



**Martinborough Community Board
First Meeting of the Triennium 2016-2019**

Minutes 20 October 2016

- Present:** Lisa Cornelissen (chair from 6:35pm), Fiona Beattie, Victoria Read, Cr Pam Colenso and Cr Pip Maynard.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Thursday 20 October 2016 between 6:30 and 7:30pm.

PUBLIC BUSINESS

The Chief Executive in the Chair

- A1. Apologies
There were no apologies.

B DECLARATIONS AND ELECTION OF CHAIRPERSON

- B1. Declaration by Members
The elected Martinborough Community Board members made public declarations and were sworn in by the Chief Executive.
- B2. Election of Chairperson
Vicky Read nominated Lisa Cornelissen for the position of chairperson.
There were no other nominations.
MCB RESOLVED (MCB2016/77) that Lisa Cornelissen be elected chairperson of the Martinborough Community Board.
(Moved Read/Seconded Beattie) Carried

Lisa Cornelissen assumed the chair

- B3. Election of Deputy Chairperson
Fiona Beattie nominated Victoria Read for the position of deputy chairperson.
There were no other nominations.
MCB RESOLVED (MCB2016/78) that Victoria Read be elected deputy chairperson of the Martinborough Community Board.
(Moved Beattie/Seconded Cr Colenso) Carried

DISCLAIMER

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

C BUSINESS IN ACCORDANCE WITH PART 1 OF SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002

C1. Legislation Affecting Elected Members – General Explanation

Mr Crimp provided an overview of the legislation affecting elected members as required by the Local Government Act 2002. Mr Crimp noted that the legislation under Appendix 2 of the report belonged in Appendix 1 and tabled the excerpt for the Secret Commissions Act.

MCB RESOLVED (MCB2016/79) to receive the information.

(Moved Cornelissen/Seconded Beattie)

Carried

C2. Schedule of Ordinary Meetings

MCB RESOLVED (MCB2016/80):

1. To receive this information.
2. To adopt the revised 2016 schedule of meetings subject to a date change from Monday the 21 November 2016 to Thursday the 24 November 2016.
3. To adopt the 2017 schedule of ordinary meetings subject to a date change from Monday the 20 November 2017 to Monday the 27 November 2017.
4. To set the regular meeting time of the Martinborough Community Board at 6:30pm.

(Moved Beattie/Seconded Cr Maynard)

Carried

D MATTERS FOR DECISION

D1. Code of Conduct for Elected Members

MCB RESOLVED (MCB 2016/81):

1. To receive the information.
2. To adopt the Code of Conduct for Elected Members for the 2016-2019 triennium with amendments as noted.

(Moved Cornelissen/Seconded Read)

Carried

3. Action 622: Amend the Code of Conduct for elected members as follows: Clause 2.3 replace 'Appendix H of the model' with 'clause 18.3 of the LGNZ', clause 4.4 replace 'Securities Act 1978' with 'Financial Market Conducts Act 2013'; P Crimp

D2. Establishment of and Appointments to Committees

The Community Board elected not to reconstitute the Town Centre Committee.

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MCB RESOLVED (MCB2016/82):

1. To receive the information.
2. That the Town Centre Committee not be reconstituted at this time, but formation of the committee would be reviewed when the Waihinga Centre development had progressed.
(Moved Read/Seconded Beattie) Carried
3. To appoint Cr Pam Colenso as the Martinborough Community Board representative to assist WREMO develop the Martinborough Community Response Plan.
(Moved Cornelissen/Seconded Read) Carried
4. That the Pain Farm supervisor contract be reviewed in 2017 in conjunction with the Pain Farm lease.
(Moved Read/Seconded Cr Colenso) Carried
5. To appoint Lisa Cornelissen to the Martinborough Community Centre Steering Group as the Community Board representative.
(Moved Cr Colenso/Seconded Maynard) Carried
6. To appoint joint community board representatives, Cr Pam Colenso and Fiona Beattie, to the Community Safety and Resilience Working Party, with one attendance at meetings unless otherwise agreed by the Chair of the Working Party, and attendance duties to be agreed between the appointees.
(Moved Cornelissen/Seconded Read) Carried
7. To appoint Lisa Cornelissen to the Martinborough Waste Water Treatment Community Liaison Group.
(Moved Beattie/Seconded Read) Carried
8. Action 623: Review the High Court decision regarding Considine Park; specifically the requirement for the formation of a user group and Councils legal obligations; P Crimp

D3. Community Board Terms of Reference

MCB RESOLVED (MCB2016/83) to receive the information.

(Moved Beattie/Seconded Cr Colenso) Carried

D4. Standing Orders

MCB RESOLVED (MCB2016/84):

1. To receive this information.
2. To adopt the LGNZ Standing Orders for meetings for changes as presented and Option C for speaking and moving motions.
(Moved Cornelissen/Seconded Read) Carried

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Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

AGENDA ITEM 6.1

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive 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 24 November 2016

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 24 November 2016

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
63	MCB	16-Feb-15	Action	Pam Colenso and Lisa Cornelissen	Provide an update on the status of the benches for Considine Park	Open	4/8/15 2 seats ready to order. Seat funded by Peter Craig's family to include an in memory of plaque with birth and death dates. Plaque for MCB donated chair to include presented by MCB and date 2/11/15: Benches on order and will arrive on the 20 Nov. Liaising with Lions to get installed. 7/12/15: Benches arrived, Lions have laid concrete for one bench and other pad due for laying on 11 December. Hoped that seats are installed by xmas. 8/6/16: Benches are installed, awaiting plaques 18/7/16: Plaque arrived, needs to be installed
470	MCB	3-Aug-15	Action	Lisa Cornelissen	Liaise with Connor Kershaw and the Martinborough Business Association about fairy light storage, let and return of lights	Open	Lights are currently stored in the space next to Victoria Read Architecture, accessible by both Conor and MCB. Business Assoc are aware that MCB approval is needed to borrow them. 2/11/15 Reopened action. Loans process needs to be developed 18/7/16: Pain & Kershaw to manage lights rental using a Sku number and will reimburse MCB with any income once a year. Lisa to progress a loans process/policy
319	MCB	30-May-16	Action	Paul	Add a MCB agenda item a review of the Community Resilience Plan for 18 months following its completion	Open	24/6/16: Officer needs to be advised of it's completion before a future date can be scheduled.
415	MCB	18-Jul-16	Action	Pam Colenso	Put together a proposal for displaying historic WWI photos, to include costs and timeframes, for the Martinborough Community Board to consider at the 29 August meeting	Open	
417	MCB	18-Jul-16	Action	Paul	Provide guidance to Greytown Sport and Leisure on whether the Martinborough Sports and Leisure	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					model proposal fits within with the Pain Farm funds distribution judgement and provide the process for accessing funds		
503	MCB	29-Aug-16	Resolution	Mark	MCB RESOLVED (MCB 2016/65): 1. To receive the information. 2. To agree to the removal of pine trees as proposed in the report. 3. To request, as part of the next Pain Farm report, a report on the status of the other shelter belts and the likely work and future costs of maintaining the shelter belts over the next 10 years. (Moved Cornelissen/Seconded Read) Carried	Open	
504	MCB	29-Aug-16	Resolution	Mark	Salvage and Re-use of Shelter from Playground MCB RESOLVED (MCB 2016/66): 1. To receive the information. 2. To approve the salvage of the shelter and picnic tables from Martinborough Playground for future re-use at another Martinborough site. 3. To request from Council officers a recommendation for relocation including a landscape plan and associated costs. (Moved Colenso/Seconded Cr Stevens) Carried	Open	
507	MCB	29-Aug-16	Resolution	Mark	Directional Sign Policy for Accommodation, Information and Tourist Attractions MCB RESOLVED (MCB 2016/69): 1. To receive the information. 2. That the policy should be amended so that no more than seven blue signs are permitted on any one stand, except pre-existing stands which are to follow a sinking lid policy. 3. That costs of new requests are to be met by business owners, including erecting of supporting posts if necessary. 4. That the process is run by Council officers with applications going to the Community Board for	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					approval. (Moved Cr Riddell/Seconded Cornelissen) Carried		
508	MCB	29-Aug-16	Resolution	Lisa Cornelissen	Chair Report MCB RESOLVED (MCB 2016/70): 1. To receive the chair's report. 2. To underwrite the cost of the Waihinga Centre turf turning event to a maximum of \$1,000. (Moved Cr Stevens/Seconded Colenso) Carried 3. To agree to Mitre 10 storing and managing the loan/hire of fairy lights. 4. To agree that only community groups could use the lights on a no charge per use basis, but that liability for breakage would apply. 5. That Lisa Cornelissen should design a fairy lights hire request form, liaise with Mitre 10 to confirm the loans process and arrange for the form to be made available on Council's website. (Moved Cr Stevens/Seconded Colenso) Carried	Open	11/11/16: Invoices paid amounting to \$575.80. No other invoices outstanding
509	MCB	29-Aug-16	Resolution	Murray	MCB RESOLVED (MCB 2016/71) to recommend to Council to give consideration and make budget provision in the 2017/2018 Annual Plan to undertake a plan change to review zoning and town boundaries in Martinborough. (Moved Cr Stevens/Seconded Read) Carried	Actioned	In AP projects
510	MCB	30-Aug-16	Resolution		Council Report: Community Safety and Resilience Working Party MCB RESOLVED (MCB 2016/72) to receive the report. (Moved Cornelissen/Seconded Read) Carried	Actioned	
511	MCB	29-Aug-16	Resolution		MCB RESOLVED (MCB 2016/73) to receive the inwards correspondence. (Moved Cr Stevens/Seconded Cr Riddell) Carried	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
512	MCB	29-Aug-16	Resolution	Paul	MCB RESOLVED (MCB 2016/74) to grant the Martinborough Mens Shed \$1,540 to assist with the costs of repairing the main switchboard to achieve compliance and to install overhead electrical cables in the machine room. (Moved Cornelissen/Seconded Cr Riddell) Carried	Actioned	2/9: Advisement letter sent
514	MCB	29-Aug-16	Resolution	Paul	Greytown Scouts MCB RESOLVED (MCB 2016/76): 1. To grant the Greytown Scouts \$250 to assist with the costs of attending jamboree. 2. To invite Lilly McMahon to attend the Board meeting in February to let the Board know how Jamboree went. (Moved Cornelissen/Seconded Cr Riddell) Carried	Open	2/9: Paid, will invite Lilly to the 30 Jan MCB.
516	MCB	29-Aug-16	Action	Paul	Gain clarity on Martinborough flag hanging invoice charges and advise the MCB	Actioned	Poletech are hanging flags in Mba for the MCB as a community service
517	MCB	29-Aug-16	Action	Paul	Provide a revised Pain Farm Financial Statement to the November 2016 MCB meeting which includes all funds committed to the Waihinga Centre	Open	To be tabled
622	MCB	20-Oct-16	Action	Paul	Amend the Code of Conduct for elected members as follows: Clause 2.3 replace 'Appendix H of the model' with 'clause 18.3 of the LGNZ', clause 4.4 replace 'Securities Act 1978' with 'Financial Market Conducts Act 2013'	Actioned	
623	MCB	20-Oct-16	Action	Paul	Review the High Court decision regarding Considine Park; specifically the requirement for the formation of a user group and Councils legal obligations	Open	

MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

AGENDA ITEM 6.2

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 16/17 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2015- 30 June 2016 and for 1 July 2016 - 30 September 2016 are attached in Appendix 1 for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

A Pain Farm Financial Statement which includes all funds committed to the Waihinga Centre will be tabled.

2. Appendices

Appendix 1 - Income and Expenditure Statements

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

Appendix 1 – Income and Expenditure Statements

Martinborough Community Board	
Income & Expenditure to 30 June 2016	
<u>INCOME</u>	
Balance 1 July 2015	46,266.51
Annual Plan 2015/16	20,954.00
TOTAL INCOME	67,220.51
<u>EXPENDITURE</u>	
Members' Salaries	13,757.39
Total Personnel Costs	13,757.39
AP Martinborough B MCB Midwinter Affair market s/shp	1,099.40
AP Tube Fab Ltd 6 rectangular tables-del Mbo T/Hall	1,635.00
AP Local Governmen Annual C/Brd levy 2015/16	166.66
AP Student workshop 20/6/15 computer coding	500.00
AP Christmas lights - Mbo Com Brd	3,206.00
AP Cotter & Steven Tree lights in Square Mbo	1,160.00
AP Mitre 10 Concrete for seats at park -	38.54
AP Mitre 10 Concrete for seats at park - MCB	106.42
10 swim tickets to 53603130	300.00
AP Ed's Arborist S Install light in 4 trees Mbo Square	770.00
AP OfficeMax New Z Stationery supplies	5.87
Free Swim Day MCB2015/71&70	767.00
AP Big Mac Slabs F 2 park benches	1,217.39
Total General Expenses	10,972.28
AP Pirinoa Primary Resurface com court MCB grant	1,000.00
AP Martinborough J MCB Grant-Guy Fawkes event 7/11/15	500.00
AP NZ Council of V Programme costs-grant	500.00
AP Wairarapa & Sou MCB grant purchase computer	500.00
AP Martinborough C Grant-to assist purchase vehicle	2,000.00
AP Martinborough J Grant - hire portaloos for event	85.54
AP Martinborough S Grant - purchase 2 rifles	2,400.00
AP Grant - assist purchase uniforms	1,000.00
AP Pirinoa Primary MCB Grant-netball court resurfing balance owing	500.00
AP Tora Fire Party MCB Grant - defibrillator costs	760.50
AP MCB grant-refurbishment old Court House	2,000.00
AP Pirinoa Hall Co Cost to help repl septic tank/lines hall	1,500.00
AP Waihinga Centre Bronze inst 1 of 1	21,739.13
AP Wairarapa Acces MCB grant"Live Wires Radio"	690.00
AP Martinborough R Grant-Cost for away games exp	734.00
AP Wairarapa Mathe MCB Grant - Aug 106 Maths Week Comp	200.00
Total Grants	36,109.17
TOTAL EXPENDITURE	60,838.84
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	6,381.67
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2016	(3,757.39)
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00
Pirinoa Hall Inc.	1,500.00
Martinborough Flags	
Total Commitments	(757.39)
BALANCE TO CARRY FORWARD	7,139.06

Martinborough Community Board

Income & Expenditure to 30 September 2016

<u>INCOME</u>		
Balance 1 July 2016		6,278.65
Annual Plan 2016/17		31,678.00
TOTAL INCOME		37,956.65
<u>EXPENDITURE</u>		
Members' Salaries		3,869.89
Total Personnel Costs		3,869.89
AP R D & W J Nisbe MCB brass plaques x 2		63.48
AP Ms V H Read Eco Conf 2016-reimbursement		391.30
AP Cotter & Steven Fairy light repairs Mbo Square		208.48
AP Local Governmen Annl Com Brd's levy Fsn,Gtn,Mbo		166.67
Total General Expenses		829.93
AP Greytown Scout MCB Grant-jamboree		250.00
AP Prizes - Turf Turning expenses		100.80
AP Citizens Advice Running Bureau grant 2016		350.00
AP Hooping-Turf Turning		475.00
AP Assist with repairs main switchboard		1,540.00
Total Grants		2,715.80
TOTAL EXPENDITURE		7,415.62
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE		30,541.03
<u>LESS: COMMITMENTS</u>		
Salaries to 30 June 2016		11,580.11
Martinborough Christmas Parade		650.00
Total Commitments		12,230.11
BALANCE TO CARRY FORWARD		18,310.92

MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

AGENDA ITEM 6.3

OFFICERS' REPORT TO COMMUNITY BOARDS

Purpose of Report

To report to community boards/Maori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

Receive the information.

CHIEF EXECUTIVE REPORT

1. Executive Summary

This has been a very busy period for all, dominated by two key matters.

The elections add a significant workload in a few areas every three years which has to be managed on top of the normal day to day routine. Voter turnout at slightly under 57% was excellent when compared to the rest of the country, where the average was 41.8%. While we weren't the top, we were certainly in the upper quartile. Well done to Barbara Gavan for coordinating the process from our end.

While it is difficult to assess the reason for the higher turnout, in my view there are two key aspects. Having a Mayoral race usually increases voter turnout, and this election was hotly contested. Also, the excellent progress that has been made on key infrastructural and amenity projects has put what we do in the public eye more than in the past.

Like the elections, the Annual Report creates additional pressures once a year with increased and changed reporting requirements. The adoption of the Annual Report will mark the culmination of four months solid effort, thanks to Kyra Low and Kim Whiteman for again bringing this together. It is pleasing that no significant or even moderate issues have been raised.

We continue to make good progress on other key projects, the Waiyinga Centre/Town hall; Health and Safety initiatives; and the Local Government Commission work streams.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2016]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2014/15	2015/16	2015/16	COMMENTS
		ACTUAL	TARGET	ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	73%	75%	73%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out during 2013/14. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	62%	70%	62%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	59%	80%	76	The Colmar Brunton (CB) Customer Satisfaction survey was carried out in 2015 in addition to the 59% satisfied 11% felt they were unable to comment. The full NRB customer satisfaction survey was carried out during 2013/14. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	64%	78%	64%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	Greytown 92% Featherston 95% Martinborough 95%	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65%	65%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	49%	68%	49%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	Achieved	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.

2.1 Local Government Commission

The Local Government Commission continue their analysis of the various workstreams:

Water (high level review of operations western part of region)

Transport

Spatial planning

Communities of interest

Wairarapa

Input on Spatial Planning, Communities of Interest, and Wairarapa continue where needed, and various meetings have been attended.

Work continues on the options for the Wairarapa, with regular meetings covering various aspects that require analysis. It is apparent the Commission will look to release their preferred option for consultation late Q1 next year.

2.2 Local Government Elections

56.28% (4,253 out of 7,556) was an excellent turnout, particularly compared to the 41.8% national average. Saturday morning (8 October) was far busier than last election; where close to 150 envelopes were couriered down for counting (approx.to 2%).

The election process commenced some months before nominations opened, and it has been quite a busy time since then. Elections, nominations, roll preparation, and voting is a very legalistic process and particular care needs to be taken in this process.

While this phase closes, gearing up for the new triennium is in full swing with induction, swearing in, training the various administrative matters that are required at this time.

We have received the Martinborough Community Board by election material from Electionz and will be working this through as soon as we are able. Election costs will be in the order of \$16,000, which will need to be collection next year.

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Matters covered were a discussion on the elections (from the CE's perspective), service delivery reviews, and an update from the Local Government Commission.

3.1.2. SOLGM Conference

This year's SOLGM annual summit was held in Auckland with the usual wide variety of speakers and topics.

Sessions included Monica Barone, CE of City of Sydney, talking about implementing the long term vision for Sydney, with access to sunlight being one of the key matters of importance in the CBD, and how this was achieved. An international panel discussion canvassed issues facing local authorities from New Zealand, Australia, United Kingdom and Canada, and while each jurisdiction has their own idiosyncrasies, many of the issues are common including, engagement (electoral and general issues), funding, asset management. It is apparent there is no quick fix, with all participants indicating they keep trying new and different approaches to solve problems. Some work, some don't.

I attended a workshop on Post Settlement working with iwi, a key learning was that interacting with the "Post Settlement Governance Entities" does not mean you are dealing with iwi, as the PSGE are effectively corporate bodies. This was food for thought for SWDC.

Finally a workshop on Infrastructure, one of the presenters was Wellington Water and it was a useful insight into the better use of data to ascertain future revenue requirements and maintenance issues.

3.1.3. Community Boards

No meeting were held in the run up to the election.

3.1.4. Maori Standing Committee

No meetings were held.

4. Corporate

4.1 2015/16 Annual Report

Preparation of the 2015/16 Annual report is nearing completion. This is a significant project and was started early July.

The Audit New Zealand team of between four and six members have largely completed their fieldwork and no significant issues have been raised.

Our result is once again close to budget, and we have largely met our non-financial performance metrics.

4.2 Occupational Health and Safety

We continue to make good progress on health and safety matters, assisted by Major Consulting. We are completing the initial physical works at the Libraries/Service centres, with work on creating "safe rooms" underway. We are also finalising operating procedures for a range of events that may occur.

The judgement in regards to the Ashburton incident has been released, and we have considered the findings. As anticipated, we will have to make some modifications to various reception areas and these are being considered.

No issues have been notified during the period.

4.3 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
17 June 2013	\$913	740	27	\$739
19 August 2014	\$818	592	91	\$663
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470
11 November 2015	\$498	572	83	\$404
1 February 2016	\$521	558	73	\$422
30 March 2016	\$651	531	27	\$527
2 May 2016	\$489	428	72	\$396
2 June 2016	\$699	769	12	\$566
1 Aug 2016	\$466	367	72	\$378
1 Sept 2016	\$681	956	10	\$552
1 Oct 2016	\$545	762	42	\$441

Arrears are further analysed in the table below:

Arrears analysis as at 03/10/2016 42 days since last installment					
		# Properties	Arrears	Outstanding	TOTAL
Featherston	Urban	191	\$ 77,867.85	\$ 67,700.67	\$ 145,568.52
	Commercial	12	\$ 4,508.98	\$ 7,638.86	\$ 12,147.84
Greytown	Urban	142	\$ 49,850.79	\$ 46,673.58	\$ 96,524.37
	Commercial	14	\$ 5,000.94	\$ 11,527.52	\$ 16,528.46
Martinborough	Urban	129	\$ 27,412.36	\$ 35,875.28	\$ 63,287.64
	Commercial	17	\$ 10,761.85	\$ 8,486.17	\$ 19,248.02
Rural		257	\$ 85,588.23	\$ 106,146.06	\$ 191,734.29
TOTAL		762	\$260,991.00	\$ 284,048.14	\$ 545,039.14

4.4 LGOIMA Requests

TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
Since 2008 the number of Code of Compliance certificates issued.	Information supplied
Council owned Art works, their value and which are publically displayed.	Information supplied
All information that led the SWDC decision to impose a mandatory \$1000 charge when rate payers apply for a resource consent on land that is impacted by draft 100 year floods as promoted in a draft flood plain plan by GWRC.	Substantial amount of research required to provide. Material held by Masterton district Council. Could transfer request if preferred.
All the papers relating to what is known as Lysters Lane including notes of discussions around Council table.	requested to be more specific as to dates
Flood hazard information	Information supplied
Waiohine Flood Plain Scheme and resource consents.	Information supplied
Seeking from Mayor names and email addresses of those to whom emails sent.	Information supplied
Signage "Love of Books".	Response provided
Advertising spend last 12 months including Facebook etc.	
Was Mayoral car was on business in Masterton and that the mayor was not soliciting votes while there.	Mayor confirmed that she was attending Council business and was not there for other purposes.
Costs of a judicial review.	
Dogs impounded or euthanized.	Information supplied
GWRC Draft Waiohine flood plain management proposal -the SWDC business case considering the pros and cons of this proposal.	
Shooting Butts Road information.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

4.5 Quarterly Report from Destination Wairarapa

The report attached in Appendix 1 has been received from Destination Wairarapa for the quarter ended 30 Sept 2016.

5. Appendix

Appendix 1 – Destination Wairarapa Report

Contact Officer: Paul Crimp, Chief Executive Officer

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Destination Wairarapa Council and Trust Report 30 September 2016

More Visitors, Staying Longer & Spending More

Overview

Visitor Arrivals

Wairarapa's growth has continued particularly with international visitor guest nights up each month for the past year. The average monthly growth has been 48% for international visitors.

Domestic growth has also continued with 10 of the past 12 months improving on the previous year and with an average of 5.4% per month.

We have seen a marked decline in length of stay which is disappointing but we continue to educate members on how to package and give that reason to stay another night.

Commercial Accommodation Monitor					
Statistics New Zealand					July 2016
	Wairarapa	Greater Wellington	Hawkes Bay	Taupo	National
Guest Arrivals					
2016	7,575	92,288	32,664	47,790	1,259,558
2015	6,314	94,690	27,730	44,103	1,166,482
Variance	20.0%	-2.5%	17.8%	8.4%	8.0%
Guest Nights					
2016	13,546	211,635	69,690	83,732	2,636,046
2015	12,860	206,401	56,885	79,469	2,467,016
Variance	5.3%	2.5%	22.5%	5.4%	6.9%
Occupancy					
2016	17.5%	60.2%	31.4%	34.1%	36.3%
2015	16.5%	58.8%	25.3%	31.3%	34.4%
Variance	1.0	1.4	6.1	2.8	1.9
Length of Stay					
2016	1.79	2.29	2.13	1.75	2.09
2015	2.04	2.18	2.05	1.80	2.11
Note: Greater Wellington excludes Wellington City					

Carterton and South Wairarapa statistics are grouped together so the following table for Masterton is not available for the other two TLAs.

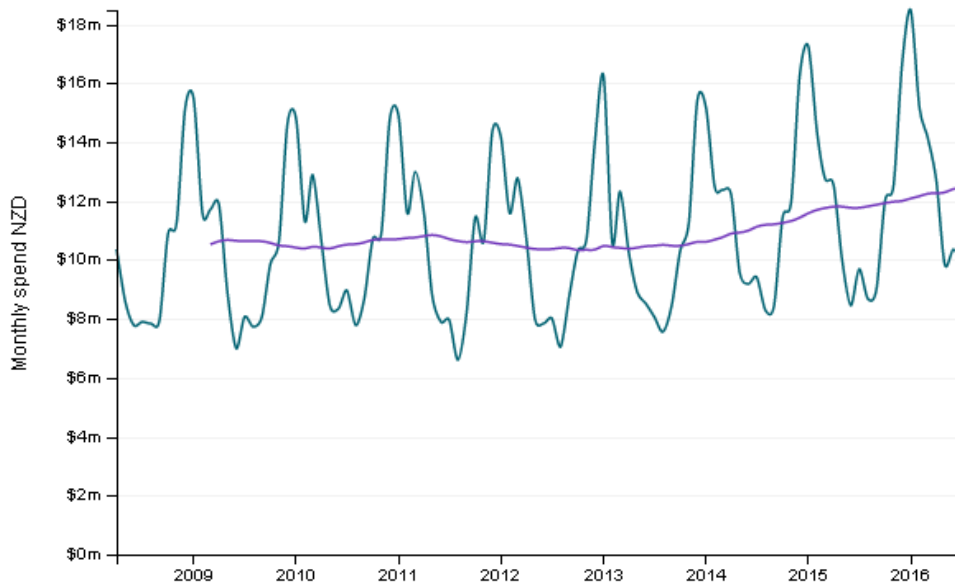
Commercial Accommodation Monitor			
Statistics New Zealand	12 Months Ending July 2015 v 2016		
	Wairarapa	Masterton	National
Guest Arrivals			
2016	120,405	68,378	18,908,371
2015	108,952	66,101	17,551,414
Variance	9.5%	3.3%	7.2%
Guest Nights			
2016	220,724	135,673	37,734,415
2015	201,462	127,544	35,599,693
Variance	8.7%	6.0%	5.7%
Occupancy			
2016	23.2%	27.3%	42.7%
2015	21.0%	26.5%	40.8%
Variance	2.2	0.8	1.9
Length of Stay			
2016	1.83	1.94	2.00
2015	1.85	2.01	2.03

Visitor Spend

The data Destination Wairarapa has used in the past to report on credit card spend is not currently available as MBIE overhaul their systems. There are also no reports available at the moment specific to individual TLAs. RTONZ the Regional Tourism Organisation association is working with MBIE and Statistics NZ to get the TLA reports operational again before the end of 2016.

This series of graphs is a more aggregated view of spend but still shows growth for all visitors at YE July 2016.

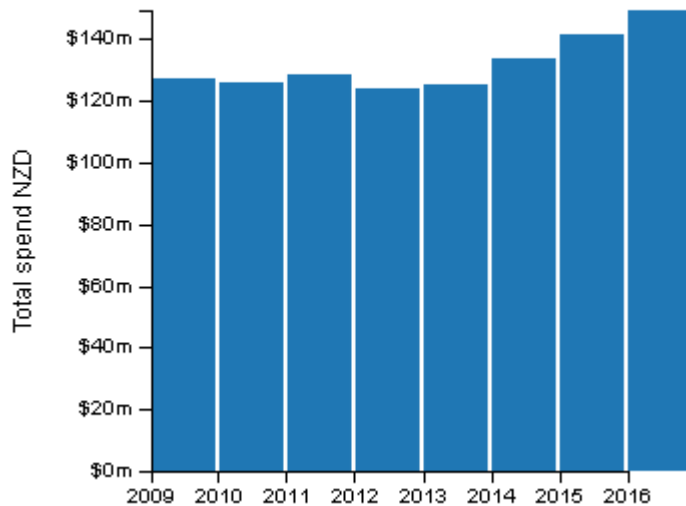
Historical monthly spending pattern



The financial objective for the tourism industry is outlined in the Tourism 2025 framework. In a Wairarapa context this means growing annual tourism revenue from \$134 million (YE 2014) by \$78 million to \$212 million a year by 2025.

Revenue from tourism YE July 2016 for the Wairarapa is \$149 million. That's an average growth of 5.6% per annum. The target is average growth of 5.3% per annum, so the Wairarapa is well on track for doing its part for the New Zealand tourism industry.

Total spending for year to July



The following graph shows spend in the Wairarapa by product for July 2016. This order of products purchased doesn't change when viewed for 12 months. The importance of tourism to retail and therefore retail to tourism cannot be understated in the Wairarapa. Getting as many retailers open 7 days a week is a real opportunity for the towns.

Spend by Product



Building our Councils into the Tourism Spend in NZ Local Government 2015/2016

Hammond-Robertson has developed a simple format based on sector research to determine the value for council's tourism investment and compare it nationally and by population cohort.

The three Wairarapa District Councils perform very well compared to other TLAs throughout NZ in terms of spend on tourism v return from tourist spend. All three spend between 1/3 and 1/6 of the national average.

Masterton's spend on tourism by the TLA is at about par with the average spend of similar sized populations. Carterton and South Wairarapa are again between 1/3 and 1/6 of the average of similar sized populations.

Compared to the Visitor spend in the 10 largest cities in New Zealand, South Wairarapa performs better than the average. Masterton performs better than the 10th largest city and Carterton is just below the 10th largest city.

Visitor dollars earned per dollar of Council spend on tourism ranks South Wairarapa ahead of Queenstown, Carterton just below the national average and Masterton just behind Wellington, just ahead of Taupo but below the national average.

It is interesting to note that the MOU with the three District Councils has Taupo and Wellington as comparative destinations should Wairarapa GDP growth rates not be reached.

For all of the following comparisons, additional money does need to be added to the three Wairarapa District Councils for what they spend on tourism grants for investment in cycleway construction. But does not include spending on public toilets, expanded sewerage and water schemes, bylaw regulation and rubbish services.

The first data table in the report (page 10) shows the top 11 cities investment in the visitor sector.

6. Wellington City Council	\$6.5 million spend	\$31.90 per head of pop.
10. Taupo District Council	\$3.35 million spend	\$94.20 per head of pop.

NZ Average

\$37.90 per head of pop.

Masterton District Council	\$271,000 spend	\$11.68 per head of pop.
South Wairarapa District Council	\$115,000 spend	\$11.05 per head of pop.
Carterton District Council	\$54,000 spend	\$5.62 per head of pop.

Masterton District Council advises that Wairarapa population is divided as follows:

Carterton	9,600
South Wairarapa	10,400
<u>Masterton</u>	<u>23,200</u>
TOTAL	43,200

The next table (page 12) shows the TLA expenditure by population cohort

10,000 – 20,000	No. TLAs	Av. Spend	Av. Spend / head
	10	\$303,000	\$20.73
Masterton		\$271,000	\$11.68
Under 10,000	14	\$412,000	\$59.60
South Wairarapa		\$115,000	\$11.05
Carterton		\$54,000	\$5.62

The only real comparison here is the population of the towns in the cohorts. Some small TLAs will have enormous tourism spend and possibly have a targeted rate enabling the larger investment in tourism.

(page 15) Visitor Spend per head of pop. In 10 largest cities

1. Wellington	\$8,047 per head of pop.
South Wairarapa	\$6,250 per head of pop.

NZ Average \$5,054 per head of pop.

Masterton	\$2,844 per head of pop.
10. New Plymouth	\$2,531 per head of pop.
Carterton	\$1,875 per head of pop.

Wellington and Christchurch spend will severely distort the average spend given their comparatively low populations. The three Wairarapa TLAs perform very well in the national mix based on the top 10 cities.

(page 16) Visitor \$ earned per \$ of Council spend

South Wairarapa	\$565.21 visitor \$ earned /\$ Council spend
Queenstown	\$467.20

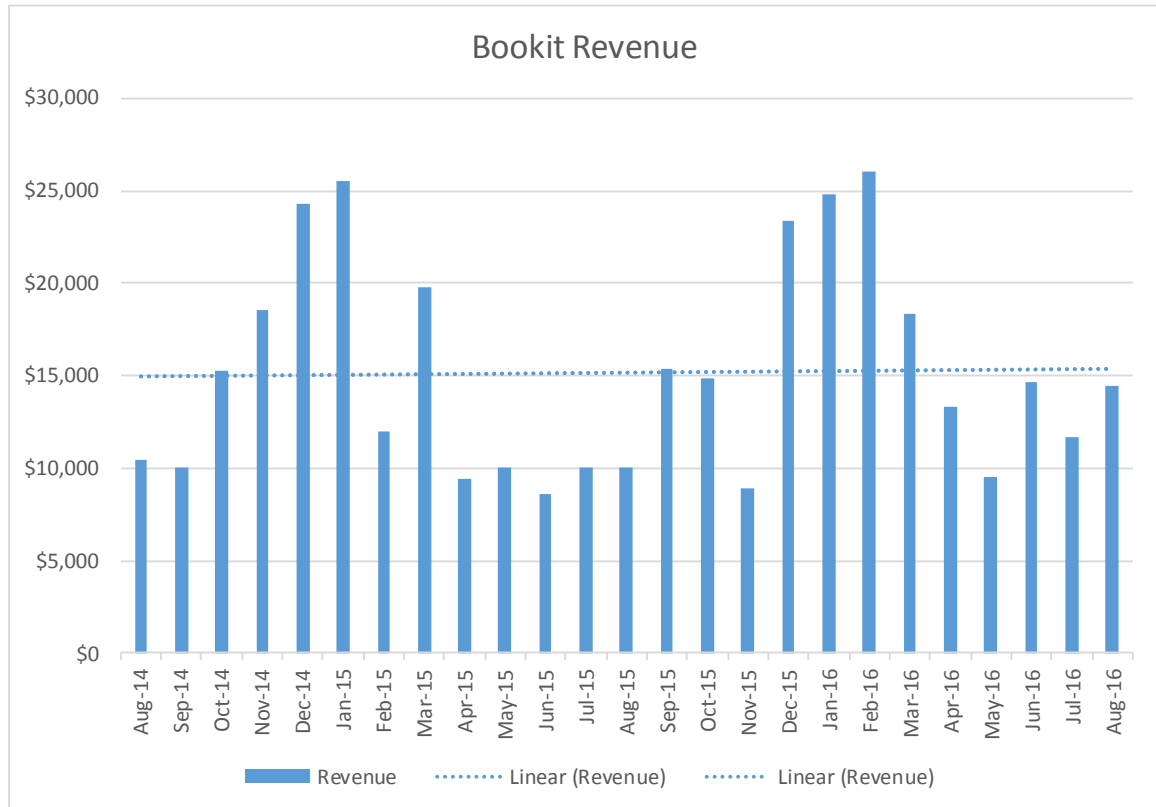
NZ Average \$379.15 per head of pop.

Carterton	\$333.33
Wellington	\$252.30
Masterton	\$243.54
Taupo	\$137.20
New Plymouth	\$26.20

All three TLAs rank very well against other Councils in the country producing a strong return on tourism marketing investment.

Bookit

Bookit is the online booking engine on the Destination Wairarapa website. Bookit continues to perform and the winter campaign has had a positive impact. Through June to August booking volumes were up 34.4% on the same period last year and 37.4% up on revenue. This is revenue going direct to local businesses.



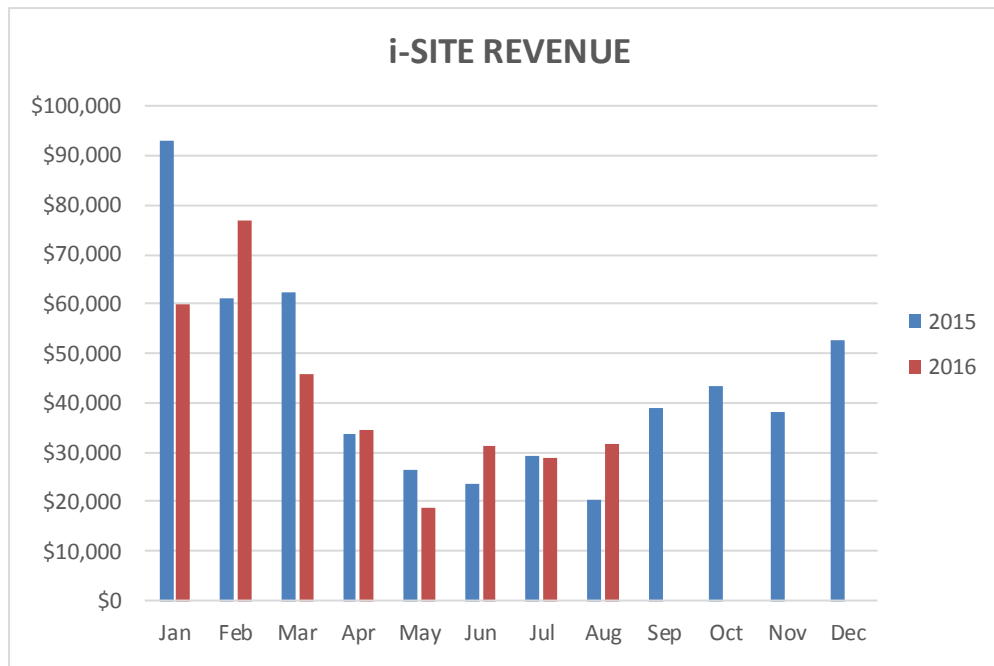
Winning Business Events

Currently working through 2017 Business Event Trade Shows which the partners want to attend as a Wairarapa collective.

i-SITE Visitor Centres

Highlights:

- **i-SITE Total Sales**
 - i-SITE Visitor Centre gross revenue for YE August 2016 (\$501,319) was down 6.8% on the previous 12 months but improved 5 points since July 2016.
 - More work is being done to remind the industry that the i-SITE Visitor Centres are there for onward promotion and sales



Product Development

- Development of operators to become China ready with three workshops being prepared
- Development of a coastal guided tour product
- Development of Rivenrock mountain bike park
- Development of a new stellar tourism experience
- Assistance connecting new retailer with local contacts
- Continued development of New Zealand Cycle Classic & Huri Huri; Wairarapa's Bike Festival

Operator Development

- Accommodation providers meeting was held in Masterton
- Hosted the Carterton District Business Inc function
- Becoming 'China Ready' workshop was held for members. 1st of 3

David Hancock
General Manager

Profit & Loss

Destination Wairarapa Inc. For the month ended 31 August 2016

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Accommodation Commission	965	2,500	(1,535)▼	-61.4%▼	1,460	3,500	(2,040)▼	-58.3%▼
Bookit	581	150	431▲	287.4%▲	919	650	269▲	41.4%▲
Interest Received	86	208	(122)▼	-58.7%▼	200	416	(216)▼	-51.8%▼
Membership	182	-	182▲	0.0%	325	500	(175)▼	-35.1%▼
Other Revenue	1,287	100	1,187▲	1187.0%▲	(649)	100	(749)▼	-748.9%▼
Ticket Commission	376	70	306▲	436.5%▲	407	140	267▲	190.8%▲
Tourism Products	248	150	98▲	65.1%▲	434	270	164▲	60.9%▲
Travel Sales	409	120	289▲	241.1%▲	704	490	214▲	43.7%▲
Council Grants								
Grants - CDC	4,417	4,595	(178)▼	-3.9%▼	8,833	9,190	(357)▼	-3.9%▼
Grants - MDC	66,560	-	66,560▲	0.0%	66,560	68,250	(1,690)▼	-2.5%▼
Grants - SWDC	28,866	-	28,866▲	0.0%	28,866	29,443	(577)▼	-2.0%▼
Total Council Grants	99,842	4,595	95,247	2072.8%	104,259	106,883	(2,624)	-2.5%
Retail Sales								
Retail Sales	850	400	450▲	112.6%▲	1,251	790	461▲	58.3%▲
Less Cost of Sales	(475)	-	(475)▼	0.0%	649	-	649▲	0.0%
Total Retail Sales	375	400	(25)	-6.1%	1,900	790	1,110	140.4%
Total Income	104,351	8,293	96,058	1158.3%	109,959	113,739	(3,780)	-3.3%

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Less Cost of Sales								
Cost of Goods Sold	-	880	(880)▼	-100.0%▼	-	960	(960)▼	-100.0%▼
Total Cost of Sales	-	880	(880)	-100.0%	-	960	(960)	-100.0%
Gross Profit	104,351	7,413	96,938	1308.0%	109,959	112,779	(2,820)	-3.0%

Less Operating Expenses

Corporate Support Expenses								
ACC Levies	1,040	125	915▲	731.6%▲	1,040	250	790▲	315.8%▲
Accounting Fees	1,200	1,200	-	0.0%	2,400	2,400	-	0.0%
Audit Fees	-	-	-	0.0%	35	-	35▲	0.0%
Bad Debts	39	42	(3)▼	-7.1%▼	39	84	(45)▼	-53.6%▼
Bank Fees - ANZ	42	71	(29)▼	-41.1%▼	122	142	(20)▼	-14.0%▼
Board Members Expenses	-	-	-	0.0%	-	100	(100)▼	-100.0%▼
Depreciation	-	1,334	(1,334)▼	-100.0%▼	-	2,668	(2,668)▼	-100.0%▼
Electricity Corporate	145	145	▲	0.3%▲	291	280	11▲	4.1%▲
Entertainment	-	-	-	0.0%	489	-	489▲	0.0%
Equipment Rental	91	100	(9)▼	-9.2%▼	182	200	(18)▼	-9.2%▼
Fringe Benefit Tax	-	600	(600)▼	-100.0%▼	493	1,200	(707)▼	-58.9%▼
Information Technology	1,097	592	505▲	85.3%▲	1,559	1,184	375▲	31.6%▲
Insurance	409	450	(41)▼	-9.0%▼	819	900	(81)▼	-9.0%▼
Interest Expense	432	432	-▼	-0.1%▼	870	871	(1)▼	-0.1%▼
Kitchen Supplies Corporate	69	29	40▲	136.3%▲	69	58	11▲	18.2%▲
KiwiSaver Employer Contributions	-	971	(971)▼	-100.0%▼	983	1,942	(959)▼	-49.4%▼
Membership Expenses	707	-	707▲	0.0%	2,617	500	2,117▲	423.4%▲
Merchant & BNZ Bank Fees	142	317	(175)▼	-55.3%▼	314	634	(320)▼	-50.5%▼

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Office Supplies & Photocopying Corporate	493	583	(90)▼	-15.4%▼	1,143	1,166	(23)▼	-2.0%▼
Personnel incl. Training Corporate	33	250	(217)▼	-86.8%▼	443	500	(57)▼	-11.5%▼
Printing & Stationery	-	-	-	0.0%	(16)	-	(16)▼	0.0%
Rent & Rates Corporate	1,156	1,292	(136)▼	-10.6%▼	2,311	2,584	(273)▼	-10.6%▼
Salaries	19,905	21,250	(1,345)▼	-6.3%▼	37,796	42,500	(4,704)▼	-11.1%▼
Subscriptions & Membership	813	500	313▲	62.6%▲	5,959	4,875	1,084▲	22.2%▲
Telecom incl Mobiles Corporate	822	883	(61)▼	-6.9%▼	1,646	1,766	(120)▼	-6.8%▼
Vehicle Leases	544	550	(6)▼	-1.1%▼	1,088	1,100	(12)▼	-1.1%▼
Vehicle Operating Costs	1,275	808	467▲	57.8%▲	2,194	1,616	578▲	35.7%▲
Total Corporate Support Expenses	30,452	32,524	(2,072)	-6.4%	64,885	69,520	(4,635)	-6.7%
Total I-Site Expenses								
Electricity i-SITES	311	335	(24)▼	-7.1%▼	625	1,140	(515)▼	-45.1%▼
Kitchen Supplies i-SITES	44	25	19▲	75.9%▲	61	50	11▲	21.7%▲
Office Supplies i-SITES	81	100	(19)▼	-19.3%▼	81	200	(119)▼	-59.7%▼
Personnel incl Training & Conferences i-SITES	578	167	411▲	246.0%▲	1,250	334	916▲	274.3%▲
Photocopier i-SITES	115	196	(81)▼	-41.5%▼	249	392	(143)▼	-36.4%▼
Rent & Rates i-SITES	2,448	1,958	490▲	25.0%▲	4,343	3,916	427▲	10.9%▲
Repairs & Maintenance i-SITES	-	-	-	0.0%	65	100	(35)▼	-34.7%▼
Telecom i-SITES	405	367	38▲	10.5%▲	774	734	40▲	5.4%▲
Wages	12,530	14,750	(2,220)▼	-15.0%▼	23,965	29,500	(5,535)▼	-18.8%▼
Total Total I-Site Expenses	16,512	17,898	(1,386)	-7.7%	31,413	36,366	(4,953)	-13.6%
Total Marketing Expenses								
Advertising	-	-	-	0.0%	-	270	(270)▼	-100.0%▼
Business Events Marketing	-	3,000	(3,000)▼	-100.0%▼	-	3,000	(3,000)▼	-100.0%▼

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
CNZWT Marketing	-	-	-	0.0%	2,500	3,500	(1,000)▼	-28.6%▼
Distribution	800	1,000	(200)▼	-20.0%▼	1,550	2,000	(450)▼	-22.5%▼
Domestic Marketing	619	-	619▲	0.0%	619	-	619▲	0.0%
Domestic Marketing Email Distribution	323	333	(10)▼	-3.1%▼	619	666	(47)▼	-7.1%▼
Domestic Marketing Facebook	-	125	(125)▼	-100.0%▼	-	250	(250)▼	-100.0%▼
Domestic Marketing Spring Campaign	-	1,000	(1,000)▼	-100.0%▼	-	1,000	(1,000)▼	-100.0%▼
Domestic Marketing Winter Campaign	-	-	-	0.0%	278	3,000	(2,722)▼	-90.7%▼
Domstic Marketing Consumer Expos	-	-	-	0.0%	486	1,600	(1,114)▼	-69.6%▼
International Marketing Alliance	-	-	-	0.0%	5,000	-	5,000▲	0.0%
Media Hosting	649	375	274▲	73.0%▲	2,026	750	1,276▲	170.1%▲
Relationship Marketing	176	150	26▲	17.1%▲	410	300	110▲	36.6%▲
Trade Events & Training	-	575	(575)▼	-100.0%▼	-	1,150	(1,150)▼	-100.0%▼
Trade Famils	34	667	(633)▼	-94.9%▼	34	1,334	(1,300)▼	-97.4%▼
Website	200	1,583	(1,383)▼	-87.4%▼	459	3,166	(2,707)▼	-85.5%▼
Total Total Marketing Expenses	2,800	8,808	(6,008)	-68.2%	13,979	21,986	(8,007)	-36.4%
Total Operating Expenses	49,764	59,230	(9,466)	-16.0%	110,278	127,872	(17,594)	-13.8%
Operating Profit	54,588	(51,817)	106,405	205.0%	(318)	(15,093)	14,775	98.0%
Non-operating Expenses								
Entertainment - Non deductible	67	-	67▲	0.0%	682	-	682▲	0.0%
Total Non-operating Expenses	67	-	67	0.0%	682	-	682	0.0%
Net Profit	54,521	(51,817)	106,338	205.0%	(1,000)	(15,093)	14,093	93.0%

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Resource Management Act - District Plan

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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has begun to establish what data and how data is recorded and stored in NCS so as to enable more effective reporting against AER's in WCDP.

Work is continuing on the development of the Structure Plan for the Greytown residential future development area.

In order to cover off the requirements of the NES for Soil Contamination, analysis of soils is largely complete. This work is indicating only very minor levels of contamination over the bulk of the land. Slightly higher levels exist at one or two locations, which might need remediation works to be considered further down the line.

Work on bulk services design is commencing and an internal project team (planning, engineers) is being established to coordinate Council inputs to the consultants and to assist the consultant with design ideas.

A project brief has been completed for consultants to undertake independent assessment work on trees which have been selected for possible inclusion into Appendix 1.4 of the WCDP. A consultation process has also been developed for bringing forward a Plan Change next year.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	93%	NCS 3 applications have gone over 20 w/d due to mislaid correspondence, notice of payment not being forwarded or unforeseen overlap in staff being away from office. Excludes Planning certificate statistic – recorded under Sale and Supply of Alcohol Act.
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	89%	NCS (1 S224 certificate was 1 day over 15w/d due to time taken to verify work completed to standard)

Council received 30 applications (including Planning Certificates required under the Sale and Supply of Liquor Act 2012) between 1 September 2016 and 12 October 2016.

We have continued to contract out consents as required (4 at present, 17 in total to date), in order to cope with workloads.

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.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No action required

1.4 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 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	0	1	One proven complaint received to date. This resulted from an error in the property title data supplied to Council by LINZ. It was agreed to refund the fee in part compensation for this error.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PREVIOUS YTD 1 JULY 2015 TO 30 SEPTEMBER 2015	PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016	PREVIOUS PERIOD 1 SEPTEMBER 2015 TO 30 SEPTEMBER 2015
Standard LIMs (Processed within 10 working days)	71	56	22	21
Urgent LIMs (Processed within 5 working days)	23	10	10	3
Totals	94	66	32	24

Actual numbers of LIM applications remain very high (94 YTD). This YTD figure is close to 50% up on last year.

This reflects on the positive levels of economic activity in the district.

2. Public Protection

2.1 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 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100 %	NCS – Continued monitoring of processing days. Year to date, one CCC accidentally went over the 20WD's.
Building consent applications are processed within 20 working days	100%	99%	NCS – Continued monitoring of processing days. Due to staff issues processing contractors have been used to maintain service levels. Even so I BC has gone over time by one day.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January this year.
Earthquake prone buildings reports received	70%	63.43 %	Currently 144 of 227 known premises have been addressed. However work in this area has been put on hold until the new statutory regime takes effect next year. This is timed for March 2017.

Building Consent applications have continued at high levels in recent months with a definite “spike” in numbers.

The consents are also more substantial in terms of the building work covered, for instance in the week ending 7 October we received 11 new house applications as opposed to the long term average of 3 per week.

We have recently extended (both the time span and hours) an existing contract with a consultant to assist us at up to 30 hours per week through to Xmas.

Without this private sector input we could not currently meet our statutory responsibilities in terms of timelines or complexity.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$18,000.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$165,994.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	30	\$2,746,862.00
Other (public facilities - schools, toilets, halls, swimming pools)	0	0
Totals	37	\$2,936,856.00

2.2 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 15/16	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	Education programme targeting schools is in progress using the Christchurch City Council Dog Smart programme.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	90%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

The prosecution by Council of a dog owner (Shane McEntee) took place in the Masterton District Court on the 10th of October 2016. This prosecution was taken because of an incident on White Rock Station where 2 dogs were shot while attacking 9 sheep.

It was suspected that up to 70 had been killed by these dogs, many of these sheep were also in lamb making the loss even greater for the station. Unfortunately, we did not have sufficient evidence to take a more extensive prosecution.

The dog owner was fined a modest amount of \$300 and ordered to pay \$1440 in reparation and \$150 in costs.

INCIDENTS REPORTED	
Attack on Pets	2
Attack on Person	1
Attack on Stock	0
Barking and whining	4
Lost Dogs	3
Found Dogs	0
Rushing Aggressive	2
Wandering	23
Welfare	2
Fouling	1
Total	38

2.3 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 15/16	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\Animal Control Service request register.xls
Council responds to complaints regarding animals within 40 hours	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	6

2.4 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 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 16 TO 30 SEPTEMBER 16	PREVIOUS YTD 1 JULY 15 TO 30 SEPTEMBER 15	PERIOD 1 SEPTEMBER 16 TO 30 SEPTEMBER 16	PREVIOUS PERIOD 1 SEPTEMBER 15 TO 30 SEPTEMBER 15
Total	23	16	3	11

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined	100%	100%	

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Licencing Enforcement Agencies agreement.			

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PREVIOUS YTD 1 JULY 2015 TO 30 SEPTEMBER 2015	PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016	PREVIOUS PERIOD 1 SEPTEMBER 2015 TO 30 SEPTEMBER 2015
On Licence	3	4	1	0
Off Licence	6	7	2	0
Club Licence	0	1	0	1
Manager's Certificate	28	26	8	0
Special Licence	10	6	3	1
Temporary Authority	0	1	0	0
Total	47	45	14	2

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	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%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

2.6.1. Bylaws

1 litter complaint was received. 16 letters regarding overgrown trees and hedges were issued. 1 abandoned vehicle was reported. 4 general complaints were received.

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

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Group Manager highlights

The month has been primarily involved around Audit NZ and the annual reporting. While there were landmark events such as 'Breaking Ground' on the Waihenga Centre and the Featherston Town Square opening, officers were predominantly involved in the preparation for and audit of the Annual Report and Key Performance Indicator's (KPIs).

There have been developments within the land transport area with the review of communication tools to be used internally and outward facing to residents. This is to better inform them and staff off issues in real time. This is also associated with the purchase of a Drone to be used over the contracts. This will be a valued asset in the event of slips or when roads are closed.

Officers have also had a variety of other initiatives come forward. These range from the possible development of a regional mountain bike strategy, the use of electric vehicles, and implementation of fibre optic connectivity to name a few.

While the day to day issues of potholes and rubbish pick-ups combined with the audit process has dominated the last 6 weeks, progress is still being made on the waste water consents, new water supply, coastal protection and other major projects.

2. 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.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		341		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		99.6%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		99.9%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0 per1000 connections (0 complaint)	0 per1000 connections (0 complaint)	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0 per1000 connections (0 complaint)	0.25 per1000 connections (1 complaint)	0	1
The total number of complaints received by the local authority about drinking water pressure of	<15	0 per1000 connections	1.27 per1000	0	5

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
flow per 1000 connections		(0 complaint)	connections (5 complaint)		
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per1000 connections (1 complaint)	2.04 per1000 connections (8 complaint)	1	8
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per1000 connections (0 complaint)	0.75 per1000 connections (2 complaint)	0	3
Ratepayers and residents satisfied with level of service for water	75%				
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	(1/2) 50%	-	2	21
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	(2/2) 100%	-	2	21
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	(16/19) (84%)	-	19	82
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	(16/19) (84%)	-	19	82
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	40%	40%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		45.5%		

2.2 Services

2.2.1. Water supply capital improvements Featherston

With the Woodside bore-field now in operation, the focus is to complete the plant extension and the extra treatment fit-out. As reported earlier this is expected to be completed before Christmas. Building extension work has commenced with the floor slab poured and walls being constructed. The purpose of the upgrade is to provide infrastructure capable of meeting the New Zealand Drinking Water Standards.

2.3 Water treatment plants

The Waiohine and Martinborough plants operated routinely over the period.

2.4 Water reticulation

There were 10 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There was 1 account for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

3. 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.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
Number of blockages per 1000 connections	<10	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	0 per 1000 connections (0 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	4/5 (80%)	20
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/5 (100%)	20
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.5 per 1000 connections (2 complaint)	0	0.5 per 1000 connections (2 complaint)
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0.2 per 1000 connections (1 complaint)	0	0.2 per 1000 connections (1 complaint)
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)	1.24 per1000 (5 complaint)	4.23 per1000 (17 complaint)
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%	5/5 100%	-	5/5 (100%)	90% (18/20)

3.2 Waste water treatment plants

3.2.1. Capital and consents

1. Featherston waste water consent application

As reported to the Infrastructure and Planning Working Party meeting on 7 September:

Lodgement date for the application was 31 August. Unfortunately our team has been unable to complete the application to a point where

we could lodge with confidence that a 35 year consent term was going to be acceptable to the Commissioners.

We haven't been able to complete the report that would confirm the improvement plan around transitioning to land over time would be acceptable to the provisions of the RMA as far as adverse effects on the environment is concerned.

In order to do this, additional ecological study is needed in Donald's Creek (where it is planned to discharge over winter only at Stages 1A,1B and 2A plus 2B in emergencies) to confirm whether or not we can do this or some other improvement plan needs to be devised.

Officers have met with GWRC since and it was agreed additional time be given to complete the application. No timeline has been offered up as yet but it is expected to have the additional study and reporting required completed by the end of October, with the full application to be lodged before the New Year.

2. Staged improvements at Martinborough and Greytown WWTPs

The consents commence with minor improvement at each site (Stages 1A). The new inflow metering is in place and operating for both sites.

Conceptual design work for Stage 1B works has been completed at each site with design work to proceed in the near future. Martinborough already has UV disinfection in place, so council is requesting proposals from experienced irrigation contractors for the adjacent land. The plan is to have the system operating for this summer.

3.2.2. Operational

Featherston, Greytown and Martinborough plants operated routinely during the period with no reported issues. Lake Ferry had some high flow issues at the pump stations during the heavy rain period mid-September. The plant coped well, with no breach of consent.

3.2.3. Waste water reticulation

There were 1 pipeline blockages reported during the period.

4. Storm water drainage

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

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% 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 abatement 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 no issues reported within the reporting period.

5. Solid waste management

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

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 17% for December	Increased 4.9% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period.

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 2015/16	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	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	78				
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	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
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%	18/24 (75%)	68/91 (75%)	24	91
Meet annual plan footpath targets	Yes				

6.2 Roding maintenance – Fulton Hogan

September has been another busy month. A large amount of works were completed including a wet weather event in which a small number of roads were closed and some minor damage occurred.

Fulton Hogan has completed the weed spraying of the road side furniture and storm water drains. The high cut program is complete. There is an unusually large amount of grass growth due to wet weather so the mowing cycle may need to be completed earlier this year.

The “Gluepot” at Tora continues to require maintenance work at regular intervals. Thankfully we have not had as many extreme weather events as last winter, so 3 callouts according to our contractors is quite low in number compared to 2 years ago where there were approximately 15 callouts.



Fig 6.4.2: The "Gluepot" on a good day

6.3 Other contracts

6.3.1. North Street Lime Footpath: Opus Consultants

The construction of the North Street Lime Footpath is being project managed by Opus Consultants who manage our footpath maintenance contract. Pope and Gray who completed the lime footpath in Oxford Road will be undertaking the physical work.

6.3.2. Footpath maintenance and renewals 2016/17: Fulton Hogan

The combined Carterton District Council (CDC) and South Wairarapa District Council (SWDC) footpath maintenance and renewal contract has progressed well. A kerb extension in East Street adjacent to Cobblestones will be completed within this contract along with a small safety project which is an improved vehicle access at the site of the childhood centre in Jellico Street. Opus continues to manage this contract on behalf of SWDC and CDC.

6.4 Other activity

6.4.1. Shooting Butts Road

Unfortunately a fatality occurred on Shooting Butts Road this month. Our maintenance contractor Fulton Hogan aided police by providing temporary traffic management at the scene. Initial discussions have occurred with police and the serious crash unit investigator. SWDC are providing information as required.

As part of the routine maintenance cycle grading work has since been done in the area which included Shooting Butts Road at the site of the accident.

SWDC will await the coroner's report to see if any safety improvements are recommended.

6.4.2. Bridge Repairs

Routine bridge inspections identified a number of bridges in the district that require further investigation by the Consultant Structural Engineer/s. Calibre Consulting undertake these inspections and will continue to work with us to identify any additional physical works required.

The Donald's Creek footbridge has been identified as requiring remedial works these have been designed by Calibre Consulting and are being priced by our maintenance contractor Fulton Hogan. A building consent has been granted for the proposed work.

6.4.3. Speed Limits

District Speed limit review is being undertaken by Opus Consulting with initial findings from the Facebook consultation exercise being reported on.

The district schools will be looked at as a separate exercise using internal resources. Initial investigation has begun at each school with the existing layout being noted. Discussions have been had with Wairarapa Safety Council, NZTA and others experienced in road safety regarding what can be done to improve safety around our schools. The next step will be to initiate discussions with district school principals/staff. These discussions will be undertaken with Wairarapa Road Safety Officer/s with input from Community boards.



Fig 6.4.2: Kahutara School approach.

7. Amenities

The Amenities team is responsible for the management of council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also 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.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
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	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
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%				

7.2 Parks and Reserves

7.2.1. Featherston

Featherston Town Square was opened on 1 October 2016 with an official early morning blessing, and a community event later in the day.



The cherry tree garden at the Featherston camp reserve on SH1 was officially renamed Sakura Garden in a ceremony with the visiting Chor Farmer Choir on 12 September 2016. A new sign, which was funded by donations from the choir, was unveiled.



Card Reserve has now been prepared for the athletics season with new line-marking.

7.2.2. Greytown

The new interpretive sign for Stella Bull Park has been made and will be erected shortly. The sign gives the history of the park land and the development of the park and orchard.

7.2.3. Martinborough

Bee Aware month was celebrated in September with new seeds sown in our bee-friendly wildflower gardens. In Martinborough, the wildflower garden at Centennial Park was extended with the help of children from Martinborough School.



7.2.4. Lake Ferry

The reserve at the north end of Lake Ferry town ship is being fenced with bollards and rope to match the fencing around the children's play area. Much of the work has been done by local residents.

7.3 Community housing

There have been no changes to the waiting lists for community housing, with five people waiting for flats at Martinborough, two at Greytown and ten at Featherston.

A number of application forms have been sent out to various people making enquiries for SWDC community housing. These are yet to be returned.

Funding from Enable NZ has been approved for modifications to create an accessible bathroom for one of the tenants at Cicely Martin flats in Martinborough. The funding will cover around half the cost of the work, with council funding the remainder. The work is expected to be complete by mid-November 2016.

7.4 Cemeteries

7.4.1. Purchases of burial plots/niches 8 September to 12 October 2016

	Greytown	Featherston	Martinborough
Niche	2	1	
In-ground Ashes Beam	2		
Plot	1		

7.4.2. Ashes interments/burials 8 September to 12 October 2016

	Greytown	Featherston	Martinborough
Burial	1	1 (reserved plot)	
Ashes in-ground	1 (interred with husband existing plot)		
Ashes wall	1	1	

7.5 Property

7.5.1. Featherston

The contract has been let for the storm-water drainage renewal for the Anzac hall, but the work has been deferred until after the hall's centenary celebrations on the weekend of 15-16 October. A commemorative plaque will be unveiled by the Governor-General at the hall on 16 October. The "rock" garden and new flagpoles on the Birdwood Street side of the building will be completed in time for a public ceremony on 15 October.

At Featherston Library, work to make the building wheelchair accessible is almost complete, with just changes to the existing ramp remaining to be finished.

The entrance doors at the Featherston Information Centre have been altered so that it is clearer for people where to come in.

7.5.2. Greytown

The management plan for Greytown Town Centre is currently under review and will be reported to council at a later date. The cause of the long-standing problem with the storm-eater gutters on the McMaster Street side of the building has been found, although a permanent solution has yet to be devised.

7.5.3. Martinborough

Martinborough Town Hall, having been decommissioned ready for building work to start, was broken into by young people in the school holidays. Extra fortifications have been added to prevent further incursions.

7.6 Swimming pools

Preparations are under way to ready the pools for the 2016/17 season. The changing sheds at Martinborough have been brightened up with a fresh coat of paint.



7.7 Toilets

The new toilets for Ngawi are ready to be installed as soon as the building consent is granted. A solution for the problem with the septic tank at Ngawi fire station has been developed and priced. Once funding has been confirmed, this will be installed and will mean that the public toilets at the front of the building can be returned to use.

A concrete pad for Portaloos has been installed at Lake Ferry close to the beach. Two Portaloos were put there for the white-baiting season and will remain in place over the summer. The concrete pad has tie-down points so the Portaloos can be anchored against the wind.

7.8 Events

7.8.1. Featherston

Completed events:

Featherston Town Square Opening held 1 October 2016

Sakura Garden Opening held 12 September 2016

Future events:

ANZAC hall Centenary Family Picnic being held on 15 October 2016 (Clifford Square and Featherston Town Square)

Anzac Hall rock garden dedication to be held on 15 October 2016

Anzac Hall centennial official ceremony to be held on 16 October 2016
Ride the Rail (Cross Creek Railway Society Inc) being held every Sunday from the first Sunday in September 2016 through to the last Sunday in April 2017 (Clifford Square, Featherston)
Rimutaka Country Music Group Charity Concert being held on 29 October 2016 (ANZAC Hall)

7.8.2. Greytown

Completed events: Spring Fair Greytown – 10 September 2016 (Greytown Town Centre and front courtyard)

Future events: Greytown Country Market at Stella Bull Park – The dates for the markets start from: 16 October then 20 November, 18 December 2016, 15 January, 19 February, 19 March and 16 April 2017

Hospice Wairarapa Country Christmas Fete – 5 and 6 November 2016 (Greytown Town Centre and front courtyard)

7.8.3. Martinborough

Completed events:
Turf Turning Celebration - 10 October 2016



Future events:
Guy Fawkes Night 5 November 2016 (Considine Park, Martinborough)

Vegas Wedding Chapel Community Picnic - 23 October 2016 (Martinborough Town Square)

Barrel Race - 19 November 2016 (Martinborough Square – P & K to Wine Makers Services)

Toast Martinborough -20 November 2016. This is the 25th year for Toast.

Martinborough Christmas Parade -17 December 2016 (Martinborough Town Square)

Cruise Martinborough - 28-31 January 2017 (Martinborough Square 28/01/2017)

7.9 Libraries

The south Wairarapa libraries completed a busy school holiday period with various programmes, including the Winter Warmers reading programme at all libraries, and the Maths is Fun programme at Greytown Library.

Martinborough Library has a new flag which flies at the Village Café entrance to the building on Kitchener Street. This will make the library easier for visitors to find.



Auckland War Memorial Museum offered the loan of one of their online cenotaph kiosks to coincide with the celebration of the Anzac hall centenary. The kiosks provide access to the online database of all who have served in

the New Zealand armed forces. Users can research family and community members – the files for those who served in World War 1 are linked to the Archives New Zealand collection of digitised personnel files. Users can leave a virtual poppy on the cenotaph, and they can also contribute further information about individuals. The kiosk has the facility to digitise artefacts such as photos, letters and medals so that images can be added to the database. By agreement with the Museum, the kiosk is on loan for four months, and will spend a month each at Featherston, Greytown and Carterton libraries and the Wairarapa Archive. It is at Featherston Library until 4 November, before moving on to Greytown.

He Pou Aroha | Community
CENOTAPH
aucklandmuseum.com/cenotaph

The He Pou Aroha Community Cenotaph mobile roadshow unit is visiting your community to help you discover, connect and share stories of those who served.

Contribute to Online Cenotaph by digitising your taonga, documents, letters, medals, photographs and war memorabilia. These items and information will be uploaded to the database to create a lasting memory for future generations.

If you are interested in hosting He Pou Aroha Community Cenotaph within your community, or would like further information please contact: CommunityCenotaph@aucklandmuseum.com

 Lottery Grants Board
Te Puna Tahua
LOTTO FUNDS FOR YOUR COMMUNITY

AM
TĀMAKI PAENGA HIRA
AUCKLAND WAR MEMORIAL MUSEUM

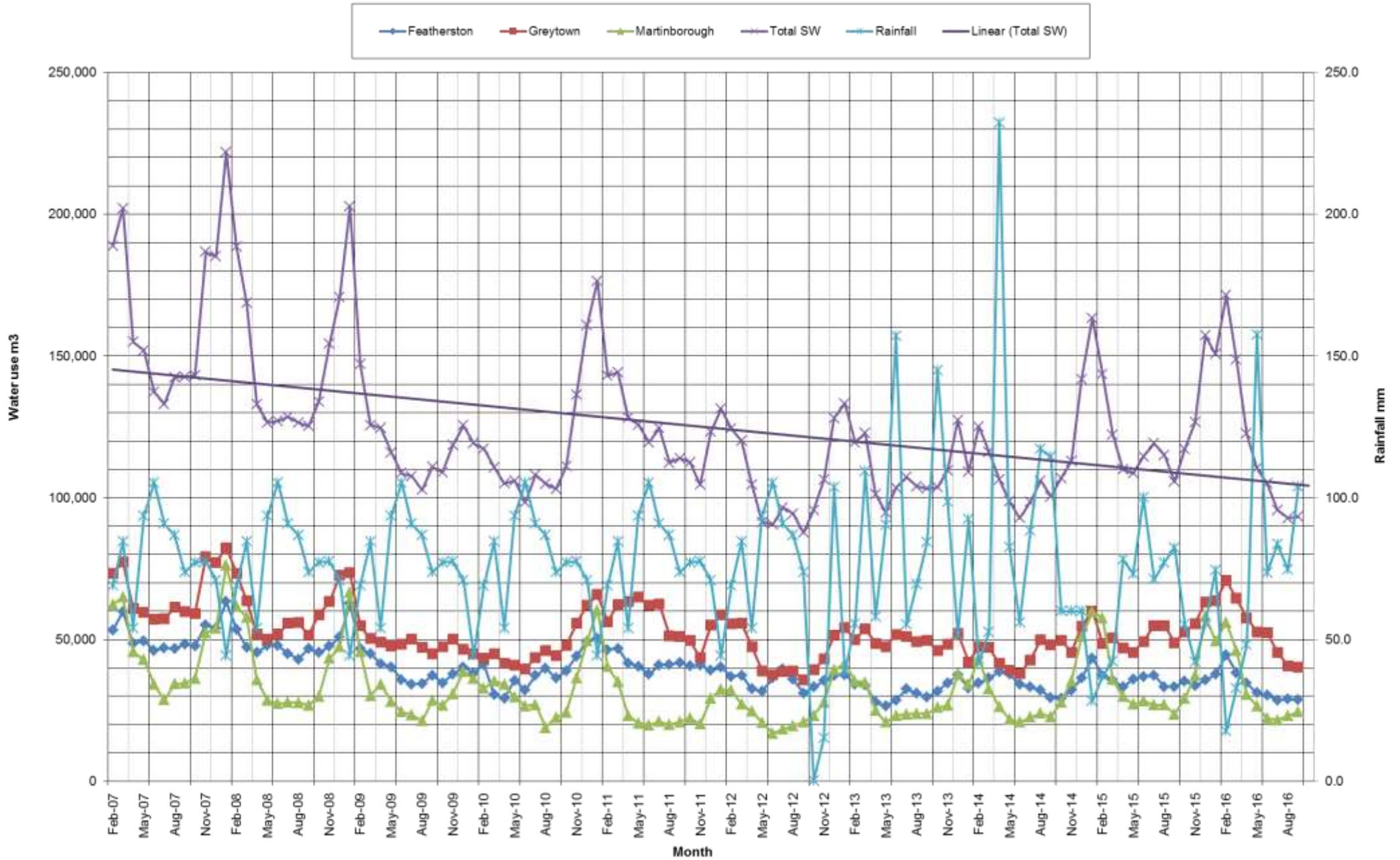
8. Appendices

- 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

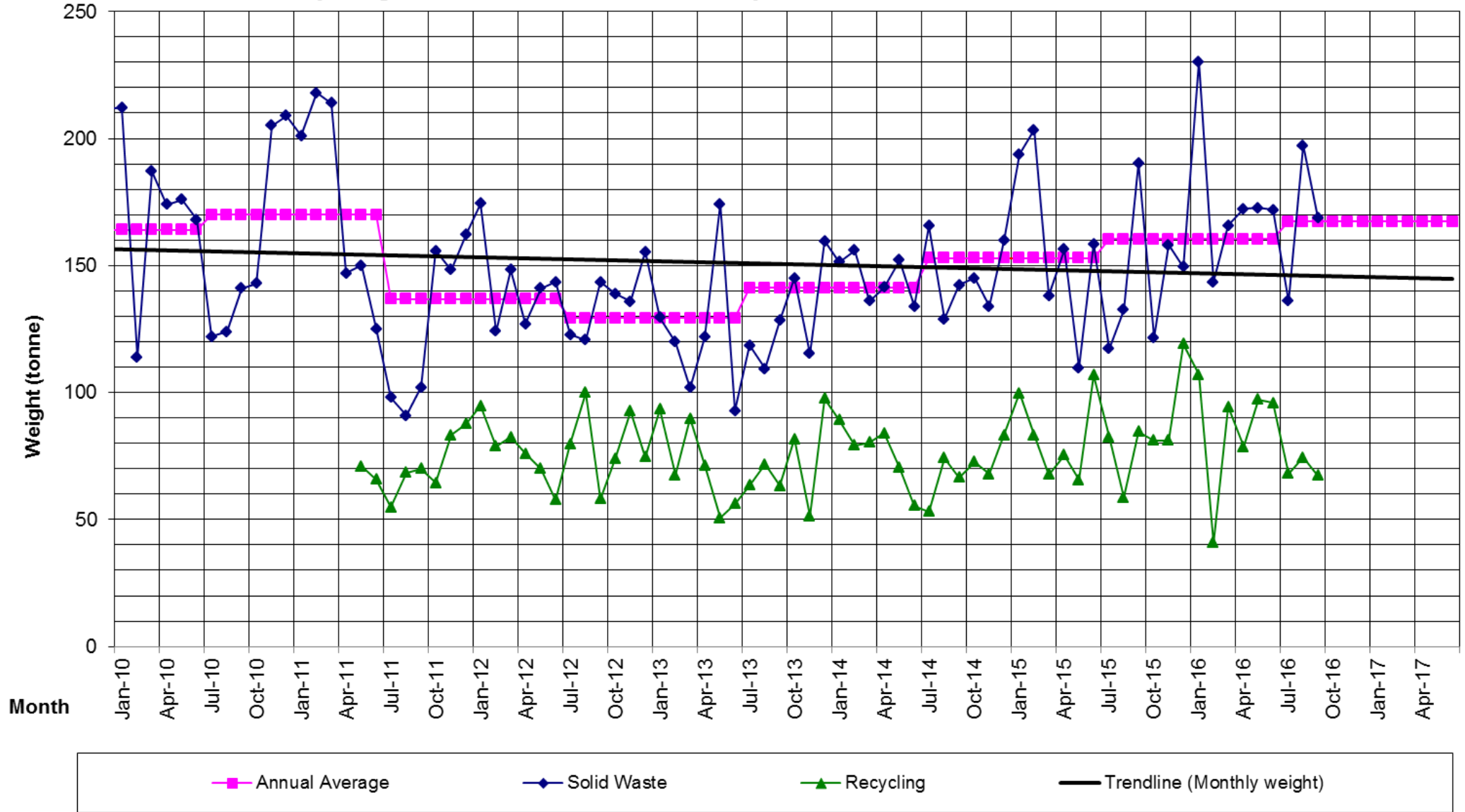
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



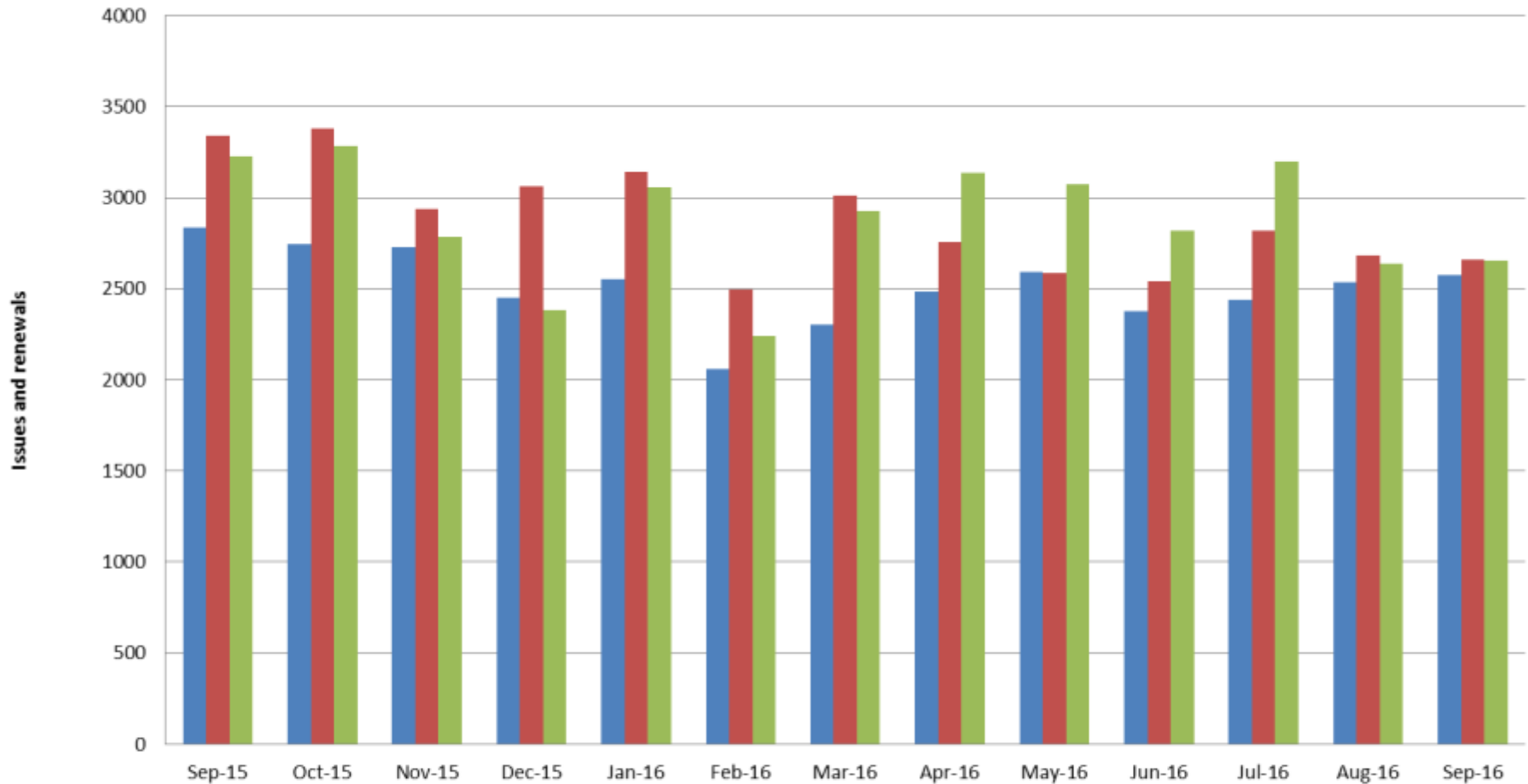
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



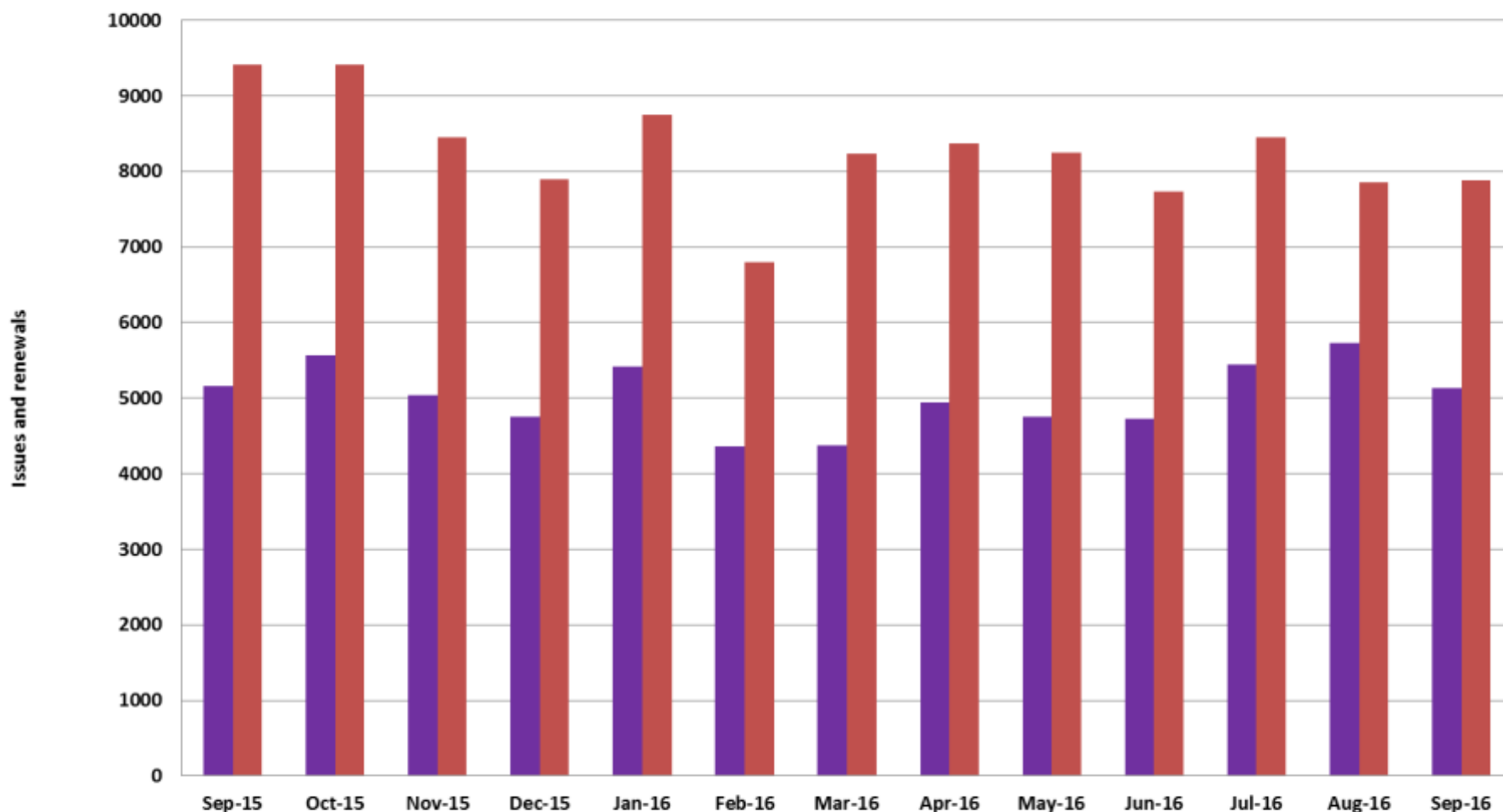
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to September 2016



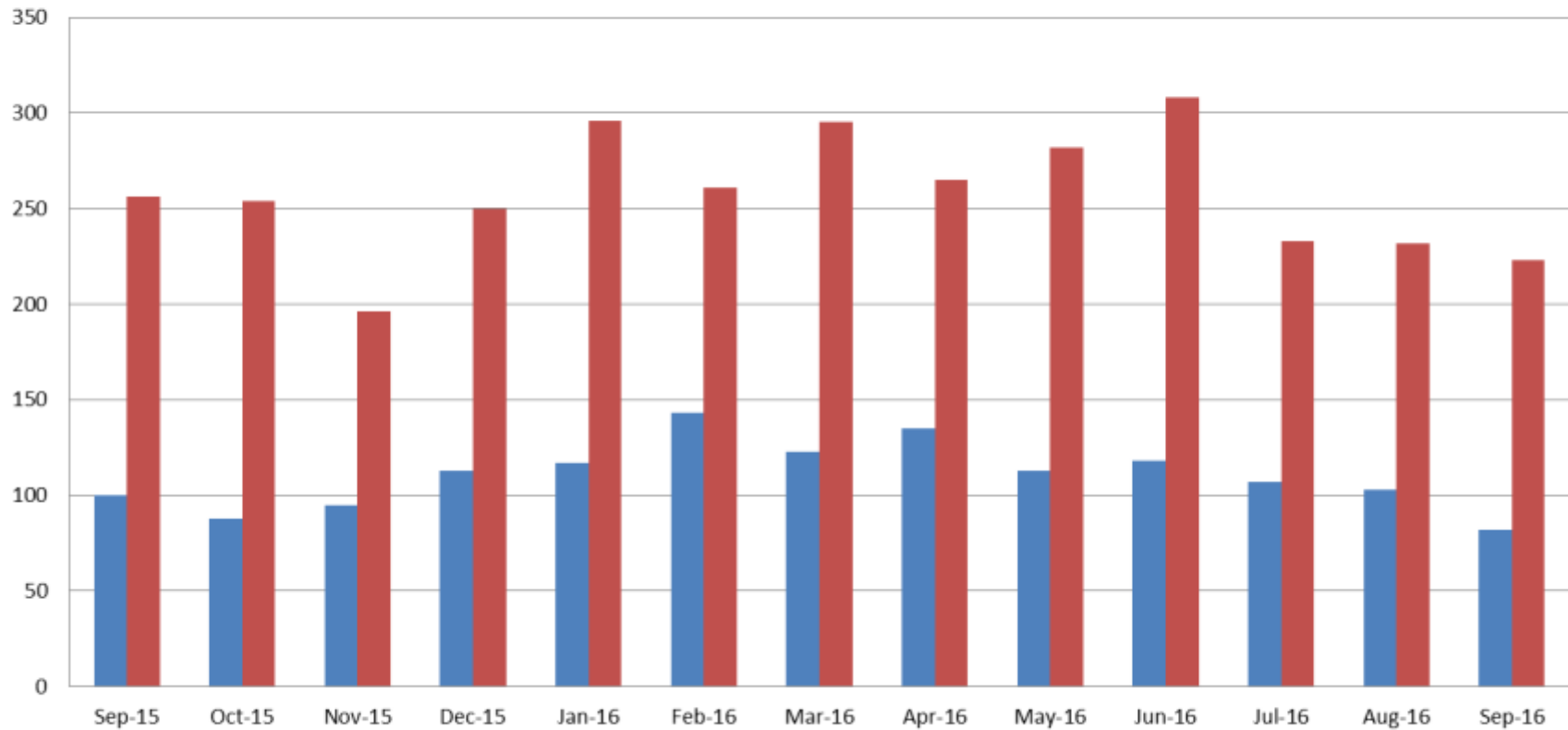
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
■ Featherston	2838	2748	2728	2450	2550	2057	2304	2482	2591	2375	2440	2533	2574
■ Greytown	3343	3383	2936	3062	3143	2495	3010	2757	2588	2543	2820	2684	2659
■ Martinborough	3230	3283	2787	2381	3058	2242	2925	3134	3074	2820	3197	2635	2654

Wairarapa Library Service - issues and renewals to September 2016



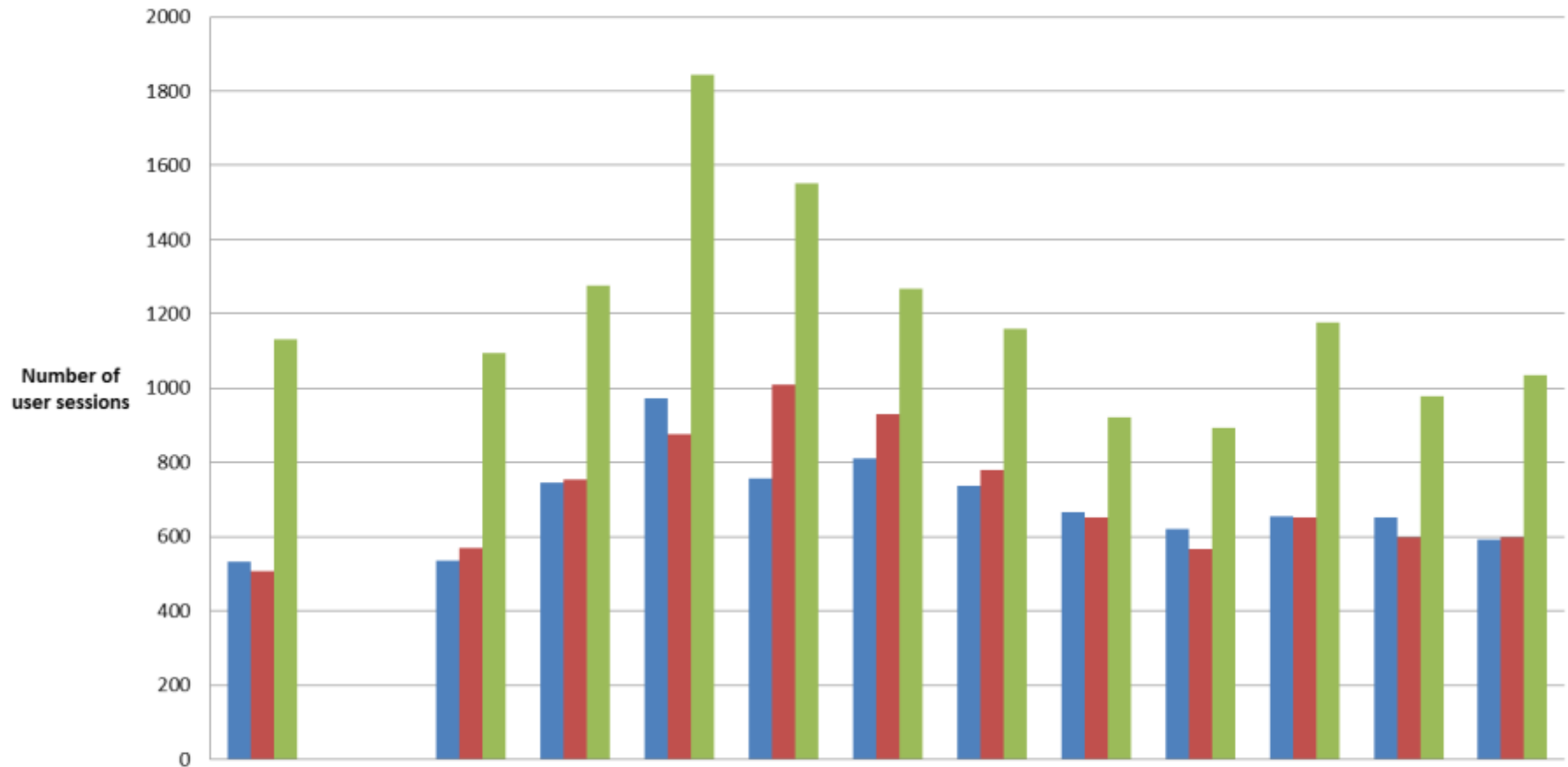
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Carterton	5161	5570	5042	4759	5422	4362	4378	4948	4752	4730	5444	5733	5126
South Wairarapa	9411	9414	8451	7893	8751	6794	8239	8373	8253	7738	8457	7852	7887

Wairarapa Library Service - audio and e-book issues to September 2016



	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
■ Audiobooks	100	88	95	113	117	143	123	135	113	118	107	103	82
■ E-books	256	254	196	250	296	261	295	265	282	308	233	232	223

APNK Wi-fi user sessions to September 2016



	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
■ Featherston	533		535	744	971	757	810	738	666	621	655	653	593
■ Greytown	507		568	755	876	1008	931	779	651	567	653	599	597
■ Martinborough	1131		1095	1277	1844	1552	1267	1159	920	894	1177	977	1036

MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

AGENDA ITEM 6.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider the application from the Martinborough School – Ski Trip Fundraising Group against the grant criteria and consider allocating the requested \$752 for the Martinborough Guy Fawkes project.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

There are no outstanding accountability forms for the applicant.

Applications will be provided to members in confidence.

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 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. Strategic Grant Applications will be considered twice a year. Applications for strategic grants must reach Council by the 31st March or 30th September. Applications will be considered at the next available MCB meeting.
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.

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

AGENDA ITEM 6.5

POLICIES REVIEW REPORT

Purpose of Report

To provide community boards the opportunity to feedback on new and reviewed policies.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Provide feedback on the policies.*

1. Executive Summary

In line with the following decision new and reviewed policies are now to go to the three community boards for consideration.

“That any proposed new policies or changes to current South Wairarapa District Council policy be referred to the three community boards for input before being presented to the Policy and Finance Committee for adoption. That despite number 4 above, Council retains overriding authority to adopt a policy if it has not been presented at a community board meeting.”

The Remuneration Policy is up for cyclical review while the Risk and Health and Safety Policies are new. Update on Banners Policy.

2. Background

All council policies are on a review timeframe the Naming of Public Roads and Water by Meter Leak Write off policies are up for regular review.

3. Discussion

The proposed changes to the Water by Meter Leak Policy are the inclusion of the following:

- The write-off will only apply to the previous financial year unless previous contact with the council has been made.
 - and the period taken to repair the leak is reasonable.
- The proposed changes to the Community Housing Policy are:

- As per attached tracked changes

No changes are proposed to the Naming of Public Roads Policy.

4. Conclusion

Please review and provide feedback.

5. Appendices

Appendix 1 – SWDC Water By Meter Policy

Appendix 2 – SWDC Naming of Public Roads Policy

Appendix 3 - SWDC Community Housing Policy

Contact Officer: Paul Crimp, CEO

Reviewed By: Paul Crimp, CEO

Appendix 1 – SWDC Water by Meter Write Off Policy



WATER BY METER LEAK WRITE-OFF POLICY

1. Rationale

To provide for write-off of water by meter usage charges where genuine reasons exist to do so.

To encourage reduction in water usage through prudent application of policies.

2. Purpose

- To set out fair procedures for the write-off of water by meter charges where a leak has been detected.
- To reduce overall consumption through identification and repair of leaks.
- To recognise genuine and real hardship.

3. Guidelines

1. Current owners will be allowed one write-off under this policy per financial year.

~~2.~~ The write-off will only apply to the previous financial year unless previous contact with the council has been made.

~~3.~~ The write-off will only apply where the leak identified is of such magnitude that usage will exceed the allowance set in any year. For example, a slowly dripping tap is unlikely to result in excess usage.

~~4.~~ A copy of the invoice for repair is supplied. Again the nature of the repair must indicate that excess usage is likely and the period taken to repair the leak is reasonable.

~~5.~~ Meter readers will be issuing notices where they suspect excess usage, at the time they read the meter. If this notice is not acted on within four weeks then this policy will not apply.

~~6.~~ A write-off will be available due to council error, or the meter reading inaccurate usage.

~~7.~~ If a property changes ownership during the year, usage for the rest of that year will start from nil from the time of change of ownership.

~~8.~~ If a write-off is agreed, but the user has a history of usage in excess of the allowance, and an estimated usage (based on historical usage) amount will be calculated and invoiced.

4. Delegation

Implementation of this policy is delegated to the Chief Executive who may further delegate as is seen fit.

Appendix 2 – SWDC Naming of Public Roads Policy



Policy on Naming of Public Roads, Private Roads and Rights-of-Way

1.0 RATIONALE:

The South Wairarapa District Council is responsible for naming roads within its boundaries. A consistent and comprehensive approach is needed for naming of roads in the District. Roads are named to ensure ease of identification for the Council, the public and key services such as emergency, postal and utility services. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974. The procedures under which the Council wishes to achieve the abovementioned objectives are defined below.

2.0 PURPOSE:

To set out guidelines and standards relating to the naming of public roads, private roads and rights-of-ways in the South Wairarapa District. The Council's policy will apply to new or unnamed roads, both public and private, including roads with existing names that may be locally, but not officially, recognized and will also apply to proposals to change the name of an officially named road. The policy also includes areas that would benefit from an official address for identification purposes such as private rights-of-way serving more than four lots. This policy is critical for correct addressing, which is used by emergency services, making our community safer.

3.0 DEFINITIONS (for purposes of this Policy only):

Road – A generic term that for the purposes of this policy only encompasses public roads, private roads and rights-of-ways that serve more than four lots.

Private Road – any roadway, place or arcade laid out on private land by the owner thereof intended for the use of the public generally. Private roads are not maintained by the Council but shall be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Public Road – Any road open to public travel that is under the jurisdiction of and maintained by the Council.

Rights-of-Way (Private Way) - An easement, a privilege to pass over the land of another, whereby the holder of the easement acquires a reasonable and usual enjoyment of the property,

(normally the right to pass and re-pass) and the owner of the land retains the benefits and privileges of ownership consistent with the right of way easement. Rights-of-ways are not maintained by the Council but those rights-of-ways that serve more than four lots may be formally named for the reasons set out in Sections 1.0 and 2.0 of this Policy.

Suggested Suffixes – Terms such as “road”, “street”, “lane” etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road
Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4.0 GUIDELINES:

4.1 GENERAL

- 4.1.1 The naming of roads provides a unique address to enable a property to be identified for power, telephone, mail and emergency services.
- 4.1.2 The Council is responsible for naming roads.
- 4.1.3 The Council will actively promote the formal naming of

existing unnamed (or informally named) public or private roads and any rights-of-ways that serve more than four lots.

4.1.4 All approved road and rights-of-way names, both public and private, will be recorded in the Council's GIS system and flagged as a public road, private road or rights-of-way.

4.1.5 This Policy will be reviewed and amended from time to time.

4.2 PROCEDURE FOR NAMING ROADS

4.2.1 Applications for naming all roads that are created or extended as part of a subdivision are required to be submitted as part of the resource consent process.

4.2.2 To assist Council in assigning a name, an application for subdivision consent where a road is proposed to be named shall include three possible road names to Council for consideration and approval. For rights of way serving more than four lots where it is proposed to name the right of way, the users of the right of way shall jointly submit an agreed proposed name which shall be adopted by Council subject only to the guidelines for the selection of new road names being satisfied.

The names should be listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road, and pay the appropriate fee.

4.2.3 Once Council receives the application, it will check the suitability of the preferred and alternative names against its Policy.

4.2.4 The road naming application will be submitted to the relevant Community Board for a recommendation prior to consideration and decision by Council. The final decision to approve the name shall remain at the discretion of Council.

4.2.5 The Council will approve, amend or decline the name by way of a formal resolution adopted by Council.

4.2.6 Council will advise the applicant in writing of the decision.

4.2.7 Council will ensure that the road naming process is completed and the signs are installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.

4.2.8 Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.5.

4.2.9 The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

- 4.2.10 Applications for private road and rights-of-way names are to be submitted to the Council on a standard form that is available from the Council office after consideration by officers. Such applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11 Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3 GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

- 4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.
- 4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).
- 4.3.3 The name should have significant local content or meaning.
- 4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.
- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.8 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4 CHANGING EXISTING ROAD NAMES

- 4.4.1 Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognized name for the road.
- 4.4.2 A name change will only be made if the Council considers that the change will result in a clear benefit to the community. Reasons for changing road names may include:
- To correct the spelling
 - To eliminate duplication in spelling or sound
 - To clarify a situation where more than one name is used for a road
 - To make geographical corrections
 - To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

4.4.3 Where a road name is requested to be changed, a significant majority of residents and owners along the road must support the proposed change. The applicant shall also provide any history relating to the existing street name. The road name change report shall be presented to the relevant Community Board for comment prior to the Council meeting. However, the final decision to allow a road name to be changed and the new name of the road is always at the discretion of the Council.

4.5 SIGNAGE

- 4.5.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a Section 224 condition of resource consent.
- 4.5.2 Street signs on private roads and rights-of-ways must have the word "Private" under the street name and the applicant is required to pay for the sign, its installation and maintenance.
- 4.5.3 Repair, maintenance or replacement of any road sign for a private road or rights-of-way will not be at Council's expense.
- 4.5.4 Council will provide and erect nameplates and posts for existing public roads that are newly named (not part of a recent subdivision).
- 4.5.5 Council will maintain all road signs on public roads.
- 4.5.6 Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

Appendix 3 – SWDC Community Housing Policy



COMMUNITY HOUSING POLICY

1. Rationale

To provide clear guidelines for staff implementing this policy.

2. Purpose

To establish a policy for housing for the elderly and others with special housing needs.

3. Council Housing Units Guidelines

3.1 Eligibility

3.1.1 Units are let only to persons being 65 years of age or over and in receipt of New Zealand Superannuation, or 55 years of age or over, or to persons and in receipt of an invalid's or widow's benefit.

Comment [HM-AM1]: Clarifies, and aligns with Carterton

3.1.2 All such persons must have a housing need. i.e. an inability to afford market rentals. Income must be below the level set by Work and Income (or its successor agency) to qualify for social housing ie single people up to 1.5 x the net weekly rate of living alone rate of New Zealand Superannuation, and for couples up to 1.5 x the net weekly married rate of New Zealand Superannuation.

Comment [HM-AM2]: Income qualification added and pegged to WINZ qualification. Currently \$577.14 after tax single and \$887.91 after tax couple

3.1.3 The value of the applicant's assets must not exceed the cash asset limit set by Work and Income to qualify for social housing, which is 10% of the national median house sales price. The following assets are excluded from the asset test :

Comment [HM-AM3]: Pegged to WINZ qualification. Currently \$42,700

- personal effects
- motor vehicle principally used by the client for private use
- funds held in KiwiSaver and other retirement scheme accounts (unless the person is able to withdraw them due to being aged over 65 years)
- Maori land where the title is in tribal trust and individual ownership cannot be identified, the client cannot realise or readily convert the land into a cash asset.

Comment [HM-AM4]: Same as WINZ qualification

3.1.4 The above qualifications do not apply to existing tenants; however, if officers believe that an existing tenant's circumstances have changed, they can initiate a review of the tenant's circumstances to ensure that they still meet the eligibility requirements that applied at the commencement of their tenancy. If

Adopted 29 June 2011
Revised : 03/06/2015
Next Review : May 2016

1

E/400

the existing tenant does not meet the eligibility requirements that applied at the commencement of their tenancy, they can be given notice to vacate if there are people meeting the eligibility requirements under 3.1.1 – 3.1.3 above on the waiting list.

~~be equal to or below the appropriate threshold depending on circumstances. From 1 July 2011, applicants who:~~

~~3.1.3 do not have a spouse/partner~~

~~3.1.4 must have assets valued at \$210,000 or less to qualify for community housing; or~~

~~3.1.5 have a spouse/partner who is in long term residential care~~

~~3.1.6 3.1.4 must have combined total assets valued at \$210,000 or less to qualify for community housing.~~

~~3.1.7 3.1.5~~ Preference is given to those who are living or have lived in the South Wairarapa district after due regard to the following residency criteria:

a. length of time resident in the district; or

b. if from out of the district, the length of time immediate family (children or those without children - brothers and sisters) have lived in the district.

~~3.1.8 3.1.6~~ Tenants must be able to live harmoniously and in a non-disruptive manner with other tenants and neighbours.

~~3.1.9 3.1.7~~ Tenants must be able to live independently or be receiving sufficient support eg housework, assisted showering, to enable them to live safely and maintain a reasonable standard of personal and household hygiene.

3.1.8 Units are generally allocated on a first come, first served basis. However, an applicant may be categorised as having immediate housing needs, and be moved to the top of the waiting list if they meet the eligibility criteria and are either currently homeless or have pending tenancy termination in less than 30 days.

~~3.1.10 3.1.9~~ In the event that there is no-one either on the waiting list or who has responded to advertising for the flats who meets the eligibility criteria, a flat may be rented to a person who is otherwise ineligible at full market rent for a fixed term of one year. This may be renewed for a further year unless there are eligible people on the waiting list.

Comment [HM-AM5]: This has been done informally in the past in emergency situations where a vacant flat was available, however needs to be supported by policy

3.2 Applications

Applications for tenancy must be in writing on the Community Housing Application Form.

3.3 Rental

Rental is to be paid fortnightly in advance by bank automatic payment.

Adopted 29 June 2011
Revised : 03/06/2016
Next Review : May 2017

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E/400

3.4 Tenant obligations and responsibilities

- 3.4.1 Tenants are to supply their own furniture and furnishings, appliances and services such as telephone, electricity and television.
- 3.4.2 Tenants are to pay for all services they use, including electricity, telephone and television.
- 3.4.3 Tenants will supply any aerial or satellite dish required for their television service. Existing aerials/satellite dishes and cabling left in place by previous tenants become the tenant's responsibility to maintain, unless they ask for them to be removed at the time of taking up the tenancy.
- 3.4.4 Tenants must keep their unit in a clean and tidy condition.
- 3.4.5 Tenants will advise Council immediately of any leaks, damage or maintenance issues.
- [3.4.6 Vacating tenants must leave their unit in a clean and tidy condition, with all rubbish removed from the premises.](#)

3.5 Council obligations and responsibilities

- 3.5.1 The Council supplies and maintains the wall and floor coverings, stove (including replacement elements), drapes, telephone jacks, and one built-in heater.
- 3.5.2 The Council is responsible for the maintenance of the units including electrical and plumbing systems.
- [3.5.3 Council officers will carry out flat inspections on a six-monthly basis to ensure that each tenant is meeting their obligations.](#)

3.6 Grounds

Lawns and gardens are maintained by Council. Tenants may have their own garden immediately adjacent to their own flat. If there is no existing garden, and a tenant wishes to create one, the location and size must be agreed with Council. Tenants must be able to maintain these themselves.

3.7 Outbuildings

Where tenants finance the construction of carports or garden sheds, these buildings become the property of Council and will be maintained by the council. No additional rental will be payable as a result of the additions. Council reserves the right to remove additions where they become too expensive or difficult to maintain.

3.8 Smoking

All units are smoke-free. Tenants may smoke in the exterior porch of their unit as long as this does not cause inconvenience to their neighbours.

Adopted 29 June 2011
Revised : ~~03/06/2016~~5
Next Review : May 20176

3

E/400

3.9 Animals

Tenants wishing to keep a pet such as a bird, cat or small dog must seek Council permission in writing. Pets are permitted provided they are well behaved, properly cared for, and do not pose a nuisance to other tenants.

Tenants will immediately repair at their own expense any damage to Council or other tenants' property caused by the animal.

Tenants with pets will arrange for the flat to be commercially cleaned at their expense on vacating the flat. A certificate for the work must be produced when handing in the keys and before getting the bond back.

3.10 Marketing and Usage

The Council will maintain a waiting list of prospective tenants which will be regularly reviewed and updated. If there are no waiting applicants, the Council will advertise and promote its community housing to ensure maximum usage.

3.11 Welfare

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

4. Policy Review

This policy is reviewed during the Annual Plan process. Units are to be self-supporting with no input from ratepayers.

Adopted 29 June 2011
Revised : 03/06/2016⁵
Next Review : May 2017⁶

4

E/400

MARTINBOROUGH COMMUNITY BOARD

24 NOVEMBER 2016

CHAIR'S REPORT

Purpose of Report

To inform Martinborough Community Board of the Chair's actions since the last meeting.

Recommendations

That the Martinborough Community Board:

1. *Receive the information.*

1. Meetings and Events Attended

7 September 2016 – Waste Water Treatment Community Liaison Group

10 September 2016 – Waihinga Centre Turf Turning

5 October 2016 – Mens Shed Opening

14 October – Pharmacy Opening

16 November 2016 – Waihinga Centre Steering

2. Planning Workshop – 27 October 2016

The workshop was attended by all current MCB members including Council representatives. The revised plan is attached separately.

Recommendation: Receive the information, discuss and adopt the plan with agreed changes.

3. Budget

A draft budget for the 2016/17 year is attached which includes \$300 towards School Holiday Swims, these swim tickets have traditionally been distributed to benefit local families. I have also budgeted for a Free Swim Day, which usually takes place on Wellington Anniversary.

Recommendation:

Receive the information, discuss and adopt the budget with agreed changes.

Turf Turning Invoices and costs waived by Wairarapa Aerial Imaging (WAI)

The budgeted cost for Coops Hoops at the turf turning was \$550. As Lucy agreed to pay half the drone costs she only invoiced us for \$475 with the intention that Wairarapa Aerial Imaging (WAI) would issue one invoice of \$150 to MCB. WAI waived their fee and Lucy has asked that the \$75 representing her half of those costs be contributed to the Waihinga Centre 'fighting fund'.

Recommendation: Agree to donate \$75 to the Waihinga Charitable Trust on behalf of Coops Hoops.

4. Strategic Grants Policy

A draft grants policy for the 2016/17 year is attached.

Discussion point:

I have included a requirement to draw down the grant funds within 6 months of the grant being awarded, with a further 12 months available to spend the grant. This will prevent MCB funds being tied up in projects with no end date. We retain the option to grant an extension.

Recommendation: Receive the information, discuss and adopt the grants policy with agreed changes.

5. Guy Fawkes event in Considine Park

Draft Resolution: that the grant application for \$752 towards Guy Fawkes in Considine Park is approved.

6. Discussion Item – Community Events, Council Fees and ease of Compliance

I had numerous conversations with Pippa Broom regarding the requirement for a \$153 fee to be paid to SWDC for registration of the Guy Fawkes event. The fee had not been charged previously but charging is in line with the SWDC policy "Concessions for Charitable and Like Community Organisations and Groups" (attached separately). In this instance a concession was granted but it has been made clear that no such concession will be granted next year.

The Christmas Parade will also incur Council fees and the organisers are struggling with the Road Management Plan.

MCB have identified our support for community events and our desire that these events should be easy to run and that compliance should be simple and affordable. This raises some questions for discussion which could form part of our Annual Plan discussions:

How can MCB and SWDC help event organisers with compliance requirements? Is there a need for an SWDC events guide, similar to SWDC's "Your Success, Our Business" guide?

All three towns have annual Christmas Parades would SWDC consider waiving compliance fees for these events and providing organisers with a draft road management plan for the usual route?

As a Community Board do we believe that the current SWDC concessions policy has the right balance of fee recovery vs. community goodwill?

7. MCB Communications – Star timetable

During the last triennium, MCB members (excluding the Council representatives) took turns to provide a Community Board update to the Star each month.

At our planning workshop we agreed to feature the breadth of our grant funding in the December issue of the Star.

Recommendation: that we continue to contribute monthly to the Star, we nominate a member to prepare the December copy and agree that Lisa will draw up a 2017 timetable with content suggestions.

8. Annual Plan 2017/18

Recommendation: that the Board set a date for a workshop to discuss priorities for the 2017/18 Annual Plan.

Martinborough Community Board – Strategic Plan to 2019 DRAFT

Our Vision for Martinborough and District

- Martinborough is a safe, prosperous, liveable town that is well connected to Wellington and the Wairarapa region.
- An involved community that is engaged and family friendly, providing opportunities for residents of all ages.
- A district that continues to attract talent and provide sustainable business opportunities across multiple sectors.
- A district that works proactively to protect and improve its natural environment.

Our Vision for Martinborough Community Board

- A proactive Community Board that makes a real difference to the Martinborough Ward Community.
- Actively engaged with all sectors of the community throughout Martinborough and District.
- Continue to be seen by SWDC as an effective partner in Martinborough Ward issues.

Priority Areas

1. A Vibrant Martinborough Town Centre

- Continue to support the Waihinga Centre Steering Group to deliver Stage 1 of the project.
- Actively support the Waihinga Centre Steering Group in fundraising for Stage 2 and to gain SWDC approval to complete the playground and associated landscaping.
- Work with the Business Association to deliver some Christmas Spirit to the centre of Martinborough.
- Work with the Amenities Manager to provide attractive tree lighting in the Square that is resistant to vandalism.

2. An Engaged, Involved Community

- Foster an engaged, involved community that is seen as a major benefit for current and future residents.
- Continue to support and involve our Rural and Coastal communities.
- Support key community events such as the Christmas Parade, Carols and Fireworks at Considine Park.
- Work with SWDC to ensure that Community events are easy to run and that compliance with SWDC regulations is simple and affordable.
- Ensure the WW1 anniversary is respectfully and appropriately commemorated and that repairs to the memorial in Martinborough Square are completed prior to ANZAC Day 2017.
- Promote our community assets such as the pool and library to encourage usage and involvement
- Work with the SWDC awards committee to develop a Martinborough Community Board award.

3. A Well Connected, Liveable and Accessible district

- Ensure our district is safe and appealing for those travelling on foot and by bicycle. Continue to advocate to SWDC for footpaths and cycleways.
- Work with SWDC on its review of speed limits.
- Continue to advocate for improved Broadband for rural and urban residents.
- Work with SWDC to ensure community assets are well-maintained and accessible.
- Ensure the proposed Destination Playground provides for all of our young people whatever their age or ability.
- Continue to advocate for improved public transport links to Wellington and the wider Wairarapa region.

4. Ensuring the best deal for local decision-making

- Engage with the Local Government Commission to ensure that future governance arrangements for the Wairarapa reflect the principle that decisions should be made as locally as possible.

5. Ensure that Pain Farm continues to be managed in the spirit of the original Bequest

- Continue to ensure the good management of Pain Farm.
- Play an active role in Lease negotiations for the discharge of Waste Water to land.

6. A Sustainable District

- Support environmental initiatives that enhance our natural environment.
- Work with SWDC to ensure that the Martinborough Ward is 'business friendly'.
- Encourage SWDC to review Easter Trading Hours in Martinborough.

7. A professional and well respected Community Board

- Continue to communicate our activities via the Star, Facebook and the SWDC website.
- Provide a yearly grant summary through our communication channels and follow up on individual grant success stories.
- Adopt a structured approach to community engagement which covers rural areas and community groups (Appendix 1).
- Ensure our funding criteria support those projects and groups which deliver the widest benefit to the Martinborough Ward in the most cost effective manner.
- Engage constructively with SWDC by presenting this plan to full Council and by taking part in the Annual Planning process.

Community Engagement

Rural Areas (including Schools)

Ngawi / Lake Ferry / Pirinoa	Pam Colenso
Tora / Tukurumuri	Victoria Read
Hinakura / Longbush / Moiki / Ponatahi	Victoria Read
Kahutara	Fiona Beattie

Community / Demographic Groups

Families including Plunket / Play Centre / Kindergarten	Victoria Read
Martinborough School	Fiona Beattie
Youth including Breakfast Club & Youth Trust	Fiona Beattie
Community Safety and Resilience working Party	Fiona Beattie, Pam Colenso and Pip Maynard
Our older people	Pam Colenso and Lisa Cornelissen
Tourism / Business including Martinborough Business Association, Destination Wairarapa	Lisa Cornelissen
Iwi / Marae	Pip Maynard
Sporting - Rugby Club / Squash Club / Pony Club / Tennis / Bowls etc.	Victoria Read
Emergency Services / Civil Defence	Pam Colenso

Background to this Plan

Martinborough Community Board agreed to develop a 3 year plan at a meeting on Dec 9th 2013. This plan has been updated and revised for the 2016 to 2019 triennium.

The purpose of this plan is to:

- Develop a vision
- Identify priority areas and key initiatives
- Allow budget setting and targeted funding for maximum benefit
- Provide clear criteria and priorities for allocating discretionary funding
- Provide a basis for discussions with and submissions to SWDC to drive the development of Martinborough

Martinborough Community Board Members

Lisa Cornelissen (Chair)

Email: martinboroughlisa@cornelissen.co.nz

Phone: 028 2553 4857

Victoria Read (Deputy Chair)

Email: victoria@victoriaread.co.nz

Phone: (06) 306 8570

Mobile: (027) 227 1252

Fiona Beattie

Email: afbeattie@xtra.co.nz

Phone: (06) 308 6188

Mobile: (027) 545 4430

Pam Colenso (Council Representative)

Email: pam.colenso@swdc.govt.nz

Phone: (06) 306 9503

Mobile: (027) 441 4892

Pip Maynard (Council Representative)

Email: pip.maynard@swdc.govt.nz

Phone: 06 306 8363

Mobile: 021 683 638

Vacancy tbc

MCB Budget July 2016 to June 2017**DRAFT****INCOME**

Carried Forward	6,278.65
Annual Plan	31,678.00
TOTAL INCOME	37,956.65

EXPENDITURE

Members Salaries	15,450.00
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General Expenses

Community Board Conference	1,500.00	One attendee at CB conference (SWDC pays for one)
Economic Development Conference (V Read)	391.30	
Community Board Levy	166.67	
Miscellaneous	100.00	
Total General Expenses	2,157.97	

Strategic Objectives**A Vibrant Martinborough Town Centre**

Waihinga Centre	
Turf Turning	575.80
Coops Hoops donation to Waihinga Centre	75.00
Christmas	
SWDC fees for Christmas Parade	600.00
Square Lighting	
Fairy light repairs (Cotter & Stevens)	208.48
Fairy light solution to vandalism	???
Martinborough Banners	2,050.00

An Engaged, Involved Community

Fireworks	752.00
Matherapa	200.00
School Holiday Swims	300.00
Free Swim Day	800.00
Considine Park Bench Plaques	63.48
WW1 Commemorations	1,000.00
Contingency	0.00
TOTAL STRATEGIC OBJECTIVES	6,624.76

Financial Assistance

August Grants	
Scout Jamboree	250.00
Citizens Advice	350.00
Mens Shed	1,540.00
Nov Grants Pool	2,860.00
May Grants Pool	5,000.00
Total Financial Assistance	10,000.00

TOTAL EXPENDITURE	34,232.73
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BUDGETTED SURPLUS/(DEFICIT)	3,723.92
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Concessions for Charitable and Like Community Organisations and Groups

1. RATIONALE:

- 1.1 Various organisations and groups approach the Council from time to time seeking a concession on a charge or fee payable to the Council for the provision of a service or facility.
- 1.2 A consistent response to applications in the interests of fairness to all is required.

2. PURPOSE:

- 2.1 To set out a basis on which a concession can be given, the type of organisation that may apply, and a broad indication of the type of service being provided for which a concession may be sought and the degree to which a concession may be given.

3. Guidelines

3.1 Eligibility

- 3.1.1 Organisations and groups making an application for a concession must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the district, distributing the funds within the district and be in line with the objectives and community outcomes of the South Wairarapa District Council Long Term Plan.
- 3.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is (e.g. Martinborough Round the Vines and Martinborough School).
- 3.1.3 Individuals may not apply.

- 3.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. (Excludes community board grants).
- 3.1.5 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy for the lease costs of the leased area. They may however apply for concession for another facility eg hall hire for a fundraising event, if they meet the other eligibility criteria.

3.2 Services and Facilities for which a Concession may be given.

3.2.1. Planning and Regulatory.

- 3.2.1.1 Applications for Resource, Building or Plumbing Consents are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.
- 3.2.1.2 Road closures for street days or other fundraising activities are eligible for a concession of up to 50% of the cost of any related advertising that is placed by the Council.

3.2.2 Council Halls, Parks and Reserves.

- 3.2.2.1 A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short term use of a Council owned facility may be given; except where a concession is already built in and disclosed in the charge.
- 3.2.2.2 Concessions apply only to the hire fee and not to any additional charges eg cleaning.
- 3.2.2.3 Deposits required against due performance may not receive a concession.

3.3 Applications

- 3.3.1 Applicants for a concession are to apply in writing to the Chief Executive Officer giving full details of the relevant activity and purpose for which it is to be applied. Financial details must also be provided.
- 3.3.2 The Chief Executive Officer may delegate decision-making to the appropriate departmental manager.
- 3.3.3 Applications must be made at least two weeks before an event or activity. Applications received after the event may be considered and are at the discretion of the CEO.
- 3.3.4 A decision made in respect to an application for a concession is final and there is no right of appeal.
- 3.3.5 In an exceptional situation the Chief Executive Officer in consultation with the Mayor may consider a variation to this policy and approve a concession which shall be reported to the Policy and Finance Committee.

South Wairarapa District Council



MARTINBOROUGH COMMUNITY BOARD (MCB)

STRATEGIC GRANT APPLICATION FORM

Preference will be given to applications that:

- Provide long-lasting benefit to the wider Martinborough Ward Community
- Support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – Strategic Plan to 2019", summarised at the end of this document.

Timetable and Grant Pool for MCB Strategic Grants 2016 and 2017

Applications Close	MCB Meeting	Grant Pool
n/a	24 Nov 2016	\$5,000
30 Apr 2017	29 May 2017	\$5,000
31 Oct 2017	27 Nov 2017	\$5,000

CRITERIA:

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. Strategic Grant Applications will be considered twice a year, in accordance with the published timetable. Applications for strategic grants must reach Council by the stated close date. Applications will be considered at the next available MCB meeting.
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.

GENERAL DETAILS:

Name of organisation/individual: _____

Postal Address: _____

Street Address: _____

Purpose or Main Activity of Organisation: _____

PROJECT DETAILS:

Please provide a full description of your project:

STRATEGIC FIT:

How does your application support the Martinborough Community Board Vision and Priority Areas?

BENEFITS:

Please describe the expected benefits to the Martinborough Ward Community over the lifetime of this project.

FINANCIAL DETAILS:

(All figures shown are to be exclusive of GST)

Cost of project

\$
=====

Breakdown of above figure

.....
.....
.....

Other funding or grants received or being sought:
Names of funders

.....
.....
.....

\$
=====

Amount of grant sought

\$
=====

Registered for GST? YES / NO

If you answered yes to the above question you will be asked for a tax invoice showing your GST number before the grant is paid.

PERSONAL CONTACT DETAILS

Contact names of **two people** in your organisation to assist with further information if required.

One of these contacts **must** be the person who filled in the application form. Please note that consent must be obtained from the other person to provide these details as per the Privacy Act 1993.

First contact person:

Address

Phone (day)

Email

Second contact person

Address:

Phone (day)

Email

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct.

Name: _____ Signature: _____

Position in Organisation: _____

Date: _____

CONSENT UNDER PRIVACY ACT 1993

I, _____ (name) consent to the South Wairarapa District Council collecting the personal details provided above, retaining and using these details and I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge any right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Date: _____ Signature: _____

Please return application to:

**COMMITTEE SECRETARY
SOUTH WAIRARAPA DISTRICT COUNCIL
P.O. BOX 6, MARTINBOROUGH 5741
PHONE 306-9611**

CHECKLIST

- | | |
|--|--------------------------|
| Have you advised us the names of two contact people? | <input type="checkbox"/> |
| Have you answered all relevant questions? | <input type="checkbox"/> |
| Have you supplied all information required? | <input type="checkbox"/> |
| Have you attached your latest financial statements? | <input type="checkbox"/> |

Summary of the MCB Vision for Martinborough and District

Please see the SWDC website or e-mail martinboroughlisa@cornelissen.co.nz for the full "Martinborough Community Board – Strategic Plan to 2019".

THE SUMMARY WILL BE ADDED ONCE THE STRATEGIC PLAN HAS BEEN APPROVED BY MCB

21 September 2016

Connor Hislop
990 Kahutara Road
RD1
Featherston

Dear Connor

Thank you for your letter dated 26 August regarding the Martinborough swimming pool.

The appropriate forum to discuss projects of this nature is the annual plan, and we will hold your letter as a submission against the next annual plan (which will not be until next year).

We will also pass your request on to the incoming Martinborough Community Board for their consideration.

I trust this action is suitable for you, and will allow formal consideration.

Yours sincerely

A handwritten signature in black ink, appearing to be "Paul Crimp", with a large, stylized flourish extending to the right.

Paul Crimp
Chief Executive Officer



990 Kahutara Road RD1
Fetherston
26/8/16

South Wairarapa District Council
19 Kitchener Street
Martinborough 5711

4

*Barb,
see email letter
Paul*

Dear councillor

The Martinborough Swimming Pool needs upgrading. At the moment we have a pool that is uncovered and the water is cold, meaning it can not be used for three quarters of the year. The South Wairarapa district council should put a roof over the Martinborough pool and upgrade the heating, so the community can use it all year round. A warm, indoor pool would be a great way to encourage visitors to come to Martinborough and stay longer. It would also be a comfortable environment for South Wairarapa residents to exercise, enjoy and learn to swim. This all year round facility would benefit the health and the economy of our community.

Attracting tourists to Martinborough is hugely beneficial to businesses and the council, so having a new and improved swimming pool will provide another fun thing to do for visitors to Martinborough. The pool would be particularly attractive to families and athletes like cyclists riding the Rimutaka Rail Trail. Visitors will spend money on accommodation, food and other products which will help businesses and boost our local economy. As the pool is located next to the campground it will make the holiday park more popular to campers. Overall a lot of Martinborough businesses will benefit.

Swimming is an excellent form of exercise so having a pool that is heated and covered from the weather will boost the number of people swimming for health. Obesity is a big problem for people of all ages. Swimming is an excellent form of exercise which is also good for your lung capacity, your muscle strength and flexibility. All age groups, including people with disabilities will be able to use the pool to swim. The pool will be multipurpose, with people swimming and aqua jogging for fitness and it can also be used for sports like water polo, canoe polo, synchronised swimming, competitive swimming and underwater hockey. It will be awesome for swimming lessons, teaching children how to swim which might save their life one day. That is a lot of ways to have fun and exercise at the same time. This is a great way to help the health of the South Wairarapa people.

To achieve these benefits we need to make our pool usable all year round. By improving

the pool it will be clean and warm so everyone can enjoy it in the middle of summer or on a freezing winter's day. This could be funded by community fundraising and large grants from community trusts. For example, the South Wairarapa district council received \$200,000 dollars for the new town hall (Waihenga Centre) from East and Central Community Trust in 2015. Also the Martinborough Medical Centre was built from money raised by the community and donations from local business. We could achieve the same for our pool.

So council members imagine the corner of Dublin Street and Princess Street with an amazing building covering our pool. Imagine happy, healthy people of all ages walking through the doors. See tourists arriving for a swim after a hard bike ride over the Rimutaka Incline or wine tasting. Imagine the seasons changing and the pool keeps rolling. Now you see my vision. So cover and upgrade the heating in the Martinborough Pool and the vision could become a reality.

Yours truly

Connor Hislop

From: Julia Squire [mailto:squire3@xtra.co.nz]
Sent: Friday, 30 September 2016 11:17 a.m.
To: Suzanne Clark - Committee Secretary
Subject: Martinborough Community Patrol

Hi Suzanne – re October funding. The patrol car is a very positive addition to the patrol and people of Martinborough ,and has encouraged some of the younger residents to join. We are equipping the vehicle with safety equipment and have sponsorship for this.

Will you please thank Lisa for her offer to submit an application to MCB, however, we have decided to wait until early 2017.

Regards
Julia Squire
Coordinator

30 AUG 2016

63 Oxford Street
Martinborough
28 August 2017

The Community Board
SWDC
Kitchener Street
Martinborough

Dear Pam and your team

George and I would like to thank you so much for the new footpath along Oxford Street which we have yearned for, and pushed the need for, for many years. The surface has compacted down really well and it is great to use.

Already we have noticed the ever increasing foot and bike traffic down the new path, making it safer and easier for all who are using it. (The camber of the road was never easy for pushing prams, kids on trikes and others riding on bikes.)

Much gratitude

Helen and George Kirk



Martinborough Community Board

Chair: Lisa Cornelissen
10 Dublin Street West
Martinborough 5711
028 2553 4857



2 September 2016

Gary and Lou Rawlinson
Ruakokoputuna Olives
466 Ruakokoputuna Road
RD1
Martinborough 5781

Dear Gary and Lou

BLUE SIGN REQUEST

The Martinborough Community Board considered your blue sign request application at their meeting on the 29 August 2016.

At the meeting the Board also reviewed the blue directional signage policy and determined that no more than seven signs will be permitted on any single supporting unit for traffic safety reasons. Where more than seven signs preexist on a stand, they will follow a sinking lid policy.

The signs on the corner of White Rock Road and Jellicoe Street were erected sometime in 2007 and were erected under different signage conditions. I have enclosed a copy of the directional signage policy recently reviewed and amended by the Martinborough Community Board. The Community Board have a preference for generic and non-business specific wording on any new signs.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Clark'.

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz

DIRECTIONAL SIGN POLICY FOR VISITOR ACCOMMODATION AND TOURIST ATTRACTIONS IN SOUTH WAIRARAPA TOWNSHIPS

1. Policy Objectives

- 1.1 To control signage within the South Wairarapa townships in order to protect their special character.
- 1.2 To ensure all directional signage follows a consistent theme i.e. design, colour and materials as well as a consistent application for its use.
- 1.3 To recognise and provide for tourist activities i.e. accommodation and tourist attractions by providing clear signage to a location.
- 1.4 To ensure the costs of providing directional signage are met by business owners.

2. Principles

- 2.1 Directional fingerboard signage will be permitted for visitor accommodation and tourist attractions at road intersections outside of the Business Zone provided they do not adversely affect road safety.
- 2.2 Such signs will be of uniform size, colour and materials. Signs will be permitted on each intersection travelling from the Business Zone to the property and on existing dual poles in place.

3. Policy

- 3.1 A request shall be made in writing to the Council for a directional sign(s) and the appropriate fee paid as determined by the Council fees and charges.
- 3.2 The proposed wording on the sign shall be submitted by the applicant and agreed by Council officers and be a maximum of 26 characters.
- 3.3 Such signs shall be a maximum 1.2 metres long and 150mm high. Each sign will be in standard colours adopted for the South Wairarapa signage, which are white writing on a blue background to match existing signs.
- 3.4 Signs will be ordered and erected by the Council with the capital and maintenance cost of each sign to be met by the business owner, including erecting of supporting posts if necessary.
- 3.5 The Council reserves the right to remove any damaged or defective signs without notice or amend signs as business open/close or change.
- 3.6 No more than seven blue signs are permitted on any one stand, except pre-existing stands which are to follow a sinking lid policy.

4. Existing policy

- 4.1 The Masterton and South Wairarapa District Councils' consolidated bylaw 2012, Part two, Public places covers but is not restricted to signage inclusive of;
 - obstructions
 - placing articles on public places (signage on buildings, vehicles or public places)
 - advertising
 - limitation of traffic visibility.

5. Definitions of Terms

- 5.1 Business zone is defined as the commercial sector as defined by the community board with each towns special character.
- 5.2 Visitor accommodation will be defined as a building used to accommodate visitors on a transient basis on a daily tariff, including motels, motor inns, homestays and bed and breakfasts and excludes holiday houses and permanently occupied homes.
- 5.3 Tourist attractions **will** be defined in accordance with the MOTSAM manual.

6. Exclusions

- 6.1 No directional signs for visitor accommodation or tourist attractions (other than MOTSAM brown signs) will be permitted within the road reserve within the business Zone.
- 6.2 For the purposes of clarification, this policy does not apply to any other signage approved and erected by Council.
- 6.3 These procedures only relate to roads that are under the authority of the SWDC. This includes the portions of the State Highway Network within the urban area or 70kph speed restriction.
- 6.4 Signage within all other parts of the State Highway Network fall under the authority of NZTA. Applications are required to be made to NZTA, who have their own specific standards.

This policy overrides all previous policies on directional signage.



Request for directional signage on Council managed roads in South Wairarapa

Name of applicant: _____

Name of business: _____

Location of sign(s):

_____ Road/Street _____ Road/Street intersection

_____ Road/Street _____ Road/Street intersection

_____ Road/Street _____ Road/Street intersection

Wording required (max 26 characters)

I accept responsibility for the cost of the above sign(s) and enclose a deposit of \$XXX per sign. If the sign cost exceeds \$XXX, I understand that I will receive an invoice for the additional sum.

I understand that my deposit will be returned in full if my application is declined.

_____ Signed

_____ Date