



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 17 December 2020 at 6:30pm.

MEMBERSHIP OF THE COMMITTEE

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

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGEMENTS AND TRIBUTES:

5. PUBLIC PARTICIPATION:

5.1 Ray Lilley and Mayor Alex Beijen – Tree Planting on Highways

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 5 November 2020. **Pages 1-5**

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 5 November 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Officers' Report **Pages 6-55**
- 8.2 Adoption of 2021 Schedule of Ordinary Meetings Report **Pages 56-68**
- 8.3 Income and Expenditure Report **Pages 69-76**
- 8.4 Financial Assistance Report **Pages 77-78**
- 8.5 Action Items Report **Pages 79-94**
- 8.6 Proposed Naming of Two New Vested Roads Report **Pages 95-100**
- 8.7 Considine Park User Group Report **Pages 101-109**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 Chairperson Report **Pages 110-118**

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

- 12.1 None



Minutes – 5 November 2020

- Present:** Mel Maynard (Chair), Aidan Ellims, Michael Honey, Nathan Fenwick, Councillor Pam Colenso (via audio-visual link), Councillor Pip Maynard and Alex Mason (youth representative).
- In Attendance:** Karen Yates (Policy and Governance Manager) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough on 5 November 2020 between 6.32pm and 8.32pm.

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

Councillor Maynard paid tribute to Heather Wall who had recently passed away and acknowledged her contribution to the community and church.

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

There were no actions from public participation.

7. COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 24 September 2020

MCB RESOLVED (MCB 2020/37) that the minutes of the Martinborough Community Board meeting held on 24 September 2020 be confirmed as a true and correct record.

(Moved Ellims/Seconded Honey)

Carried

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.

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Youth Representative Appointment Report

MCB RESOLVED (MCB 2020/38):

1. To receive the Youth Representative Appointment Report.
(Moved Cr Maynard/Seconded Fenwick) Carried
2. To appoint Alex Mason as a youth representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the 2019-2022 triennium.
3. To agree an honorarium payment of \$50 per ordinary meeting attended be paid to the youth representative from the Martinborough Community Board operating budget.
(Moved Fenwick/Seconded Ellims) Carried

8.2 Officers' Report

Members queried the roads selected for the resealing programme, emphasised the need to focus on rural roads, and requested an update on progress of resolving the Hinakura Road slump issue.

Members discussed the go-live date for the Manganese Reduction Treatment Plant, expressed concerns that it wouldn't be operational in time for Toast Martinborough, and discussed progress on investigating the last Martinborough wastewater discharge incident. Ms Yates responded to questions on water restrictions and recovery for damage to Council assets.

Mr Ellims expressed he would like water conservation measures to be introduced and Ms Yates explained this would form part of the consultation on the Long Term Plan.

Ms Maynard expressed concern that the Martinborough Wastewater Treatment Plant Community Liaison Group had not met since her appointment.

MCB NOTED:

1. Action 605: Provide clarification on the reasons Birdie Way, Eagle Place and Fairway Drive were scheduled for resealing, E Stitt.
2. Action 606: Request an update from Greater Wellington Regional Council on progress made to remedy the Hinakura Road slump issue, E Stitt.
3. Action 607: Provide an update to Heidi Allis on progress with the action the Board agreed following the presentation made in the public forum on 24 September 2020 regarding poor lighting at the Jellicoe Street crossing by Venice Street.
4. Action 608: Confirm if the actuated valve at the Martinborough Wastewater Treatment Plant scheduled for completion in October 2020 has been completed, E Stitt.
5. Action 609: Provide the Board information on why the Pinot Grove wastewater pipe upgrade is being undertaken, E Stitt.

MCB RESOLVED (MCB 2020/39) to receive the Officers' Report.

(Moved Cr Maynard/Seconded Fenwick)

Carried

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8.3 Income and Expenditure Report

Ms Yates responded to questions on the outstanding balance for the Pain Estate and updated members of the upcoming review of the policy.

MCB NOTED:

1. Action 610: Confirm if the \$200 granted to South Wairarapa Neighbourhood Support in May 2020 has been taken up and advise the process for withdrawing the grant and releasing unspent funds back to the grant fund, K Yates.
2. Action 611: Confirm if a grant application from MADCAPS has been received and advise when it will be presented to the Board for consideration, K Yates.

MCB RESOLVED (MCB 2020/40):

1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 30 September 2020.
(Moved Cr Colenso/Seconded Cr Maynard) Carried
2. To receive the Pain Farm Statement of Financial Performance for the period 1 July 2020 – 30 September 2020.
(Moved Fenwick/Seconded Maynard) Carried
3. To release the \$500 commitment for backboards and posts from 27 November 2017 back to the Martinborough Community Board grant fund.
(Moved Cr Maynard/Seconded Cr Colenso) Carried

8.4 Action Items Report

Members reviewed the tabled draft Considine Park User Group Terms of Reference and proposed changes to the membership section to seek a tangata whenua nomination rather than appointment from the Māori Standing Committee, and to allow for the Community Board to propose community candidates. Members discussed the frequency of meetings and Councillor Colenso and Ms Yates undertook to explore whether groups that are users but not a lessee or licensee could be included in the membership. A revised Terms of Reference would be presented to the Board for consideration at the December meeting.

Members reviewed each of the outstanding action items, discussed further updates, and noted further actions as follows:

1. Action 612: Present the Considine Park User Group Terms of Reference to the Board for adoption in December 2020, K Yates.
2. Action 613: Seek a nomination from the Māori Standing Committee for a tangata whenua representative for the Considine Park User Group, K Yates.
3. Action 614: Provide the board an update to clarify the connection between the review of the overhead cost allocation model for the Pain Farm and the crediting of any overhead allocations to back to the Pain Farm account, K Neems.

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4. Action 615: Report to the board on the income amounts received from each of the separate Pain Farm income sources, K Neems.
5. Action 616: Provide the board with an assessment of timeframes to complete the lessons learned on the Waihinga Centre project, E Stitt.
6. Action 617: Provide clarification on the land available for the Martinborough Community Garden at the potential location at the corner of Venice and Regent Streets, B Neems.
7. Action 618: Write a letter to the Waihinga Centre Charitable Trust to confirm when appointments to the Trust were last made and when appointments are next due, Councillor Colenso.
8. Action 619: Progress the planting of one tree for the 150 year Anniversary for the settlement at Waihinga in Centennial Park with the Amenities Manager, Councillor Colenso.

MCB RESOLVED (MCB 2020/41):

1. To receive the Action Items Report.
2. To agree to fund up to \$200 for a tree for the 150 year anniversary for settlement at Waihinga from the Martinborough Community Board, to be funded from the beautification fund.

(Moved Ellims/Seconded Fenwick)

Carried

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Ms Maynard provided a report back on engagement events for the Spatial and Long Term Plans and the first monthly Community Board drop in session. Ms Maynard thanked members for attending and members discussed obtaining a promotional sign for future drop in sessions.

MCB RESOLVED (MCB 2020/42) to receive the Chairperson Report.

(Moved Ellims/Seconded Cr Colenso)

Carried

11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.32pm.

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Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

To report to Committee on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 4 November 2020.

1. Resource Management

1.1 Planning Summary

1.1.1. Planning

Planning receives around 200 resource consent applications per year. The team normally has around 13-20 resource consents to assess and make decisions on. There are currently 20 resource consent applications for land use and subdivision, including cases where further information is required. Consent work sits beside a busy mix of district plan enquiries, land use compliance, and growing policy work. Good and timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The Spatial Plan is our strategic document to 2050, using an integrated approach for the Spatial/Long-Term Plan (LTP). Evaluation work continues for shaping the Spatial Plan/LTP diagram components and refinement. Recent focus on initial engagement meetings, and pop up sessions. This initial engagement work included 10 community/stakeholder sessions-held with iwi, business and realty, seniors, the wine growers, farmers, two youth meetings at Kurunui College, plus Community Board sessions held in each of the towns. A wide mix of views and helpful feedback was captured. Workshops continue with Council on the Spatial Plan to sort activities in LTP, growth discussions.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation, the MSGA is now on hold, including phase two stormwater modelling work. For consideration alongside Spatial Plan evaluation work.

1.1.4. District Plan Review

Wairarapa Combined District Plan (WCDP) operative in 2011, requires review every 10 years, a plan review takes around 2 years. Boffa Miskell confirmed as the consultant to support the review. The advisory group meeting held on 8 September considered the extent of the WCDP review plus proposed Resource Management Act (RMA) reforms. The RMA reform, Randerson report proposes replacement of the RMA by a new regional level spatial plan Act, and new natural resources Act. The DP review will continue but be at a level to focus on key topics that need review. Advisory group meeting held 16 October, and a Plan Review Committee meeting proposed for late November.

1.1.5. Dark Sky

Plan change is based on Mackenzie DC approach to outdoor lighting control, to support a dark sky reserve. The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has been compiled, approved by Council for notification. Public notification of the plan change was in October, submissions closed 30 October.

1.1.6. Review of Notable Trees Register

Hearing held in Greytown on 21 November. The independent commissioner's decision was adopted, still currently dealing with an appeal on the listing of one Oak tree, discussion and correspondence happening aimed at resolving.

1.1.7. Featherston Tiny Homes/Brookside RC

Application involved advice meetings, further info on urban design and traffic assessment. Number of units lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects due to intensity, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application, is now pursuing a more standard density.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision, Council is still in the process of resolving this issue through mediation.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

A costings report by Armstrong Dixon Ltd in April for reporting to July Committee. The Committee sought detailed costings, and comparative costs info being compiled. The Committee on Aug. 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, matter has been parked awaits direction from the Shared Services group. Update

report on Shared Services mtg going to Council in Oct. CDC have recently indicated a hesitancy regarding a combined CD/SWDC pound option.

2. Building Services

The level of new building consent applications has continued to remain consistent and quite high. There has been timely processing together with the provision of ongoing site inspections services, some inspection times in Oct impacted by staff leave, course study. Over the last financial year our team processed 584 applications, including exemptions. Usually around 60 active building consent applications in system.

3. Environmental Services

The provision of helpful advice, support and decisions in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. Have continued inspections post covid and are ahead of the premise's verifications benchmark. MPI requirements saw us move to remote verifications which impacted some process timing.

4. Resource Management Act - District Plan

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

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

Resource Management Act – Consents(Year to date 01/07/2020-30/09/2020)

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	Total 50/50
		100%	29/29 Land Use applications were completed within statutory timeframes. NCS
		100%	16/16 Subdivision applications were completed within statutory timeframes. NCS
		100%	5/5 permitted boundary activity applications were completed within statutory timeframes. NCS

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.223 certificates issued within 10 working days	100%	100%	28/28 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	21 out of 21 s224 certificates were certified. NCS.

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.

Six Months Trend from 1 st April 2020 to 30th September 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	53/53 within 20 working days	100%
Subdivision Consents	32/32 in 20 working days	100%
223 Certificates	43/43 in 10 working days	100%
224 Certificates	27/27 in 15 working days	100%

Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	100%	68/68 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

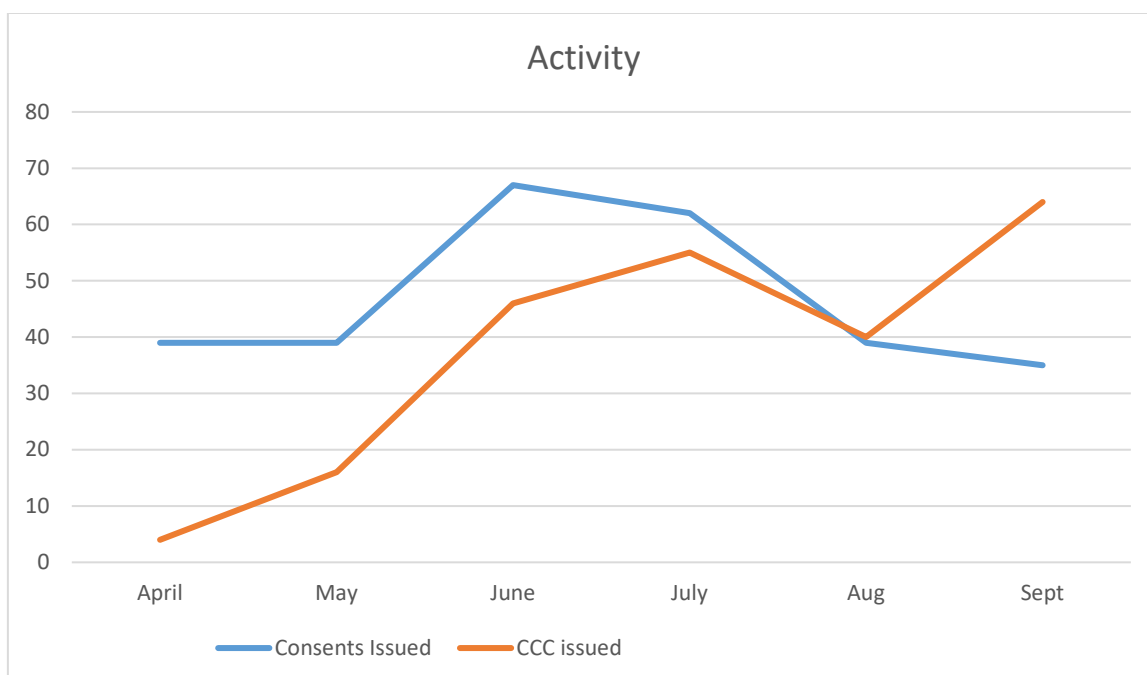
	YTD 1 JULY 2020 – 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 - 30 SEPT 2019	PERIOD 1 SEPT TO 30 SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 - 30 SEPT 2019
Standard LIMs (Processed within 10 working days)	68	39	19	13
Urgent LIMs (Processed within 5 working)	23	13	7	3
Totals	91	52	26	16

5. 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 (CCC) applications are processed within 20 working days	100%	97.69%	NCS – 127 of 130 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	100%	NCS – 165 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 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 BWO's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (September 2020 – 322 inspections) BWO's – Total 169 – average of 3 audits per month required, 0 audits carried out September Swimming Pools – Total 279 – average of 7 audits per month required. 4 audits carried out in September
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

	Apr20	May 20	June 20	July 20	Aug 20	Sept 20
Monthly Building Consents issued	39	39	67	62	39	35
Monthly CCC issued	4	16	46	55	40	64



Building Consents Processed

TYPE – SEPTEMBER 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$6,825,500.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$00.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	56	\$7,265,988.00
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$520,000.00
Totals	62	\$14,611,488.00

6. Environmental Health and Public Protection

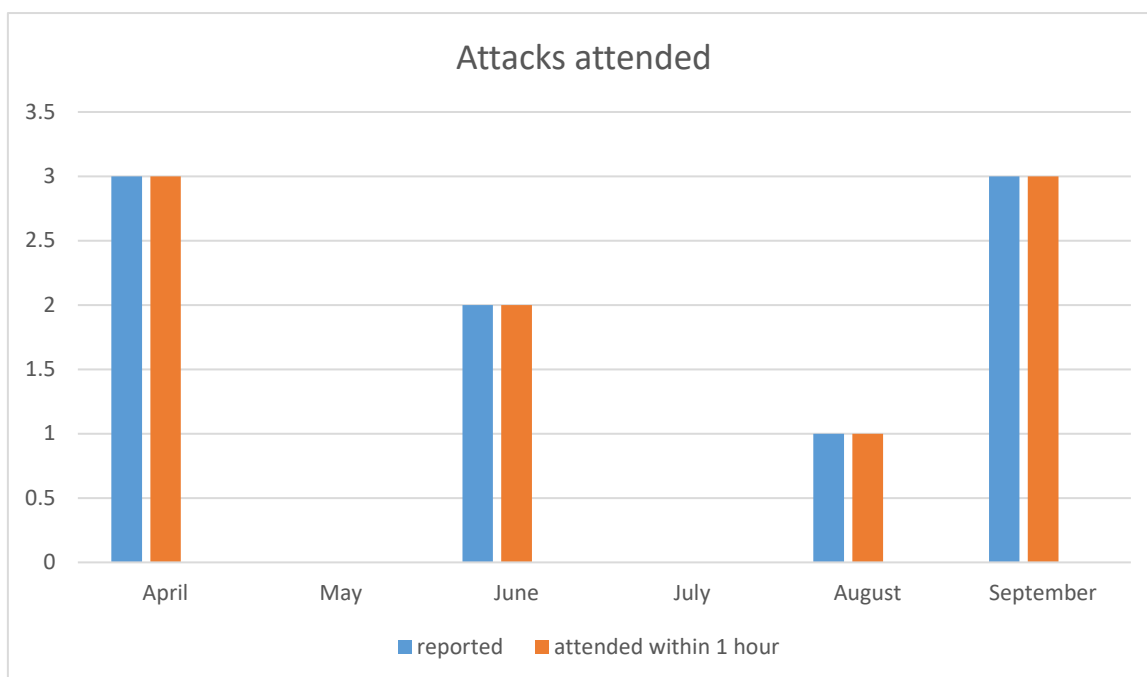
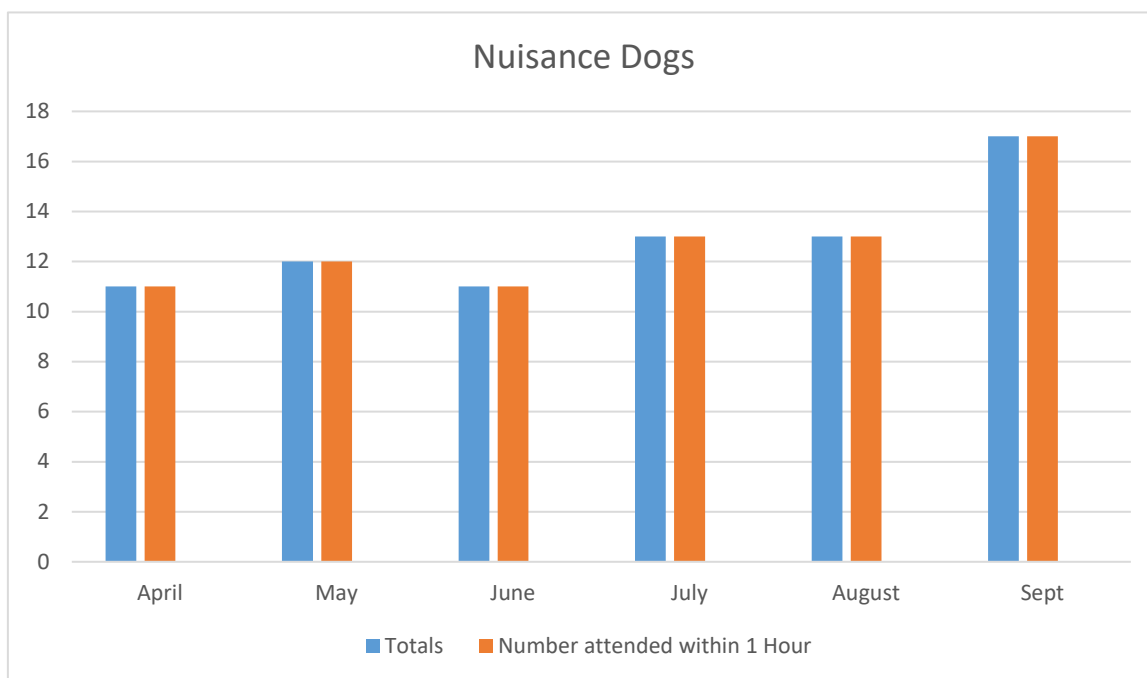
Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	No visits at this stage. Education is planned for at risk groups
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 42/42
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	5/5

INCIDENTS REPORTED FOR PERIOD SEPTEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	4	2	5
Lost Dogs	1	1	3
Found Dogs	3	-	-
Rushing Aggressive	3	-	-
Wandering	11	3	5
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
Nuisance dogs	11	12	11	13	13	17
Attended to within 1 hours	11	12	10	13	13	17
Attack totals	3	0	2	0	1	3
Attacks attended within 1 hours	3	0	2	0	1	3



7. 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 4/4
In cases where multiple stock escapes (more than 1 occasion) have occurred	100%	-	No incidents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
from a property taking compliance or enforcement or prosecution action against the property owner			
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 7/7

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2020 TO 30 SEPT 2020
Stock	7

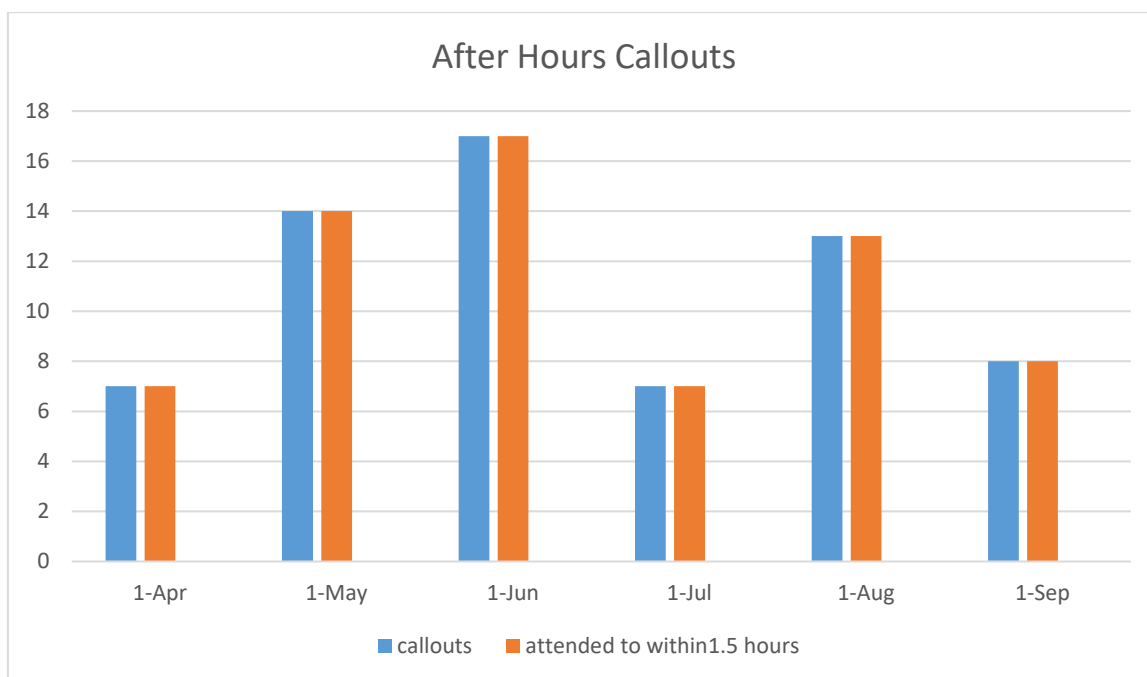
8. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 28/28 attended within timeframe YTD 8 callouts Sept 20 8/8 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT TO 30 SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 SEPT 2019
Total	28	18	8	5

	APR 20	MAY 20	JUNE20	JULY 20	AUG 20	SEPT 20
Calls	7	14	17	7	13	8
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%



9. Sale and Supply of Alcohol Act - Licensing

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

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	31.3% YTD	MAGIQ data. All premises inspected at new or renewal application stage (15/48*). 15/48 Number of inspections completed or licences coming up for renewal within the YTD period. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	35.3% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 34 low and medium licenses due for renewal or new inspections in this financial year. For Sept 20, 5 inspections have been done for low and medium premises. 129 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 12/34
Compliance activities are undertaken generally in accord with the Combined Licencing	100%	0%	0 Controlled purchase Operation has been undertaken this YTD. Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Enforcement Agencies agreement.			inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

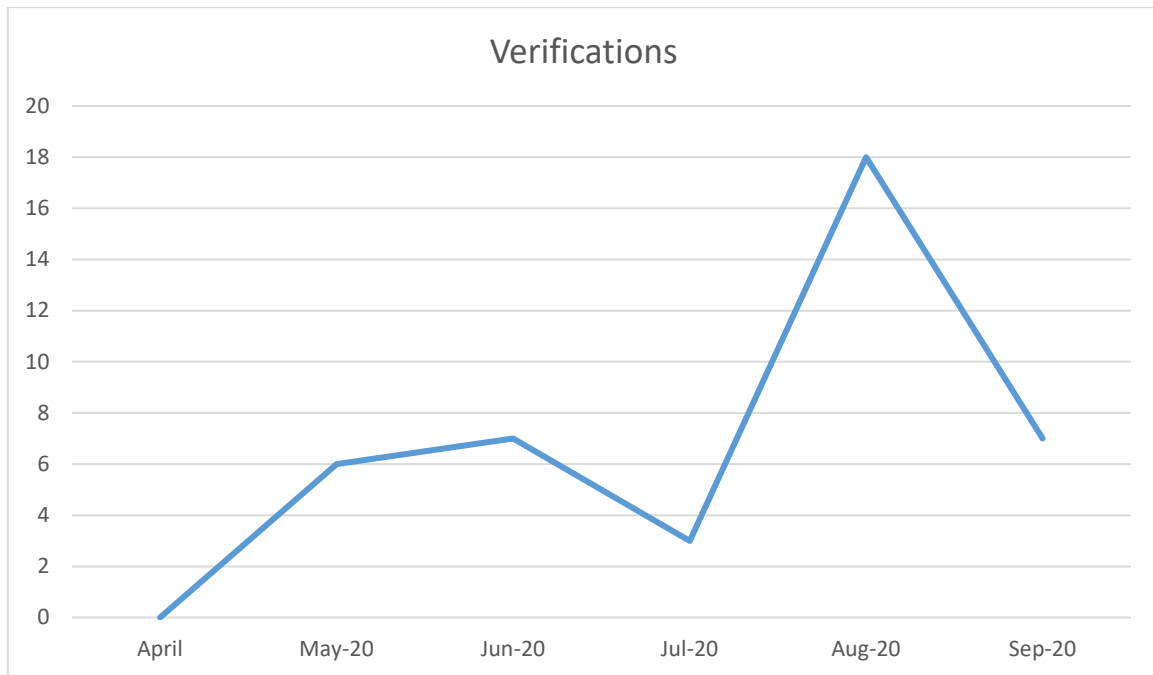
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT 2020 TO 30 TH SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 TH SEPT 2019
On Licence	13	10	8	3
Off Licence	10	12	3	2
Club Licence	1	4	-	-
Manager's Certificate	43	19	22	3
Special Licence	2	17	1	9
Temporary Authority	1	-	-	-
Total	70	62	34	17

Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	<p>FHR – 0 FCP (Food Act) – 98 NP – 59</p> <p>The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>
Premises are inspected in accord with regulatory requirements.	100%	28.6%	<p>FCP verifications – 28/98</p> <p>*Total number of premises is subject to change month by month as new businesses open and existing premises close.</p> <p>Covid-19 continues to have an impact on the ability of the EHO to undertake verifications. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats)</p> <p>7 verifications were undertaken in Sept 2020</p> <p>We were able to finalise (close out) 12 premises in Sept 2020</p> <p>0 outstanding corrective action food business follow ups</p> <p>In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels.</p> <p>In Sept EHO attended:</p> <p>2 day time noise complaints 0 Hazardous substances complaints 4 smoke complaints 0 rat nuisance complaint 2 Odour nuisance complaint 0 complaint discharge of storm water to stream 1 Camp ground inspections 1 Health & Beauty Inspections 1 Hairdresser Inspections 0 Offensive Trade Inspections 1 Rubbish on private property 1 Contaminate leaking from barrel</p>

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
Verifications	0	6	7	3	18	7



10. Bylaws

Between 1 July 2020 and 30 Sept 2020 there were:

Trees & Hedges

- 18 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 4 litter incidents were recorded and from this, Council sent 3 notices to the identifiable people associated with these incidents.

Abandoned vehicles

- There were 8 abandoned vehicles located in the SWDC area, of which 6 were removed by their owners and the remaining 2 vehicle was removed by Councils' contractor.

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

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 4 November 2020.

11. Group Manager Commentary

This report takes a slightly different format to previous reports. Operational updates are provided in the main body of the report and discreet projects or programmes of work are updated in a new dashboard style report at Appendix 1. It is intended to provide oversight and clear indication of progress and any emerging risks to the delivery of Annual Plan activities or key projects.

As well as supporting the development of the Council Long Term Plan, the Partnerships and Operations team have progressed a range of activities to provide services to SWDC ratepayers. Water continues to be a priority focus area for Council and continuing to engage in the water reform programme driven by DIA. Some key pipe upgrade projects continue to be under cost pressure and work continues with Wellington Water to resolve these issues.

In Roading, preparation for the main works season has progressed well. Waka Kotahi NZTA have updated Council on the adjustments to the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme. This sees the NZTA contribution drop by 1% for SWDC and further detail is provided in this report and will also be presented to the SWDC Finance, Audit and Risk Committee.

The amenities team continue to upgrade and renew facilities across the District. Of particular note is the progress made on Pain Farm, at which a public open day was recently held to promote interest in the estate.

12. Water

Operational performance reporting from Wellington Water is provided on a quarterly basis and operational performance is provided at Appendix 1 to this report. Work continues to address key operational issues and improve core performance. As part of the review of how Wellington Water provide services to SWDC, additional resourcing has been applied and network operations split from treatment (water and wastewater) to improve management oversight and control.

As identified to the previous Assets and Services committee meeting the sewer main running along Fitzherbert Street in Featherston and adjacent to the railway tracks had become blocked and. Wellington Water staff undertook a series of repairs and no impact on level of service or environmental effects were suffered. The final repair was successfully undertaken on the weekend of the 24th/25th October.

On the 1st October 2020 Wellington Water assumed the responsibility for the management of the SWDC water races and are also recruiting supplementary resource to deliver this service.

As part of the Government's Water Reform process, Councils across the country are being asked to provide a range of data to inform the emerging thinking. Providing this information was a condition of the Memorandum of Understanding (MOU) that Council agreed to. The information includes asset values, population and commercial arrangements. Along with a sample of Councils SWDC has been selected to provide more in-depth data (other Councils can opt in to doing that too). This work will require significant input from staff and Wellington Water over the coming months.

Council Action No 237 requested Officers to 'advise councillors whether Wellington Water wastewater operations staff are being trained to a NZ recognised qualification'. Wellington Water has advised that the focus of training of South Wairarapa based staff has focused on the particular operation of SWDC assets. Work has also commenced on gaining their Licences to Operate (LTOs) and staff have attended specific courses on operating oxidation ponds. Further training is planned.

An outline of the current experience and qualification status of operational treatment staff is given below:

Title	Years in Water & Wastewater Industry	NZ Certificate in Drinking Water Treatment	NZ Diploma in Drinking Water Treatment	NZ Certificate in Wastewater Treatment	NZ Diploma in Wastewater Treatment	Supervisory Experience
Manager, Service Delivery SWDC	11	Yes	No	Yes	No	Yes
Water and Wastewater Operations Technician	26	No	Yes	No	No	Yes
Water and Wastewater Operations Technician	3	No	No	No	No	No
Water and Wastewater Operations Technician	26	Yes	No	Some certificates	No	Yes
Water and Wastewater Operations Technician	11	Yes	No	No	No	No

13. Land Transport

13.1 Roading Maintenance - Ruamahanga Roads

An outline of key works completed through September 2020 is provided below:

- 275.3 km of roads were inspected and identified faults recorded in RAMM for future scheduling.
- 13 bridges were inspected and found to be in an acceptable condition.
- 118 rural culverts were inspected
- 60.32 km of unsealed roads were graded
- 476.94 m³ of maintenance metal was applied to the unsealed roads
- 74 sealed road potholes were identified and filled.
- 68.8 km of mechanical street sweeping was completed
- Pre-seal repairs have continued



- Maintenance works continued on the footpaths within the 3 towns.
- Esther Street new footpath is now complete
- Works completed on Huripi and Johnsons Hill along Cape Palliser Road.
- The spring cycle of chemical spraying of rural water tables and signs has commenced and will be completed prior to rural berm mowing.
- Winds over the past month caused damage to many trees and blocking roads and property.



13.2 Further activities of note

- WSP are continuing to develop the geotechnical report for Cape Palliser Road, from DoC station to the end of the Whatarangi Cliffs. This project is nearing completion. The draft report has been reviewed and commented on, waiting for final report.
- Annual bridge inspection programme has been priced and awarded to WSP who will undertake the works over the summer period.
- Site Testing has been completed on Western Lake Road Sealed rehabilitation section a design report has been produced, reviewed and accepted estimates currently being developed for consideration.
- Roading infrastructure input has been supplied to all subdivision resource consents.
- Site meetings have been held with GWRC re the aggregate build up in Donald's Creek at Longwood Road and beyond and they are currently meeting with their ecologist on site to help develop a solution to remove the excess gravel without causing too much effect to the habitat.
- The Joint Carterton/South Wairarapa Roading Activity Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.

14. Amenities

14.1 Housing for Seniors

All Housing for Seniors units are fully tenanted. Recent activity includes:

- Completion of heat pumps installation programme
- Installation of five ovens
- Westhaven Flats in Greytown have had the external painting completed. Unit 6 has had a refresh with internal painting and new drapes.
- Two units at Cecily Martin flats in Martinborough have also had an internal refresh.

14.2 Pain Farm:

Work continues at Pain Farm and work that has been completed on the Homestead includes:

- Internal painting
- All Sash windows have been repaired and have new hardware
- New lights in the bathroom
- New light fittings in the main entrance hallway
- Two Heat pumps installed
- Grounds maintenance completed
- New blinds in kitchen, laundry and bathroom
- Homestead has a Fixed term Tenancy agreement



Work completed on the Cottage includes:



Pain Farm Cottage Exterior Before



Pain Farm Cottage Exterior After

- Rewiring to ensure compliance
- External painting
- Extractor fan/rangehood Installation
- Heat pump installed
- New window coverings in kitchen and lounge/bedroom
- Current tenant has agreed with rent increase and is staying on.

14.3 SWDC Playgrounds

Work through winter has included:

- Most planting completed at the Martinborough Playground
- Featherston playground is now fully fenced and general refresh is underway with painting and new bark
- one new seesaw installed in Martinborough and another has arrived to be installed in Featherston

14.4 Parks and Reserves

New seat, donated by the Read family has been installed outside the Martinborough Town hall. Plaque to be installed in memory of John Read, former Mayor.



Six pieces of outside exercise equipment ordered with two to be installed in each town. The equipment will be installed in Considine Park, Colliers Reserve and Johnston Street. These have finally arrived and install will begin.

Other work includes:

- Eastern side of the Featherston RSA has had the garden reinstated, flowing out towards the playground.
- Flagtrax installed in Greytown.
- A manual swing arm gate/s with a secure lock is being installed at Otairira Reserve, Featherston.

14.5 Cemeteries:

Work in the cemeteries has focused on grounds maintenance over the winter:

Martinborough cemetery hedge has been trimmed back, as shown below:



Martinborough cemetery



Martinborough cemetery



Greytown cemetery Millennium shelter

The Millennium shelter in Greytown has been thoroughly cleaned.

New seat installed in the Featherston Cemetery along with the planting across the entrance way and around new seat:



Featherston cemetery front entrance



Featherston cemetery – tree and seating area

SWDC and the New Zealand Remembrance Army (NZRA) Trust are working together to restore and clean servicemen gravestones in cemeteries within our district. (NZRA) services' grave restoration was held on Sunday 25 October at the Featherston Cemetery.





The flag pole at the Featherston cemetery which had fallen over some months ago due to rust and corrosion has now been repaired.

The Cross of Sacrifice has been cleaned and is ready for commemoration of Armistice Day in November.

Natural burial cemetery in Featherston has also undergone significant grounds maintenance.

Purchases of burial plots/niches 1 July to 27 October 2020

	Greytown	Featherston	Martinborough
Niche	2	8	
In-ground ashes Beam	1	2	1
Burial plot	2		3
Services area	1		
Total	6	10	4

Ashes interments/burials 5 November 2019 to 4 February 2020

	Greytown	Featherston	Martinborough
Burial	3	1	1
Ashes in-ground	3	3	2
Ashes wall			
Services Area	1		
Disinterment			
Total	7	4	3

14.6 Swimming Pools:

The viewing stand at the Greytown pool has been rebuilt.



A new bike stand at the Featherston pool:



14.7 Further work:

Significant additional effort has been expended in managing the delivery of the following Provincial Growth Fund (PGF) projects:

- Upgrade to facilities at Anzac Hall, Featherston
- Refurbishment of the Featherston War Memorial
- Supporting upgrades to the Featherston Community Centre
- Supporting the Hau Ariki marae project, and
- Supporting the Tauherenikau bridge trail project.

These projects are included in the Amenities programme dashboard and are in addition to the team's workload.

15. Wairarapa Library Service - Activity Report 1 Jul 2020 -30 Sept 2020

15.1 Statistics and activity

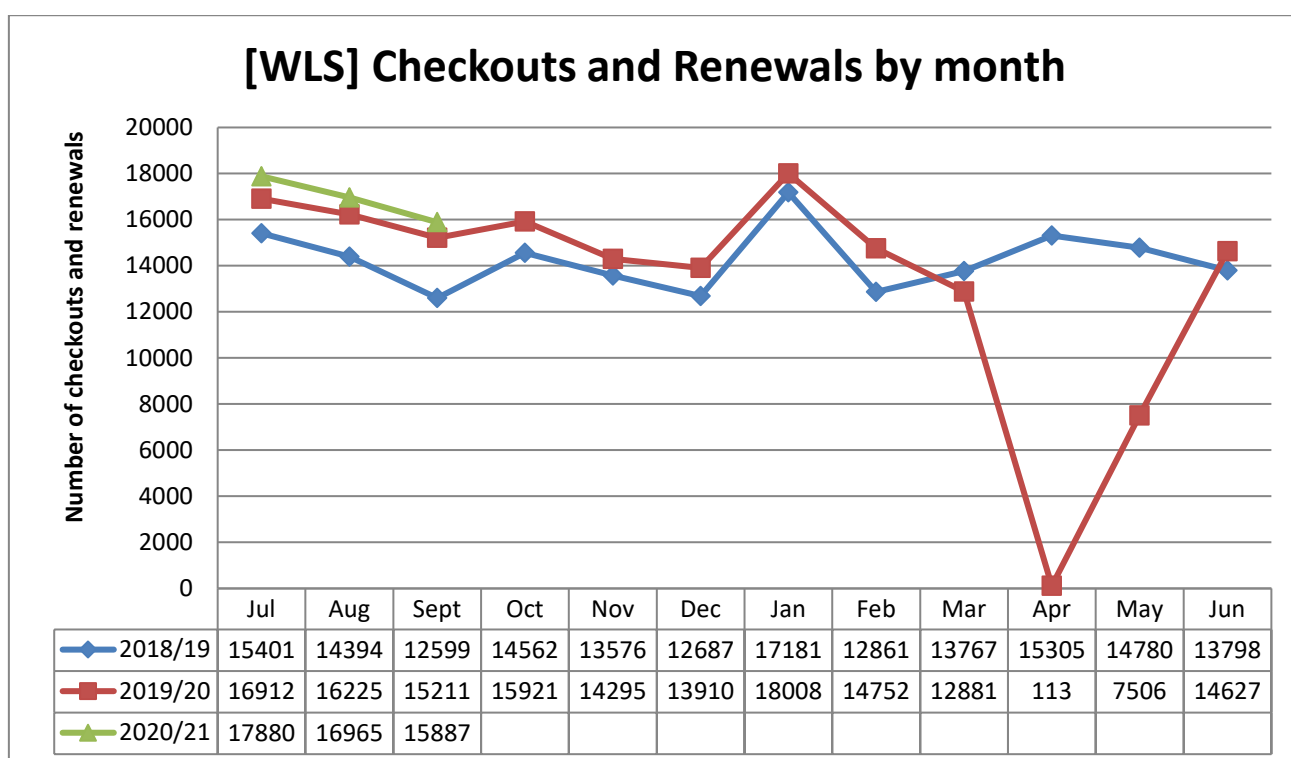
The statistics in this report cover the months of 1 July 2019 – 30 Sept 2020 inclusive. Data is reported as:

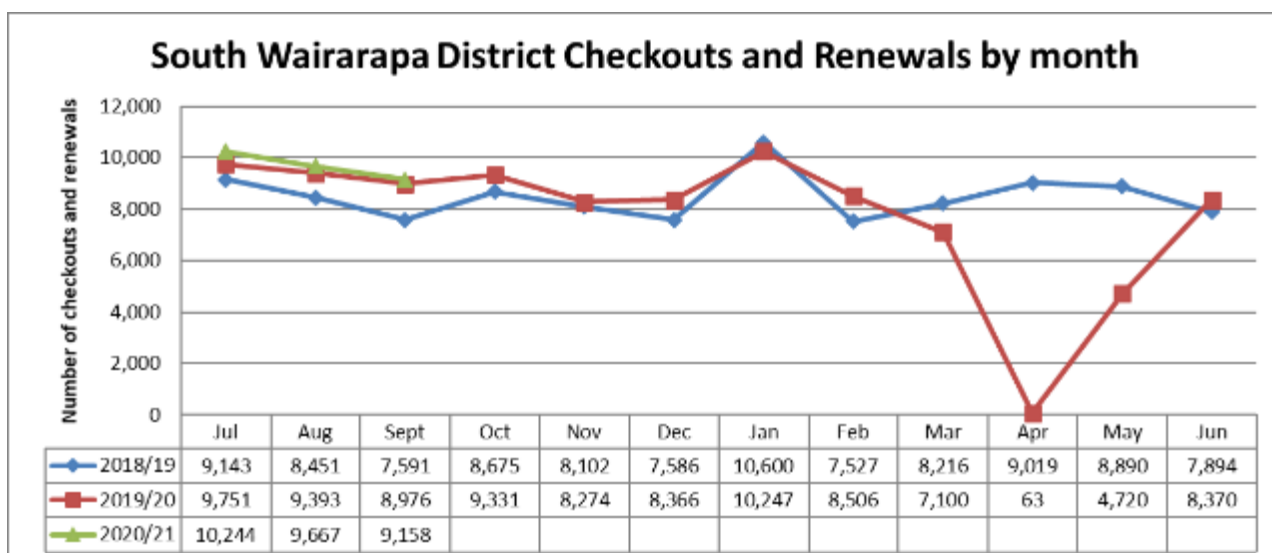
- Wairarapa Library Service
- By Territorial Local Authority

15.2 Checkouts and Renewals (Monographs, Serials, Audio-visual)

Following COVID-19 levels being removed, issues and renewals of items has returned to a similar pattern to previous years, but issues are higher than in previous years. This could be due to people discovering or re-discovering libraries during COVID-19's lockdowns.

Increasing overall usage of the collections and raising the awareness of libraries' offerings will be key foci for 2021. The graphs below summarise the data:



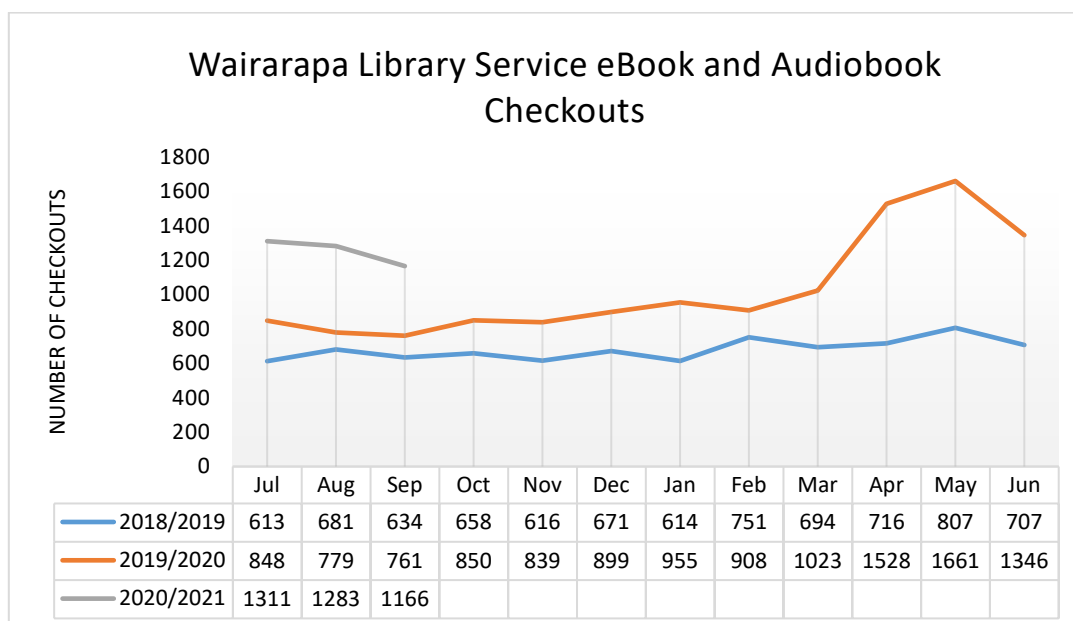


15.3 eBooks and eAudiobooks:

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Sept 2020. Issues are significantly above previous years, again reflective of COVID-19's impact on reading time and habits.

A review of WLS' e-book and audio book collections and usage is underway with a view to better aligning collections to customer demand.

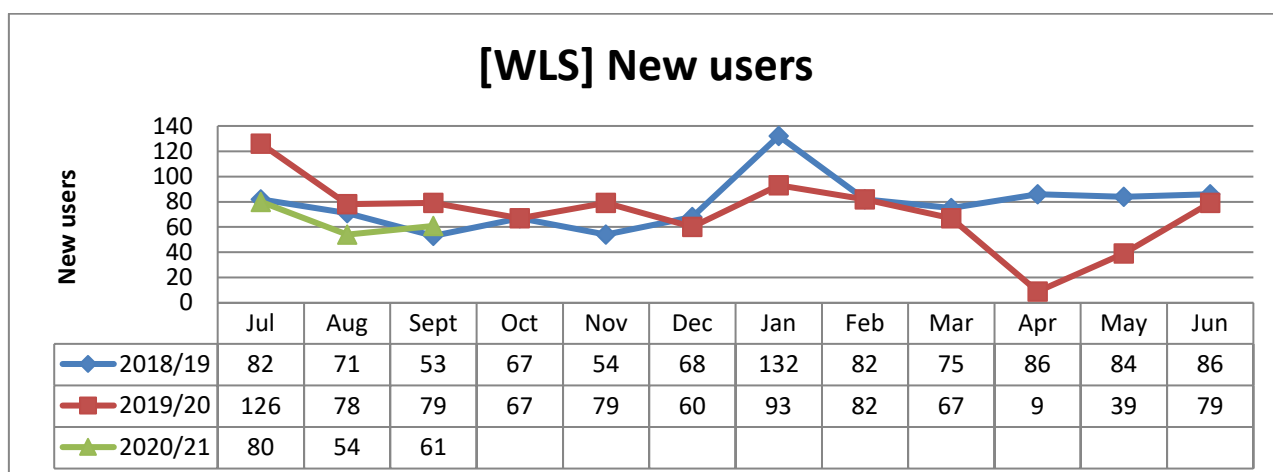
Of note: ePukaPuka is the name of the lower North Island consortia of libraries which purchase OverDrive e-books. The contract is due for expiry in mid-2021. The consortia and contract have been in operation for almost a decade. In that time other e-book providers have come into the market and product and business models have matured to some degree. The consortia agreed at its AGM to carry out a review and go to market. The result may have an impact on existing WLS e-book collection items, as well as where new title are purchased from.



15.4 New Members

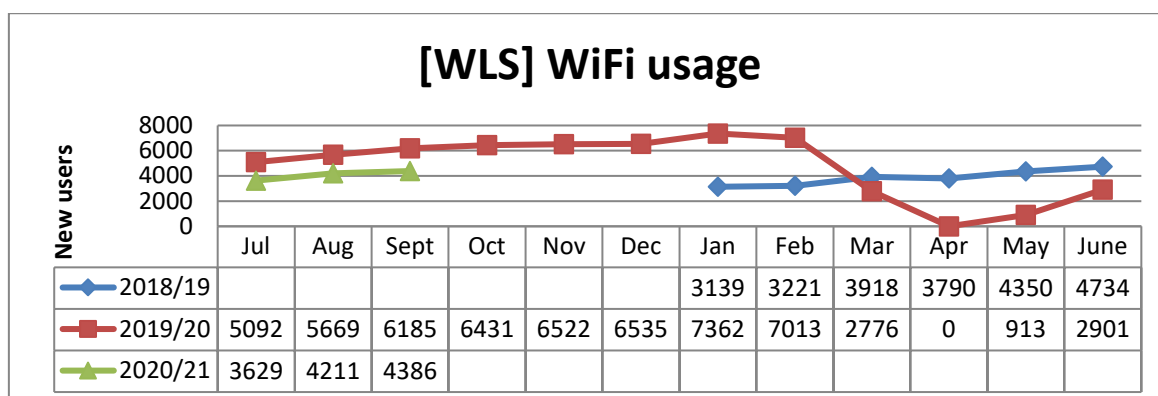
For the quarter July 2020-Sept 2020, new member numbers are down on previous years. Relative to the number of branches, Carterton's membership is growing faster than SWDC.

Understanding which communities are not engaging with libraries and why will be a key focus for 2021, with the aim of improving customer numbers.



15.5 Wi-Fi access

Wi-Fi usage has continued its trend in being well below the first three quarters of the 2019/20 financial year. However, its use since May 2020 has climbed steadily.



15.6 Programmes

All libraries offered programmes in the September/October school holidays. The focus is now on planning for the EC Summer Reading Programme. Aimed at the age group four to 10 years old, it promotes the enjoyment of reading for readers of all abilities. The library team will assist participating children with their reading and encourage them to talk about what they have read when they report into a library branch. Children in the programme earn rewards as they progress and if they complete four report-ins they get to attend the celebratory party with their families. A nationwide event which has been sponsored by Eastern and Central Trust, has been operating for 20 years. Unfortunately, the Trist has announced it will not be funding the programme again.

15.7 To note

The Government announced \$60million to support libraries in its May 2020 Budget. The funding has resulted in two major initiatives:

Funding of some databases until March 2021. WLS has gone live with:

- PressReader provides same day access to full-page replicas of more than 7,000 **newspapers & magazines** from New Zealand and around the world in 60+ languages.
- Australia/New Zealand Reference Centre Plus combines Australasian magazines, newspapers, newswires, biographies, and reference books to create the largest collection of regional full-text content available to libraries in Australia and New Zealand.
- MasterFILE Complete provides full text periodicals covering an extensive range of subject areas including business, health, education, fitness, sports and leisure, personal finance, general science, multicultural issues, DIY and fashion.

Fixed term funding for library staff until 30 June 2022. WLS is negotiating to receive funding for four fulltime roles which will be:

- Digital Coordinator – upskilling public and libraries’ staff on a basic digital and computer skills.
- STEM Coordinator – developing a network with STEM organisations and offering STEM learning opportunities for public (e.g., animation, robotics, 3D printing etc)
- Community Engagement Coordinator – developing networks into the community with the aim of growing awareness and usage of the libraries (physical and digital) by those who are not customers yet
- Bring Reading to Life Specialist – fostering and celebrating a love of reading, literature, and methods of finding that next great read, or information being sought

We will be advertising these roles in Dec/Jan with staff in place in the early New Year.

15.8 Story Box

We will be going live with a new resource aimed at 4-8 year olds. Called Story Box it is a website of approximately 300 stories read by celebrities, authors, and illustrators. Titles are selected covering a wide range of genres and interests. They aim to celebrate diversity and to enhance real lives of children through experiences and emotions. The site offers at home activities which will all be related to a story’s themes

Booksale. WLS and Masterton District Library will be having a book-sale of weeded stock on 12th and 13th December 2020. The venue is the Greytown Town Hall, chosen as it is central for the region and will undoubtedly be a busy place at that time of year.

The monies raised will go back into collection purchases, in particular e-books.

Public Libraries NZ have released their Strategic Framework document. A useful and highly relevant document, its timing is useful for informing councillors as they consider the LTP and work to ensure wellbeing across communities is facilitated in practical ways.

15.9 WLS focus Sept-March 2021

The focus for the next two quarters is the delivery of services in a more network-wide and consistent way. In parallel with the Councils' Long-Term Council Community Plan (LTCCP) development, the Libraries are drafting an updated strategic plan for 2021-2024 which will bring to life how libraries connect and enable people and communities.

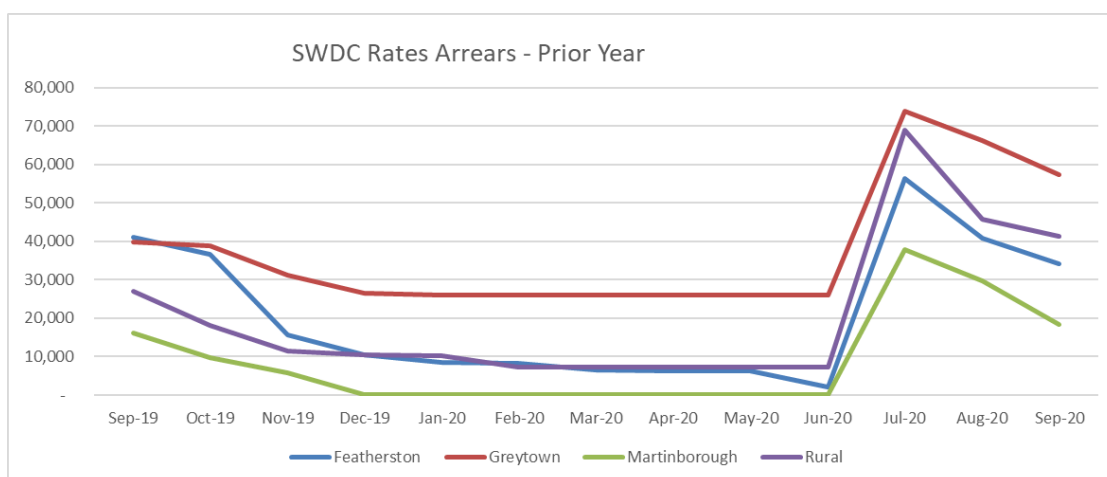
Contact Officer: Euan Stitt, GM Partnerships and Operations

16. Rates Arrears

This information was presented to the Finance, Audit and Risk Committee on 21 October 2020.

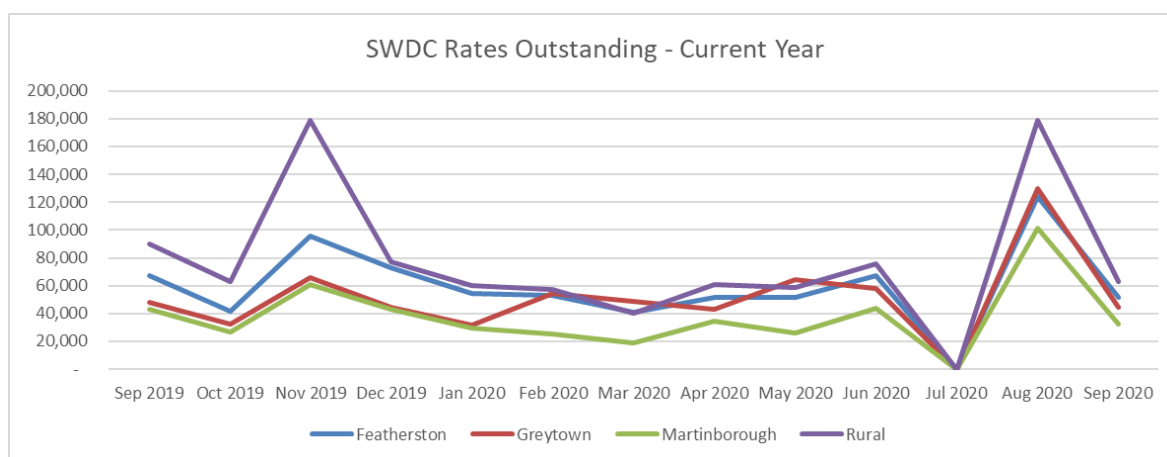
The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).

Prior years arrears have increased \$31k (22%) from the same time last year.

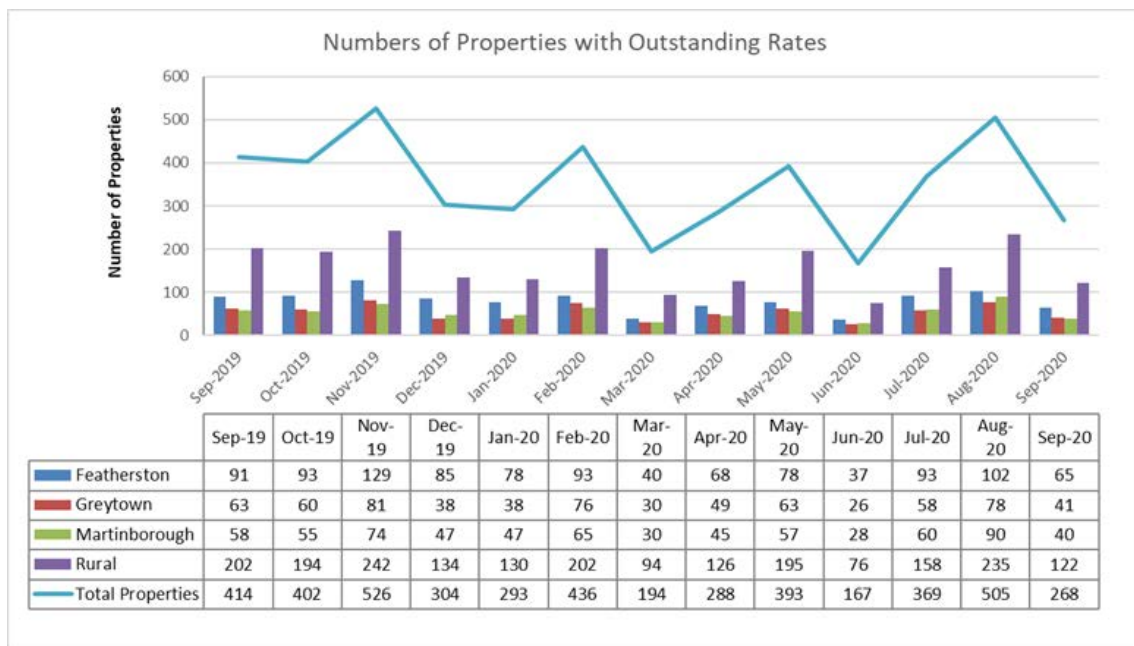
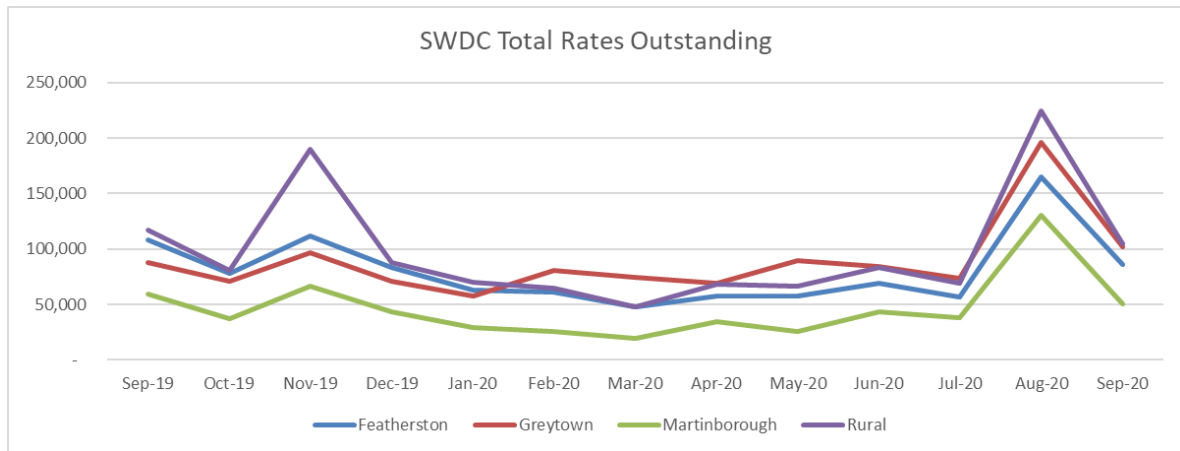


Commercial properties have seen the highest increase.

At the end of September 2020, the current years arrears amount was \$192K, 29% lower than the same time last year.



Total rates outstanding have decreased by \$29k (9%) from the same month last year. Outstanding rates were \$372k in September 2019 to \$343k September 2020.



The number of properties with outstanding rates has decreased significantly from 414 in September 2019 to 268 in September 2020.

The rates team continues to actively promote direct debits and payment plans to assist ratepayers with financial difficulties.

Contact Officer: Katrina Neems, Chief Financial Officer

17. Appendices

Appendix 1 – SWDC Wellington Water Q1 Performance Report

Appendix 2 – Wellington Water Q1 performance overview

Appendix 3 – Programme Reports

Appendix 1 – SWDC Wellington Water Q1 Performance Report

Service Objective		Performance Measure	Annual Target	YTD Status	YTD Status	In Quarter Performance Q1	Comment Ref.
Safe and healthy water	Bulk Water	To measure the quality of water supplied to residents	FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	100 %	On Track / Achieved	A
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	Off Track / Not Achieved	B
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	Off Track / Not Achieved	C
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %	Off Track / Not Achieved	D
			FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	100 %	On Track / Achieved	E
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	Off Track / Not Achieved	F
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	Off Track / Not Achieved	G
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %	Off Track / Not Achieved	H
	Water Supply	To measure the quality of water supplied to residents	Compliance with with resource consent conditions/water permit conditions to "mainly complying" or better	100 %	100 %	On Track / Achieved	
		To achieve a high overall level of customer approval of the water service	Number of complaints per 1000 connections about: a) drinking water clarity d) drinking water pressure or flow b) drinking water taste e) drinking water continuity of supply c) drinking wat..	<17.5	12.48	On Track / Achieved	
			Community satisfaction with water supply	>80 %	Not Due	Not Due / Not Applicable / Not Available	
		To provide an appropriate region-wide firefighting water supply to maintain public saf..	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	>20 %	Not Due	Not Due / Not Applicable / Not Available	
Respectful of the environment	Wastewater	To maintain and promote appropriate standards of water quality and waterway health in the cit..	The number of dry weather sewerage overflows from the Council's sewerage system expressed per 1000 sewerage connections to the sewerage system	<2.5	7.64	Off Track / Not Achieved	J
		To comply with all relevant legislation	Compliance with resource consents for discharge from its wastewater system	<0.5	0	On Track / Achieved	
		To meet all resource consenting requirements	% of resource (wastewater) consent conditions complied with to "Mainly complying" or better	>90 %	100 %	On Track / Achieved	
	Storm..	To meet all resource consenting requirements	Compliance with resource consents for discharge from its stormwater system	0	0	On Track / Achieved	
		To minimise demands on the region's water resources	Average drinking water consumption/resident/day	<400 L/p/d	493.67	Off Track / Not Achieved	I
	Water ..	To minimise water loss from the network	Percentage of real water loss from networked reticulation system	<30 %	0.45 %	On Track / Achieved	
Outcome / Service	Wastewater	Median response times	Attendance time: from the time that the Council receives notification to the time that service personnel reach the site	<60 mins	114.05 mins	Off Track / Not Achieved	S
			Attendance time: from notification to arrival on site < 1 hour	>75 %	25 %	Off Track / Not Achieved	T
			Resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	<4 hrs	89.04 hrs	Off Track / Not Achieved	U
			Resolution time: from notification to resolution of fault < 4 hours	>80 %	25 %	Off Track / Not Achieved	V
			Proportion of urgent wastewater service requests responded to within 6 hours of notification	>95 %	55.05 %	Off Track / Not Achieved	W
		Reliability of the network	Number of blockages per 1000 connections	<2.5	0.23	On Track / Achieved	
		To achieve a relatively high overall level of customer approval of the wastewater service	No. of complaints per 1000 connections received about sewage odour	<3.75	0	On Track / Achieved	
			No. of complaints per 1000 connections received about sewage system faults	<3.75	0.23	On Track / Achieved	
			No. of complaints per 1000 connections received about sewage system blockages	<3.75	0.23	On Track / Achieved	
			No. of complaints per 1000 connections received about the response to issues with wastewater	<3.75	0	On Track / Achieved	
			Customer satisfaction with wastewater service	>57 %	Not Due	Not Due / Not Applicable / Not Available	
	Stormwater	Median response times	Median response time to attend a flooding event; measured from the time that Council received notification to the time that service personnel reach the site	N/A	0	On Track / Achieved	
		To minimise the effects of flooding	Number of flooding events that occur in a territorial authority district	0	0	On Track / Achieved	
			Number of habitable floors affected per 1000 stormwater connections	0	Not Due	Not Due / Not Applicable / Not Available	
			% of urgent (any blockage causing extensive flooding of building or other serious flooding) requests for service responded to with 5 hours	>95 %	Not Due	Not Due / Not Applicable / Not Available	
		To achieve a high overall level of customer approval of the stormwater service	Customer satisfaction with stormwater management	>59 %	Not Due	Not Due / Not Applicable / Not Available	
			Number of complaints per 1000 properties connected to the Council's stormwater system	0	Not Due	Not Due / Not Applicable / Not Available	
	Water Supply	Median response times	Median response times for: attendance for urgent callouts	<60 mins	1115.28 mins	Off Track / Not Achieved	K
			Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 1 hour	>80 %	0 %	Off Track / Not Achieved	L
			Median response times for: resolution of urgent callouts	<8 hrs	38.16 hrs	Off Track / Not Achieved	M
			Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption in < 8 hours	>90 %	0 %	Off Track / Not Achieved	N
			Median response times for: attendance for non-urgent callouts	<48 hrs	61.73 hrs	Off Track / Not Achieved	O
			Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 2 working days	>80 %	26.32 %	Off Track / Not Achieved	P
			Median response times for: resolution of non-urgent callouts	<8 days	5.07 days	On Track / Achieved	Q
			Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm in < 5 working days	>90 %	31.58 %	Off Track / Not Achieved	R

A	FTN: Featherston Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress and is due to be completed in Q2.
B	GTN: Greytown Water Treatment Plant/Memorial Park Bore; Improvements to address bore start up turbidity spikes (inability to run to waste), power, control and data capture systems have been made and site testing is underway. The addition of filtration (required to achieve log 4 treatment barrier) to meet Drinking Water Standards NZ (DWSNZ) compliance requirements has yet to be installed
C	MTB: Ruamahanga Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress (included with Manganese Removal Plant installation) and is due to be completed in Q2.
D	Pirinoa Water Treatment Plant requires DWSNZ Section 10 compliance due to the small size of the supply and population served. For Section 10 compliance, an approved water safety plan needs to be written. Currently the Water Safety Plan has not been completed, pending for 20/21.
E	UV is in place however filtration at the WTP is required to achieve this metric. Addition of filtration is planned for FYQ3.
F	GTN: Greytown Water Treatment Plant/Memorial Park Bore; Improvements to address bore start up turbidity spikes (inability to run to waste), power, control and data capture systems and addition of filtration (required to achieve log 4 treatment barrier) to meet Drinking Water Standards NZ (DWSNZ) compliance requirements – this work is in progress.
G	MTB: Ruamahanga Water Treatment Plant: Infrequent data loss due to unreliable equipment and power brown outs. A control system upgrade is in progress (included with Manganese Removal Plant installation), this is due to be completed in Q2
H	Pirinoa Water Treatment Plant requires the implementation of an approved water safety plan to meet the requirements of Section 10 of the DWSNZ. Currently the Water Safety Plan is not complete, pending for 20/21.
I	Due to an aging 3 waters network the number of leaks and total leakage across the network is increasing. We are targeting detection and fixing as a key priority of the fiscal stimulus funds.
J	Most overflows are a result of the ageing network, deteriorating pipes, tree root intrusions and customer behaviours including disposing of fats, wipes and sanitary products through the wastewater network.
K	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
L	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
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O	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
P	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
Q	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
R	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
S	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
T	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
U	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
V	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.
W	The three water networks are aging, the associated work volumes to maintain them is increasing as are compliance costs. Attendance onsite and resolution times are a function of these factors and resourcing agreed between Wellington Water and councils. We are currently achieving 87% customer satisfaction on call-backs.

Appendix 2 –Wellington Water Q1 Performance Overview



Wellington Water

**Performance update
Quarter 1, 2020**

Quarter 1 – the headlines

Water tight

Water security is a concern - especially if we have prolonged dry weather. Leak repairs and network upgrades are a key focus for us.

Age concern

Age-related faults and customer behaviour (flushing wipes) are resulting causing extra work, with asbestos-cement water pipes and earthenware wastewater pipes particularly vulnerable. Together with higher input costs this is putting budgets and in some cases performance targets under pressure.

Capital progress

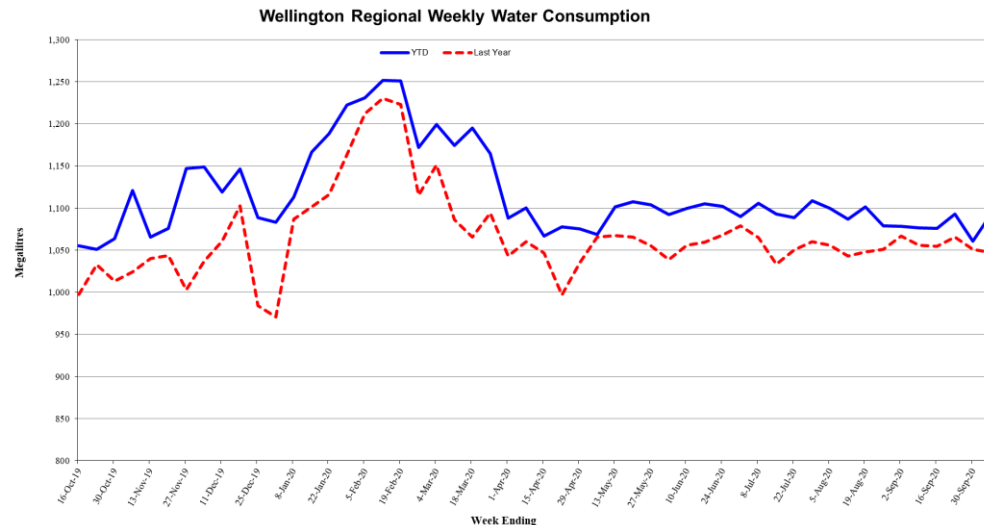
We're making good progress on the regional capital works programme.

Our outcomes

1. Safe and healthy water

- Safe water delivered to the four cities in Quarter 1: 14,307 million litres*
- No significant drinking water safety issues over the quarter
- No wastewater health incidents
- Water security – the ability to meet demand now and in the future – will be increasingly topical. We're doing more surveys and focusing on water supply renewals with reform funding

* South Wairarapa figures coming separately

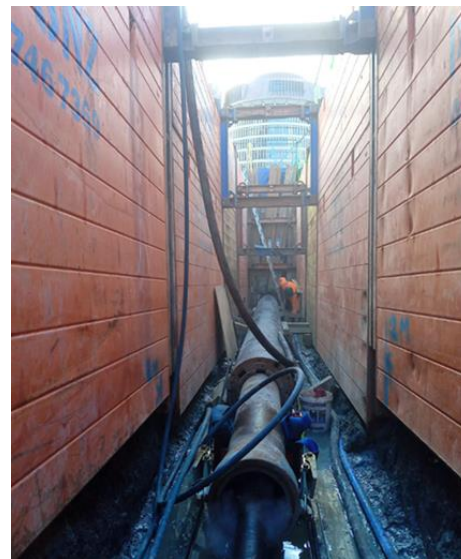


Water use is tracking consistently above last year's levels. Leaks and increased demand are increasing the risk of higher water restrictions over summer

Our outcomes

2. Respectful of the environment

- 14,745 million litres wastewater treated at the four treatment plants
- We are signalling a change to the way dry weather overflows are recorded; this will significantly increase event numbers
- We remain concerned about the risk of environmental harm posed by a temporary pumping arrangement while we wait on a resource consent to carry out a permanent repair



A new wastewater main pipe is making its way past the Beehive

Our outcomes

3. Resilient networks that support our economy

- Service request numbers have reduced; summer typically sees leak reports rise.
- Service requests received: September 2,320: August: 2,091.
- Diligent oversight by our contractor identified stormwater pipe integrity issues on a job for Porirua City Council – pipe will be re-laid at supplier's cost

Performance reporting

We have been having prolonged discussions with Audit NZ over our response time measures. You will recall we couldn't report these to you in Q1 last year, due to immaturity in our data and reporting systems. We promised we would retrospectively report these results at the end of the year, which we did. Audit NZ have taken issue with this because we can't assure them of the integrity and accuracy of response time data.

Putting aside the maturity of our systems, we stand by the integrity of our staff who attended site, fixed leaks, bursts and overflows and reported them back to us. We believe our reporting for the entirety of 2019/20 is a fair reflection of our performance. We also note customers are generally happy with our performance.

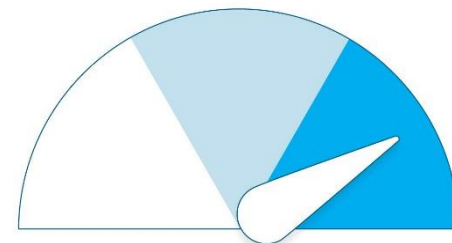
We accept Audit NZ's view that we cannot assure them of the work we did, and that we need to work on improving this. We began working on an assurance framework in Q2 of last year and are continuing to work on it.

We are yet to receive anything in writing from Audit NZ on their concerns.

Customers and value

Putting customers at the heart of everything we do

- Water restrictions are now in force for Porirua, Hutt City, and Wellington (joining Upper Hutt and South Wairarapa). Restrictions advertising is under way and we'll be posting supply updates regularly through summer
- Despite increased service requests and network failures, customer satisfaction remains high at around 85% satisfied for the quarter



This indicator will help support messages on water restrictions

Creating value

- We successfully lodged an application for \$47.3 million of additional funding for regional three waters expenditure with Crown Infrastructure Partners
- Long term plan discussion cycle is continuing across all client councils, using the agreed strategic priority structure: looking after existing assets; water supply; environmental water quality; growth; carbon reduction. This is helping all councils focus their investment decision-making and trade-offs

Additional points of interest

- We've completed an economic case on water metering as a demand management intervention, on behalf of Greater Wellington Regional Council. A report on the findings is in development
- We'll provide more details to you on water security risk and options
- A report on a sludge minimisation facility at Moa Point Treatment Plant for Wellington City Council is to be presented to Council in the next few weeks

Financial overview: Operational expenditure

- Increasing age-related network failures, and the rising cost of repairs – for example traffic management – are common to all three water networks
- At current resource settings, we will continue to miss some response time targets
- Our new wastewater contract transfers some of the risk from within the contract back onto us on your behalf; for example power costs and impacts of change in volumes of wastewater processed. Over the past few months we have been able to gain a better understanding of these details and they have now been fully accounted for in opex forecasts.
- Opex forecasts are above budgets and we will discuss with owners the use of three waters reform stimulus funding to fund this overrun rather than stopping work to remain under budget.
- Despite the slow approval process for the stimulus funding we have begun the planning necessary to make a full start to the work when approval is given.

Financial overview: Capital expenditure

- With carry-over amounts now confirmed we are able to provide much more clarity over the year's programme, budgets and forecasts
- In some instances we are over-programmed against LTP budgets; in others, we have signalled we will not be able to apply the full allocation.
- We will continue to discuss individual circumstances and options with council finance and infrastructure officers

Appendix 3 – Programme Reports

SWDC Assets and Services Committee		Programme		Amenities		
Meeting	4-Nov-20	Period		Nov-20		
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing well other than those projects that did not receive PGF funding. Works will commence if funding is available or part of ITP discussions. Some Delivery concerns highlighted but slight delays, not considered cause for concern.
Current Projects						
Featherston War Memorial		\$250k	tbc			
Repair earthquake damage and structural deficiencies		↑				Under action.
Anzac Hall upgrades		\$100k	Nov-20			
Toilets, roof and wall repairs						Works progressed well and completion early November.
Featherston Community Centre		\$110k	tbc			
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Work commenced on entrance and building work inside
Hau Ariki marae - PGF support		tbc	tbc			
Various upgrades - sprinklet systems, water storage, kitchen upgrades. SWDC Role in supporting marae.						Finalising discussions with PGF and marae on timing and processes.
Tauherenikau Bridge		\$1.36m	tbc			
Construct cycle/walkway over Tauherenikau river						Finalising discussions with PGF and Greytown Trails Trust on timing and processes.
SWDC Tree asset management		tbc				
Develop a long term District wide programme for tree management						Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting		\$12k	Nov-20			
Install lighting for safety/security of users						Scheduled - solar solution has saved money v budget. Lights arrive Mid November, hope to have
Peace Garden, Featherston		\$120k	tbc			
Construct accessible ramp and web-enabled information display with additional seating and planting	↓	↓				PGF application declined. Work unlikely to commence as unfunded
Featherston Stadium		\$20k	tbc			
Upgrade to kitchen, seating and ablutions	↓	↓				PGF declined, will carry out repairs as funding becomes available
Ngawi Community Hall		\$30k	Dec-20			
Upgrade septic system					↓	Designer engaged, in negotiations with Greater Wellington for approval
Cemeteries data project		n/a	Dec-20			

Data validation, GPS capture and database established	↓	↓				Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided. Project will be placed on hold at Xmas
Pain Farm upgrades						
	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards			↑			99% work completed, both properties are tenanted
SWDC Lease review programme						
	n/a	Dec-20				
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term. Multiple leases to work thru
Senior Housing						
	\$85k	Oct-20				
Heat pump/air conditioning installation and paiting (int and ext)						Completed under this budget
Swimming Pools						
	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Completed for new season
Martinborough Waihinga Cemetery						
	\$15k	Oct-20				
Install Lych gate as part of anniversary celebrations						Gate being constructed now.
Considine Park, Martinborough						
	\$8k	Nov-20				
Install additional lime path						Likely Lions involvement
Park exercise equipment						
	\$45k	Oct-20				
Install outdoor exercise equipment in local parks						Equipment finally has arrived due to Covid overseas, will be installed asap

Status key:

On track/achieving

Some concern

Off Track/Major concern

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Resource constraints and additional workload are starting to cause concern. Action underway to mitigate (temp resource). Works season started and progressing well.
Current Projects						
Ruakokoputuna	\$400k	Oct 20 - Dec 20				
Ruakokoputuna Seal Extension						Work has started and on schedule
Sealed Road Pavement Rehab	\$220K					
Western Lake Rd Area Wide						H&S risk relates to nature of road and speed. Currently unscheduled works.
Sealed Road Resurfacing Local Roads	\$467.5k	Oct 20 - Dec 20				
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Unlikely to meet KPI of having 5% of network resealed per year due to budget constraints/cost increases. Papawai, Tilsons and Hecklers Roads have been rescheduled due the WWL sewer upgrade and replaced with the first section of Hinekura Rd which was identified on the 2021/2022 programme
Sealed Road Resurfacing Special Purpose Rd	\$115K	Jan 21 - Jun 21				
3.5 kms of resurfacing work on Cape Palliser Road						Preparatory desk work underway. Physical works to be completed in 21.
FootPath Renewals	\$177K	Oct 20 - Jun 21				
Planned maintenance						Work ongoing
FootPath maintenance Extra Funding	\$375K	Jun 20 - Jun 21				
Footpath Maintenance \$125K per town						High level of input required by staff. Work ongoing.
Esther Street Footpath Extension	\$70K	Sep-20				
Noted from AP submissions						Works completed.
Low Cost Low Rik Local Roads	\$345K	Aug 20 - jun 21				
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						
Low Cost low Rick Special Purpose Rd	\$250K	Aug 20 - jun 21				
Guardrail installation, Signage upgrade, Rock revetment supply						Includes \$100k carry forward from 19/20
Aseet Management Plan	\$50k	June 20 Nov 20				
Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024
Reading Street Upgrade	\$250k					
Upgrade Reading Street as part of Orchards Development						3rd party driver
Speed Limit Review		Nov 20 Jun 21				
Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation dates through Nov and in discussions with NZTA on alignment.
Tora Farm Rd bridge beam painting x2	\$100K	Jan 21 - Jun 21				
Painting steel beams on Tora Farm and Pukeamuri Bridges		↓				Enviornmental and Health and Safety risk due to working above waterways and working at height. Delayed due to Resouce consent conditions re the habitat of various species.

Status key:

On track/achieving

Some concern

Off Track/Major concern



SWDC Assets and Services Committee		Programme	Water			
Meeting	4/11/2020	Period	Nov-20			
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Financial risk on two key WWL projects are the key concern, as highlighted previously. Analysis of these projects are covered under separate paper. The cost impact of the Lake Ferry WWTP issue has been identified and is well over what is budgeted for. Also covered in separate report. WWL have also notified us of delays in completing the Drinking Water programme due to delays on a critical path project (4th bore at Waiohine). MRP is the positive project with it remaining on track for mid Nov delivery.
Major Projects						
Manganese Reduction Plant - Martinborough		\$2.5m	Nov 19 - Nov 20			
Construct and commission a manganese reduction plant		↑				All major works on MRP completed and successful initial commissioning testing in a closed loop have been completed. Upgrade to MBO Water Plant control systems successfully completed. On schedule to be operational by mid Nov, the agreed revised delivery date. (NB - Manganese Reduction Plant is correct project name as it involved reducing manganese to levels that avoids discolouration when chlorinated. It is not to completely remove all manganese.)
Featherston WWTP		\$500k*	Jul 20 - Jun 2025			
Develop and implement a suitable wastewater solution for Featherston						Criteria and long list option workshops held with officers and first public engagement undertaken. Second public workshop scheduled for 20th Nov. Letter sent to GWRC withdrawing 2017 consent application sent. * initial consent budget
Upgrade/Renewal Projects						
Papawai Road WW Upgrade		\$2m	May 2021 onwards			
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted (\$2m v \$2.8m), noting final pricing to be confirmed. Programme phasing adjusted to allow for delivery this FY. Project is detailed further in separate report to A&S committee.
Pinot Grove WW upgrade		\$300k	Mar 21 - Jul21			
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted (\$860k v \$300k). Programme phasing adjusted to allow for delivery this FY. Project is detailed further in separate report to A&S committee.
Waiohine Water Treatment Plant (WTP)		\$900k	Dec-20			
4th bore/pump, treated water storage, treatment upgrades and security		↓				Upgrade of electrical and control systems required for 4th bore. Operational resourcing and concurrent projects has limited progress to date.
Memorial Park WTP upgrades stage 2		\$330k	Nov-20			
Replace bore pump, new filter, additional pipework and run to waste		↓				Work being delayed by Waiohine upgrades (above). Unlikely to meet Dec 20 target.
Memorial Park WTP upgrades stage 3		\$1.5m	Jun-21			
Chemical dosing, UV and filter upgrades		↓				Work being delayed by Waiohine upgrades (above)
Lake Ferry WWTP driplines		tbc				
Replace driplines at WWTP	↓	↓				Planned upgrade brought forward following damage to lines. Investigation Report provided to A&S meeting under sep cover. Damage is beyond original upgrade scope and will incur higher cost than original upgrade work planned. Budget to repair now confirmed at \$326k
WWTP Improvement Programme		\$400k	Dec-20			
Enhance processes, facilities and management of WWTPs across District	↓					Progress has been slower than intended due to operational staff workloads but work continues as resource allows. Work continues to refine budget requirements for the programme.
SWDC-led Projects						
Water Race User Survey		n/a	Dec-20			

Survey Water Race users and related stakeholders on use		↓				Additional external resource engaged, qualitative survey (interviews) to be completed by Dec 20 with formal quantatitive from Jan 21.
Longwood Water Race Consent	n/a	Dec-20				
Gain consent for continued use of water race						Reporting to GW completed. Undertaking engagement with Fish and Game and DOC as affected parties - limited response to date and delaying process. Water Race continues to operate under existing consent.
Status key:		On track/achieving		Some concern		Off Track/Major concern

MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.2

ADOPTION OF THE 2021 SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To adopt a schedule of ordinary Martinborough Community Board meetings for 2021.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Adoption of the 2021 Schedule of Ordinary Meetings Report.*
2. *Adopt an eight or six-weekly meeting cycle for Martinborough Community Board meetings.*
3. *Adopt a 2021 schedule of ordinary meetings for Martinborough Community Board.*
4. *Delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair as required.*
5. *Delegate to the Chief Executive the authority to update clause 9.1.4 'Timing and Frequency' of the Community Board Terms of Reference (if required).*
6. *Agree that the 2021 Martinborough Community Board meeting start time will be 6:30pm.*

1. Background

Each year Council and community boards must consider a proposed meeting schedule for its ordinary meetings for the following calendar year.

South Wairarapa District Council have a very high number of formal meetings for officers to service and for elected members to attend. Officers sought a decision from Council to adopt a schedule of formal meetings more in keeping with a council of our size and resourcing capability. Council agreed to move from a six-weekly meeting schedule to an eight-weekly meeting schedule and then adopted a schedule of meetings for the 2021 calendar year.

Council endorsed an eight-weekly cycle for community boards but this is only advisory and each board must make their own decision on the matter.

The community boards are now being asked to consider adopting an eight-weekly meeting schedule and to then adopt the proposed 2021 meeting calendar as presented in Appendix 2.

2. Discussion

2.1 Meeting Provisions

The Local Government Act 2002, schedule 7, cl 19, requires Council (and by legislative definition community boards) to hold meetings.

19 General provisions for meetings

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

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

The Local Government Act 2002 requires community board to hold meetings necessary for the good government of its 'region or district'. The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Community boards may adopt a schedule of meetings that cover any future period that it considers appropriate. This schedule may be amended at any time.

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

2.2 Proposed Meeting Cycle

Officers are recommending that the community boards adopt an eight-week meeting cycle to commence from February 2021.

For its population size, SWDC has a very high number of formal meetings due to the number of decision-making bodies and frequency of meetings. The following table compares meeting frequency of similar sized councils. The time period chosen, 1 July 2020 – 30 September 2020, was within this triennium and outside of the COVID-19 impacted time period. The period includes two typical six-weekly cycles, with the following exceptions:

- Includes two meetings of the Grant Subcommittee (an annual/bi-annual meeting) and a meeting of the CEO Review Committee.
- There were two meeting cancellations.
- There was one extraordinary Council meeting.

Comparison of Meetings held July – September 2020

	Carterton District Population 9,710	Ōtorohanga District Population 10,600	South Wairarapa District Population 11,100	Ruapehu District Population 12,750	Gore District Population 12,800	South Wairarapa District (8-weekly Proposed 2021)	South Wairarapa District (6-weekly Proposed 2021)
Council	1	3	3	3	4	2	2
Committees (excluding joint)	6	2	9 ^a	3	3	7	7
Subcommittees	0	0	3	0	0	1	1
Community Boards	0	5	7	6	2	4	6
Total	7	10	22	12	9	14	16

^a two meeting cancellations in this period

The tables in Appendix 1 compare the Council committee structure of these same councils.

2.2.1. Expanding Business as Usual Capacity

Governance reporting takes a significant amount of time for officers. This includes drafting and review of the reports and meeting preparation, attendance and follow-up. The time commitment impacts officers' capacity to undertake "business as usual". Officers are currently reviewing the format of project reporting to improve readability and governance oversight and this is likely to improve efficiency to some degree. However, officers consider that lengthening the governance meeting cycle would allow officers more time to focus on operational matters and to undertake annual plan and long-term plan programmed work.

An eight-week cycle would have the added benefit of providing relief to elected members' schedules.

The proposed eight-week cycle is not expected to have any negative consequences for governance and decision-making. Extraordinary and emergency meetings can be utilised as and when needed for urgent decisions.

2.2.2. Flow of Reporting

The eight-weekly meeting timetable is organised so reports and recommendations can flow from a committee meeting to a Council meeting with limited delay, and for operational reports to flow through to community board meetings in a timely manner.

2.2.3. Community Boards Under Schedule 7 of the LGA

Schedule 7 of the Local Government Act applies to councils, local boards and community boards. Community boards, therefore, must hold meetings for the good of their respective communities and must adopt their own meeting schedule.

Consideration was given to community boards remaining on a six-week cycle, however, officers recommend that community boards also move to an eight-week cycle in order to retain the advantage of increased officer time and community board receipt of operational reports that are current and synchronized with the Council meeting schedule.

Council endorsement of the eight-weekly cycle for community boards is only advisory and each board must make their own decision on the matter.

If community boards decide to retain a six-week cycle, then operational reports will be provided to community boards as and when they have been considered by Council committees, and as and when they are available, to retain the advantage of increased officer time for business as usual matters.

2.3 Terms of Reference

Should the recommendation to alter meeting frequency be adopted, this will be incorporated into the community boards terms of reference under delegation to the Chief Executive.

2.4 Meeting Times

The community boards are being asked to set a meeting time for 2021. The meeting time may be changed in the future with sufficient advance notice.

3. Options

Officers have prepared an eight-weekly cycle option (refer Appendix 2) and a six-weekly option (refer Appendix 3) for consideration.

The advantages and disadvantages of moving to an eight-weekly cycle and retaining the six-weekly cycle are summarised below.

	Advantages	Disadvantages
Eight-weekly Cycle	Officers have more time to focus on business as usual and programmed activities. Encourages officers to forward plan any required decision making. Members have more time to focus on community advocacy and representation outside of meetings. Community Board meetings are synchronized with Council and Committee meetings.	Members may not feel as up-to-date about key projects and business as usual operations. Potential public perception that Community Boards are operating with less visibility and governance oversight. Extraordinary meetings may need to be held if urgent matters arise that can't be dealt with at a scheduled meeting. Officers will need to forward plan engagement to ensure no delays to project timeframes. Fewer opportunities for community to submit and have grant applications considered.

Six-weekly Cycle	<p>Members and the community are familiar with this cycle.</p> <p>Members may feel more up-to-date on key activities and business as usual operations.</p> <p>Potential public perception that Community Boards are operating with more visibility and governance oversight.</p> <p>The potential for less need of extraordinary meetings.</p>	<p>Officers have less time to focus on business as usual and programmed activities.</p> <p>Members have less time to focus on community advocacy and representation outside of meetings.</p> <p>The July meeting will have only financial information in the Operational Officers' Report due to meetings not synchronising with the Council meeting schedule.</p> <p>Due to meetings not being synchronized with the Council cycle, minutes or recommendations from the community boards may not be presented at a committee or a Council meeting in a timely manner.</p>
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3.1 Option 1 - Eight-weekly cycle

The eight-week meeting cycle option is attached in Appendix 2. Variations to an eight-week schedule are as follows:

- There is a seven-week gap between the February and April meetings for Martinborough Community Board to allow the board to participate and hear community feedback at the LTP public meeting on the 8th of April and to then prepare a submission for formal adoption prior to the close of the LTP consultation period.
- The seven-week gap is followed by a nine-week gap to get back to a regular Martinborough Community Board cycle.
- Featherston Community Board will be permitted to adopt and submit their LTP submission 1-day after the formal closing date for the community.

3.2 Option 2 - Six-weekly cycle

The six-week meeting cycle option is attached in Appendix 3. Variations to a six-week schedule are as follows:

- There is an eight-week gap between the February and April meetings to allow the community boards to participate and hear community feedback at LTP public meetings (scheduled 6-8 April) and to then prepare a submission for formal adoption prior to the close of the LTP consultation period. Featherston Community Board will be permitted to adopt and submit their LTP submission 1-day after the formal closing date.
- Greytown and Martinborough have a seven-week gap between the October and November meeting cycle and Featherston Community Board has an eight-week gap. Consideration was given to scheduling conflicts, the community boards' involvement and organisation of community Christmas events, ensuring an adequate break over the busy Christmas period, and the need for boards to continue business as usual.

4. Financial Considerations

There are no negative financial implications associated with the decision.

The primary advantage of the proposal put forward is to allow officers more time to focus on business as usual activities. The real cost is the opportunity cost (less time available) rather than financial savings.

The following table shows the estimated hourly savings of not holding a meeting per meeting cycle. An assumption has been made that the same number of decision reports would still need to be prepared regardless of the meeting cycle length, so that time is not included in the hourly total.

Estimated hours saved should an 8-weekly meeting schedule be adopted

	Approx. Average Hours Saved Per Cycle
Council	49
Committees (P&R, A&S, MSC)	94
Community Boards	77

5. Engagement and Communications

The Chief Executive and executive leadership team were consulted when developing the draft 2021 meeting schedule.

The Council report was circulated to community boards and the Māori Standing Committee so they had adequate time to consider the proposal before their meetings.

All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once a 2021 schedule is adopted, it will be notified on Council's website.

6. Appendices

Appendix 1 – Council Committee Structure Comparison

Appendix 2 – Draft 2021 Schedule of Ordinary Meetings Eight-week Cycle

Appendix 3 – Draft 2021 Schedule of Ordinary Meetings Six-week Cycle

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Council Committee Structure Comparison

Council Committee Structure Comparison

Ōtorohanga District Council

	Frequency	Number of meetings scheduled for 2021
Council	Monthly	
Risk and Assurance Committee	Quarterly (TOR)	
CEO Review	1 meeting this year	
Grants and Awards	As required (TOR)	
Ōtorohanga Community Board	Monthly	11
Kāwhia Community Board	Monthly (less frequently in practice, some meetings cancelled outside the COVID period)	No forward calendar located for 2021 as yet

Ruapehu District Council

	Frequency	Number of meetings scheduled for 2021
Council	3-weekly (appears to be some variation in practice)	
Taumarunui / Ohura Ward Committee	8-weekly	
RDC Management Committee	No TOR or minutes found	
Audit and Risk Committee	quarterly	
Hearings Committee	as required	
National Park Community Board	6-weekly	7
Waimarino-Waiouru Community Board	monthly	9

Gore District Council

	Frequency	Number of meetings scheduled for 2021
Council	Varies 4-6 weeks	
Capital Works Committee	quarterly	
Audit and Risk Committee	quarterly	
Community Strategy Committee	quarterly	
CEO Committee	No TOR or minutes found	
Creative Communities Subcommittee	No TOR or minutes found	
Rural halls and domains Subcommittee	No TOR or minutes found	
Mataura Community Board	6-weekly	7 for 2020 No forward calendar located for 2021 as yet

Carterton District Council

	Frequency (as per TOR)
Council	Eight-weekly (in practice some variation to accommodate Plan adoptions)
Audit and Risk Committee	Quarterly
Infrastructure and Services Committee	8-weekly
Policy and Strategy Committee	8-weekly
Hearings Committee	As required
Rural Travel Committee	Annually
Water Race Committee	Quarterly
Community Grants	Annually

Appendix 2 – Draft 2021 Schedule of Ordinary Meetings Eight-week Cycle

2021	JANUARYFEBRUARYMARCHAPRILMAYJUNEJULYAUGUSTSEPTEMBEROCTOBERNOVEMBERDECEMBER												2021
MON TUE WED THU FRI SAT SUN		1	1								1		MON TUE WED THU FRI SAT SUN
		2	2			1					2		
		3	3 WLS			2 Council			1 A&S/P&R		3	1 FAR	
		4	4 CEO	1		3	1		2		4	2 MCB	
	1 New Years Day	5	5	2 Easter Friday		4	2		3	1	5	3	
	2 Public Holiday	6	6	3	1	5	3		4	2	6	4	
	3	7	7	4	2	6	4	1	5	3	7	5	
MON TUE WED THU FRI SAT SUN	4	8 Waitangi Day	8	5 Easter Monday	3	7 Queens Bday	5	2	6	4	8	6	MON TUE WED THU FRI SAT SUN
	5	9	9	6	4	8 MSC	6	3 MSC	7	5 FCB	9	7	
	6	10 Council	10	7 Council	5	9 WLS/GCB	7 A&S/P&R	4 GCB	8	6 FAR	10	8	
	7	11	11	8	6	10	8	5	9	7 MCB	11	8	
	8	12	12	9	7	11	9	6	10	8	12	10	
	9	13	13	10	8	12	10	7	11	9	13	11	
	10	14	14	11	9	13	11	8	12	10	14	12	
MON TUE WED THU FRI SAT SUN	11	15	15	12	10	14	12	9	13	11	15	13	MON TUE WED THU FRI SAT SUN
	12	16 MSC	16	13 MSC	11	15 FCB	13	10 FCB	14	12	16	14	
	13	17 GCB	17 Council (LTP) A&S/P&R	14 GCB	12 A&S/P&R	16 FAR	14	11 FAR	15	13	17 Council	15 A&S/P&R	
	14	18	18	15 MCB	13	17 MCB	15 LGNZ Conference	12 MCB	16	14	18	16	
	15	19	19	16	14	18	16 LGNZ Conference	13	17	15	19	17	
	16	20	20	17	15	19	17 LGNZ Conference	14	18	16	20	18	
	17	21	21	18	16	20	18	15	19	17	21	19	
MON TUE WED THU FRI SAT SUN	18	22 Recovery	22	19 Recovery	17	21	19 Recovery	16	20	18 Recovery	22	20	MON TUE WED THU FRI SAT SUN
	19	23 FCB	23	20 FCB	18	22	20	17	21	19	23 MSC	21	
	20	24 FAR	24	21 FAR	19 LTP Hearing	23	21	18 WLS	22 Council	20	24 WLS/GCB	22	
	21	25 MCB	25	22	20 LTP Hearing	24	22	19	23	21	25	23	
	22	26	26	23	21 LTP Hearing	25	23	20	24	22	26	24	
	23	27	27	24	22	26	24	21	25	23	27	25 Xmas Day	
	24	28	28	25	23	27	25	22	26	24	28	26 Boxing Day	
MON TUE WED THU FRI SAT SUN	25 Wgtn Anniversary		29	26 ANZAC Day	24	28	26	23	27	25 Labour Day	29	27	MON TUE WED THU FRI SAT SUN
	26		30	27	25	29	27	24	28 MSC	26	30 FCB	28	
	27		31	28	26	30 Council/LTP	28 Council	25 CEO	29 GCB	27 Council (AR) A&S/P&R		29	
	28			29	27		29	26	30	28		30	
	29			30	28		30	27		29		31	
	30				29		31	28		30			
	31				30			29		31			
MON TUE					31			30					MON TUE
								31					

COUNCIL	District Council meeting	A&S	Assets and Services Committee
MCB	Martinborough Community Board	P&R	Planning and Regulatory Committee
FCB	Featherston Community Board	FAR	Finance Audit and Risk Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee	WLS	Wairarapa Library Service Joint Committee
CEO	CEO Review Committee	Recovery	Wairarapa COVID-19 Recovery Joint Committee
WRC	Water Race Subcommittee (TBC)	DistPlan	Wairarapa District Plan Joint Committee (TBC)
Grants	Grants Subcommittee (TBC)		

Appendix 3 – Draft 2021 Schedule of Ordinary Meetings Six-week Cycle

2021	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2021
MON TUE WED THU FRI SAT SUN		1	1								1		MON TUE WED THU FRI SAT SUN
		2	2			1					2		
		3	3 WLS			2 Council			1 A&S/P&R		3	1 FAR	
		4	4 CEO	1		3	1		2		4	2	
	1 New Years Day	5	5	2 Easter Friday		4	2		3	1	5	3	
	2 Public Holiday	6	6	3	1	5	3		4	2	6	4	
	3	7	7	4	2	6	4	1	5	3	7	5	
MON TUE WED THU FRI SAT SUN	4	8 Waitangi Day	8	5 Easter Monday	3	7 Queens Bday	5	2	6	4	8	6	MON TUE WED THU FRI SAT SUN
	5	9	9	6	4	8 MSC	6 FCB	3 MSC	7	5 FCB	9	7	
	6	10 Council	10	7 Council	5	9 WLS	7 A&S/P&R/GCB	4	8	6 FAR/GCB	10	8	
	7	11	11	8	6	10	8 MCB	5	9	7 MCB	11	8	
	8	12	12	9	7	11	9	6	10	8	12	10	
	9	13	13	10	8	12	10	7	11	9	13	11	
	10	14	14	11	9	13	11	8	12	10	14	12	
MON TUE WED THU FRI SAT SUN	11	15	15	12	10	14	12	9	13	11	15	13	MON TUE WED THU FRI SAT SUN
	12	16 MSC	16	13 MSC	11	15	13	10	14	12	16	14	
			17 Council (LTP) A&S/P&R	14 GCB	12 A&S/P&R	16 FAR	14	11 FAR	15	13	17 Council	15 A&S/P&R	
	14	18	18	15 MCB	13	17	15 LGNZ Conference	12	16	14	18	16	
	15	19	19	16	14	18	16 LGNZ Conference	13	17	15	19	17	
	16	20	20	17	15	19	17 LGNZ Conference	14	18	16	20	18	
	17	21	21	18	16	20	18	15	19	17	21	19	
MON TUE WED THU FRI SAT SUN	18	22 Recovery	22	19 Recovery	17	21	19 Recovery	16	20	18 Recovery	22	20	MON TUE WED THU FRI SAT SUN
	19	23 FCB	23	20 FCB	18	22	20	17 FCB	21	19	23 MSC	21	
	20	24 FAR/GCB	24	21 FAR	19 LTP Hearing	23	21	18 WLS/GCB	22 Council	20	24WLS/GCB	22	
	21	25 MCB	25	22	20 LTP Hearing	24	22	19 MCB	23	21	25MCB	23	
	22	26	26	23	21 LTP Hearing	25	23	20	24	22	26	24	
	23	27	27	24	22	26	24	21	25	23	27	25 Xmas Day	
	24	28	28	25	23	27	25	22	26	24	28	26 Boxing Day	
MON TUE WED THU FRI SAT SUN	25 Wgtn Anniversary		29	26 ANZAC Day	24	28	26	23	27	25 Labour Day	29	27	MON TUE WED THU FRI SAT SUN
	26		30	27	25 FCB	29	27	24	28 MSC	26	30 FCB	28	
			31	28	26 GCB	30 Council/LTP	28 Council	25 CEO	29	27 Council (AR) A&S/P&R		29	
				29	27 MCB		29	26	30	28		30	
				30	28		30	27		29		31	
					29		31	28		30			
					30			29		31			
MON TUE					31			30					MON TUE
								31					

COUNCIL	District Council meeting	A&S	Assets and Services Committee
MCB	Martinborough Community Board	P&R	Planning and Regulatory Committee
FCB	Featherston Community Board	FAR	Finance Audit and Risk Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee	WLS	Wairarapa Library Service Joint Committee
CEO	CEO Review Committee	Recovery	Wairarapa COVID-19 Recovery Joint Committee
WRC	Water Race Subcommittee (TBC)	DistPlan	Wairarapa District Plan Joint Committee (TBC)
Grants	Grants Subcommittee (TBC)		

MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Report.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 30 September 2020 is attached in Appendix 1. Please note that due to current resourcing constraints any commitments made at the last meeting on 5 November 2020 are not reflected in this statement. The Board will receive an updated statement at its first meeting of 2021.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 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 - Income and Expenditure Statement for 1 July 2020 – 30 September 2020

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 – Income and Expenditure
Statement for
1 July 2020 – 30 September 2020**

Martinborough Community Board

Income & Expenditure for the Period Ended 30 September 2020

Personnel & Operating Costs

Budget

Members' salaries	17,965.88
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2020-21	25,409.88

Expenses

Personnel Costs

Members' Salaries	4,066.47
Mileage reimbursements	141.66
Total Personnel Costs to 30 September 2020	4,208.13

Operating Expenses

Total Operating Expenses to 30 September 2020	-
--	----------

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	17,965.88	4,066.47	13,899.41
Mileage reimbursements	500.00	141.66	358.34
Total Commitments			14,257.75

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,944.00

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

Grants

Income

Annual Plan 2020-21 grant allocation	4,343.00
Other miscellaneous income	-
Total Income for 2020-21	4,343.00

LESS: Grants paid out

21/07/2020 Kurunui College	First Aid, safety equipment, balls & bags	500.00
24/08/2020 Kidz Need Dadz	Father's Day bowling event	200.00
24/08/2020 Martinborough Community Garden	Contribution to ongoing costs	800.00
Total Grants paid out to 30 September 2020		1,500.00

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
27/11/2017 Grant - MBA Basketball	Backboards and Posts	500.00		500.00
21/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	300.00		300.00
21/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00		300.00
21/05/2020 Neighbourhood Support	Promotional flag & collateral	200.00		200.00
13/08/2020 Tora Bombora	Tora Bombora Music Festival	500.00		500.00
13/08/2020 Martinborough Community Garden	Contribution to ongoing costs	800.00	800.00	-
13/08/2020 Guy Fawkes/Colour Run	Contribution to water tank	1,000.00		1,000.00
	Contribution towards event	500.00		500.00
Total Commitments				3,300.00

PLUS: Balance Carried forward from previous year*

3,176.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,719.23

Martinborough Community Board
Beautification Fund for the Period Ended 30 September 2020

Income			
	Annual Plan 2020-21 allocation		10,710.00
	Total Income 2020-21		10,710.00
Beautification grants - operating			
	Total Beautification grants - operating to 30 September 2020		-
Beautification grants - capital			
	15/07/2020 Souness Developments	FlagTrax	2,350.00
	Total Beautification grants - capital to 30 September 2020		2,350.00
LESS: Committted Funds			
	Resolution date	Original commitment	Spent to date
			Remaining commitment
	13/03/2017 Waihinga Centre *	30,000.00	30,000.00
	12/03/2018 Water fountain (\$17,500 less 3,222.15 2018-19)**	17,500.00	3,222.15
	18/07/2019 Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	3,298.50
	Total Commitments		12,979.35
PLUS: Balance Carried forward from previous year			9,665.27
TOTAL BEAUTIFICATION FUNDS AVAILABLE			5,045.92

* 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.

Martinborough Community Board

Swimming Pools Fund for the Period Ended 30 September 2020

Income					
	Funds from Martinborough Swimming Club				17,678.80
					17,678.80
Expenditure					
					-
	Total Expenditure				-
Net Surplus/(Deficit) Year to Date					17,678.80
LESS: Committed Funds					
	Resolution date		Original commitment	Spent to date	Remaining commitment
					-
					-
	Total Commitments				-
TOTAL FUNDS AVAILABLE					17,678.80

Appendix 2 - Income and Expenditure Statement for

1 July 2019 – 30 June 2020

Martinborough Community Board					
Income & Expenditure for the Period Ended 30 June 2020					
Income					
	Annual Plan 2019/20 allocation				28,053.00
Total Income 2019/20					28,053.00
Expenditure					
	Members' Salaries				16,958.85
	Mileage reimbursements				111.00
Total Personnel Costs					13,003.38
General Expenses					
31/7/2019	Survey Monkey				178.26
31/7/2019	Conference Expenses				40.87
12/08/2019	Pirinoa Hall	Donation to the Hall in Lieu of Hireage			100.00
10/01/2019	Maisie Arnold-Barron	Student Member			100.00
11/05/2019	Office Max	Stationery			10.89
1/07/2020	Sundry expenses ex payroll				27.83
Total General Expenses					457.85
Grants					
6/09/2019	Epilepsy Foundation	Field Service Programme			500.00
11/09/2019	Bombora Events	Tora Bombora running costs			1,000.00
25/10/2019	Martinborough T	Fireworks			300.00
1/02/2020	Mad Caps	Christmas Parade			2,000.00
27/1/2020	Kuranui College	Matariki Celebration			1,000.00
20/12/2019	Waiwaste Martinborough	Fridge freezer			898.00
13/03/2020	Mad Caps	Music Festival			500.00
27/04/2020	Grant - Anglican Parish	Breakfast and Homework club			600.00
18/06/2020	Martinborough Netball Club	Uniform tops			950.00
30/06/2020	Wairarapa Maths Association	Annual maths competition			300.00
Total Grants					8,048.00
Capital Expenditure					
Total Capital Expenditure					-
Total Expenditure					21,509.23
Net Surplus/(Deficit) Year to Date					6,543.77
LESS: Committed Funds					
	Resolution date		Original commitment	Spent to date	Remaining commitment
		Salaries to 30 June 2020*	Remaining balance	16,266.00	16,958.85 (692.85)
		Mileage to 30 June 2020*	Remaining balance	500.00	111.00 389.00
		Student Rep Honorarium	Remaining balance	400.00	350.00 50.00
27/11/2017		Grant - MBA Basketball	Backboards and Posts	500.00	500.00
27/2/2020		Grant - Kuranui College	First Aid, safety equipment, balls & bags	500.00	500.00
21/05/2020		Neighbourhood Support	Promotional flag & collateral	200.00	200.00
Total Commitments					946.15
Current Year Surplus/(Deficit)					5,597.62
PLUS: Balance Carried forward from previous year					6,881.14
(excludes Swimming Pool funds)					
TOTAL FUNDS AVAILABLE					12,478.76
* remaining budget for salaries & mileage does not carry over into subsequent financial years					

Martinborough Community Board				
Beautification Fund for the Period Ended 30 June 2020				
Income				
	Annual Plan 2019/20 allocation			10,710.00
Total Income 2019/20				10,710.00
Expenditure				
19/09/2019	Souness Developments	Flag trax		9,000.00
24/10/2019	One Source	Happy Holidays flag trax		948.50
18/06/2020		Bike racks at Waihinga Centre		450.00
Total Capital Expenditure - Beautification				9,948.50
Total Expenditure				9,948.50
Net Surplus/(Deficit) Year to Date				761.50
LESS: Committed Funds				
Resolution date		Original commitment	Spent to date	Remaining commitment
13/03/2017	Waihinga Centre	30,000.00		30,000.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)	17,500.00	3,222.15	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	948.50	1,051.50
Total Commitments				45,329.35
Current Year Surplus/(Deficit)				(44,567.85)
PLUS: Balance Carried forward from previous year				52,564.77
TOTAL FUNDS AVAILABLE				7,996.92

Martinborough Community Board				
Swimming Pools Fund for the Period Ended 30 June 2020				
Income				
	Funds from Martinborough Swimming Club			17,678.80
Total Income 2019/20				17,678.80
Expenditure				
Total Expenditure				-
Net Surplus/(Deficit) Year to Date				17,678.80
LESS: Committed Funds				
Resolution date		Original commitment	Spent to date	Remaining commitment
6/06/2019	Outdoor Clock	250.00		250.00
22/08/2019	Fred Cooper Estate	3,000.00		3,000.00
Total Commitments				3,250.00
TOTAL FUNDS AVAILABLE				14,428.80

AGENDA ITEM 8.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Martinborough and Districts Company of Amateur Players (MADCAPS) for funding of \$2,000 to assist with costs associated with the Traffic Management Plan for the 2020 Martinborough Christmas Parade.*
3. *Consider the applicant from Martinborough Business Association for funding of \$1,000 to contribute towards the costs of Christmas decorations in Martinborough.*

1. Executive Summary

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

Applicant	Amount Requested
MADCAPS	\$2,000
Martinborough Business Association	\$1,000

2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.

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

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
MADCAPS	No outstanding accountability forms
Martinborough Business Association	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.5

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

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

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

On 5 November 2020, the Board request background information on the Pinot Grove wastewater renewal (Action 609). A factsheet is presented in Appendix 2. The Board also requested clarification of the availability of land at the corner of Venice and Regent Streets (Action 617). Maps of the land are provided in Appendix 3.

On 2 July 2020, the Board requested officers investigate what improvements can be made to the dog park and advise community board of options and costs to see if this is viable to take to the community (Action 316). Other towns' dog parks have user groups that develop improvement plans in consultation with community boards. Officers suggest a similar approach could be taken here if there is interest and Council can feed into those plans as required. A community user group proposal for the Featherston Dog Park is attached in Appendix 4 as an example.

2. Appendices

Appendix 1 – Action Items to 8 December 2020

Appendix 2 – Pinot Grove Wastewater Renewal Fact Sheet

Appendix 3 – Land at corner of Venice and Regent Streets for potential community garden

Appendix 4 – Featherston Dog Park Initiative

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 8 December 2020

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
584	9-Oct-17	Resolution	MCB	<p>MCB RESOLVED (MCB 2017/96)</p> <p>1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report</p> <p>2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried</p>	Open	<p>12/3/18: Cr Colenso undertook to put an artist's brief together.</p> <p>6/6/19: Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fit with the plastic bag free approach. Also in discussion with GWRC. 18/7/19: Progressing, Cr Colenso still working on.</p> <p>22/8/19: To park for the new Board.</p> <p>25/09/20: Cr Colenso has contacted GWRC and is awaiting a response.</p> <p>5/11/20: Councillor Colenso updated members of discussions with GWRC and the Board agreed with the suggestion to approach an artist for design ideas for the bus shelter if this could be done at no cost.</p>
148	14-Mar-19	Action	MCB	Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square	Actioned	<p>6/6/19: ongoing</p> <p>18/7/19: Unable to progress within timeframe so agreed to park for new Community Board to address.</p> <p>24/09/20: Cr Colenso and Mr Neems are progressing this work.</p> <p>27/10/20: Mr Neems has provided Cr Colenso a plan and GPS coordinates of the signage around the square for review .</p> <p>5/11/20: Councillor Colenso provided a verbal report back on signage in the Martinborough Square and the board requested the action be closed as the current signage was considered appropriate.</p>
176	19-Sep-19	Resolution	B 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</p> <p>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>1b – Superseded by resolution MCB2019/78 (point 3)</p> <p>1c – Done</p> <p>2 – Done</p> <p>3 – Done and has been reported to Council on 18 March 2020</p> <p>4 – Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</p> <p>5 – See point 4 above</p> <p>5/11/20: Members discussed timeframes of the cost allocation model review, scope of the original request and sought an update to clarify the connection between the overhead cost allocation model and the crediting of funds back to the Pain Farm account (refer to Action 615).</p>
287	5-Dec-19	Resolution	K Yates	<p>MCB RESOLVED (MCB 2019/80):</p> <p>1. To receive the Establishment of and Appointments to Committees Report. (Moved Cr Maynard/Seconded Ellims) Carried</p> <p>2. To create a Considine Park User Group and appoint Cr Colenso and Michael Honey as the Martinborough Community Board representatives. (Moved Maynard/Seconded Ellims) Carried</p> <p>3. To agree the need for a youth representative and defer a decision on the selection process to the next Martinborough Community Board meeting. (Moved Ellims/Seconded Fenwick) Carried</p>	Actioned	<p>1 – Done</p> <p>2 – 8/12/20: TOR is presented to the Board for adoption.</p> <p>3 – Done</p>

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
293	5-Dec-19	Action	E Stitt	To request officers investigate lessons learned for the Waihinga Centre project.	Open	27/10/20: We've now got budget to proceed with the review and external recourses will be engaged to help us conduct it in the coming weeks. 8/12/20: Relevant information has now been gathered and the process will begin in the New Year. It will take 6 weeks, based on independent contractor availability.
294	5-Dec-19	Action	H Wilson	Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use.	Open	27/10/20: Officers would welcome some direction from the MCB on what opportunities the Board consider could be taken in view of the existing residential tenancies, farm lease, transfer station and wastewater to land operation. 05/11/20: Members discussed the request from officer's for further direction and requested a breakdown of the various Pain Farm income sources to show the current Pain Farm revenue sources as mentioned (refer to Action 615).
95	27-Feb-20	Action	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	02/07/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group. 14/08/20: Four representatives identified but group not yet established. 24/09/20: Still in process for forming tree group.
102	27-Feb-20	Action	E Stitt	Officers to report to the new Martinborough Community Board on options for a path on Roberts Street adjacent to Martinborough School	Actioned	5/11/20: Members confirmed that this action should have been closed.
313	2-Jul-20	Action	E Stitt	Officers to prepare a report on SWDC taking over ownership and management of the CCTV from the Martinborough Business Association that can be considered by the Community Board before making a recommendation to Council	Open	13/08/20: Report due to Board in February 2021
314	2-Jul-20	Action	E Stitt	To investigate walking/cycling improvements along the eastern side of Princess street from the intersections of New York Street to Huangarua Road, and more broadly in Martinborough.	Open	23/07/2020: The option of a walking /cycling path along Princess street is viable>estimate cost of approximately \$55,000 which there is no current budget for. This proposal will be addressed within the Spatial Plan and any walking cycling strategies developed. 27/10/2020: This will be considered as part of a Walking/Cycling strategy and potentially funded within the Long Term Plan. 24/08/2020: Note - scope of this action has been broadened to investigate walking trails more broadly in Martinborough (refer to request from Action 425 as raised on 13-Aug-20).
316	2-Jul-20	Action	E Stitt	Officers to investigate what improvements can to be made to the dog park and advise community board of options and costs to see if this is viable to take to the community	Open	27/10/20: Work in progress to develop a plan 8/12/20: Other towns' dog parks have user groups that develop improvement plans in consultation with community boards. Suggest similar here and Council can feed into to those plans, as required. An example proposal presented to the Featherston Community Board in 2018 is attached as Appendix 4.
429	13-Aug-20	Action	K Yates	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium, K Yates.	Parked	24/08/20: 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. 27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered. Refer to action 489.
487	24-Sep-20	Resolution	K Neems	MCB RESOLVED (MCB 2020/34): 1. To receive the Action Items Report. (Moved Ellims/Seconded Cr Maynard) Carried 2. To agree to fund one tree for the 150 year Anniversary for settlement at Waihinga from the Martinborough Community Board beautification fund. (Moved Ellims/Seconded Fenwick) Carried	Actioned	

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
489	24-Sep-20	Resolution		<p>MCB RESOLVED (MCB 2020/36)</p> <p>1. To receive the Chairperson Report. (Moved Cr Maynard/Seconded Cr Colenso) Carried</p> <p>2. Request Council officers look for viable relocation options for a permanent home for the Martinborough Community Garden and come back to the Martinborough Community Board and advise by our next meeting. (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>3. Request an update from officers on the Pain Farm tenancy and any future repairs planned. (Moved Ellims/Seconded Fenwick) Carried</p> <p>4. Request an update from officers with information on the Waihinga Trust and the Martinborough Community Board Chair's role in the selection of the Trustee/s. (Moved Ellims/Seconded Fenwick) Carried</p>	Actioned	<p>1 - No action required</p> <p>2 – 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 sought clarification on the land available at the potential site before members would discuss the proposed location with the Martinborough Community Garden (refer Action 617)</p> <p>3 – 27/10/20: Tenant moved into Pain farm Homestead, Bond Paid and Rental. Still in negotiations With Cottage Tenant, current rental period ends 16th of November.</p> <p>4 - 27/10/20: The appointment of trustees to the Waihinga Charitable Trust is provided for in clause 5 of the Deed of Trust as presented in Appendix 2 of the Action Items Report on 5-Nov-20.</p>
490	24-Sep-20	Action	E Stitt	Request council officers investigate options for improved safety at the Jellicoe/Venice Street pedestrian crossing, E Stitt	Open	SWDC is looking at speed reductions in urban areas to reflect actual speed and in line with Government guidelines and also a study into Urban Safety for Vulnerable users which will incorporate Pedestrian crossings, footpaths and cycle ways. There is currently no budget allocated
493	24-Sep-20	Action	MCB	Discuss with the Amenities Manager a location and space available for tree planting for the 150 year Anniversary for settlement at Waihinga	Actioned	<p>Mr Neems has met with Cr Colenso and recommended a position for the planting of a tree in Centennial Park</p> <p>05/11/20: Members agreed to proceed with planting at the proposed location and Councillor Colenso undertook to progress this with the Amenities Manager (refer Action 619).</p>
495	24-Sep-20	Action	K Neems	Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund	Open	<p>Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released.</p> <p>Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release.</p>
497	24-Sep-20	Action	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
498	24-Sep-20	Action	MCB	Take measurements of the land available for a colonial seat next to the Oxford Street side of the museum looking towards the Martinborough Square	Actioned	05/11/20: Measurements have been taken
600	5-Nov-20	Resolution	K Yates	<p>MCB RESOLVED (MCB 2020/38):</p> <p>1. To receive the Youth Representative Appointment Report. (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>2. To appoint Alex Mason as a youth representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the 2019-2022 triennium.</p> <p>3. To agree an honorarium payment of \$50 per ordinary meeting attended be paid to the youth representative from the Martinborough Community Board operating budget. (Moved Fenwick/Seconded Ellims) Carried</p>	Open	8/12/20: Financial commitment to be added to MCB financial statement that will be reported on at the first meeting of 2021
602	5-Nov-20	Resolution	K Neems	<p>MCB RESOLVED (MCB 2020/40):</p> <p>1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 30 September 2020. (Moved Cr Colenso/Seconded Cr Maynard) Carried</p> <p>2. To receive the Pain Farm Statement of Financial Performance for the period 1 July 2020 – 30 September 2020. (Moved Fenwick/Seconded Maynard) Carried</p> <p>3. To release the \$500 commitment for backboards and posts from 27 November 2017 back to the Martinborough Community Board grant fund. (Moved Cr Maynard/Seconded Cr Colenso) Carried</p>	Open	8/12/20: Financial commitment to be added to MCB financial statement that will be reported on at the first meeting of 2021

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
603	5-Nov-20	Resolution	K Neems	MCB RESOLVED (MCB 2020/41): 1. To receive the Action Items Report. 2. To agree to fund up to \$200 for a tree for the 150 year anniversary for settlement at Waihinga from the Martinborough Community Board, to be funded from the beautification fund. (Moved Ellims/Seconded Fenwick) Carried	Open	8/12/20: Financial commitment to be added to MCB financial statement that will be reported on at the first meeting of 2021
605	5-Nov-20	Action	E Stitt	Provide clarification on the reasons Birdie Way, Eagle Place and Fairway Drive were scheduled for resealing	Actioned	Birdie Way, Eagle Place and Fairway Drive were constructed in 2011 and the initial seal coat has a nominal life of 3 to 5 years. The reseal was 5 years overdue mainly due to budget constraints. Works are programmed to achieve best whole of life costs and prudent asset management and political direction is not a driver.
606	5-Nov-20	Action	E Stitt	Request an update from Greater Wellington Regional Council on progress made to remedy the Hinakura Road slump issue	Actioned	There has been no concerns over the winter months and the heavy rain 9/10th November had no impact. The issue will be addressed with GWRC mid-summer.
607	5-Nov-20	Action	K Yates	Provide an update to Heidi Allis on progress with the action the Board agreed following the presentation made in the public forum on 24 September 2020 regarding poor lighting at the Jellicoe Street crossing by Venice Street.	Actioned	6/11/20: Emailed Heidi Allis with update that went to MCB.
608	5-Nov-20	Action	E Stitt	Confirm if the actuated vale at the Martinborough Wastewater Treatment Plant scheduled for completion in October 2020 has been completed	Actioned	8/12/20: Installation of the valve requires more civil and electrical works than originally scoped, which has delayed install. WWL advise it will happen in January 2021.
609	5-Nov-20	Action	E Stitt	Provide the Board information on why the Pinot Grove wastewater pipe upgrade is being undertaken	Actioned	8/12/20: The pipe being upgraded was installed in 1975. Refer to Factsheet in Appendix 2 of the Action Items Report.
610	5-Nov-20	Action	K Yates	Confirm if the \$200 granted to South Wairarapa Neighbourhood Support in May 2020 has been taken up and advise the process for withdrawing the grant and releasing unspent funds back to the grant fund	Actioned	8/12/20: The \$200 has been spent and will be reflected in the MCB I&E statement when the invoice has been processed.
611	5-Nov-20	Action	K Yates	Confirm if a grant application from MADCAPS has been received and advise when it will be presented to the Board for consideration	Actioned	8/12/20: A grant application is presented for consideration on 17 December 20.
612	5-Nov-20	Action	K Yates	Present the Considine Park User Group Terms of Reference to the Board for adoption in December 2020	Actioned	8/12/20: TOR presented for adoption to December meeting.
613	5-Nov-20	Action	K Yates	Seek a nomination from the Māori Standing Committee for a tangata whenua representative for the Considine Park User Group	Open	8/12/20: MSC are considering potential candidates to represent the interests of tangata whenua following a report to their meeting on 8-Dec-20.
614	5-Nov-20	Action	K Neems	Provide the board an update to clarify the connection between the review of the overhead cost allocation model for the Pain Farm and the crediting of any overhead allocations to back to the Pain Farm account	Actioned	8/12/20 - 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. The portion of the Professional Services which covers property management will form the majority of the review, however no decision has been made at this stage. The time taken for officers to project manage the recent upgrade to the property will also be taken into account.
615	5-Nov-20	Action	K Neems	Report to the board on the income amounts received from each of the separate Pain Farm income sources	Open	8/12/20 - A report of the amount collected from each income stream will be provided at the first meeting of 2021.

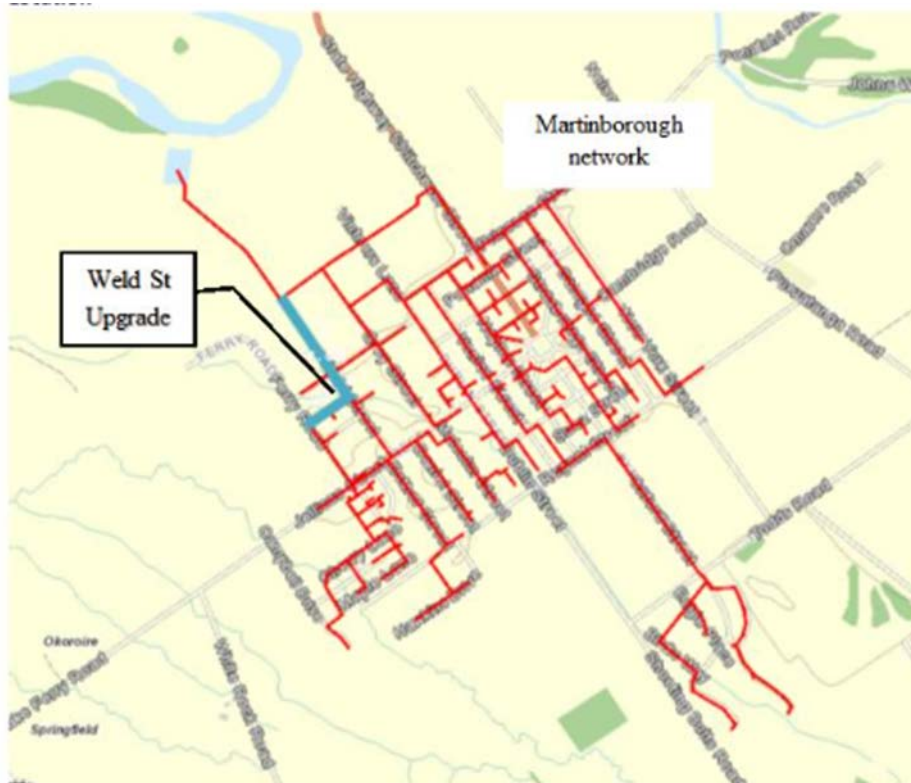
Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
616	5-Nov-20	Action	E Stitt	Provide the board with an assessment of timeframes to complete the lessons learned on the Waihinga Centre project	Actioned	8/12/20: As above, relevant information has now been gathered and process will begin in new year. It will take 6 weeks, based on independent contractor availability.
617	5-Nov-20	Action	E Stitt	Provide clarification on the land available for the Martinborough Community Garden at the potential location at the corner of Venice and Regent Streets	Actioned	8/12/20: The land area is approximately 1270m ² and maps of the land are provided in Appendix 3 of the Actions Item Report. It is suggested if the Board wants to explore this that a community board representative works with Martinborough Community Garden to present a proposal to officers for consideration.
618	5-Nov-20	Action	MCB	Write a letter to the Waihinga Centre Charitable Trust to confirm when appointments to the Trust were last made and when appointments are next due	Open	8/12/20: Refer to Chairperson Report for update.
619	5-Nov-20	Action	MCB	Progress the planting of one tree for the 150 year Anniversary for the settlement at Waihinga in Centennial Park with the Amenities Manager	Open	8/12/20: Refer to Chairperson Report for update.

Appendix 2 – Pinot Grove Wastewater Renewal Fact Sheet

Pinot Grove Wastewater Renewal Fact Sheet

What are we doing?

Replacing 0.7km of 150mm asbestos cement wastewater main with a 250mm polyethylene (PE) main in Weld Street, Martinborough.



Why are we renewing this pipeline?

The existing wastewater main in Weld Street carries wastewater from approximately the southern third of Martinborough. It is under-sized for the load, resulting in frequent blockages and occasional overflows from manholes during wet weather conditions.

The primary goal of the project is to allow for growth while also improving wastewater service to this part of town. The new pipeline will have greater capacity and be more resilient to earth movement than the current one. It will be fully sealed and so more resistant to leaks out of and into the pipe.

What is effect will this have on the rest of the network?

The new 250mm pipe will feed into the existing 300mm main pipe that goes to the Martinborough wastewater treatment plant. The 300mm pipe was upgraded in 2005. The Martinborough wastewater treatment plant is nearing capacity. Planned upgrades for the plant will need to factor in growth.

How has the project developed?

Prior to Wellington Water's involvement, SWDC set a budget for the pipe renewal of \$295,000. It's not clear what was included in this budget, and as the project was not clearly scoped, it carried a high level of risk.

In March 2020 Wellington Water estimated the project would cost between \$726,000 and \$980,000. It issued the project for tender and received no conforming tenders.

To reduce the level of risk and provide confidence that project would deliver the best whole-of-life value, we put the project through Wellington Water's normal project delivery processes. This involves preliminary and final design and ensures due diligence for things such as option selection, cost estimation, quality, health and safety and contract management.

This provided a robust estimate (known as an engineer's estimate), of \$795,000. This was subsequently corroborated by a conforming tender.

After the tender was received, the project cost estimate was revised to allow for the additional scope of safely removing and disposing of asbestos cement.

The tender has been awarded to Fulton Hogan, who are using a local contractor to perform a portion of the work.

Below is a comparison table providing an overview of the project elements and estimates.

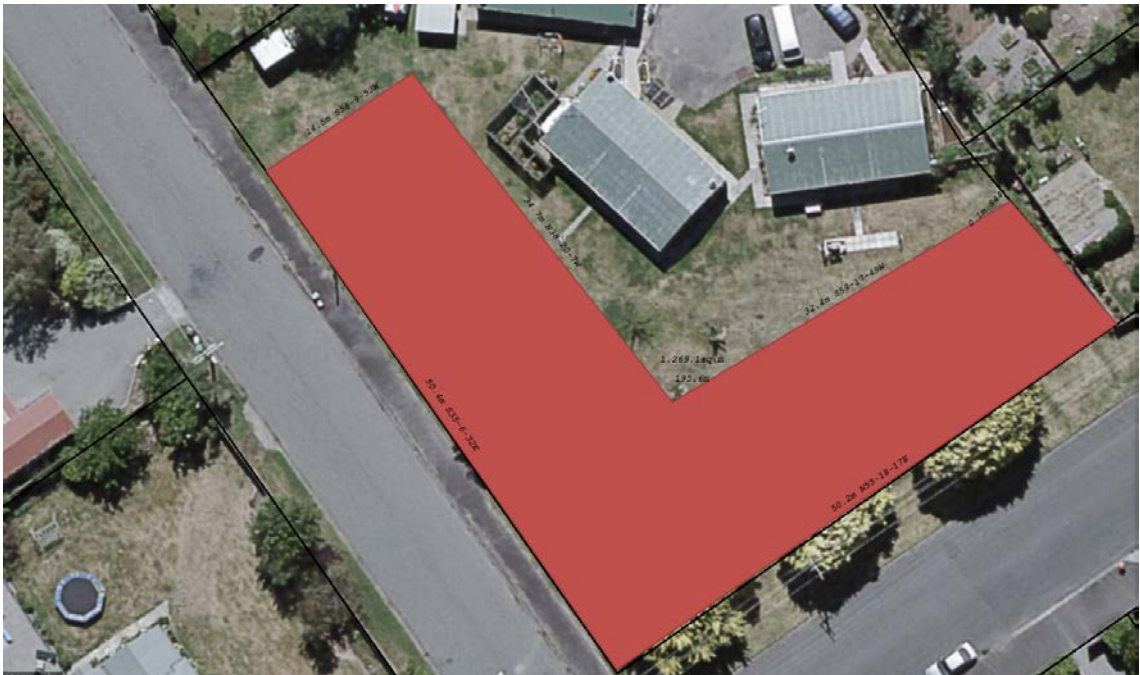
Table 1:

Deliverable /scope	Original (2017)	Engineer's Estimate	Current/Post Tender (2020)
Professional costs	No Budget allowed/Included	\$127,500	\$106,000
Construction	\$295,000	\$545,500	\$582,500
Contingency	Included	\$122,500	\$126,000
Total	\$295,000	\$795,000	\$814,500

What can we learn from this?

It's important that projects are properly scoped and adequately developed, with costs accurately estimated before budgets are set. It's also important that when estimates are being used, people know what stage a project is at. Wellington Water uses a cost estimating manual to account for the amount a project has been developed at each stage of its evolution and to minimise cost risk.

Appendix 3 – Land at corner of Venice and Regent Streets for potential community garden



Appendix 4 – Featherston Dog Park Initiative

Featherston Dog Park initiative

Why:

At the moment the Featherston dog park is a fairly barren but large and well used paddock. The initiative group envisage it becoming a sheltered and attractive place for dogs and their owners to engage in a range of activities and interactions. It is intended that careful and considered design and construction (including the items listed below) will lead to it becoming a significant attraction for all dog owners in the South Wairarapa.

Who:

Various dog owners and Featherston residents plus one of the Community Board members, a Fab Feathy coordinator. We are working in collaboration with the Featherston Beautification Group.

What:

We have held two meetings and agreed on the following ideas:

1. Planting of flax/toitoe and other natives along the sides of the park to improve the look and drainage
2. Development of an agility area in the 'back' corner with ideally a surface of something like bark chips (to avoid the need to mow around fiddly bits). Include a tunnel, some form of tyre to jump through, some ramp(s). Happy to look at upcycling to reduce costs.
3. Addition of paths (lime sand) from gates to shelters/seats and along edge
4. Addition of some weather shelters on outer edges of park
5. Addition of a double-gate at main corner entrance for ease of introduction of new dogs and their owners
6. Gates that are more secure/self-closing to reduce escapism
7. Added signage to ensure people are aware it's a dog park and to encourage parents to be responsible for any children they allow into it

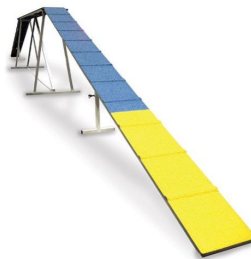
We intend to advise the Community Board of our plans, then take the idea to SWDC at a convenient council meeting.

Whilst we would appreciate any resourcing support the SWDC can provide, we are primarily seeking permission to proceed with the plans as outlined.

How:

- Community donations of plants and a working bee to plant into the park
- Fundraising as required to provide materials and work with the Featherston Menz Shed for build of such things as the tyre jump and ramp
- MoA to be drafted about maintenance and ongoing beautification
- Fundraising as required for paths, shelters and gates

Please see sketch of park plan and examples of shelters and agility equipment below:



MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.6

PROPOSED NAMING OF TWO NEW VESTED ROADS, AT LOT 300 DP 464874, PINOT GROVE, IN MARTINBOROUGH

Purpose of Report

To seek the Martinborough Community Board's consideration and approval of the names "Wilson Way" and "Champagne Court" for two new roads to be vested in Council to access a large staged residential subdivision by *WW Projects Ltd*.

Recommendations

Officers recommend that the Martinborough Community Board:

1. *Receive the Proposed Naming of Two New Roads to be vested in Council, at Pinot Grove, in Martinborough Report.*
2. *Consider and approve the Proposed Naming of "Wilson Way" and "Champagne Court" for the proposed new roads to be vested in Council at Pinot Grove Martinborough.*

1. Background

WW Projects Limited seeks to name two new vested roads which are part of a large staged residential subdivision (RC 190105 and subsequent variations) at *Pinot Grove Martinborough*. (see appended plan in the request at Appendix 1).

Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa pursuant to Section 319(1)(j) of the Local Government Act 1974.

There is no current pre-approved list from the Martinborough Community Board for new roads in the Martinborough area. The proposed names are "Wilson Way" and "Champagne Court" which are the applicants preferred options for the two new vested roads. The road name options all reference aspects of the local winery industry as well as the developer of the subdivision. The preferred suffix for the road names are Way and Court which are consistent with the policy requirements. Council has delegated to community boards the authority to approve road names. This report is required to give the Martinborough Community Board and opportunity to review and approve the proposed road name.

Subdivision location:



2. Discussion

2.1 Legal situation

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following names are considered for approval for Road 1;

1. Wilson Way
2. Grape Way
3. Vine Way

The applicant has requested that the following names are considered for approval for Road 2;

1. Champagne Court
2. Waina Place
3. Syrah Lane

2.2 Assessment of Councils Policy

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

There are no existing roads or right of ways which include "Wilson Way", or "Champagne Court", within the Wairarapa.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

No issue identified.

4.3.3 The name should have significant local content or meaning.

The application has set out why the preferred names have been selected. The following information has been copied from the road name application. The application has been completed by Colin Wilson, of WW Projects Ltd.

Road 1

Wilson Way: As developers we like to have some recognition for the effort, work, result and achievement of our work. After research I can see that this has happened in numerous occasions in the Greater Wairarapa Regions' township areas. The Wilson family are the main shareholders in the WW Projects Company.

Grape Way: There is a theme in Pinot Grove synonymous with the wine industry and while there are no grapes in the development, this name recognises one of the main themes of the area.

Vine Way: Following on as an option to Grape, Vine is another noun recognised to be part of the South Wairarapa Region with its relation to the wine industry.

Road 2

Champagne Court: In looking at the Pinot Grove theme, and with the Burgundy Region being represented we felt it was reasonable to recognise other area where numerous Pinot Grapes are grown, a recognised variety grown in South Wairarapa. Also the Champagne wine is derived from Pinot Grapes.

Waina Place: In our research into naming, we contacted the local Iwi to get some input from them. After making calls and being referred on to others involved in the Iwi with no result, we decided we should try to include the representation of the Maori influence somewhere. Waina translates to wine in the Maori language. As the area should be part of the culture we have chosen to keep the theme of wine and some form of Maori culture and word.

Syrah Lane: The research we carried out also noted that Syrah grape is becoming quite common in the South Wairarapa hence it would be well recognised to be Syrah Lane which fits with the Pinot theme.

4.3.4 *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map*

None of the proposed names are too long and can be clearly displayed on a map.

4.3.5 *The end name for the roadway should be one that most accurately reflects the type of roadway that it is.*

All proposed names are considered consistent with the policy.

4.3.6 *All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".*

All proposed names are considered consistent with the policy. Both proposed roads are to be vested in Council as public roads.

4.3.7 *Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.*

Not applicable.

2.3 Procedure for Naming Roads of the Naming of Public Roads, Private Roads and Rights-of-Way Policy Review

Section 4.2 will be reviewed and aligned with the community board delegation to name roads when it is next reviewed.

3. Conclusion

While the names do not carry any historic or heritage value, they are a reflection of the current developments in the Martinborough area. The proposed names are consistent with the guideline criteria in the road naming policy. The applicant has been asked to select their preferred road names, being “Wilson Way” and “Champagne Court” for the two new roads to be vested in Council as part of a large staged residential subdivision in Martinborough. The applicant has provided reasoning for all road name options which mostly fit within the theme of the subdivision referencing the local wine industry. The Martinborough Community Board has delegation to approve road names.

4. Appendices

Appendix 1 - Subdivision Scheme Plan

Prepared by/Contact Officer: Harriet Barber, Planner

Reviewed by: Godwell Mahowa, Acting Group Manager Planning and Environment

190105v3 – most recent subdivision scheme plan



MARTINBOROUGH COMMUNITY BOARD

17 DECEMBER 2020

AGENDA ITEM 8.7

CONSIDINE PARK USER GROUP

Purpose of Report

To present the Considine Park User Group Terms of Reference for adoption and to advise the Board of the requirement to appoint members.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Considine Park User Group Report.*
2. *Adopt the Considine Park User Group Terms of Reference.*
3. *Appoint Frank Cornelissen as the of the proprietor of the Camping Ground representative, Matt Fenwick as the Martinborough Cricket representative and Martina Kershaw and Susan Kilsby to share the Wairarapa Pony Club representative position on the Considine Park User Group.*
4. *Note that a nomination to represent the interests of tangata whenua is being sought from the Māori Standing Committee.*
5. *Note that two representatives of the wider community of residents and park users will be appointed by the remaining members of the User Group.*
6. *Consider whether there are any candidates it would like to propose to represent the wider community of residents or park users on the User Group.*
7. *Request the Chair convenes a meeting of the Considine Park User Group as soon as practicable to consider and appoint remaining members.*

1. Executive Summary

In December 2019, the Martinborough Community Board created a Considine Park User Group and appointed Councillor Colenso and Michael Honey as the Martinborough Community Board representatives.

The Board is asked to consider adopting a Terms of Reference for the User Group and to make external appointments. The Terms of Reference have been prepared taking into account the High Court Settlement Agreement and the Centennial and Considine Park Reserve Management Plan.

2. Background

Territorial Local Authorities have the power to delegate to Community Boards, subject to certain restrictions.

Council Resolution DC2007/69 resolved:

A tabled High Court Settlement Agreement dated 2 April 2007 in regard to Considine Park be received; and

It be recommended to the Martinborough Community Board that it establish and appoint a committee of the Board to be known as the Considine Park Committee and that suitable terms of reference be prepared

In December 2019, the Martinborough Community Board established a Considine Park User Group for the 2019-2022 triennium. A draft Terms of Reference was tabled for feedback at the Martinborough Community Board on 5 November 2020 and a revised version incorporating feedback is presented in Appendix 1.

3. Discussion

3.1 Purpose

The purposes of the User Group listed in the draft Terms of Reference are taken from the Centennial and Considine Parks Management Plan. However, this draft Terms of Reference excludes the User Group preparing an annual programme of recommended development activities for submission to the annual/long term planning process via the Martinborough Community Board for Council's consideration. The User Group would instead be delegated power to recommend development activities for inclusion in the annual/long-term planning process.

3.2 Membership of the User Group

The draft Terms of Reference sets out the membership for the group, taking into account requested changes from the Board for a person to represent the interests of tangata whenua to be nominated rather than appointed by the Māori Standing Committee, and to provide for the Martinborough Community Board to be able to propose members to represent the wider community of residents and park users for appointment by the remaining members of the User Group.

2016-2019 triennium membership

Following an expressions of interest process seeking membership, the Board appointed the following members to the Considine Park Committee for the 2016-2019 triennium:

Member	Interest
Councillor Colenso	Martinborough Community Board
Frank Cornelissen	Camping Group
Martina Kershaw	Wairarapa Pony Club
Matt Fenwick	Martinborough Cricket
Fiona Beattie	Martinborough School
Max Stevens	Interested party
Christine Webley	Interested party

2019-2022 triennium membership

The above members were approached in January 2020 prior to a review of the Terms of Reference to ascertain whether they would be interested in continuing as members for the 2019-2022 triennium. All members expressed interest in continuing with the exception of Fiona Beattie. Ms Beattie directed us to Martinborough School Principal Craig Nelson who expressed interest in the school being represented on the group.

The revised Terms of Reference provides for the following membership. The Board is asked to appoint the proposed members of Frank Cornelissen, Matt Fenwick, Martina Kershaw and Susan Kilsby.

Membership	Details	2019-2022 member
2 x Martinborough Community Board representatives	Councillor Colenso and Michael Honey were appointed as the Martinborough Community Board representatives on 5 December 2019 (MCB 2019/80). Either Councillor Colenso or Michael Honey will chair the group, as agreed between them.	Councillor Colenso and Michael Honey (confirmed)
A representative of the proprietor of the Camping Ground	Lisa and Frank Cornelissen are the proprietors of the Camping Ground. Frank Cornelissen has confirmed he is the preferred nominee to be put forth for appointment.	Frank Cornelissen (proposed)
A representative of each lessee or licensee of an area within the park	The current lessee/licensees of the area of the park include the Wairarapa Pony Club and Martinborough Cricket. Wairarapa Pony Club have indicated that Martina Kershaw and Susan Kilsby are currently sharing the role and have nominated both to be put forward for appointment with either one or the other to attend each meeting. Martinborough Cricket has confirmed Matt Fenwick is the preferred nominee to be put forth for appointment.	Martina Kershaw and Susan Kilsby, Wairarapa Pony Club to share the one representative role (proposed) Matt Fenwick, Martinborough Cricket (proposed)
A representative of tangata whenua	Nominations are being sought by the Māori Standing Committee	To be confirmed
Council officer with responsibility for the management of Parks and Reserves		SWDC Amenities Manager (confirmed)
Two members to represent the wider community of residents and park users	Candidates for membership may be proposed by other members of the User Group or selected from among those who express interest following advertisement.	To be appointed by the remaining members of the User Group

Community representatives

The Considine Park User Group is tasked with appointing two representatives of the wider community of residents and park users. The Board is asked to consider whether there are any candidates it would like to propose to represent the wider community of residents and park users or whether it would like a wider expressions of interest process to be undertaken.

Note that the remaining members of the User Group may also propose members for appointment and are tasked with appointing the two preferred candidates.

It is recommended the Chair convenes a meeting of the User Group as soon as practicable to appoint the remaining members. In making these appointments, the User Group should be satisfied the appointees meet the spirit noted in the management plan.

Other interested parties

The Board has asked whether groups who regularly use the park but are not a lessee or licensee can be appointed to the User Group. The High Court Settlement agreement does not define who members of the subcommittee are to be except for requiring that a member of the Community Board is a member. The management plan also does not specify membership but provides some guidance on “Community and Organisational Interest” as follows:

- Town residents who enjoy and use the reserve
- The wider community and visitors to the town
- The Martinborough Branch of the South Wairarapa Pony Club
- The Considine Park Committee, a subcommittee of the Martinborough Community Board comprising representatives from the camping ground, community board, pony club and other interested parties
- Tangata Whenua
- Camping Ground Managers.

3.3 Financial Considerations

There would be a cost for advertising should a wider expressions of interest process to seek representatives from the wider community of residents and park users be undertaken. The cost would be met from the Martinborough Community Board operating budget.

4. Conclusion

Martinborough Community Board is asked to adopt a Terms of Reference for the Considine Park User Group and to appoint the proposed external members, consisting a representative of the Camping Group and a representative of each lessee or licensee of an area within the park.

The Board is also asked to consider whether there are any candidates it would like to propose to represent the wider community of residents or park users on the User Group, to be appointed by the remaining members of the User Group.

It is also requested Councillor Pam Colenso and Michael Honey decide between them who will chair the user group.

5. Appendices

Appendix 1 - Terms of Reference for Considine Park User Group

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Terms of Reference for Considine Park User Group



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

CONSIDINE PARK USER GROUP

TERMS OF REFERENCE

User Group of:	Martinborough Community Board
Chairperson:	xx
Membership:	<p>Two members of the Martinborough Community Board</p> <p>A representative of the proprietor of the Camping Ground</p> <p>A representative of each lessee or licensee of an area within the park</p> <p>A representative of the tangata whenua, appointed <u>nominated</u> by the Māori Standing Committee</p> <p>The Council officer with responsibility for the management of Parks and Reserves</p> <p>Two members to represent the wider community of residents and park users, to be appointed by the remaining members of the User Group. Candidates for membership may be proposed by other members of the User Group, <u>the Martinborough Community Board</u>, or selected from among those who express interest following advertisement.</p>
Appointments 19-22:	Councillor Pam Colenso (Martinborough Community Board), Michael Honey (Martinborough Community Board), xx
Quorum:	Five members, of whom at least one must be a member of the Martinborough Community Board.

1. Purpose

- 1.1 To provide a mechanism for consultation with the community, tangata whenua, park users and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park.
- 1.2 To encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park.
- 1.3 To provide for coordination between park users, including the discussion and resolution of issues.
- 1.4 To monitor the management and development of Centennial and Considine Park to ensure it is in accordance with statutory requirements, including Section 17 Reserves Act 1977, (recreation classification), the Centennial and Considine Reserve Management and Development plans, and the Wairarapa Combined District Plan.

2. Delegations

The User Group is delegated the Power to Recommend:

- 2.1 To make recommendations to the Martinborough Community Board on recommended Considine Park (including Martinborough Swimming Pool) development activities for inclusion in the annual/long-term plan.
- 2.2 To make recommendations to Martinborough Community Board for proposed changes to the Centennial and Considine Park Management and Development Plans.
- 2.4 To recommend a programme of development activities including funding priorities to Martinborough Community Board in line with the Centennial & Considine Reserve Management and Development Plan and the Wairarapa Combined District Plan.

3. Accountability and reporting

- 3.1 The Considine Park User Group reports to the Martinborough Community Board.
- 3.2 A report of every meeting is to be submitted to the next meeting of the Martinborough Community Board.

4. Review

The function and reconstitution of the User Group will be reviewed by the Martinborough Community Board at the first meeting of each triennium.

5. Operating model

5.1 Meetings

5.1.1. Timing and frequency

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

5.1.2. Meeting procedure

Standing orders do not apply, the meeting is operated informally and the chair is tasked with maintaining meeting order.

5.1.3. Quorum

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

5.1.4. Notice of Meeting and Agenda

Notice of Meeting and Agenda will be sent by email, at least 5 working days before the meeting.

5.1.6. How chairperson to be selected

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

AGENDA ITEM 10.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Agree on a suitable tree to be planted at Considine Park in celebration of 150 years of the Martinborough township.*
3. *Approve a cost of up to \$500 for a tree to be planted at Considine Park in celebration of 150 years of the Martinborough township, to come from the beautification budget.*
4. *Approve a cost of up to \$500 for a sign board for Martinborough Community Board community drop-in sessions, to come from the operating budget.*
5. *Agree to a time for the Board or nominated representative/s to visit Wai Waste Inc. Martinborough Branch and Foodbank.*

1. Topic 1 – 150 year Anniversary for settlement at Waiinga, Martinborough

Martinborough Community Board (MCB) received a number of options from Bryce Neems, Amenities Manager for a tree to be planted at Centennial Park. After reviewing the options (attached as Appendix 1.), in keeping with the MCB preference for native planting that is suited to the soil and land here in Martinborough, MCB member Michael Honey would like to give some further information to help with our decision. We have previously agreed up to \$200 towards this (MCB 2020/41). I would like to request an additional cost of up to \$500 be approved to contribute towards the costs of the tree.

Recommendation to agree on a suitable tree to be planted at Considine Park in celebration of 150 years of the Martinborough township.

Recommendation to approve a cost of up to \$500 for a tree to be planted at Centennial Park in celebration of 150 years of the Martinborough township, to come from the beautification budget.

2. Topic 2 – Community Engagement

Since our last meeting we have had a further two “MCB Drop In” at the Waihinga Centre on the first Saturday of each month. I have spoken to AJ at Lamb Peters regarding a sign board and he has provided the image attached (Appendix 2) as an example. AJ quoted a cost of approx. \$280 - \$380 for a board like this depending on what we want to have on it (i.e. Council Logo). Having a sign will help identify when we are available and where we are, if we choose to run from different locations on different days,(i.e. outside OMG on a Sunday).

Recommendation to approve a cost of up to \$500 for payment of a sign board for “Martinborough Community Board Drop In” to come from the MCB operating budget.

3. Topic 3 – Grants and Accountability

An email has been received from Peter Croft thanking the MCB for their grant and offering to show us around their new premises on Strasbourge Street as they have combined with WaiWaste and are now Wai Waste Inc. Martinborough Branch and Foodbank. They have outgrown the St Andrews Hall, which shows how great the need is for these services in our community.

Recommendation to agree to a time for the Board or nominated representative/s to visit Wai Waste Inc. Martinborough Branch and Foodbank.

4. Topic 4 – Waihinga Charitable Trust

Since our last meeting when we requested information from the Waihinga Charitable Trust on the MCB’s duties regarding their appointments, the Trust has advised they have finished and wound up. Job Done.

The Mayor and Council’s Chief Executive are throwing the Trust members and their partners a thank you celebration on Thursday 10 October at the Martinborough Hotel.

Can officers please advise if there are any oversight requirements that the MCB should be responsible for with the disestablishment of the Trust? Is the Waihinga Centre Project completely finished at Council’s end? Has the “Lessons Learned” project begun yet?

5. Topic 5 – Historical Information at the top of Bidwills Cutting

It has been brought to the attention of the Board that the historical information about Martinborough, at the top of the Cutting, is cracked. This is now very hard to read, or unreadable completely in some places. A lot of visitors to our town and region stop to see this information and have said it is not any good.

Can officers please advise if this sign belongs to Council and who is responsible for its maintenance?

6. Topic 6 – Cleaning of Fire Hydrants

Many months ago it was raised to Council by the MCB that our volunteer Fire Brigade can not access a large number of hydrants in the town. This is because there is gravel and or concrete set all around them from road works, flooding, etc. We were advised that this would be given to Wellington Water to attend with some urgency as it was clearly not good enough for a Fire emergency.

The hydrants are still not done and MCB would like an update from officers to be provided on the hydrant maintenance schedule we were advised this work was being applied to, and how far along this schedule has moved.

7. Topic 7 – Martinborough Manganese Extraction Plant Update

MCB would like to request an update on the Manganese Extraction Plant from Officers.

8. Appendices

Appendix 1 – Native Tree Options for Centennial Park

Appendix 2 – Example Footpath Sign

Nga mihi nui ki a koutou (thank you all)

Report compiled by Mel Maynard
Chair
Martinborough Community Board

Appendix 1 – Native Tree Options for Centennial Park



METROSIDEROS 'MAUNGAPIKO' – (SOUTHERN RATA CROSS)

Pohutukawa and Southern rata cross. This narrow-growing, erect tree is clothed with shiny, pointed, fresh-green leaves. A profusion of scarlet flowers, which attract birds, cover the tree in early-January. Excellent tough coastal tree, withstanding a lot more frost than Metrosideros excelsa. Excellent street tree. **Evergreen** tree that grows at a **moderate rate** to reach **5m (H) x 4m (W)** in 10 years.



METROSIDEROS EXCELSA 'VIBRANCE' – (POHUTUKAWA)

Selected for its more upright, dense, and compact form. Just as tough as Metrosideros excelsa, but with very large, vibrant, orange-red flowers borne over a long period through summer. Nectar-seeking birds love the flowers. A good choice for suburban gardens. Excellent street tree. **Evergreen** tree that grows at a **moderate rate** to reach **5m (H) x 4m (W)** in 10 years.



SOPHORA TETRAPTERA – (LARGE-LEAVED KOWHAI)

Larger leaves and flowers than Sophora microphylla. A slender tree with an airy, graceful form. Golden-yellow spring flowers attract nectar-seeking birds. Grow in sun or semi-shade, and not too dry. Looks lovely sited overlooking water. Flowers from October to December. **Evergreen** tree that grows at a **moderate rate** to reach **4m (H) x 4m (W)** in 10 years.



KERMADECENSIS 'VARIEGATA' – (VARIEGATED POHUTUKAWA)

Green leaves are broadly-margined with cream-yellow. Compact grower. Red flowers at Christmas time. Coastal hardy. Excellent for containers or as a street tree. **Evergreen** tree that grows at a **slow rate** to reach **3m (H) x 3m (W)** in 10 years.



PODOCARPUS TOTARA 'AUREA' – (GOLDEN TOTARA)

Similar growth habit to Podocarpus totara but with more graceful branches. The golden-yellow leaves are softer to touch and impart a beautiful glow in any garden. Very tough tree tolerating dry and windy conditions. Easily trimmed as a screen or hedge. Excellent street tree. **Evergreen** tree that grows at a **moderate rate** to reach **5m (H) x 4m (W)** in 10 years.

Appendix 2 – Example Footpath Sign

