



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

## **MARTINBOROUGH COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Council Chambers, 18 Kitchener Street, Martinborough on Thursday, 27 February 2020 at 7:00pm.

#### **MEMBERSHIP OF THE COMMITTEE**

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

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#### **PUBLIC BUSINESS**

- 1. EXTRAORDINARY BUSINESS:**
- 2. APOLOGIES:**
- 3. CONFLICTS OF INTEREST:**
- 4. ACKNOWLEDGEMENTS AND TRIBUTES:**
- 5. PUBLIC PARTICIPATION:**
  - 5.1 Martin Freeth – Martinborough Urban Trees – Community Planting Initiative
  - 5.2 Conor Kershaw – Business Precinct Re-designation
  - 5.3 Mate Higginson – Trees and 150 years of Wharekaka Waihinga Martinborough

**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 December 2019. **Pages 1-7**

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 5 December 2019 be confirmed as a true and correct record.*

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

- 8.1 Pain Farm Report **Pages 8-17**
- 8.2 Wellington Water Ruamahanga Findings on Martinborough Overflow Incident Report **Pages 18-58**
- 8.3 Officers' Report **Pages 59-92**
- 8.4 Action Items Report **Pages 93-98**
- 8.5 Income and Expenditure Report **Pages 99-106**
- 8.6 Financial Assistance Report **Pages 107-108**
- 8.7 Martinborough Wastewater Treatment Plant (WWTP) Community Liaison Group Report **Pages 109-116**
- 8.8 Community Funding Arrangements Proposal Report **Pages 117-121**
- 8.9 Community Board Terms of Reference Report **Pages 122-144**

**9. NOTICES OF MOTION:**

- 9.1 None advised

**10. CHAIRPERSON'S REPORT:**

- 10.1 None advised

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

- 11.1 None advised

**12. CORRESPONDENCE:**

- 12.1 None



**Minutes – 5 December 2019**

- Present:** Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso and Cr Pip Maynard.
- In Attendance:** Mayor Alex Beijen, Harry Wilson (Chief Executive), Bryce Neems (Amenities Manager), Karen Yates (Policy and Property Coordinator), Suzanne Clark (Committee Advisor) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Supper Room, the Waihinga Centre, Texas Street, Martinborough on 5 December 2019 between 6.30pm and 9.31pm.
- Also in Attendance:** Daphne Geisler and Christine Webley.

**1. EXTRAORDINARY BUSINESS**

Ms Maynard advised that a late item had been received in relation to a request for the naming of a new road. Ms Maynard asked the Board to consider the report as an additional agenda item.

*MCB RESOLVED (MCB 2019/75)* to consider the request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771 as agenda item 8.8; the application was received late but two of the new allotments on this new road/right of way have been sold and the purchasers will require an address for emergency purposes and connection of electrical and telecommunication services.

*(Moved Ellims/Seconded Fenwick)*

Carried

Ms Maynard advised that a late item on the Pain Farm had been received at the request of the Community Board. Ms Maynard asked the Board to consider the Pain Farm Report as an additional agenda item.

*MCB RESOLVED (MCB 2019/76)* to consider the Pain Farm Report as agenda item 8.1; the report was requested urgently by the newly elected Martinborough Community Board in order to consider Pain Farm matters and provide direction to officers to prepare a report back to the next Martinborough Community Board meeting in February 2020.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

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## **2. APOLOGIES**

There were no apologies to note.

## **3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

## **4. ACKNOWLEDGMENTS AND TRIBUTES**

Members acknowledged the passing of Hikawera McGregor who was a rangatira of Ngati Hikawera and Chris Buring who was a well-known wine maker in the area.

## **5. PUBLIC PARTICIPATION**

### **5.1 Daphne Geisler– Waihinga Centre**

Ms Geisler spoke on the Waihinga Centre project and requested the project be completed with a disciplined and professional end of project review to determine whether the objectives of the project were met and to understand the lessons that could be learned. Mrs Geisler also spoke of the financial reporting of this project and requested the Board lobby council for a community driven comprehensible review.

### **5.2 Christine Webley – Pain Farm and Considine Park**

Ms Webley spoke to matters relating to the Pain Farm, addressing the unknown status of action items of previous community board meetings, the ordering of the recommendations of the Pain Farm Report, and the assumption that public consultation isn't needed. Ms Webley also spoke on matters relating to Considine Park, including the maintenance development upgrade, the proposed sale of the campground, establishing a Considine Park Committee vs. a Considine Park User Group, the legal status of the Considine Park Committee, and funding.

## **6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

### **6.1 Daphne Geisler – Waihinga Centre Project**

Action 293 – To request officers investigate lessons learned for the Waihinga Centre project, H Wilson.

### **6.2 Christine Webley – Pain Farm and Considine Park**

The Pain Farm will be discussed under the Pain Farm Report agenda item and Considine Park will be discussed under agenda item 8.2 the Establishment of and Appointments to Committees Report.

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## 7. COMMUNITY BOARD MINUTES

### 7.1 Minutes of the first meeting of the triennium – 30 October 2019

*MCB RESOLVED (MCB 2019/77)* that sections D and F of the minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 be confirmed as a true and correct record.

*(Moved Fenwick/Seconded Ellims)*

Carried

## 8. CHIEF EXECUTIVE AND STAFF REPORTS

### Pain Farm Report

Mr Wilson provided an update on the maintenance and repair programme that is being undertaken in the short-term and sought guidance from the Martinborough Community Board on the range of options prior to a report back at the next Community Board meeting. Members provided direction to officers on the options and community consultation.

*MCB RESOLVED (MCB 2019/78):*

1. To receive the Pain Farm Report

*(Moved Cr Colenso/Seconded Fenwick)*

Carried

2. Note that council is undertaking a maintenance and repair programme that is in place to bring the Pain Farm to a standard that meets current rental tenancy requirements.

*(Moved Cr Maynard/Seconded Ellims)*

Carried.

3. Officers report to the Board with a maintenance schedule for the homestead, cottage and surrounding land once further information on the future of the properties has been received.

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

4. Board consider an additional sixth option that considers the future leasing of the farm, cottage and homestead together.

*(Moved Ellims/Seconded Cr Colenso)*

Carried

5. Officers to consider Options 1 – 6 and report to the Martinborough Community Board in February 2020 on these options and with a consultation plan that seeks community feedback on the six options and provides an opportunity for the community to identify additional options as part of the consultation.

6. Note that option five should clearly state the Local Government Act 2002 requirements regarding the sale of endowment property.

*(Moved Cr Colenso/Seconded Maynard)*

Carried

Action 294 – 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, H Wilson.

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### **8.1 Adoption of the 2020 Schedule of Ordinary Meetings**

*MCB RESOLVED (MCB 2019/79):*

1. To receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.  
*(Moved Cr Colenso/Seconded Cr Maynard)* Carried
2. To adopt the 2020 schedule of ordinary meetings for Council, community boards and committees.
3. To set a meeting start time for ordinary meetings of 7pm.
4. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.  
*(Moved Ellims/Seconded Fenwick)* Carried

### **8.2 Establishment of and Appointments to Committees**

The Board discussed the form and function of a Considine Park body, the differences between establishing a committee and user group, and the legal status raised by Ms Webley. Members also discussed appointing a youth representative, including the selection process, the age of the representative, and the timing of the appointment.

*MCB RESOLVED (MCB 2019/80):*

1. To receive the Establishment of and Appointments to Committees Report.  
*(Moved Cr Maynard/Seconded Ellims)* Carried
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
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

### **8.3 Officers' Report**

Mr Wilson advised the Officers' Report is dated as the relevant committees have not yet had their first meetings this triennium. Mr Wilson indicated this is particularly true of the information relating to water supply and noted an update will be covered under agenda item 8.6, the Compliance with Drinking Water Standards and Summer Water Demand Report.

*MCB RESOLVED (MCB 2019/81) to receive the Officers' Report.*

*(Moved Fenwick/Seconded Cr Colenso)* Carried

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#### **8.4 Income and Expenditure Report**

Mr Wilson informed the Board of a correction to the Beautification Fund Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019. The \$9,250 and \$396 expenditure relating to Flagtrax has been amended to \$9,000, resulting in a new balance to carry forward of \$7546.92.

*MCB RESOLVED (MCB 2019/82):*

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

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

#### **8.5 Financial Assistance Report**

*MCB RESOLVED (MCB 2019/83):*

1. To receive the Applications for Financial Assistance Report.  
*(Moved Cr Colenso/Seconded Cr Maynard)*
2. To grant Waiwaste Martinborough branch funding of \$898 to purchase a Fridge and Freezer to assist with their food rescue programme.

Carried

*(Moved Honey/Seconded Fenwick)*

Carried

#### **8.6 Compliance with Drinking Water Standards and Summer Water Demand Report**

Mr Wilson provided an update on the water compliance issues across the South Wairarapa District and the need to conserve water over the summer. Members discussed actions that could be taken in Martinborough to reduce water use, the need to be vigilant in reporting water related matters to Council, and opportunities to increase community awareness about the need to conserve.

Members supported Council officers reducing the frequency of watering the Martinborough Square and turning off the water feature at Te Waihinga Centre Playground over the summer months.

*MCB RESOLVED (MCB 2019/84):*

1. To receive the Compliance with Drinking Water Standards and Summer Water Demand Report.  
*(Moved Ellims/Seconded Cr Maynard)*
2. To note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.

Carried

*(Moved Cr Maynard/Seconded Fenwick)*

Carried

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3. To note the vulnerabilities of the Martinborough water supply and the potential impact on summer water demand.
4. To note the Wellington Water microsite for summer water demand information.

*(Moved Ellims/Seconded Cr Colenso)*

Carried

Mr Honey left the room at 9.06pm and returned at 9.08pm.

### **8.7 General Update from Officers – verbal update**

Officers provided an update on the following matters in response to questions from the Martinborough Community Board:

- Speed Limits: Mr Wilson advised members of the approach to speed management which involves looking at footpaths, cycling and speed together to come up with a holistic plan for Martinborough.
- Te Waihinga Centre Playground/Trees: Mr Wilson provided an update on the decision to move the Himalayan Oak tree and noted there are long-term decisions the Martinborough Community Board will need to make as the continued growth of the Totara tree will limit the ability for the tree and playground in its current form to continue in the same location.
- Replanting of the entrance way to Martinborough-Palliser/SH53: Mr Neems provided an update on the replanting work including the tendering process undertaken.
- Tuturumuri School Closure: Mr Wilson responded to questions of whether there is a use for the school facilities following its closure and suggested there would need to be discussions with the community.
- Flag Trax: Mr Neems provided an update on Flag Trax noting this was organised and funded by the prior Martinborough Community Board and the new Board has responsibility for maintaining the calendar of flags in consultation with the Martinborough Business Association.

Action 295 – Nathan Fenwick to be shown how to change the flags so that the Martinborough Community Board can maintain the Flag Trax calendar going forward, B Neems.

### **8.8 Request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771**

Members discussed the policy intent of three naming options given the variations provided for Charles Robert, the use of Christian names for the Bidwill family, and the need for the selected name to be distinct

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from nearby road names to avoid confusion amongst emergency services.

Members noted the spelling of Pahautea is not consistent with Pihauatea in the Historical Details (Appendix 3 of the report) and suggested the Māori Standing Committee might like to investigate this.

*MCB RESOLVED (MCB 2019/85) to:*

1. Receive the request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

2. Support the use of the name Charles Robert Drive.

*(Moved Ellims/Seconded Fenwick)*

Carried

*Cr Colenso abstained.*

## 9. NOTICES OF MOTION

There were no notices of motion.

## 10. CHAIRPERSONS REPORT

There was no Chairpersons report.

## 11. MEMBER REPORTS

There were no member reports.

## 12. CORRESPONDENCE

There was no correspondence.

Meeting closed at 9.31pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.1

### PAIN FARM

#### **Purpose of report**

To update the Martinborough Community Board (Board) on Pain Farm and to provide options for the long-term future of the Pain Farm homestead, cottage and surrounding land.

#### **Recommendations**

Officers recommend that the Board:

1. *Receives the Pain Farm report.*
2. *Reports to the Council on the maintenance undertaken at Pain Farm since July 2019 and associated expenditure.*
3. *Recommends to the Council the preferred approach for the long-term future of the Pain Farm homestead, cottage and surrounds.*

#### **1. Background**

At the extraordinary meeting of 19 September 2019, the Board received an officer's report on the history of the Pain Farm estate and responses to earlier requests for information about the estate. The report also outlined five options for the long-term future of the Pain Farm homestead, cottage and surrounding land (see Appendix 1 for the options, analysis and recommendation to the Board). The Board deferred a decision regarding the long-term future of Pain Farm for consideration by the incoming Board.

At the 5 December 2019 meeting the incoming Board requested officers add an additional sixth option that considers the future leasing of the farm, cottage and homestead together. The Board requested a report on these options with a consultation plan that seeks community feedback and provides an opportunity for the community to identify additional options as part of the consultation.

## **2. Discussion**

### **2.1 Update on maintenance work**

Since the extraordinary meeting in September 2019, the following maintenance work has been completed or is currently underway:

- Trees cleared away from powerlines
- Energysmart insulation compliance for the homestead and cottage
- Chemical wash of the homestead exterior
- Remetalled the driveway
- Inspected electrics in the homestead
- Replaced the septic tank motor and filters
- Temporary repairs to the homestead roof
- Plumbing in the cottage bathroom
- Exterior cladding on cottage
- Exterior painting on homestead

The following work is to be completed:

- Tank to be emptied and refiltered due to continuing alarm issues
- Sash window repair in the homestead
- Rewiring and electrical work in the cottage
- Roof repairs on homestead

As noted by the Board at the December 2019 meeting, the Council will continue to undertake a maintenance and repair programme to bring Pain Farm to a standard that meets current rental tenancy requirements. The completion of work is dependent on access to the properties and the availability of tradespersons. Officers will report to the Board with a maintenance schedule for the homestead, cottage and surrounding land once further information on the future of the properties has been received.

### **2.2 Update on expenditure**

The income and expenditure report for the period 1 July 2019 to 31 January 2020 is included at Appendix 2.

Officers recommend that the Board reports to the Council on the maintenance undertaken at Pain Farm since July 2019 and associated expenditure, in line with the Pain Farm Income Distribution Policy and Board delegations.

### **2.3 Review of overhead cost allocation model**

At the extraordinary meeting in September 2019, the Board resolved (MCB 2019/70):

- 4 That Council review the overhead cost allocation model for the Pain Farm.
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.

Officers are undertaking a review of the overhead cost allocation model as part of the development of the Council's Annual Plan 2020/21. Officers will consider the application of the model to Pain Farm as part of that review and report back to the Board in due course.

## **2.4 Options for the long-term future of the homestead, cottage and surrounds**

The six options previously identified are incorporated into the four options below.

### ***Option 1 – maintain current rental arrangements***

The homestead, cottage and surrounding land is subject to a residential tenancy agreement until 16 May 2020. The lease is with the tenant in the homestead who sublets the cottage.

Under this option, the homestead would be re-let at the end of the existing tenancy on the same basis. That is to say that the agreement is to let both the homestead and cottage and the tenant can sublet the cottage for residential purposes and/or run it as a holiday let business. The Council would retain responsibility for maintaining the homestead and cottage and surrounding gardens and associated costs would continue to be met through the Pain Farm income. The Council would implement a maintenance schedule for the properties and report to the Board on a regular basis. Market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough. The rental for both properties together is likely to be less than the combined total (\$785) because the homestead tenant would have to bear the risk of the cottage being unoccupied for some of the time.

To implement this option, the Council would need to obtain a market assessment on rent and there could be costs for legal advice and the tenancy process.

### ***Option 2 – separately rent the cottage for residential purposes***

This option is similar to option 1 except that at the end of the existing tenancy, the Council would rent the homestead and cottage for residential purposes under separate tenancy agreements. As indicated above, market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough.

To implement this option, the Council would need to obtain a market assessment on rent and there could be costs for legal advice and the tenancy process.

### ***Option 3 – lease the farm, homestead and cottage together***

Under this option, the homestead, cottage and surrounds would be rented at the end of the existing tenancy as under option 1 or 2 above. The tenancy/ies would expire on the 30 April 2022 to align with the expiry of the lease for the farm.

It is anticipated that work to design the pipeline and irrigation system to discharge treated wastewater to land at Pain Farm will then commence. If some or all of the farm can be leased while work is ongoing, the option to lease the homestead, cottage and farm together would be tendered. Note that the pipeline and irrigation system is consented to be operational no later than 31 December 2030.

To implement this option, the Council would need to obtain a market assessment on rent and there would be costs for legal advice and the tendering process.

### ***Option 4 - consult the Martinborough community on options for the future***

Under this option, officers would work with members of the Board to develop an engagement plan to seek community input into the long-term future of the homestead, cottage and surrounds at Pain Farm. The engagement plan would be reported back to the Board and Council for approval prior to consultation being carried out.

Ideas for engagement with the community include:

- an online and paper survey outlining the history and legal issues associated with the bequest of the estate along with potential options for the future, as follows;
  - a. retain the homestead, cottage and surrounds;
  - b. renovate the homestead, cottage and surrounds to provide for a superior holiday let / wedding venue;
  - c. restore and maintain the homestead and gardens as heritage assets;
  - d. sell the homestead, cottage and surrounds;
  - e. other ideas the community may have.
- promotion of the survey online and through print media;
- community meetings;
- drop-in sessions at the library and/or Council offices.

To implement this option, the Board should nominate up to two members to work with officers to draft the background information, survey and engagement plan and report back to the Board on the plan and associated costs. There would be costs for the paper survey and promotion through print media. Further costs may accrue depending on the preferred option identified by the community.

Note that due to the expiry of the existing residential lease in May 2020, the Board would also need to indicate its preference for tenancy arrangements as detailed in options 1, 2 and 3.

## **2.5 Recommendations for the long-term future of the homestead, cottage and surrounds**

Officers do not recommend option 1. If the homestead, cottage and surrounds are to be retained, option 2 is preferred over option 1 as it maximises residential rental income to the Council and provides greater control over the tenancy of the cottage, thereby reducing risk.

The Board should consider the options outlined in paragraph 2.4 above and recommend the preferred approach to the Council.

## **2.6 Pain Farm revenue**

At the December 2019 meeting, the Board asked officers to report on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use. Officers will report on this at a future meeting.

## **2.7 Consultation**

Consultation with the Martinborough community will be carried out should the Board and Council prefer option 4 identified in paragraph 2.4 above.

## **2.8 Legal implications**

There are no legal implications associated with the decisions outlined in this report. Legal advice may be needed depending on the preferred option.

## **2.9 Financial considerations**

The financial implications of each option have been identified in paragraph 2.4 above.

## **3. Conclusion**

Officers recommend that the Board:

- reports to the Council on maintenance undertaken at Pain Farm and associated expenditure as outlined in paragraph 2.2 above; and
- recommends to the Council the preferred approach for the long-term future of the Pain Farm homestead, cottage and surrounds as outlined in paragraph 2.5 above.

Contact Officer: Karen Yates, Policy and Property Coordinator

Reviewed By: Bryce Neems, Amenities and Solid Waste Manager

# **Appendix 1 – Options for the future of the Pain Farm homestead, cottage and surrounding land**

**Excerpt from the report to the Martinborough Community Board extraordinary meeting, 19 September 2019**

## **Option 1 – maintain current rental arrangements**

Under this option, the repairs and maintenance to bring the properties up to an acceptable standard for rental purposes (identified above) would be completed. The exterior painting of the homestead and cottage should then be undertaken as budget allows. The homestead would be re-let at the end of the existing tenancy on the same basis. That is to say that the agreement is to let both the homestead and cottage and the tenant can sublet the cottage for residential purposes and/or run it as a holiday let business. The Council would retain responsibility for maintaining the homestead and cottage and surrounding gardens. The Council would implement a maintenance schedule for the properties and report to the Board on a regular basis. Market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough. The rental for both properties together is likely to be less than the combined total (\$785) because the homestead tenant would have to bear the risk of the cottage being unoccupied for some of the time.

No further work is necessary to scope this option. To implement this option, the Council would need to obtain a market assessment on rent following the completion of work and there could be costs for legal advice and the tenancy process.

## **Option 2 – separately rent the cottage for residential purposes**

This option is similar to option 1 except that at the end of the existing tenancy, the Council would rent the homestead and cottage for residential purposes under separate tenancy agreements. As indicated above, market rental for residential purposes following the repairs is estimated to be up to \$450 per week for the homestead and \$335 per week for the cottage if rented separately, based on current rates in Martinborough.

No further work is necessary to scope this option. To implement this option, the Council would need to obtain a market assessment on rent following the completion of work and there could be costs for legal advice and the tenancy process.

## **Option 3 – superior holiday let / wedding venue**

Under this option, the homestead, cottage and gardens could be brought up to a higher standard of decoration and amenity with a view to operating Pain Farm as a

superior holiday let / wedding venue. This could be managed by specialised property services or tendered as a business opportunity.

The Council would need to assess the viability of this option by obtaining quotes for additional work, likely rental income and occupancy rates. In addition to the costs to undertake the work, there would be costs for legal advice and the tendering process. As this option is a change to the existing use, public consultation to determine support is recommended. In accordance with the Pain Farm Income Distribution Policy, expenditure over \$35,000 would be subject to the annual plan process so would need to be included and approved in the 2020/21 annual plan.

#### **Option 4 — restore and maintain the homestead and gardens as heritage assets**

Under this option, the homestead and gardens could be fully restored and maintained as heritage assets to protect the investment for the long term. Entry fees could be charged for visitors. The cottage could be let for reduced rental to a supervisor. Consideration could also be given to registering the homestead as a heritage item on the New Zealand Heritage List and/or as a heritage item in the Wairarapa Combined District Plan.

To scope this option, the Council would need in the first instance to commission a heritage architect to assess the heritage value of Pain Farm and to determine the restoration work to be undertaken. An assessment and conservation plan is estimated to be at least \$8,000. The renovation work would then be costed. In addition to the costs to undertake the work, there would be costs for legal advice and the tendering/tenancy processes. Given the change in use and likely scale of costs, public consultation to determine support would be required.

#### **Option 5 — sell the homestead, cottage and surrounding land**

Under this option, the Council could subdivide the estate and sell the homestead, cottage and surrounding land. The proceeds would be applied for purposes consistent with the bequest.

To scope this option, the Council would need to obtain a valuation for the property, planning advice for subdivision and legal advice on the process and options available for sale and use of proceeds. Implementation costs include planning and legal advice and court fees. Given the change in use and associated legal processes, public consultation to determine support would be required prior to any action being taken to sell.

### **3. Analysis and recommendation**

Officers recommend Option 2. This option requires no further scoping and is low capital outlay relative to options 3 to 5. The income available for distribution would be at an acceptable level taking into account the operational costs for the property. Active management and improved reporting to the Board will ensure Board oversight of the integrity of the estate, consistent with the Board's delegations and Pain Farm Income Distribution Policy.

Option 2 is preferred over option 1 as it maximises residential rental income to the Council and provides greater control over the tenancy of the cottage, thereby reducing risk.



Option 3 may be a viable option in that the long term income may outweigh the capital outlay to bring the property up to a higher standard and ongoing operating costs. It would add to the accommodation pool in Martinborough which is in line with Council's focus on tourism. However, on top of the cost for additional work, this option would require increased internal resource to contract manage. It is also arguable that this option is outside what should be Council's core activities.

Option 4 would, subject to heritage assessment, recognise the heritage values and significance of the property in Martinborough's social history and protect the property from inappropriate development and use. It would also contribute to the Council's tourism focus by providing additional visitor interest. However, costs to scope and implement this option are likely to be significant. In addition, costs to maintain a heritage standard of condition, combined with the reduced income, could constitute a charge on the estate funds, contrary to the purpose of the bequest.

Option 5 is likely to bring the greatest financial return for the bequest taking into account the general increase in property values and costs to maintain the buildings as they age. It also reduces the risks and costs to Council arising from the need to manage the property and tenancies. However, this option has not been supported by the community in the past and the strength of feeling at the July 2019 Board meeting would suggest this has not changed.

Note that officers' recommendation for option 2 is based on the available information at this time. Should circumstances change significantly, such as the costs of maintenance, condition of the buildings or value of the property, this recommendation may need to be revisited in the future.

If the Board supports officers' recommendation for option 2, officers will arrange for the outstanding work on the roof of the homestead and the exterior cladding on the cottage to be undertaken as a priority. Once this work has been completed, officers recommend the exterior painting of the homestead be undertaken subject to any remaining budget and funding approval.

If the Board wishes to investigate options 3 to 5, or any other option, officers can carry out further assessment and obtain quotes for work for the Board's consideration in the new triennium. Alternatively, officers can obtain a quote for an independent party to assess options.

# **Appendix 2 – Income and expenditure report**

<b>PAIN FARM</b>			
<b>AS AT 31 JANUARY 2020</b>			
<b><u>STATEMENT OF FINANCIAL PERFORMANCE</u></b>			
<b><u>INCOME</u></b>			
<b><u>Rent Received</u></b>			
	Moore	9,300.00	
	SWDC Land Fill Lease	6,451.10	
	Smith rental/hire	27,500.00	43,251.10
<b><u>Interest Received</u></b>			
	Other	5,628.31	
			5,628.31
<b>Total Income</b>			<b>\$ 48,879.41</b>
<b><u>EXPENDITURE</u></b>			
<b><u>Operating Expenses</u></b>			
<b>General Expenses</b>			
25/09/2019	Cotter & Stevens Septic Tank repairs	134.55	
31/03/2019	Cotter & Stevens Fixed Blown Fuse in Homestead	500.62	
			635.17
<b>Repairs &amp; Maintenance</b>			
30/07/2019	AP Pope & Gray Con Pain Farm - deliver 40mm Base Course	323.26	
7/08/2019	AP BMT Plumbing Li Pain Farm - Check hot water issues	101.72	
16/08/2019	AP EnergySmart Insulation Cottage 248 Lake Ferry Road	659.6	
27/08/2019	AP Rentokil Initia Pest Control 1/9/2019 to 30/11/2019 Pain Farr	259.59	
11/09/2019	Pain Farm Unison(Bideford) Water issues	5000	
21/08/2019	AP W Roper Ltd No hot water in Pain Estate Cottage	171.8	
3/10/2019	AP Wash Rite Waira Low Pressure House Wash	1870	
22/10/2019	AP GT Enviro Septic System Installation	1350	
30/10/2019	AP Cotter & Steven Septic Tank blocked filters	117	
26/11/2019	AP Rentokil Initia Service period 01/12/19 - 29/02/19	259.59	
23/12/2019	AP BMT Plumbing Li Leaking Waterpipe, Wastepipe & Cistern	661.53	
10/01/2020	AP BMT Plumbing Li Pain Farm Cottage replace wastepipes	493.2	
1/12/2019	AP Cotter & Steven Pain Farm - Septic Pump Replacement	432.11	
27/12/2019	AP Cotter & Steven Spectic Tank Alarm Activated	427.8	
			12,127.20
<b>Grounds Maintenance</b>			
31/01/2019	AP treescape 248 lake Ferry Road -clear service line	2,040.00	
			2,040.00
<b>Repairs &amp; Maintenance (Buildings)</b>			
2/07/2019	AP Mitre 10 Pain Farm	1,690.59	
10/11/2019	Roger Smith Con Suply Materials for Bathroom wall	3,903.22	
			5,593.81
<b>***Rates &amp; Rent Payable</b>			
	Rates	7,304.71	
			7,304.71
<b>Corporate Services</b>			
	Allocation	11,612.62	
			11,612.62
<b>In-House Prof Services</b>			
	Allocation	4,252.75	
			4,252.75
<b>Insurance</b>			
		2,241.96	
			2,241.96
<b>Total Expenditure</b>			<b>\$ 45,808.22</b>
<b>Total Surplus/(Deficit)</b>			<b>\$ 3,071.19</b>
<b><u>STATEMENT OF ACCUMULATED FUNDS</u></b>			
<b>Opening Balance 99596971</b>		<b>01-Jul-2019</b>	<b>\$ 188,888.91</b>
<b>Total Surplus / (Deficit) Year To Date</b>			<b>\$ 3,071.19</b>
<b>Closing Balance</b>		<b>31-Jan-2020</b>	<b>\$ 191,960.10</b>

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.2

### WELLINGTON WATER RUAMAHUNGA FINDINGS ON MARTINBOROUGH OVERFLOW INCIDENT

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#### **Purpose of Report**

To inform the Community Board about the nature of the Martinborough Overflow Incident and recommendations to prevent an incident occurring again.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Wellington Water Ruamahunga Findings on Martinborough Overflow Incident Report.*
2. *Note the recommendations being implemented by Wellington Water and as outlined on pages 12-13 of the report in Appendix 2.*

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

The Martinborough Wastewater Treatment Plant (WWTP) has had two overflow incidents. These events happened between 14-15 January and 26-27 January 2020, respectively.

In October 2019, SWDC tasked Wellington Water with managing, maintaining and operating the three waters services for Council.

Wellington Water has provided an overflow investigation and incident report (refer Appendix 2) which explain the events and provide recommendations for mitigating the risk of future incidents. Wellington Water have already started implementing these recommendations across all SWDC WWTPs.

#### **2. Appendices**

Appendix 1 –Martinborough Wastewater Treatment Plant Overflow Incident Investigation and Report (Summary)

Appendix 2 – Martinborough Wastewater Treatment Plant Overflow Incident Investigation and Report

Contact Officer: Euan Stitt, Group Manager Partnerships and Operations

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 – Martinborough  
Wastewater Treatment Plant Overflow  
Incident Investigation and Report  
(Summary)**

**In Summary:**

The Martinborough Wastewater Treatment Plant (WWTP) has had two overflow incidents, which may have been non-compliant with resource consent conditions. The Plant is being progressively upgraded to reduce discharges to the Ruamahanga River. The first stage of irrigation to land was installed a few years ago, although there have been some operational and maintenance issues with this equipment.

The overflow discharge problems experienced of late relate to progressively discharging to land. The irrigator did not perform as it should, which meant that there was a build - up of wastewater in the wastewater ponds. At the same time, the overflow preventer wasn't working properly.

To fix the problem, a new valve has been installed and a back-up inflatable bung, just in case. The irrigator is now working properly and the wastewater ponds are also at acceptable levels. A full review of potential points of operational failure has been completed towards further mitigating overflow risk.

**Cause and Contributing Factors:**

**15 January 2020:** The primary cause was human error, due to not putting the temporary bung (in lieu of the mechanical valve what was out of service for maintenance) in place after the flow of river had decreased below the minimum permitted for discharge of treated wastewater.

**27 January 2020:** The primary cause was the failure of the temporary inflatable bung between the primary and maturation ponds. This resulted in the maturation ponds exceeding capacity and a discharge to the Ruamahanga River at flows beneath those permitted by consent.

Other factors which contributed to the incidents are:

- An earlier failure of the mechanical valve between the oxidation and maturation ponds
- Multiple failures of the land irrigator
- Unsuccessful corrective maintenance of the land irrigator carried out by the supplier
- Lack of risk assessment for the actions to be taken to remedy the equipment problem
- Inadequate operating and maintenance manuals and processes for the plant

**Avoiding Similar Incidents Happening Again**

Despite effects on the environment being minimal, these incidents are not in keeping with being respectful of the environment. We are committed to progressively moving away from discharging to watercourses to discharging to land; we only discharge fully treated wastewater to the environment. To prevent similar incidents happening again:

- A permanent mechanical valve between the primary and maturation pond has been installed
- Critical control point operating processes is being developed for risk management
- The irrigator has been repaired and a review of its operation is in progress
- A review for additional storage when the irrigator is unavailable is in progress
- Full condition assessment of the wastewater facilities is in progress
- Operational and maintenance plans are being developed
- Staff training and support is under way




**Appendix 2 – Martinborough  
Wastewater Treatment Plant Overflow  
Incident Investigation and Report**

# **Martinborough Wastewater Treatment Plant Overflow Incident Investigation and Report: January 2020**





# Document Control

QUALITY ASSURANCE		
Prepared By	 .....	11/2/2020
J. Cacnio		
Wastewater Process Analyst		
Reviewed By	 .....	11/2/2020
S. Hutchison		
Chief Advisor Wastewater		
Authorised for release by	 .....	13/02/2020
E. Ganley		
Manager, Risk and Assurance		

REVISION SCHEDULE			
Current Status			
No	Date	Description	Prepared by
1	28.01.2020	Draft	J. Cacnio
2	4.02.2020	Draft for SWDC	J. Cacnio
3	11.02.2020	Draft for Three Waters Decision Making Committee Meeting	J.Cacnio
4	13.02.2020	Final	J. Cacnio

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# 1. Introduction

## Background

The Martinborough Wastewater Treatment Plant (WWTP) is being progressively upgraded to reduce discharges to the Ruamahanga River. The first stage of irrigation to land was installed a few years ago, although there have been some operational and maintenance issues with this equipment.

In October 2019, SWDC tasked Wellington Water with managing, maintaining and operating the three waters services for their Council and with the recent challenge to eliminate, in the long term, wastewater overflows to the environment. We strive to improve all the time and have been working towards getting a better understanding of the maintenance, operational requirements of the facility and wider system, along with the expected management of environmental outcomes.

Under recent consents the Martinborough Wastewater Treatment Plant is in the early stages of moving from discharge to river to discharge to land. The aim is to minimise discharges to the river. At present an area immediately adjacent to the plant has been established with land irrigation, this is improvement stage 2 of 4. In this stage it was understood there would be some level of discharge to the river, when river flow conditions permitted (i.e. high flow).

The original facility is 45 years old, with some upgrades in the more recent years. The facility has limited redundancy. This makes it vulnerable to changes in environmental conditions and failures of critical equipment.

## Event Overview

The Martinborough Wastewater Treatment Plant has had two overflow incidents which may have been non-compliant with resource consent conditions. The events leading up to and including these discharges happened between 14-15 January and 26-27 January 2020, respectively.

Around 15 January 2020, a discharge of partially treated wastewater has occurred from the Martinborough WWTP. An estimated volume of 90 cubic metres discharged to the Ruamahanga River over a 12.5 hour period between 9:45pm on 14 January to 10:00am on 15 January 2020. The dilution factor was calculated as at least 8600:1. There was also an estimated 45 cubic metres of partially treated wastewater discharged onto adjacent land at the treatment plant near where treated wastewater is normally spread through irrigation.

On 27 January 2020, a discharge of partially treated wastewater happened again. The estimated discharge was approximately 100 cubic metres between 4:30am on 26 January and 11:30am on 27 January. There was also a discharge of 300 cubic metres of fully treated wastewater to the Ruamahanga River from 11:30am to 5:30pm since the land irrigator could not operate due to the strong wind velocity conditions on site.

## Cause and Contributing Factors

The primary causes of each incident are outlined below:

15 January 2020: The primary cause was human error due to not putting the temporary bung (in lieu of the mechanical valve that was out of service for maintenance) in place after the flow of river had decreased below the minimum permitted for discharge of treated wastewater.

27 January 2020: The primary cause was the failure of the temporary inflatable bung between the primary and maturation ponds. This resulted in the maturation ponds exceeding capacity and a discharge to the Ruamahanga at flows beneath those permitted by consent.

Other factors which contributed to the incidents are:

- An earlier failure of the mechanical valve between the oxidation and maturation ponds
- Multiple failures of the land irrigator
- Unsuccessful corrective maintenance of the land irrigator carried out by the supplier
- Lack of risk assessment for the actions to be taken to remedy the equipment problem
- Inadequate operating and maintenance manuals and processes for the plant

## Resource Management Act Considerations

The plant is operated under consent from GWRC (WAR120258). This 2016 consent sets the environmental performance requirements for operating the plant, in accordance with the 83 conditions of consent.

The consent allows the discharge of treated wastewater to the Ruamahanga River and the discharge of treated wastewater to land adjacent to the plant and the Pain Farm (Lake Ferry Road).

Both incidents may have breached the consent's General Conditions Schedule 1 Condition 1 (in general accordance with the application etc.) and schedule 2 condition 6 (UV treatment) as partially treated wastewater was discharged to land and the river, while the authorised operation of the plant anticipates full treatment (including UV) prior to any discharge. The over-topping of the maturation ponds was also not anticipated in the application for the discharge consented, and would also be a breach of 'in general accordance' conditions.

Both incidents may have breached condition 2 (b) of WAR120258 [31707] whereby wastewater was discharged to the Ruamahanga River at flows below those permitted (24930 L/s). In the incident on the 27 January the discharge was initially partially treated, and then later fully treated.

Schedule 1 Condition 40 may also have been breached as the plant was not maintained in an efficient operating condition. This was evidenced by the system failures and WAR120258 [31707] Schedule 2 due to discharge of partially treated wastewater. Condition 40 requires Wellington Water (as operator of the plant on behalf of SWDC) to do the following:

- Take immediate steps to remedy and mitigate the adverse effects of the incident
- Notify the Manager, Environmental Regulations within 24 hours of the incident
- Notify the members of the Community Liaison Group within 48 hours
- Notify Regional Public Health within 24 hours of the malfunction being detected

Wellington Water complied with the above conditions within the stipulated consent timeframes.

Due to the accumulation of wastewater in the plant and the need to prevent further overflows to the river, the discharge to land via the irrigator has at times exceeded WAR120258 [32044] Schedule 4 Condition 2a: *"hydraulic loading 35mm depth per week and no more than 15mm in any 24 hour period during stage 1"*.

## 2. Scope

The scope of this report:

- Cause of the incidents
- Mitigation taken to control the incident
- Recommendations to avoid similar incidents from happening again

## 3. Purpose

To investigate and report on the events and causes that led to the incidents and identify opportunities for improvement.

This report also covers the requirement of Condition 40 (d) of Resource Consent No. WAR120258 for Martinborough Wastewater Treatment Plant which states:

*“(d) Forward an incident report to the Manager, Environmental Regulation, Wellington Regional Council, within seven (7) working days of the incident occurring, unless otherwise agreed with the Manager, Environmental Regulation, and Wellington Regional Council. The report shall describe the manner and cause of the incident, measures taken to mitigate/control the incident (and/or illegal discharge), and measures to prevent recurrence;”*

## 4. Investigation Details

### Facility Background

The Martinborough WWTP (the plant) is located off the northern end of Weld Street with access through the Palliser Estate Vineyard. The major components of the plant are an oxidation pond, four maturation (tertiary) ponds connected in series, UV disinfection unit and land irrigation unit. In normal operation the wastewater flows into the primary (oxidation) pond. The oxidation pond is where most of the pollutant removal takes place, it then it goes to the maturation ponds for further treatment.

The levels between the primary and maturation ponds are controlled by a mechanical valve. The opening of the mechanical valve depends on the level in the maturation ponds (i.e. higher level at the maturation ponds would have a reduced opening of the valve to reduce flow to the maturation ponds). The partially treated wastewater then undergoes UV disinfection to reduce pathogens and the treated wastewater is discharged to land via land irrigator or to the river (depending on the river flow). The pond was constructed in 1975 and has a volume of approximately 23,000 m<sup>3</sup>. The plant data is outlined in Table 1 (refer to Appendix A & B for site location and schematic diagram)

Table 1: Martinborough WWTP Flow Data

Parameter	Value
Dry weather flow	340 m <sup>3</sup> /day
Peak wet weather flows	1,460m <sup>3</sup> /day
Calculated average daily flow	440 m <sup>3</sup> /day
Days storage	25-30 days
Residence time within the pond	52 days

The facility was under the operation of South Wairarapa District Council and CityCare prior to the hand over to Wellington Water on 1 October 2019.

When the irrigator is not operational wastewater is stored within the ponds on-site and when permitted (under high river flow) discharged to the river.

## **Incident Details**

### **2 December 2019**

As an alternative to the faulty mechanical valve between the primary and maturation ponds, a temporary inflatable bung was installed in the transfer structure between the ponds. The issue with the mechanical valve was known as it had been identified when the operation was still under CityCare. The issue had remained unresolved due to what was defined at the time as unsafe access.

### **31 December 2019**

An irrigator control system and hose failure was identified. The irrigator supplier was contacted by the WWL South Wairarapa Service Delivery team (the team) to help resolve the issues with the irrigator system controls. The plant requires the irrigation system to operate to discharge treated wastewater to land during summer low river flow conditions.

There is limited storage available in the primary (oxidation) pond. In addition, the four storage tanks used were already full. The operator tried to operate the irrigation system but a supply hose ruptured. The supplier was notified of the incident and advised that repair will be carried out on 3 January 2020. This meant that the primary pond continued to fill.

### **3 January 2020**

The irrigator was manually operated to discharge treated wastewater to land. The supplier did not arrive onsite as expected. This was urgently followed up by the team, given the reducing ability to store wastewater in the plant and not being able to discharge to the river.

### **6 January 2020**

The supplier arrived and attempted to repair the hose, but the first repair failed. The operator on duty re-attached the repair made by the supplier to allow the irrigator system to operate.

### **7 January 2020**

The team manually operated the irrigator intermittently between 4:30pm – 5:00pm and 7:30pm – 7:50pm. This was achieved by staff turning the irrigator on and off, rather than relying on the automatic controls. The automatic controls were un-reliable and the operators wanted to ensure the irrigator did not cause ponding.

### **9 January 2020**

The team tried to operate the irrigator system but a new problem occurred with the failure of the irrigator pipeline. This required the irrigator to be taken out of service until a repair could be properly carried out.

### **13 January 2020**

Seeking to reduce the build-up of stored wastewater, the operators discharged treated wastewater to the Ruamahanga River at 11:00pm in accordance with consent conditions as a rainfall event increased river flows to authorised flows (24,930 L/s).

### **14 January 2020**

At 3:30pm, the team removed the temporary inflatable bung from the transfer structure to allow flow from the primary pond to the maturation ponds.

At 9:59pm, the discharge of treated wastewater to the river automatically stopped due to the river flow reducing below consented discharge levels.

At 10:45pm, the water level in the maturation ponds reached the overflow pipe which caused the discharge of partially treated wastewater (not UV disinfected) to the river.

### **15 January 2020**

At 10:15am, the WWL Service Delivery Manager (the manager) attended the plant. He saw the maturation pond flowing into the overflow pipeline. The maturation pond also overflowed to the adjacent disposal field.

At 10:20am, the temporary inflatable bung was returned to the transfer structure to prevent flow from the primary pond to the maturation ponds and store flow in the primary pond.

At 10:41am, the manager notified Wellington Water management regarding the incident.

At 11:30am – 2:00pm, the team tried to operate the irrigator system to reduce the accumulated volume in the ponds. The irrigator has been operated intermittently due to recurring system faults.

At 2:53pm, the supplier has been notified of the overflow incident and was able to arrive onsite at 3:40pm. The technician found faults with the controls of the irrigator, but was not sufficiently trained to fix it.

### **16 – 25 January 2020**

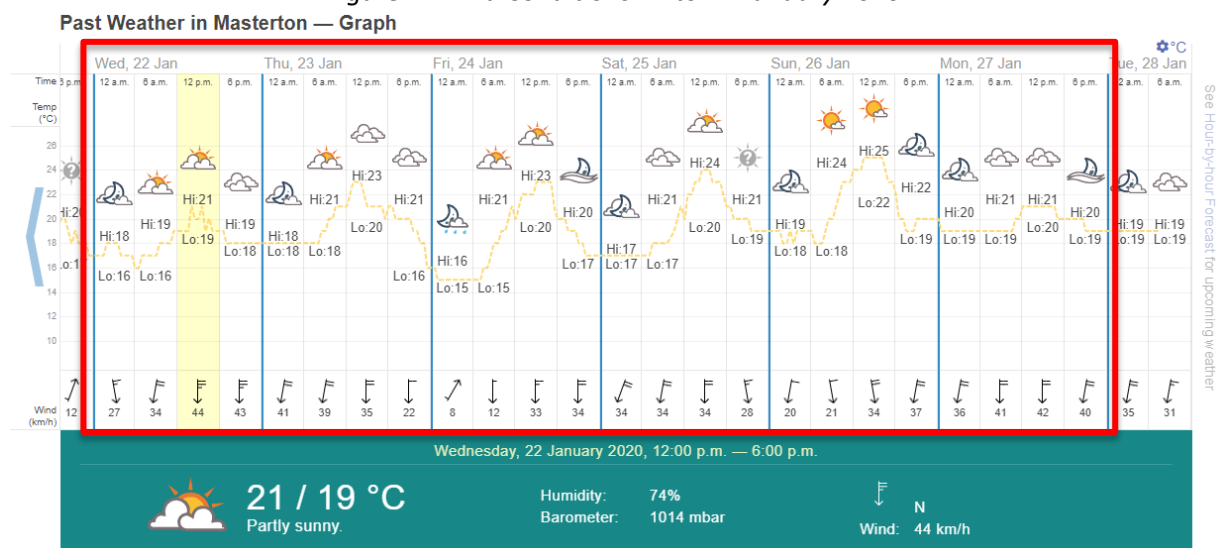
The team and the supplier coordinated to repair the irrigator and get it working as it should. Following the 19 January repairs the team was able to resume wastewater discharge to land.

However during the period from the 19<sup>th</sup> to the 25<sup>th</sup> high winds limited the ability to use the irrigation equipment. This meant the pond levels remained high and limited storage was available.

### **26 January 2020**

Plant monitoring data indicates, the land irrigator stopped about 3:00am, during a high wind period. This meant that we were continuing to use the limited storage in the ponds. The irrigator is configured to only operate at a wind velocity below 12 km/hr to prevent treated wastewater from being carried off-site by the wind in accordance with consent conditions. Figure 1 (below) shows the wind conditions from an independent monitoring site in Masterton.

Figure 1: Wind Conditions 22 to 27 January 2020



## 27 January 2020

At 9:20am, the operating staff advised that the temporary bung installed in the transfer structure failed. The incident had caused the level in the maturation ponds to rise and eventually caused a discharge to the river through the overflow pipe.

At 9:30am, Wellington Water Senior Engineer instructed the operating staff to operate the land irrigator to lower the levels in the maturation pond.

At 11:00am, Due to high winds, the irrigator was not discharging.

At 11:30am, Discharge of partially treated wastewater had stopped. The operating staff were advised to manually operate the UV system and discharge fully treated wastewater to river until wind conditions allowed the irrigator to operate or until a new bung is in place.

At 3:17pm, the operating staff were able to put an inflatable bung in place.

At 5:27pm - onwards, the manual operation of the UV was terminated and land irrigator was made operational due to the favourable wind conditions.

## 30 January – 3 February 2020

Existing mechanical valve abandoned and a new permanent isolation valve installed in a safe position for maintenance and operation.

## 5. Analysis

The incident can be attributed to several contributing factors. The following categories have been defined for analysis of the root causes:

- Machine / Equipment
- Systems and Processes
- Personnel
- Environment



## 15 January 2020 Incident Specific Factors

### **Land Irrigator Failure**

**Category: M S**

The land irrigator is required by the plant to discharge treated wastewater to adjacent land during low river conditions. The failure of the irrigator system has caused the plant to accumulate excessive volumes of treated wastewater in the ponds. Considering that the plant currently has only a single irrigator, a high standard of maintenance should be in place to ensure that the equipment is available.

To avoid discharge to river while the land irrigator was out of service, the operating staff installed the temporary bung to allow the pond to store the wastewater.

### **Delayed in the reinstallation of the bung after the river flow has decreased**

**Category: P S**

The temporary bung was used to store wastewater in the primary pond while the irrigator was not available.

The operator did not attend the site and return the bung after the river flow decreased. There was also no provision for an alarm/signal to notify the operator for the condition changes of the river or the overflow from the maturation ponds.

### **Lack of risk assessment to the action taken to mitigate the problem**

**Category: P**

The operator decided to remove the bung to allow greater flow of the treated wastewater to the river during the consented discharge window. The risks involved with this action (e.g. partially treated wastewater might overflow during reduced river flow) were not properly assessed and not sufficiently managed.

### **Issues with the Existing Supplier/ Maintenance Provider**

**Category: P S**

The maintenance of the plant's irrigator has been entrusted to the supplier. The team was coordinating with the supplier regarding the support needed to fix the irrigator but the supplier failed to recognise the urgency of the request.

When the supplier's technician was able to attend on site, the repairs carried out were temporary, which led to the recurrence of irrigator failure.

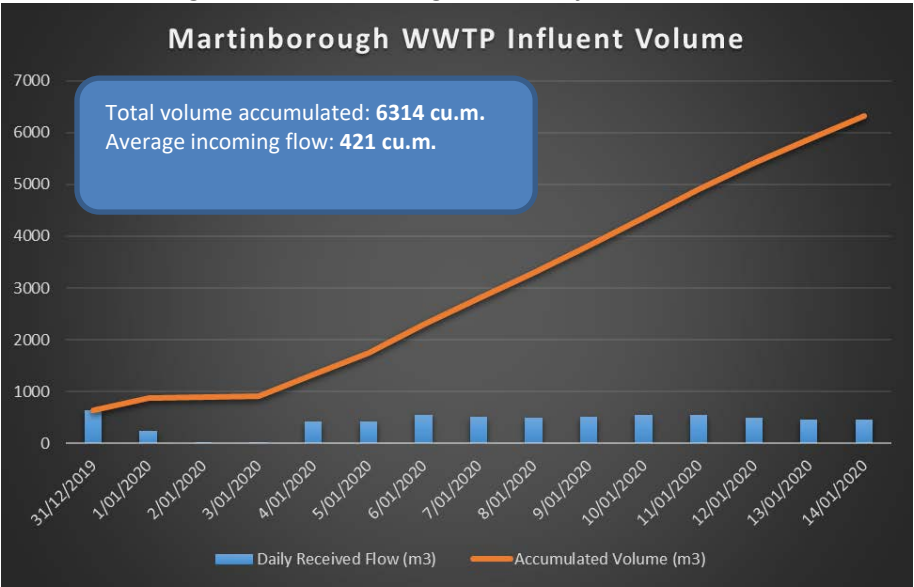
It was identified, the supplier was unaware that there is a need for service reports to be completed after maintenance works and handed to the team. There was a knowledge gap between what work has been done and issues that needed to be looked after by the operations team.

**Wastewater Volume Accumulation**

**Category: S**

The accumulated incoming wastewater volume from December 31, 2019 to January 14, 2019 was 6314 cubic metres which is about 27% of the total capacity of the pond and exceeded the capacity of the available storage. The inability of the system to irrigate treated wastewater to land eventually led to an overflow from the maturation pond’s overflow pipe and over the pond’s bank. The graph for the inflow data is shown in Figure 2.

Figure 2: Martinborough WWTP Influent Volume



**Incomplete Plant’s Logbook**

**Category: P S**

The facility has an electronic infrastructure diary (ID) wherein the operators note the significant events that happened during the day. An extract from the diary showed that the log was incomplete, which caused an information gap regarding the significant events that happened in the plant.

**27 January 2020 Incident Specific Factors**

**Failure of the Inflatable Bung**

**Category: M**

The inflatable bung was put in place to temporarily manage the function of the faulty mechanical valve. Its failure was due to a pinhole found in the bung which resulted in excessive wastewater flow to the maturation pond. This incident caused the maturation pond level to rise and eventually led to overflow and the discharge to river.

**Climate Condition Issues**

**Category: E**

The irrigator cannot operate when the wind velocity is above 14 km/hr, which means wastewater must be stored on-site. This led to the already full storage ponds exceeding capacity and discharging to the river.

## Factors Common to Both Incidents

### Knowledge gap on the plant's current asset conditions

**Category: P S**

Wellington Water assumed responsibility for the operation of the facility in October 2019. To date, there is no updated asset register with respective condition and criticality. The lack of this data means the team is unable to proactively plan maintenance procedures to prevent any impending plant problems.

### Inadequate process and plans for the Plant's operations

**Category: P S**

The facility was previously operated by South Wairarapa District Council (SWDC) with CityCare and the operation was transferred to Wellington Water in October 2019.

The current Operations & Maintenance Manuals are incomplete and the level of staff training is variable. The current knowledge gap in the part of the operating staff poses a risk on how to effectively manage the facility especially during abnormal conditions i.e. irrigator failure.

### Staff Workload Issue

**Category: P S**

The current operating staff are balancing competing demands from managing different water and wastewater facilities in South Wairarapa. Currently, there are only three Wellington Water staff who are overseeing all water services in South Wairarapa making immediate incident response to every facility difficult.

### Storage Capacity

**Category: M S**

The plant has maturation ponds used for storage of treated wastewater prior to land irrigation. Their purpose is to provide a balance between the discharge from the irrigator and the flow from the UV disinfection. The volume capacity from the tanks provide enough buffer to prevent frequent on/off mechanism in the UV system thus prolonging its service life.

The current capacity of the plant storage should be assessed to determine if there is a need to provide additional holding capacity, in case the irrigator is not operational.

### Lack of Alarm Notifications to the Operating Staff

**Category: S**

The facility currently lacks an alarm mechanism especially in case the pond level rises. This notification would be necessary since the operating staff are looking after multiple sites and cannot immediately detect any abnormalities onsite.

## 6. Effects on the Environment

### 15 January 2020 Incident River Quality Effects

For the 15 January 2020 incident, Wellington Water have done an initial assessment of the environmental impacts.

The discharge of partially treated wastewater is estimated to be 2 L/s to the river while the discharge to land is estimated to be 1 L/s.

The river flow taken at 10:15am on 15 January was 17200 L/s. This provides a minimum dilution factor of around 8600:1, during the discharge incident.

The key potential environmental impact indicator was the increased level of E. Coli in the discharge (of about 60 times the consented level). This was due to the absence of UV disinfection. The E. Coli level indicates a potential increase in the pathogen load in the receiving water. The incident was preceded by a rainfall event, and it is anticipated that the river was already adversely affected by upstream run-off. The estimated contribution of the discharge to the E. Coli level in the river would have been very minor (~1 E. Coli/100mL). Public health impact is considered to be minimal given the incident happened during the night hours; and was below the MoH/Mfe recreational bathing guidelines after reasonable mixing.

Other parameters are estimated to be within the consented values based on the plant's historic monitoring data. The tabulated values for the monitored parameters are outlined in Table 2.

*Table 2: Contaminant comparison*

Parameter	Consented	Overflow – estimate from historic monitoring	Comment
E. coli	100 cfu/100mL average	6,000 cfu/100mL	2 log removal in UV Expected no more than 10,000 cfu/100mL
NH <sub>3</sub> -N	30 mg/L average	17 mg/L	No change with UV
BOD <sub>5</sub>	60 mg/L average	29 mg/L	No change with UV
DRP	7 mg/L average	6 mg/L	No change with UV
TN	35 mg/L average	26 mg/L	No change with UV
NO <sub>3</sub> -N	No limit	1 mg/L	No change with UV
TP	No limit	7 mg/L	No change with UV
TSS	90 mg/L average	44 mg/L	No change with UV

On 16 January 2020, an external laboratory conducted grab water sampling from the oxidation pond and maturation pond. The values from the maturation pond from which are within consent limits except the total nitrogen wherein the value is 38.6 mg/L versus the consented average value of 35 mg/L. Considering the dilution factor, the exceedance in the total nitrogen value would have a very little/ minimal effect to the river quality.

The effect of the discharge of partially treated wastewater is also considered minimal since the volume of discharge can easily be absorbed by the land within 24 hours. Notable effects would be increase in the soil moisture content of the affected area and increase in nutrient content.

The full initial impact assessment of the 15 January incident and laboratory analysis has been included in Appendices C and D respectively.

## 27 January 2020 Incident River Quality Effects

For the 27 January incident, the team was able to visually inspect on site. The impact of the overflow could be visually distinguished at point of the discharge's river entry and was quickly unnoticeable at 30m downstream. Photos taken for this incident are in Appendix G.

The estimated discharge of partially treated wastewater was estimated to be 1 L/s (100 cubic meters estimated total discharge for 29 hours). The river flow at from January 26 to 27, 2020 was between 6300 L/s – 5900 L/s. This would result to a minimum dilution factor of 6145:1 as compared to a minimum dilution value of 2266:1 based on the consented discharge conditions. The key environmental impact would be an increase in the E.coli level in the river which would also be estimated to be 60 times the consented level based on the historic data from Table 2.

The discharge of fully treated wastewater to the river was estimated to be 14 L/s (50 cubic metres per hour for 6 hours) with a minimum dilution factor of 425:1. The concentration of the pollutants present is estimated to be within the consent discharge.

Wellington Water organised river sampling during the day of the incident with the results summarised on the table below:

*Table 3: 27 January Sampling Contaminant comparison*

Parameter	Consented Values	Martinborough WWTP discharge point	Martinborough WWTP Upstream of discharge (Site A)	Martinborough WWTP 250 m downstream (Site B)	Martinborough WWTP Post UVT
E. coli	100 cfu/100 mL average	2,100 cfu/100 mL	16 cfu/100 mL	48 cfu/100 mL	500 cfu/100 mL
NH <sub>3</sub> -N	30 mg/L average	23.5 mg/L	<0.01 mg/L	0.26 mg/L	26.0 mg/L
BOD <sub>5</sub>	60 mg/L average	67 mg/L	<1 mg/L	1 mg/L	20 mg/L
DRP	7 mg/L average	5.94 mg/L	0.008 mg/L	0.069 mg/L	7.85 mg/L
TN	35 mg/L average	38 mg/L	0.13 mg/L	0.53 mg/L	33.7 mg/L
NO <sub>3</sub> -N	No limit	0.05 mg/L	0.01 mg/L	0.02 mg/L	0.02 mg/L
TP	No limit	8.19 mg/L	0.013 mg/L	0.101 mg/L	9.11 mg/L
TSS	90 mg/L average	99 mg/L	<3 mg/L	<3 mg/L	30 mg/L

The concentration of E.coli, BOD<sub>5</sub>, TN and TSS in the discharge point are higher compared to the consented values as expected with the release of partially treated wastewater in the river. The effects of the discharge are minimal due to the dilution factor as shown on the river sample at 250 meters downstream of the wastewater treatment plant which is within the consented values. The complete laboratory results is included in Appendix F.

In summary, the incidents effects in the Ruamahanga River are expected to be temporary and would not have any significant adverse effects. The river is expected to have recovered quickly after the termination of the discharge.

## Incident Land Quality Effects

Due to the accumulation of wastewater in the plant, the facility may exceed WAR120258 [32044] Schedule 4 Condition 2a: “hydraulic loading 35mm depth per week and no more than 15mm in any 24 hour period during stage 1”. Considering that the facility was not able to discharge continuously beforehand and the effect of summer, it is expected that the land would be “bone dry” and the effect of this expected increase in discharge would be minimal.

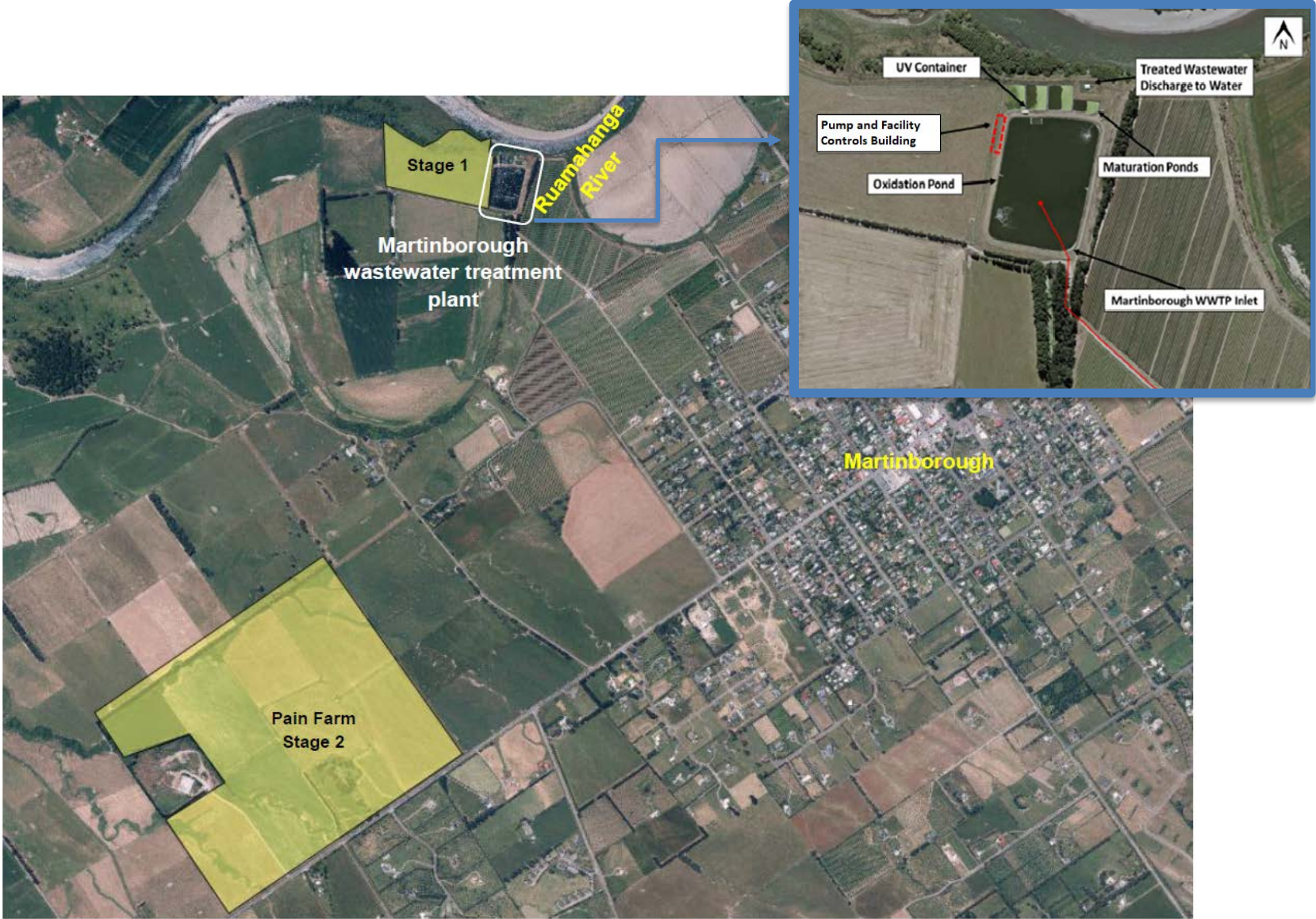
## 7. Recommendations

Wellington Water has committed to be respectful of the environment but in this incident we have failed. Recommendations to prevent this incident occurring again are detailed below.

Issue / Opportunity for Improvement	Recommendation	Status
1. Work with Iwi on utu	Work with Iwi on appropriate restorative justice.	In progress
2. Delay in the reinstallation of the bung after the river flow decreased	Installation of permanent mechanical valve between the primary pond and the maturation pond.  Review option of using automatic valves to control pond levels i.e. between primary and maturation ponds.	Completed  In progress
3. Lack of risk assessment to the action taken to mitigate the problem and alerting	Develop critical control point operating processes to ensure risk management is appropriate.  Review the mechanisms and systems for alerting operators.	In progress  In progress
4. Land Irrigator Failure	Conduct immediate repair with the irrigator to allow wastewater land discharge.  Review the suitability of the existing irrigator and operational configuration including the supply contract.	Completed  In progress

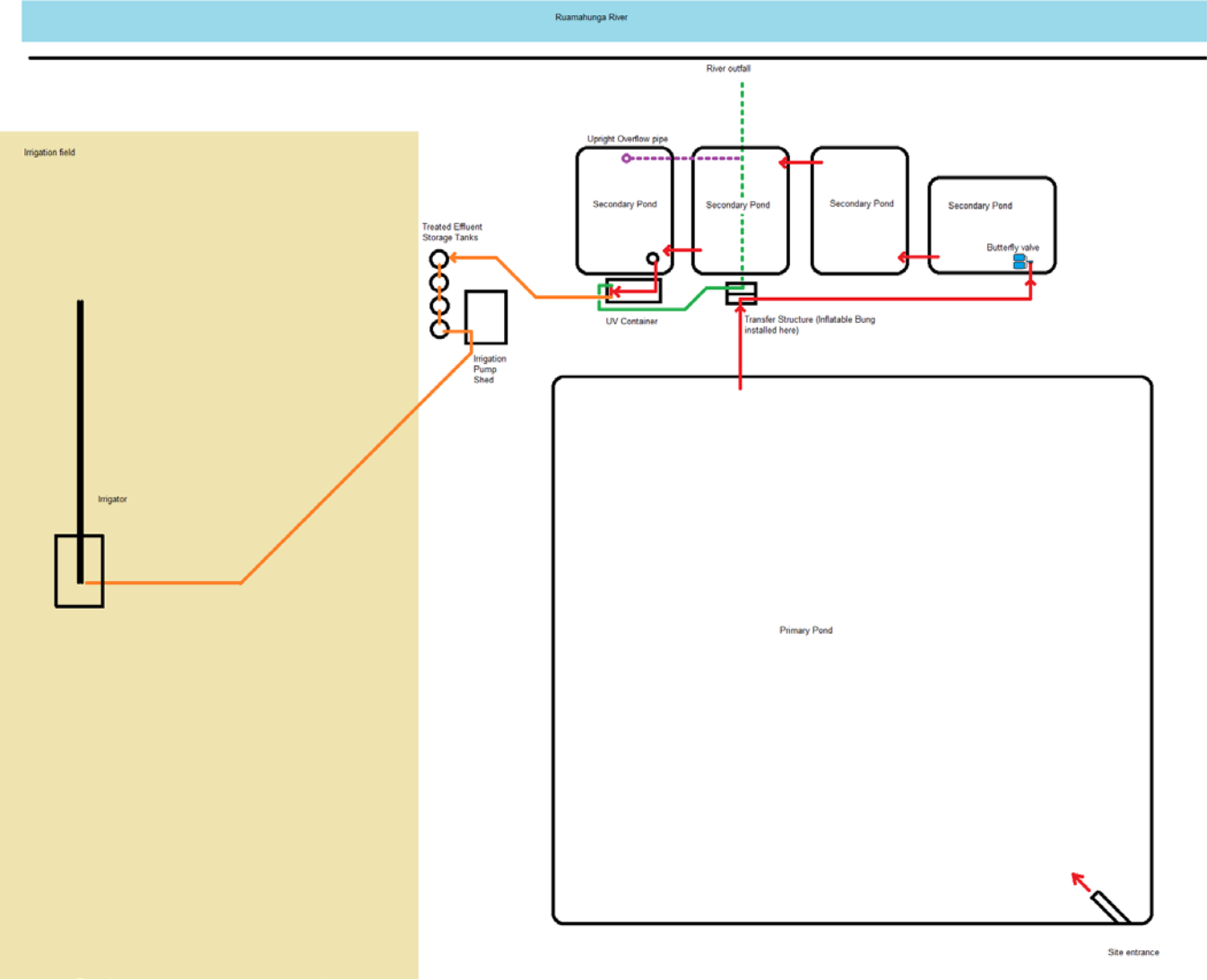
5. Wastewater operational storage capacity	Review options for providing additional storage when the irrigation is unavailable.	In progress
6. Knowledge gap regarding the current condition of assets	Carry out a full asset condition assessment of wastewater facilities.	In progress
7. Inadequate processes and plans for the Plant operations	Develop full operation and maintenance plans for the wastewater facilities including operator competency requirements and record keeping disciplines.	In progress
8. Staff Workload Issue	Review the operational workload of staff.	In progress

# Appendix A – Site Location





# Appendix B – Schematic Diagram



# Appendix C – January 15 Incident Initial Environmental Impact Assessment

**MEMO**

TO Steve Hutchison  
COPIED TO Paul Gardiner, Erin Ganley, Ian McSherry  
FROM Lawrence Stephenson  
DATE 15/1/20

**FILE NOTE**

---

**Preliminary Assessment of Environmental Effects for partially treated wastewater overflow from Martinborough Wastewater Tertiary ponds****Purpose**

This memo provides an initial assessment of the likely impact of the temporary discharge from the Martinborough Tertiary ponds on 14-15 January 2020, that were not in accordance with consent conditions. It is understood that there were two discharges; the primary discharge through an overflow pipe in the tertiary pond and a secondary discharge over the side of the last of four tertiary pond's bund into the adjacent paddock.

**Background**

The current stage of the consent for Martinborough is considered a Combined Land and Water Discharge (CLAWD). Since the implementation of the land discharge irrigator in December 2017 as much treated water as possible is discharged to land over the summer months (December to March each year). The discharge to water is excluded during low flow conditions, which is defined in the consent as 24.95m<sup>3</sup>/s measured at the Ruamahanga River at the Waihenga bridge (condition 2 (b)).

If the river levels are low, the volume available in the ponds is generally sufficient to store the treated wastewater being treated until the land discharge field is available or river levels increase.

**Incident**

The wastewater going into the oxidation pond is treated and then flows into four tertiary ponds for further treatment before it is pumped through UV disinfection either to the land discharge field during low flows and

<http://graphs.gw.govt.nz/?siteName=Ruamahanga%20River%20at%20Waihenga%20Bridge&dataSource=Flow>

when soil moisture permits or out to the river when river levels are above 24.95 m<sup>3</sup>/s. Prior to the incident the wastewater being treated was stored for longer than normal due to a malfunction of the irrigator.

Rain over the period of 13<sup>th</sup> January increased the Ruamahanga River flow up above 25m<sup>3</sup>/s, allowing discharge to river. The operators changed to river discharge to reduce the amount of stored water as permitted by the consent and were relying on a control system that ceases river discharge when the flow drops below consented levels. The river dropped below that level at about 9.45pm 14<sup>th</sup> January, at which stage river discharge should have ceased.

The Wellington Water operator attended site on the on the morning of 15<sup>th</sup> January and saw that the tertiary ponds were overflowing into the river at about 10.15 am. This discharge was promptly rectified by placing an inflatable bung in the discharge of the primary pond. We are uncertain why the control system did not function as designed, and this is being investigated further.

Between 9pm and 10am the UV disinfection was not operating, as the pumps would have automatically stopped, meaning the water only received secondary treatment through the oxidation pond and “tertiary” ponds system.

**Assessment of Effects**

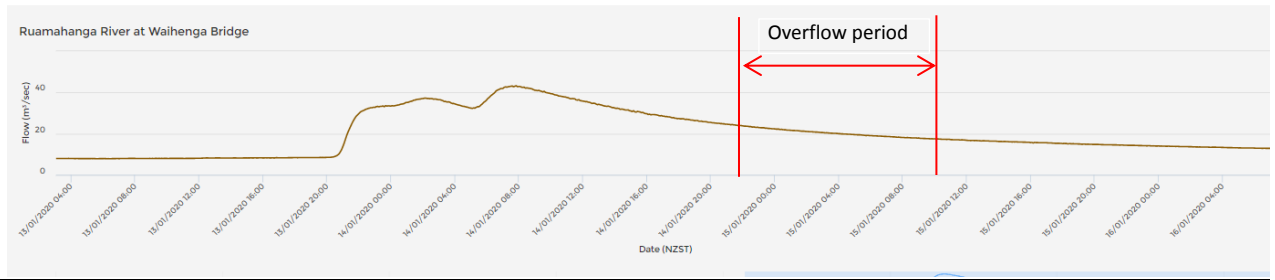
My estimate based on the levels of the pond and the size of the overflow pipe is that 2L/s overflowed to river and that 1L/s went to land over the side of the tertiary pond during the period of discharge. These discharges in the worst case would have been for 12.5hr as it is unlikely that the water level was at the overflow point when the pumps stopped. Further checks based on a mass balance for the pond also support this estimate.

This discharge to river is the equivalent of 90m<sup>3</sup> over the 12.5hours. When considering the likely effects the key factor is the dilution within the river, so the relative instantaneous flow rates are compared. See Tables 1 and 2

The WWTP discharge flow limit permitted in the consent is 11L/s between river flow of 24,930 and 49,860L/s which equates to a dilution of at least 2,266:1. During the overflow discharge the river flow was about 17,200 L/s. This is the equivalent of 8,600:1 dilution during the incident.

**Table 1 – Dilution comparison between consent and overflow incident**

Parameter	Consented	Dilution (minimum)	River Flow
Discharge rate	11L/s	2,266:1	At minimum 24,930 L/s
Overflow	2L/s	8,600:1	17,200 L/s at 10:15am



**Figure 1- hydrograph for Ruamahanga River at Waihenga**

**Table 2 – Contaminant comparison**

Parameter	Consented	Overflow – estimate from historic monitoring	Comment
E. coli	100 cfu/100mL average	6,000 cfu/100mL	2 log removal in UV Expected no more than 10,000 cfu/100mL
NH <sub>3</sub> -N	30 mg/L average	17 mg/L	No change with UV
BOD <sub>5</sub>	60 mg/L average	29 mg/L	No change with UV
DRP	7 mg/L average	6 mg/L	No change with UV
TN	35 mg/L average	26 mg/L	No change with UV
NO <sub>3</sub> -N	No limit	1 mg/L	No change with UV
TP	No limit	7 mg/L	No change with UV
TSS	90 mg/L average	44 mg/L	No change with UV



**Figure 2: Aerial map of Martinborough WWTP**

In summary, the only significant effect is expected to have been from elevated E.coli levels. The discharge is likely to have been about 60 times the consented average concentration, however the relative level of dilution in the river (due to the low rate of discharge) was about 4 times better than the Assessment of Effects on the Environment assumed. The net effect is that the 12.5 hour discharge was at a concentration of E.coli of about 15 times higher than the average consented discharge allows for. The levels of E. coli can vary significantly (refer Appendix 2) with a 90 percentile of 26,500 and a maximum of 190,000. The consented 90<sup>th</sup> percentile is 1,400cfu/100mL.

The effects on the Ruamahanga River were temporary and is not expected to have resulted in any significant adverse effect. A short period of elevated E.coli was discharged however this was immediately after a period of rainfall during which the water quality in the Ruamahanga River will have already been adversely affected, by upstream runoff. The fact that the discharge was overnight and immediately following a rain event mean that public health risk from contact was very low. The river water quality will have recovered very quickly following the discharge cessation.

**Lawrence Stephenson**

Senior Engineer, Network Engineering Team

Ph: 021 579 421

lawrence.stephenson@wellingtonwater.co.nz

**Reviewed and accepted:**

Steve Hutchison  
Chief Advisor, Wastewater  
17 January 2020

## **Appendix 1 Mass Balance calculation**

### **Volumes**

Normally the tertiary ponds operate at approximately 400mm below the overflow at top water level which is 160m<sup>3</sup> (0.4ha area).

The pumps operated for 24 hours at approximately 11L/s, which equates 950m<sup>3</sup>.

There is only currently level monitoring in the primary pond which recorded a drop of 50mm in the pond which equates approximately 800m<sup>3</sup> (1.6ha area).

The inlet flow meter recorded an average flow of 5L/s incoming flow which to 430m<sup>3</sup>.

This leaves approximately 130m<sup>3</sup> unaccounted for which will be the combined overflow to river and land.

Evaporation has not been considered, by the weather station onsite, indicates even with the rainfall event the plant is in deficit.

### **Residence time**

The volume of the primary pond is approximately 23,000m<sup>3</sup>, so the residence time for the inlet flow above is likely to be in excess of 50 days.

This doesn't include any consideration of greater storage with increased levels and before flowing to the tertiary ponds.



## Appendix 2 – Historic discharge quality results

Table 8: MWWTP (all data - 1994 to 2011) seasonal treated effluent composition (summer = 6 months from November – April inclusive; winter = May to October inclusive)

Parameter		n	Min	Median	Geometric Mean	Max	90%ile
pH	Summer	164	6.9	7.7	7.7	8.9	8.2
	Winter	139	6.9	7.7	7.7	8.8	8.1
Suspended solids (mg/L)	Summer	165	5	44	44	346	105
	Winter	126	5	40	37	150	81
BOD <sub>5</sub> (mg/L)	Summer	134	8	29	30	106	64
	Winter	157	16	31	31	83	54
Total P (mg/L)	Summer	164	1.7	7.6	6.4	13.2	10.6
	Winter	149	1.7	7.7	6.7	67.4	10.1
DRP (mg/L)	Summer	163	1.7	6.2	5.3	16.8	9.3
	Winter	145	1.3	6.3	5.4	16.8	9.1
Ammoniacal N (mg/L)	Summer	164	0.11	16.6	11.8	62	33.8
	Winter	154	0.2	20.7	16.2	42	31.8
Nitrate+Nitrite N (mg/L)	Summer	33	0.02	0.74	0.80	9.1	7.1
	Winter	32	0.01	0.31	0.26	8.4	5.5
Total N (mg/L)	Summer	121	5.8	25.6	23.5	50.1	40.3
	Winter	107	9.6	27.6	25.6	50.1	40.7
Oil and Grease (mg/L)	Summer	60	<1	4	4	60	8
	Winter	49	<3	6	5	28	19
Faecal coliforms (cfu's/100 mL)	Summer	163	3	9,300	6,400	296,000	39,200
	Winter	157	720	13,300	13,000	185,000	58,700
E.coli (cfu's/100 mL)	Summer	145	28	6,000	4,600	190,000	26,500
	Winter	121	675	10,500	8,900	190,000	40,900

# Appendix D – January 16 Primary and Tertiary Pond Laboratory Results

South Wairarapa District  
 Council- Martinborough Waste  
 Water  
 South Wairarapa District  
 Council  
 c/- Wellington Water  
 Private Bag 39-804  
 Wellington Mail Centre 5045  
 Attention: Nick Hewer-Hewitt

# Analytical Report

Report Number: 20/2886

Issue: 2

23 January 2020

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/2886-01	Miscellaneous Sample		16/01/2020 07:40	16/01/2020 09:00	P1069264
Notes: Martinborough Primary Pond					
Test	Result	Units	Test Date	Signatory	
0002	Suspended Solids - Total	77	g/m <sup>3</sup>	16/01/2020	Marylou Cabral KTP
0081	Chemical Oxygen Demand	227	g/m <sup>3</sup>	17/01/2020	Marylou Cabral KTP
0085	BOD5 - Total	36	g/m <sup>3</sup>	17/01/2020	Gordon McArthur KTP
0760	Ammonia Nitrogen	30.9	g/m <sup>3</sup>	22/01/2020	Athena Cao
2088	Dissolved Reactive Phosphorus	5.97	g/m <sup>3</sup>	22/01/2020	Athena Cao
2127	Total Nitrogen	41.8	g/m <sup>3</sup>	22/01/2020	Athena Cao
P1859	Sample Filtration	Completed		17/01/2020	Daniel Fitzpatrick

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/2886-02	Miscellaneous Sample		16/01/2020 07:45	16/01/2020 09:00	P1069264
Notes: Martinborough Tertiary Pond					
Test	Result	Units	Test Date	Signatory	
0002	Suspended Solids - Total	56	g/m <sup>3</sup>	16/01/2020	Marylou Cabral KTP
0081	Chemical Oxygen Demand	209	g/m <sup>3</sup>	17/01/2020	Marylou Cabral KTP
0085	BOD5 - Total	35	g/m <sup>3</sup>	17/01/2020	Gordon McArthur KTP
0760	Ammonia Nitrogen	27.6	g/m <sup>3</sup>	22/01/2020	Athena Cao
2088	Dissolved Reactive Phosphorus	6.12	g/m <sup>3</sup>	22/01/2020	Athena Cao
2127	Total Nitrogen	38.6	g/m <sup>3</sup>	22/01/2020	Athena Cao
P1859	Sample Filtration	Completed		17/01/2020	Daniel Fitzpatrick

**Comments:**

Sampled by customer using ELS approved containers.

This report cancels and replaces report 20/2886-1. Please dispose of all previous versions.

**Test Methodology:**

Test	Methodology	Detection Limit
Suspended Solids - Total	APHA Online Edition Method 2540 D	3 g/m <sup>3</sup>
Chemical Oxygen Demand	APHA Online Edition Method 5220 D.	15 g/m <sup>3</sup>
BOD5 - Total	APHA Online Edition Method 5210 B.	1 g/m <sup>3</sup>
Ammonia Nitrogen	Flow Injection Autoanalyser following APHA Online Edition Method 4500 NH3-H.	0.01 g/m <sup>3</sup>
Dissolved Reactive Phosphorus	Flow Injection Autoanalyser following APHA Online Edition Method 4500-P G.	0.005 g/m <sup>3</sup>
Total Nitrogen	Flow Injection Autoanalyser following APHA Online Edition Method 4500-NO3 I. Persulphate digestion follows APHA Online Edition 4500-N C.	0.05 g/m <sup>3</sup>
Sample Filtration	Sample filtered through 0.45 micron filter following APHA Online Edition Method 3030B.	n/a

Unless otherwise stated, all tests are performed in Wellington.

The laboratory is not responsible for the information provided by the customer which can affect the validity of the results.

"<" means that no analyte was found in the sample at the level of detection shown. Detection limits are based on a clean matrix and may vary according to individual sample.

g/m<sup>3</sup> is the equivalent to mg/L and ppm.

Samples will be retained for a period of time, in suitable conditions appropriate to the analyses requested.



Report Released By  
Rob Deacon

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85 Port Road, Seaview  
Lower Hutt 5045  
Phone: (04) 576-5016

Rolleston  
43 Detroit Drive  
Rolleston 7675  
Phone: (03) 343-5227

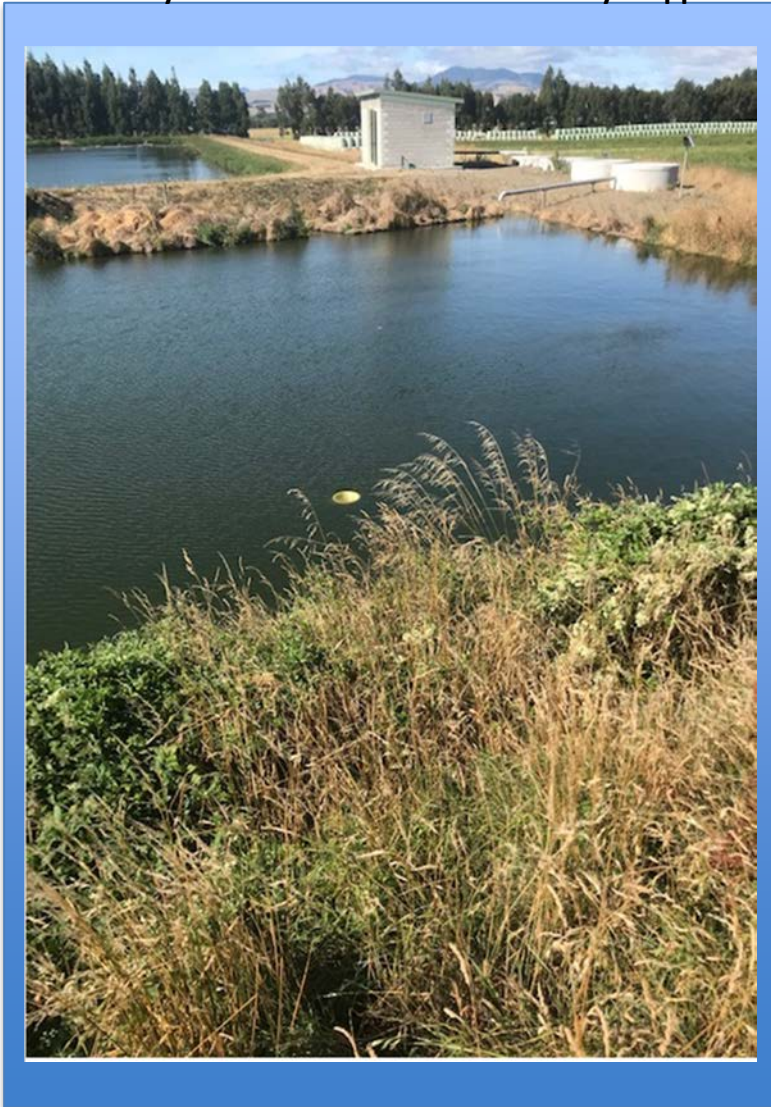
Dunedin  
16 Lorne Street  
South Dunedin 9012  
Phone: (03) 972-7963

Page 2 of 2  
Report Number: 20/2886-2 ELS

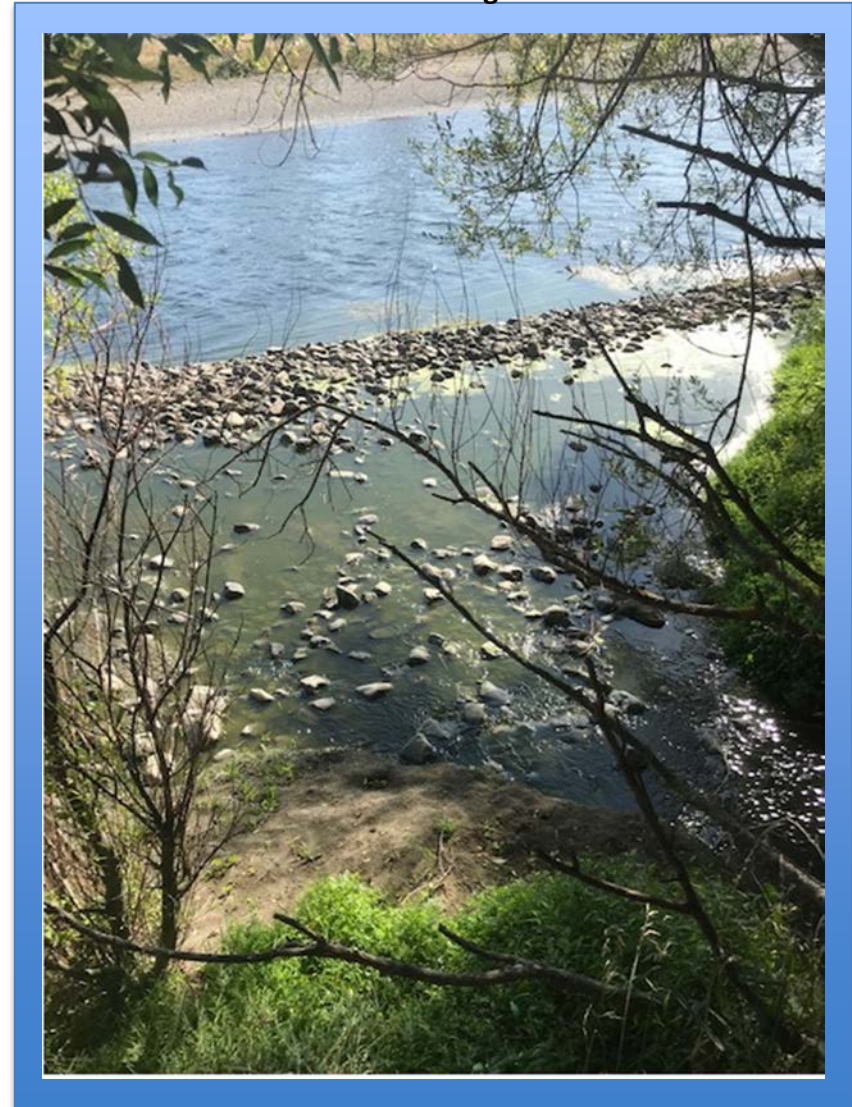
23 January 2020 20:01:35

# Appendix E – January 27 Incident Site Inspection

January 27 11:30 – Overflow had already stopped



Point of discharge to the river



Visual Status of the River within 30m from point of discharge



Visual Status of the River 30m downstream



Visual Status of the River 30m downstream





# Appendix F – January 27 Result of Laboratory Analysis

South Wairarapa District  
 Council- Martinborough Waste  
 Water  
 South Wairarapa District  
 Council  
 c/- Wellington Water  
 Private Bag 39-804  
 Wellington Mail Centre 5045  
 Attention: Nick Hewer-Hewitt

# Analytical Report

Report Number: 20/4676

Issue: 1

04 February 2020

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/4676-01	Martinborough Sewage from Discharge		27/01/2020 14:05	28/01/2020 07:48	P1069264

Notes: Green discharge. Mild odour. No foam. (Original Discharge sample point overgrown with weeds. Sample taken at a clear point 15m further downstream in discharge creek)

Test	Result	Units	Test Date	Signatory
0001 pH	7.9		28/01/2020	Jennifer Mont KTP
0002 Suspended Solids - Total	99	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0085 BOD5 - Total	67	g/m <sup>3</sup>	29/01/2020	Gordon McArthur KTP
0302 Volatile Suspended Solids	93	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0603 Nitrite - Nitrogen	0.16	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP
0605 Nitrate - Nitrogen	0.05	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP
0760 Ammonia Nitrogen	23.5	g/m <sup>3</sup>	29/01/2020	Athena Cao
2080 Total Phosphorus	8.19	g/m <sup>3</sup>	29/01/2020	Athena Cao
2088 Dissolved Reactive Phosphorus	5.94	g/m <sup>3</sup>	29/01/2020	Athena Cao
2127 Total Nitrogen	38.0	g/m <sup>3</sup>	29/01/2020	Athena Cao
M0104 E. coli	2,100	cfu/100mL	28/01/2020	Juana Tamayo KTP
P1859 Sample Filtration	Completed		28/01/2020	Daniel Fitzpatrick

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/4676-02	Martinborough STP Upstream of Discharge (Site A)		27/01/2020 13:30	28/01/2020 07:48	P1069264

Notes: River clear. River level very low

Test	Result	Units	Test Date	Signatory
0001 pH	8.5		28/01/2020	Jennifer Mont KTP
0002 Suspended Solids - Total	< 3	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0085 BOD5 - Total	< 1	g/m <sup>3</sup>	29/01/2020	Gordon McArthur KTP
0302 Volatile Suspended Solids	< 3	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0605 Nitrate - Nitrogen	0.01	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP
0760 Ammonia Nitrogen	< 0.01	g/m <sup>3</sup>	29/01/2020	Athena Cao
2080 Total Phosphorus	0.013	g/m <sup>3</sup>	29/01/2020	Athena Cao
2088 Dissolved Reactive Phosphorus	0.008	g/m <sup>3</sup>	29/01/2020	Athena Cao
2127 Total Nitrogen	0.13	g/m <sup>3</sup>	29/01/2020	Athena Cao
M0104 E. coli	16	cfu/100mL	28/01/2020	Juana Tamayo KTP
P1859 Sample Filtration	Completed		28/01/2020	Daniel Fitzpatrick

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/4676-03	Martinborough STP 250 m Downstream (Site B)		27/01/2020 14:20	28/01/2020 07:48	P1069264

Notes: River clear. River levels very low

Test	Result	Units	Test Date	Signatory
0001 pH	8.6		28/01/2020	Jennifer Mont KTP
0002 Suspended Solids - Total	< 3	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0085 BOD5 - Total	1	g/m <sup>3</sup>	29/01/2020	Gordon McArthur KTP
0302 Volatile Suspended Solids	< 3	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP
0605 Nitrate - Nitrogen	0.02	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP
0760 Ammonia Nitrogen	0.26	g/m <sup>3</sup>	29/01/2020	Athena Cao



Wellington  
 85 Port Road, Seaview  
 Lower Hutt 5045  
 Phone: (04) 576-5016

Rolleston  
 43 Detroit Drive  
 Rolleston 7675  
 Phone: (03) 343-5227

Dunedin  
 16 Lorne Street  
 South Dunedin 9012  
 Phone: (03) 972-7963

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/4676-03	Martinborough STP 250 m Downstream (Site B)		27/01/2020 14:20	28/01/2020 07:48	P1069264
Notes: River clear. River levels very low					
Test	Result	Units	Test Date	Signatory	
2080 Total Phosphorus	0.101	g/m <sup>3</sup>	29/01/2020	Athena Cao	
2088 Dissolved Reactive Phosphorus	0.069	g/m <sup>3</sup>	29/01/2020	Athena Cao	
2127 Total Nitrogen	0.53	g/m <sup>3</sup>	29/01/2020	Athena Cao	
M0104 E. coli	48	cfu/100mL	28/01/2020	Juana Tamayo KTP	
P1859 Sample Filtration	Completed		28/01/2020	Daniel Fitzpatrick	

Sample	Site	Map Ref.	Date Sampled	Date Received	Order No.
20/4676-04	Martinborough WWTP Post UVT		27/01/2020 13:50	28/01/2020 07:48	P1069264
Notes: Mild odour. Green discharge, no foam.					
Test	Result	Units	Test Date	Signatory	
0002 Suspended Solids - Total	30	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP	
0085 BOD5 - Total	20	g/m <sup>3</sup>	29/01/2020	Gordon McArthur KTP	
0302 Volatile Suspended Solids	28	g/m <sup>3</sup>	28/01/2020	Gordon McArthur KTP	
0603 Nitrite - Nitrogen	0.01	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP	
0605 Nitrate - Nitrogen	0.02	g/m <sup>3</sup>	27/01/2020	Amit Kumar KTP	
0760 Ammonia Nitrogen	26.0	g/m <sup>3</sup>	29/01/2020	Athena Cao	
2080 Total Phosphorus	9.11	g/m <sup>3</sup>	29/01/2020	Athena Cao	
2088 Dissolved Reactive Phosphorus	7.85	g/m <sup>3</sup>	29/01/2020	Athena Cao	
2127 Total Nitrogen	33.7	g/m <sup>3</sup>	29/01/2020	Athena Cao	
M0104 E. coli	500	cfu/100mL	28/01/2020	Juana Tamayo KTP	
P1859 Sample Filtration	Completed		28/01/2020	Daniel Fitzpatrick	

#### Comments:

Sampled by customer using ELS approved containers.

#### Test Methodology:

Test	Methodology	Detection Limit
pH	Dedicated pH meter following APHA Online Edition Method 4500 H.	0.1
Suspended Solids - Total	APHA Online Edition Method 2540 D	3 g/m <sup>3</sup>
BOD5 - Total	APHA Online Edition Method 5210 B.	1 g/m <sup>3</sup>
Volatile Suspended Solids	APHA Online Edition Method 2540 G	3 g/m <sup>3</sup>
Nitrite - Nitrogen	Ion Chromatography following APHA 4110B.	0.01 g/m <sup>3</sup>
Nitrate - Nitrogen	Ion Chromatography following APHA 4110B.	0.01 g/m <sup>3</sup>
Ammonia Nitrogen	Flow Injection Autoanalyser following APHA Online Edition Method 4500 NH3-H.	0.01 g/m <sup>3</sup>
Total Phosphorus	Flow Injection Autoanalyser following APHA Online Edition Method 4500-P G. Persulphate digestion follows APHA Online Edition 4500-P B.	0.005 g/m <sup>3</sup>
Dissolved Reactive Phosphorus	Flow Injection Autoanalyser following APHA Online Edition Method 4500-P G.	0.005 g/m <sup>3</sup>
Total Nitrogen	Flow Injection Autoanalyser following APHA Online Edition Method 4500-NO3 I. Persulphate digestion follows APHA Online Edition 4500-N C.	0.05 g/m <sup>3</sup>
E. coli	APHA 9222:Online Edition	1 cfu/100mL
Sample Filtration	Sample filtered through 0.45 micron filter following APHA Online Edition Method 3030B.	n/a

Unless otherwise stated, all tests are performed in Wellington.

The laboratory is not responsible for the information provided by the customer which can affect the validity of the results.

"<" means that no analyte was found in the sample at the level of detection shown. Detection limits are based on a clean matrix and may vary according to individual sample.

g/m<sup>3</sup> is the equivalent to mg/L and ppm.

Samples will be retained for a period of time, in suitable conditions appropriate to the analyses requested.



Report Released By  
Rob Deacon



Wellington  
85 Port Road, Seaview  
Lower Hutt 5045  
Phone: (04) 576-5016

Rolleston  
43 Detroit Drive  
Rolleston 7675  
Phone: (03) 343-5227

Dunedin  
16 Lorne Street  
South Dunedin 9012  
Phone: (03) 972-7963

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04 February 2020 16:01:15

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Wellington  
85 Port Road, Seaview  
Lower Hutt 5045  
Phone: (04) 576-5016

Rolleston  
43 Detroit Drive  
Rolleston 7675  
Phone: (03) 343-5227

Dunedin  
16 Lorne Street  
South Dunedin 9012  
Phone: (03) 972-7963

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.3

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to the Community Board on general activities.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work.

###### **1.1.2. South Wairarapa Spatial Plan**

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. 134 submissions received in response to the Spatial Plan Discussion Document. The separate report provides an update and overview on the Spatial Plan project.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

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

possible community meeting is being considered. Separate report provides a background and update on this residential growth project.

#### **1.1.4. District Plan Review**

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with the government/MFE National Planning Standards for future District Plans. WCDP became operative in 2011, required to be reviewed after 10 years. Review of a District Plan can take around 2 years. Recently, have called for expressions of interest, through manager Dave Gittings CDC.

#### **1.1.5. Dark Sky**

A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the proposed Dark Sky Reserve compiled for commitment by the three Wairarapa Council's. A recent visit by IDSS representatives from USA, and changes to outdoor lighting rules via a Council initiated plan change to the WCDP, by Perception Planning. Wairarapa Dark Sky Society are focused on their need to measure existing night light levels, funding, economic plan, preparing for certification.

#### **1.1.6. Review of Notable Trees Register**

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report done for independent commissioner hearing. A hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register likely reported to Council in February 2020.

#### **1.1.7. Greytown Development Area**

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

#### **1.1.8. Greytown Orchards Retirement Village**

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. A hearing was held in Greytown, by independent commissioner on 29-30 August 2019. Commissioner approved the resource consent, and his recommendation on the plan

change for rezoning land from Rural to Residential to provide for the retirement village was reported to Council on 20 November 2019.

### 1.1.9. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings with planning staff on aspects. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Once the further information has been independently peer reviewed, then there will be a decision on potential limited notification to surrounding neighbours in line with RMA practice.

## 1.2 Resource Management Act - District Plan

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

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

## 1.3 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	82%	<b>Total 45/55</b>
		83%	20/24 Land Use applications were completed within statutory timeframes. NCS
		77%	20/26 Subdivision applications were completed within statutory timeframes. NCS
		100%	
		-	5/5 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	57%	13 of 23 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%	93%	25 out of 27 s224 certificates were certified. NCS.

## 1.4 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

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

## 1.5 Local Government Act – LIM's

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

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

TYPE	YTD	PREVIOUS YTD	PERIOD	PREVIOUS PERIOD
	1 <sup>ST</sup> JULY 2019 TO 31 OCT 2019	1 <sup>ST</sup> JULY 2018 TO 31 OCT 2018	1 <sup>ST</sup> AUG 2019 TO 31 OCT 2019	1 <sup>ST</sup> AUG 2018 TO 31 AUG 2018
Standard LIMs (Processed within 10 working days)	56	105	36	26
Urgent LIMs (Processed within 5 working)	19	13	13	3
<b>Totals</b>	<b>75</b>	<b>118</b>	<b>49</b>	<b>29</b>

## 1.6 Building Summary

### 1.6.1. Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 133 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 196 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (August - October 2019 – 1,430 inspections)



PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p><b>BWOF's –</b> Total 169 – average of 3 audits per month required, 1 audit carried out August - October.</p> <p><b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 22 audits carried out in August - October.</p>
Earthquake prone buildings reports received	100%	N/A	<p>Under the new legislation, 248 buildings were identified as potentially Earthquake Prone Buildings (EPB). Of which 203 have now been eliminated as not being EPB.</p> <p>Of the remaining buildings:  <b>11</b> - still being assessed by SWDC  <b>14</b> - identified as EPB  <b>20</b> - require engineer assessment from owners</p>

**1.6.2. Building Consents Processed**

TYPE – AUG - OCT 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	13	\$2,798,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$300,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	138	\$15,156,366
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>153</b>	<b>18,254,366</b>

## 1.7 Environmental Health and Public Protection

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

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools. Adult education is being organised for at "risk groups" who work out in public spaces such as Council staff/ contractors, meter readers etc.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 45/46 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	12/12

INCIDENTS REPORTED FOR PERIOD 1 AUG 2019 TO 31 OCT 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	3	1
Attack on Person	1	-	2
Attack on Stock	-	-	-
Barking and whining	4	3	2
Lost Dogs	4	-	1
Found Dogs	4	-	1
Rushing Aggressive	1	1	-
Wandering	14	3	6
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

### 1.7.2. Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 15/15

INCIDENTS REPORTED	TOTAL FOR PERIOD 1AUG 2019 TO 31 OCT 2019
Stock	1

### 1.7.3. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 50/50 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
Total	50	75	40	73

#### 1.7.4. Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	31.5% YTD	MAGIQ data. All premises inspected at new or renewal application stage (18/57*). *Number of inspections completed or licences coming up for renewal within the YTD period.  For this reporting period 19 premises are expected to have been completed to align with the 2019/20 target.  We have undertaken 18 out of 19 in this period achieving 94.7% in this 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%	43.75% 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 32 low and medium licenses due for renewal or new inspections in this financial year.  For this reporting period 10 premises are expected to have been completed as at 31 Oct 2019. We have undertaken 14 premises inspection achieving 140% for this period.  Total number of licenses is subject to change month by month as new businesses open and existing premises close. 14/32
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	N/A	No compliance inspections undertaken with the CLEG to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
On Licence	10	6	6	6
Off Licence	13	7	8	7
Club Licence	4	3	1	2
Manager's Certificate	53	30	46	28
Special Licence	30	12	27	10
Temporary Authority	2	4	2	2
<b>Total</b>	<b>112</b>	<b>62</b>	<b>90</b>	<b>55</b>

### 1.8.1. Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 99 NP – 62  The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	2%	FCP verifications – 2/99  There was no incumbent EHO to solely focus on verifications for this period. An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog.  *Total number of premises is subject to change month by month as new businesses open and existing premises close.

### 1.8.2. Bylaws

Between 1 July 2019 and 31 October 2019 there were:

Trees and Hedges:

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

Litter:

- 11 litter incidents were recorded and from this, council sent 12 notices to the identifiable people associated with these incidents.

Abandoned vehicles:

- There were 27 abandoned vehicles located in the SWDC area, of which 17 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

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

## INFRASTRUCTURE AND SERVICES REPORT

### 2. Wellington Water Highlights

The management of three waters services transferred to Wellington Water on 1 October. The go-live has gone well with operations and maintenance of the networks and treatment plants transferring from CityCare to Wellington Waters Customer Operations Group (COG) on that date also. Our in-house water team members are now employed by Wellington Water and form part of a larger team that means we have access to greater depth of capability.

### 3. Water supply

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

#### Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		491		
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	1.74 per 1000 (7 complaints)	1	7
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.49 per 1000 (2 complaints)	1.25 per 1000 (4 complaints))	2	4
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	1.5 per 1000 (6 complaints)	1	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(3/4) 75%	Median Time 7mins	4	12
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(4/4) 100%	Median Time 56mins	4	12
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(21/46) 46%	Median Time 24h 11mins	24	114

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(26/46) 57%	Median Time 41h 50mins	24	114
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

In October we received a report on our water supplies from Regional Public Health. This report confirms that all water treatment plants were non-compliant with the Drinking Water Standards for New Zealand (DWSNZ) for the 2018/19 financial year. Since taking over the management of water services on 1 October Wellington Water have set up a project team to identify the extent of the issues and develop a plan to bring all treatment plants and supplies up to compliant standard. Once initial investigation work has been completed, we will report to council on the options available.

The Martinborough manganese extraction plant will not be operational before summer. This means that Martinborough will continue to operate with only one bore (Bore 4), which has low enough manganese levels not to discolour the water when treated with chlorine. The manganese extraction plant project has missed the summer delivery window due to a number of factors in our procurement approach, we are now using a local contractor for the construction of the plant; there has been some consequential project delay. In addition, the lease agreement for the private land where the has only recently been finalised and we still require resource consent

Operating with only one bore (instead of three) means that there is only half the usual summer water supply. To continue to deliver clean, clear and safe drinking water for the Martinborough community it is necessary to develop a plan for water conservation. Failure to stay within the supply capabilities of the low manganese bore will result in the other bores being deployed and increase the risk of discoloured water.

Greytown and Featherston will be managed in accordance with supply and demand and will step through the usual graduated process from sprinkler ban to hose pipe ban as required for compliance with resource consent conditions.

#### 4. Waste water

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

##### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
Attendance time: from notification to arrival on site	< 1 Hr	4/9 (44%)	Median Time 0h 50min	9	22
Resolution time: from notification to resolution of fault	< 4 Hrs	8/9	Median Time	9	22

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
		(89%)	3h 21min		
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (1 complaint)	0.25 per 1000 (1 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.65 per 1000 (7 complaint)	4.7 per 1000 (20 complaint)	7	20
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	9/9 (100%)	18/22 (82%)	9	22
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

## 4.2 Consents

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

Martinborough irrigation is being prepared for the new season, including re-sowing of the fields to improve the grass stock.

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

## 5. Storm water drainage

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

### Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%



STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were three storm water blockages reported during the period within the Greytown water race sections.

## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 7. Roading Maintenance Ruamahanga Roads – Fulton Hogan

### 7.1 Portion A Maintenance

Main items of work completed in October 2019 on the SWDC network

(NB Carterton District and Department of Conservation works are not reported on.)

- 1626 m2 of sealed pavement repairs completed
- 46 sealed potholes filled
- 92km of unsealed roads graded
- 552m3 of aggregate spread on unsealed roads
- 69km of urban kerb and channel mechanical swept
- 196 km of sealed roads inspected
- 74 km of unsealed roads inspected
- 135 culverts were inspected
- 11 bridges were inspected
- 190 hours of dayworks labour was completed along with associated plant and materials on unscheduled works

Street trees were removed on Donald Street Featherston following a trip injury incident, the removal allows for footpath maintenance to be carried out with a long-

term repair and no concerns about tree roots causing the same hazard. 2 trees were also removed in Esther Street Martinborough prior to new footpath construction.

## **7.2 Portion B Sealed Road Resurfacing**

This year's reseal sites have been selected totalling 16.303km in length, down from the annual plan length requirement of 20.5km being 5% of the sealed network due to budget limitations. The reseal designs have been done along with a projected forecast cost. The 16.303km above is inclusive of an extra 1.4km length along Cape Palliser Road because of budget being freed up due to no sealed road rehabilitation identified this financial year.

Fulton Hogan seal designs have been peer reviewed as a Contract requirement.

All Reseal sites were programmed to be completed in October 2019 but only Cape Palliser Road and Campbell Drive sites were completed. Contract completion for this work is 28 February and over the last 5 years all reseals have been completed by the first week in December. Fulton Hogan have not met their programme and will impact on their performance score rating.

## **7.3 Portion C Pavement Rehabilitation**

The AWPT pavement rehabilitation renewal treatments are been designed by Fulton Hogan Pavement Designer Engineers. Depending on the timeframe for these design's construction is expected to start February-March 2020. The selected sites are on White Rock and Lake Ferry Roads, along with a section of seal extension on Ruakokoputuna Road which was committed to through the last Annual Plan process

The approved programme amount for Rehabilitation for this year is \$215,000.00 plus Ruakokoputuna Road costs. The final length or extent of this year's sites will be adjusted when designs are finalised and priced. The treatment lengths can be adjusted to fit within the approved amount if the cost is greater than funding.

## **7.4 Financial Summary**

The draft claim value for October 2019 is \$338,012.50

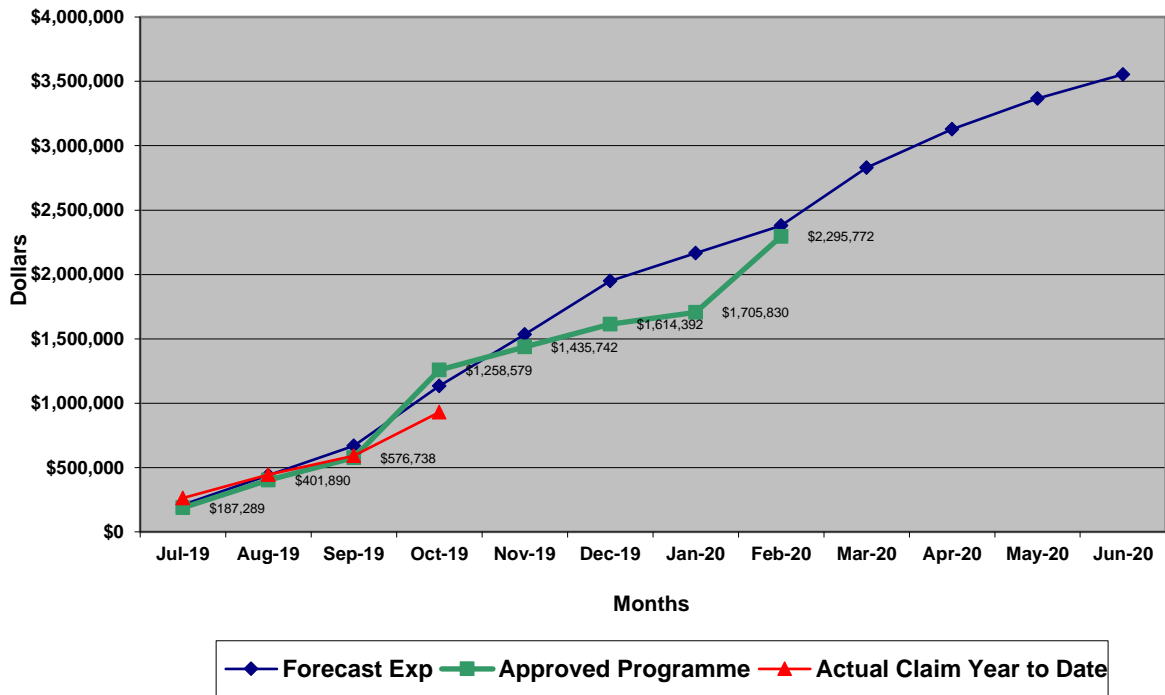
The table below shows forecast expenditure as at the start of the financial year and does not include additional budget allocation of:

- Ruakokoputuna Road seal extension
- Additional footpath maintenance
- Emergency work funding for Cape Palliser which has been approved by NZTA

The difference between Approved programme to date and Actual claim to date is due to non- delivery of programmed reseals.

Approved Programme shown from December through to February is only a draft rolling programme and is firmed up by the 15th of the month prior.

## SWDC District Maintenance Contract - Cashflow



### 7.5 Delivery Performance

A screen shot from Fulton Hogan’s Archimedes database shows 952 dispatches approved by SWDC and 794 completed by Fulton Hogan.

It is important to note that the number of un-completed dispatches can impact the financial performance if they are of a high value.



## 7.6 Other Projects

### Tora Farm Settlement Bridge

Issues of no resistance being felt when driving the piles has led to additional pile depth of up to 12 metres deeper than anticipated before driving ceased. A concrete pile support pad has been designed to support the piles and approved for installation.

Works are programmed to restart in the near future.



Pile driving Tora farm Settlement bridge.

### White Rock Road - Ushers Hill Stabilisation

In conjunction with the adjoining landowners and Greater Wellington Regional Council Land Management team works carried out recently to stock proof and stabilise the land include.

- Installation of cattle stops and either end
- Completion of boundary fencing
- Planting of tree species as shown below:

Pine	13,700 each
Tasmanian Blackwoods	1,352 each
Eucalypt	3,400 each
Redwoods	400 each
Poplar	300 each

## Welcome to Featherston Sign

Working with NZTA Planning and Safety Departments along with Consultants to come up with a cost-effective method to make this signage safe for all motorists using State Highway 2.

## Fitzherbert/Revans Street Rail Crossings Pedestrian Improvements.

Officers have been involved in early discussions with KiwiRail regarding the pedestrian safety improvements. Plans have been produced in line with new standards giving greater awareness and protection to pedestrians crossing KiwiRail infrastructure.

Officers raised the issue of localised flooding during heavy rain events. KiwiRail requested costing be provided for improvements and maintenance activities allowing this works to be priced into the full project costings for NZTA approval. Costing have been submitted by Officers.

## 7.7 Network Control Deliverables

### Customer Service requests

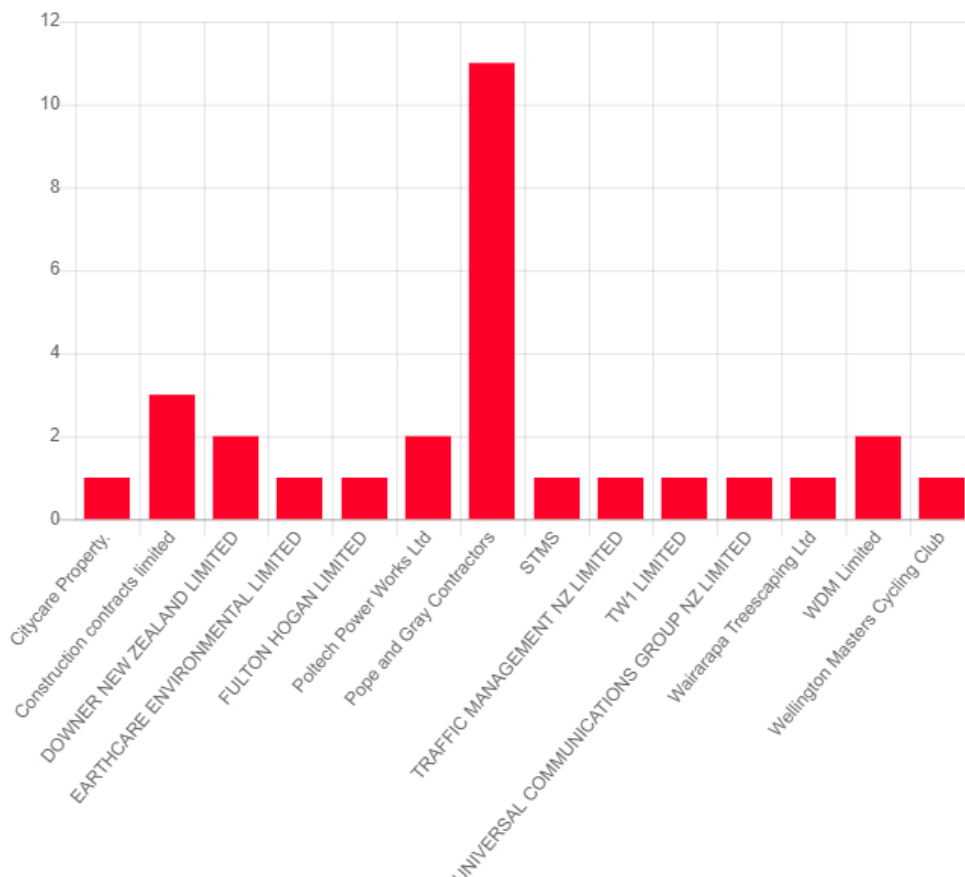
There were 20 service requests logged and issued for roading during October.

### Road Corridor Management

- **Corridor Access Requests**

29 Corridor Access requests were processed through Submitica as shown below

- **Traffic Management Plans**



31 Traffic Management Plans were approved during October for works within the Road corridor. In addition, 16 Generic Traffic Management Plans are monitored. The Generic TMPs are for a maximum duration of 12 months and cover several routine or contract activities.

- **Over Weight Permits**

8 Overweight permits were received and processed for access on the District Roding Network.

22 permits from NZTA Consultants for High Productivity Motor Vehicles (MPMV) routes within the District were approved.

- **Accidents**

Crash Analysis System had 1 recorded crash within the South Wairarapa District including State Highway network for October (to date).

- ❖ 7/10/2019 Revans Street (SH 53) loss control hit parked car 1 minor injury,1 non injury.

The photo below taken 21 October 2019 by Council Officers on Cape Palliser Road reinforces the understanding that many rural crashes go unreported.



## 8. Amenities

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

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

### 8.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents’ satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

### 8.2 Parks and reserves

Card Reserve in Featherston is busy with summer sport, which includes athletics, cricket and summer football. Other parks and reserves have been busy with events, and many more events are lined up for over the summer.

### 8.3 Housing for seniors

Wash Rite are soft washing/cleaning the exterior of Cicely Martin flats 5-6 November 2019.

There are two flats, Westhaven and Matthews, that are waiting for contractors to carry out repair work.



Currently quotes to supply and install heat pumps in all flats are being received from two companies to compare prices and options.

#### **8.4 Cemeteries**

Chris Fraser from Bronze Plaques NZ Ltd are the Agents for and the exclusive supplier of Services Memorials to Veterans' Affairs NZ.

Chris is visiting the three SWDC cemeteries on 18 November 2019 to provide Veterans' Affairs NZ with information about the current condition of Services areas and if there are any future requirements

These visits are important and provide an opportunity to meet and discuss any issues, concerning the standard of care provided by the council, the memorials and, also any future development work that is required.

The following work has been completed at the Featherston cemetery:

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

*Featherston cemetery ashes beams*



*Featherston cemetery extension beams*



### Purchases of burial plots/niches 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Niche	2	1	1
In-ground ashes Beam			
Burial plot	3	2	
Services area			
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>

### Ashes interments/burials 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Burial	4	2	
Ashes in-ground	2	3	2
Ashes wall	1		
Services Area		1	
Disinterment			
<b>Total</b>	<b>7</b>	<b>6</b>	<b>2</b>

## 8.5 Events

### **Featherston**

*Completed events:*

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

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

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

**Featherston Cup 2019** (cricket) – held 28 September and 6 October 2019

*Future events:*

**Featherston Christmas Parade** – being held 7 December 2019 along Fitzherbert Street, Featherston

**Featherston Festival of Choirs (A Cappella)** – being held 17 November 2019 by the Dibble Sculpture

### **Greytown**

*Completed events:*

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

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday

**The Greytown Country Market** – held every third Sunday of the month starting from 20/10/2019 to 15/03/2020



### ***Martinborough***

*Completed events:*

**The Colour Run & Fireworks** – held 2 November 2019

**Rotary Martinborough Charity Fun Ride** – held 3 November 2019

*Future events:*

**Martinborough Christmas Parade & Carols** – being held 14 December 2019 around the square

**Zagato Cento NZ** - being held 30 November 2019

**Toast Martinborough** – being held 17 November 2019



### **Waihinga Playground**

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

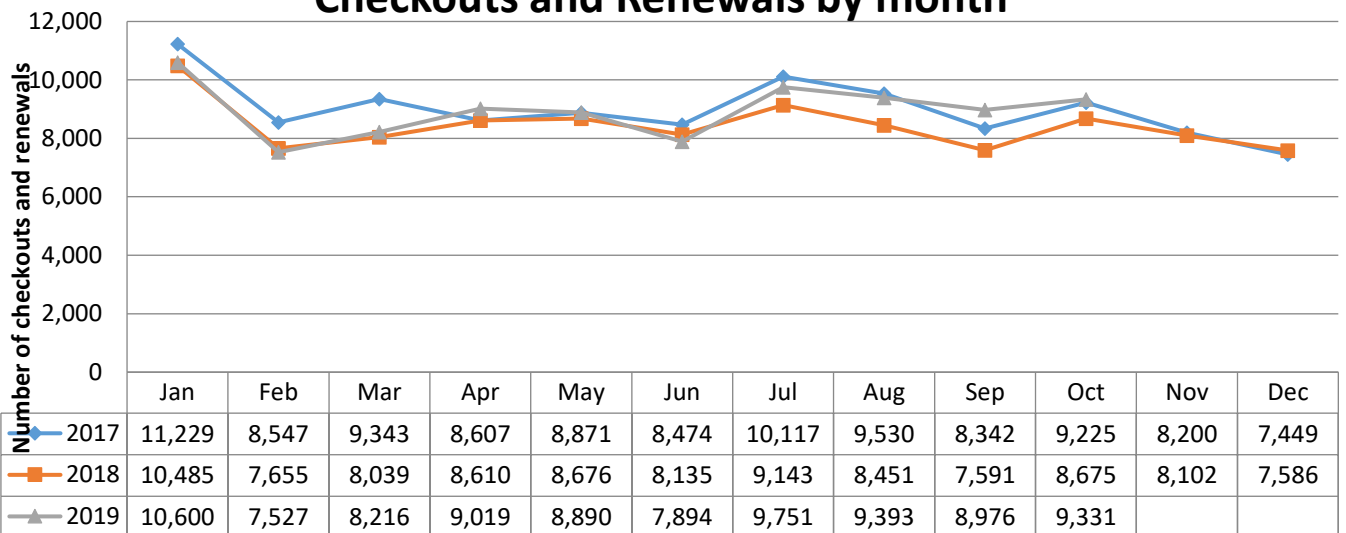
## **9. Library Activity Update**

### **9.1 Issues and renewals:**

Physical items

	<b>Featherston</b>	<b>Martinborough</b>	<b>Greytown</b>
<b>Number of issues and renewals for August</b>	2926	3166	3239

## Checkouts and Renewals by month



### 9.2 New Members

New library members for August 2019:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	16	24	11

### 9.3 Computer and Wi-Fi access

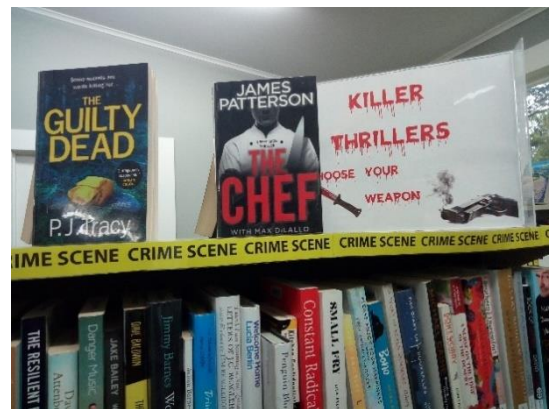
Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	244	227	327

Statistics for the Public Access Wi-Fi are now available again. Please note that these statistics are for September, not October. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	1893	1155	1843

## 9.4 Featherston Events

Data not available at time of report completion.



## 9.5 Martinborough

### Displays

Adult Displays	Teen Displays	Junior Displays
New Books	New books	New Books
Stroke Awareness	Halloween	Halloween

### 10. Events

- Halloween was celebrated with much enthusiasm in the Library – staff, displays and even the book drop was involved.
- The Library received free tickets to the Paper Shaper show at Carterton Events Centre. To make it more challenging, staff hid the “golden tickets” inside a picture book, and mis-shelved it. Jorja and Betty methodically searched through every picture book until they found the tickets.
- The Library assisted with preparations for the Community Museum’s 125<sup>th</sup> anniversary over Labour Weekend.

### 11. Other initiatives

- The Library is beginning to focus on programming for Older Persons and making sure they are represented across all our marketing avenues. We began by highlighting the free Community Law service that is available at the Library once a month.
- The Maths is Fun programme was well-attended and we received a lot of positive feedback from parents and caregivers.

The Library continues to receive positive feedback from our customers. (see attached feedback form)



**Wairarapa Community Law**  
Martinborough Library—Waihinga Centre  
4th Tuesday of each month  
10 am—12 pm

Nau mai, haere mai—we're here to help  
Pop in for a wide range of free, confidential, impartial information, assistance and support.  
Phone: 0800 924252





**Greytown**

Adult Displays	Teen Displays	Junior Displays
New Books		New books
Non-fiction		

**Cellfish Production (Kokomai Creative Festival, Wairarapa)**

As a result of being awarded two tickets to this show we created a competition giving our customers the opportunity to find and claim the tickets. We hid a voucher in one of our library’s crime novels, and with the help of Jenni from the Carterton Events Centre, launched the competition with posters in the library and on our Facebook page. The big hint was ‘you will know it by its cover’. A little bit of lateral thinking was needed! The voucher was found by one of our frequent library users, Lesley McRae, who was thrilled. The book chosen was ‘By its cover’ by Donna Leon. (Photo supplied)

**The Paper Shaper (Kokomai Creative Festival, Wairarapa)**

We also received two tickets to this children’s show to be won. A voucher was hidden in one of our many children’s books and was discovered by Miriam Tong and her two boys who are big library users. (Photo supplied)

**String Bean Puppet Show (Kokomai Creative Festival, Wairarapa)**

Three performances of this show were held in the Forum area of the Greytown Town Hall Saturday 19<sup>th</sup> October with the first one being held during library opening hours which was well attended.

**Displays – Non-Fiction and Fiction**

We have had a good variety of non-fiction books on display over the past few weeks much to the delight of our non-fiction readers. A small display of books supporting Recycling Week was set up in the children’s area. Our fiction readers, both adult and junior, are also enjoying the supply of new books that have recently arrived. (Photos supplied)

## Tuesday Late Nights

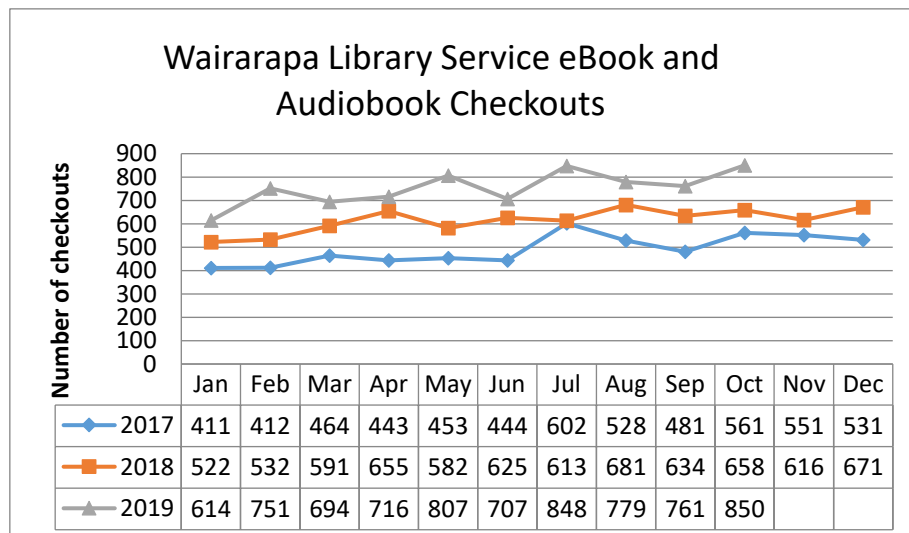
Attendance numbers have been mixed over the month, but more and more customers are discovering we are opening later Tuesday evenings. We are expecting this service to be utilized more with the increasing daylight hours and (hopefully) warmer weather.



### 11.1 Ebooks and Audiobooks:

There were 850 electronic issues (ebooks and e-audiobooks) during October. Please note this is for the entire Wairarapa Library Service (it is not possible to separate the data for each branch).

	October 2019
ebooks	554
Audiobooks	296
<b>TOTAL</b>	<b>850</b>





## **12. Climate Change Advisor Report November 2019**

### **12.1 Greenhouse gas inventory**

The Climate Change Advisor has completed a greenhouse gas inventory for Carterton District Council for 2018 (January to December). This inventory will allow the council to monitor its emissions and reduce them. The greenhouse gas inventory will be updated yearly.

Greater Wellington is also doing a regional greenhouse gas inventory which will follow and update the previous inventory made in 2014:

<https://wellington.govt.nz/~media/services/environment-and-waste/environment/files/greenhouse-gas-inventory-web.pdf>

### **12.2 Climate Change strategy**

The Climate Change Advisor is currently writing a Climate Change Strategy. This strategy aims to reduce the council's greenhouse gas emissions. Targets will be established in order to follow our progress. The targets will be established depending on the 2018 greenhouse gas inventory (baseline).

This strategy will be released in 2020.

### **12.3 Expand the network and meeting stakeholders**

Melanie Barthe, Climate Change Advisor, is still expanding her network.

She works closely to Greater Wellington regional Council (Wellington Regional Climate Change Working Group and Wellington Regional Electric Vehicle Working Group).

She has begun developing relationships with a number of community groups and people such as Resilient Carterton, Wairarapa Dark Sky Association, and Sustainable Energy Association NZ.

### **12.4 Communication – Global Climate Change week**

Between the 14th and the 20th of October we celebrated the Global Climate Change Week. The main goal of this week was to explain:

- What is Climate Change?
- How Climate Change may impact Wairarapa?
- What are Climate Change mitigation and Climate Change adaptation?
- How can I reduce my greenhouse gas emissions?
- How can I increase the carbon reservoirs?

The council's staff received one email a day (Monday to Friday) and the community was able to read one Facebook post a day (Monday to Sunday).

We also ran a competition to know what kind of actions ratepayers are already doing. The winner - Dan Broughton - won plants and a reusable cup. This will be featured in the Midweek.

We also used the Global Climate Change week to release the new 'Sustainability' page on our website. This page contains: Waste management, Recycling, Transfer station, Climate Change, Waste water treatment plant, Water conservation and Carterton IdealCup Cupcycling.

<https://cdc.govt.nz/services/sustainability/>

### **13. Wairarapa Regional Trails and Cycling Coordinator Update**

Erin continues to work with the 5 Towns Trail Network Project Team where she supported the Project Manager with RFQ Consultant brief and funding application to Trust House Foundation. She assisted the team with the evaluation of the consultant quotations and engaged stakeholders for letters of support. A key relationship built with Walking Access Commission has been created through this process.

Greater Welly Bike Festival October – Erin helped engage and promote various community events throughout the region. She has worked closely with Greater Wellington Regional Council, Wairarapa Road Safety Council and Deputy Mayor Vergunst to organise and run Wairarapa's first Bike Rodeo as our main community event. Approximately 100 children joined us at Carterton School for a safe and fun day of learning with bike skills, safety and maintenance being key components. She also engaged support from local Bike shops for prizes and shared with school networks etc.

She has been working with Destination Wairarapa and the NZ Cycle Classic organiser for wrap-around events for the NZ Cycle Classic in January 2020 – currently in the process of engaging a women's cycling group as a feature of the Classic and connecting the organisers to the Bike Rodeo & Road Safety team to create a community event in Masterton.

She has continued to work closely with the Greater Wellington Regional Trails Framework Advisor to complete our trail content to enable more existing trails within the Wairarapa to be promoted and featured on the 'Find Your Wild' website. The Wairarapa trails and locations are consistently shared on the new 'Find Your Wild' Wellington Region Trails Facebook page with huge interest in heading over this side of the hill to explore so it is working well.

She is also currently organising the next Wairarapa Cycling Forum to be held late November – this will be an opportunity to highlight upcoming events, highlight new cycle clubs that have formed, communicate the changes with Huri Huri and continue to build relationships with key stakeholders.

## 14. Te Hōkai Nuku - Positive Ageing Strategy

Emily Clark started as the Regional Positive Ageing Coordinator in September 2019. Emily has been developing the South Wairarapa District Council Implementation Plan which will be endorsed by the Assets and Services Committee.

A cross council working plan has been developed. Priority actions will commence in December 2019, these include:

- Results of the Positive Ageing Strategy shared with the appr managers.
- One-hour workshop at each of the three Wairarapa councils.
- Strong relationships and partnerships between iwi, hapu and whanau and Council.
- Begin to work with MDC – Iwi Governance & Wellbeing Strategy; CDC (form group) and SWDC Maori Standing committee.
- Targeted communication and customer services for older people from councils.
- Includes customer service and communication workshops provided to staff on communicating with older adults; review of council websites.

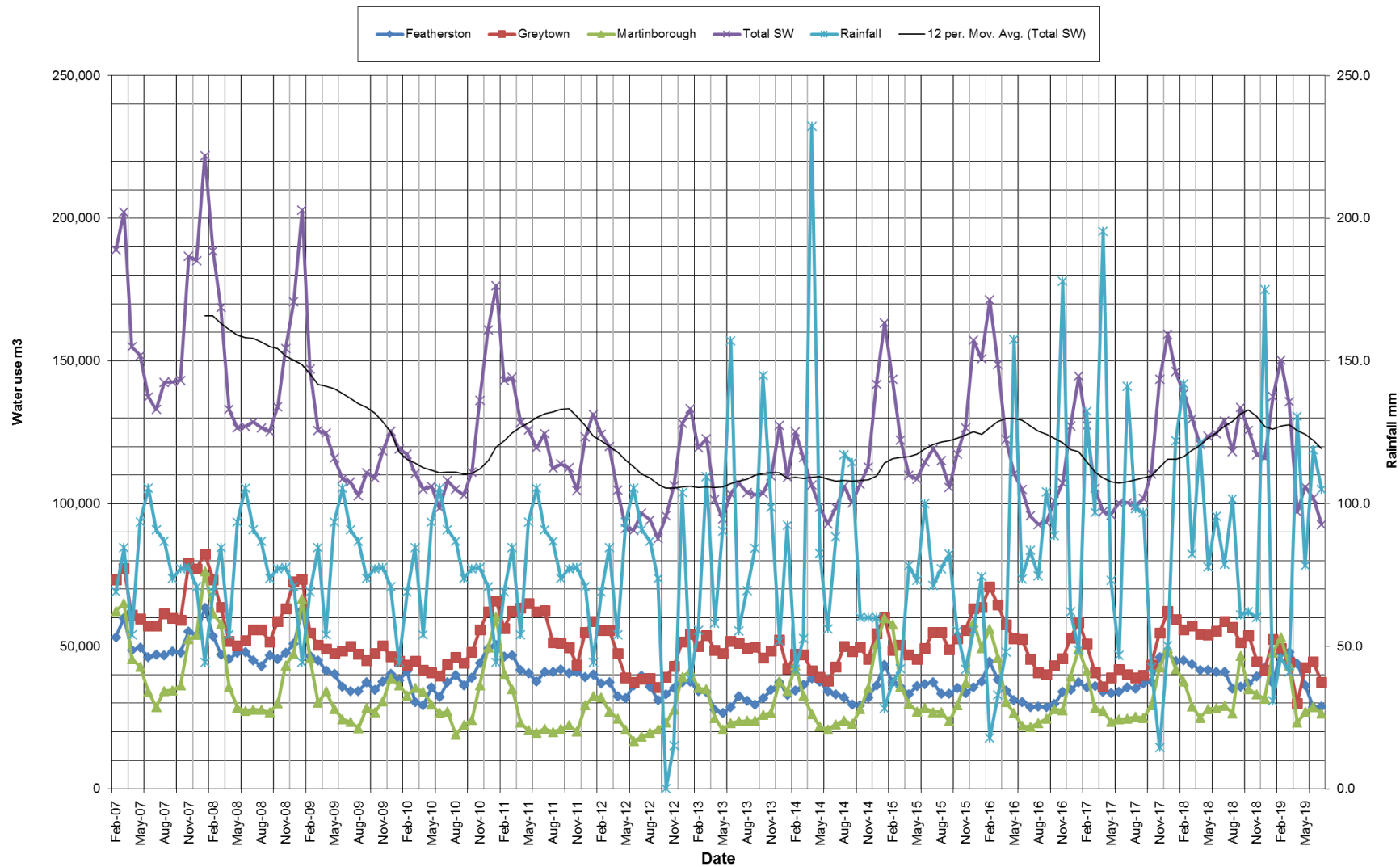
Other actions of note:

- Applied for \$15,000 funding from Ministry for Seniors to go towards implementing action plan.
- Presentations to Menzshed in Carterton and Rotary in Masterton
- Wellington Free Ambulance meeting and visit to pop-up-store in Masterton.
- Emily attended Better Later Working Lives Workshop at NZ Parliament.
- Next steering group meeting mid-November.

Contact Officer: Harry Wilson, Chief Executive

# Appendix 1 – Monthly water usage

## Water use South Wairarapa District Council

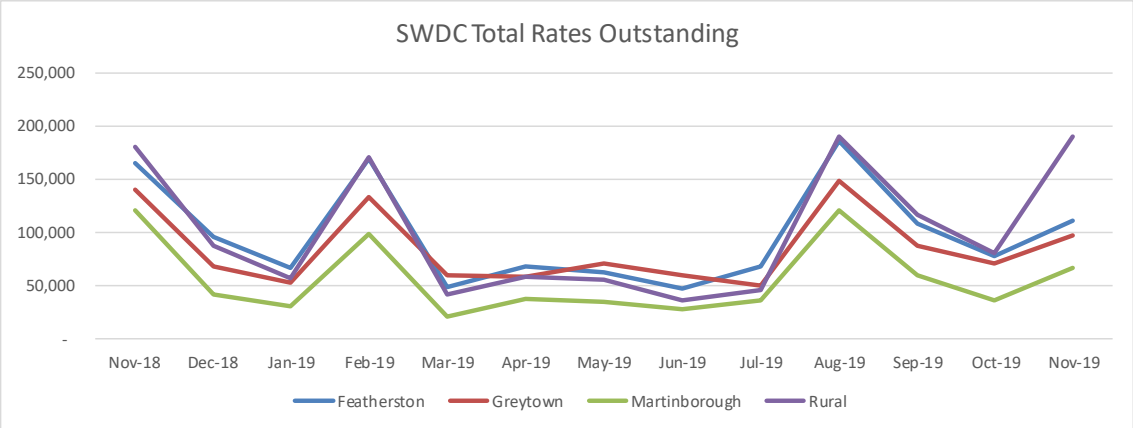
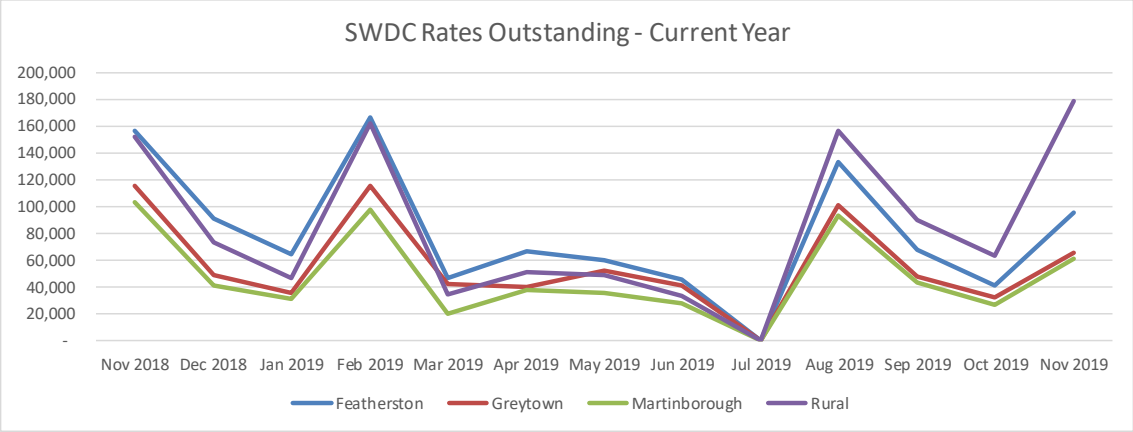
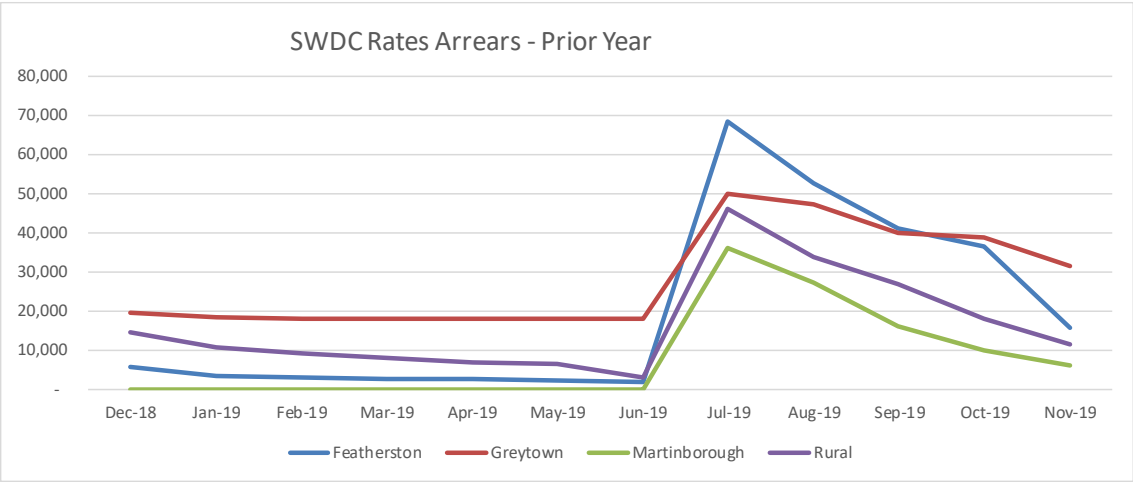


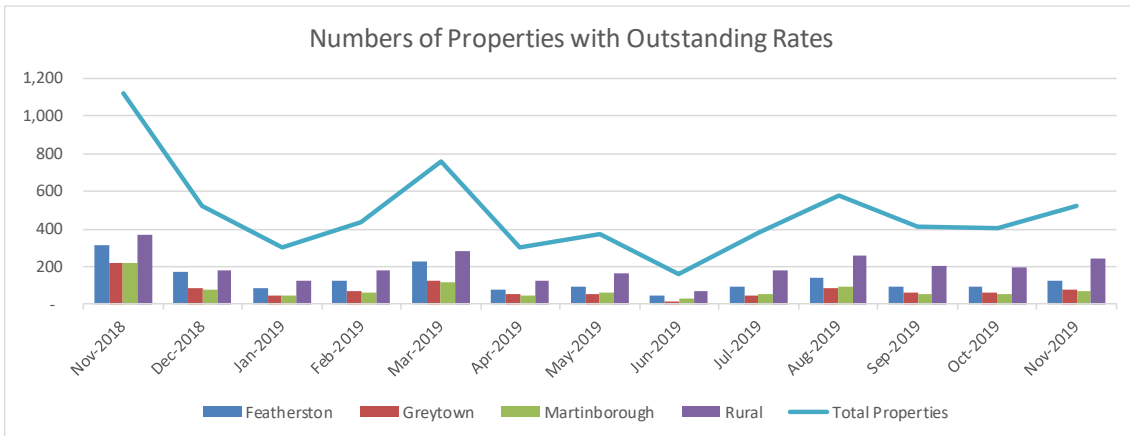
# CORPORATE SERVICES REPORT

## Rates Arrears

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

Please see below the graphs as at 30 November 2019.





At the end of November 2018, the arrears amount was \$80k so this has dropped to \$64K at the end of November 2019 due to the consistent work done by the rates team.

We have commenced the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act. A total of 59 letters went to ratepayers and their mortgagees to advise them that rates arrears needed to be paid. The total arrears for this group was \$110,000. Three months later we sent final demands to the property owner and the mortgagee for the 18 properties that had not yet paid. The total arrears owing at this stage was \$48,000. Most of these arrears have now been paid.

Where properties do not have a mortgage, we send the rates arrears debt to debt collection. In total 20 properties owing \$22,000 in rates arrears were sent to the debt collectors. By 25 November 6 of these ratepayers still had rates arrears owing of \$8,700.

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

We have had a good response to the rates rebate scheme already this year with 292 rebates processed to date. Last years total was 369 rebates, so we have processed over 78% the likely rebates already.

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

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.4

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

Action items from recent meetings are presented to the Community Board for information. 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.

#### **2. Appendices**

Appendix 1 - Action Items to 20 February 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Action Items to 20 February 2020**



Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
584	MCB	9-Oct-17	Resolution	Cr Colenso		MCB2017/96	MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Secoded Roy) Carried	Parked	12/3/18: Cr Colenso undertook to put an artist's brief together. 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. <b>22/8/19:</b> To park for the new Board.
556	MCB	27-Aug-18	Resolution	Harry		MCB2018/60	MCB RESOLVED (MCB 2018/60): 1. To receive the Martinborough School Parking Report. 2. To defer a decision until the Footpath Strategy has been viewed by the Community Board. (Moved Cornelissen/Secoded Beattie) Carried	Open	24/10/18: School looking at centralising parking. 31/1/19: Mark to make contact early in school year. 7/2/19: Mark talked to school today and will visit Principal when free. 6/6/19: MCB requested an update on the footpath strategy for the next meeting. 17/7/19 : Survey has been done - no-one wants parking. 18/7/19: Requested update for July meeting, further request that an update is provided for the next meeting. <b>9/8/19:</b> A coordinator will be brought on post-election to review the footpath plans incorporating trails. The current renewals list has been passed to the community boards with works expected to begin in October/November 22/8/19: To request that the survey results and renewals list be distributed to the MCB as members do not recall seeing these. 29/8/19: Renewals list resent to MCB members. The survey results referred to were regarding parking in Martinborough town not outside the school and were presented to Board in Dec 18. <b>09/09/19</b> After discussions with the school the footpath on the western side of the road was considered a safety issue as it encourages parents to park to pick up and drop off children. With children running over the road to meet caregivers and cars packed on both sides this is considered a hazard. Under councils one footpath on one side of the road policy it is officers suggest this in a poor option in safety, and in narrowing the road.
53	MCB	31-Jan-19	Action	Maisie/Cr Colenso			Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen	Parked	6/6/19: Maisie still looking at options. Will ask for assistance if required to progress. 18/7/19: Progressing. Lisa to liaise further with Maisie. <b>12/8/19:</b> No further update at this stage, parked for new Board.
148	MCB	14-Mar-19	Action	Lisa Cornelissen			Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square	Parked	6/6/19: ongoing <b>18/7/19:</b> Unable to progress within timeframe so agreed to park for new Community Board to address.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
336	MCB	6-Jun-19	Resolution	Harry	Anna	MCB2019/36	<p>MCB RESOLVED (MCB 2019/36):</p> <p>1. To request that officers investigate (when time and funding allow) listing the Waihinga Centre on eventfinder or updating the old Town Hall venue and provide an event board within the centre. (Moved Cr Colenso/ Secoded Cornelissen) Carried</p>	Open	<p>Awaiting on Code of Compliance for the whole building before full on advertising 10/07/19: Under action. 7/8/19: Still waiting on Code of Compliance. To progress once available. 29/1/20 All SWDC venues for hire have been listed under venues section on EventFinda. Venue information (incl. photos) has been updated on SWDC website. Costing underway for "What's on" event board to place in Town Hall foyer, with view to purchase next financial year.</p>
478	MCB	18-Jul-19	Resolution	Jennie/Bryce	Karen	MCB 2019/41	<p><b>PAIN FARM ESTATE.</b></p> <p>MCB RESOLVED MCB 2019/41):</p> <p>1. To receive the Pain Farm Report. (Moved Cr Colenso/Secoded Cornelissen) Carried</p> <p>2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.</p> <p>3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST. (Moved Cornelissen/Secoded Read) Carried</p> <p>4. That Officers seek a full assessment of the House and Cottage and obtain 2 quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term. (Moved Cr Colenso/Secoded Read) Carried</p> <p>5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today. (Moved Cr Maynard/Secoded Roy) Carried</p> <p>6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work (Moved Cr Colenso/Secoded Cornelissen) Carried</p> <p>7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken. (Moved Read/Secoded Cr Maynard) Carried</p> <p>8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate. (Moved Cornelissen/Secoded Read) Carried</p> <p>9. That Officers prepare a full briefing for newly elected and existing Community Board and SWDC elected members on the background, history and significance of the Pain Estate, its purpose and the Community Board role and Council role in administering it as part of the induction process following local government elections. (Moved Cornelissen/Secoded Cr Maynard) Carried</p>	Open	<p>1 - Done</p> <p>No.2 – Underway. 5/8/19: Information forwarded to Finance for an invoice to be raised.</p> <p>No 3 - Paid</p> <p>No. 4 – Report to extraordinary meeting on 19 Sept 19</p> <p>No 5 - Report to extraordinary meeting on 19 Sept 19</p> <p>No 6 – Report to extraordinary meeting on 19 Sept 19</p> <p>No 7 - 5/7/19: Energy Smart booked for August to complete investigation of House and Cottage. Builder organised to inspect leakage and quote on Sash window repairs. 17/02/20 - maintenance work being undertaken and recommend Board report to Council on the work as per report to MCB meeting on 27 Feb 20.</p> <p>No 8 – Noted</p> <p>No 9 – Briefed through induction</p>

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
71	MCB	22-Aug-19	Action	Harry			That the role of the Community Board in relation to Footpaths is not explicitly clear and needs to be clarified and added into delegations.	Open	
176	MCB	19-Sep-19	Resolution	Bryce	Karen	MCB2019/70	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>1b – Superseded by resolution MCB2019/78 (point 3)</p> <p>1c – Officers reporting to MCB at 6-weekly meetings.</p> <p>2 – Council undertaking as noted in resolution MSC2019/78 (point 2).</p> <p>3 – Done, Officers recommend Board reports to Council on the maintenance undertaken.</p> <p>4 – Officers are undertaking a review of the overhead cost allocation model as part of the development of the Council's 2020/21 Annual Plan</p> <p>5 – See point 4 above</p>
285	MCB	5-Dec-19	Resolution	Harry	Karen	MCB2019/78	<p>MCB RESOLVED (MCB 2019/78):</p> <p>1. To receive the Pain Farm Report (Moved Cr Colenso/Seconded Fenwick) Carried</p> <p>2. Note that council is undertaking a maintenance and repair programme that is in place to bring the Pain Farm to a standard that meets current rental tenancy requirements. (Moved Cr Maynard/Seconded Ellims) Carried.</p> <p>3. Officers report to the Board with a maintenance schedule for the homestead, cottage and surrounding land once further information on the future of the properties has been received. (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>4. Board consider an additional sixth option that considers the future leasing of the farm, cottage and homestead together. (Moved Ellims/Seconded Cr Colenso) Carried</p> <p>5. Officers to consider Options 1 – 6 and report to the Martinborough Community Board in February 2020 on these options and with a consultation plan that seeks community feedback on the six options and provides an opportunity for the community to identify additional options as part of the consultation.</p> <p>6. Note that option five should clearly state the Local Government Act 2002 requirements regarding the sale of endowment property. (Moved Cr Colenso/Seconded Maynard) Carried</p>	Open	<p>1 – Done</p> <p>2 – Noted, report to MCB meeting 27 Feb reports on maintenance work undertaken and work to be completed.</p> <p>3 – Officers' awaiting direction from Board.</p> <p>4 – Included as option in the Pain Farm report to MCB meeting on 27 Feb 20.</p> <p>5 - Included in the Pain Farm report to MCB meeting on 27 Feb 20.</p> <p>6 – Noted</p>

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
287	MCB	5-Dec-19	Resolution			MCB2019/80	MCB RESOLVED (MCB 2019/80): 1. To receive the Establishment of and Appointments to Committees Report. (Moved Cr Maynard/Seconded Ellims) Carried 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 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	Open	1 – Done  2 – Report on Considine Park User Group TOR and appointing remaining members to future MCB meeting  3 – Awaiting direction from MCB
290	MCB	5-Dec-19	Resolution	Jennie	Katrina	MCB2019/83	MCB RESOLVED (MCB 2019/83): 1. To receive the Applications for Financial Assistance Report. (Moved Cr Colenso/Seconded Cr Maynard) Carried 2. To grant Waiwaste Martinborough branch funding of \$898 to purchase a Fridge and Freezer to assist with their food rescue programme. (Moved Honey/Seconded Fenwick) Carried	Actioned	22/01/19 \$898 for Waiwaste Noted in I&E report - HM
292	MCB	5-Dec-19	Resolution	Russell	Godwell	MCB2019/85	MCB RESOLVED (MCB 2019/85) to: 1. Receive the request for the Naming of New Road/Right of Way, Sandy Bidwill and Others, 741 Kahutara Road, RD1, Featherston 5771. (Moved Cr Colenso/Seconded Cr Maynard) Carried 2. Support the use of the name Charles Robert Drive. (Moved Ellims/Seconded Fenwick) Carried	Actioned	<b>04/02/20:</b> Went to Council for approval on 5/02/20
293	MCB	5-Dec-19	Action	Harry	Euan		To request officers investigate lessons learned for the Waihinga Centre project.	Open	
294	MCB	5-Dec-19	Action	Harry	Karen		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	<b>17/02/20:</b> Officers to report on this at a future MCB meeting
295	MCB	5-Dec-19	Action	Euan	Bryce		Nathan Fenwick to be shown how to change the flags so that the Martinborough Community Board can maintain the Flag Trax calendar going forward	Actioned	

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.5

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019.*

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

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

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

Prepared By: Hayley McDonald, Assistant Accountant

Reviewed By: Katrina Neems, Finance Manager

**Appendix 1 - Income and Expenditure  
Statement for**

**1 July 2018 – 30 June 2019**

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



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

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

**Martinborough Community Board**  
**Income & Expenditure for the Period Ended 31 DECEMBER 2019**

	<b>INCOME</b>	
	Balance 1 July 2019 (excluding Swimming pool funds - see below)	6,881.14
	Annual Plan 2019/20	28,053.00
	<b>TOTAL INCOME</b>	<b>34,934.14</b>
	<b>EXPENDITURE</b>	
	Members' Salaries	8,825.91
	Mileage reimbursements	111.00
	<b>Total Personnel Costs</b>	<b>8,936.91</b>
31/07/2019	exp x payroll JULY Survey Monkey	178.26
31/07/2019	exp x payroll JULY Conf exp	40.87
12/08/2019	AP Pirinoa Hall Co Donation to the Hall in Lieu of Hireage	100.00
1/10/2019	exp ex payroll - student member Maisie Arnold-Barron	100.00
5/11/2019	AP OfficeMax New Z 35517 Stationery	10.89
7/01/2020	exp x payroll DEC	27.83
	<b>Total General Expenses</b>	<b>457.85</b>
6/09/2019	AP Epilepsy Founda MCB Grant - Field Service Program	500.00
11/09/2019	AP Bombora Events Assist with costs running Tora Bombora	1,000.00
25/10/2019	AP Martinborough T Grant - Fireworks Funding	300.00
	<b>Total Grants</b>	<b>1,800.00</b>
	<b>Total Capital Expenditure - General</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>11,194.76</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>23,739.38</b>
	<b>LESS: COMMITMENTS</b>	
	Salaries to 30 June 2019	7,440.09
	Mileage to 30 June 2019	389.00
	Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings)	50.00
27/11/2017	Martinborough basketball backboards and posts	500.00
6/06/2019	South Wairarapa Kahui Ako ( for Matariki @Hau Ariki Marae) still waiting on invoice	1,000.00
22/08/2019	Madcaps Xmas Parade - TMP, Band, Parade costs etc	2,000.00
5/12/2019	Waiwaste Fridge and Freezer	898.00
	<b>Total Commitments</b>	<b>12,277.09</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>11,462.29</b>

**Martinborough Community Board**  
**Beautification Fund for the Period Ended 31 DECEMBER 2019**

	Balance 1 July 2019 - Beautification	52,564.77
	Annual Plan 2019/20 - Beautification	10,710.00
	<b>TOTAL INCOME</b>	<b>63,274.77</b>
	<b>Total Beautification</b>	<b>0.00</b>
19/09/2019	AP Souness Develop FlagTrax for Martinborough	9,000.00
24/10/2019	One source happy Holidays Flag trax	948.50
	<b>Total Capital Expenditure - Beautification</b>	<b>9,948.50</b>
	<b>TOTAL EXPENDITURE</b>	<b>9,948.50</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>53,326.27</b>
	<b>LESS: COMMITMENTS</b>	
13/03/2017	Waihinga Centre	30,000.00
27/11/2017	Bike racks including installation	450.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)	1,051.50
	<b>Total Commitments</b>	<b>45,779.35</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>7,546.92</b>

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

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

## AGENDA ITEM 8.6

### 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 South Wairarapa Neighbourhood Support for funding of \$200 to assist with costs of a new promotional flag and collateral.*
3. *Consider the application from Anglican Parish of South Wairarapa for funding of \$600 to assist with the food costs of the St Andrews Breakfast and Homework clubs over the 2020 school year.*
4. *Consider the application from Kuranui College for funding of \$500 to assist with the costs of first aid, safety and equipment balls and bags to help keep the cost of participation in sport to students down.*
5. *Consider the application from Martinborough Music Festival Trust for funding of \$1,000 to assist with the costs of the Martinborough Music Festival, consisting a short series of concerts over three days at the end of September.*
6. *Consider the application from Martinborough Netball Club for funding of \$1,350 to support its junior girls club.*

#### **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.

<b>Applicant</b>	<b>Amount Requested</b>
South Wairarapa Neighbourhood Support	\$200
Anglican Parish of South Wairarapa	\$600
Kuranui College	\$500

Martinborough Music Festival Trust	\$1000
Martinborough Netball Club	\$1350

## 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
South Wairarapa Neighbourhood Support	No outstanding accountability forms
Anglican Parish of South Wairarapa	No outstanding accountability forms
Kuranui College	No outstanding accountability forms
Martinborough Music Festival Trust	No outstanding accountability forms
Martinborough Netball Club	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# MARTINBOROUGH COMMUNITY BOARD

27 FEBRUARY 2020

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## AGENDA ITEM 8.7

### MARTINBOROUGH WASTEWATER TREATMENT PLANT (WWTP) COMMUNITY LIAISON GROUP

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#### **Purpose of Report**

To seek an appointment from the Community Board to the Martinborough WWTP Liaison Group.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Martinborough Wastewater Treatment Plant (WWTP) Community Liaison Group Report.*
2. *Appoint one Martinborough Community Board member to the Martinborough WWTP Community Liaison Group.*

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

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31).

The Martinborough WWTP Community Liaison Group was created to meet Greater Wellington Regional Council's (GWRC) consent conditions for the Martinborough WWTP. Membership of the group is outlined in the Terms of Reference (TOR) as 1 MCB member, 1 SWDC officer, 1 GWRC officer, any submitter and/or 2 Martinborough residents, and 1 member from each of the iwi (Kahungunu ki Wairarapa and Rangitāne o Wairarapa).

MCB are asked to make a MCB appointment for the 19-22 triennium.

## 2. Background

### 2.1 Martinborough WWTP Community Liaison Group

The purpose of the Community Liaison Group is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation Martinborough Wastewater Treatment Plant (MWWTP) and the discharge of treated wastewater to land.

It is intended that the group work in a collaborative manner with the groups for Featherston and Greytown WWTP's, including joint meetings and resourcing. A Featherston WWTP liaison group will be setup following GWRC granting consent to SWDC.

The TOR for the Liaison Group is included in Appendix 1.

### 2.2 Group Membership

Membership of the Liaison Group is as follows:

Member	Interest Group
Campbell Gillam	Regional Public Health
Bev Clark 1-2 vacancies	Martinborough submitter and/or 2 Martinborough residents
Euan Stitt	SWDC representative
Nicola Arnesen	Greater Wellington Regional Council
1 vacancy	Martinborough Community Board
Horipo Rimene	Rangitāne o Wairarapa
Rawiri Smith	Kahungunu ki Wairarapa

SWDC responsibilities as outlined in the TOR are now being met by Wellington Water Ltd. For the purposes of Liaison Group membership, Euan Stitt is the SWDC Group Manager of Partnerships and Operations responsible for managing the relationship with Wellington Water, and will represent SWDC on the Group.

SWDC will contact members and/or appointing bodies to assess their interest and availability to remain on the Liaison Group. The Martinborough resident members positions will be advertised with a view to filling vacancies.

### 2.3 Options

The Community Board can appoint a member to the Martinborough WWTP Community Liaison Group, appoint a member of the community to act on behalf of the Community Board including reporting back to formal meetings, or decline to appoint a member and ask Council officers to try and seek an amendment to the consent conditions.



The preference is that a MCB member is appointed to the liaison group in order to obtain oversight of the WWTP, particularly as MCB have specific oversight delegations with regards to Pain Farm management.

### **3. Legal Considerations**

Appointment of a MCB member to the Martinborough WWTP Community Liaison Group is consistent with the GWRC consent conditions for operation of the Martinborough WWTP Community Liaison Group.

### **4. Financial Considerations**

There are no financial considerations as a result of appointing a Community Board member to the Community Liaison Group.

### **5. Appendices**

Appendix 1 – Martinborough WWTP TOR

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Property Services

# **Appendix 1 – Martinborough WWTP TOR**

## **Schedule 7: Community Liaison Group Terms of Reference**

### **Purpose**

The purpose of the Community Liaison Group (CLG) is to provide a forum for discussion and the exchange of information and to create and maintain channels of communication between the community, South Wairarapa District Council (SWDC), and Greater Wellington Regional Council (GWRC) on any issues or developments arising from the operation Martinborough Wastewater Treatment Plant (MWWTP) and the discharge of treated wastewater to land both at the MWWTP site (during Stage 1B) and at Pain Farm (during Stage 2A & 2B). The CLG does not have a regulatory function.

The CLG will work in a collaborative manner with the CLG for the Featherston and Greytown WWTP's, including joint meetings and resourcing. This is intended to provide efficiency, and also facilitate the catchment approach outlined in the SWDC Wastewater Strategy.

### **Membership**

The CLG will be open to the following members:

- Martinborough Community Board (1 representative)
- Martinborough residents (Any submitter and/or two resident representatives)
- South Wairarapa District Council (1 representative)
- Wellington Regional Council (1 representative)
- Kahungunu ki Wairarapa (1 representative)
- Rangitane o Wairarapa iwi (1 representative)

Where a community representative steps down, the position will be filled with a replacement person agreed by the majority of the remainder of the CLG. The Chairperson will be appointed by a majority of the CLG, provided however, that if considered necessary and appropriate, SWDC may appoint an independent Chairperson from outside of the CLG membership.

### **Activities**

The CLG meetings will provide a forum for:

- a) Updating CLG members about Martinborough WWTP and its upgrade and operation, including progress and notice of any changes to work schedules and/or general compliance with resource consents;
- b) Discussion of specific questions and/or issues arising from the operation and upgrade of Martinborough WWTP on behalf of the community;
- c) Explaining technical matters to the members of the CLG;
- d) Collating comments to be provided to GWRC on any of the management plans set out in the conditions of these resource consents, within the required Schedule 1: Condition 4 Table 2 timeframe;
- e) To discuss compliance/non-compliance with conditions of consent and for SWDC to explain actions taken or to be taken to comply with conditions; and
- f) Identifying relevant items to be included on the relevant SWDC website project page

### **Role/responsibility of SWDC**

- a) Organise administrative support at meetings, including recording of minutes and circulating minutes within appropriate timeframes;
- b) Maintain and regularly update the SWDC website to include relevant information relating to the Martinborough WWTP;

- c) Provide project staff/advisers to attend meetings as required to respond to technical questions raised;
- d) Make technical staff available to the CLG to explain any technical reports, management plans, technical processes and current Martinborough WWTP upgrading status;
- e) Provide copies of the reports and plans required by Schedule 1 to the CLG members. Where appropriate this will be email link rather than hard copy;
- f) Follow up relevant action items in an appropriate timeframe; and
- g) Advise the CLG of actions / feedback following any issues raised in this forum

### **Role/responsibility of Chairperson**

**Advice Note 1:** *The suggested role of the Chairperson is:*

- a) *The orderly running of the meetings in a fair and independent way.*
- b) *Ensure adherence to the agenda and enforcement of the Group's Terms of Reference.*
- c) *Manage the collation and distribution of comments from the CLG on the various management plans;*
- d) *Work with CLG members to set meeting agenda items;*
- e) *Monitor progress on action items to ensure they are undertaken within*
- f) *appropriate timeframes; snf*
- g) *Final sign-off and authority for any matters on behalf of the CLG.*

### **Role/responsibility of GWRC**

**Advice Note 2:** *The suggested role of the GWRC is:*

- a) *Providing a conduit between SWDC and the GWRC by disseminating information from the CLG and keeping colleagues informed;*
- b) *Making technical staff available to the CLG as required;*
- c) *Keeping the CLG informed of compliance / non-compliance with conditions; and*
- d) *Explaining any reasons for compliance decisions or actions taken by GWRC.*

### **Role/responsibility of iwi and community representative members**

**Advice Note 3:** *The suggested role of iwi and community representatives is:*

- a) *Representing their iwi, communities, organisations or interest groups and bringing forward issues, concerns and ideas raised by their members to CLG meetings;*
- b) *Providing a conduit between SWDC, iwi, and the community by disseminating information from the CLG and bringing feedback to meetings;*
- c) *Passing updates and information discussed at the meetings to iwi and the community;*
- d) *Reporting iwi and community concerns and issues to the CLG;*
- e) *Assisting the CLG with any relevant local knowledge;*
- f) *Providing input into the Martinborough WWTP project updates for the SWDC website; and*
- g) *Co-ordinating iwi and community input into the Schedule 1 Management Plans and assisting with providing related comments to GWRC through required reporting.*

**General role/responsibility of all CLG members**

**Advice Note 4:** *The suggested role of all CLG representatives is:*

- a) *Committing to abide by the Terms of Reference;*
- b) *Regularly attending and participating in CLG meetings;*
- c) *Advising the Chairperson in advance if they are not attending a meeting;*
- d) *Suggesting agenda items for discussion at CLG meetings;*
- e) *Respecting the confidentiality of items of business which SWDC may determine are confidential in nature;*
- f) *Abiding by the CLG's media and public speaking protocol; and*
- g) *Ensuring that any define timeframes are met.*

**Meeting procedure**

- a) The CLG will meet quarterly from its inauguration or as otherwise agreed by the CLG members. Members who cannot attend a meeting should give their apologies in advance to the Chairperson. Community representatives may send a nominee to a meeting in their place.
- b) All questions asked during or in between meetings should be directed *via* the Chairperson. Questions without notice received during meetings may be addressed if possible, otherwise added to the agenda for a later meeting.
- c) SWDC will provide the secretariat for the CLG. SWDC is responsible for the cost of all administration of the meetings.
- d) Detailed minutes will be kept by SWDC as a record of the meeting and these will be ratified at the following meeting, subject to any amendment proposed by any member of the CLG.
- e) Meeting agendas, papers and notes will be distributed by SWDC to CLG members no less than three days prior to or following each meeting.
- f) Confirmed agendas and minutes will be loaded into the Martinborough WWTP project webpage by SWDC. CLG members may distribute these confirmed documents more widely.
- g) Members of the public wishing to attend a meeting should advise a CLG representative and / or the Chairperson in advance. The Chairperson should advise the rest of the CLG of this in advance of the meeting commencing.
- h) Members of the public will have no speaking rights. Any questions from members of the public should be sent in advance to the Chairperson or should be directed through a CLG community representative. The CLG retains the right to *revert* to closed meetings at any time and also close the meeting to the public for parts of the meeting at any time.

**Remuneration**

SWDC will not be responsible for any remuneration payable to CLG members for attendance at or participation in the CLG.

**Martinborough WWTP Project Updates**

SWDC will develop and maintain a project webpage highlighting programs, status, and issues relating to the GWWTP project. The cost of producing and maintaining the webpage will be met by SWDC.

**Media and public speaking**

All media enquiries should be directed directly to SWDC. Community representatives, including the chair of the CLG approached to provide comment on the project, consents, or the CLG should make clear their response is a personal *view*, rather than the collective *view* of the CLG. As a courtesy, community representatives asked for media or public comment, should advise the Chairperson prior to providing comment, or as soon as possible afterwards (if it is not practicable to *advise* prior).

**Review**

These terms of reference may be reviewed and amended, as agreed by all CLG members.

## COMMUNITY FUNDING ARRANGEMENTS PROPOSAL

### **Purpose of Report**

To provide the Community Board with information on establishing a funding partnership agreement with community organisations.

### **Recommendations**

Officers recommend that the Council:

1. *Receive the 'Community Funding Arrangements Proposal' Report.*
2. *Consider entering into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis.*

### **1. Background**

The Martinborough Community Board is provided with an annual budget which may be used to support non-profit organisations benefitting the community through the provision of a community board grant.

Currently an organisation needs to apply to the Community Board each time it wants to be considered for funding. Granting an organisation funding involves the following steps:

- A grant application is completed and provided to SWDC no later than 10 days before the next community board meeting
- The grant application is considered at the next community board meeting
- The applicant is advised of the outcome and, if approved, the grant payment is processed
- The applicant submits an accountability form within three months of project completion.

Wairarapa Maths Association has applied to the Martinborough Community Board each year for the same purpose, which the Community Board has chosen to support. This organisation has approached SWDC to request the Community Board considers entering into a partnership agreement with organisations that the community board chooses to support on an ongoing basis. Officers are supportive of this idea as it would reduce the administrative overhead involved in processing grants from the same organisation each year. It would also help give organisations certainty of funding.

## **2. Discussion**

### **2.1 Proposed partnership funding**

A review of the Martinborough Community Board grants over the last five years shows Wairarapa Maths Association is the only organisation that would be strong candidate for a partnership agreement.

The Wairarapa Maths Association has received a grant each year to assist with the annual Wairarapa Maths competition. The value of the grant from 2015 to 2017 was \$200, increasing to \$300 in 2018 and 2019.

The full list of approved Martinborough Community Board grants is provided in Appendix 1. While there are other examples of organisations that have received multiple grants from the Martinborough Community Board, these have not been consistent each year.

The proposed term for any such agreement is three years which is consistent with the term of the Community Board. This would give the newly the elected board the opportunity to review the arrangement and decide whether the agreement is still fit for purpose.

### **2.2 Establishing a process**

The Community Board would need to agree the process for making payment and whether the current requirement for an accountability form would persist.

It is proposed that the partner organisation would be responsible for providing Council with an invoice each year to allow the payment to be processed if they are GST registered, or an email to accounts payable making the request if they are not GST registered. Should the event not go ahead, the payment would be refunded by the partner organisation as per the current process.

The Community Board could require an accountability form to be completed as per the current process, or it could opt to waive this requirement.

### **2.3 Legal Considerations**

We propose formalising this arrangement through a written Memorandum of Understanding (MoU). We propose the terms of the MoU set out that the relationship between the parties should not be construed as creating a legal relationship or partnership or joint venture.

We would recommend both parties agree this is a long-term relationship for the term of the triennium and any disputes would be worked through in good faith.

### **2.4 Financial Considerations**

The grant would be funded from the Community Board budget and show as a commitment in the Income and Expenditure Statements.



## **2.5 Consultation**

The Community Board may wish to consult with the Greytown and Featherston Community Boards as Wairarapa Maths Association has received a grant from all three boards each year, all to the same value. Community Boards may wish to explore entering into a joint agreement which would reduce the administration costs associated with preparing three separate agreements.

## **3. Conclusion**

Should the Board express interest in proceeding with a community funding partnership arrangement, officers can prepare a Memorandum of Understanding for your consideration.

## **4. Appendices**

Appendix 1 – Martinborough Community Board Grants

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Martinborough Community Board Grants**

Martinborough	2015	2016	2017	2018	2019	Notes on duplicate grants
Wairarapa Mathematics Association	\$200	\$200	\$200	\$300	\$300	Grant to assist with the costs of running the annual Wairarapa Maths Competition
Wairarapa Citizens Advice Bureau		\$350	\$350	\$350		Grant to assist with running the service
Martinborough School		\$752	\$780	\$500		Grants vary (interschool basketball competition and to hire fitness instructor)
Martinborough Hockey Club	\$500 and \$86 (grants shared with Friends of Martinborough School)		\$700			Grants vary (to purchase gear, assist with Guy Fawkes event, turf hire)
Life Education Trust	\$2,157			\$500		Grant to assist with delivering Life Education programme
Martinborough Music Festival	\$500		\$1,000		\$1,000	Grant to assist with music festival
Martinborough Cricket Club			\$794	\$2,116		Grants vary (to assist with purchasing new gear and to pay for cricket pitcher covers)
Martinborough Rugby Club		\$734	\$1,000			Grant to assist with players transported to away games
Martinborough Mens Shed		\$2,000 \$1,540				Grants vary (to assist with refurbishment of old Court House and costs to repair main switchboard)
Lake Ferry Anzac Club	\$1,000					
South Wairarapa Community Trust	\$132					
Pirinoa School	\$1,500					
Southern Junior Netball Club	\$1,000					
Victim Support	\$500					
Martinborough Small Bore Rifle Club	\$2,400					
Martinborough Community Patrol	\$2,000					
ArrowFM		\$690				
Tora Rural Volunteer Fire Force		\$761				
Pirinoa Hall		\$1,500				
Greytown Scouts		\$250				
Martinborough Soccer Club			\$2,000			
Martinborough Homework and Breakfast Club			\$650			
Martinborough Netball Club			\$950			
Wellington SPCA			\$400			
Boomerang Bags Martinborough			\$500			
Friends of Martinborough Library			\$500			
Martinborough Health and Ruamahanga Health Trust Garden Project			\$1,000			
The Anglican Parish of South Wairarapa				\$600		
Hau Ariki Marae				\$1,500		
Netball Southern				\$750		
Tuhirangi Netball				\$250		
Martinborough Music				\$1,000		
Bombora Events				\$500		
Martinborough Business Association				\$1,000		
Martinborough Squash Club				\$1,000		
Martinborough Youth Trust				\$1,025		
The Martinborough Toy Library				\$300		
Martinborough Community Garden					\$800	
Anglican Parish of South Wairarapa					\$600	
South Wairarapa Kahui Ako					\$1,000	
Epilepsy Association of NZ					\$500	
Tora Bombora					\$1,000	
Waiwaste Martinborough Branch					\$898	
Wairarapa Rape and Sexual Abuse Collective					\$200	

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**COMMUNITY BOARD TERMS OF REFERENCE**

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**Purpose of Report**

For community boards to review the Community Board Terms of Reference (TOR) and recommend to Council its adoption.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To recommend to Council the adoption of the Community Board Terms of Reference.*

**1. Executive Summary**

Mayor Beijen has stated a desire to review community board delegations with a view to enhancing these delegations. Section 32 (6) of the Local Government Act 2002 states that *“a territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.”*

The community board are asked to review the Community Board TOR, particularly the revised delegations, and recommend adoption to Council.

**2. Discussion**

The proposed Community Board TOR are included at Appendix 1. The proposed TOR now include the power to make decisions with respect to the naming of roads; discretionary and beautification funding; and civic awards.

The scope of the power to make recommendations about the beautification or development of urban reserves, amenities and main streets has been expanded. This will enable consideration of new matters outside of existing plans and budgets. The delegation clarifies that consultation with officers is necessary to ensure that statutory requirements and Council policies and plans are considered.

## **2.1 Options**

The Community Board may either adopt the TOR as it is presented or provide feedback and suggestions for further changes.

## **2.2 Legal Implications**

In considering this report Council and community boards are complying with s32(6) of the LGA 2002.

The proposed delegations to the community boards are powers that may be delegated by Council.

## **2.3 Financial Considerations**

It is expected that community boards will meet the cost of the civic awards process, including advertising, printing of awards, and any formal ceremony. To keep costs at a minimum, community boards may consider giving awards as part of their meeting process.

## **2.4 Existing Policy**

The Naming of Public and Private Roads and Rights of Way Policy will need to be amended to reflect the proposed delegations.

The Pain Farm Estate Policy is incorrectly titled 'Pain Farm Trust Lands Income Distribution Policy' and is due for review. The TOR includes the proposed new title of the Policy.

The Civic Awards Working Party TOR (refer Appendix 2) provides a documented process for holding South Wairarapa district awards. Community Boards may want to consider adopting a similar process or amending the process to suit individual requirements e.g. to run an awards ceremony on a more regular basis.

## **2.5 Council Committee TOR Review**

It is expected that Council committee TOR documents will be reviewed after the adoption of a new annual plan document. SWDC committees have recommendation powers only which is appropriate given legacy projects approved by a former Council. Recommendation powers will remain in place until the current Council has adopted a new Annual Plan.

## **3. Conclusion**

Community boards are asked to consider the delegations as proposed, provided feedback and a recommendation to Council to adopt the TOR.

#### **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Appendix 2 – Civic Awards Working Party TOR

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Property Services

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.



Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees ~~and working groups~~ as determined by the Mayor or Council.

#### 4. Delegations

South Wairarapa community boards have the following [powers of recommendation](#):  
[delegations](#):

- [To consult with officers and make recommendations to the Assets and Services Committee on All ~~proposed~~ beautification or development projects](#) matters relating to urban reserves, urban amenities and town main streets ~~that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.~~
- ~~Recommendations to Council for naming of public roads, private roads and rights of way.~~
- ~~Discretionary spend on projects and community grants.~~
- ~~Determination of priorities for and expenditure of town beautification fund.~~
- To make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the [Pain Farm Estate Policy](#) (Martinborough Community Board only).

**Commented [SC-CA1]:** The current Policy is titled 'Pain Farm Trust Lands Income Distribution Policy' and needs renaming as Pain Farm is not a Trust. The proposed name would allow the policy to be developed to cover both the farm and the dwellings, governance and income distribution. This work is due to be undertaken, and to avoid rework of this TOR it is recommended that the new Policy title be included here.

- To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

South Wairarapa community boards have the following powers of delegations:

- ~~Recommendations to Council for~~ The delegation to name and to alter the name of any road (including private roads and rights of way) under section 319A of the Local Government Act 1974 and in accordance with Council policy naming of public roads, private roads and rights of way.
- The delegation for discretionary spend on projects and community grants.
- The delegation for determination of priorities for town beautification and expenditure of the town beautification fund.
- To run a ward based civic awards application and ceremony process.

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To ensure the appropriate process is followed for approval of projects that fall within those delegations, contact will be through the community board Chairs to ~~Council officers~~ the Chief Executive Officer.

## 5. Responsibilities

A community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

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The Terms of Reference does not prescribe the mechanisms and protocols for the community boards fulfilling their roles and responsibilities. It is up to each community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

### 6.7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.

- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## **7.8. Raising Concerns**

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

## **8.9. Operating Model**

### **8.1.1.9.1 Meetings**

#### **8.1.1.9.1.1. Membership**

- Four ward members elected by the community.
- Two councillors appointed by the [Mayor/Council](#).

#### **8.1.2.9.1.2. Chairperson**

An elected member ~~appointed~~elected by community board members.

#### **8.1.3.9.1.3. Quorum**

Three members will constitute a quorum.

#### **8.1.4.9.1.4. Timing and Frequency**

6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

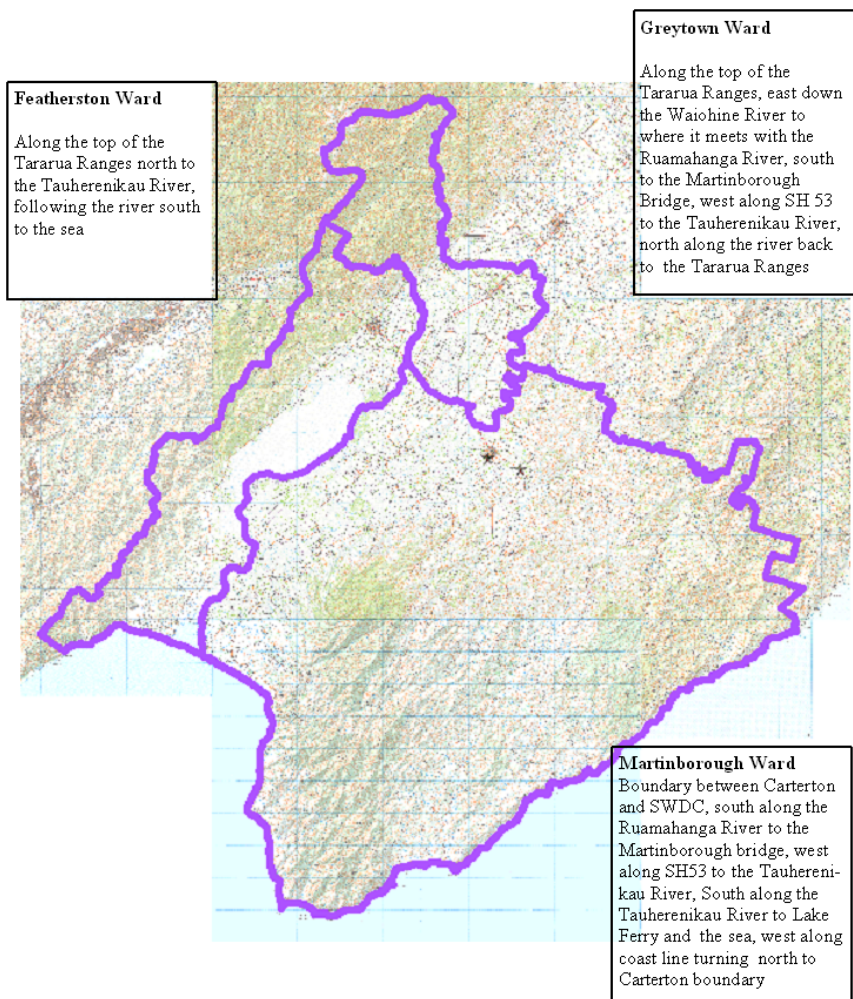
#### **8.1.5.9.1.5. Meeting Order**

Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **8.1.6.9.1.6. Secretariat**

The Chief Executive will provide secretariat services for all formally notified meetings.

## APPENDIX ONE – WARD BOUNDARIES



## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The community boards are allocated money each year for discretionary spending. The community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. Any submission made should be approved at a formal meeting of the community board before being submitted. The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## **5. Community Strategic Plans and Town Centre Plans**

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

## **6. Responding to Operational Matters and Identifying Unplanned Works**

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## **7. Civil Defence Emergency Management**

Although there is no formal role for community boards in an emergency event, community board members may have useful knowledge about their community and existing networks, and may also be able to respond as individuals (if available) in the case of a natural disaster. With regards to building resilience and preparedness in the community, community boards may choose to work alongside the Wellington Region Emergency Management Office (WREMO) to assist.

## **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

### **1. Working with Community Groups**

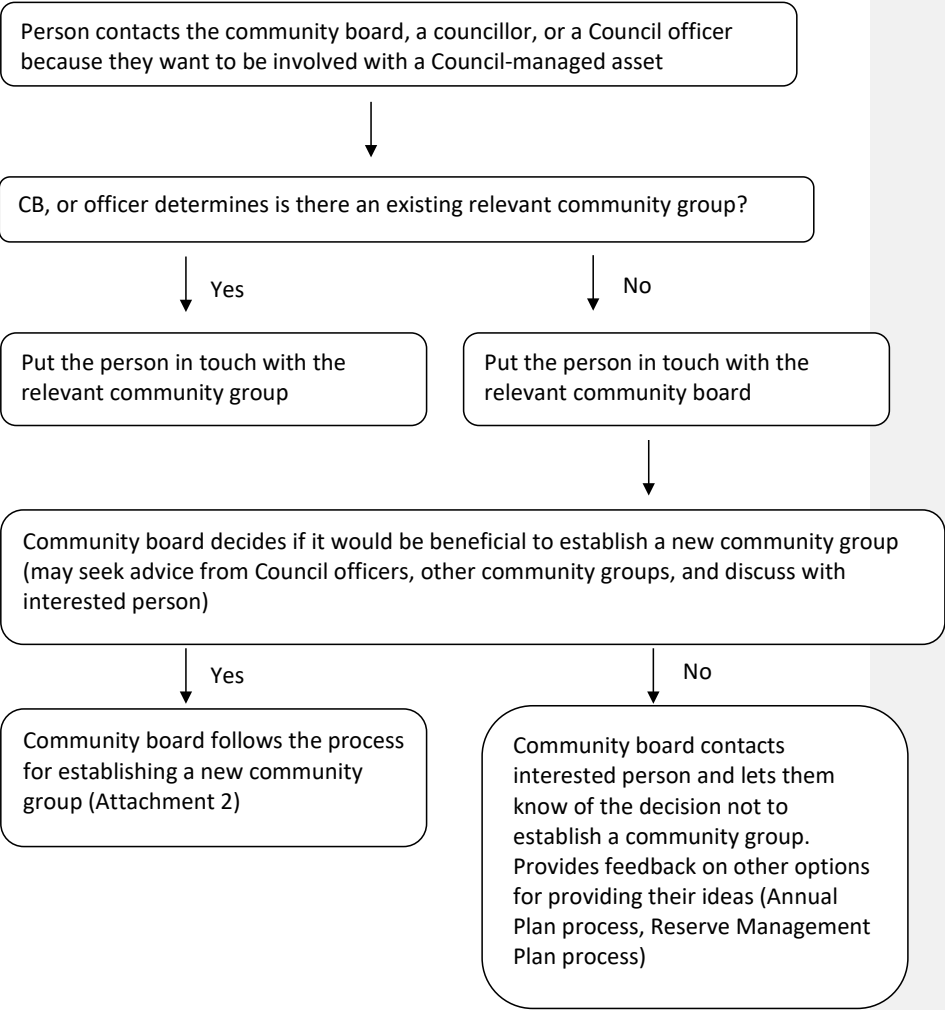
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

**ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET**





## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called “Friends of ....” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the community board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the community board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the community board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]</li> </ul>

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

**ESTABLISHING A NEW COMMUNITY GROUP OR  
CONSOLIDATING EXISTING COMMUNITY GROUPS  
FORM**

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

# **Appendix 2 – Civic Awards Working Party TOR**



## **SOUTH WAIRARAPA DISTRICT COUNCIL**

### **Civic Awards Working Party – Terms of Reference**

#### **Purpose:**

The South Wairarapa District Council wishes to publicly recognise those individuals or organisations that have made an outstanding contribution benefiting the South Wairarapa and/or its people.

#### **Membership of the Civic Awards Working Party:**

- The Working Party consists of The Mayor plus one Councillor from each ward appointed by the Mayor at the commencement of each triennium
- The current membership is Mayor Viv Napier, Crs Margaret Craig (Chairperson) Pam Colenso and Lee Carter
- The Executive Assistant to the Mayor usually acts as secretary to the Working Party

#### **Meetings of the Working Party:**

As and when the working party decides, but at least biennially, for the purpose of conducting an awards event

#### **Role of the Working Party:**

- To evaluate, recommend and set criteria for community awards to be presented;
- To evaluate and make recommendations on the nomination process;
- To review nominations for awards and select recipients;
- To promote the SWDC Community Awards nominations and event;

#### **Role of the Secretary to the Working Party:**

- Prepare public notices of the awards round and send out nomination papers;
- Provide nominations to the Working Party for review and selection process and organise any meetings required;
- Responsible for the planning and organising of the awards event, and providing regular updates to the Working Party;

## **Appendix 1.**

### **Awards and Criteria:**

(a) **Young Achiever Award**

Any person up to the age of 24 years who has been selected to represent New Zealand in a sport, cultural or academic field or has shown outstanding skill or leadership while representing a school or club at a major regional sports, cultural or academic competition/event.

**OR:**

Any person up to the age of 24 years who has carried out outstanding voluntary service to the South Wairarapa District and its people.

(b) **Services to the Environment Award**

A person, group or an organisation that has led the way in caring for/or enhancing the environment.

(c) **Sport Award**

For a person or a team who have gained a significant success or excelled in terms of sporting achievement bringing credit to the South Wairarapa e.g. represented their country at sport or served the sporting community.

(d) **Arts and Culture Award**

A person, group or organisation with an outstanding achievement in the arts (music, fine art, dance, writing, singing, public speaking, visual arts, etc.).

(e) **Community Service Award**

A volunteer of any age or a voluntary organisation that carries out service or work of a substantial (either length of time or intensity of service) nature benefiting the South Wairarapa and/or its people.

### **1. How are the Awards decided?**

- (a) Nominations must be received by the deadline date stated on the nomination form.
- (b) Nominations can be made by any two members of the public or any two officers of organisations, clubs or businesses.
- (c) All nominations are forwarded to the Selection Panel. This panel comprises a Working Party of four people appointed by Council.

*Note: The Selection Panel relies on the information that accompanies each nomination. Therefore it is in the nominees' best interests that the information provided is of sufficient detail to enable the Selection Panel to consider each nomination fairly.*

## **2. Confidentiality**

- (a) All nominations are confidential.
- (b) It is not necessary to obtain the prior consent of the nominees before submitting a nomination. If the nomination is successful the recipient will be asked whether they wish to accept the Award.
- (c) Nominations that are not successful in any one year may be re-submitted for consideration in subsequent years.
- (d) The decision of the Selection Panel is final and binding.

## **3. Presentation of the Awards**

Her Worship the Mayor will present the Awards to successful recipients at a Mayoral Reception.

All nominees will receive a certificate of commendation.

## Appendix 2.



### South Wairarapa District Council **Civic Awards Nomination Form**

*Please read the accompanying Conditions and Guidelines.  
Nominations must be received no later than **[Insert Date]**  
Email completed forms to **[Insert name]**, deliver forms  
to the Greytown or Featherston Library/Service Centres, or post them to:  
South Wairarapa Civic Awards  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741*

### **NOMINEE**

*Nominees must be South Wairarapa residents.*

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_

### **AWARD CATEGORY**

*Please choose one:*

- Young Achiever
- Services to the Environment
- Sport
- Arts and Culture
- Community Service

### **NOMINATOR**

*Nominations must be submitted by **either** an Organisation **or** by Two Individuals. Please complete the relevant section.*

#### **ORGANISATION**

Name of Organisation \_\_\_\_\_  
Contact Name/position \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (work) \_\_\_\_\_ (mob) \_\_\_\_\_  
Email \_\_\_\_\_

*Names and signatures of two executives from the organisation:*

Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_





