



## Martinborough Community Board

### Minutes – 12 May 2014

- Present:** Lisa Cornelissen (Chairperson), Pam Colenso, Victoria Read and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples (from 6:34pm), Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 12 May 2014 between 6:30pm and 7:20pm.

#### PUBLIC BUSINESS

##### 1. APOLOGIES

*MCB RESOLVED (MCB 2014/27)* to receive apologies from Adi McMaster and Cr Julie Riddell.

*(Moved Colenso/Seconded Cornelissen)*

Carried

##### 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

##### 3. PUBLIC PARTICIPATION

There was no public participation.

##### 4. COMMUNITY BOARD MINUTES/EXPENDITURE

###### 4.1 Martinborough Community Board Minutes – 31 March 2014

*MCB RESOLVED (MCB 2014/28)* that the minutes of the Martinborough Community Board meeting held on 31 March 2014 be received and confirmed as true and correct.

*(Moved Read/Seconded Cr Stevens)*

Carried

###### 4.2 Matters Arising

Mr Crimp advised that recommendation MCB2014/19 regarding Pain Farm was endorsed by Council on the 23 April 2014.

###### 4.3 Action Items From Previous Meeting

The Community Board discussed the action items and updates were provided.

#### DISCLAIMER

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#### 4.4 Income and Expenditure Statement to 31 March 2014

*MCB RESOLVED (MCB 2014/29):*

1. To receive the Income and Expenditure Statement to 31 March 2014.  
*(Moved Cr Stevens/Seconded Colenso)*
2. Action 259: Reduce the youth forum commitment by the youth forum expenses as they arise (currently \$44.78); P Crimp
3. Action 260: Change the wording on the expense 'MBA pool free day' to '10-trip swimming pool passes'; P Crimp

Carried

MCB RESOLVED (MCB 2014/30) to increase the commitment for the Considine Park bench from \$400 to \$700.

*(Moved Colenso/Seconded Cr Stevens)*

Carried

### 5. OPERATIONAL REPORTS – COUNCIL OFFICERS

#### 5.1 Officers' Report to Community Boards

The Community Board considered the report and discussed the proposed learn to swim classes and other matters relating to the Martinborough Swimming Pool.

*MCB RESOLVED (MCB 2014/31):*

1. To receive the Officers' Report to Community Boards.  
*(Moved Cr Stevens/Seconded Read)*
2. Action 261: Correct the date error on page 11 of the officers' report; M Buchanan

Carried

### 6. COMMUNITY BOARD/COUNCILLORS REPORTS

#### 6.1 Chairperson report

The Community Board discussed availability of landscaping plans for the Martinborough Town Square that included the location of electrics and irrigation. The lighting project for the Square was put on hold until a landscaping plan could be sourced. Members discussed using the beautification budget on landscaping in the Square.

*MCB RESOLVED (MCB 2014/32):*

1. To receive the Chairperson's report.  
*(Moved Read/Seconded Colenso)*
2. Action 262: Locate a landscaping plan for the Martinborough Town Square which includes the location of electrical wiring and the irrigation equipment; M Allingham
3. Action 263: Provide clarification on what the 2013/2014 beautification budget for Martinborough was spent on and whether any funds remain; M Allingham
4. Action 264: Provide an email update on the status of the seating project for Martinborough Square; M Allingham

Carried

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6.2 Martinborough Town Hall and Community Centre Project

Cr Stevens updated members on fundraising activities of the Group and that a workshop for SGL Group, MTHWG and Council had been planned. Ms Read had been interviewing key stakeholders which was feeding into the development of a draft brief for architects.

6.3 Youth Forum Report

*MCB RESOLVED (MCB 2014/33)* to receive the Youth Forum Report.  
(*Moved Cornelissen/Seconded Read*)

Carried

6.4 Considine Park Committee

Mrs Colenso advised that a meeting had been scheduled.

6.5 Banners for Martinborough

Mrs Colenso suggested 21 flags would be needed for placement along Kitchener and Jellicoe Streets with an estimated cost of \$98 each. Mrs Colenso undertook to bring the flag design to the next meeting for expenditure approval.

*MCB NOTED:*

1. Action 265: Approach the Martinborough Business Association to determine whether their 'Martinborough' branding could be used on flags for the town; L Cornelissen

6.6 Martinborough Pool Water Slide Donations

*MCB RESOLVED (MCB 2014/34)* to write and thank Terry Blacktop and Graham Howie for the \$2,000 donation to assist with the purchase of the inflatable slide at Martinborough Pool.

(*Moved Cornelissen/Seconded Cr Stevens*)

Carried

## 7. CORRESPONDENCE

7.1 Inwards

From May Croft, Vicar of the Parish of South Wairarapa, to Martinborough Community Board dated 2 May 2014.

From Cr Stevens, chair Martinborough Town Hall Working Group, to Martinborough Community Board, received 2 May 2014.

From Mike van Woerkom, Maths Wairarapa, dated 21 April 2014.

*MCB RESOLVED (MCB 2014/35)* to receive the inwards correspondence from May Croft.

(*Moved Read/Seconded Colenso*)

Carried

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*MCB RESOLVED (MCB 2014/36) to receive the inwards correspondence from the Martinborough Town Hall Working Group. (Moved Cornelissen/Seconded Read)*

Carried

*MCB RESOLVED (MCB 2014/37):*

1. To receive the inwards correspondence from Maths Wairarapa.
2. To grant Maths Wairarapa \$200 for the 2014 Maths Wairarapa competition.
3. To note that future applications for financial assistance from Maths Wairarapa are required to be submitted on the official application form and would only be considered by the Board at the stipulated times.

*(Moved Cr Stevens/Seconded Read)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Martinborough Community Board**  
**Action Items**  
**From 12 May 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
833	MCB	9-Dec-13	Action	Mark	Review the storm water contract to determine the level of open drain spraying maintenance within the urban area and obtain a cost to spray the open drains in Martinborough	Open	7/2 In progress. 12/6 In progress
249	MCB	12-May-14	Resolution	Kyra	MCB RESOLVED (MCB 2014/30) to increase the commitment for the Considine Park bench from \$400 to \$700. (Moved Colenso/Seconded Cr Stevens) Carried	Actioned	
256	MCB	12-May-14	Resolution	Kyra	MCB RESOLVED (MCB 2014/37): 1. To receive the inwards correspondence from Maths Wairarapa. 2. To grant Maths Wairarapa \$200 for the 2014 Maths Wairarapa competition. 3. To note that future applications for financial assistance from Maths Wairarapa are required to be submitted on the official application form and would only be considered by the Board at the stipulated times. (Moved Cr Stevens/Seconded Read) Carried	Actioned	In hand
257	MCB	12-May-14	Action	Kyra	Reduce the youth forum commitment by the youth forum expenses as they arise (currently \$44.78)	Actioned	
258	MCB	12-May-14	Action	Kyra	Change the wording on the expense 'MBA pool free day' to '10-trip swimming pool passes'	Actioned	
259	MCB	12-May-14	Action	Murray	Correct the date error on page 11 of the officers' report	Actioned	In future it is suggested that corrections in reports are traced through minutes and reports are not modified unless deemed necessary
260	MCB	12-May-14	Action	Mark	Locate a landscaping plan for the Martinborough Town Square which includes the location of electrical wiring and the irrigation equipment	Open	12/6 In progress
261	MCB	12-May-14	Action	Mark	Provide clarification on what the 2013/2014 beautification budget for Martinborough was spent on and whether any funds remain	Open	12/6 \$10300.00 available to be spend by end of June or carried forward to next financial year
262	MCB	12-May-14	Action	Mark	Provide an email update on the status of the seating project for Martinborough Square	Open	12/6 Officer to email update
263	MCB	12-May-14	Action	Lisa Cornelissen	Approach the Martinborough Business Association to determine whether their 'Martinborough' branding could be used on flags for the town	Open	

<b><i>Income &amp; Expenditure to 31 May 2014</i></b>		
<b><u>INCOME</u></b>		
Balance 1 July 2013		40,695.43
Annual Plan 2013/14		20,959.00
<b>TOTAL INCOME</b>		<b>61,654.43</b>
<b><u>EXPENDITURE</u></b>		
Members' Salaries		8,657.98
<b>Total Personnel Costs</b>		<b>8,657.98</b>
AP House of Travel McMaster Wn-Dn-Wn 25-27 Sept		344.35
AP 16 guests 10/9/13 C/Brds		37.10
Travel and Parking		105.00
AP A McMaster 25 & 26/9/13		173.91
AP SOLGM Desk/Pocket Diaries 2014		31.80
AP NZ Local Govern Annual Com Brd levies		166.68
expenses x wages exps x wages Dec		56.50
Conference A McMaster		565.22
AP Circus Cinema R 19/3/14 Youth Forum Meeting		44.78
10-Trip Swimming pool Passes		200.00
Meeting costs youth forum		70.84
A McMaster remb youth forum meeting exps		35.00
<b>Total General Expenses</b>		<b>1,831.18</b>
AP Martinborough M Collections project grant		3,000.00
AP Wairarapa Mathe Community Board Grant 2013		200.00
AP Kokomai Creative Festival 2013		500.00
AP Southern Wairar Grant - WAIGROWN 27/9 Music Festival		500.00
MBA Squash Club Grant - Refurbishing club kitchen		1,000.00
AP South Wairarapa Extrac Curricular prgm Mbo children		433.48
<b>Total Grants</b>		<b>5,633.48</b>
<b>TOTAL EXPENDITURE</b>		<b>16,122.64</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>45,531.79</b>
<b><u>LESS: COMMITMENTS</u></b>		
Salaries to 30 June 2014		1,347.02
Martinborough Anglican Parish - Extra curricular Program		433.49
Square Lighting		1,000.00
Youth forum		99.38
School holiday swimming		200.00
Flags/banners		2,500.00
Considine Park bench		700.00
Martinborough Town Hall and Community Centre Project		25,000.00
Maths Wairarapa		200.00
<b>Total Commitments</b>		<b>31,479.89</b>
<b>BALANCE TO CARRY FORWARD</b>		<b>14,051.90</b>

# MARTINBOROUGH COMMUNITY BOARD

23 JUNE 2014

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## AGENDA ITEM 5.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to the Maori Standing Committee/Community Boards on general activities since the last meetings.

#### **Recommendations**

Officers recommend that Committee/Board:

1. *Receive the information.*

### CEO REPORT

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

The Draft Annual Plan continues to dominate proceedings with public meetings being held, and generally well attended, in Featherston, Greytown and Martinborough.

Good debate was had on a range of issues that will feed into the annual plan deliberations.

155 submissions have been received at the time of writing this report; we continue to receive a few late submissions. Analysis of these submissions is well underway and these are due to be sent to Councillors by 30 May.

NZTA have generally concluded their review of the FAR rates, attached as appendix 1 is the letter advising SWDC of their rates. The treatment of Special Purpose Roads is still to be finalised.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output

GOVERNANCE/LEADERSHIP/ADVOCACY KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with Council's decisions and actions	50%	76% (very or fairly satisfied)	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64%(very or fairly satisfied)	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%		Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%	NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee minutes

### 2.1 Local Government Commission/Governance Review

The Local Government Commission (the Commission) continues its background work.

A presentation was made to the Chief Executives forum where it was indicated the draft determination was being written up, and should be released mid June.

We continue to field questions from the Commission on various matters, including the land transport integration across the region.

Councillors will be updated as new information comes to hand.

## 3. Strategic Planning and Policy Development

### 3.1 Meetings

#### 3.1.1. Civil Defence

Discussions are ongoing with WREMO regarding the updated "concept of operations".

While there is a lot of focus on preparing for "declared events, the majority of incidents in the Wairarapa are localised impacting one or two local authorities.

This initiative will be useful in providing more resource to the local controllers in the event of an emergency.



### **3.1.2. Chief Executives Forum**

A brief presentation on the FAR review was given, this review is largely complete and attached as appendix 1 is a copy of a letter received indicating our FAR rate.

An update on key shared services initiatives was given, these initiatives being Economic Development, ICT, Water Spatial Planning

Kevin Lavery, WCC Chief Executive also gave a brief update on the airport extension project.

### **3.2 Legislation**

We continue to work toward implementation of the various legislation changes that have been, or are about to be made.

### **3.3 Wastewater Consents**

The three wastewater consents are tracking generally as planned, the timeframe for issuance is still planned to be late 2014 for all consents.

As a slight aside, I spent an interesting couple of hours on a tour of Masterton's Homebush plant. This is an impressive and large site, construction is not due for completion for another year or so.

### **3.4 Wastewater Funding**

The Ministry of Health provided some quite substantial subsidies for the provision of potable water to small communities.

The Ministry for the Environment issued a National Policy Statement for Freshwater Management.

I approached the Ministers for Local Government; Health; and Environment to ascertain whether the Government had considered similar subsidies to that administered by the Ministry of Health. The letter was really on behalf of all small inland local authorities in New Zealand.

Attached as appendix 2 is the letter to the various Ministers, and the response from Hon Amy Adams. The response is fairly straightforward, the implication of this is that we need to lobby strongly the groups charged with setting the freshwater standards.

## 4. Monitoring and Reporting

### 4.1 Rates Arrears

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALLMENT DUE	SWDC COMPONENT \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773

9 ratepayer accounts have been referred to our lawyers for an initial letter. If there is not response to these initial letters formal legal action will commence. The cost of this formal legal; action is recovered from the ratepayer.

A further 45 demands have been made to organisations who have an interest in properties that are in arrears. This is mainly banking institutions.

### 4.2 Annual Plan/Annual Report

The 2014/15 draft Annual Plan was adopted for public consultation on 9 April 2014.

The draft includes a proposed rates increase of 3.48% which is 1.04% above that included in the 2012/22 LTP for the 2014/15 year. This increase is driven by the purchase of land for the disposal of treated wastewater at Papawai (1.01%) and the proposed commencement of seal extension (1.04%).

The matters under consideration included in the draft plan are open for public consultation from 16 April until 19 May.

Public meetings have been held, with submissions closing 19 May (however we are still receiving some late submissions)

Officers are incorporating comments and recommendations where able, distribution is due by Friday 30 May.

## **5. Corporate**

### **5.1 Staffing**

For the role vacated by JP Irwin, Bill Sloan has agreed to take this position over. There will be a change to the administration in the I & S department to support this move. Some aspects of Mr. Sloan's previous role will need to be contracted out (e.g. asset management plans) however it is believed this move will provide stability back into the I & S department.

Local Authorities around the country are finding it difficult to recruit in this area, with the Christchurch situation soaking up most staff.

### **5.2 Collective Employment Agreement**

Negotiations have commenced on a new collective, it is hoped these will conclude in a month or so.

### **5.3 Occupational Health and Safety**

There were no incidents reported since the last Council meeting.

As reported at the previous Council meeting, there has been a change in legislation signaled which will come into effect mid/late this year.

This is a significant change in direction with more liability placed on organisations, and this flows through to contractors working for those organisations.

As more information comes to hand we will brief Council.

### **5.4 Insurance**

JLT (Jardines) presented their draft insurance proposal for Councils insurance needs.

As in previous years, we have a combined policy with MDC and CDC, which generates good savings.

Premiums are anticipated to be at similar levels to previous years.

The LAPP scheme has been under some pressure and in the last year the scheme plan resulted in local authorities being exposed to a greater risk of financial contribution if a major event occurred in another district. This exposure has now been eliminated and we are effectively back to the same scheme as a couple of years ago which has proven quite robust.

A number of local authorities have withdrawn from the scheme and the impact of this will be monitored.

## 5.5 LGOIMA Requests

DATE	REQUEST MADE BY	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
14-April	May Kerry Stevens	Details of rates income, number of rateable properties. Funding spend on Tourism and Economic Development	Income \$10,386,000 excluding GST. 5,932 properties. Destination Wairarapa paid \$111,000 excludes GST for Tourism. SWDC contribute to Grow Economic Development contribution made to Grow Wellington through Greater Wellington District Council rate.
17 April	Neil Mongomerie-Crowe	Expenditure on floral planting in towns of SW - the cost to each town itemised	Details provided.
24 April	Gordon Jensen	Disposal of asbestos, fire permits and disposal of hazardous waste.	Information provided
30 April	Ratepayer, Greytown	Seeking papers relating to Council approval of widening of the Moroa water race into a private pond.	Information provided
15 May	W. Eaglesome	Number of Property seizures in District as result of non-payment of rates or abandonment of property.	None
21 May	Ratepayer, Greytown	Requesting clarification of information provided in response to earlier papers provided relating to Council approval of widening of the Moroa water race into a private pond.	

## 6. Appendices

Appendix 1 – NZTA advice letter

Appendix 2 – Letters Regarding Wastewater Funding

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – NZTA Advice Letter**

8 May 2014

Mayor Adrienne Staples  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741

Dear Mayor Adrienne Staples

### **Funding Assistance Rates Review**

The Board of the NZ Transport Agency recently made some initial decisions on the review of the Funding Assistance Rates (FARs). This letter sets out those decisions and outlines the additional work that is required to complete this review and determine the Funding Assistance Rates for individual Councils and other Approved Organisations.

Reviewing how we set FARs is a complex task concerned with apportioning the costs of our national transport network appropriately between the road user and the ratepayer. FARs are part of a wider investment system where we engage on questions of the transport network outcomes we are seeking, and where we identify and invest in those projects and service levels that best deliver those outcomes. As such, the One Network Road Classification and its focus on fit-for-purpose standards, is an important partner to the Funding Assistance Rate review.

The feedback on our provisional framework for setting FARs has been valuable. It clarified many aspects and has enabled the Board to make some important initial decisions.

The submissions also delivered insight into some issues that need more consideration. The Board considered that the decisions on how to distinguish Councils from each other when setting FARs, and determining the final rate for each Council for the 2015-18 investment period, need further work and consideration. As a result we will undertake further sensitivity testing of options once the 2013 New Zealand Index of Deprivation is available, along with testing other evidence and data. We will also discuss with Councils that manage a special purpose road the specific transition arrangements for those roads, as this was raised by many as a concern. Both these issues affect the final rates to be determined by the Board.

The submissions also raised issues of the timing of decisions on FAR rates and how they affect long term plan and regional land transport plan processes that are to be developed over the coming months. We want to support these processes and provide you with as much certainty as we can. Accordingly the Board has made some important initial decisions to provide certainty on key elements and enable all of us to make progress. These are outlined below.

The Board confirmed the overall framework for setting FARs. It approved an overall co- investment rate of 53%, and confirmed that each Council will get one rate for all activities (other than for emergency works or targeted rates). The normal FAR rate for many Councils following completion of the transitional period, ie those that do not receive a higher rate, will be 52%. The higher rates to assist specific Councils, and the basis on which those will be derived, have yet to be determined.

In response to concerns around avoiding substantial rate drops, the Board confirmed the transitional arrangements to ensure all changes to the FAR are completed in the next nine years or over the next three NLTP cycles. No Council will drop more than 1% from their current normal FAR in each year of the 2015/18 NLTP period and subsequent NLTPs if necessary. We have calculated that the start rate for transition for South Wairarapa District Council is 51% and the detail of how we derived this is explained in the attachment. This does mean however, that rates rises from this current rate will also need to be transitioned in a similar and matching manner.

Principles around FARs that apply for emergency works are confirmed to provide clear guidance as to how this issue will be managed, and we will be revising our current policy in line with these principles.

Principles around road/rail level crossings have also been clarified, but in recognition of the issues raised around this, we will engage further with Kiwirail to investigate and implement an appropriate funding assistance rate system for those level crossing warning devices that both provides for on-going maintenance and renewal of those devices in a manner that is consistent with the funding assistance rates framework and principles. FARs for total mobility services will remain as they are for the next NLTP period and we will also initiate a separate review of that operational policy.


These decisions are set out in the attachment. Submissions are summarised and available, together with the relevant Board Paper, at [www.nzta.govt.nz/far](http://www.nzta.govt.nz/far).

We will now engage with those Councils with special purpose roads to discuss transitional arrangements, and undertake sensitivity testing of the model so that the NZTA Board can decide your final Funding Assistance Rate.

We expect this work to be completed by the last quarter of 2014. We will also engage further on the reviews around emergency works operational policy, total mobility services and level crossings.

Thank you for your engagement and contributions on this complex topic.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Dangerfield', written in a cursive style.

**Geoff Dangerfield**  
Chief Executive



# **Appendix 2 – Letters Regarding Wastewater Funding**

29 April 2014

Hon Amy Adams  
Minister for the Environment  
Parliament Buildings  
Wellington

Dear Minister

### **South Wairarapa District Council Wastewater Costs**

This letter is a request for financial assistance.

South Wairarapa District Council is in the process of filing resource consents to discharge treated wastewater for its three main towns Greytown, Featherston, and Martinborough.

As part of this process we have completed a significant body of scientific and technical analysis on the options available. The analysis has shown the only options available are:

- Greytown, discharge to land, require 140Ha approx, adjacent to waterway so need to irrigate sparingly
- Featherston, "high rate treatment plant" as land and underground structures do not allow discharge to land
- Martinborough, discharge to land, require 140Ha approx. adjacent to waterway so need to irrigate sparingly

We now know the total project cost will be in the order of \$34M servicing 4,100 properties, and we require 50 years to stop discharge to freshwater completely. The maximum consent available is 35 years and over this time we hope to achieve 85% to 90% non river discharge.

The Government gave a clear signal in its NPS for Freshwater that discharge to fresh waterways must effectively stop.

While this Council (and probably most New Zealanders) would agree with the sentiments of that NPS, it does put (generally small) inland communities at a disadvantage over (generally large) coastal communities. The former have no real option but to either discharge to expensive land or if there is no suitable land purchase even more expensive "high rate treatment plants", the latter simply "build a longer pipe" into the sea (I acknowledge it isn't quite that simple!).

South Wairarapa has some significantly financially deprived areas particularly in Featherston, but none of the three towns is immune as there are a number of fixed income ratepayers in all three towns. It is anticipated our wastewater rates alone will increase from \$366 to \$889, or

from 1.9% to 4.7% of the living alone allowance by 2043. We do not have the benefit of economies of scale.

I request consideration be given to the wider issues impacting the many small inland local authorities that now have little choice but to either discharge to land or install high rate treatment plants and the significant burden this will place on those small communities.

I have not requested a specific sum as there are many complex issues in each locality, however some form of subsidy (similar to the Ministry of Health drinking water subsidies) would be useful to ease the burden, and accelerate the implementation of an environmentally sustainable solution.

Happy to discuss further.

Thank you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Crimp', written in a cursive style.

Paul Crimp  
**Chief Executive Officer**



23 MAY 2014

## Office of Hon Amy Adams

Member of Parliament for Selwyn

Minister for the Environment

Minister for Communications and Information Technology



ENV 11951

Mr Paul Crimp  
Chief Executive Officer  
South Wairarapa District Council  
PO Box 6  
MARTINBOROUGH 5741

Dear Mr Crimp

Thank you for your letter of 29 April 2014 regarding financial assistance to contribute towards the upgrade of your District's wastewater treatment plants.

As you are aware, the Government is currently undertaking a series of reforms to improve the quality of freshwater in New Zealand, including the proposed amendments to the National Policy Statement for Freshwater Management 2011 (NPS-FM). These reforms are substantial and it is anticipated that integration of them in the way we manage our fresh water will take a generation. While I acknowledge that these reforms present challenges for territorial authorities and their communities, at this time the Ministry for the Environment has no capacity to provide financial assistance towards wastewater upgrades.

A key feature of the NPS-FM is the National Objectives Framework (NOF). This decision support tool is intended to help communities identify the objectives, values, and the freshwater quality outcomes they aspire to for their fresh water. The NOF process requires communities to contribute to defining the acceptable economic impacts associated with management decisions. It also requires communities to be involved in deciding the appropriate timeframes for achieving the desired freshwater quality outcomes. I believe that the NOF will be of considerable assistance to those that are facing significant challenges associated with improving the management of fresh water. It will enable communities and councils to work together to find acceptable solutions to challenges, such as those outlined in your letter.

Yours sincerely

Hon Amy Adams  
**Minister for the Environment**

# INFRASTRUCTURE AND SERVICES

## 1. 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.*

### 1.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period. Citycare will be undertaking this work as part a variation to the contract.

### 1.2 Consents

#### 2.2.1 Water

There were no consent issues or variances during the reporting period.

#### 2.2.2 Water Supply Capital Improvements

Power to site was available at the end of May. This will enable test pumping of the bore-field to commence.

Detailed design of the pipeline and process improvements at the plant will commence once the sustainable bore-field yield (available daily flow) has been established.

### 2.3 Water Treatment Plants

The Greytown, Featherston and Martinborough water treatment plants operated routinely throughout the period. The ultra-filtration plant servicing Featherston however operated close to its limitations due to consistently high turbidity levels in the Waiohine River during the period.

At Pirinoa on 9 May 2014 a power outage caused a malfunction of the bore pump. As a non-monitored site no pre-warning was available to operational staff until residents and the school ran out of water on 11 May. The shutdown meant that the Pirinoa School was closed for the day on Monday 12 May. Water was restored later in the day and staff are considering what low cost remote monitoring measures can be put in place to better manage the supply in the future.

## 2.4 Water Reticulation

Transgressions for E Coli at very low levels were recorded in the Martinborough reticulation on 17 April 2014. Levels were well below that required for boil water notice.

To achieve a clearance in a potable water supply three consecutive negative results are required and these were achieved.

It is thought that a point source of bacteriological contamination has been occurring near the Martinborough Water Supply Reservoirs. This potential source of contamination (a private pipeline terminating at Shooting Butts Road) has now been eliminated with the installation of an industrial grade back flow preventer.

Investigation into water supply security is continuing on property serviced by this private line to ensure robustness of the community supply.

Elsewhere over the three urban supplies here were 21 water reticulation repairs reported and rectified during the period.

## 2.5 Water Races

The routine monthly inspections and blockage clearing of the water race network has been performed by Council Contractors City Care Ltd to maintain satisfactory flows. There were three reported accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period. Notices issued to land owners where required for water race cleaning.

## 2. 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.*

### 2.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

## **2.2 Consents**

### **3.2.1 Martinborough WWTP**

The final Martinborough consent application that had been lodged and accepted by GWRC has resulted in a request for further information.

This request needs to be satisfactorily addressed before the consent application can be publically notified and needs to be responded to by 2 June 2014 and Council's advisors are responding to this request.

Once this request has been addressed satisfactorily, the consent application will be publically notified. No date is available at this stage for public notification.

### **3.2.2 Featherston WWTP**

The Featherston final draft application has been presented to GWRC and will require finalisation with GWRC officers prior to formal lodgment. The final formal application is expected to be with GWRC early June.

### **3.2.3 Greytown WWTP**

As earlier advised resources are being applied to complete and lodge the final draft consent application as soon as that can be achieved and is expected to now be mid to late June 2014.

## **3.3 Wastewater General**

In pipeline investigation in targeted areas of the Featherston reticulation programme has been completed. Reporting is due within two weeks and is expected to assist with the finalisation of a significant renewal programme which will be procured over 2014/15.

## **3.4 Wastewater Treatment Plants**

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period.

## **3.5 Wastewater Reticulation**

There were two reported pipeline blockages during the period.

## **3. Storm Water Drainage**

Due to the severe weather over the Easter period there were 5 reports of flooding. These were responded to within 5 hours.

Due to the severity of the rainfall over the Easter period, there was a lot of flooding that was not reported to Council. Some of this may have abated naturally; the extent to which this was aided by City Care workers is not known.

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

### 3.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

## 4. Solid Waste Management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.*

### 4.1 Key Performance Indicators

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa, Tukurumuri and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	30.4%	
% of ratepayers and residents satisfied with the level of service	90%	66%	NRB Survey 2013

### 4.2 Waste Management

Feedback from residents of Tukurumuri regarding the pending closure of the recycling station was received, a separate report to Council has been provided.

## 5. 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.*

### 5.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
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	82%	75%	NRB Survey 2013
(20km ± 10% variation) 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		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013



LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Availability of footpaths on at least one side of the road down the whole street	90%		

### 6.3 Roading Maintenance

Council has experienced numerous issues relating to unsealed road maintenance over the past 6 week period. This is being addressed with the current heavy metaling programme across the district. It is also taking into consideration the possible candidate sites for future seal extensions.

Works are underway on the Hikunui Bridge with a new bridge deck being replaced. Normal road closure procedures are being implemented to ensure minimal disruptions to public and users.

The Hinakura rehabilitation is almost complete with sealing expected to take place in the week of the 26<sup>th</sup> of May.

Work is starting on the set up of RAMM and the implementation of systems for the new contract to move toward a more streamline approach to the development of work programs and maintenance management.

### 6.4 Asset management plans

There has been acceptance by the three Wairarapa councils to move to a single standardised Asset management plan for all three councils. The general concept has been that while there will be a single plan covering the 3 councils an individual sub-document will be developed per council covering the individual works plans and renewal programs.

This is seen as an excellent way forward and fits with the "One Network Road Classification"

### 5.2 One Network Road Classification

The One Network Road Classification project has three elements. The first is classifying roads into categories based on their function in the national network. This was completed in December 2013.

The second element is the Customer Levels of Service (CLoS), which define what the fit for purpose outcomes are for each category in terms of mobility, safety, accessibility and amenity. Provisional CLoS have been developed and will remain provisional until they can be fully tested through an iterative process of developing detailed performance measures for network operation and maintenance.

The third element is the development of the performance measures and targets, which will effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions. This work has started and will be completed during 2014.

In line with the development of the functional classification and the provisional CLoS, The Road Efficiency Group will again be undertaking

engagement with RCAs and other stakeholders as it develops the performance measures and targets.

In light of the 3 Wairarapa Councils combining their AMP's there is an excellent strategic fit to the principals of consistency, coherence (route continuity) and local knowledge (tourism, scenic routes, and criticality e.g. the closing of the Waihenga Bridge during flooding).



**Figure 1 workshop on development of the performance measures and targets**

### **5.3 Footpaths**

The joint SWDC/CDC contract for the footpath renewals and maintenance has been let to Higgins Wairarapa (formally Oldfield's). The initial walk over will take place in the week of the 26<sup>th</sup> reviewing the previous footpath plans work required.

The first years' work expected to start in July.

### **5.4 Street lighting contract**

The contract was prepared by Council officers in conjunction with Masterton, Carterton and South Wairarapa Councils, with the aim of producing a single contract for the inspection and maintenance of all three Council's street light networks.

The contract comprises the:

- Inspection of street lights (including those on-charged to NZTA on urban State Highway),
- The repair of isolated outages,
- The programmed bulk replacement of lamps, and
- Emergency repairs for accident damage.

The Contract commences on 1 July 2014 and terminates on 30 June 2017. There is the provision of two annual extensions on completion of the initial period through until 30 June 2018 and 30 June 2019 respectively, at the sole discretion of the Principal.

The tender was evaluated using the Price Quality Method in accordance with Councils Roading Procurement Strategy, by a tender evaluation team (TET) comprising:

- W Potts – MDC (Qualified Evaluator)
- D Patten – Technical consultant

The contract is structured such that payment is made only for work carried out, and contains a portion of capital works (being the programmed bulk lamp replacement), the scope of which can be adjusted to suit the Council's budgets.

This contract was won by Power Services Wairarapa.

## 6. Amenities

*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.*

### 6.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%	0	Season over
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%	98%	Pensioner housing records
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library	6 per library	Library records
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

### 6.2 Playgrounds

A replacement slide for Martinborough playground has been ordered.

### **6.3 Sports fields and facilities**

A meeting of Soldiers' Memorial Park users was held on 14 April, with SWDC represented by Cr Napier and member Stevenson along with Helen McNaught, and Karl Nesbitt from City Care. One outcome of this meeting was a second meeting specifically for Greytown Swimming Pool stakeholders to discuss proposed works on the pool over the winter.

### **6.4 Pensioner housing**

There has been no change in tenants in any of the flats. The waitlist has grown by another two people since last report. The waitlist is currently seven people for Martinborough, five for Greytown and twelve for Featherston.

Helen McNaught (SWDC) and Karl Nesbit (City Care) carried out the first of the exterior inspections of the flats at Matthews Flats, Featherston, on 16 May. Exterior inspections are planned for the remaining flats over the next few weeks, with the final outcome being a costed future management plan for each of the buildings. One immediate result of the visit to Matthews Flats was an awareness of the difficulty some elderly residents have in disposing of unwanted items which are not recyclable. A waste collection day has been planned in which City Care will collect unwanted rubbish from the residents of all of SWDC's flats; this may become an annual event.

### **6.5 Parks and Reserves**

#### **6.5.1. Greytown**



Greytown off-leash dog park is now complete and fully fenced, although the car-parking area on Cotter Street is yet to get a hard surface. The Greytown Menz Shed has been commissioned to provide seats.

### **6.5.2. Featherston**

A formed walkway has been constructed along Johnston Street Reserve along the well-worn commuter track. Directional signage is also being installed from Featherston train station, along the walkway to the town centre, as requested by the Featherston Community Board.

Fly-tipping continues to be a problem in Featherston, particularly at Otairua Reserve.



## **6.6 Toilets**

### **6.6.1. South coast**

Planning is in hand for a replacement to the current "long-drop" toilet at the Ngawi surf break. The new Norski self-contained toilet, the same model installed at Cape Palliser light-house, has been ordered.

## **6.7 Properties**

### **6.7.1. Featherston**

The Amenities Manager will meet with district councillors and the Featherston Community Board later this month to present the condition reports and programme for the Anzac Hall works.

### **6.7.2. Greytown**

The Old Library in Stella Bull park is listed with Property Brokers and is currently being advertised as available for lease. There have been three or four enquiries but no proposals have yet been received. Meanwhile the building continues to attract short-term hires, particularly as retail space over weekends.

### **6.7.3. Martinborough**

New tenants moved into Pain Farm Homestead on 16 May 2014, and they are already beginning work on restoring the gardens to their former glory. The tenant in Pain Cottage remains the same. Quotes for cleaning, scraping and repainting the Homestead and Cottage are currently being sourced. Officers plan to replace the old "Bed and Breakfast" sign with a new one which will restore the homestead's name ("Okoroire").

## **6.8 Cemeteries**

The April rates newsletter featured an article on cemeteries, outlining the historical sections and how although SWDC maintains the cemetery grounds, we do not maintain the individual headstones and memorials. The article encourages families of people interred in SWDC cemeteries to maintain the headstones and memorials and if they would like to carry out any restoration work to get in touch with their local monumental mason. In this article we encouraged the development of 'Friends of the Cemetery' groups. So far, there has been interest in groups for Featherston and Martinborough's Dublin Street Cemeteries.

### **6.8.1. Featherston**

There was one burial in April. The third ashes wall at Featherston Cemetery is complete, officers are waiting on a Producer Statement Construction Review (PS4) from the engineer then the wall will be ready for ashes placement.

There have been four counts of vandalism at Featherston Cemetery in the last two weeks. In block three, three headstones were kicked over, and in block two, which is part of the older area, one marble headstone has been kicked over and broken into bits.

Work has resumed on the Featherston Cemetery extension which is located over the road from the current cemetery. City Care staff have weeded and cleaned up the native corridor plantings along Cundy's Road. Officers and City Care are now reviewing plantings for the next stage of development at the north-western end of the cemetery. A meeting with representatives of Te Waka Iti reached agreement on the process for development of that section of the new cemetery.

### **6.8.2. Greytown**

There were no burials in April.

### **6.8.3. Martinborough**

There was one burial on April.

## **6.9 Swimming Pools**

### **6.9.1. Featherston**

Loose tiles around the pool have been grouted and re-fixed. Plumbing and electrical repairs to the changing rooms are in progress. The main pool has been water-blasted and inspected, pending re-painting prior to the start of next season. A replacement planting programme for the trees around the outside of the pool compound has been developed and will be implemented progressively.

### **6.9.2. Greytown**

Plumbing and electrical repairs to the changing rooms are in progress. The main pool has been water-blasted and inspected, pending fibre-glassing prior to the start of next season. The major repairs to the skimmer system are largely complete. A key outcome of the April meeting with the pool stakeholders was unanimous support for a proposal to enable the pool to be operated at the standard 25-metre length instead of its current 33½ yards. An engineering report has been commissioned from Opus to look at the best way this might be achieved. Quotes are being sought for a solar hot-water heating system and pool cover. The Greytown Swimming Club will be seeking external funding towards these.

### **6.9.3. Martinborough**

The pool has been water-blasted and inspected. The intention is to repaint the pool before the start of the next season. A proposal to extend the pool compound towards Princess Street with a grassed area is in development. The functioning of the solar heating system is being checked, and we are also investigating ways to make the operation of the main pool cover easier for staff when it is windy.

### **6.10 Campgrounds**

Neil and Ann Smith surrendered their lease of Greytown Campground at the end of April. Some documentation and financial work has yet to be completed to finalise this. Stan Mantovich has been appointed as temporary campground manager while the leasing process is under way.

## **7. Libraries**

### **7.1 Statistics**

Statistics are attached as Appendix 3.

### **7.2 Staffing**

Recruitment to fill vacant library assistant positions has resulted in the appointment of Christina Finn at Greytown library, and Richmel Castleton and Jennifer Holmstrom (job –share) at Martinborough library. The pool of casual library assistants has been expanded with the appointment of seven casual staff.

### **7.3 Te Puna**

Branch library managers met with representatives of Te Puna, which National Library's cataloguing and interloan service to other libraries. This provided an opportunity for an exchange of information, and as a result, the south Wairarapa libraries have joined Te Puna's IBS system which automates billing for interloans. Participation in this system will lead to cheaper interloan charges from many libraries. In addition, we are developing our own reciprocal free interloan agreements with other libraries previously all interloans were done through Carterton, but we now need our own arrangements.

## **8. Civil Defence and Emergency Management**

*SERVICE LEVEL – People are prepared for a civil defence emergency.*

## 8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		The Wellington Region Civil Defence Emergency Management Group Plan 2013-2018 has been implemented and available through the get prepared website.

## 9. Libraries

### 9.1 Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

## 10. Appendices

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

Appendix 3 – Library Statistics

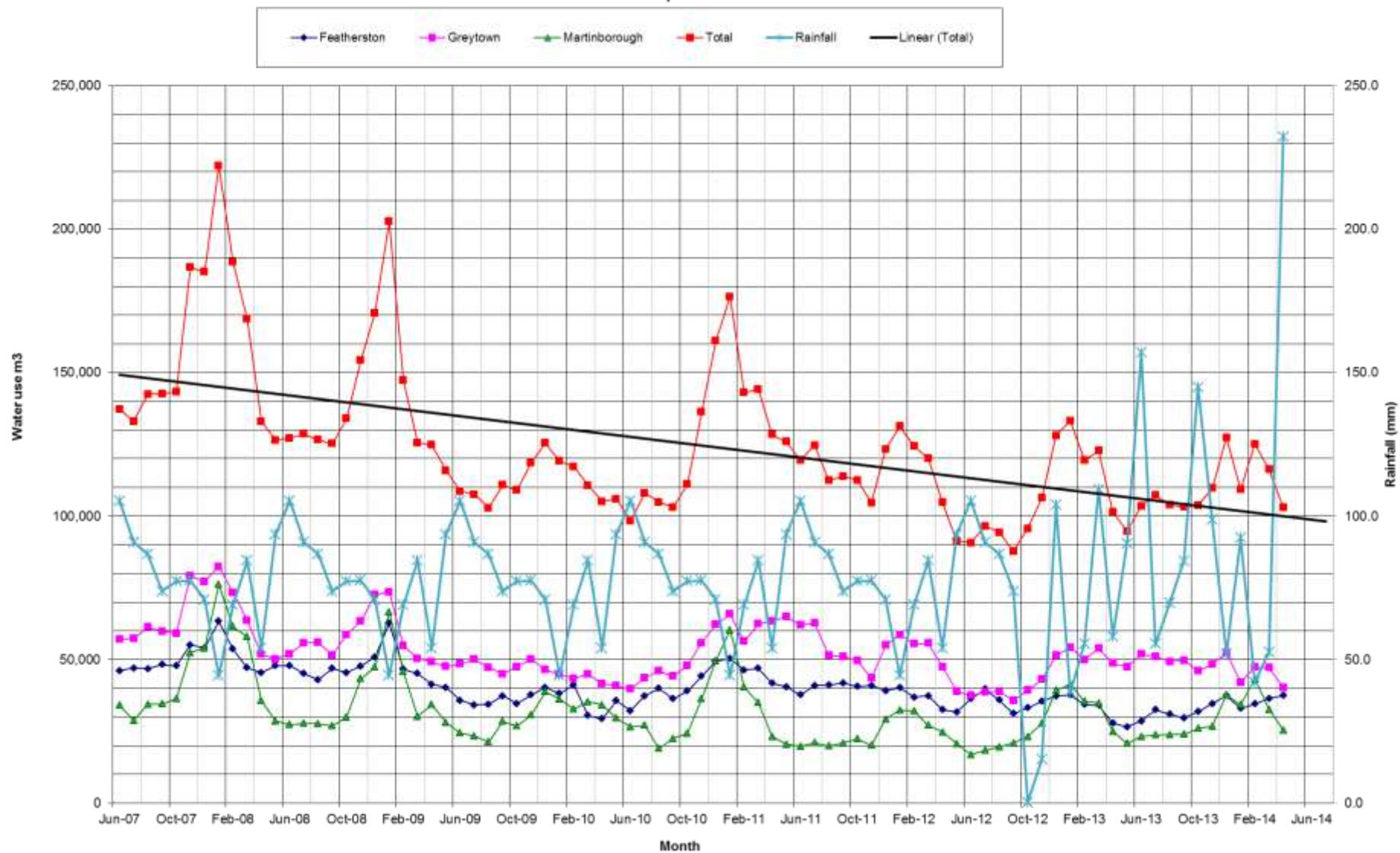
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive



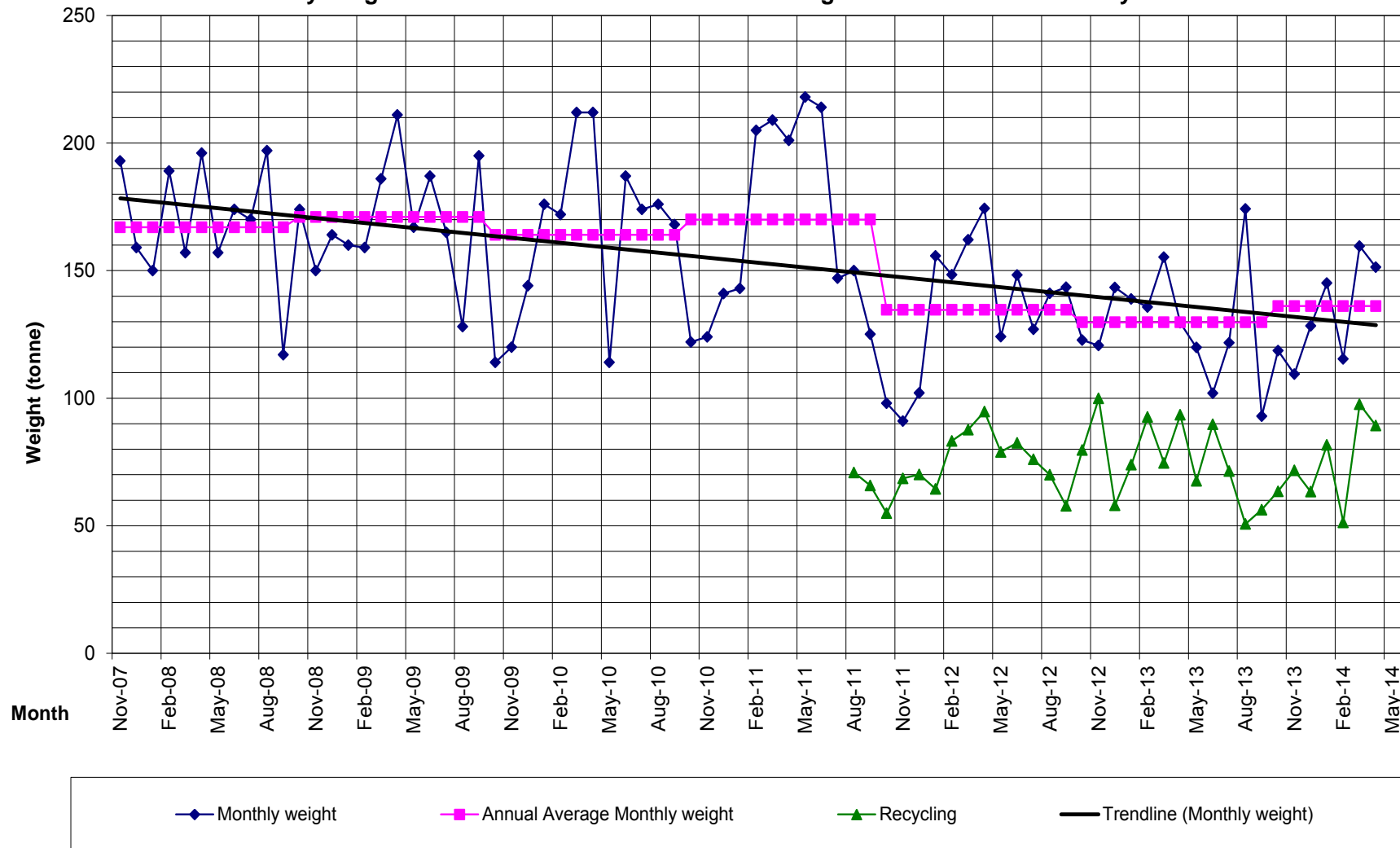
# **Appendix 1 – Monthly Water Usage**

Water use South Wairarapa District Council



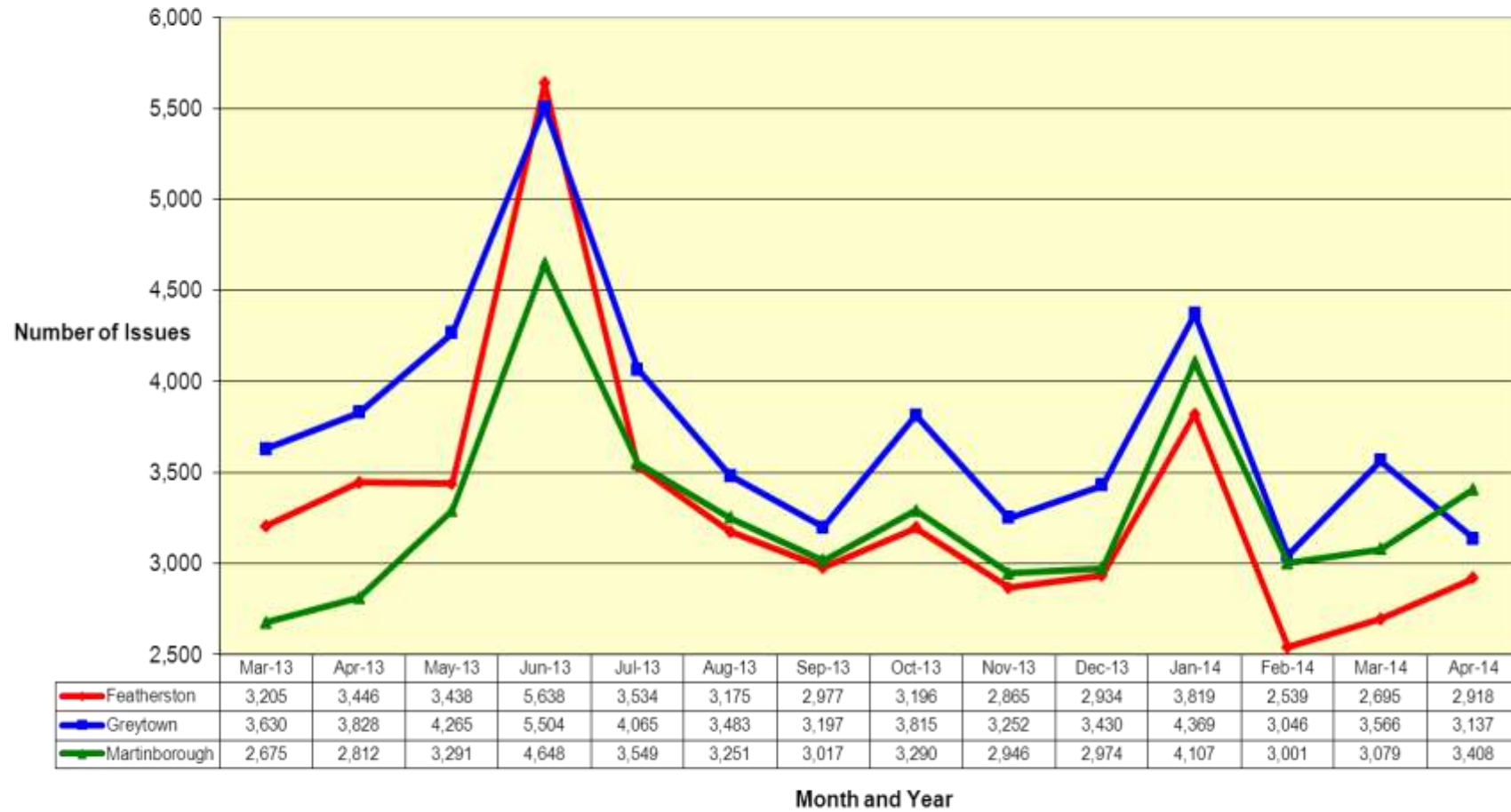
# **Appendix 2 – Waste Exported to Bonny Glen**

Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen



# **Appendix 3 – Library Statistics**

### Issues to April 2014



# PLANNING & ENVIRONMENT

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## 1. Group Overview

The Planning and Environment Group of Council is responsible for the resource management (district plan, resource consents, reserve management plans, LIM's) and public protection (liquor, health, safe food, after-hours noise, building, stock and animal control) significant activities of Council, as set out in the Annual Plan 2013-14.

This report sets out the Group's performance against the Annual Plan targets and provides general comment to update Council on topical issues.

## 2. Resource Management

### 2.1 Resource Management Act - District Plan Policy

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey 2013
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey 2013

### 2.2 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	99%	NCS data
s.223* certificates issued within 10 working days	100%	100%	NCS data
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	96%	NCS data

#### 2.2.1. Consent Processing

Council has processed 97 resource consents this year (01/07/13 to 21/05/14). In the same period last year (01/07/12 to 21/05/13) the Council had processed 88 resource consents. From 01/04/14 to 21/05/14 Council has processed 11 resource consents.

NB: Officers provide detailed information as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

### **2.2.2. Pinot Grove Subdivision**

The Pinot Grove 70 lot residential development at 95-107 Jellicoe Street has been signed off by Council.

### **2.2.3. Latest (and last) MfE Survey of Local Authority Performance**

Recently the Ministry for the Environment released the latest survey results relating to processing performance under the RMA, with a particular focus on resource consents.

Both the Masterton and Carterton District Councils were rightly commended by the Minister for the Environment for achieving 100 % compliance with resource consent processing deadlines for the survey period (1 July 2012-30 June 2013).

This Council's processing performance was recorded as 97 % compliance with deadlines (note: this is also the overall average result for all TA's). Council's compliance figure was affected by 3 consents out of 100 processed, crossing the 20 working days limit prescribed in the Act.

Two of those consents were issued at 21 W/D's while one went 5 W/D's overtime. This later consent was a clear error.

The other two consents were "overdue" by one day because we do not normally take advantage of the S.37 "stop clock" provisions in the Act when seeking additional information (we let the clock tick). However, when this means a timeline is not achieved (even to a very small extent) our processing statistics are adversely affected.

This approach is beneficial to applicants because rather than extending the processing period, we instead push hard to issue a consent decision within the 20 W/D's regardless.

As noted, Council did not exercise S.37 during the year, while in comparison CDC exercised it 5 times or 13% of the time. MDC did so once which is comparable to our use. The overall average for use by local authorities of S.37 was 17% of the time.

If all forms of consents issued under the RMA are considered, such as granting of easements (these are not included in the MfE statistics), then Council's processing performance reached 99% compliance, as was recorded in the 2012-13 Annual Report.

Lastly, it should be noted that Council processes the highest number of consents as recorded by MfE (SWDC 100; MDC 86; CDC 39).

## **2.3 Reserves Act – Management Plans**

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

<b>RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS</b>	<b>TARGET 2013/14</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Number of Management and/or Plans adopted or revised	1	1	Council resolution



## 2.4 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	Yes	Yes	Council's LIM template covers all statutory matters required to be included in LIM
My non-urgent LIM is processed within 10 days	100%	100%	NCS data

The following data provides a snapshot of the actual number of LIM's processed in this period.

ADDITIONAL INFORMATION TYPE	YTD	PREVIOUS YTD	PERIOD (8/4/14 TO 22/5/14)	PREVIOUS PERIOD
Standard LIMs (Processed within 10 working days)	113	116	9	19
Urgent LIMs (Processed within 5 working days)	98	64	12	16
<b>Totals</b>	<b>211</b>	<b>180</b>	<b>21</b>	<b>35</b>

## 3. Public Protection

### 3.1 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	99.60%	Processing times since the last meeting was 100%.
Building consent applications are processed within 20 working days	100%	98.89%	Processing times since the last meeting was 100%.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	129/222	The government is proposing to make changes where by the assessments will need to completed by a certain time. No further information from the government has been provided.

Building consent numbers from 1 July 2013 to 16 May 2014 (Year to Date) total 360 consents.

For the same period the year before (2012 – 13) the total was 369.

The following table provides a snapshot of the number and types of building consents granted for the period.

ADDITIONAL INFORMATION TYPE	NUMBER	VALUE
Commercial	0	\$0
Industrial	5	\$201,100
Residential	45	\$1,733,082
Other	5	\$269,000
<b>Totals</b>	<b>55</b>	<b>\$2,203,182</b>

### 3.2 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 2013/14	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	6 visits	No visits	None to date. Visits are planned for Greytown School before June 2014, subject to having suitable staff available to deliver the programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	NCS

As at 22 May 2014 there are 2,855 registered dogs with 1,635 owners. There are currently 36 unregistered dogs, with 30 owners who have been or are in the process of being infringed for this offence.

The following table provides a snapshot of dog control incidents by type and location for the period.

ADDITIONAL INFORMATION INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Attack on Pets	0	1	0
Attack on Person	0	0	0
Barking and whining	0	0	0
Lost Dogs	0	0	0
Found Dogs	0	1	0
Rushing Aggressive	1	4	1
Wandering	0	1	0
<b>Total</b>	<b>1</b>	<b>7</b>	<b>1</b>

### 3.3 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	
Council responds to complaints regarding animals within 40 hours	100%	100%	

The following table provides a summary snapshot of stock control incidents between 8 April 2014 and 22 May 2014.

ADDITIONAL INFORMATION INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Stock	0	2	1
<b>Total</b>	<b>0</b>	<b>2</b>	<b>1</b>

### 3.4 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	NCS data

The following table provides a summary snapshot of noise control incidents between 7 April 2014 and 22 May 2014.

ADDITIONAL INFORMATION AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD (2013/2014)	YTD (2012/2013)	PERIOD (7/4/14 – 22/5/14)	PREVIOUS PERIOD (7/4/12 – 22/5/13)
Total	159	200	21	17

### 3.5 Sale and Supply of Liquor Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell liquor that are checked prior to	100%	100%	All applications for renewals have been checked for

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
renewal to make sure they comply with the Sale of Liquor Act 1989			compliance with the Sale and Supply of Alcohol Act 2012 which replaced the Sale of Liquor Act 1989.

The following table provides a summary snapshot of liquor related activities between 8 April 2014 and 22 May 2014.

ADDITIONAL INFORMATION ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD (2013/2014)	PREVIOUS YTD (2012/2013)	PERIOD (8/4/14 – 22/5/14)	PREVIOUS PERIOD
On, Off and Club Licences	28	91*	0	4
Manager's Certificates	121	39*	14	13

\* Partial data only due to new computer system introduced mid 2012

### 3.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	No enforcement has been required

### 3.7 Food Bill Update

The Food Bill is set down for its third reading on 22 May 2014 and is likely to be enacted before the end of May 2014. However a commencement date has not been advised at this time. The latest commencement date is March 2016. Until commencement it will be essentially business as usual for Council. Officers are taking the opportunity to ensure as many businesses as possible are using template food control plans so that we do not get "swamped" in the three year transition period. Council has been receiving a steady stream of applications from businesses wanting to change to Food Control Plans. There are currently 19 businesses using FCP's and a further 4 are trialing the system.

The Ministry of Primary Industries aim to have all implementation questions answered in guidance material, and provide other forms of support, so that the implementing of the new regime is completed around six months before March 2016.

### 3.8 Bylaws

From 7 April 2014 to 22 May 2014, one abandoned vehicle was reported and one general complaint (graffiti) was received.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment.

# MARTINBOROUGH COMMUNITY BOARD

12 MAY 2014

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## CHAIRPERSON'S REPORT

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*Recommendation:*

*That the Community Board receive the report.*

### **1. Meetings**

#### **1.1 Community Board Chairs – 26th May**

Christine, Lee and I met to discuss progress. Most of the conversation revolved around the Annual Plan process with the Town Hall & Community Centre project and the Featherston Square development discussed at length. We will be organising a winter Community Board and Partners dinner.

#### **1.2 Martinborough Business Association AGM - 27<sup>th</sup> May**

A very well attended. I took the opportunity to speak briefly about our new Strategic Grants Policy.

#### **1.3 Featherston Public Meeting – 29<sup>th</sup> May**

I attended this meeting with Vicky Read. Vicky can provide a verbal update if required.

### **2. Annual Plan**

#### **2.1 Submission and Hearings**

With input from all Community Board members we submitted on a number of areas in the Council's annual plan and spoke to the submission on the 9<sup>th</sup> June.

**From:** Pakohe [mailto:pakohe@infogen.net.nz]

**Sent:** Friday, 13 June 2014 9:26 a.m.

**To:** Suzanne Clark - Committee Secretary

**Cc:** Councillor Julie Riddell; MTH- Max Stevens; MTH- Pam Colenso; 'Victoria Read'; Lisa Cornelissen

**Subject:** RE: Apologies and Agenda items for next CB meeting

### YOUTH FORUM UPDATE

We have had 4 meetings now, all on a Sunday afternoon 4.30, first couple at the cinema, which went well but a couple of parents got a bit too involved in their issues with youth in Martinborough, so we asked that we have youth only so they could gel more with other and not get bogged down with adults issues. The last two meetings have been at the fire brigade and a lot more relaxed for the youth, just Deb, Jenna, (sw youth co-ordinator) and I as adults. The first event they wanted to focus on was a low key movie afternoon/evening with 8 - 12yrs 4.30 - 6.30 (younger brothers and sisters) then 13 - 17yrs. This is planned for 1st sun of hols 6th July. Venue is still to be advised. They are planning the whole thing, from making a poster, asking for venue, looking at risk management, money etc. We have a lovely group of seven at the moment 12 yrs to 20yrs and it seems to be expanding slowly. Thanks to the community boards \$1000 that we have been given for food, beverage, misc, I have been offering a softdrink, chippies, and sweets which seem to be gratefully consumed. They are also looking at a kickboxing demo from Featherstone's Kelly a woman 7 times world champion and a few others, celebrating Matariki with fireworks and DJ event at King St Live, the police have donated \$500 to pay for food and drinks and we have managed to get a free bus to come to Martinborough to pick up and drop off from Masterton council. We also have had very bad news, the funding application that we agonised over for hours was turned down with no explanation! Yet Masterton got it again for the 3rd time? One of the criteria was that you are only allowed to apply once? Very disappointing and puzzling. So back to square one and hoping to apply for funding on the new community board application submission on 1st August? Adi McMaster

11 June 2014

Graham Howie  
PO Box 58  
Martinborough 5741

Dear Graham

### **MARTINBOROUGH SWIMMING POOL SLIDE**

The Martinborough Community Board has asked that I pass on their sincere gratitude for the kind donation of funds from the Martinborough Swimming Club (now in recess) to Council so that an inflatable slide could be purchased for use at Martinborough Swimming Pool.

The slide has proven to be a huge hit with the children of Martinborough and in fact there are reports of families coming from around the district to try out the slide.

Once again thank you for allowing the Club funds to be put to good use at the pool.

Yours sincerely



Suzanne Clark  
Committee Secretary  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

CC: Trevor Blacktop