



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

AGENDA

Infrastructure and Services Committee Meeting

Date: Wednesday, 29 September 2021

Time: 8:30am

Location: Carterton Events Centre
50 Holloway Street
Carterton

Chair B Deller

Deputy Chair S Cretney

Mayor G Lang

Cr R Keys

Cr R Stockley

Cr D Williams

Hurunui-o-Rangi Marae Representative R Smith

**Notice is hereby given that an Infrastructure and Services Committee Meeting of
the Carterton District Council will be held in the Carterton Events Centre, 50
Holloway Street, Carterton on:**

Wednesday, 29 September 2021 at 8:30am

Order Of Business

1	Karakia Timatanga	5
2	Apologies	5
3	Conflicts of Interests Declaration	5
4	Public Forum	5
5	Confirmation of the Minutes	6
5.1	Minutes of the Infrastructure and Services Committee Meeting held on 4 August 2021	6
6	Reports	11
6.1	Asset Engineer and Spatial Services Report.....	11
6.2	Water Supply	14
6.3	Wastewater and Solid Waste.....	19
6.4	Event Centre and Facilities Report	28
6.5	Trails and Cycling Activities.....	31
6.6	Parks and Reserves Activities.....	33
6.7	Wastewater Ponds Construction Update	38
7	Karakia Whakamutunga	41

1 KARAKIA TIMATANGA

Mai i te pae maunga, raro ki te tai

Mai i te awa tonga, raro ki te awa raki

Tēnei te hapori awahi ai e Taratahi.

Whano whano, haramai te toki

Haumi ē, hui ē, tāiki ē!

2 APOLOGIES

3 CONFLICTS OF INTERESTS DECLARATION

4 PUBLIC FORUM

5 CONFIRMATION OF THE MINUTES



5.1 MINUTES OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD ON 4 AUGUST 2021

1. RECOMMENDATION

1. That the Minutes of the Infrastructure and Services Committee Meeting held on 4 August 2021 are true and correct.

File Number: 136281

Author: Serah Pettigrew, Democratic Services Coordinator

Attachments: 1. Minutes of the Infrastructure and Services Committee Meeting held on 4 August 2021

**MINUTES OF CARTERTON DISTRICT COUNCIL
INFRASTRUCTURE AND SERVICES COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON
ON WEDNESDAY, 4 AUGUST 2021 AT 8:35AM**

PRESENT: Chair Brian Deller, Mayor Greg Lang, Cr Steve Cretney, Cr Rob Stockley, Cr Dale Williams, Ra Smith (Marae Representative).

IN ATTENDANCE - ELECTED MEMBERS:

Deputy Mayor Rebecca Vergunst, Cr Robyn Cherry-Campbell, Cr Jill Greathead.

IN ATTENDANCE - COUNCIL STAFF:

Blair King (Interim Chief Executive), Dave Gittings (Infrastructure, Planning and Regulatory Manager), Kelly Vatselias (Corporate Services Manager), Geri Brooking (People and Wellbeing Manager) Glenda Seville (Community Services and Facilities Manager), Matt Chapman (Project, Contract and Procurement Officer), Tony Pritchard (Asset Engineer), Clinton Thompson (Parks and Reserves Manager), Rachel Round (Compliance and Operations Manager), David Sims (Venue and Facilities Coordinator), Elisa Brown (Communications and Engagement Advisor), Serah Pettigrew (Democratic Services Officer), Sheree Dewbery (Executive Assistant to Mayor and Chief Executive).

1 KARAKIA TIMATANGA

One Minute Silence in recognition of the passing of Mike Osborne, a gentleman who made a mark in our Community.

The meeting was opened with a Karakia led by Ra Smith.

2 APOLOGIES

There was an apology received from Cr Russell Keys for absence

CARRIED Cr Rob Stockley/ Cr Dale Williams

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest

4 PUBLIC FORUM

There was no public forum

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD ON 2 JUNE 2021

MOVED

That the Minutes of the Infrastructure and Services Committee Meeting held on 2 June 2021 are true and correct.

CARRIED Mayor Greg Lang / Cr Dale Williams

6 REPORTS

6.1 TRAILS AND CYCLING ACTIVITIES

PURPOSE

For the committee to receive the report on activities for Trails and Cycling.

Note: The master plan be available to the public once it's received by the Councils in October.

MOVED

That the Committee:

Receives the report

CARRIED Mayor Greg Lang / Cr Rob Stockley

6.2 PARKS AND RESERVES ACTIVITIES

PURPOSE

For the committee to be informed of the activities of the Parks and Reserves Team.

MOVED

That the Committee:

Receives the report

CARRIED Cr Steve Cretney / Cr Rob Stockley

6.3 ASSET MANAGEMENT AND SPATIAL SERVICES

PURPOSE

The purpose of this paper is to advise the committee of the activities of the Asset Engineer and other associated project management for the period of June to August 2021.

MOVED

That the Committee:

Receives the report

CARRIED Cr Rob Stockley / Cr Steve Cretney

6.4 THREE WATERS PROJECT UPDATE

PURPOSE

For the committee to be updated on the three waters stimulus grant projects.

MOVED

That the Committee:

Receives the report

CARRIED Cr Steve Cretney / Cr Rob Stockley

6.5 WATER SUPPLY

PURPOSE

For the committee to be informed of the Water Treatment Plant's (WTP's) operations and work carried out by the reticulation water team.

MOVED

That the Committee:

Receives the report

CARRIED Cr Steve Cretney / Cr Dale Williams

6.6 WWTP UPGRADE

PURPOSE

For the committee to be advised of progress with the Wastewater Treatment Plant (WWTP) Upgrade Project.

Note: All the main pipe work is now connected, all valves are installed. The pump station remains to be completed. Ponds expected to be filled by April 2022.

MOVED

That the Committee:

Receives the report

CARRIED Cr Dale Williams / Cr Rob Stockley

6.7 WASTEWATER AND SOLID WASTE ACTIVITIES

PURPOSE

For the committee to be informed and updated on Wastewater and Solid Waste operations.

MOVED

That the Committee:

Receives the report

CARRIED Mayor Greg Lang / Cr Rob Stockley

6.8 EVENT CENTRE AND FACILITIES REPORT

PURPOSE

For the committee to receive this report for the Carterton Event Centre and council facilities management.

MOVED

That the Committee:

Receives the report

CARRIED Cr Dale Williams / Cr Steve Cretney

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a Karakia led by Cr Rob Stockley.

The Meeting closed at 10:04 am.

Minutes confirmed:

Date:

6 REPORTS



6.1 ASSET ENGINEER AND SPATIAL SERVICES REPORT

1. PURPOSE

The purpose of this paper is to advise the committee of the activities of the Asset Engineer and other associated project management for the period of August to September 2021.

2. SIGNIFICANCE

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

3. MAINS RENEWALS

A revision of the 3 waters mains renewal program has been mapped out, the information now needs to be reviewed and verified. Next steps will include quantifying the value of the renewals using current market rates and then prepare a summary for each asset group.

The pipe size in the first stage of the High Street South wastewater mains renewal which is the main from High Street South intersection to the wastewater treatment plant entry on Dalefield Road has been amended.

With the confirmation of option 4 for the Eastern Growth Area the loading capacity of the wastewater main was reviewed

And while the planned 375mm diameter main for Dalefield Road was going to be capable of accepting the increased number of dwellings it was opportune to increase the capacity the new pipe now to next size prior to work commencing.

The increase in pipe size will result in a 44% increase in loading capacity and will increase the installation cost by approximately \$82,500.

While making this decision we lowered the design grade from 1:205 to 1:225 and this provides some flexibility for future stages further up High Street South by allowing a bit more pipe depth to play with. The additional depth may assist with future works involving the eastern growth area.

Downers will be starting this work on this contract for renewal prior hopefully to the Infrastructural and Services Committee Meeting date.

4. REVIEW OF ASSET MANAGEMENT PLANS

The Water Asset Management Plan is being reviewed and updated with the current improvement and financial data from the LTP, Wastewater and then Stormwater will be the next plans reviewed.

5. WATER MODELLING AND DEMAND FORECAST

The water modelling is currently being built by Lutra Consultants and a part of this is a water demand forecast which we have received in a draft format to date.

One draft conclusion so far has been that the current combined water treatment plant daily production volume which is 2,280 m³/d is expected to increase by 25.5% to 2,861 by the year 2043. With a peak daily demand rising 31% from 3633 m³ to 4765m³.

It is interesting to note that the average daily demand per person for the Carterton urban water supply is 187 litres per person per day as compared to the higher national median daily residential water demand of 229 litres per person per day (Water New Zealand, 2019).

6. WAIRARAPA ENGINEERING LIFELINES ASSOCIATION (WELA)

The Wairarapa Engineering Lifelines Association (or WELA) was formed in 1996 following a public meeting to discuss the risks to services and lifelines from the occurrence of natural hazards and mitigating those likely impacts on the community.

In conjunction with the neighbouring Councils and Wairarapa Utility providers the WELA group is being revived with the assistance of temporary Project Coordinator Richard Mowll (also Richard is the current coordinator for Wellington Lifelines)

GWRC Deputy Chair and Ex SWDC Mayor Adrienne Staples has been elected as Chairperson for the group and we will be looking for a local Project Manager to act as the Wairarapa Lifeline Utilities Co-ordinator.

The initial tasks will be to study Wairarapa resilience responses when providing Utility services. Stimulus funding was allocated for this review from the Three Waters Reform Programme.

7. CONSIDERATIONS**7.1 Climate change**

This report does not specifically have impacts from climate change or present any mitigation measures.

7.2 Tāngata whenua

This report does not impact on any current decision making.

7.3 Financial impact

This report does not have any financial decision-making implications.

7.4 Community Engagement requirements

This report does not have any community engagement requirements.

7.5 Risks

7.6 There are no apparent risks associated with this report.

8. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: 136090

Author: Tony Pritchard, Projects Engineer

Attachments: Nil



6.2 WATER SUPPLY

1. PURPOSE

For the committee to be informed of the Water Treatment Plant's (WTP's) operations and work carried out by the Reticulation Water Team.

2. SIGNIFICANCE

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

3. DISCUSSION

Plants

The Towns Water Supply continues to be supplied from the Frederick St Water Treatment Plant, the Kaipaitangata WTP continues to only supply the properties at the top of Dalefield Rd.

Staff

The Plant Operators and Environmental Technician worked right through lockdown, and our other operations staff worked through lockdown on a rotatable shift basis as essential workers. These teams need to be recognised for their dedication to keeping our services operational during these challenging times.

Water Supply Treat Plant Operator – we have a new plant operator who officially joined the Waters Team during Lockdown as an assistant to our senior plant operator to ensure our water supply is safely delivered. This position is essential to reduce our vulnerability of having only one plant operator.

Three Waters Compliance and Monitoring Officer – We have a new member of the team starting with us on 27th Sept. He will be an invaluable member to the team, and I have multiple amounts of compliance work ready for him to delve into.

Projects

Upgrade of Frederick St WTP.

a) The switch over from the old mains switchboard to the new mains switchboard and generator was completed this month. Since changing over to automatically run the plant (Bore 5) on the generator, we have lost mains power twice and the generator has switched into operation.



b) Powering the booster pumps with new variable speed drives (VSD'S) is next on the schedule to be completed, currently scheduled for the end of this month.



c) The 2nd UV unit has been ordered, lead in time for shipping is currently unknown (from the UK) and the freight cost has doubled.

Asset Identification

Asset Identification and PI&D (Piping and Instrumentation Diagram) have been produced for both the Kaipaitangata WTP and the Frederick St WTP. These are essential documents which describe the processes of each plant and the asset identification of all the components within the plants.

This is the 1st step towards documenting the plants and processes, which will lead into improving the data outputs we receive through SCADA.

These diagrams will also be updated every time there is a change of process or assets within the plants.

New Dedicated Water Supply Sample points

The new cabinets for the sample points have been constructed to enclose the sample taps for security and are lockable.

The cabinets have been designed to allow the taps to be flamed safety (part of the sampling process to ensure no contaminants are transferred from the tap to sample) and will be mounted in 7 council sites, the locations are as shown on the map below.



Plimsol St and Sparkes Park – Boxes mounted ready for Plumbing.



These sites are close to the reticulation for connecting and easily assessable for our team, as well as giving us 7 sites throughout the water supply reticulation.

The sites being:

- Sparkes Park - 240 Belvedere Road (Mount box on boundary fence)
- Plimsoll St Pump Cabinet - 260 High Street North (Mount box on pump cabinet)
- Moreton Road Reserve - 32 Moreton Road (Mount box on boundary fence)
- Dalefield Road - 31-41 Dalefield Road (Beside entrance to landfill)
- CDC Office Block - 28 Holloway Street (Out back of building where existing sample tap is)
- BMX Park - 60 Brooklyn Road (Mount box on boundary fence)
- Bird Park - 62-64 Frederick Street

These new sampling sites will improve our efficiency for sampling and ensure that the sites are secure from any possible environmental contaminants that could influence the sample results.

Commercial Smart Meters

The Water Team have started constructing the new smart water meter assemblies for the Wainganga commercial properties.

We have started the discussion process with the commercial property owners / users, as to suitable Water Shut down times, to enable the work to go ahead. Some of the installations may require night work and depending on the location of the property connections may require traffic management, therefore the replacement work will be on going for some time.

Last week we replaced the meter on the McAuleys Transport Fire Hydrant - Off Take Site with a new smart meter.

The assemblies consist of the Smart Meters, Testable Backflows and Shut off Valves. Due to the requirements for the install of the testable backflows and the size of the assemblies, they will need to be constructed above ground and enclosed in a cage for security.

The smart meters have an unrivalled accuracy and measuring range and have been designed with integrated technology to detect leaks and any abnormal flows.



4. NEXT STEPS

- We have engaged a consultant to develop a New Water Safety Plan and Catchment Risk Plan.
- Continue to work with Water Outlook to create our reporting requirements in alignment with our Resource Consent Conditions and Future Water Supply reporting to Taumata Arowai.

5. CONSIDERATIONS

5.1 Climate change

None of the issues reported in this paper are considered to have climate change considerations.

5.2 Tāngata whenua

No impact

5.3 Financial impact

All operations work is within allocated budgets.

Community Engagement requirements

No community engagement is required.

5.4 Risks

6. RECOMMENDATION

That the Committee:

Receives the report

File Number: 136184

Author: Rachel Round, Consents, Compliance and Operations Manager

Attachments: Nil



6.3 WASTEWATER AND SOLID WASTE

1. PURPOSE

For the committee to be informed of the Wastewater Treatment Plant's (WWTP's) operations and work carried out by the reticulation water team and the Solid Waste operations at the Transfer station.

2. SIGNIFICANCE

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

3. IMPROVEMENTS

Council have been making Health and Safety improvements at the plant starting at the front gate. We now have fences surrounding the incoming channel and screw, as well as replacing the inadequate railing around the channel into the pump room.

New signage will be placed around the entry to plant, which will clearly state the requirement to sign in at the office and to be inducted before entering the rest of the site. The new fencing now gives a safe route between the front gate and the office for signing in and the induction process into the dangers of the site.





New Truck Entry Gate.



Fencing Around the Incoming Channel.



New Fencing and Gate around the Open Channel into the Pump Room.

4. **SLUDGE MAPPING**

The 1st Stage of the Sludge mapping in the 3 oxidation ponds and the channel through the wetlands has been completed. The 2nd stage of the mapping has been held up by the COVID levels and now the weather. Parklands will come through to complete this as soon as we have a clear couple of days. Once this is complete, we will have more information on the current capacity of the 3 oxidation ponds and the wetlands.

5. **CLARIFIER**

The clarifier is used to scrap sludge off the incoming flows and to pipe the sludge into the drying room to dry out for disposal. If the clarifier is working as its designed intent, it should be reducing the amount of sludge that gets piped into the oxidation ponds.

The clarifier is in the process of being re-wired with new cabling and ducting, as the existing wiring had disintegrated underground, the clarifier was constructed in 1976, so at 45 years old and the wiring being 3.2m underground it had done extremely well. We are currently waiting on the cabling to be delivered, as COVID has slowed down the shipping of products into the country.

Once the cabling is completed (trench filled in and compacted) and we can safely work around the clarifier, we will undertake general maintenance, which includes replacing of a large shut off valve between the pump room and clarifier plus changing of the scrapper rubbers at the bottom of the clarifier and any other issues of which we may uncover.



Likely condition of the scrapers with worn rubbers and corroded steel work.





Scrapers in new condition after the last maintenance was completed on the clarifier.

6. OPERATIONS

On Sunday the 29th August 2021, the Wastewater Treatment Plant experienced extremely high flows into the plant which exceeded the plant's capacity for holding wastewater. GWRC Resource Advisor, Environmental Regulation Officer, was informed of the situation and procedures CDC were undertaking.

An GWRC duty officer arrived at the WWTP to assess the situation and agreed that we had no choice but to go to emergency discharge. The officer was on site when the emergency discharge to outfall started and left the site shortly afterwards satisfied that we were following all procedures correctly.

As our regular ecologist was not available due to lockdown, GRWC were asked if they could make a recommendation for an ecologist. Council engaged an ecologist for the following Monday to complete invertebrate sampling in the Mangatāre Stream. It is worth noting that for another person to understand the requirements of our consent conditions and to arrange chain of custody and sampling sets so quickly over the weekend ready for sampling on the Monday was a big ask and as such was much appreciated.

7. EVENT DATA

The incoming flows on the Sunday increased from 75l/s at midnight to 246l/s by 1.30am.

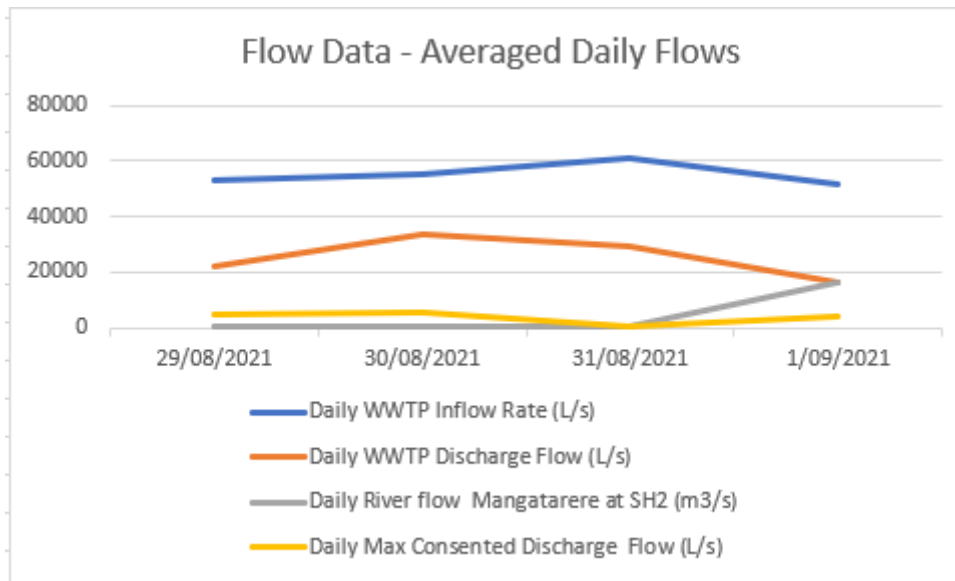
The incoming flows did not drop below 100l/s until 2am on the 1st September, but then steadily increased again at around 7.45am to 137l/s.

The flows were not attributed to a significant wet weather event, however ground water tables have been significantly high around Carterton and areas are retaining ground water, as filtration levels are very low.

The Mangatāre Stream levels have not been as high as they usually are at this time of year and as such we have been limited on the discharge flows the WWTP

has been able to achieve, which has caused storage capacity issues within the oxidation ponds.

The chart below shows a comparison of the average daily flow levels compared to the consent discharge levels from the 29 August to the 1st September.

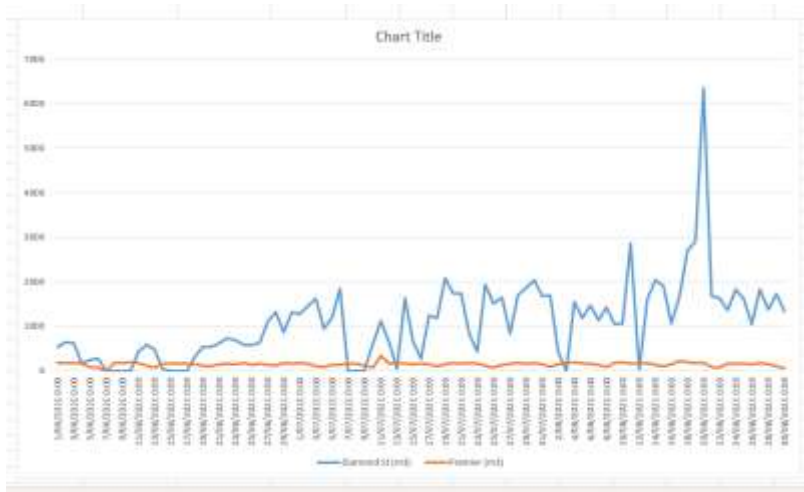


It had already been identified earlier this year that the plant was running at limited capacity due to the likelihood of the oxidation ponds and wetlands having a significant sludge layer depth, which reduces the capacity for storing wastewater.

8. ACTIONS

CDC are working with Parklink NZ and have been since June 2021. Parklink have prepared the ponds and the main channel in the wetlands for sludge mapping. This was booked to take place during Lockdown, we are currently waiting for confirmation of a new date from Parklink, as it is weather dependant.

We have also collated flow data from all our wastewater pump stations to enable a comparison of flow data for the last 3 months, which has indicated which parts of the catchment we need to further investigate. Part of this investigation has included the water team lifting Manholes and checking which areas are receiving large volume flows. These areas have been identified as coming from the north end of town and through the main reticulation pipework in Lincoln Rd. Another area of interest were the flows through the Diamond St Pumpstation which were not attributed to trade waste flows so are therefore coming from further up the reticulation on the east side of town. From this information we are looking to place some smart technology into the reticulation system which will monitor flows, analyse trends, and will enable us to detect where in the system we have infiltration.



Graph showing Diamond St PS flows (in Blue) Compared with Known Industry / Trade Waste Flows (in Orange) during the large inflow period.

9. SOLID WASTE

Transfer Station Improvements

The new double skinned oil container (shown behind the paint storage) has been placed for use, the old one is still in place but will be removed in the near future (as it's no longer compliant with the Hazardous Waste Standards).

The new Paint collection bins are also in place; however, these will need to be placed in a small lockable shed, which we have given Earthcare the approval to purchase. This will allow the paint to be stored safely away from the elements (especially with the warmer months approaching).



Transfer Station – COVID Restrictions

Earthcare have placed protocols in place for the COVID level changes. Currently during Level 2 they are requesting all users either sign in via the QR code placed on the Kiosk wall or they need to physically sign in on the paper forms. This has resulted in queues into the transfer station; however, the staff are managing these and to date there has not been any reports of traffic backed up down Dalefield Rd. We will keep monitoring the situation.

All staff are always wearing masks and during several site inspections, I have noted that all staff have been compliant with wearing masks.

Transfer Station – Issues

With the high winds we have been experiencing, the drop off pit building cladding and spouting has started to peel off. Some of the cladding at the back of the building was flapping dangerously in the wind and had to be removed for the safety of the public and the workers.

Council replaced some of the cladding earlier this year on the public face of the building while replacing the damaged portal frames. One of the portal frames has sustained significant damage after the works completed earlier as will need to be structurally assessed. The state of the building will be raised with Earthcare at the next contract meeting.



Showing damaged Cladding and missing Spouting.

10. CONSIDERATIONS**10.1 Climate change**

N/A

10.2 Tāngata whenua

N/A

10.3 Financial impact

N/A

10.4 Community Engagement requirements

N/A

10.5 Risks

The Wastewater Treatment Plant requires a significant amount of maintenance due to the age of the plant. This has contributed to the current re-active works which are taking place.

11. RECOMMENDATION

That the Committee:

Receives the report**File Number:** 136185**Author:** Rachel Round, Consents, Compliance and Operations Manager**Attachments:** Nil



6.4 EVENT CENTRE AND FACILITIES REPORT

1. PURPOSE

For the committee to receive this report for the Carterton Event Centre and council facilities management.

2. SIGNIFICANCE

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

3. EVENT CENTRE

August and September have been quite turbulent at the Events Centre, with a lot of events being affected by COVID alert levels 4, 3 and 2. In August, the Events Centre successfully hosted Gold Dust Woman: Stevie Nicks Tribute, Bride of the Year and the Rotary Book Fair.

During alert level 4, staff worked from home where applicable and kept up with requests for booking changes, rescheduling events, and reconciling past events. Working from home provided some staff with training opportunities via Zoom and online learning.

Alert level 2 has seen a return to work for the Events Centre team, with meetings and room bookings able to go ahead under level 2 restrictions. This includes physical distancing and mask wearing in public areas, and 1m distancing in the meeting rooms, as well as contact tracing QR codes and sign-in sheets.

The Events Centre continues to work with hirers to reschedule as many shows and performances as possible in an ever-changing environment. In the next few months, the Events Centre will see – among other things – Hotel California: Eagles Tribute, Home and Interiors Expo, Geraldine Inder School of Dance, and Limelight Theatre. These events are always well attended and will likely go ahead if the Wairarapa is back in level 1 with no gathering restrictions.

COVID Cancellations and postponements			
Event	Original Date	Status	New Date
Operatunity	27/08/2021	Postponed	TBC
The Glow Show	2/09/2021	Postponed	12/10/2021
Big Wai Art	16-13 September	Cancelled	
The Bookbinder	15/09/2021	Cancelled	
Old School Ball	17/09/2021	Cancelled	
Liberty Swing Band	2/10/2021	Cancelled	
The Pantoloons	3/10/2021	Postponed	2022
Wairarapa business awards	7/10/2021	Postponed	4/11/2021
Wellington Light Opera	9/10/2021	Cancelled	
Let it go - frozen songs in concert	13/10/2021	Cancelled	

Marketing from 5 August – 29 September

Due to Lockdown, wherever possible marketing material was paused, rescheduled, or cancelled. Many of our October hirers are positively looking forward to Level 1 announcements so their events can go ahead. We have new billboards going up at our 2 locations, as well as Street flags being put up for the upcoming Home & Interiors Expo on the existing lamppost tracks.

Other Happenings

The Carterton Events Centre is celebrating 10 years in October and the CEC team are working together to create a small in person celebration, as well as a digital platform celebration. There will be a display in the foyer highlighting the Events Centre's journey over the past 10 years.

CEC has also been announced as a finalist in the Wairarapa Business Awards in the Youth-Friendly Business category.

We will also be submitting nominations in 3 categories for the EVANZ 2022 Awards due to be held in Wellington late November. The categories are Small Venue of the Year, Team Member of the Year and Rising Star of the Year.

Facilities Maintenance

- All council offices had deep surface sanitization before staff returned to work.
- Preliminary estimate for the HVAC unit repair has been offered, proposing shifting the storage tank closer to the main plant at the top of the Events Centre. This is dependent on structural capability of the building to manage this.
- Small emergency lighting failures noted during building WOF have been rectified.
- The bench seat out the front of the Event Centre has now been fixed.



CCTV Cameras

Post Lockdown officers have meet with Alliance, A plan has been put in place to get this work completed. Time frame for completion is two weeks, this includes training for key staff and a system manual.

4. CONSIDERATIONS**4.1 Climate change**

Climate change and the impact on the environment are considered when we are looking at what materials we use for general maintenance.

4.2 Tāngata whenua

N/A

4.3 Financial impact

All matters are covered in existing budgets

4.4 Community Engagement requirements

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

4.5 Risks

All matters in this report are not considered to be of risk.

5. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: 136192

Author: Glenda Seville, Community Services Manager

Attachments: Nil



6.5 TRAILS AND CYCLING ACTIVITIES

1. PURPOSE

For the committee to receive the report on activities for Trails and Cycling.

2. SIGNIFICANCE

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

3. BACKGROUND

The Regional Trails and Cycling Coordinator represents each Council through engagement with Cycling and Trails related activities:

Representation and promotion

Due to staff changes, there have been changes to the Cycling and Trails Coordinator's role. Splitting this role into two separate roles.

The trails portion of the role becomes a 10hrs per week position. This role will; administer the Wairarapa Trails Action Group, with current focus on remaining part of the project team for the Five Towns Trails Network Project, being the first point of contact for trails related activities and groups. The role continues to represent the 3 Wairarapa councils on the Wellington Regional Trails Coordination Combined Committee and the Remutaka Cycle Trail steering group.

The cycling element of the role will be passed onto a newly created position in the Community Development team with a focus on cycling and walking and continues to be funded and shared by the 3 Wairarapa councils. This enables dedicated focus to the clubs, organisations, events and promotion of not only cycling but also walking throughout Wairarapa.

Work has been done on handover notes to make transition of the cycling element over to the new role as smooth as possible, ensuring stakeholder lists have been amended to split cycling & trails stakeholders, event calendars up to date, and Huri Huri is ready for handover.

The Trails Coordinator will continue to work closely with the new role going forward due to many crossovers with the roles.

Five Towns Trail Network Project

Final edits of the Five Towns Trail Network Master Plan are being done with the launch to stakeholders planned for Thursday 14th October 2021 to be held at the Carterton Events Centre. The document will then be publicly available. The Trails Coordinator is planning the event along with the project team and has worked closely with the lead communications staff (MDC) on the communication document to be ready for the launch.

4. CONSIDERATIONS**4.1 Climate change**

Cycling supports the mitigation of climate change through replacing greenhouse-gas emitting motor vehicles.

4.2 Tāngata whenua

N/A

4.3 Financial impact

N/A

4.4 Community Engagement requirements

N/A

4.5 Risks**5. RECOMMENDATION**

That the Committee:

1. **Receives** the report

File Number: 136218

Author: Erin Collins, Regional Trails and Cycling Coordinator

Attachments: Nil



6.6 PARKS AND RESERVES ACTIVITIES

1. PURPOSE

For the committee to be informed of the activities of the Parks and Reserves Team.

2. SIGNIFICANCE

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

3. BACKGROUND

The Parks and Reserves team have adopted a business as usual work programme with ongoing works and maintenance being completed. This report is a reflection on the activities completed up to September 2021. Works going forward, expected outcomes, benefits, and impacts.

This report reflects on the business conditions experienced under Covid level four and three restrictions which impacted on our ability to achieve outcomes expected from the indications outlined in the previous report.

4. ACTIVITIES

Impacts of Lockdown

Over lockdown, the Parks team worked on rostered system with reduced staff to continue to maintain our essential services. This lockdown has put all scheduled work behind, which has impacted our ability to achieve our business as usual outcomes. The team are now working to catch up, complete projects and continue with our business as usual.

Street Reserves

- Street bed and garden maintenance will be ongoing
- The weed spraying programme will be ongoing to maintain levels of service – Bio herbicide spraying, and steaming will be the main methods used.
- Street mowing will be ongoing to maintain levels of service
- The Fiest Street reserve has been enhanced with several specimen Magnolia and Beech trees.
- The rail embankment between Pembroke Street and Victoria Street will be planted with a selection of native shrubs to replace the trees that were removed in August.
- A doggy doo bin has been installed on the corner of Brooklyn Road and High Street



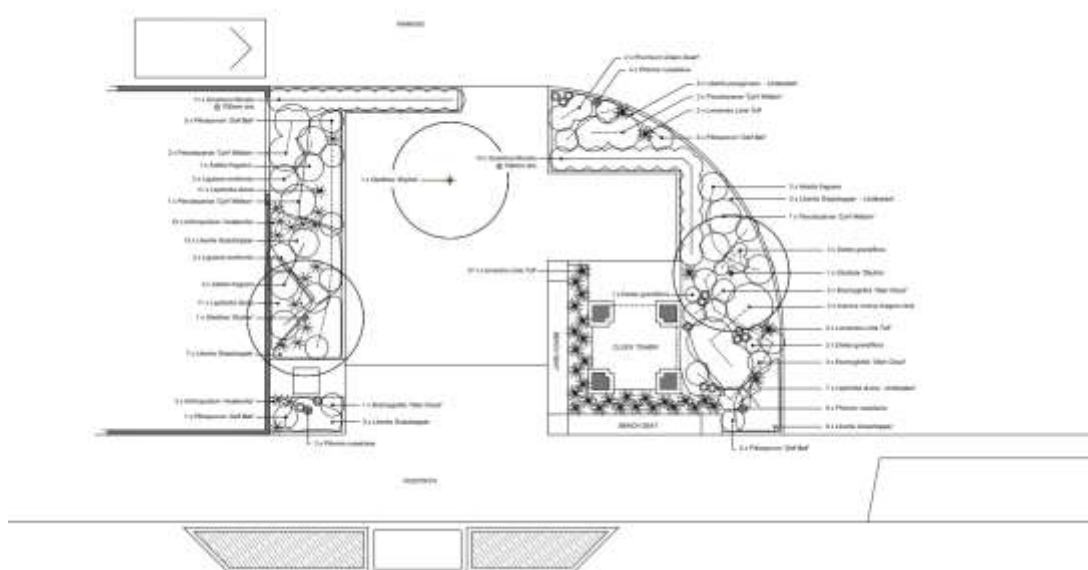
Rail Reserve – Penbroke Street



Fiest Street Reserve

Clocktower

The Clocktower work kicked off again once we were back in Level 2. Landscape renovations continue with the seating installed and the garden and trees now planted.



Parks

- The Steam machine was used to clean assets in the Parks after Level four and three lockdown periods.
- Soft T fall bark chip will be topped up under the swings and the flying fox.
- The high winds that were experienced in September caused some damage to trees in all Parks, with weak and dead limbs being the main casualties.
- Pathway development will continue at Howard Booth Park, this will enhance the links and connectivity to other newly created pathways.

- Lime Chip has been laid around seats at Sparks Park to provide an all-weather surface around the seats.
- All the playgrounds are due for an independent safety audit inspection. This was scheduled to happen over lockdown, this will now take place in October.
- The Cricket Club have taken down the old worn-out netting on the practice nets and have given the steel frame a new coat of paint. They will be installing new hurricane mesh on the frame.
- General park maintenance will be ongoing.



Swimming Pool

Overwintering operations continue to maintain the condition of the pool.

Cemetery

- Maintenance is ongoing, due to lockdown there are some delays in our scheduled work.
- Keep Carterton Beautiful Group continue to assist with maintenance at the cemetery, their contribution is very much appreciated.

Rural Reserves

- General maintenance is ongoing.
- The welcome to Carterton signs at the district boundaries on the rural road entrance has been upgraded. Replacing the daffodil and repainting.



Other Matters

Overall, there has been a good response from residents towards cutting back their overhanging vegetation back to boundaries, after receiving cut back notices. Of the 66 notices issued, only 6 have not complied.

5. CONSIDERATIONS

5.1 Climate change

The ongoing use of the steam machine reduces our chemical footprint in all areas it is utilised.

5.2 Tāngata whenua

Tāngata whenua were not engaged regarding matters in this report. A meeting with Tāngata whenua has been organised for advice on Te Reo to be used on signs.

5.3 Financial impact

All matters in this report are covered by existing budgets.

5.4 Community Engagement requirements

Community groups have engaged with the Parks and reserves department, KCBG, and their ongoing engagement and contribution is valuable to our district.

5.5 Risks

No matters in this report are considered risks to Council.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: 136238

Author: Clinton Thompson, Parks and Reserves Manager

Attachments: Nil



6.7 WASTEWATER PONDS CONSTRUCTION UPDATE

1. PURPOSE

For the committee to be advised of progress with the Wastewater ponds construction upgrade project

2. SIGNIFICANCE

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

3. UPGRADE OVERVIEW

The third and central pond still requires a small section to be covered in and has not differed since the last report to the Committee.

Sections of the work for stage 3 has progressed immediately after lockdown though progress has been slow over the previous 2 weeks due to wet weather. But we are still within the timeframe of our consents to have the reservoirs operating-

4. PROGRESS

Below (Figure 1) is an aerial photo of the reservoir's progress on 31st August 2021 showing the partially completed earth dam and the partially lined pond 2.



Figure 1: Reservoir's progress

The work remaining to be completed on the Reservoirs includes

- Lining to pond 2
- Completion of the anchor trenches
- Minor embankment fill (over anchor trenches)
- Three concrete spillways,
- Valve chambers lids and covers
- Subsoil testing
- Topsoil (Embankment crests)
- Turf reinforcement matting
- Grassing
- Site clean up
- All remediation work

It anticipated that this work could be completed by the end of January 2022

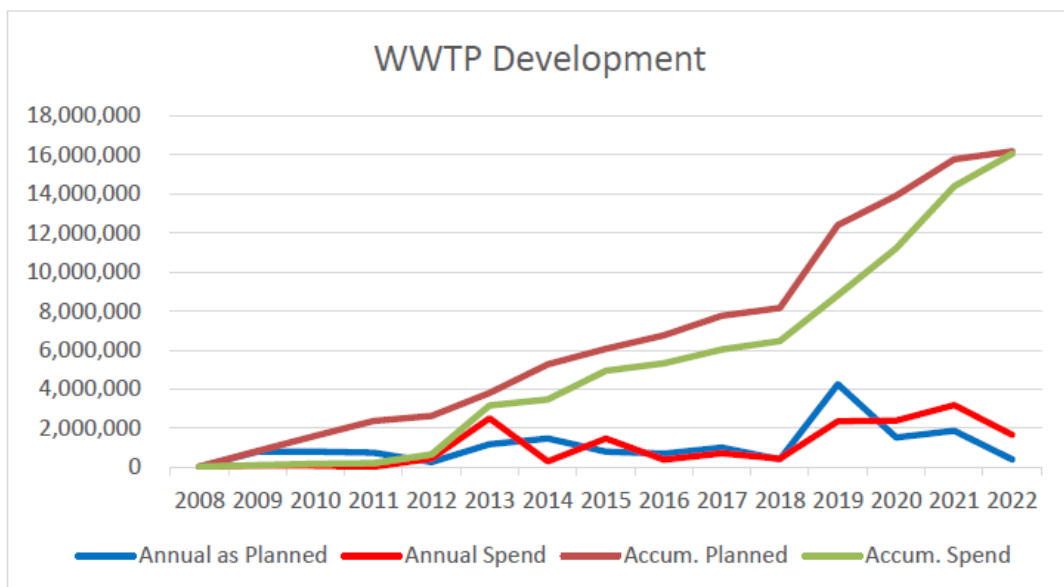
5. STAGE 3 – PIPELINES AND PUMPS

There is now a permanent 300KVA power supply at Gallons Road which will operate and control the new irrigation pumps and sub pond floor hydraulic system. Work continues with the installation of the electrical system and controls, the pump station internals, and wet wells.

Construction of the pump station will progress through the next few months and culminate in having the pipework in place before Christmas weather dependant.

6. FINANCIALS

Detailed financial reporting is to the Wastewater Treatment Plant Upgrade Governance Group. Overall, the construction is meeting the current budget expectations as displayed below.



7. CONSIDERATIONS**7.1 Climate change**

N/A

7.2 Tāngata whenua

N/A

7.3 Financial impact

The construction is within current budget allocations

7.4 Community Engagement requirements

N/A

7.5 Risks

N/A for this report

8. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: 136277**Author: Matt Chapman, Project, Contract and Procurement Officer****Attachments: Nil**

7 KARAKIA WHAKAMUTUNGA