it was a nice warm day, but not too hot. Rotary did a wonderful job and it was noted how quickly all the rubbish was collected and the square returned to its normal state by a number of visitors.

### **Topic 4 – Wharekaka Rest Home and the Wharekaka Trust**

Nathan Fenwick and I attended a Wharekaka Trust meeting on 11.05.2022. Meals on Wheels has continued smoothly operating from the Wharekaka kitchen and there has been an increase in the numbers they are supporting throughout the South Wairarapa.

As already identified by the Community Board, loneliness is a huge issue facing our aged population in Martinborough and its rural district. Thankfully, day activities will again be starting, allowing people to again reconnect with one another.

The Martinborough Community Board has again offered their assistance again to the Wharekaka Board, to look at services focussed towards Martinborough seniors and help with community engagement when needed. Information on their day activities should be coming out soon so we will get this out on the Martinborough Community Board Facebook page as the information becomes available.

### **Topic 5 – Roading in the Martinborough Ward**

The Community Board met with Stefan (SWDC) and Tim Langley (Ruamahanga Roads) to help us gain a better understanding of the work allocation and funding model for roads. We were shocked to hear that as one of the 12 Councils with a large rural roading base we are the lowest funded Council in New Zealand (i.e. \$ 5k a kilometre in comparison to Far North \$15k a kilometre). We are looking forward to our ongoing work with Tim and Stefan.

### **Topic 6 – Personal Home Care Kits for use during Covid19**

Whaea Sandy Ngamoki and Whaea Tui Dawson met with myself and the Greytown and Featherston Community Board Chairs at Hau Ariki Marare on 11.05.2022. They wanted to ask if the 3 combined Community Boards would endorse their proposal for a Covid Home Care Kit to be provided for anyone in the South Wairarapa who experiences Covid19. I have attached letters of endorsement from the 3 Ward Medical Centres and an idea of what these particular packs look like. They are seeking a letter of endorsement from the Community Boards that we agree that these packs would be beneficial for supporting our community. All information attached as Appendix A and I'm happy to discuss more.

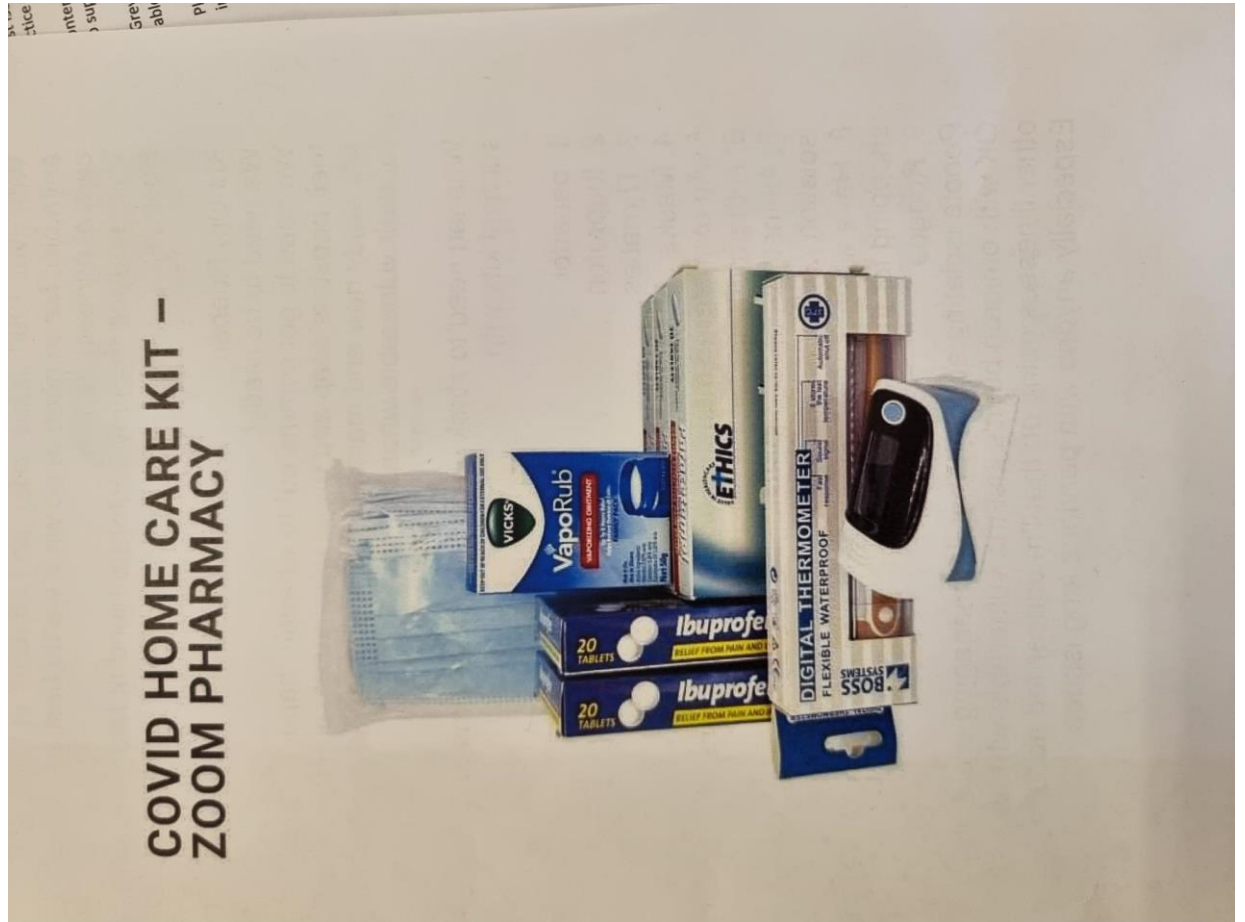
### **Topic 7 – Three Waters Government Reform**

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

# APPENDIX A



29 February 2022

To whom it may concern: Endorsement of Covid Home Care Kit.

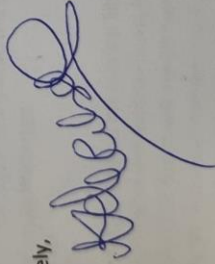
I have reviewed the documentation provided. Greytown Medical Centre fully endorses the home care kit for use during the Covid outbreak. Allowing whanau to self-monitor in their home situation whilst isolating. This kit will assist them in identifying when they may need to call on their general practice for medical advice.

Contents in the Home Care Kit have been recommended by the Ministry of Health for in home care to support covid recovery.

Greytown Medical Centre offers full support to the team establishing this initiative and we would be able to provide help if required.

Please do not hesitate to contact our business manager, Debrah Johns on 063049012 for any further information or support.

Sincerely,



Nicole Kolvenbag,  
Nurse Practitioner  
NCNZ number: 164359

With over 1000 cases today and no room at hospitals anymore, Maori need to do what we do best and take care of our own.

This is advice from my doctorate friend at Middlemore Hospital:

Kia Ora Rueben

We need to be ready!

We need to get comms out to whanau, hapu, iwi to get their boosters asap and to get whanau essential survival kits ready now and marae support whanau lists updated for their vulnerable whanau.

Whanau need to stock up on the below items and create survival kits with:

1. panadol
2. ibuprofen
3. Throaties
4. Masks
5. An oximeter to measure oxygen saturations.!!!
6. A thermometer for temperature.
7. All their usual prescription medications to last through isolation period. Insulin, heart meds, epi pens.
8. Have whanau who can do food and essential shopping for their bubble when they isolate.
9. Rongoa.

People isolating at home that I'm managing are doing OK with omicron but it's just the vulnerable whanau with other illnesses going on that I'm concerned about. Especially anyone with previous lung issues.





25 February 2022

To whom it may concern

My name is Dr Harsha Dias and I am the GP/Owner at Pae tu Mokai Featherston Medical in Featherston, South Wairarapa.

The purpose of this letter is to offer my support for the initiative taken by Teresa Dawson and Sandy Ngamoki to provide whanau in the South Wairarapa with medical supplies to support them if they contract the covid virus.

In the current environment, this initiative will be crucial to meet the healthcare needs of Maori in the South Wairarapa.

The items listed in the survival kits have been recommended by the Ministry of Health. I would recommend that local iwi invest in some pulse oximeter devices to measure oxygen saturation levels. This device will not be required for all covid positive patients but would be very useful for whanau who have compromised health and more severe covid symptoms. Our practice would be happy to assist with ordering those devices if necessary.

I would like to see this initiative fully funded for all our South Wairarapa whanau affected by covid. Please feel free to contact me directly if you require any further information from me.

Yours sincerely

Dr Harsha Dias

Pae tu Mokai Featherston Medical

14 Wakefield Street Featherston 5710 P: 06 308 9720 E: reception@feathmed.co.nz

## MARTINBOROUGH HEALTH SERVICES REFERRAL FORM

5 Oxford Street, Martinborough Ph: 06 306 9501

24/03/2022

Endorsement of Covid Home Care Kit

I have reviewed the documentation provided. I fully endorse the home care kit for use during Covid and other respiratory conditions. This will allow whanau to self monitor their home situation and advise medical services of any increased health requirements.

Sincerely

**Dr Steve Philip**  
Martinborough Health Centre  
5 Oxford Street, Martinborough  
Ph. 06 306-9501  
NZMCNZNC no: 13998 MCNZ No. 13998 ACC No. AA5370

