



Martinborough Community Board

Minutes 3 November 2014

- Present:** Lisa Cornelissen (Chairperson), Adi McMaster, Victoria Read, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 3 November 2014 between 6:30pm and 7:48pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2014/61) to receive apologies from Pam Colenso and Mayor Adrienne Staples.

(Moved Cr Riddell/Seconded Read)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest.

3. PUBLIC PARTICIPATION/PRESENTATIONS

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 15 September 2014

MCB RESOLVED (MCB 2014/62) that the minutes of the Martinborough Community Board meeting held on 15 September 2014 be received and confirmed as true and correct.

(Moved Cr Riddell/Seconded McMaster)

Carried

4.2 Matters Arising

There were no matters arising.

4.3 Action Items From Previous Meeting

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

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.

MCB RESOLVED (MCB 2014/63):

1. To receive the action items.
(Moved Cornelissen/Seconded McMaster) Carried
2. Action 658: Provide an update to members on progress for getting tables and benches installed in Considine Park; Pam Colenso

4.4 Income and Expenditure Statement to 30 September 2014

MCB RESOLVED (MCB 2014/64) to receive the Income and Expenditure Statement to 30 September 2014.

(Moved Cr Stevens/Seconded Cr Riddell) Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report to Community Boards

Mr Crimp updated members on Toast Martinborough event management preparation, Martinborough Pool maintenance and reported that the Martinborough wastewater consent hearing was scheduled for March 2015.

MCB RESOLVED (MCB 2014/65):

1. To receive the Officers' Report to Community Boards.
(Moved Read/Seconded McMaster) Carried
2. Action 660: Add Neighbourhood Support, School Holiday Programmes, Martinborough Pool swimming passes and funding of tables for the Community Centre to the next agenda; P Crimp

5.2 Schedule of Ordinary Meetings

MCB RESOLVED (MCB 2014/66):

1. To receive the information.
2. To adopt the 2015 schedule of ordinary meetings for Council, community boards and committees.
(Moved Cr Riddell/Seconded Cornelissen) Carried
3. To set 6:30pm as the regular meeting time.
(Moved Cornelissen/Seconded McMaster) Carried

5.3 Martinborough Community Centre Steering Group Update

MCB RESOLVED (MCB 2014/67) to receive the information.

(Moved Cr Stevens/Seconded Cr Riddell) Carried

6. COMMUNITY BOARD/COUNCILLORS REPORTS

6.1 Chairperson's Report

The Board discussed solid waste issues and Mr Crimp reported that a review of solid waste services was being included as part of the LTP process.

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.

MCB RESOLVED (MCB 2014/68):

1. To receive the report.
(Moved Cr Riddell/Seconded Cr Stevens) Carried
2. Action 661: Discuss the creation of a district wide policy on 'blue signs' with the Group Manager Infrastructure and Services; P Crimp

6.2 MCB 14/15 Budget

MCB RESOLVED (MCB 2014/69) to receive the draft budget July 2014 – June 2015.

(Moved Cornelissen/Seconded Read) Carried

6.3 Martinborough Community Centre

Cr Stevens reported that the fundraising group were identifying further potential donors and fundraising events. Trust House have indicated that an initial grant has been approved and have invited a second application in 2015, written confirmation has not yet been received. The construction group were working hard with architects and quantity surveyors to keep the project within budget. The project architects (Warren and Mahoney) would be making a presentation to Council from 10:45-11:45, 19 November 2014 during the public forum.

6.4 Martinborough Pharmacy Services

Minutes of a meeting held on 14 October 2014 and the presentation made at the meeting were tabled. The key issue was provision of pharmaceutical services in not only Martinborough but the South Wairarapa.

MCB RESOLVED (MCB 2014/70) to advise the Ruamahanga Health Trust that the Community Board were aware of the meeting held on the 14 October 2014 and to invite a member of the Trust to speak at the next Community Board meeting on the 8 December 2014 should the Trust wish to solicit Community Board support for Martinborough pharmaceutical services.

(Moved Cornelissen/Seconded Read) Carried

MCB RESOLVED (MCB 2014/71) to receive the verbal reports from MCB members.

(Moved Cornelissen/Seconded Cr Riddell) Carried

7. CORRESPONDENCE

7.1 Inwards

From Maths Wairarapa to Martinborough Community Board received 3 October 2014

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.

7.2 Outwards

To Peter George, NZMCA, from Committee Secretary on behalf of the Martinborough Community Board, dated 25 September 2014

MCB RESOLVED (MCB 2014/72):

1. To receive the inwards and outwards correspondence.
(*Moved Cornelissen/Seconded McMaster*)
2. Action 661: Write to Maths Wairarapa and remind them of the new format for funding for the Martinborough Community Board; P Crimp

Carried

8. FINANCIAL ASSISTANCE

8.1 Life Education Trust

MCB RESOLVED (MCB 2014/73) to approve a grant of \$500 to Life Education Trust for continued education services including an upgrade of the digital classroom but subject to finances available by the Trust to complete the upgrade.

(*Moved Cornelissen/Seconded Cr Riddell*)

Carried

8.2 Friends of Martinborough School

MCB RESOLVED (MCB 2014/74) to approve a grant of \$200 to the Friends of Martinborough School to assist with the costs of running the Martinborough Guy Fawkes on 8 November 2014.

(*Moved Read/Seconded Cr Stevens*)

Carried

8.3 Rangatahi II Rangitira Martinborough

The Community Board agreed that any grants paid would be conditional on a bank account being setup and managed appropriately.

MCB RESOLVED (MCB 2014/75) to approve payment to New World of up to \$200 for sausages and condiments for fundraising activities, on the condition that Rangatahi II Rangitira Martinborough reimburse MCB from fundraising profits.

(*Moved Cornelissen/Seconded Read*)

Carried

MCB RESOLVED (MCB 2014/76) to set aside \$1,000 in the Community Board budget for Rangatahi II Rangitira Martinborough events, payable on receipt of an event plan and budget on the approved application form and following a majority agreement by members via email for ratification at a subsequent meeting.

(*Moved Cornelissen/Seconded Cr Riddell*)

Carried

8.4 Martinborough Hockey Club

The Community Board declined the application as the application hadn't been made on the correct form.

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.

MCB RESOLVED (MCB 2014/77) to decline the application for financial assistance from the Martinborough Hockey Club.

(Moved Read/Seconded McMaster)

Carried

8.5 Rural South Wairarapa Sports Inc.

MCB RESOLVED (MCB 2014/78) to pledge \$1,500 to Rural South Wairarapa Sports Inc. for the astro turf project at Kahutara School subject to total funding requirements being met and a presentation to the Community Board when the project is nearing its funding goal.

(Moved Cornelissen/Seconded Read)

Carried

MCB RESOLVED (MCB 2014/79) to carry over \$1,800 from the September 2014 funding round to the March 2015 funding round.

(Moved Cornelissen/Seconded Cr Riddell)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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.

**Martinborough Community Board
Action Items
From 3 November 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
260	MCB	12-May-14	Action	Mark	Locate a landscaping plan for the Martinborough Town Square which includes the location of electrical wiring and the irrigation equipment	Open	12/6 In progress 17/7 Checking with contractors for further information 25/8 Have current hand drawn irrigation plan, Officers to 1) Obtain an electrical plan from Dave Pattern (pending) then 2) Create a new plan that includes both irrigation and electrical on one plan. 29/9 Officers to follow up with Dave Patten. 4/11/14 Officers to follow up with Dave Patten again.
426	MCB	4-Aug-14	Resolution	Mark	Considine Park Committee Recommendations Response MCB RESOLVED (MCB 2014/50): 1. To receive the information. 2. To note some concern about the recommendations and that the recommendations are not to be implemented until agreement has been reached between Community Board representatives and Council officers. 3. That Pam Colenso and Vicky Read, as representatives of the Considine Park Committee/Community Board, arrange a meeting with Council's Amenities Manager and City Care to progress recommendations. (Moved Cr Riddell/Seconded Cornelissen) Carried	Open	4/11/14: Noted, will await meeting. 24/11/14: Meeting to be schedule for next Autumn.
649	MCB	3-Nov-14	Resolution	Paul	MCB RESOLVED (MCB 2014/70) to advise the Ruamahanga Health Trust that the Community Board were aware of the meeting held on the 14 October 2014 and to invite a member of the Trust to speak at the next Community Board meeting on the 8 December 2014 should the Trust wish to solicit	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					Community Board support for Martinborough pharmaceutical services. (Moved Cornelissen/Seconded Read) Carried		
653	MCB	3-Nov-14	Resolution	Kyra	Life Education Trust MCB RESOLVED (MCB 2014/73) to approve a grant of \$500 to Life Education Trust for continued education services including an upgrade of the digital classroom but subject to finances available by the Trust to complete the upgrade. (Moved Cornelissen/Seconded Cr Riddell) Carried	Actioned	in hand, shown in commitments, awaiting invoice
654	MCB	3-Nov-14	Resolution	Kyra	Friends of Martinborough School MCB RESOLVED (MCB 2014/74) to approve a grant of \$200 to the Friends of Martinborough School to assist with the costs of running the Martinborough Guy Fawkes on 8 November 2014. (Moved Read/Seconded Cr Stevens) Carried	Actioned	
655	MCB	3-Nov-14	Resolution	Kyra	MCB RESOLVED (MCB 2014/75) to approve payment to New World of up to \$200 for sausages and condiments for fundraising activities, on the condition that Rangatahi II Rangitira Martinborough reimburse MCB from fundraising profits. (Moved Cornelissen/Seconded Read) Carried	Actioned	
656	MCB	3-Nov-14	Resolution	Kyra	MCB RESOLVED (MCB 2014/76) to set aside \$1,000 in the Community Board budget for Rangatahi II Rangitira Martinborough events, payable on receipt of an event plan and budget on the approved application form and following a majority agreement by members via email for ratification at a subsequent meeting. (Moved Cornelissen/Seconded Cr Riddell) Carried	Actioned	in hand, shown in commitments, awaiting invoice
657	MCB	3-Nov-14	Resolution	Paul	MCB RESOLVED (MCB 2014/77) to decline the application for financial assistance from the Martinborough Hockey Club. (Moved Read/Seconded McMaster) Carried	Actioned	
658	MCB	3-Nov-14	Resolution	Kyra	MCB RESOLVED (MCB 2014/78) to pledge \$1,500 to Rural South Wairarapa Sports Inc. for the astro turf project at Kahutara School subject to total funding	Actioned	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					requirements being met and a presentation to the Community Board when the project is nearing its funding goal. (Moved Cornelissen/Seconded Read) Carried		
659	MCB	3-Nov-14	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2014/79) to carry over \$1,800 from the September 2014 funding round to the March 2015 funding round. (Moved Cornelissen/Seconded Cr Riddell) Carried	Actioned	
660	MCB	3-Nov-14	Action	Paul	Add Neighbourhood Support, School Holiday Programmes, Martinborough Pool swimming passes and funding of tables for the Community Centre to the next agenda	Actioned	
661	MCB	3-Nov-14	Action	Mark	Discuss the creation of a district wide policy on 'blue signs' with the Group Manager Infrastructure and Services	Actioned	24/11/14: Officer to write a report. 27/11/14: Report written.
662	MCB	3-Nov-14	Action	Paul	Write to Maths Wairarapa and remind them of the new format for funding for the Martinborough Community Board	Actioned	
663	MCB	3-Nov-14	Action	Pam Colenso	Provide an update to members on progress for getting tables and benches installed in Considine Park	Open	

Martinborough Community Board				
Income & Expenditure to 31 October 2014				
<u>INCOME</u>				
Balance 1 July 2014	44,348.31		this will change	
Annual Plan 2014/15	20,954.00			
TOTAL INCOME	65,302.31			
<u>EXPENDITURE</u>				
Members' Salaries	3,333.36			
Total Personnel Costs	3,333.36			
A McMaster Youth Forum Expenses	103.33			
Total General Expenses	103.33			
AP Friends of Mart Guy Fawkes Event 13/14 & 14/15 \$300 each	600.00			
AP 500 sausages Youth Forum fundraising siz	152.17			
Total Grants	752.17			
TOTAL EXPENDITURE	4,188.86			
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	61,113.45			
<u>LESS: COMMITMENTS</u>				
Salaries to 30 June 2015	6,666.64			
School holiday swimming	200.00			
Flags/banners	2,500.00			
Youth forum	475.91			
Christmas celebrations	50.00			
Considine Park bench	700.00			
Martinborough Town Hall and Community Centre Project	25,000.00			
Life Education Trust - assist with mobile classroom	500.00			
Friends of Martinborough School - Fuy Fawkes on 8 November	200.00			
Ranatahi II Ranitira Martinborough	1,000.00			
Rural South Wairarapa Sports Inc. - Astro Turf project	1,500.00			
Total Commitments	38,792.55			
BALANCE TO CARRY FORWARD	22,320.90			

this is not the youth forum it should be remibursed by Rangatahi II
Rangitira Martinborough fund raising

250 last year and brought up to 500 as per MCB budget reduce by expenses won't all go at once

MARTINBOROUGH COMMUNITY BOARD

8 DECEMBER 2014

AGENDA ITEM 6.1

OFFICERS' REPORT

Purpose of Report

To report to Community Boards and the Maori Standing Committee on general activities since the last meeting.

Recommendations

Officers' recommends that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE REPORT

1. Executive Summary

The 2013/14 Annual Report was signed off by Audit New Zealand on 31 October. Preparation of the Annual Report dominated proceedings since the last Council meeting.

Audit New Zealand Director; John O'Connell commented that the audit process went very well, and that management controls are appropriate for a council of this size.

Taking a broader view, Mr O'Connell said that South Wairarapa District ratepayers were well served by Council management and elected members.

Attention now turns to the 2015/25 Long term Plan. Internally budgets are being prepared and service performance measures being considered. The Long Term Plan is one of Councils key strategic documents.

I had the pleasure of attending the inauguration of John Booth as Mayor of Carterton District Council, and also the farewell of Ron Mark. I also had the pleasure of attending another citizenship ceremony where a dozen or so people have chosen to make New Zealand, and more importantly South Wairarapa their home. These ceremonies are a chance to reflect that we are lucky to live in such a wonderful country, something we take for granted a lot of the time.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report is as at 30 June 2014]

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

2.1 Local Government Commission/Governance Review

... still no word

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

This provides an update on regional matters at CE level, general matters discussed are roading and rail, regional economic development and Civil Defence. Other matters discussed include shared services, highlighted by the combination of water services across the Wellington basin. There are a number of IT initiatives that the Wairarapa Councils are keeping a watching brief on.

3.1.2. Mayoral Forum

This was highlighted by the attendance of the Local Ministers, where key issues for the region were discussed.

3.1.3. Wairarapa Water Use Project

The project team presented an update on progress. All five previously identified sites are still under consideration.

It is planned to have key project findings around May next year.

3.2 Legislation

While no new legislation has been introduced recently, we are still bedding down the various pieces of legislation recently enacted, and I believe it will

be some time before we fully understand the resourcing implications required to comply.

The cost of enforcing Government driven legislation has come to the fore once again, highlighted by the recent well publicised case where this enforcement has cost \$12,000 so far, with the chance of recovering only a quarter of this. We have no choice but to enforce this legislation, as we have no choice to enforce all legislation, but there is a cost. The cost of enforcing dog control matters is not a cost on the general ratepayer; these are funded from dog licence fees.

3.3 Wastewater Consents

As was previously advised, the Featherston Wastewater consent will not now be heard until after the Martinborough and Greytown consent, later next year.

There appears to have been a change in thinking whereby we had been operating on a “catchment based” approach, gains in one part of the catchment could be offset across the catchment, unfortunately the first time this was tested that approach failed.

In the scheme of things this delay is not great; we now have to come up with some mitigation options for the intervening period between when the consent is issued and when we had planned to install the High Rate Treatment plant. This mitigation work had not been factored in to the overall costings and therefore will be in addition to the overall cost already estimated.

4. Monitoring and Reporting

4.1 Annual Report

As indicated earlier, the Annual Report was approved on 31 October

4.2 Long Term Plan

Work has commenced internally on the LTP, with our first two workshops being held, and timetable set.

4.3 Rates Arrears (Incl. GST)

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
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623

As at 30 September the balance outstanding amounted to \$1,008K of which \$608K related to prior year (30 June 2014 and earlier).

For those properties that have a mortgage, all mortgagors have been written to and while we cannot demand payment until mid-January \$121K has been paid, leaving \$487K of arrears.

We will be demanding payment in January as soon as we are able. For those properties that do not have a mortgage, legal action has commenced.

5. Corporate

5.1 Staffing

Pamela Atrill has joined us in the planning department and is settling in well.

The Infrastructure and Services team has been joined by Melanie Maynard and Tim Langley. Melanie will be looking after customer services admin requests (among other things) and Tim has been appointed to the roading manager role.

Finally, Brodie Simmons joins us as part time by laws officer. Brodie will be carrying out the coastal ranging duties during the summer period.

5.2 Occupational Health and Safety

There were no OH & S matters since the last reporting period.

5.3 General Revaluation

Quotable Value will be carrying out a revaluation across the Wairarapa shortly which will provide updated valuation data for our rates database.

This valuation is specific for the rates database, the aim of which is to split up the district by property values so that rates can be calculated from a consistent and comparable base.

The revaluation will be as at 1 September 2014 and will apply to the rates database from 1 July 2014.

5.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
3 October	Details of plan for the building in Main Street, Greytown owned by T Base 2 Limited	Details provided
21 October	Private Training Establishment located in Dunedin delivering the Licence Controller Qualification want all the names of Licensed establishments	Details provided
21 October	Requests Climate Change Risk Assessment and/or Adaption Plans the Council holds	
28 October	Attendance of members on committees, their responsibilities, their membership of other boards etc. and length of time served on Council.	Details provided
5 November	Liability for maintenance and repair of sewer laterals	

PLANNING AND ENVIRONMENT GROUP

1. Resource Management

1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	N/A	NRB Survey (xx%)
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	N/A	NRB Survey (xx%)

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	NCS data
s.223* certificates issued within 10 working days	100%	100%	NCS data
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	100%	100%	NCS data

1.2.1. Consent Processing

Council has processed 47 resource consents during the year to date (01/07/14 to 06/11/14). In the same period during the previous year (01/07/13 to 06/11/13) the Council processed 40 resource consents.

In the period since the last report (01/09/14 to 30/09/14) Council have received 7 new applications and processed 13 resource consents. 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.

1.2.2. "One Stop Shop"

Discussions have been ongoing in preparation for lodging building consents for the "trial run" proposal (by GTLT) being considered under the One Stop Shop process.

The benefits identified to date relate to the applicant being more aware of the information required prior to lodging consents. Council is expecting the building consent for this trial project to be lodged during the week of 10 November, with technical aspects already peer reviewed.

This will enable Council's approval process to be shortened considerably.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	0	0	Work is currently underway to check whether additional RMP's should be developed.

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

TYPE	YTD (1 JULY 2014 TO 5 NOVEMBER 2014)	PREVIOUS YTD (1 JULY 2013 TO 5 NOVEMBER 2013)	PERIOD (1 OCTOBER 2014 TO 5 NOVEMBER 2014)	PREVIOUS PERIOD (1 OCTOBER 2013 TO 5 NOVEMBER 2013)
Standard LIMs (Processed within 10 working days)	45	42	17	13
Urgent LIMs (Processed within 5 working days)	42	31	24	10
Totals	87	73	41	23

2. Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 2016
Earthquake prone buildings reports received	100%	136/225	The government is proposing to make changes where by the assessments will need to be completed by a certain time and more exemptions may be applied. No further information from the government has been provided.

Building consent numbers from 1 July 2014 to 30 October 2014 (Year to Date) total 131 consents. For the same period the year before the total was 137. The following table provides a snapshot of the number and types of building consents granted for the period.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	6	\$185,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	4	\$156,454
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	25	\$1,535,140
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$55,000
Totals	36	\$3,725,445

3. Public Protection

3.1 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD	PREVIOUS YTD	PERIOD (1 OCTOBER 2014 TO 5 NOVEMBER 2014)	PREVIOUS PERIOD (1 OCTOBER 2013 TO 5 NOVEMBER 2013)
Total	34	34	10	10

3.2 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that sell liquor that are checked prior to renewal to make sure they comply with the Sale and Supply of Alcohol Act 2012	100%	100%	NCS data and Inspectors reports to the District Licensing Committee

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD	PREVIOUS YTD	PERIOD (1 OCTOBER 2014 TO 5 NOVEMBER 2014)	PREVIOUS PERIOD (1 OCTOBER 2013 TO 5 NOVEMBER 2013)
On Licence (New)	4	2	1	0
On Licence (Renewal)	3	3	1	2
Off Licence (New)	3	1	0	0
Off Licence (Renewal)	5	8	2	5
Club Licence (New)	0	0	0	0
Club Licence (Renewal)	0	1	0	0
Manager's Certificate (New)	16	15	7	4
Manager's Certificate (Renewal)	20	39	9	13

3.3 District Licensing Committee

The District Licensing Committee held one hearing to determine a Temporary Authority order. All other applications were determined by the deputy Chairperson on the papers.

3.4 Toast Martinborough

The Inspector has attended a pre event meeting with the Toast management, the nine participating vineyards and NZ Police to finalize the licensing requirements for this event.

Each participating winery had been granted a special licence under the Sale and Supply of Alcohol Act by the DLC.

Additional conditions have been included on the licenses including the requirement to have at least two substantive food items priced at or below \$10 and the provision of security for each site.

3.5 Wairarapa Combined Agency Agreement

The Wairarapa Combined Agency Agreement 2014, which sets out the compliance and enforcement roles and responsibilities for NZ Police, Masterton District Council, Carterton District Council, South Wairarapa District Council, NZ Fire Service and Regional Public Health has been agreed.

3.6 Wairarapa Alcohol Working Group

The hearings panel drawn mostly from the working group has now heard all the verbal submissions on the draft Local Alcohol Policy. The panel will be meeting in due course to consider a report and recommendations on all the submissions currently being prepared by the TAG (senior officers from each Council).

The draft LAP with any changes agreed by the panel, will be referred back to Council for adoption once that process is completed.

One of the initiatives of previously advised to Council sponsored by the TAG has been the Licensed Venue Compliance Essential Manual. This manual is a useful resource where licensees can store all their important documentation in one place. The manual includes essential compliance requirements, training for staff, incident recording and host responsibility.

Most premises in the South Wairarapa have now been given the manual. The response from the premises to this initiative has been very positive.

3.7 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	100%	

Annual audits of food premises using the template FSP continue to generate a steady and substantial workload.

3.8 Legal Proceedings

The appeal by John Phelps to the High Court against his conviction in the District Court on 10 counts of failing to microchip a dog was heard on Tuesday the 21st of October at the High Court in Wellington.

The basis of the appeal was substantively dismissed. The sitting judge did however determine that the level of fines imposed by the District Court should be reduced from \$300 per offence to \$100 per offence.

3.9 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	6 visits	0	None to date.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	

As at 5th November 2014 there are 2811 registered dogs with 1589 owners who have registered their dogs. There are currently 72 unregistered dogs, with 34 owners. Of the unregistered dogs 33 have paid but tags are yet to be issued because of incomplete application information.

38 infringements have been issued for failure to register a dog.

The following table provides a snapshot of dog control incidents for the period.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Attack on Pets	0	0	2
Attack on Person	1	0	0
Attack on Stock	0	1	0
Barking and whining	0	0	1
Lost Dogs	0	2	1
Found Dogs	0	1	0
Rushing Aggressive	0	0	1
Wandering	0	3	0
Total	1	7	5

3.10 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	CEM & NCS service requests
Council responds to complaints regarding animals within 40 hours	100%	100%	CEM & NCS service requests

The following table provides a summary snapshot of stock control incidents between 2 October 2014 and 5 November 2014.

INCIDENTS REPORTED	MARTINBOROUGH	FEATHERSTON	GREYTOWN
Stock	2	3	2
Total	2	3	2

3.11 Bylaws

1 litter complaint, 2 abandoned vehicles and 3 general complaints were received from 2 October to 5th November.

INFRASTRUCTURE AND SERVICES GROUP

1. Group Manager Highlights

There has been continued work done on the three council waste water consents. There is still work to be done on the variation to the existing Featherston/Greytown water consent as well as the consent for council's retired landfill. Meetings continue with GWRC on the new and existing consents with some reporting still required for the end of year narrative around results for the councils water races.

The new Roding Manager starts on 17 November and will bring the Infrastructure and Services department up to full staffing. This role is much anticipated as the transport area requires some dedicated efforts over the coming months with the starting of councils Rehabilitation program, seal extensions, reseals, re-metaling programs and other summer programs.

With the resignation of the Asset Engineer there will also be further recruitment in the near future. The roles GIS focus over the past year has assisted the Council develop its GIS capabilities and the recruitment needs to be cognisant of the developing systems in council at present.

Civil defence is also undergoing some change with recent personnel changes and a review of structure. The WREMO is continually developing to match the regional needs and align with CDEM needs and funding.

A new Waste Minimisation Officer has been appointed. The successful applicant has in depth experience in project management and extensive environmental expertise. This role should assist with the current contract and have the ability to develop initiatives in the solid waste area.

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 fire fighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period - The costs to this will be about \$20 per test. Requirements will be 40 hydrants over 3 towns annually = 120. x \$20 = \$2400 annually to meet the required amount of testing

2.2 Services

2.2.1 Water Supply Capital Improvements Featherston

Slower than expected progress with design and documentation of Stage 1 of the works comprising the pipeline and bore intake infrastructure has meant that the physical work will not be able to be tendered until the New Year. The third bore is expected to be drilled and proven before Christmas with the water take consent expected to be lodged before Christmas.

2.3 Water Treatment Plants

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

2.4 Water Reticulation

There were 19 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 Council contractors, City Care Ltd, to maintain satisfactory flows. There was 1 reported account for blockage clearing or no water flow for the Moroa and 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

3.2 Resource Consent Acquisition Progress Report

The hearing for the Featherston WWTP consent application has been re-scheduled for later in 2015. This has come about because advice was received from our advisors that Council was effectively facing a short term consent outcome (of four years or less) given that no improvements to effluent quality were planned until 2025 at this site. Consequent to this

advice, in spite of Councils catchment based approach, Greater Wellington Regional Council were approached to see if that they would consider a mitigation programme in the interim period aimed at securing small but positive improvements to environmental outcomes and resulting in a longer consent term.

Greater Wellington have favourably considered Council's request to develop a programme which in principle would include land based discharge to adjoining Council owned land at time of low summer flow and possibly the establishment of a riparian planting program at Donald's Creek.

The detail of this programme has to be submitted by the end of January 2015 and all submitters to the process have been advised.

All of this means that the Featherston consent will heard after the Martinborough and Greytown applications and the Martinborough WWTP application is as earlier advised expected to be heard in March 2015 with the Greytown application expected to follow in June 2015.

The Greytown WWTP application has been lodged with the Regional Council. However, it is subject to a S92 request which requires some additional assessment of discharge effects in the Papawai Stream. This request is currently being processed.

3.3 Wastewater Treatment Plants

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

A new generation inflow meter has been installed and commissioned at the Featherston site. This infrastructure will be an underlying requirement for the new consents at all three sites with public notification expected later in November

3.4 Wastewater Reticulation

There was 1 pipeline blockage 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 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

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

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

5.2 Waste Management

The contracted kerbside collection and transfer station services were delivered routinely over the period over the District.

The Tukurumuri recycling depot was closed on 13 October and signage erected. Ratepayers on the collection route have been given the opportunity to participate in the roadside refuse and recycling service and so far four eligible property owners on route have elected to subscribe to the service.

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.

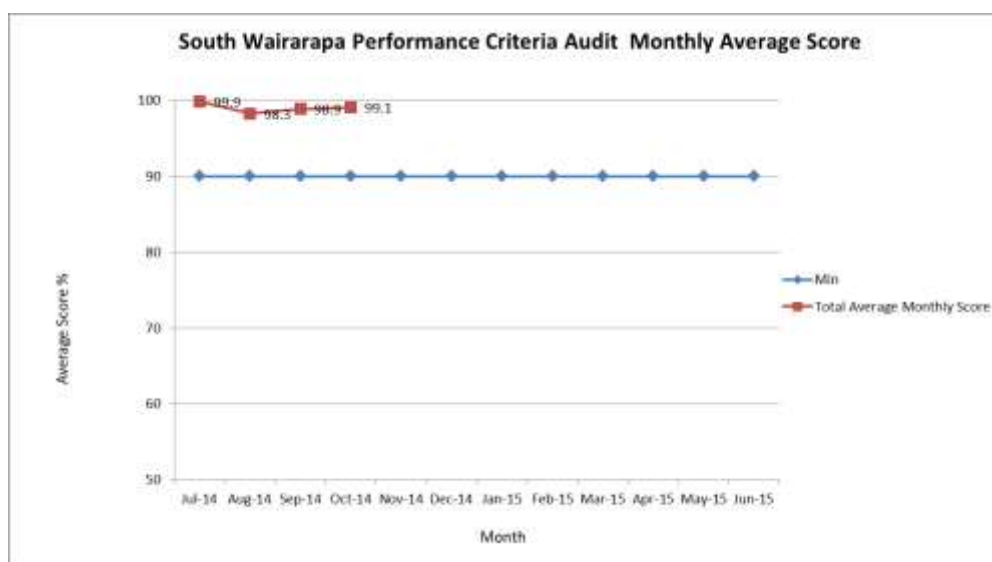
6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	NRB Survey 2013
(20km \pm 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Roading Maintenance – Fulton Hogan

Council has now received 4 months of performance data from Fulton Hogan on the new contract. This data is now able to be represented into a combined graph to monitor overall contract performance.

Performance measures are KPI's such as 1 pothole per 10km of sealed road and unsealed potholes are not to exceed 50mm. These measures are managed via RAMM.



The forward works program has been set preliminarily at \$401k for the next 3 months.

Estimate Status	Total	November 14	December 14	January 15
- Network Owner Account Code: 100000 (Default)				
Open Estimates	\$2,017.48	\$2,017.48		
Presented	\$112,090.99		\$4,920.48	\$107,170.51
Accepted	\$32,802.97	\$32,802.97		
Total Estimates	\$146,911.44	\$34,820.45	\$4,920.48	\$107,170.51
- Network Owner Account Code: 66062603 (Pavement Maintenance Sealed (LR))				
Presented	\$50,622.85		\$225.00	\$50,397.85
Accepted	\$18,897.00	\$18,897.00		
Total Estimates	\$69,519.85	\$18,897.00	\$225.00	\$50,397.85
- Network Owner Account Code: 66062607 (Drainage Sealed & Unsealed (LR))				
Presented	\$10,479.96		\$10,479.96	
Accepted	\$18,922.15	\$18,922.15		
Total Estimates	\$29,402.11	\$18,922.15	\$10,479.96	
- Network Owner Account Code: 66062614 (Bridge Maintenance (LR))				
Presented	\$1,000.00		\$1,000.00	
Accepted	\$16,576.36	\$16,576.36		
Total Estimates	\$17,576.36	\$16,576.36	\$1,000.00	
- Network Owner Account Code: 66064618 (Vegetation Maint. & Safety (LR))				
Accepted	\$11,607.77	\$11,607.77		
Total Estimates	\$11,607.77	\$11,607.77		
- Network Owner Account Code: 98860247 (Signs/Guardrails other Roads (LR))				
Presented	\$494.02	\$494.02		
Total Estimates	\$494.02	\$494.02		
- Network Owner Account Code: 98860253 (Reseals (Other Roads) (LR))				
Presented	\$39,580.75	\$878.70	\$25,056.00	\$13,646.05
Accepted	\$17,074.70	\$17,074.70		
Total Estimates	\$56,655.45	\$17,953.40	\$25,056.00	\$13,646.05
- Network Owner Account Code: 98860255 (Rehabilitation (Other Roads) (LR))				
Presented	\$46,100.28		\$39,424.90	\$6,675.38
Accepted	\$25,425.53	\$25,425.53		
Total Estimates	\$71,525.81	\$25,425.53	\$39,424.90	\$6,675.38
- Total				
Open Estimates	\$2,017.48	\$2,017.48		
Presented	\$260,368.85	\$1,372.72	\$81,106.34	\$177,889.79
Accepted	\$141,306.49	\$141,306.49		
Total Estimates	\$403,692.81	\$144,696.69	\$81,106.34	\$177,889.79

7. Amenities

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

7.1 Key Performance Indicators

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

7.2 Sports fields and facilities

7.2.1 Greytown

Greytown Park Users group meeting was held on the 30 October 2014. All clubs going well and sportsfield users gave very positive feedback to City Care for their work on the grounds. A few items noted for attention/maintenance. The proposed shortening of the Greytown swimming pool was the subject of some debate.

7.3 Pensioner housing

There are five applicants on the wait list for Martinborough, three for Greytown and seven for Featherston. One flat is vacant at Featherston – it is one of the smaller bedsits, at the Burling Flats, and has been turned down by people on the Featherston waitlist. First right of refusal has been given to people on the waitlists for other towns with no success – the flat will be advertised in the coming weeks, and we do not anticipate any difficulty in finding a tenant. Flat inspections were completed at the end of October, with just routine repairs and maintenance identified, most of which has now been carried out.

7.4 Parks and Reserves

7.4.1. Featherston

The Youth programme has been running in Featherston with very positive turn outs. The group have been using Clifford Square for games. City Care has carried out the line-marking for athletics at Card Reserve.

7.4.2. Greytown

Soldiers' Memorial Park playing fields have had maintenance work done on them. The swimming pool carpark has been resealed ahead of the proposed relocation of the memorial gun.

7.5 Toilets

7.5.1. South coast

The Ngawi surf break toilet is under construction. The foundations for the unit have been laid, but we are now waiting on engineering certificates for the anchoring of the unit to the site. Once these are approved the installation of the actual toilet should only take a day.

7.6 Properties

7.6.1 Featherston

The foundations for the Featherston Menz Shed have been laid and the building is expected to be shifted onto the site in mid-November.

7.7 Cemeteries

7.7.1. Featherston

There was one burial in October. An old burial of baby twins from 1926 received a headstone in October. It is really lovely to see this in old parts of the cemeteries. We have recently received a further two enquires from families regarding erecting headstones on unmarked graves at Featherston cemetery and one person is currently carrying out restoration work on an older existing grave.



7.7.2. Greytown

There was one burial in October.

Again in Greytown Cemetery restoration of a few old graves has been completed. The Maxton, Dunn and McKenzie families were all early settlers of Greytown. Below the headstones of Samuel, Francis and Susannah Maxton, Joseph O'Connor, Mary McKenzie and Mary Dunn have been restored and new plaques attached. Grave restoration was co-ordinated by a local descendant of the above families.



7.7.3. Martinborough

There was one burial and one ashes burial in October.

7.8 Swimming Pools

7.8.1. Greytown pool

The 2014/15 season dates have been confirmed as 29 November 2014 to 15 March 2015, a 15-week season as last year. Preparation work is well under way to ensure the pools are ready and bookings from schools and the swimming clubs have already been received. CLM continues as the sub-contractor providing lifeguards and operating the pools. A new handover system is to be implemented between the lifeguards and the swimming clubs/schools to ensure all parties have addressed health and safety issues.

7.9 Campgrounds

7.9.1. Greytown campground

There were no responses to the RFP for the lease of the Greytown campground. A late proposal which looked promising has now been withdrawn. Officers propose to continue running the campground through

the summer season with additional staff being taken on as required and will look to go back to the market early in 2015.

7.10 Events

Numerous planned events have been logged with City Care for this summer, particularly in Martinborough. This system worked well last year ensuring extra toilet cleaning and restocking was booked in where necessary and extra emptying of rubbish bins or extra rubbish bins put in place. The 4-7th December will see hundreds of hot rods descend on Martinborough and surrounding towns for 'Cruise Martinborough', and there are of course the annual events, Toast Martinborough, Christmas parades and Martinborough Fairs.

7.11 Libraries

7.11.1. Featherston

Featherston Library is currently enjoying very good attendance at their Book Bugs pre-school programme. Next week's guests will include some spring lambs. The last school holiday competition, to design a Dr Seuss-inspired letterbox, went very well. They are now preparing for the summer reading programme. Staff are busy dealing with rates payments at the moment.

7.11.2. Greytown

Greytown Library held the Maths is Fun programme over the school holidays. This culminated in a marathon K'NEX bridge-building effort across the library floor, and a great prize-giving. Like Featherston, Greytown is dealing with rates payments, and staff is gearing up for the summer reading programme.

7.11.3. Martinborough

Martinborough Library held a Facebook "book-face" competition in October. Pictures are on the library Facebook page (worth a look!!). Two winners were chosen out of eight entries. The Te Reo Maori and bilingual Books Babies sessions are under way. The picture shows the Te Reo session on 5 November. Staff enthusiastically participated in Talk Like A Pirate Day in full costume, and also created astonishing hats for Melbourne Cup Day. Martinborough Library will also be running the summer reading programme this year.

8. Civil Defence and Emergency Management

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

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		

9. Libraries

9.1 *Statistics all Libraries*

See Appendix 3 for statistics. Library managers have agreed to stop reporting monthly issues by individual south Wairarapa library and instead report on total South Wairarapa issues and total Wairarapa Library Service issues. Reporting by individual library created the impression that the three libraries were competing with each other for highest monthly issues. The inclusion of a figure for WLS issues as a whole gives a guide as to whether monthly issues in South Wairarapa are following a wider trend.

10. Appendices

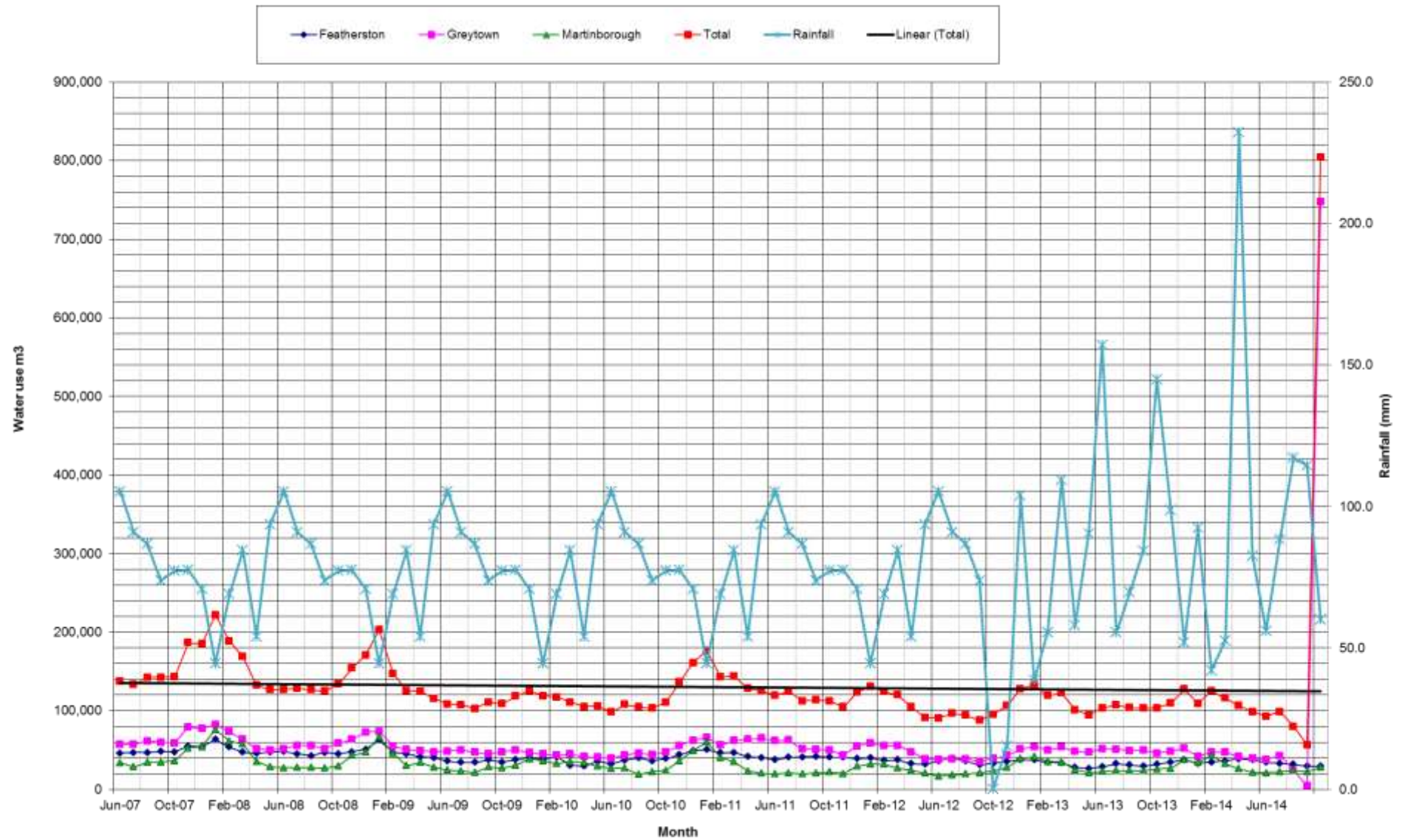
Appendix 1 - Monthly Water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library Statistics

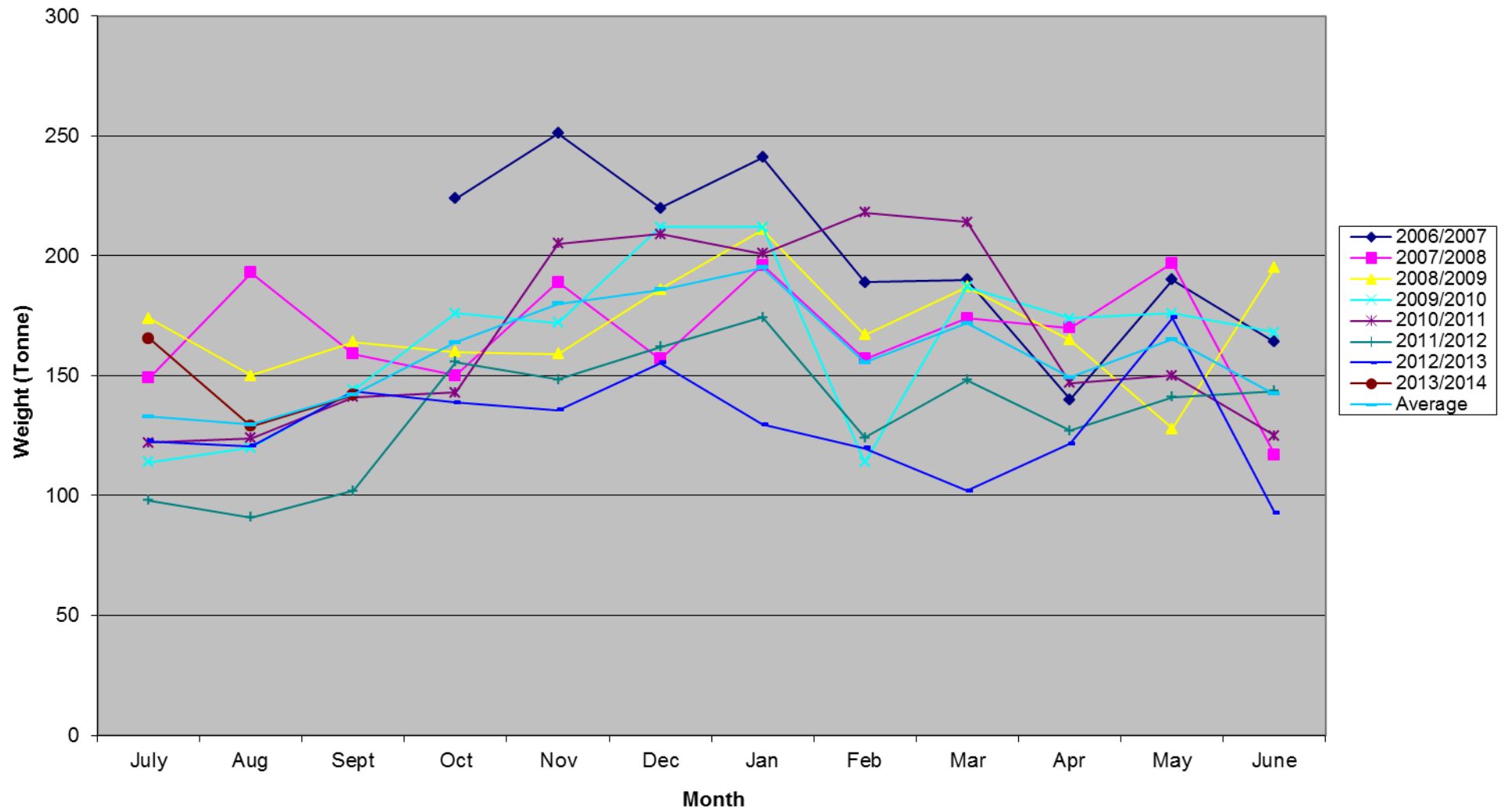
Appendix 1 – Monthly Water Usage

Water use South Wairarapa District Council



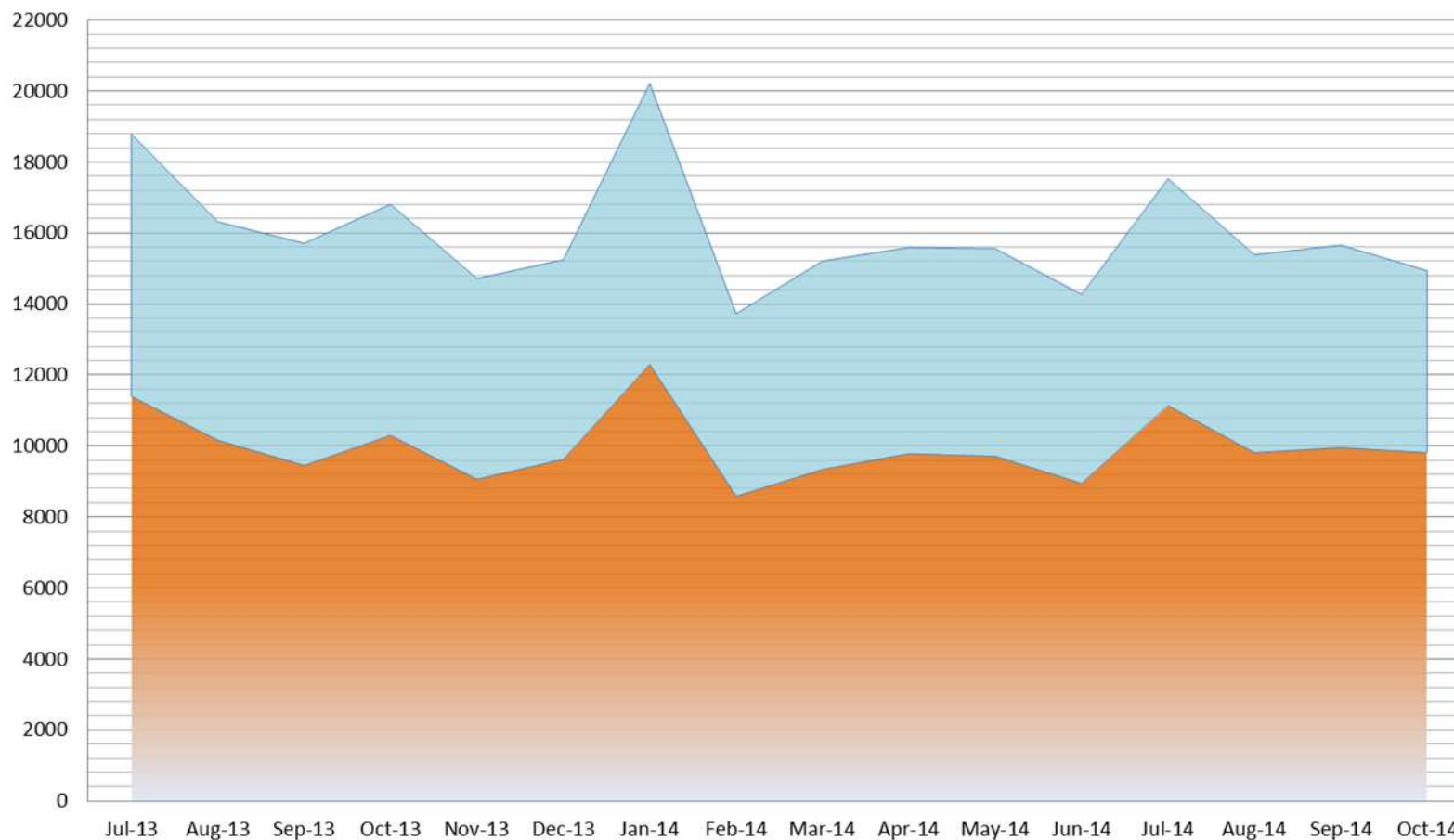
Appendix 2 – Waste Exported to Bonny Glen

Waste transported from Martinborough transfer station to Bonny Glen by year



Appendix 3 – Library Statistics

Wairarapa Library Service - monthly issues



	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14
Carterton	7394	6157	6259	6509	5654	5620	7924	5139	5870	5808	5851	5324	6390	5577	5708	5128
South Wairarapa	11394	10160	9450	10301	9063	9626	12295	8586	9340	9783	9708	8948	11140	9811	9951	9810

MARTINBOROUGH COMMUNITY BOARD

8 DECEMBER 2014

AGENDA ITEM 6.2

DIRECTIONAL SIGN POLICY FOR ACCOMMODATION, INFORMATION AND TOURIST ATTRACTIONS

Purpose of Report

To consider the use and application of directional signage for businesses within the South Wairarapa district.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Adopt process of Community boards being responsible for approving directional signage within each town.*
3. *Amend the procedure as they see fit and once confirmed.*

1. Executive Summary

The Community Boards have a detailed understanding of their community's and businesses within the townships. They also understand the idiosyncratic and individualistic nature of their own towns and vicinities. For this reason Officers believe that they are best suited to discern the appropriateness of directional signage outside that of the manual of traffic signs and markings (MOTSAM).

For example a café may be of "special character" and warrant a directional sign, however a hairdresser may be not deemed significant enough to warrant a sign. There may be 4 vineyards and one restaurant/vineyard and the community board may determine to erect one "winery's" sign or a wineries and a restaurant named sign dependant on the reputation, excellence or characteristics.

2. Background

Council has allowed the use of blue fingerboard signage for businesses and attractions within the towns to assist in finding businesses or attractions. However the signage itself has an intrinsic value marketing a business and

some establishments have requested signage for their gain rather than propriety.

Some areas have numerous signs, in excess of ten, and it is the opinion of the officers that any more than five is pointless due to the inability to read them all while driving and may even be a traffic hazard.

3. Discussion

3.1 Policy Objectives

To control signage within the South Wairarapa in order to protect the special character of the townships.

To ensure that all directional signage follows a consistent theme i.e. design, colour and material as well as a consistent application of its use.

To recognise and provide for tourist activities i.e. accommodation and tourist attractions by providing clear signage to a location.

3.2 Principles

Directional fingerboard signage will be permitted for visitor accommodation and tourist attractions at road intersection outside of the Business Zone provided they do not adversely affect road safety.

Such signs will be uniform size, colour and materials (as the example of the signage in Martinborough). Signs will be permitted on each intersection travelling from the Business Zone to the property and on existing dual poles in place.

There should be no more than ten signs per "cluster" and where possible the number of signs should be limited to five.

3.3 Procedure

A request shall be made in writing to the community board for a directional sign(s) and at the discretion of the community board the appropriate fee will be paid or covered by the community board funds as determined by the Board.

The proposed wording on the sign shall be submitted by the applicant and agreed by the Board and be a maximum of 26 characters.

Each sign will be standard white writing with a blue background to match pre-existing signs.



Signs will be ordered and erected by the Council with the cost of each sign to be met by the business owner or community board.

The community board will also rationalise the naming from individual business or location names or business type if there exists similar businesses in the same locale.

3.4 Maintenance

The Council assumes no responsibility for the directional sign once erected. Any future maintenance and/or repair remain the responsibility of the applicant or community board.

The Council reserves the right to remove any damaged or defective signs without notice or amend signs as businesses open/close or change.

3.5 Definitions of Terms

Business Zone is defined as the commercial sector as defined by the community board with each towns special character.

Visitor accommodation will be defined as a building used to accommodate visitors on a transient basis on a daily tariff, including motels, motor inn, homestays and bed and breakfasts and excludes holiday houses and permanently occupied homes.

Tourist attractions will be defined in accordance with MOTSAM manual.

3.6 Exclusions

No directional signs for visitor accommodation or tourist attractions, where MOTSAM brown signs exist, will be permitted within the road reserve within the Business Zone.

For the purpose of clarification, this policy does not apply to any other signage approved and erected.

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.

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.

3.7 Consultation

The community board may wish to consult on the process prior to final adoption or consult individually on a sign by sign basis. This consultation may be formal or informal dependant on the specific nature of each request.

Destination Wairarapa and other specialised entities that have a distinctive niche understanding can be consulted to aid in the interpretation of the business or attraction.

3.8 Legal

This is a procedure used for the erection of signage and is not a policy of council. All policy and statute overrule any decisions made under this procedure. Decisions are discretionary to the community boards to allow numerous unquantifiable character elements to be considered in this application.

3.9 Financial considerations

Costs are to be borne by the business where the primary benefit is to them and costs covered by the community board where the primary benefit of the signage is to the community.

4. Supporting Information

4.1 Treaty of Waitangi

Places and business of cultural significance may be referred to the Maori Standing Committee for adjudication over appropriateness, need and special character.

4.2 Decision Making

All decisions will be at the decision of the community boards and not required to have consistency of decision making between the townships but rather each suit the character of their own communities. As there towns evolve and businesses open, close and expand it is expected that these decisions will change with time and therefore consistency of precedents may not apply.

4.3 Existing Policy

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

As all existing policy has priority over this procedure and that this only covers direction signs on road reserves there is no contradiction in policy over procedure.

Contact Officer: Mark Allingham, Group Manager Infrastructure Services

MARTINBOROUGH COMMUNITY BOARD

8 DECEMBER 2014

AGENDA ITEM 6.3

SPONSORSHIP OF 10 TRIP SWIM CONCESSION PASSES

Purpose of Report

To seek sponsorship of swim tickets and free family fun day at Martinborough pool.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information*
2. *Approve sponsorship of 30 ten-swim concession tickets*
3. *Approve sponsorship of a free family swim day on Wellington Anniversary Day (19 January 2015)*

1. Executive Summary

Last year Martinborough Community Board (MCB) agreed to sponsor 20 ten-swim concession tickets. The proposal to provide free concession tickets came to the Community Board as a request for financial assistance from the South Wairarapa Graffiti Working Party. The intention was to get more children into the supervised environment of the swimming pool in the hope of reducing some of the graffiti and vandalism in the town.

The Graffiti Working Party request MCB to sponsor the same initiative for the 2014/15 swim season as well as considering sponsorship of a free family swim day at Martinborough Pool on Wellington Anniversary day.

2. Background

Ten of the ten trip-swim tickets were passed to the Safer Community Council for distribution to needy families. The remaining ten tickets were issued to Max Stevens on behalf of MCB.

The success or otherwise of the free 10-swim concession tickets cannot be quantified for privacy reasons. Officers received no feedback regarding the tickets.

Based on comparing attendance numbers from the 2014 Wellington anniversary day with the free swim initiative to the 2013 Wellington anniversary day without them, the free family swim day appears to have been successful in bringing a greater number of swimmers to the pools in Greytown and Featherston.

3. Discussion

When graffiti statistics are compared from the 2012/13 summer holidays and the 2013/14 holidays, we can see that graffiti was noticeably down in December and February. There is a possibility that swim tickets had contributed to this by keeping the kids busy at the pools. There was a large increase in graffiti in January 2014, though these 24 strikes were in only two locations; 15 strikes on one picnic table in the square and nine strikes on one sign post.

Graffiti Statistics Comparison

	Dec-12	Dec-13	Jan-13	Jan-14	Feb-13	Feb-14
Featherston	17	12	102	9	9	3
Greytown	9	0	0	0	0	1
Martinborough	5	0	0	24	14	0
Total	31	12	102	33	23	4

Officers started recording vandalism statistics in October 2013, so cannot accurately compare the two seasons but even with vandalism numbers added to the 13/14 graffiti statistics above, December and February incidents are still down on the 2012/13 season.

	Dec-13	Jan-14	Feb-14
Featherston	2	8	10
Greytown	0	2	0
Martinborough	1	3	0
Total	3	13	10

3.1 Financial Considerations

The total charge to MCB for last season was:

10 trip concession swimming tickets

20 x 10 trip concession swimming passes

20 x \$10 = \$200

To give an indication of cost for the free swim day last season's charges to FCB & GCB are below, officers estimate similar costs this season.

Featherston Pool free swim day (20 January 2014)

25 adult swimmers, 43 child swimmers

25 x \$3 = \$75.00 adult
43 x \$2 = \$86.00 child
Total charge = \$161.00

Greytown Pool free swim day (20 January 2014)

35 adult swimmers 50 child swimmers

35 x \$3 = \$105 adult
50 x \$2 = \$100 child
Total charge = \$205.00

4. Conclusion

SWDC officers on behalf of the South Wairarapa Graffiti Working Party request the same sponsorship be made this year in the form of 20 x ten-swim concession tickets and for MCB to consider sponsoring a free family swim day on Wellington Anniversary day. This a positive contribution to the community which was well-received last year and will be again this year.

Contact Officer: Helen McNaught, Amenities Manager
Reviewed By: Mark Allingham, Infrastructure Services

MCB Budget July 2014 to June 2015

INCOME

Carried Forward	44,184.77	Including funds committed but not spent
Annual Plan	20,959.00	
TOTAL INCOME	65,143.77	

EXPENDITURE

Members Salaries	10,005.00
-------------------------	------------------

General Expenses

Conferences and Meetings	2,000.00	Costs for one member to attend CB Conference
Community Board Levies	166.68	
Meeting Costs	50.00	Christmas Function
Other	100.00	
Total General Expenses	2,316.68	

Strategic Objectives

Martinborough Town Hall & Town Centre Precinct

2013_14 Town Hall Project	25,000.00	Carried forward from PY
---------------------------	-----------	-------------------------

Our Young People

Youth Forum	500.00	Adi to submit budget if greater than \$500
School Holiday Swims	200.00	
School Holiday Programme	1,000.00	

Sense of Community

2013_14 Martinborough Banners	2,500.00	Carried forward from PY
Christmas Decorations / Competition	1,000.00	
Guy Fawkes	600.00	\$300 for 2013/14, \$300 for 2014/15

Pedestrian & Cycle Friendly

Funds for Vineyard Walkway	0.00
----------------------------	------

Community Assets

2013_14 Considine Park Bench	700.00	Carried forward from PY
------------------------------	--------	-------------------------

Contingency

	500.00
--	--------

TOTAL STRATEGIC OBJECTIVES	32,000.00
-----------------------------------	------------------

Financial Assistance

2013_14 Matherapa	200.00	Carried forward from PY
Life Education Trust	500.00	
R2R events (subject to budgetted proposals)	1,000.00	Rangatahi II Rangitira
Rural South Wai Sports Inc	1,500.00	
Fireworks - additional grant	200.00	
May grants	6,800.00	

Total Financial Assistance	10,200.00
-----------------------------------	------------------

TOTAL EXPENDITURE	54,521.68
--------------------------	------------------

BUDGETTED SURPLUS/(DEFICIT)	10,622.09
------------------------------------	------------------

Programme

9.00-3.00 each day

(please note times for transport)

Week 1

Monday - Thursday

9.00-12.00 - Sport

12.00-12.30 - lunch

12.30-3.00 - Trolley building
and racing with Featherston Mens

Shed / Swimming

Week 2

Tuesday - Friday

9.00-12.00 - Sport

12.00-12.30 - lunch

12.30-3.00 - Swimming

Just for the Girls in Week 2 we will be
having a Girls pampering afternoon
with Wairarapa Womens Centre

Sports includes rippa rugby, futsal,
cricket, softball, athletics & tennis.



INFORMATION



Enrolment forms available at the local
libraries, online

www.connectingcommunities.org.nz

email

manager@connectingcommunities.org.nz

from your school

or contact CCW 06 378 8900

Further information is on our Facebook
page

Funding for this programme
Social Sector Trials Ministry of Social
Development

CONNECTING COMMUNITIES

WAIRARAPA

41 Perry Street, Masterton

06 3788900

FREE SCHOOL HOLIDAY PROGRAMME

South Wairarapa



**MENZSHED
FEATHERSTON**

Ages 11 to 17 years with siblings
Monday 12 January to Friday 23 January
9.00-3.00pm

Card Reserve, Johnston Street
Featherston.

Enrolments close Thursday 8 January



Transport

8.30am Pickup from Featherston opposite the i-site next to BP service station, Kitchener Street, Martinborough and along State Highway 53 at prearranged stops.

8.30am Pickup from outside Greytown Library and then along State Highway 2 at prearranged stops.

Meals

Meals will be provided as follows:

Morning tea will be a piece of fruit, lunch is a filled roll with 5 salad and meat followed by a piece of cake.

Please ensure your children bring named drink bottles. If your child requires additional food only healthy food options acceptable in a named container.

NO chippies, processed snack foods or fizzy drinks.

This programme is a partnership with
Wairarapa Bush Rugby Union,
Featherston Mens Shed,
Wairarapa Womens Centre and
Connecting Communities Wairarapa

SCHOOL HOLIDAY PROGRAMME REGISTRATION FORM

Please complete one form per child. Additional forms available at the Connecting Communities Wairarapa located at the Wairarapa Community Centre, 41 Perry Street, Masterton, or download from www.connectingcommunities.org.nz
Registrations to be posted, emailed or delivered to Connecting Communities.
Email to: manager@connectingcommunities.org.nz

My child will attend.....Venue

Name of Child.....Ethnicity.....

Date of Birth Age..... Home phone number.....

Address where child lives

Childs Doctor..... Doctors phone number.....

Any medical conditions (e.g. asthma, allergies, dietary)

Parent/Caregivers Name..... Phone numbers (cell, home, work).....

Parent/Caregivers Address.....

Emergency Contact..... Emergency Contact phone numbers.....

Emergency Contact address.....

Relationship to child.....

Other person/s who may pick up my child.....

Any other information you would like to provide

I understand my child will be participating in sports activities of a physical nature.

I agree that photos or videos showing my child, taken during the Holiday Programme may be used for marketing or reporting purposes.

My child will bring a warm top, waterproof jacket, backpack named, sports shoes, snack if a piece of fruit is insufficient and a drink bottle daily. No soft drinks or sports drinks allowed. Water is provided. In the event of a medical emergency, I grant permission for my child to receive treatment.

Signed.....Date.....

Name.....



24 November 2014 10:50 a.m.

Price proposal

To Masterton Safe and Healthy Community Council
Att Sandy Ryan
 340 Queen St P.O.Box 442
 Masterton 5840

From Nigel McLean
Fax

Email manager@mshcc.org.nz

Customer Order No

Thank you for the opportunity to provide the following price proposal for your transport requirements as detailed to us. Should you wish to discuss any aspect of this proposal please do not hesitate to contact us.

This Price Proposal is valid for 30 days and is subject to final details given at the time of booking, please advise by return email / fax if you would like to book.

Pax No		0		Quote Ref No			1-141603	
Date	Depart	Pick up	From	Destination	Drop off	Location	Rate	Pax No
12/01/15	Martinborough	08:30	Main Bus Stop?	Featherston	09:00	Card Reserve	\$95.00	40
12/01/15	Greytown	08:30	Main Bus Stop	Featherston	09:00	Card Reserve	\$85.00	20
12/01/15	Featherston	15:00	Card Reserve	Greytown	15:30	Main Bus Stop	\$85.00	20
12/01/15	Featherston	15:00	Card Reserve	Martinborough	15:30	Main Bus Stop	\$95.00	40

Further details

Jan 12 to 15th
 Jan 20th to 23rd

One bus from Martinborough Square travelling along State Highway 53 to Card Reserve Featherston to arrive at 9.00am and then return at 3.00pm. To carry say 25 kids.

One small bus from Greytown Library along State Highway 2 to Card Reserve Featherston, same dates and times.

Nett \$360.00

GST 15% \$54.00

Total **\$414.00**

Accepted ☐

If this price proposal is acceptable and you wish to proceed with a booking, please check all details are correct, tick the 'Accepted' box and fax to +64 6 3772061 or email WAI@tranzit.co.nz.

On confirming a booking with Tranzit Coachlines you agree to abide by our Terms & Conditions of Carriage which can be obtained from our website www.tranzit.co.nz

On receipt of this acceptance your booking will be confirmed. New customers not paying prior to travel will be required to complete a credit application. All accounts paid by credit card will incur a surcharge.

Regards

Nigel McLean

Tranzit Coachlines Wairarapa

PO Box 116 Masterton
 Ph +64 6 3706600 Fax +64 6 3772061
 Email WAI@tranzit.co.nz

Suzanne Clark - Committee Secretary

To: Roland Griffiths
Subject: RE: Martinborough Pharmacy Services

Thanks Ro, I will schedule you to speak at the 16 Feb 15 meeting and as discussed will include your letter to the MCB as correspondence.

Regards

Suzanne Clark
Committee Secretary

From: Roland Griffiths [mailto:roandlyle@xtra.co.nz]
Sent: Monday, 24 November 2014 3:04 p.m.
To: Suzanne Clark - Committee Secretary
Subject: Martinborough Pharmacy Services

Dear Suzanne

Many thanks for your letter regarding the provision of Pharmacy services by the Ruamahinga Health Trust.

May I say at the outset that the Trust has no intention of expanding pharmacy services to the detriment of other South Wairarapa towns. At the meeting held on 14 October I made it clear that the aim of the Trust was to maintain and improve health services throughout the South Wairarapa and any plans by the Trust would not have a negative effect on Featherston.

Our aim is to improve the provision of pharmacy services in Martinborough because at the moment they do not meet the quality of service that our community deserves. As well, pharmacy services need to be closely integrated with the Health Centre professionals to ensure all those on medicines are managed appropriately. While we are in the early stages of planning nothing will happen in the near future. Consultation will be necessary and information will be provided through the Star and by other means before anything definite occurs.

We would be very happy to make a short presentation to the Community Board but the Trust has a meeting at the same time as your next meeting on 8 December 2014. May we postpone our presentation until the meeting scheduled for February.

Yours sincerely

Ro Griffiths (Chair)

Martinborough Community Board

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



6 November 2014

Ruamahanga Health Trust
C/O Ro Griffiths
55 Omarere Road
Martinborough 5711

Dear Ro,

MARTINBOROUGH PHARMACEUTICAL SERVICES

At the Martinborough Community Board meeting on the 3 November 2014 Cr Max Stevens and Adi McMaster tabled minutes and presentation notes from the meeting held on 14 October 2014 and discussed the proposal and information with members.

Members are interested in securing needed services and facilities for Martinborough residents but are cautious about supporting expanded pharmaceutical services to the detriment of other South Wairarapa towns. The Community Board are interested in learning more about the situation so they can determine the best course of action as a local board.

The Community Board resolution is as follows:

MCB RESOLVED (MCB 2014/70) to advise the Ruamahanga Health Trust that the Community Board were aware of the meeting held on the 14 October 2014 and to invite a member of the Trust to speak at the next Community Board meeting on the 8 December 2014 should the Trust wish to solicit Community Board support for Martinborough pharmaceutical services.

(Moved Cornelissen/Seconded Read)

Carried

If you and a colleague are available to give a short presentation to the Community Board on the 8 December 2014 let me know and I'll add you to their agenda.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Suzanne Clark".

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

Martinborough Community Board

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



7 November 2014

Matthew Shackleton
28 Daniel Street
Martinborough 5711

Dear Matthew

FINANCIAL ASSISTANCE

Your application for financial assistance was considered by the Martinborough Community Board at their meeting on the 3 November 2014.

The Community Board are committed to supporting youth initiatives and to show good faith have agreed to set aside \$1,000 for Rangatahi II Rangitira Martinborough for events. To access the money the youth group must submit an event plan and budget on the approved application form and then funds will be released provided enough information has been provided and a majority of the members agree that the project has merit. The application should outline what the event is trying to achieve and a good application would have a budget supported by quotes. There was no limit on the number of applications able to be submitted in order to access the funds, i.e. the youth group could submit two applications for \$500 each during the course of the year. I have attached a blank application for you, you may return completed applications to me and I will distribute to the Board for decision.

The Community Board would also like to help with your upcoming fundraising activity and have allocated up to \$200 for sausages and condiments on the condition that the Board is reimbursed from funds raised. It is my understanding that payment of a \$175 invoice to New World has already been arranged. Rangatahi II Rangitira would be obliged to reimburse Council \$152.20 which is the amount of the goods less GST which Council can claim.

Prior to any grant being paid the Community Board require Rangatahi II Rangitira Martinborough to have a bank account setup under your name and funds managed appropriately for a community group.

You are reminded that a condition of any grant paid is that you provide an account of your project and evidence of expenditure within three months of the grant being expended.

Yours sincerely

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

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

Cc: Jenna Telford