



## Martinborough Community Board

### Minutes 19 November 2012

- Present:** Pam Colenso (Chair), Heather Gibbs, Jo Guscott, Adi McMaster and Cr Julie Riddell.
- In attendance:** Mark Allingham (I&S Group Manager) 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 Monday 19 November 2012 between 7.00pm and 8:50pm.

#### **PUBLIC BUSINESS**

The Community Board agreed to consider correspondence from John Donald under agenda item 9.

#### **1. APOLOGIES:**

*MCB RESOLVED (MCB 2012/56)* to receive apologies from Mayor Adrienne Staples, Dr Jack Dowds and Cr Max Stevens.

*(Moved Guscott/Seconded Gibbs)*

Carried

#### **2. CONFLICTS OF INTEREST:**

No conflicts of interest were declared.

#### **3. PUBLIC PARTICIPATION:**

There was no public participation.

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

4.1 Martinborough Community Board Minutes –2012

*MCB RESOLVED (MCB 2012/57)* that the minutes of the Martinborough Community Board meeting held on 8 October 2012 be confirmed as a true and correct record.

*(Moved Gibbs/Seconded McMaster)*

Carried

4.2 Matters arising

Mrs Colenso gave a report from a meeting of the Martinborough CDEM Response Team.

The Community Board discussed the Martinborough public toilet upgrade including landscaping. It was noted that prior arrangements with the

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community provided for the transfer of three roses planted in Memorial Square on a prior V-J Day to form part of the landscaping around the toilets.

*MCB NOTED:*

1. Action 643: Arrange a meeting with council officers to discuss the Martinborough toilet door façade and landscaping; P Colenso

4.3 Action items from previous meeting  
The Community Board reviewed the action items and updates were provided.

4.4 Income and Expenditure Statement

*MCB RESOLVED (MCB 2012/58):*

1. To receive the Income and Expenditure Statement to 31 October 2012.  
(*Moved Colenso/Seconded Gibbs*) Carried
2. Action 635: Correct I&E commitments relating to the Tora Picnic Table; P Crimp

**5. OPERATIONAL REPORTS – COUNCIL OFFICERS:**

5.1 Officers' Report to Community Boards

The Community Board reviewed the report and agreed to provide council officers with input to the Draft Coastal Reserves Management Plan.

*MCB RESOLVED (MCB 2012/59)* to receive the information.

(*Moved Cr Riddell/Seconded McMaster*) Carried

5.2 Schedule of Ordinary Meetings

*MCB RESOLVED (MCB 2012/60):*

1. To receive the information.  
(*Moved Gibbs/Seconded Guscott*) Carried
2. To adopt the 2013 schedule of ordinary meetings for Martinborough Community Board.  
(*Moved Colenso/Seconded Gibbs*) Carried
3. To change the meeting start time for 2013 to 6:30pm subject to the time suiting Mayor Staples and Dr Dowds.  
(*Moved Colenso/Seconded Cr Riddell*) Carried

5.3 District Swimming Pool Update

The Community Board considered the report and the Group Manager Infrastructure and Services discussed the pre-season maintenance works being undertaken. Alternative pool opening hours were discussed; however alterations to opening times would need to be negotiated via the annual plan process due to cost.

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*MCB RESOLVED (MCB 2012/61):*

1. To receive the information.  
*(Moved Gibbs/Seconded McMaster)* Carried
2. To recommend to Council that Pain Farm fund the cost of suitable pool covers for Martinborough Pool at the cost of \$11,363.  
*(Moved McMaster/Seconded Cr Riddell)* Carried

**6. MARTINBOROUGH MEMORIAL SQUARE RESERVE IMPROVEMENTS:**

The Community Board reviewed the arborist's recommendation to remove seven trees from Memorial Square and noted that consultation with interested community groups had been undertaken. The Community Board agreed to the approach as suggested by council officers with regards to the kerb extension off the Square for Oxford Street and Cambridge Road.

*MCB NOTED:*

1. Action 636: Advise the Roading and Reserves Manager and the Town Centre Committee Chair that MCB would like the arborist works in Martinborough Memorial Square to be progressed (Group Manager I&S to advise City Care); Pam Colenso

**7. COMMUNITY BOARD – COUNCILLORS REPORTS:**

7.1 Town Centre Committee

Mrs Gibbs tabled a picture of the type of seat the Committee would like around the Cenotaph in Memorial Square. The Committee were not recommending lighting around the Cenotaph at this stage.

*MCB RESOLVED (MCB 2012/62)* to request that council officers seek pricing for four wooden seats for Martinborough Square as per the tabled example.

*(Moved Guscott/Seconded McMaster)* Carried

7.2 Considine Park Committee

Mrs Gibbs reported that the trees along the walkway had been pruned and that Martinborough School have asked to be involved in a tree planting programme.

*MCB RESOLVED (MCB 2012/63):*

1. To request that council officers seek pricing to complete the Considine Park fence up to Martinborough Swimming Pool in the same style, but one rail higher than the existing fencing, and to recommend to Council that Pain Farm fund the cost of the fencing to the value of \$50,000.  
*(Moved Gibbs/Seconded Guscott)* Carried
2. Action 637: Request that Considine and Centennial Parks are sprayed; particularly in the areas of removed trees; M Allingham
3. Action 638: Request City Care contact Heather Gibbs to discuss the involvement of Martinborough School in a tree planting programme in Considine and Centennial Parks; M Allingham

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- 7.3 Martinborough Town Hall Working Group  
Cr Riddell reported that the Working Group would be reporting directly to Council and provided an update from the first meeting. The Community Board agreed to continue receiving reports from the Working Group.  
*MCB RESOLVED (MCB 2012/64)* to disband the Martinborough Town Hall Committee and provide full Martinborough Community Board support, to the Martinborough Town Hall Working Group.  
*(Moved Colenso/Seconded Gibbs)* Carried

- 7.4 Martinborough Playground  
Mrs Guscott provided an update on the installation of the new Martinborough Playground equipment.  
*MCB NOTED:*  
1. Action 639: Request the remove of the bark/playground containment edging from the Martinborough Playground; Pam Colenso

- 7.5 Other  
Cr Riddell reported that Council had approved the installation of Kotui for the district libraries in conjunction with Carterton District Council. Securing a new venue for the Martinborough Library was still being progressed.  
Mrs Colenso reported that a Local Government Zone 4 meeting was to be held on 24 November 2012. Mrs Colenso reminded members of the invitation to hear Jim Diers, former director of Seattle City Council's Department of Neighborhoods, speak on the 5 December 2012.

The Group Manager Infrastructure and Services advised that street trees, if not covered by covenant, were the maintenance responsibility of Council. Mr Allingham undertook to write an article for the three community newspapers to cover responsibility areas for mowing of berms and pruning of trees.

*MCB RESOLVED (MCB 2012/65):*

1. To recommend to Council to obtain an engineers quote to create either a lime track or a paved footpath on the shoulder of Oxford Street and that one of these options is included in the footpath budget, or that it is created using the safety budget.

*(Moved Colenso/Seconded Cr Riddell)* Carried

2. Action 640: Prune trees along Piritanga and Huangarua Roads; M Allingham

## **8. MARTINBOROUGH COMMUNITY GUY FAWKES:**

*MCB RESOLVED (MCB 2012/66):*

1. To fund the cost of fireworks at \$460 and the cost of the Portaloo at \$257.60 for the 2012 Martinborough Guy Fawkes event, but that in future years the maximum total donation would be \$500.

*(Moved Gibbs/Seconded Guscott)* Carried

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2. Action 641: Write to Martinborough School and advise that the 2012 costs for the fireworks and portaloo would be funded but in future years funding would be limited to \$500; P Crimp

**9. CORRESPONDENCE**

9.1 Inwards

From Maths Wairarapa to Martinborough Community Board

From John Donald to the Martinborough Community Board dated 14 November 2012

*MCB RESOLVED (MCB 2012/67):*

1. To receive the inwards correspondence.  
*(Moved Guscott/Secoded Gibbs)* Carried
2. Action 642: Write and thank John Donald for the Pain Farm report; Pam Colenso

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Martinborough Community Board  
Action Items  
From 19 November 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
468	MCB	27-Aug-12	Action	Mark	Follow-up with Councils electrician regarding lights replacement in Martinborough Square to ensure everything is on-track	Open	5/11/12 Located faults in underground cables and have repaired. Still waiting on delivery of replacement light fittings.
629	MCB	19-Nov-12	Resolution	Mark	<b>Town Centre Committee</b> MCB RESOLVED (MCB 2012/62) to request that council officers seek pricing for four wooden seats for Martinborough Square as per the tabled example. (Moved Guscott/Seconded McMaster) Carried	Open	Need to confirm final design from the Martinborough Development Plan
630	MCB	19-Nov-12	Resolution	Mark	<b>Considine Park Committee</b> MCB RESOLVED (MCB 2012/63): 1. To request that council officers seek pricing to complete the Considine Park fence up to Martinborough Swimming Pool in the same style, but one rail higher than the existing fencing, and to recommend to Council that Pain Farm fund the cost of the fencing to the value of \$50,000. (Moved Gibbs/Seconded Guscott) Carried	Open	Council approved expenditure.
632	MCB	19-Nov-12	Resolution	Mark	MCB RESOLVED (MCB 2012/65): 1. To recommend to Council to obtain an engineers quote to create either a lime track or a paved footpath on the shoulder of Oxford Street and that one of these options is included in the footpath budget, or that it is created using the safety budget. (Moved Colenso/Seconded Cr Riddell) Carried	Open	Report provided to Pam Colenso with prices prior to meeting of 12 Nov.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
635	MCB	19-Nov-12	Action	Paul	Correct I&E commitments relating to the Tora Picnic Table	Actioned	
636	MCB	19-Nov-12	Action	Pam Colenso	Advise Council's Roding and Reserves Manager and the Town Centre Committee Chair that MCB would like the arborist works in Martinborough Memorial Square to be progressed (Group Manager I&S to advise City Care);	Open	Discussed with Ed Martin (Aborist) works schedule to be completed in Autumn.
637	MCB	19-Nov-12	Action	Mark	Request that Considine and Centennial Parks are sprayed; particularly in the areas of removed trees	Open	Still pending
638	MCB	19-Nov-12	Action	Mark	Request City Care contact Heather Gibbs to discuss the involvement of Martinborough School in a tree planting programme in Considine and Centennial Parks	Open	Helen had meeting with Karl & Heather. Helen/Karl to follow up with school once recommences.
639	MCB	19-Nov-12	Action	Pam Colenso	Request the remove of the bark/playground containment edging from the Martinborough Playground	Open	
640	MCB	19-Nov-12	Action	Mark	Prune trees along Piritanga and Huangarua Roads	Open	Still pending
642	MCB	19-Nov-12	Action	Pam Colenso	Write and thank John Donald for the Pain Farm report	Open	
643	MCB	19-Nov-12	Action	Pam Colenso	Arrange a meeting with council officers to discuss the Martinborough toilet door façade and landscaping	Open	

<b>Martinborough Community Board</b>	
<b>Income &amp; Expenditure to 31 December 2012</b>	
<b>INCOME</b>	
Balance 1 July 2012	38,078.79
Annual Plan 2011/13	19,020.00
Flag Money - Sold by The Mayor	52.17
<b>TOTAL INCOME</b>	<b>57,150.96</b>
<b>EXPENDITURE</b>	
Members' Salaries	4,099.92
<b>Total Personnel Costs</b>	<b>4,099.92</b>
AP RF111 Ngawi Plantings & Irrigation	1,500.00
AP Mr A R Matthews RF323 Materials for Picnic table	1,564.00
AP Local Governmen 2012/13 Annual Community Board Levy	166.68
AP Fairfax Media Barrell race	51.20
AP Ms P J Broom Reimb Fireworks & Portaloo costs	642.26
<b>Total General Expenses</b>	<b>3,924.14</b>
Transfer funds to MBA Town Hall donation to MBA Town Hall	1,000.00
<b>Total Grants</b>	<b>1,000.00</b>
<b>TOTAL EXPENDITURE</b>	<b>9,024.06</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>48,126.90</b>
<b>LESS: COMMITMENTS</b>	
Salaries to 30 June 2013	4,305.08
Funds for walkway	5,000.00
Tora Picnic table and concrete	766.00
<b>Total Commitments</b>	<b>10,071.08</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>38,055.82</b>



# MARTINBOROUGH COMMUNITY BOARD

28 JANUARY 2013

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## AGENDA ITEM 5.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To update members on the Corporate Support, Planning and Environment and Infrastructure and Services Group activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

### CORPORATE SUPPORT

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

With the adoption of the annual report behind us, a little time has been able to be set aside to try and reduce the backlog of other work. The pre Christmas period is usually very busy trying to tidy up before the closedown.

Training on NCS continues, our first upgrade to the system was installed on the 28<sup>th</sup> November. Barcodes were printed on rate demands for the first time and this has assisted with processing.

I am pleased to advise that Lynn Drake has joined us, taking over from Annette Gillespie in the rates area. Lynn comes to us from Masterton District Council where she was dog control administrator. I would like to thank Annette for her efforts during her time here and wish her well for the future.

Tenders were held for the replacement of a couple of vehicles, two new Suzuki Vitaras were purchased, very good pricing was achieved.

## 2. Discussion

### 2.1 Operating System Replacement

The operating system replacement continues as planned with all modules installed and running. Additional training will take place over the next few months to ensure we get the best out of the system.

### 2.2 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 10 September 2012, and excludes multi ownership Maori land.

Date	Amount \$'000	Number	Days since instalment due	SWDC component \$'000  (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767

The fragility of rate arrears has unfortunately reared its ugly head. I have no view on why this instalment has increased, however we will be pursuing the outstanding amounts as usual.

### 2.3 Legal Implications

There are no legal implications arising out of this report.

### 2.4 Financial Considerations

There are no financial implications arising out of this report. Revenues and expenditures are in line with budgets and forecasts.

Pain Farm expenditure is within funds held.

Contact Officer: Paul Crimp, Group Manager Corporate Support

# PLANNING AND ENVIRONMENT GROUP REPORT

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## 1. Planning

### 1.1 Resource Consents

#### 1.1.1. *Consent Statistics*

Officers received 18 consent applications since 1 October 2012. 24 consents were approved since 1 October (some were received prior to October), 23 completed within the statutory timeframes. Officers now provide detailed fortnightly updates on all consents direct to councillors and community board members, so consent details are not listed here.

#### 1.1.2. *RC 4028 Paterson*

Consent granted after applicant and affected party agreed to a reduction in child numbers at the proposed child care centre.

### 1.2 Policy

#### 1.2.1. *Coastal Reserves Management Plan*

Work on the Coastal Reserves Management Plan (CRMP) is underway and officers are seeking input from Councillors, Community Boards, and the Maori Standing Committee. A draft document is in the December agenda as a separate report, seeking Council's approval to release it for public notification by the end of 2012.

#### 1.2.2. *Bylaws*

The Masterton and South Wairarapa District Council Consolidated Bylaws were notified on 24 November 2012 and are currently open for submissions. The submission period closes on the 18<sup>th</sup> of January at 4pm. Copies of the proposed joint bylaws can be found at the Council office, and the three libraries, Martinborough, Greytown and Featherston. The bylaws are also on the Council website, and linked to our Facebook page.

Officers acknowledge that Masterton District Council are administering all aspects of the process.

### 1.3 Compliance

#### 1.3.1. *51 Ferry Road, Martinborough*

Council officers abated the owner of 51 Ferry Road for relocating a dwelling without resource consent or building consent. The retrospective resource consent has been approved. Although consents have now been received and issued, the matter of the initial illegal activity is still before the Environment Court.

#### 1.3.2. *Boundary Road, Featherston*

Council officers abated the owner of Lot 2 DP 53745 due to several long grass notices being ignored. In addition to the escalating fire risk, the general poor state of the section was causing significant adverse visual and amenity effects. The owner is now making progress towards tidying up the property and officers are continuing to monitor the site.

## 2. Building

### 2.1 Building consents

Processing statistics for: 1 October 2012 – 31 October 2012

**Table 1 – Resource Consents**

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	30	201	28	N/A
Consent processing performance (within 20wd's)	94.29%	96.71%	100%	90%
COA processing performance	0%	0%	0%	N/A
CCC processing performance	100%	99.09%	100%	100%

Consents granted by project: 1 October 2012 – 30 October 2012

Code	Type	Avg. Duration (Days)	No. of consents	Value
	Demolition - Dwellings only	N/A	1	13,340
	Motor Camp Facility	N/A	1	26,000
	Playcentre/Kindergarten	N/A	1	4,000
	Public Toilets	N/A	2	35,000
	Other entertainment, recreational and cu	N/A	0	0
	Workshop - eg. electrical or vehicle rep	N/A	1	450,000
	Covered Yards - farm building	N/A	1	6,500
	Implement Shed - farm building	N/A	3	29,000
	Cafeteria/Tavern / Bar / Restaurant	N/A	1	230,000
	Swimming/Spa Pool	N/A	1	40,000
	Flat/Townhouse / Studio / Unit - attache	N/A	0	0
	Sleepout	N/A	0	0
	Garage	N/A	3	48,000
	Dwelling - unattached	N/A	12	1,933,000
	Dwelling - alterations	N/A	3	88,000
	Dwelling - relocation	N/A	3	86,000
	Alterations - dwelling	N/A	2	18,000
	Solid Fuel Heater	N/A	0	0
	Certificate of Acceptance	N/A	1	10,000
		N/A	N/A	3,016,840

COA Certificate of Acceptance

CCC Code Compliance Certificate

Building consent numbers from 1 July 2012 to 26 November 2012 show as 201. For the same period the year before the number was 136.

## **2.2 Enforcement**

None to report.

## **2.3 Policy**

None to report.

## **2.4 Other matters**

It has been another extremely busy few months for the building department. From 1 November 2012 to 26 November 2012 the department received a 74% increase in consent numbers compared with the same period last year. From 1 July 2012 to 26 November 2012 consents received were 201. Compared with the same period the year before this is an increase of 48%. At the time of this report there were an additional 9 consents waiting to be loaded into the system which are not included in these statistics.

The department has worked extremely hard in maintaining service levels which is reflected in the consent processing performance percentage of 96.71% of consents processed within 20 working days and 100% for the CCC processing performance.

The quality of building consent documentation submitted to council continues to be a problem. This was to be addressed in the introduction of the Licenced Building Practitioners (LBP) scheme introduced in March of this year. However, evidence that a higher level of documentation is still to be seen. Consents are placed on hold where insufficient information has been supplied creating frustration for the applicants.

### **2.4.1. Training**

Training has been provided to three building staff members as part of the requirement for competency and up-skilling requirements. Mike Sims (Plumbing and Drainage inspector) completed a 5-day course in plumbing and drainage. Adrian Cullen (Building Control Officer) completed a 3-day building controls course and is currently working towards being an R2 inspections officer. Sara Edney has completed a plan processing course and is continuing to work towards becoming an R1 processing officer.

## **3. Environmental Health**

### **3.1 Liquor licencing**

7 new liquor licenses were issued in October 2012.

4 Special Licences, 1 Off Licence and 2 General Manager's Certificates were issued.

3 liquor licences were renewed in October 2012.

3 On Licence Renewals were issued.

### **3.1.1. Toast Martinborough**

Council officers worked closely with the staff at Toast, the wineries involved, food providers and emergency services leading up to this years event. The degree of preparation, alterations to the event overall and specific areas relating to alcohol ensured a successful event where the Council was concerned.

Throughout the day council officers undertook compliance monitoring for all vineyards where every site was operating an alcohol management plan. Overall there was good compliance and no specific concerns were noted.

### **3.1.2. Alcohol Reform Bill Update**

The Alcohol Law Reform Bill is currently at Committee of the Whole House. It will become the Sale and Supply of Liquor Act. The third reading of the Alcohol Reform Bill is to be taken on Tuesday 11 December 2012.

The key changes for local government include:

- Move from national to local decision-making
- Local alcohol policies(LAPs) with legal standing
- Expanded licence criteria and grounds for objection
- New criteria for alcohol control bylaws (liquor bans)
- National default maximum trading hours
- Self-funded system through risk-based licence fees

Implementation: The new Act has a transitional period of 12 months (see Appendix 1).

## **3.2 Food**

### **3.2.1. Food Bill Update**

There has been no further update on progress with this Bill.

### **3.2.2. Food Hygiene Regulations**

There continues to be a steady interest shown in premises opting to change from the Food Hygiene Regulations to the new risk based Food Control Plan in preparation for the Food Bill being passed.

## **3.3 Noise Control**

7 noise complaints were received during October 2012.

5 for Featherston, 1 for Martinborough and 1 for Greytown.

### 3.4 By-laws and animal control

#### 3.4.1. Dog & Stock Control

##### Incidents reported

##### **Attack on Persons**

Martinborough 0 Featherston 0 Greytown 0

##### **Attack on Pets**

Martinborough 0 Featherston 1 Greytown 0  
(Dog was classified as menacing)

##### **Barking & Whining**

Martinborough 0 Featherston 1 Greytown 3

##### **Lost Dogs**

Martinborough 3 Featherston 3 Greytown 2

##### **Found Dogs**

Martinborough 2 Featherston 1 Greytown 0

##### **Rushing Aggressive**

Martinborough 2 Featherston 2 Greytown 0

##### **Wandering**

Martinborough 4 Featherston 5 Greytown 6  
(Guy Fawkes contributed to these nos)

##### **Welfare Concerns**

Martinborough 0 Featherston 0 Greytown 0

##### **Stock**

Martinborough 4 Featherston 3 Greytown 0

##### **Total Overall**

Martinborough 15 Featherston 16 Greytown 11

We have had ongoing stock issues with one Whakatotomo farmer who has inadequate fencing for his bulls. Bylaws Officer is currently working closely with him to resolve this.

#### 3.4.2. Dog Registration

Dog registrations as at 28<sup>th</sup> November 2012:

Registered 2750 Unregistered 14 Total number of dogs 2764

Total nos of owners 1534

99.5% of dogs are now registered which is a tremendous achievement and reflects improvements in Councils procedures.

### **3.4.3. Bylaws**

Colin Olds joins us again as the summer 2012-2013 Coastal Ranger. The position begins on 14 December 2012 and ends on 7 February 2013. Colin will be responsible for monitoring the coastal camping areas (Te Awaiti, North Tora, South Tora and Ngawi) to ensure visitors comply with the Coastal Camping Bylaw 2009. He will also service the toilet blocks, take any excess rubbish to the Martinborough Transfer Station and other general duties as required.

## **4. Civil Defence & Emergency Management**

### **4.1 Resourcing of Community Response Centres**

The new Wellington Region Emergency Management Office (WREMO) was launched on 2 July 2012 to manage Civil Defence Emergency Management services in support of the nine City, District, and Regional Councils of the Wellington region. The Wairarapa has a base office located in the Masterton District Council building with 2 permanent staff.

The Community Boards of Martinborough, Greytown and Featherston have developed Community Response Teams and Plans to ensure that an initial level of preparedness and organisation was in place should an emergency event occur. The aim of the plans is that the specific community can be self-sufficient for a period of 72hrs.

During the preparation of these community plans identification of available and required resources in the communities was undertaken. All of the plans incorporate locally provided skills and equipment, such as doctors, contractors, and machinery.

There was a remaining issue in that the identified service centres require resourcing. An approach to Paul Walker at WREMO has established that the Wairarapa WREMO office will finance the basic necessary equipment needs of the three identified community response sites. Each site currently has, or will have, a wireless radio for communication. Whiteboards, markers, pens, registration forms, torches, radios, jerkins, clipboards, and basic first aid kits will all be provided.

Paul is also working with local hire companies to secure the power generators and access to other necessary equipment in an emergency event. We are aiming to have this formalised via an MOU with the businesses.

## **5. Appendix**

Appendix 1 - Alcohol Reform Bill Implementation

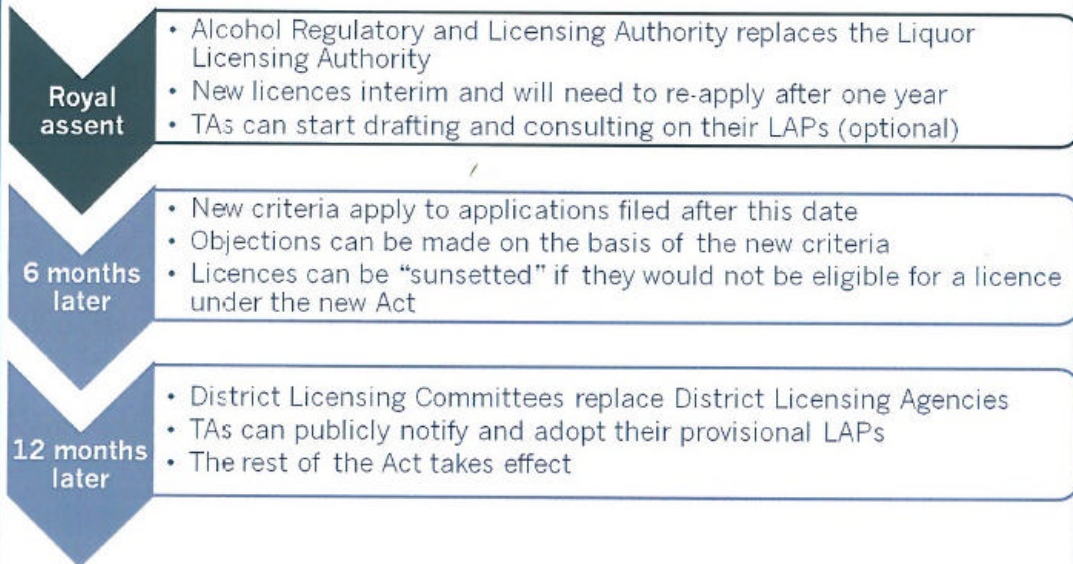
Contact Officer: Glenn Bunny, Group Manager Planning and Environment



# **Appendix 1 - Alcohol Reform Bill Implementation**

# Implementation

The new Act has a transitional period of 12 months



# INFRASTRUCTURE AND SERVICES GROUP REPORT

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## 1. Consents

### 1.1 *Wastewater*

As reported to the workshop held on 23 November, the Council continues to apply efforts to meet its consent acquisition obligations at the three WWTP sites.

### 1.2 *Martinborough*

The substantive discharge consent expired on 10 July 2012.

The consent variation approved late in 2011 required that a full AEE and consent application be lodged by 10 April 2012. This was done with a consent term of five years requested.

After consideration by the Regional Council the application was returned to Council under Section 88 of the RMA as being considered incomplete mainly in the area of the assessment of environmental effects and mitigation measures proposed to mitigate adverse effects of the discharge.

The re-submission of a new application is work in progress at the present time and aiming for re-lodgement by 7<sup>th</sup> December 2012.

### 1.3 *Featherston*

The consent expired on 25<sup>th</sup> August 2012. Council lodged a new consent application seeking an eight and one half year term on 25<sup>th</sup> May 2012.

Following lodgement of the consent application, Council has received a request for further information from the Regional Council. They wish to be assured that Council is committed to improved effluent quantity and quality outcomes and that in terms of the Resource Management Act, the current discharge is deemed to be temporary only with improvements to be delivered early during the course of the new consent.

Further information was supplied but was deemed to be insufficient to satisfy the request and the application remains on hold.

Currently Council officers and advisors are aiming to re-submit to the application and associated requests prior to 24<sup>th</sup> December 2012.

### 1.4 *Greytown*

This consent expired in March 2008. Whilst some work has been achieved in regard of the new application, finalisation of improvement initiatives that can be undertaken during the early years of a long term consent needs to be determined.

The consent application has been subject to a series of delays, and is not expected to be lodged before February/March 2013.

### **1.5 Strategy Overall**

Greater Wellington Regional Council is agreeable to the lodgement times stated above to equalise processing workload.

Further in river analysis of discharge impacts at all sites is underway to complete the knowledge set and underpin the proposed discharge quality improvements.

So far it is clear that the most significant negative environmental impacts are occurring at the Featherston site where it is now proposed that efforts be first directed at securing available land aiming over time to move to full land discharge.

### **1.6 Water**

In addition to the Greytown Bore consent renewal recently acquired, Council has been recently advised that the Herricks Bore consent renewal application has been approved, both for 25 year terms but with reduced annual allocations.

### **1.7 Land Fill Consent**

The Martinborough landfill consent application is still in progress with information regarding the green-waste operation still to be collated to assist with the final application.

### **1.8 Wastewater**

Greytown, Martinborough and Featherston Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period with no non-compliance issues reported.

4 pipeline blockages were reported and rectified during the period.

Sludge Survey work at Featherston and Martinborough was completed during the period with reporting expected before Christmas.

### **1.9 Water Supply**

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period.

Community water usage records and trending is attached for Council's information in Appendix 2.

#### **1.9.1. Capital**

A suitable water source as advised has been found near the Ultra Filtration (UF) plant and with some expansion (two extra production bores nearby) has the potential to serve as a frontline source for Greytown and Featherston eventually producing potable water at less cost than the existing ultra-filtration plant.

As advised at the recent workshop and application subsidy from the MoH CAP assistance programme is being developed for consideration in February next year.

Cost estimates have yet to be developed but will be advised prior to any application being lodged.

### **1.10 Water Races**

Both water race systems operated normally during the period with several blockages reported and attended too.

Policy issues around other uses of the water races are under consideration and were referenced at the recent work shop. These issues require additional development and work before reporting can be made available and this is expected early in the New Year.

### **1.11 Waste Management**

Operations continued on a routine basis throughout the period. Waste export and recycling tonnage data for the period is attached in Appendix 3.

Kerb-side audit was due to be completed by the end of November.

### **1.12 E-Waste Collection Region Wide**

Carterton and South Wairarapa District Councils both supported an officer recommendation to allow Earthcare Environmental to provide a specific E-waste collection service at the transfer stations throughout the region.

Masterton District Council however have indicated a preference for a different community based provider and until this matter is settled, the programme remains on hold.

Council may wish to consider moving forward either on its own or in association with CDC in order to get a programme underway.

## **2. Roding**

### **2.1 Roding Maintenance – Oldfield Asphalts**

The routine grading of unsealed roads and the maintenance of signs and drains is satisfactory.

In addition to maintenance, Oldfields are concentrating on pavement repairs on the roads scheduled for resealing in February/March next year, and the repair and sealing of drop outs on the White Rock Rd at Whakapuni Hill.

Oldfields have recently placed further rock on the boulder beaches at Te Kopi on the Cape Palliser Rd to repair storm damage. More rock is being delivered and will be placed early in the new year.

Oldfields have started the mowing of berms on our more heavily used roads, this will be done before the Christmas holidays.

In the new year Oldfields planned works will include, pavement repairs, the regarding of low shoulders, culvert cleaning, and cutting back vegetation to improve visibility.

The contractor responsible for weed spraying on rural roads has completed spraying of water table drains and around signs. In the new year they will concentrate on spraying road side noxious weeds

### **3. Parks and Reserves**

#### **3.1 City Care Contract**

City Care has completed the second month of the contract. Requirements around berm mowing have now been clarified with City Care staff. Articles about berm mowing are being placed in the next issues of *Martinborough Star*, *Greytown Grapevine* and *Featherston Phoenix*. Householders will be reminded that they are expected to mow their own berms, and advised of the process if they are unable to do so.

City Care have completed the weed spraying of urban footpath and kerbs.

Most of the issues with City Care's IT system have been resolved, although we are awaiting the development of the reporting function, and there have been a number of errors in the claim for November.

In other respects City Care are performing well, their maintenance of sports fields and reserves is satisfactory, and they have been willing to provide additional litter and toilet cleaning services during weekends for community events.

#### **3.2 Featherston Wind Sculpture**

Work on preparing the ground for the wind sculpture began on 26 November. The artist is now on site, and the installation and landscaping are expected to be completed by 5 December, with the opening ceremony planned for 7 December.

### **4. Property and Facilities**

#### **4.1 Properties**

Martinborough Library – The library continues to operate via the temporary Portacom, where it is expected to remain until the end of February. New premises have been identified, and we are nearing the end of negotiations with the landlord.

ANZAC Hall, Featherston – The draft building assessment prepared by Opus is being reviewed for costs and likely timing of work, given the 2016 centenary.

Building Warrants of Fitness – the BWOFs for ANZAC Hall, Martinborough Town Hall and SWDC offices are due on 6 December 2012. The BWOF for Greytown Town Centre is due on 9 February 2013. City Care will coordinate the IQP checks as a variation to the contract.

#### **4.2 Pensioner housing**

All pensioner flats were tenanted as of 16 November 2012.

#### **4.3 Cemeteries**

There was one burial in November, at Featherston.

#### **4.4 Pools**

All three swimming pools will open on Saturday 1 December as scheduled. There are some ongoing issues with plant at Greytown and Featherston, but CLM staff are confident that they can manage the pools through the season.

#### **4.5 Leases and Licenses**

Old Stella Bulla Park – the grazing licence to John Jury expired in September although Mr Jury has maintained stock on the land. The area on the north side of Pierce St is unusable due to the road extensions to Cotter and West streets for the Governor's Green development. A new grazing license is to be issued excluding this area, and the south side of Pierce St abutting the land is to be fenced off. The availability of the land on the north side of Pierce St makes possible the development of a dog park for Greytown, we are currently looking at for a future report to Council.

Current expired leases/building vacancies include:

- Stella Bull Park Building – the short lease for the art exhibition has concluded and a new tenant is being sought. A proposal is expected from St Luke's church.
- Greytown Town Centre Upstairs Office – the office vacated by Rightway remains vacant. This space has been advertised however no interest has yet been received.

Currently under review is Considine Park, Martinborough – licence to occupy by South Wairarapa Pony Club.

#### **4.6 Toilets**

The new toilet at the Diversion (Lake Ferry) has been installed, and work has begun on the toilet for Palliser light house. Work begins on the new Martinborough toilets in January 2013.

### **5. Appendices**

Appendix 1 – Monthly Water usage

Appendix 2 – Waste exported to Bonny Glen including Recycling

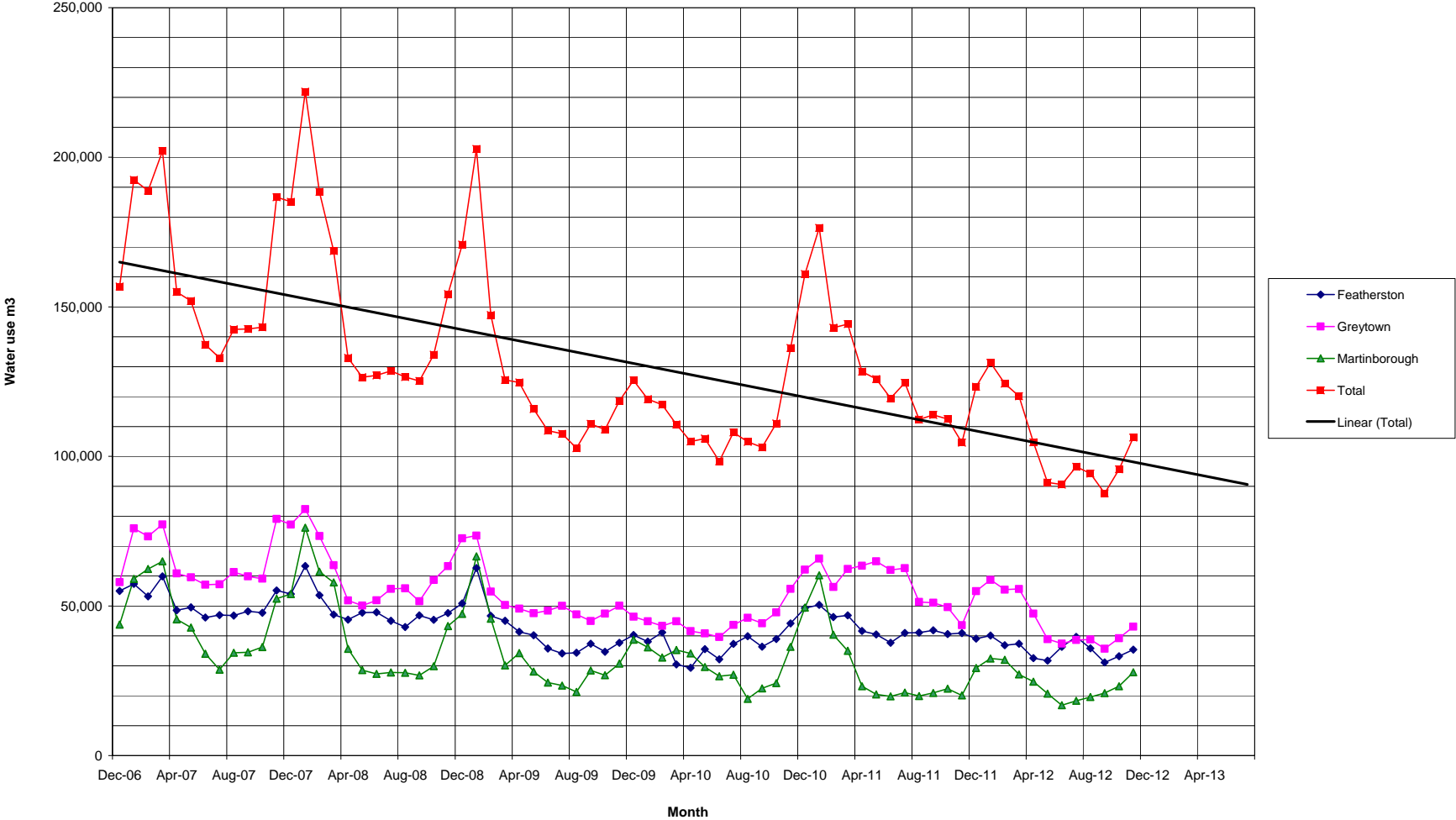
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Dr Jack Dowds, Chief Executive Officer

# Appendix 1 – Water Usage

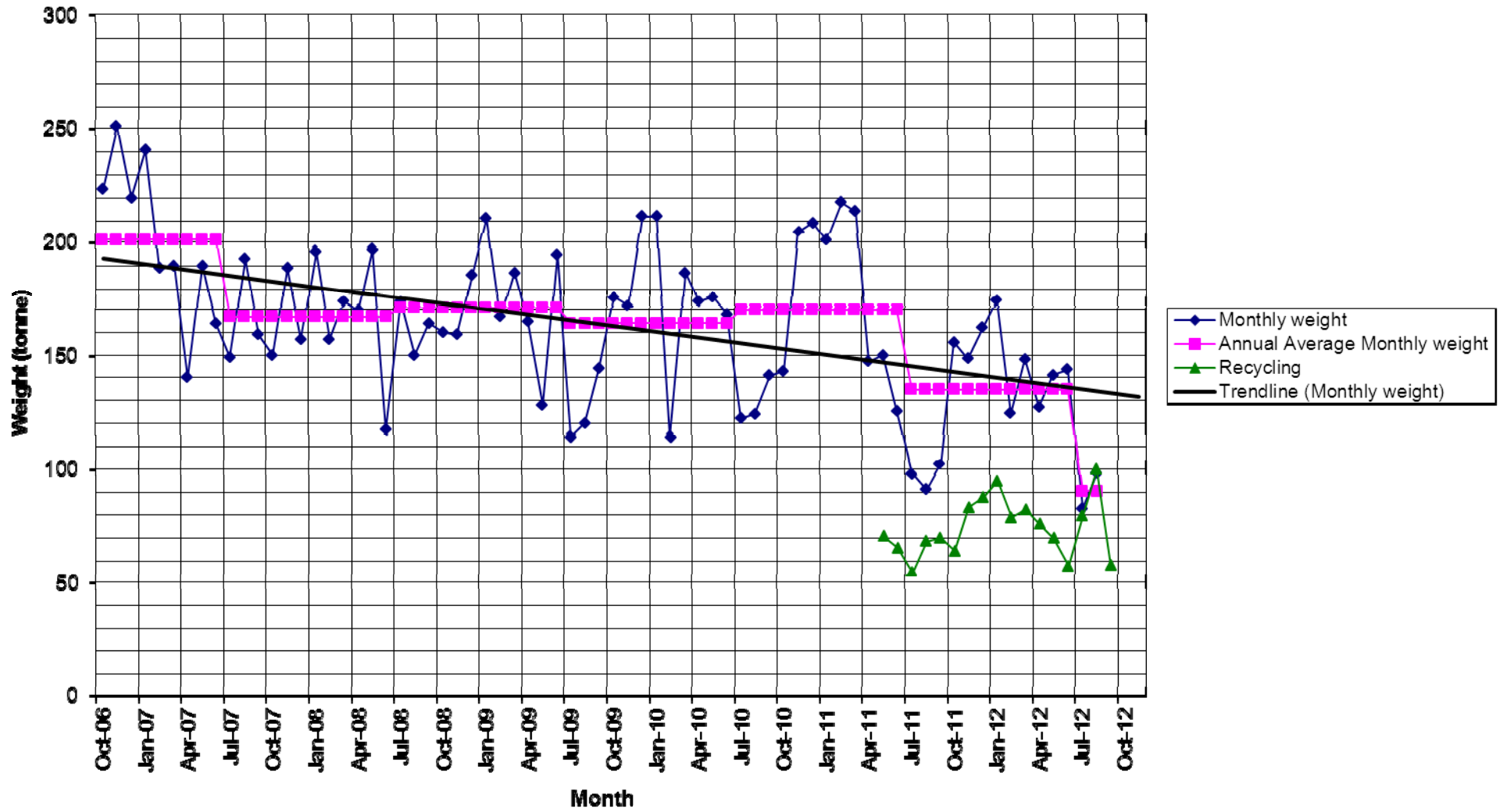


Water use South Wairarapa District Council



# **Appendix 2 – Waste Exported to Bonny Glenn Including Recycling**

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





## New Zealand Community Boards Conference 2013

Local communities, local leadership

9-11 May 2013, Lake Wanaka Centre, Wanaka



Principal sponsor

[www.nzcbc2013.co.nz](http://www.nzcbc2013.co.nz)

**Registration** information



## Acknowledgements

The New Zealand Community Boards Conference organising committee recognises the support from its sponsors:

Principal sponsor



### Organising committee

Lyal Cocks

Mick Lester

Jan Maxwell

Mariska Wouters

### Conference secretariat

Conference Innovators

Terri Growcott

03 379 0390

[terri@conference.co.nz](mailto:terri@conference.co.nz)

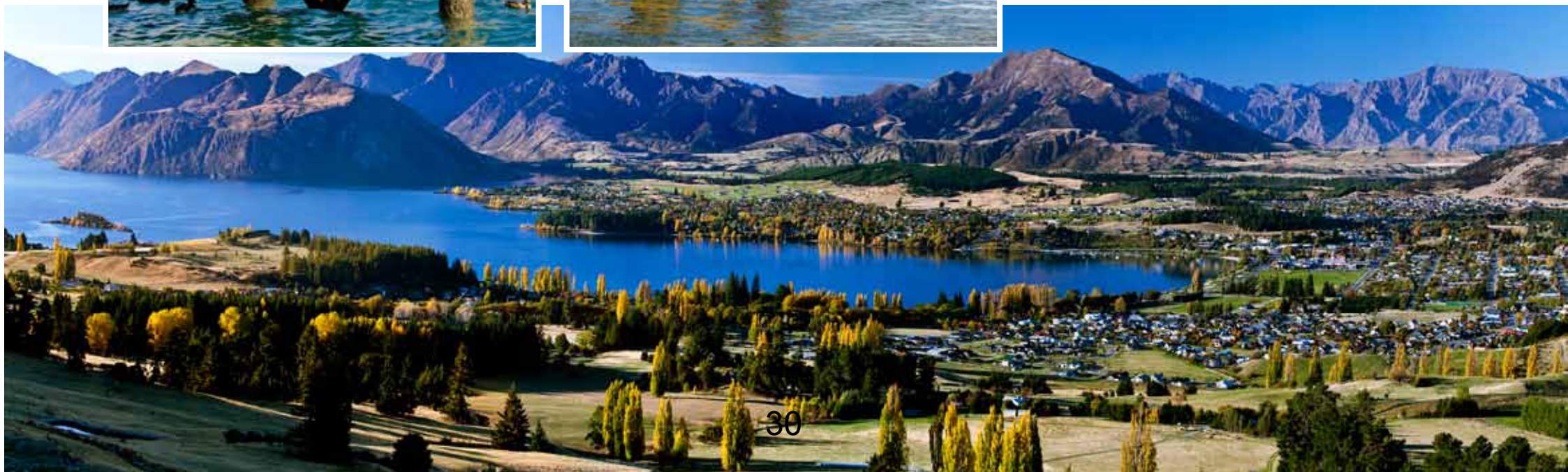






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## Welcome



I am absolutely delighted to welcome delegates to the 2013 Community Board Conference. The venue has been chosen well. I know you will be inspired by the alpine setting and the breathtaking vistas that Wanaka affords. These are important times in local government and we will need to make the most of this opportunity. I look forward to meeting with you and sharing inspired ideas for great local government.

Vanessa van Uden  
*Queenstown Lakes District Council*



On behalf of the Wanaka Community Board and the Wanaka community, I invite you to Wanaka for the New Zealand Community Boards Conference 2013. We are very proud of our town and our district and look forward to sharing it all with you from 9 to 11 May 2013 and hopefully longer!

The venue is great and the conference program is exciting and engaging, but the success and value of the conference rests with you. We need the Community Board members, Mayors, Councillors, Local Board members and staff who work for our communities throughout New Zealand to come together and be motivated, invigorated and at the end, better local leaders.

I realise for some it is a long way to come but I assure you it will be worth it. We will look after you and ensure you have a good time because that is what Wanaka does!

It all starts with a cocktail party on the edge of Lake Wanaka at which I look forward to meeting and greeting you in a truly Wanaka way.

Lyal Cocks  
*Chairman, Wanaka Community Board*



As Chair of the New Zealand Community Boards Executive, I invite you to register for the Community Boards Conference in Wanaka between 9 and 11 May 2013.

The theme of the Conference is "local communities, local leadership".

We have gathered a number of inspirational speakers, including recent Canadian Nuffield scholar Leona Dargis, international neighbourhood development expert Jim Diers, and Sam Johnson, Young New Zealander of the Year and community board member, to speak to this theme. They and other speakers, including officers from Horowhenua and New Plymouth, will share their wide and varied range of experiences, and show how leadership is such a vital ingredient in ensuring that the needs of our communities are recognised and addressed.

We also have a range of workshops during the conference sharing success stories from community boards, which illustrate the way that boards are successfully accepting the challenges that leadership in our communities throws at us, and performing functions that provide real benefit to their parent councils.

Previous conferences have been highly inspirational, relevant and an ideal opportunity to network with other board members from around the country. Talking to attendees at the last conference in Rotorua, they were astounded by the large differences that exist in

the work that other boards were doing and felt that they learnt so much from sharing their experiences.

We will again celebrate the achievements of community boards by awarding the Best Practice Awards. If your board has achieved a notable success in the last two years it should be part of the celebration of achievements. You will find more information about this on the conference website and I encourage you to put your board up for recognition.

I look forward to catching up with you at conference.

Kind regards,

Mick Lester

*Chair, New Zealand Community Boards Executive Committee*





# PROGRAMME

## THURSDAY

### Thursday 9 May 2013

6.30pm – 8.00pm

**Welcome cocktails**

Venue: Edgewater

### Friday 10 May 2013

7.30am – 4.30pm

Registration and information desk open

Venue: Lake Wanaka Centre

8.30am – 8.55am

**Wanaka – For a change!**

Ed Taylor, *MC*

Lyal Cocks, *Wanaka Community Board Chair*

Vanessa van Uden, *Mayor, Queenstown Lakes District Council*

Michael Skerret, *Ngai Tahu*

Kathy Wiltshire, *Communications and Stakeholder Manager, Chorus*

8.55am – 09.45am

**Leaders who engage and empower**

Leona Dargis

*Kindly sponsored by Smart Environmental*

9.45am – 10.15am

**Engaging communities – creating conversation and ownership**

Monique Davidson, Gina Scandrett, *Horowhenua District Council*

*Kindly sponsored by Horowhenua District Council*

10.15am – 10.45am

Morning tea

10.45am – 12.15pm

## Concurrent workshops

### A license to lead

Empowering community boards to have a leadership role in their communities (with case-studies of long term planning and working with your council)

Karyl Gunn, *Chair, Te Puke Community Board*

Sam Marshall, *Thames Coromandel District Council*

Melanie Heron, *Wanganui District Council*

Alan Taylor, *Chair, Wanganui Rural Community Board*

### Safe Communities: working locally to improve safety

Community safety through collaboration – community boards building safe communities and reflecting community interests in local alcohol policies

Dr Carolyn Coggan, *Executive Director, Safe Communities Foundation New Zealand*

Cathy Bruce, *Local Government Manager (Alcohol), Health Promotion Agency*

### Empowering youth

Helping community boards connect with young people in their community and how to harness their skills, knowledge and connections

*Kapiti Coast District Council  
Ministry of Youth Development  
Hutt City Council*

### Are you ready? Yeah right

How prepared is your community board to assist your community in a crisis?

*Jayne Beer, Community Relations Officer, New Plymouth District Council  
Sarah Nichols, Community Board Advocate, Waimakariri District Council  
Robyn Wallace, Chair, Kaiapoi Community Board*

12.15pm – 1.00pm

Lunch

1.00pm – 1.15pm

### Future focus

Lawrence Yule, *President, LGNZ*

1.15pm – 2.00pm

### Address from the Minister of local government

David Carter

2.00pm – 2.30pm

**Local democracy powering community and national success**

Malcolm Alexander, *CEO, LGNZ*

Adam Feeley, *CEO, QLDC*

2.30pm – 3.00pm

Afternoon tea

3.00pm – 4.30pm

**Concurrent workshops**

**Chorus – we’re local too!**

Chorus is everyone’s neighbour - how does a national company ensure it operates as a local business to bring a human touch to technology

Kathy Wiltshire, *Communications and Stakeholder Manager, Chorus*

**It’s business Jim, but not as we know it**

Local economic development – community boards supporting social enterprises in their communities

Sue Coutts, *General Manager, Wanaka Wastebusters*

**Community boards – our future**

The structure of local government is continually evolving – what are future structures and where do community boards fit

*Local Government New Zealand*

**Inspire and achieve**

Inspiring and supporting community-led outcomes in your place. How do we not only inspire communities but also achieve together?

*Denise Bijoux, Inspiring Communities*

7.00pm – 11.00pm

**Conference dinner and awards**

*Supreme award kindly sponsored by the Community Board Executive Committee and KnowHow*

Venue: Edgewater

# SATURDAY

**Saturday 11 May 2013**

8.30am – 3.30pm

Registration and information desk open

Venue: Wanaka Events Centre

9.00am – 9.15am

**Community Board Executive Committee's role in local government**

Mick Lester, *Chair, Community Board Executive Committee*

9.15am – 10.00am

**What do Facebook, shovels and royalty have in common?**

Sam Johnson

10.00am – 10.30am

Morning tea

10.30am – 12.00pm

**Concurrent workshops**

**Giving roads our voice**

Influencing the quality and safety of roads in our communities

**Rules and Tools for Broad and Inclusive Community Engagement**

How to build community, how to make things happen

Jim Diers

**Communication is everything**

Communication in the 21st Century. How do we break down the barriers of social media and efficiently use technology communication to drive social change and engage our community.

Sam Johnson

Leona Dargis

**What if ... ? Your community in 2030**

What are the factors shaping our future today – in 2030 will anything have changed for you and your community? What will a New Zealand community look like?

*Local Government New Zealand*

12.00pm – 12.45pm

Lunch

12.45pm – 1.30pm

**Empower your Board by Mobilizing Your Community**

Jim Diers

1.30pm – 2.15pm

**Community board zone meetings**

*All delegates invited to join a zone meeting*

# SATURDAY

2.15pm – 3.00pm

## Spontaneous volunteers

Trevor Johnston

3.00pm – 3.30pm

## Long service celebration and official conference closing

From 5.30pm

## Post conference barbecue

*hosted by your Community Board Executive Committee*

Venue: Edgewater



## MC

### Ed Taylor

Ed Taylor recently took up the job as General Manager of Warbirds Over Wanaka. This event has been held every two years since 1988 and is regarded as one of the top four Warbirds Airshows in the world. Ed is also manager of the Warbirds and Wheels visitor attraction at Wanaka Airport.

Earlier this year Ed and his wife Kim sold their business Radio Wanaka Limited after nine years. The company operated two radio stations and a community website in Wanaka.

Before 2003 Ed held a number of positions in different media companies including General Manager of IRN News for The Radio Network and General Manager of Primedia – the sales arm of the Prospect Group.

*Kindly sponsored by Downer*

## Social programme

### Welcome cocktails

To commence the social festivities, we invite you to partake in drinks and canapés while catching up with old friends and colleagues.

Date: Thursday 9 May 2013

Time: 6.30pm – 8.00pm

Venue: Edgewater

Dress: Casual

Cost: One ticket is included in full registrations, additional tickets can be purchased for \$50 at the time of registration.

### Conference dinner and awards

The organising committee invite you to join them at the conference dinner. Be prepared to be treated to an evening of exquisite food and wine and hilarious entertainment.

Date: Friday 10 May 2013

Time: 7.00pm – 11.00pm

Venue: Edgewater

Dress: Formal

Cost: One ticket is included in full registrations, additional tickets can be purchased for \$110 at the time of registration.

### Post conference barbeque

Should you choose to extend your time in Wanaka join similar minded delegates and enjoy a relaxed barbeque at Edgewater.

Date: Saturday 11 May 2013

Time: From 5.30pm

Venue: Edgewater

Dress: Casual

Cost: Tickets can be purchased for \$40 at the time of registration. Dinner provided, cash bar available.

*Kindly hosted by your Community Board Executive Committee*

### Optional activities

---

We recommend you, your partner and/or your family book in some additional activities and make the most of your time while in stunning Wanaka.

Lake Wanaka Tourism is happy to assist with finding the perfect activity, take a look at their website ([www.lakewanaka.co.nz](http://www.lakewanaka.co.nz)) or phone their iSite on 03 443 1233.



# Registration fees

## Full registration

Early bird	\$745	(up to Wednesday 27 March 2013)
Standard	\$845	(from Thursday 28 March 2013)

## Day registration

Early bird	\$395	(up to Wednesday 27 March 2013)
Standard	\$495	(from Thursday 28 March 2013)

### Full registration includes:

- Attendance at all conference business sessions and workshops
- Satchel and contents
- Daily catering
- One ticket to the welcome reception
- One ticket to the conference dinner incorporating the best practice awards

### Day registration includes:

- Attendance at that day's conference business sessions
- Satchel and contents
- Daily catering on selected day
- That evenings social event

## Register online at [www.nzcbc2013.co.nz](http://www.nzcbc2013.co.nz)



Visit the website [www.nzcbc2013.co.nz](http://www.nzcbc2013.co.nz) and follow the link to the online registration process. Payment for registration can be made by credit card (visa or mastercard, secure transaction facilities provided) or an invoice can be requested.

Once you have completed the online registration process, you will receive an automatic acknowledgement of your registration and a confirmation letter. An invoice/receipt will be emailed to you within three to five working days.



Mail the registration form together with your cheque or credit card payment to:

New Zealand Community Boards Conference 2013  
c/- Conference Innovators  
PO Box 7191, Christchurch 8240

A summary of your registration and a tax invoice/ receipt will be emailed to you within three to five working days.



Fax the completed registration form (both sides) together with your credit card details to: 03 379 0460.

A summary of your registration and a tax invoice/ receipt will be emailed to you within three to five working days.



## Accommodation

Favorable rates have been secured at Edgewater and bookings may be made with your registration.



Standard hotel room \$143 per room per night incl GST



One bedroom suite \$170.50 per room per night incl GST

## General information

Your conference pack will be available for collection from the registration and information desk located in the Lake Wanaka Centre.

The desk will be open at the following times:

Friday 10 May 2013 7.30am – 4.30pm

Saturday 11 May 2013 8.30am – 3.30pm

### Sponsorship

A variety of sponsorship and exhibition opportunities are still available. Please contact the Conference Manager, Terri Growcott, for further details [terri@conference.co.nz](mailto:terri@conference.co.nz).

### Who should attend?

- Mayors
- Community Board Members
- Councillors
- MPs
- Council Officers
- Emergency Services
- Government Agency Staff and NGO's
- Community and Youth Workers
- Resident / Ratepayers Associations
- All persons who are interested in making a difference in their community

### Best Practice Awards

Since 2003 the Community Board Executive Committee has sponsored the Community Board Best Practice Awards to celebrate excellence in the implementation of projects in local government.

The awards aim to:

- recognise significant contributions made by community boards to the process of achieving excellence in local government
- build a toolbox as a base for improving the effectiveness and function of community boards
- foster the exchange of best practice and innovative ideas.

For more information on how to enter, please go to the conference website: [www.nzcbc2013.co.nz](http://www.nzcbc2013.co.nz)



## **Cancellations**

Should you need to cancel your registration, you may reassign your registration to another person.

All cancellations and substitutions must be notified in writing to Conference Innovators. Registration cancellations received in writing before and including Thursday 11 April 2013 will receive a full refund less an administration charge of \$150. No refunds will be made from Friday 12 April 2013 inclusive. Delegates are not to share registrations.

Charges for cancellations of accommodation, particularly within one month of the conference, will be subject to the discretion of the hotel and your credit card may be charged a cancellation fee by the hotel.

In the event of industrial disruption or other unforeseen circumstances, the conference organisers and NZCBC accept no responsibility for loss of monies incurred. The conference organiser and NZCBC accept no liability for injuries/losses of whatever nature incurred by delegates and/or accompanying persons, nor for loss or damage to their luggage and/or personal belongings. Delegates, sponsors and speakers should make their own arrangements with respect to personal insurance.

If, for reason beyond the control of NZCBC the conference is cancelled, registration fees will be refunded after a deduction of expenses already incurred.

NZCBC reserves the right to alter the programme, withdraw, replace or cancel speakers without notification to registered delegates.





## New Zealand Community Boards Conference 2013

Local communities, local leadership

9-11 May 2013, Lake Wanaka Centre, Wanaka

## Registration form

Register online [www.nzcbc2013.co.nz](http://www.nzcbc2013.co.nz)

Tax Invoice - GST Number: 049-635-680

Or complete this form and send to:

Email: [registration@conference.co.nz](mailto:registration@conference.co.nz)

Post: New Zealand Community Boards Conference 2013

C/- Conference Innovators

PO Box 7191, Christchurch 8240

Fax: 03 379 0460

Please make cheques in New Zealand dollars payable to "New Zealand Community Boards Conference 2013." Please note the increase in registration fees from Thursday 28 March 2013.

Surname: \_\_\_\_\_

Partner name (if attending social function(s)) \_\_\_\_\_

First name: \_\_\_\_\_ Title (Dr/ Prof/ Mr): \_\_\_\_\_

Special requirements e.g. dietary, disabilities:

Organisation: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

### A Registration fees (incl GST)

Please indicate which registration type applies to you:

Postal address: \_\_\_\_\_

**Full registration**     Early bird    \$745    (up to Wednesday 27 March 2013)

City/ town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Standard    \$845    (from Thursday 28 March 2013)

Telephone: \_\_\_\_\_

**Day registration**     Early bird    \$395    (up to Wednesday 27 March 2013)

Mobile: \_\_\_\_\_

Standard    \$495    (from Thursday 28 March 2013)

Email: \_\_\_\_\_

Special requirements e.g. dietary, disabilities: \_\_\_\_\_

\_\_\_\_\_

## B Social programme

Please note: All full registrations include one (1) ticket the Welcome Reception and Conference Dinner, for catering purposes please indicate below if you wish/do not wish to attend.

Please select the social functions you wish to attend if you are a day registration or additional guest.

### Welcome reception – Thursday 9 May

- Yes, I wish to attend N/C  
 No, I do not wish to attend N/C  
Number of additional tickets \_\_\_\_\_ @ \$50 \$ \_\_\_\_\_

### Conference dinner and awards – Friday 10 May

- Yes, I wish to attend N/C  
 No, I do not wish to attend N/C  
Number of additional tickets \_\_\_\_\_ @ \$110 \$ \_\_\_\_\_

### Post conference barbeque – Saturday 11 May

- I wish to purchase \_\_\_\_\_ tickets @ \$40 \$ \_\_\_\_\_

## Accommodation (incl GST)

A credit card number must be supplied to secure your accommodation booking (see below). No charges will be debited prior to check-out. Accommodation costs can be settled on departure with cash, eftpos or credit card.

- Standard hotel room \$ 143  
 One bedroom suite \$ 170.50  
 single  double  twin

Date of arrival: \_\_\_\_\_ Expected check-in time: \_\_\_\_\_

Date of departure: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

If you are sharing the room please give the other person's name:  
\_\_\_\_\_

## Payment summary

Method of payment (please tick):

- Credit card: see below  
 Cheque

Post with this completed form to Conference Innovators Ltd, PO Box 7191, Christchurch 8240

- Direct credit: 06-0817-0379000-00

Please use delegate's last name and initial as a reference. Remittance advice may be sent by email to registration@conference.co.nz

**A Registration fees** \$ \_\_\_\_\_

**B Social functions** \$ \_\_\_\_\_

**Total (NZD and inclusive of GST)** \$ \_\_\_\_\_

All fees indicated include 15% GST.

Please make cheques in NZ\$ payable to "New Zealand Community Boards Conference 2013".

## Credit card authorisation for accommodation and registration payment

Accommodation bookings must be guaranteed with a credit card. Please tick if you wish your registration fee to be deducted from this card.

- Yes, please deduct my registration fee from my credit card.  
 Visa  Master Card

Card number

Expiry date: \_\_\_\_\_ Card security code (3 digit code on reverse of card): \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5 December 2012

Craig Nelson  
Martinborough School  
Dublin Street  
Martinborough 5711

Dear Craig

**MARTINBOROUGH SCHOOL GUY FAWKES FUNDRAISER**

On behalf of the Martinborough Community Board thank you for organizing and running the 2012 Martinborough Guy Fawkes event for the community.

Martinborough Community Board agreed to fund the cost of the fireworks and the portaloos to the combined amount of \$717.60. The Community Board would like the School to continue running the event and understands that this is a fundraiser for the School, however in future years the total donation will be capped at \$500 to be spent as the School sees fit to make the event a success.

Council have arrangements in place to reimburse the Brooms for the expenses incurred for this event.

Yours sincerely

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

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