



## Maori Standing Committee

Minutes 7 May 2012

- Present:** Alex Webster(Chair), Horipo (Dane) Rimene, Terry Te Maari, Cr Robertson, Lisa Pirere and Liz Watson.
- In attendance:** Mayor Adrienne Staples and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:00pm and 6:40pm except where expressly noted.

### PUBLIC BUSINESS

Alex Webster opened the meeting with a karakia.

#### 1. APOLOGIES

*MSC RESOLVED (MSC 2012/21)* to receive apologies from Gray Carter, Janine Adams, Haami Te Whaiti and Dr Jack Dowds.

*(Moved Rimene/ Seconded Watson)*

Carried

#### 2. PUBLIC PARTICIPATION

There was no public participation.

#### 3. MAORI STANDING COMMITTEE MINUTES

##### 3.1 Maori Standing Committee Minutes – 19 March 2012

*MSC RESOLVED (MSC 2012/22)* that the minutes of the Maori Standing Committee 19 March 2012 be confirmed as a true and correct record.

*(Moved Te Maari / Seconded Rimene)*

Carried

##### 3.2 Maori Standing Committee Minutes Public Excluded – 19 March 2012

*MSC RESOLVED (MSC 2012/23)* that the minutes from the public excluded meeting of the Maori Standing Committee 19 March 2012 be heard in public.

*(Moved Cr Robertson/ Seconded Te Maari)*

Carried

*MSC RESOLVED (MSC 2012/24)* that the public excluded minutes of the Maori Standing Committee 19 March 2012 be confirmed as a true and correct record.

*(Moved Cr Robertson/ Seconded Te Maari)*

Carried

#### DISCLAIMER

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

3.3 Matters arising  
There were no matters arising.

3.4 Action items  
An update was not available on the open item.

#### **4. OPERATIONAL REPORTS – COUNCIL OFFICERS**

4.1 Officers' Report  
The Committee reviewed the report and discussed the Pain Farm lease, Council owned pensioner flats, and the Masterton District Council review of locating a waste station in the Wairarapa.

*MSC RESOLVED (MSC 2012/25):*

1. To receive the Officers' Report.

*(Moved Watson/ Seconded Te Maari)*

Carried

4.2 Proposed Toilet at Ngawi Lighthouse

*MSC RESOLVED (MSC 2012/26):*

1. To receive the Proposed Toilet at Ngawi Lighthouse Report.

2. To investigate the following alternative toilet location sites:

- At the base of the lighthouse stairs.
- In the section 3763A triangle beside the road.
- In the carpark, if vehicle access to the toilet can be secured with rocks to discourage dumping of campervan cassette waste.

*(Moved Cr Robertson / Seconded Watson)*

Carried

#### **5. PRIEST SUBDIVISION IN NGAWI**

Mr Hawkins was absent, however the Committee believed the cultural assessment had been completed. Council had not yet received this assessment so processing the subdivision application was still on hold.

#### **6. GENERAL**

Mr Rimene tabled an email sent from Council's Planning and Environment Group to the Maori Standing Committee. The committee discussed the Department of Conservation and Kumenga boundary adjustment. Mr Rimene reported that Rangitaane were not in favour of the subdivision and would be requesting more information.

#### **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*

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Alex Webster closed the meeting with a karakia.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

**DISCLAIMER**

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# MAORI STANDING COMMITTEE

18 JUNE 2012

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## AGENDA ITEM 4.1

### OFFICERS' REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

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

Following an intensive Audit New Zealand review, the Draft Long Term Plan was adopted on 2 May 2012, with final clearance given 8 May 2012.

Progress is being made on the replacement local authority software suite, the RFP has been let and two vendors shortlisted. These two vendors made presentations to members of staff on the 19<sup>th</sup> April, and 27 April 2012. A final recommendation will be made Council at the 27 June 2012 meeting.

Rates installment 4 has been posted; the due date is 21 May 2012.

Financial statements for the 9 months ended 31 March 2012 are presented.

The archiving project is progressing, with an inventory of archive materials nearing completion. The initial work is underway, and a draft two stage plan has been prepared.

An internal review of motor vehicle usage and the types of vehicles required by each department / role is underway. The end result of this will be a fleet strategy which will allow better decisions on future replacement programs.

Following on from the LTP audit, up to four Audit New Zealand staff were onsite for a week for the interim audit in relation to the year end financial statements.

## 2. Discussion

### 2.1 LTP

The Draft LTP was finally adopted, subject to signoff on minor amendments, on 2 May 2012. The draft has been circulated and is available to the public. The summary was circulated with the Wairarapa News on Wednesday 9 May 2012.

The requisite advertisements have been placed, and submissions will close on 8 June 2012, with adoption planned for 27 June 2012.

### 2.2 Operating System Replacement

The RFP time for submissions closed on Friday 23 March 2012 and the three vendors who were targeted submitted proposals before the deadline.

The RFP is the first phase of a comprehensive upgrade of SWDC systems. The second key system will be an electronic data and records management system. Sufficient budget has been allowed in the 2012/13 LTP for the purchase and implementation of both systems.

Limited guidance from Splice Group has been sought, however it is anticipated we will not require much in the way of external assistance. Splice Group were recommended by MDC and have experience in this area.

The following table outlines the broad timetable:

<b>Description</b>	<b>Duration</b>	<b>Timeframe – no later than</b>
RFP Preparation	5 weeks	27 February 2012
RFP Response time	4 weeks	23 March 2012
RFP Evaluation	1 week	30 March 2012
Shortlist – 2 Suppliers		30 March 2012
Product demonstrations and site visits	2 weeks	18 April 2012
Decision – recommendation to Council		4 May 2012 (For 16 May Council Meeting)
Implementation	?	To be decided

Presentations were made by the two shortlisted vendors, which was attended by various staff.

A recommendation was made to Council under “public excluded” as there was sensitive commercial matters to be considered.

### 2.3 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 23 March 2012.

The following table summarises the rate arrears excluding multi ownership Maori land:

<b>Date</b>	<b>Amount \$'000</b>	<b>Number</b>	<b>Days since instalment due</b>	<b>SWDC component \$'000  (81%)</b>
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

Since my discussion with MDC over collection procedures, I have spoken to Adam Parker from Gawith Burrige to discuss their involvement in the MDC processes.

As indicated in the previous report, while we are generally following the same procedures, we may need to take a stricter line in how we follow the arrears up. That said it has taken many years of consistent pressure by MDC to achieve their low level of arrears.

### 2.4 Archival Project

The archiving project is progressing, with stage one being completed.

Contact Officer: Paul Crimp, Group Manager Corporate Support

# PLANNING AND ENVIRONMENT GROUP REPORT

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## 1. Planning

### 1.1 Staffing

Vanessa Tipoki is on parental leave from 30 April 2012 to 29 April 2013. To cover her leave, Russell Hooper (previously of Adamson Shaw consultants) has joined us for the next 12 months as Resource Management Planner.

### 1.2 Resource Consents

Officers received 20 consent applications since 1 March 2012. 12 consents were approved since 1 March (1 of which was received in a previous month) 11 of which 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.

#### **1.2.1. Featherston supermarket consent 3812 approval**

The Trust House Ltd application for a commercial development (supermarket) in Featherston was heard on 19 April 2012 and approved on 27 April 2012. The appeal period on the decision ends on 18 May 2012.

#### **1.2.2. Private Plan Change 3858 appeal**

Private Plan Change 3858 was approved by the Combined Planning Committee on 15 February 2012. On 26 March 2012 The New Zealand Transport Agency (NZTA) appealed the Committee's decision to approve rezoning the properties near the SH 2 / Bidwills Cutting Road intersection. The Senior Planner has had subsequent discussions with the applicant and considers agreement could be reached through mediation. Council is also seeking some clarification from NZTA prior to formal mediation.

### 1.3 Policy

#### **1.3.1. Reserve Management Plans**

The Martinborough Square Reserve Management and Development Plans were re-notified on 21 March 2012 and submissions close on 30 May 2012.

The Coastal Reserves Management Plan is the next plan to be reviewed. Officers anticipate having a draft out for public consultation in August/September 2012 and completing the plan by the end of 2012.

The Rural Reserves Management Plan will then be reviewed in 2013 with the expectation to complete it by the end of 2013.

#### **1.3.2. Wairarapa Moana Management Group**

Officers are still actively participating in the Wairarapa Moana Management group. The Lake Domain Development Plan was approved by Council on 4 April 2012 and physical works are underway. The first upgrade will be to make an attractive entrance gate to the Western Recreation area and officers are in the process of costing this initial part of the development project.

## 2. Building

### 2.1 Building consents

Processing statistics for: 1 March 2012 – 31 March 2012

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	20	313	39	N/A
Consent processing performance (within 20wd's)	100%	99.67%	100%	90%
COA processing performance	100%	72.73%	0%	N/A
CCC processing performance	100%	99.33%	93.94%	100%

Consents granted by project: 1 March 2012 – 31 March 2012

Code	Type	Avg. Duration (Days)	No. of consents	Value
AF	Single Story Weatherboard with P&D	11.0	1	50,000
AG	Single Story Stucco/Txt Ct etc	11.0	1	25,000
CF	Commercial/Industrial <\$50,000	13.0	2	58,000
MA	Solid Fuel Heater	2.6	9	36,412
MB	Minor Plumbing Work	11.0	2	9,300
NF	Single Story Stucco/Texture Coat etc – Rural	0.0	1	218,000
SA	Garden Sheds/Retaining Walls/Carports	6.0	1	3,000
SC	Minor Farm Buildings	4.3	3	47,500
SJ	Garages, Custom Design	7.0	1	18,000
SK	Garages, Custom Design incl. P&D	8.0	1	44,000
SM	Residential Demolition	2.0	1	5,000
		6.0	23	514,212

Processing statistics for: 1 April 2012 – 31 April 2012

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	30	313	30	N/A
Consent processing performance (within 20wd's)	100%	99.66%	100%	90%
COA processing performance	0%	72.73%	0%	N/A
CCC processing performance	86.36%	98.32%	100%	100%



Consents granted by project: 1 April 2012 – 31 April 2012

Code	Type	Avg. Duration (Days)	No. of consents	Value
AB	Internal Alterations with P&D	6.0	2	33,000
MA	Solid Fuel Heater	2.2	5	17,700
MB	Minor Plumbing Work	4.0	1	5,000
NE	Single Story Stucco/Texture Coat etc – Urban	12.5	2	802,894
NF	Single Story Stucco/Texture Coat etc – Rural	13.0	1	330,000
NL	Multi Story Stucco/Texture Coat etc – Rural	10.0	1	350,000
NQ	Single Story Weatherboard Rural detached garage	5.0	1	190,000
RB	Relocated Residential Dwelling - Rural	12.0	1	80,000
SF	Proprietary Garages Standard	7.0	1	13,900
		7.0	15	1,822,494

COA Certificate of Acceptance

CCC Code Compliance Certificate

Building consent numbers from 1 July 2011 to 1 May 2012 show as 251. For the same period the year before the number was 288.

## 2.2 Enforcement

None to report

## 2.3 Policy

None to report

## 2.4 Other matters

### Licensed Building Practitioners (LBP)

The Licensed Building Practitioners (LBP) scheme has now been in place for two months. Due to the current backlog of licensing applications some designers/builders are still waiting to become licensed by the Department of Building and Housing. This is causing frustration for the designers as a consent that has restricted building work cannot be submitted until they are licensed or they are supervised by a licensed LBP.

Some contractors that are licensed feel their license removes the need for inspections. This is not the case. The Building Consent Authorities (BCA) legal requirement for certifying building work has not changed. The BCA is still required to issue the Code Compliance Certificate based on being satisfied on reasonable grounds, through the process of plan checking and completing inspections.

There has been an issue with the wording of the design memorandum the designer is required to submit with a consent. The memorandum was created by the DBH. Some designers are refusing to sign the prescribed form due to liability issues. The BCA has only accepted one change that has been approved by the DBH and refuses any other

change to the form. This is currently being addressed by the Department of Building and Housing.

There is an increasing amount of frustration within Building Consent Authorities (BCA's) with regards to the changes to the Building Act 2004. The DBH are asking BCA's to implement changes to the act but are not providing clear explanations for issues that are raised about any particular change. The DBH has advised that BCA's should seek their own legal advice where applicants are making changes to the wording of a DBH form, putting the onus back on processing officers. It is not practical to seek legal advice every time a form is changed.

Council officers are also spending a considerable amount of time dealing with designers to achieve compliance the NZ Building Code on their plans and specifications. There is a clear lack of competency with regards to some designers and a complaint to the LBP boards is being considered if the issues continue.

### Building Act amendments

Several amendments to the Building Act 2004 have now been passed by government. The two main changes are owner/builder exemptions and compliance schedule changes for building warrant of fitness's.

If an owner wants to build their own house, where restricted building work is identified, the owner is required to meet certain prescribed requirements and completes declarations to state this. There is no change in how a consent is processed by the BCA where the owner is the builder. Any LIM for the property will state the building work has been completed by the owner.

The second main change is that all existing compliance schedules are required to be amended. Letters are being sent to owners of buildings where a compliance schedule exists asking that an amendment is required. These letters are being sent out on the anniversary date of the building warrant of fitness to spread the workload over a 12 month period.

The changes will increase the administrative workloads within the department.

Future building act changes are currently being processed by the Government which may introduce different categories of building consents that will require a reduced number of inspections depending on the type of consent being submitted. The proposal is to have 4 different consent types,

- standard building consent
- low risk building consent
- simple residential building consent
- commercial building consent

A date has not been given when this amendment will be approved but could happen by the end of the year. Processing days for 2 of the consents will be 5 working days. Due to the limited involvement of Council in processing these consents, reliance will be on the licensed building practitioners i.e. designer, builder, roofer etc to be accurate and compliant.

A change to the ACS system will be required to acknowledge the new consent types. A significant change to our procedures manual will also be required. Reduced inspections may be required on these types of consents.

### Fees

An amendment to the building department's fee schedule is required and has been included in the Draft LTP 2012/22. To create consistency within the region our fee schedule has been amended to match Masterton's fees schedule.

### Forms

Two new national building consent application forms have been created by local government. The first is for a Residential dwelling and the second is for a Commercial and Complex Residential building. A decision has been made at a recent cluster group meeting to use the new forms. This will create consistency between the lower North Island BCA's and depending on whether other BCA's implement the new forms it will create consistency throughout the country. The form will be implemented on 1 July 2012.

## **3. Environmental Health**

### **3.1 Liquor licencing**

Alcohol Reform Bill update: The Alcohol Reform Bill, complete with amendments, is set to return to Parliament for final consideration next month. The Bill contains a broad set of measures to reduce alcohol-related harm in our communities. It will empower local communities to determine where and how alcohol is sold, increase personal and parental responsibility for the supply of alcohol and introduce a risk-based licence fee regime. It reduces availability of and access to alcohol, for example by stopping sales from dairies and convenience stores. A split purchase age of 18 for on-licence premises such as bars, restaurants and 20 for off-licences such as supermarkets and liquor stores is proposed.

The Bill was introduced to Parliament in November 2010 and was reported back from Parliament's Justice and Electoral Committee in August 2011.

The government has since addressed detailed policy issues arising from the Bill and the select committee recommendations, and is now ready to progress the Bill through its remaining stages in Parliament.

Parliament will consider the proposed split purchase age as a conscience vote during committee stage consideration of the Bill.

19 liquor licenses were issued during April 2012

### **3.2 Food premises**

Officers have been processing applications for the Martinborough Fair rerun on 5 May and will be undertaking inspections on site.

### **3.2.1 Food Bill:**

There have been no further updates on the Food Bill

Food Control Plans: One new food premise in Featherston has agreed to participate in the Voluntary Implementation Programme for the new food system. SWDC has had a very good uptake of food premises changing to the new Food Control Plan system in anticipation of the new legislation.

### **3.2.2 By-laws and Animal Control**

11 Dog complaints were received during April 2012.

Five in Featherston, two in Martinborough and four in Greytown.

### **3.3 Noise Control**

18 noise complaints were received during April 2012.

Twelve in Featherston, five in Martinborough and one in Greytown.

### **3.4 Policy**

Gambling Policy Review: At a joint Wairarapa hearing, Councillors have heard the submissions for the Gambling Policy Review and are currently deliberating.

### **3.5 Other matters**

Bylaw Review: Council staff are currently working with Masterton District Council officers in preparation for the Bylaw review.

Contact Officer: Glenn Bunny, Group Manager Planning and Environment

# INFRASTRUCTURE AND SERVICES GROUP REPORT

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## 1. Contracts

### 1.1 Utilities and Facilities Management

The process for the procurement of the new services contracts has begun. The Request for Information has been released and there has been a positive amount of interest in both the contracts with a number of responses received at closure on April 20<sup>th</sup> 2012. Evaluation of these responses will result in the shortlisting of two or more providers who will then be asked to submit full tenders for both contracts.

### 1.2 Resealing and Roads

Percentage of contracts completed.

Reseals	95%
Bridge Maintenance	25%
Road Rehabilitation	100%
Rock delivery at Cape Palliser boulder beaches	50%

Line Marking contracts have just started.

### 1.3 Utilities

Jet Co. has been undertaking inspection work for waste water pipeline leaks with a report due in 2-3 weeks. This will be used to develop the future works program for ingress and infiltration on the Featherston waste water reticulation system.

## 2. Consents

### 2.1 Consent meetings

Ongoing meetings are being held with Greater Wellington Regional Council on all consents, current and future renewals. There are several outstanding issues in older consents that are being resolved and the prioritisation of these issues is being mutually agreed upon.

### 2.2 Significant Water Consents

#### 2.2.1. Wastewater

Delays continue to be experienced with consent application lodgement for the Greytown WWTP and the latest timeline indicates lodgement by end of June 2012. Pre-lodgement specialist report previewing by Greater Wellington independent experts in the areas of ecological and in stream/river discharge dynamics has resulted in an extensive delay to this process.

The AEE and consent application lodged for the Martinborough WWTP consent renewal has been considered but returned to Council because the application was considered to be incomplete and did not meet the requirements of Section

88 of the RMA. Officers are presently reviewing the reasons for the rejection and preparing a replacement application.

The Featherston WWTP consent renewal application is being developed and the application is expected to be lodged by 25 May 2012. The application will focus on improvements to existing infrastructure treatment and reticulation in the short term with a commitment to be made later within the consent term toward the long term solution for disposal with lesser environmental impacts

### **2.2.2. Water Takes**

The water take consents for Greytown and Martinborough community water supplies were lodged before the end of March 2012. Council has since been requested to provide further information for both consents in relation to usage (domestic, non-domestic and irrigation) within the communities.

In addition it is understood that the Greater Wellington's new *Proposed Conjunctive Water Management Framework* policy document is having some bearing on how the application(s) are being viewed. The policy, as it may affect Council, is based around allocation of water and the relationship of bore sourced water to nearby surface waters.

What is certain is that the previously consented annual volumetric allocations across both takes will be needed to be significantly reduced to allow Council to successfully acquire long term consents. Officers are reasonably comfortable with this approach provided that maximum daily take limits are not compromised for the Martinborough and Greytown communities.

## **2.3 Other consents**

The Martinborough landfill consent has been submitted and further information has been requested. This involves cover material and the details of the previous closure plan.

Gravel extraction consents require the submission of returns where no gravel has been taken to finalise records.

The water Race consents require work to be done on the conditions for demand management and water quality. As council is currently reviewing the code of practice and the bylaw, this work is being carried out concurrently.

## **3. Utilities**

### **3.1 Wastewater**

#### **3.1.1. Operations**

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.

New UV infrastructure at the Featherston and Martinborough wastewater treatment plants continue to perform well with more than acceptable pathogen reduction levels being achieved although regular observation and maintenance of the UV units is necessary to ensure that maximum pathogen reduction results are achieved. Two pipeline blockages were reported and rectified during the period.

Currently in Featherston contractors are cleaning and inspecting some of the larger underground sewers south of Fitzherbert Street to establish the condition and the need or otherwise for rehabilitation or renewal work. This is part of the annual programme now in place to identify and reduce the incidence of infiltration into the Councils reticulation.

**3.1.2. Capital**

No capital works programmed or implemented during the period.

**3.2 Water Supply**

**3.2.1. Operations**

A graph of water consumption is attached.

**3.3 Water Supply**

**3.3.1. Operations**

The repair work recently completed on the delivery main to Featherston cost in the vicinity of \$55,000. The Featherston community was supplied from the Boar Bush supplementary supply for 9 days and normal supply to Featherston from the UF Plant was resumed on March 15.

A search of pipeline flow records indicate that this pipeline leak was in existence since at least January 2006 and was caused by a steel pipeline joint failure. The cause of the failure is unknown but considered to be an unlikely future recurring event within the service life of this section of pipeline which was renewed in 2000.

Leak detection work has been completed in Featherston. The survey identified leakage across the distribution zone (on public land and private property) and when repairs are made will add value to the usage management regime already in place (e.g. comprehensive metering and mandatory summer usage restriction) that this Council is striving to achieve.

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

**3.3.2. Capital**

Martinborough Water Supply Capital Assistance Programme.

This program of work was commenced in 2008 when subsidy was made available to Council from the Ministry of Health CAP programme aimed at assisting small communities to deliver a safe and secure public water supply.

The approved program and associated cashflows were as follows:

	Projected	Subsidy Component
<b>Income</b>		
Community Contribution	\$444,267.98	
MoH Subsidy( As approved)	\$406,456.02	\$406,456.02
Other	\$0.00	\$0.00
<b>Total income</b>	<b>\$850,724.00</b>	<b>\$406,456.02</b>

	Projected	Subsidy Component
<b>Expenditure</b>		
<b>Milestone 1: Source works</b>	\$16,255.00	\$7,769.25
Seal boreheads 1-3		
<b>Milestone 2: Install fourth bore</b>	\$224,101.00	\$106,961.54
Drill and test Bore # 4		
<b>Milestone 3: Treatment, Building Extension</b>	\$317,126.00	\$249,565.44
UV Treatment, pH correction, Chlorination, Building Extension etc		
<b>Milestone 4: Remote Equipment</b>	\$14,980.00	\$7,159.79
Telemetry Upgrade, O &M Manuals ,Project Management etc		
<b>Milestone 5: Distribution</b>	\$278,262.00	\$35,000.00
Install new Reservoir		
<b>Total expenditure</b>	<b>\$850,724.00</b>	<b>\$406,456.02</b>
The delivery of the work has been protracted for several reasons however the physical work for the project is now complete and a claim is being prepared to uplift the balance of the subsidy.		
It is anticipated that the project cost will total approximately \$860,000 +GST.		

No other capital works planned for the balance of the financial year except the purchase of a bulk water meter for the emergency Tait's Creek supply which was a replacement consent requirement.

### 3.4 Water Races

Water races operated normally during the period.

The bylaw project has been subject to delay and will now be fast tracked with any further consultation to take place during the submission phase to the Statement of Proposal which will be publicly notified after Council has considered and agreed to the draft proposal.

It is aimed to have the "Statement of Proposal" completed for Council consideration by the end of June 2012 within the framework of the LGA Special Consultative Procedures.

The *Statement of Proposal* will include:

- The Draft Bylaw
- Reason for Proposal
- Report on Determinations under Section 155 (appropriateness of a bylaw)
- Summary of Information



## **3.5 Waste Management**

### **3.5.1. Operations**

A proposal for the processing and collection of kerbside green waste is under consideration in addition to the creation of e-waste facilities at one or more of Council's sites and Council will be advised when more information is to hand.

Repairs to the netting enclosure at the Martinborough Transfer Station were finally completed late last month.

An inorganic collection was held over the week beginning 30<sup>th</sup> April – 4<sup>th</sup> May 2012 for all areas.

Waste export and recycling tonnage data for the period is attached.

### **2.5.2 Consents**

Officers are pursuing the renewal of the expired consent at the Transfer Station in Martinborough.

Greater Wellington have asked for further information mainly in relation to the green-waste mulching and covering operations and it seems likely that an additional consent will be required to legitimize this activity.

## **4. Roding**

### **4.1 Roding maintenance – Oldfield Asphalts**

Routine maintenance activities, grading unsealed roads, repairing potholes, straightening signs, and clearing vegetation, has continued normally.

Oldfields are currently crushing maintenance metal which they intend to spread on our unsealed roads during May and June.

Over the last month Oldfields have repaired flood damage on the Cape Palliser Rd near Ngawi and at the coastal end of White Rock Rd. There is further shoulder and culvert work planned for Cape Palliser Rd.

Elsewhere most of the budget for pavement repairs has been expended and ordered pavement works over May and June will be limited to urgent repair work.

## **5. Parks and Reserves**

Maintenance is satisfactory and Transfield have responded quickly to any request for additional service.

Council was recently complimented by the Greytown Soccer Club on the state of Memorial Park which reflects Transfield's current level of maintenance.

## **6. Property and Facilities**

### **6.1 Properties**

Featherston Information Centre has been painted on the inside throughout the whole building. Some of the windows and the front doors have been removed and are being restored. The outside will be painted by mid June.

The Featherston Library ramp is being replaced and should be completed by the end of May.

## **6.2 Pensioner Housing**

Roofs have been replaced on Featherston Burling Flats, Units 1 & 2 and 7 & 8.

## **6.4 Pain Farm**

Chimneys have been completed and are now safe; the two existing fireplaces have been serviced and restored. A new inbuilt log burner has been installed in the front lounge and has received code of compliance.

Pink Batts and Wool Top-ups are being installed in the ceiling. A 60% saving has significantly reduced the price by using the leasee's community services card. Also the old water cylinder blew and as a result a new one was installed.

## **6.5 Cemeteries**

Featherston Cemetery Extension Stage 1 shelter belt planting was started on 30 April and will be completed within the following 2 weeks. There are a total of 600 plants being planted.

Featherston Cemetery is having a new ashes wall built in June.

## **6.6 Camping Grounds**

Greytown Camp Ground lease tender has closed. Two proposals were received and the following actions will now take place:

- Paper to Community Board 2 May 2012
- Papers to Council 1 May to 4 May. Council Meeting 16 May 2012
- Negotiations 17 May to 29 June 2012
- Lease commences 1 July 2012

## **6.7 Leases and Licenses**

Pain Farm Land tender has been advertised from 18 April with tenders closing on 14 May 2012. Lease commences 1 June 2012.

## **6.8 Playgrounds**

The donkey has been removed from Greytown Playground and the fixing plate which holds the donkey to the ground has been ordered.

## **6.9 Toilets**

Featherston 24 Hour Toilet is being repaired by Holmes Construction and will be finished by 18 May.

# **7. Libraries**

## **7.1 Survey of opening hours**

158 surveys were completed. Featherston had the largest number of respondents with 60 returned surveys, closely followed by 59 surveys from Martinborough. Greytown had a total of 39 returned surveys.

A copy of the survey questions are attached in Appendix 1 together with the analysis of the results. The Joint Library Committee has received the results but has not made any recommendations at this stage. Also attached in

Appendix 1 is a sample of the comments received. Thanks go to Liz Stevens who conducted the analysis.

Refer Appendix 2 for statistics all libraries:

- Issues
- Transactions
- New Borrowers
- Wifi Internet Usage
- Summer Reading Programme
- Door Count

## **8. Appendices**

Appendix 1 – Library Survey results

Appendix 2 – Statistics all Libraries

Appendix 3 – Monthly Water usage

Appendix 4 – 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 – Library Survey Results**

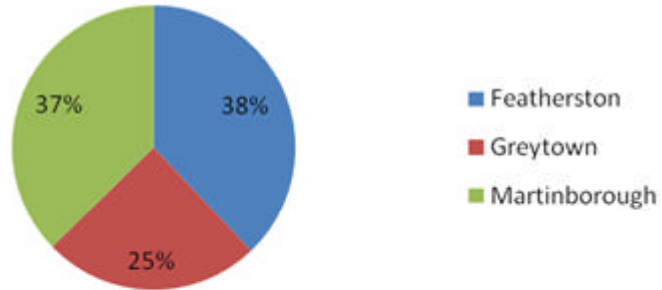
## Survey Questions

Please tick when you would use the library	<input type="checkbox"/> Saturda	<input type="checkbox"/> Sunday	<input type="checkbox"/> None
Which hours would you use on a weekend?	<input type="checkbox"/> 10-2	<input type="checkbox"/> 9-1	<input type="checkbox"/> 11-3
Please tick which library hours During the week you would prefer	<input type="checkbox"/> 8.30-4	<input type="checkbox"/> 9.30-5	<input type="checkbox"/> 10.30-6
Would you use a late night in the week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
To enable longer weekend hours would you be prepared to accept any of these options?	<input type="checkbox"/> Close 1 weekday	<input type="checkbox"/> None	<input type="checkbox"/> Close 2 half weekdays
Any other comments.			

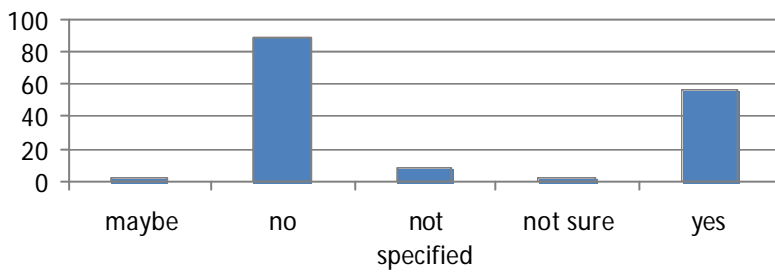
## Sample of comments

(mornings) you do wonderful job  
 a bit noisy sometimes  
 also choose 11-3 sat opening  
 always someone needed a computer to send or receive something if it is in late evening  
 any hours are excellent  
 as long as the service is as fabulous as it is now  
 close 2 mornings on a weekday  
 close M'day or T'day. I need the library 9-5  
 commute during week only use weekends  
 commuter, if not open at weekend would not use it at all  
 fantastic Fn Lib. Penny is a wonderful leader librarian. It's the heart of Fn because of her  
 good as it is!  
 great service  
 great service and appreciated  
 great service at all times  
 great service excellent little library  
 great to be open for later hours for us who travel  
 happy with excellent service  
 happy with existing hours  
 hope we are getting more experienced staff to do the work  
 hours good as they are  
 hours suit as is, would utilise whatever times available  
 I am easy  
 I am happy with the present hours other than I would prefer earlier opening hours  
 I don't think it is possible to please everyone  
 I love our library and the wonderful staff

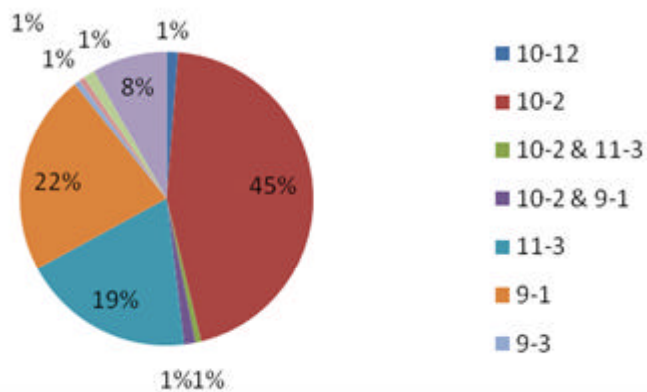
### Total of Returned Surveys by Location



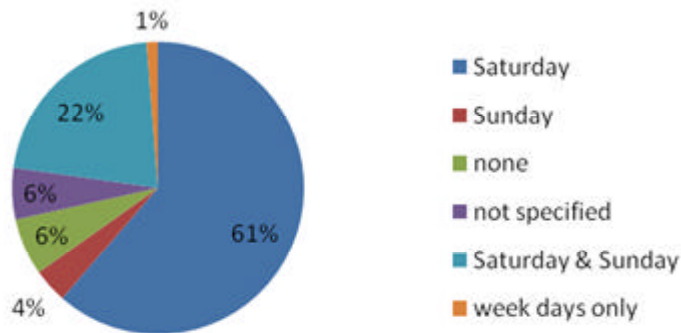
### Total of Preferred Late Night Service



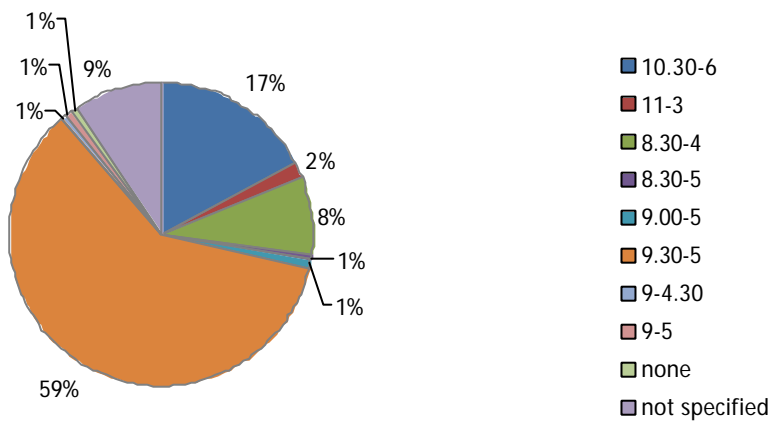
### Total Preferred Weekend Hours



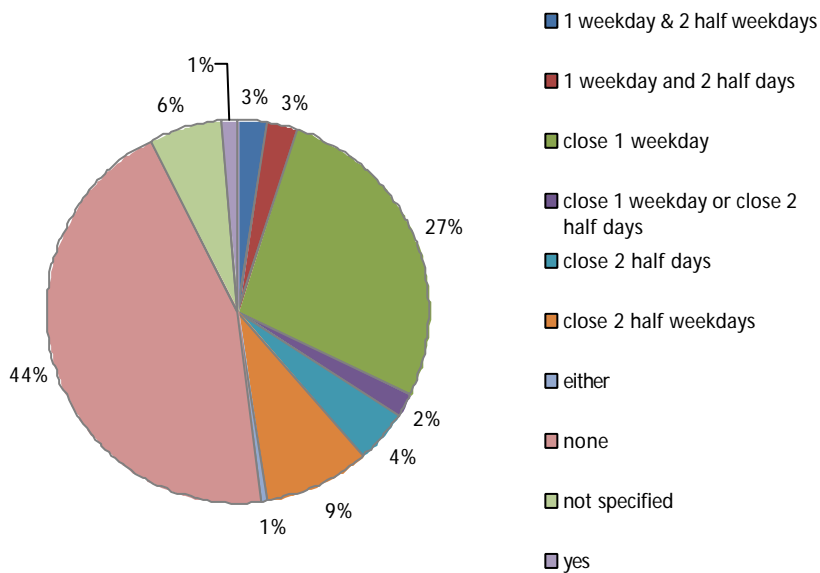
### Total Preferred Weekend Library Day



### Total Preferred Library Hours During the Week



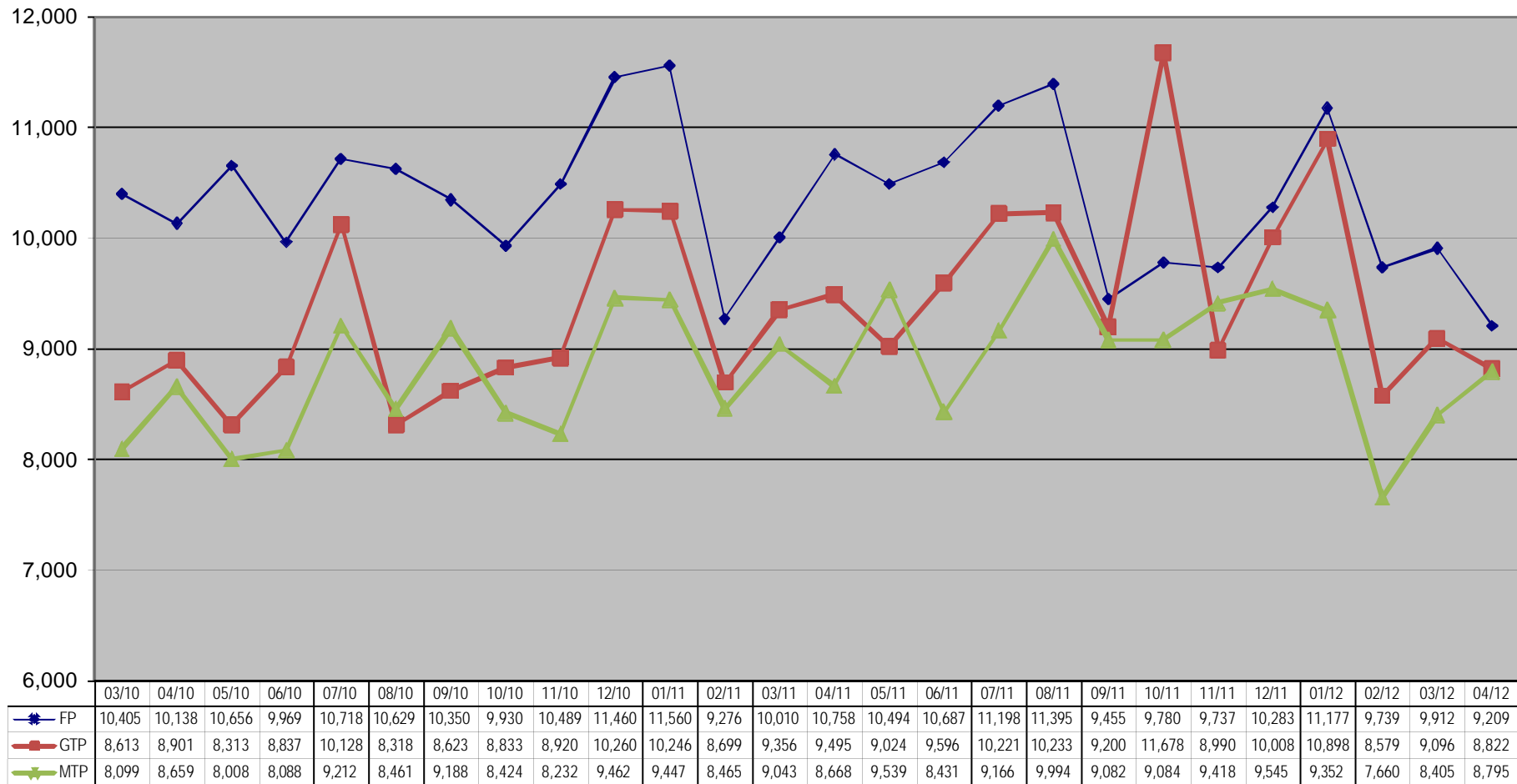
### Total of Preferred Hours to 'Give Up'



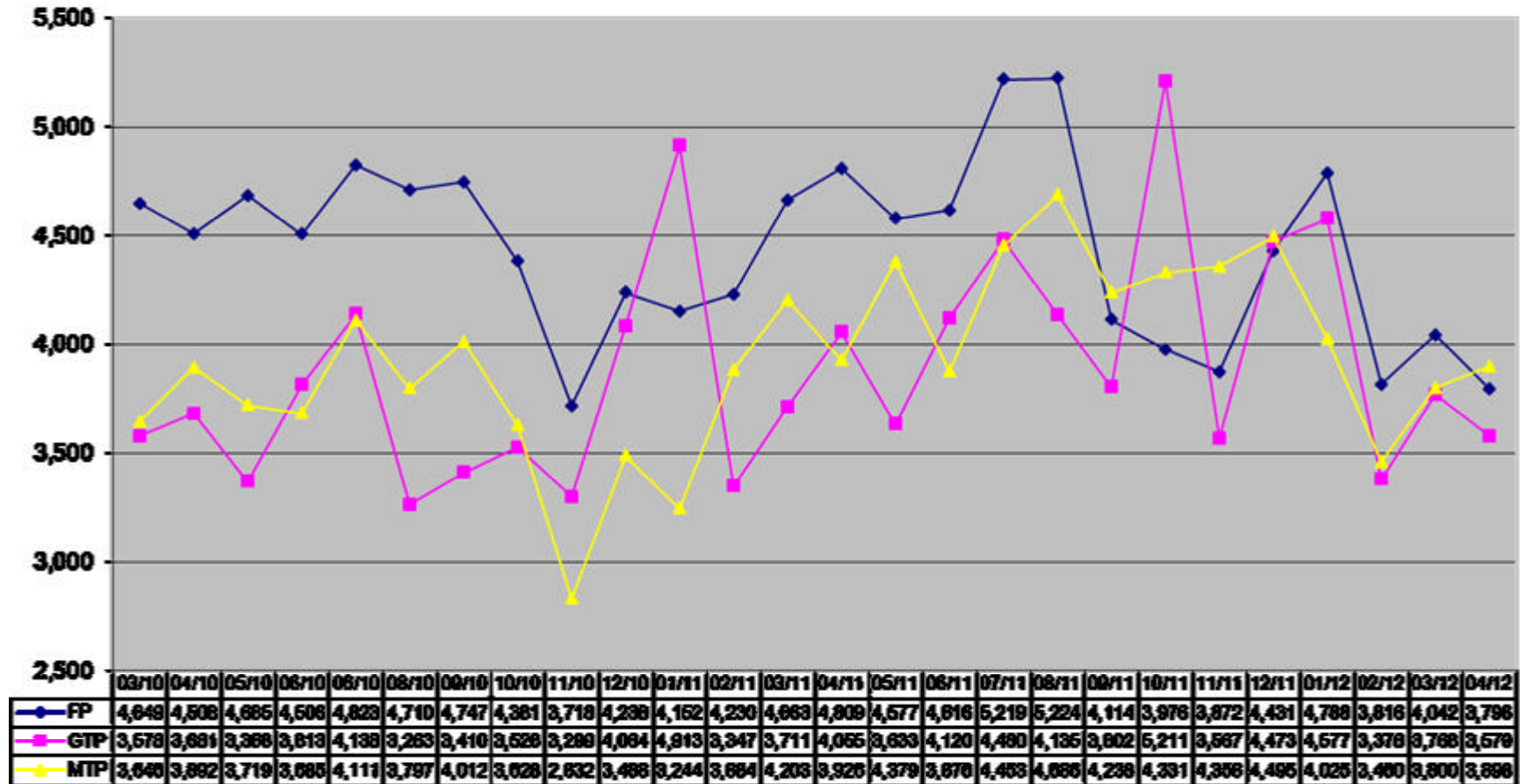
# **Appendix 2 – Statistics all Libraries**



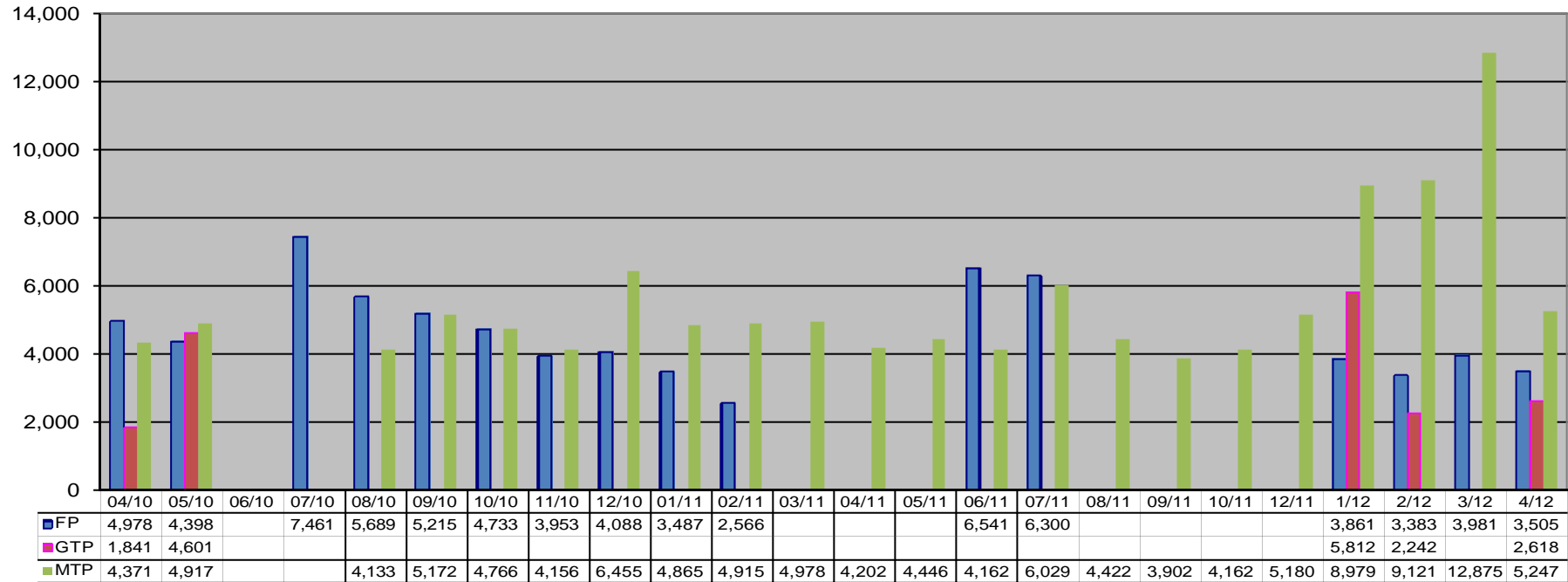
**Transactions (excluding Council functions) for Featherston, Greytown and Martinborough Libraries  
2010-2012**



**Issues: Featherston, Greytown and Martinborough Libraries: 2010-2012**



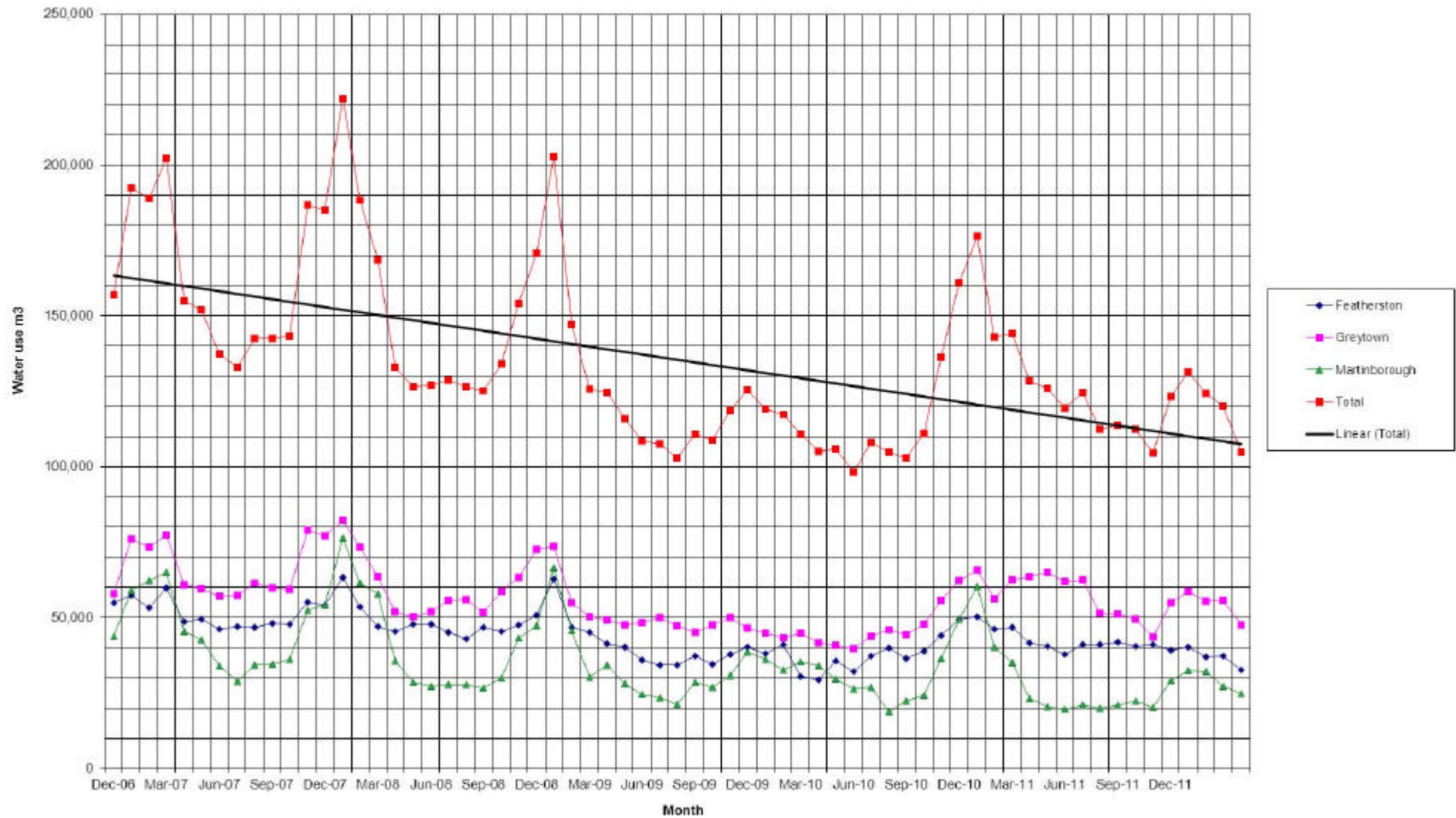
**Door count, Featherston, Greytown, Martinborough libraries  
(no count = battery failure or human error)**



Martinborough Library has a high usage by tourists and seasonal workers to make use of the internet which may help to account for the high usage during the early part of 2012.

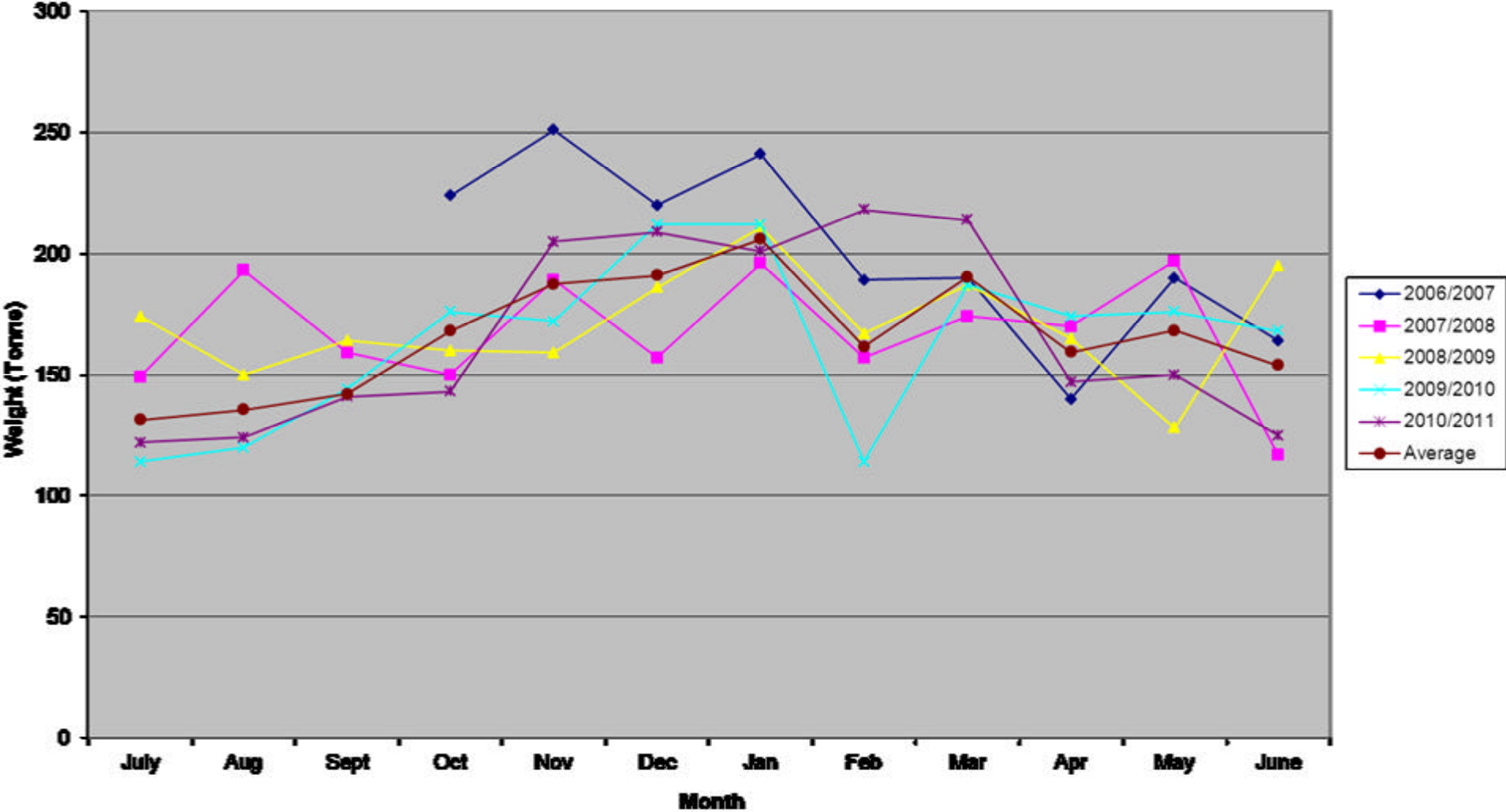
## **Appendix 3 – Water Usage**

### Water use South Wairarapa District Council



# **Appendix 4 – Waste Exported to Bonny Glenn including Recycling**

**Waste transported from Martinborough transfer station to Bonny glen by year**



# MAORI STANDING COMMITTEE

18 JUNE 2012

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## AGENDA ITEM 4.2

### COMMUNITY RESPONSE PLAN

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#### **Purpose of Report**

To present the Draft Community Response Plan to community boards and Maori Standing Committee and to provide members an opportunity to provide input.

#### **Recommendations**

Officers recommend that the community board/committee:

1. *Receive the information.*
2. *Provide feedback to council officers by 27 June 2012.*

## **1. Background**

A Community Response Plan (Appendix 1) is being prepared to ensure that our community can respond to an emergency event and independently sustain life for a period of 72 hours without outside assistance.

Community board and Maori Standing Committee input is requested before this plan is finalised.

## **2. Appendices**

Appendix 1 – Draft Community Response Plan

Contact Officer: Glenn Bunny, Group Manager Planning and Environment



# **Appendix 1 – Draft Community Response Plan**

## SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY RESPONSE PLAN

### Purpose

This plan has been prepared to ensure that "XXX Community" can respond to an emergency event and independently sustain life for a period of 72 hours without outside assistance. Community members who are at higher risk or particularly vulnerable to threats need to be specifically addressed and catered for.

During such an event communities can become isolated and the provision of core services and utilities may cease. This plan sets out the immediate steps required to be self-reliant until outside agencies can respond and offer assistance, and details who and what physical resources are available and where they are located.

### Plan Activation

The plan sits under the South Wairarapa District Council Emergency Response Plan and can be activated by any 2 members of the Community Response Team (CRT), in conjunction with advice from a senior manager from SWDC, following the occurrence of an emergency event, or upon a Civil Defence warning.

The Plan can be activated in response to an unexpected event or in preparation for a situation such as a storm where the community is concerned about potential impacts.

The plan is also designed to be activated as a standalone measure when contact with or services from Civil Defence, emergency services or the SWDC has been severely reduced.

### Alerting the Community

The primary responsibility for notifying the public of an emergency event lies with Civil Defence. These messages will be broadcast on the radio XX Add stations.

The XXX Community Response team will support and assist in conveying this information throughout the community. All forms of communication will be used in doing so including phone calls, email, text, social media, and door knocking. As part of being prepared, these mass communication strategies should be prearranged for example group texts.

The XXX community has the following warning and communication systems in place;

- Phone tree
- SWDC Facebook page (currently being developed)
- XX

### Community Response Team (CRT)

The XXX CRT will work the South Wairarapa District Council and under the Councils Incident Management Structure (refer to SWDC Emergency Management Plan). The CRT will comprise of;

- CRT Leader
  - Overall coordination of team and event response, mobilising team in an event, liaise with Civil Defence controller and Council, allocate and deploy community resources, maintenance of the Plan.
- Personnel Officer
  - Administers number of people required in any event for particular tasks for example sand bagging, cooking, arranges relief for team members and ensures appropriate personal levels.
- Resource Officer
  - Identifies what resources the community has available prior to and during an event, works with team leader and equipment owners to safely allocate equipment, maintains a register of available resources.
- Welfare Officer(s)
  - Ensures welfare and evacuation centres are cleared for use, and resourced appropriately, registers people who arrive at the centre and that these details are passed onto the Team Leader and SWDC Incident Management.
- Communications Officer
  - Responsible for manning the CD radio in the area and communicating between the community and Council, ensure communications are clear and consistent across the different parties and mediums.
- Team members
  - Carry out any tasks as required by the Team Leader, including initial communication and alerts to the community.

### **General Key Roles and Responsibilities**

#### **Prior to an event – Preparedness measures**

- The CRT is required to meet every 6 months and ensure that the detail in the Plan is correct.
- A key component of the success of the Plan if it is required to be actioned is the preparedness of the community. The CRT should therefore encourage individuals to take some responsibility for their own safety and arrange provisions.
- Identified communications protocols should be arranged in advance and be easily implemented at short notice, eg phone trees. (build into document)

- All available resources and welfare sites should be pre identified.

**During an event**

- The CRT shall work with Civil Defence and Council, engaging in consultation as soon as possible.
- Support any lead agency, ie CD, Police, Fire
- Set up welfare sites
- Assist with relocation or evacuation of residents
- Organise provisions and supplies for people’s survival and comfort, and equipment for emergency response, ie 4wd vehicles.
- Support community and provide information to people
- Maintain a log of actions, costs, equipment used and where it is, and persons arriving at a welfare centre

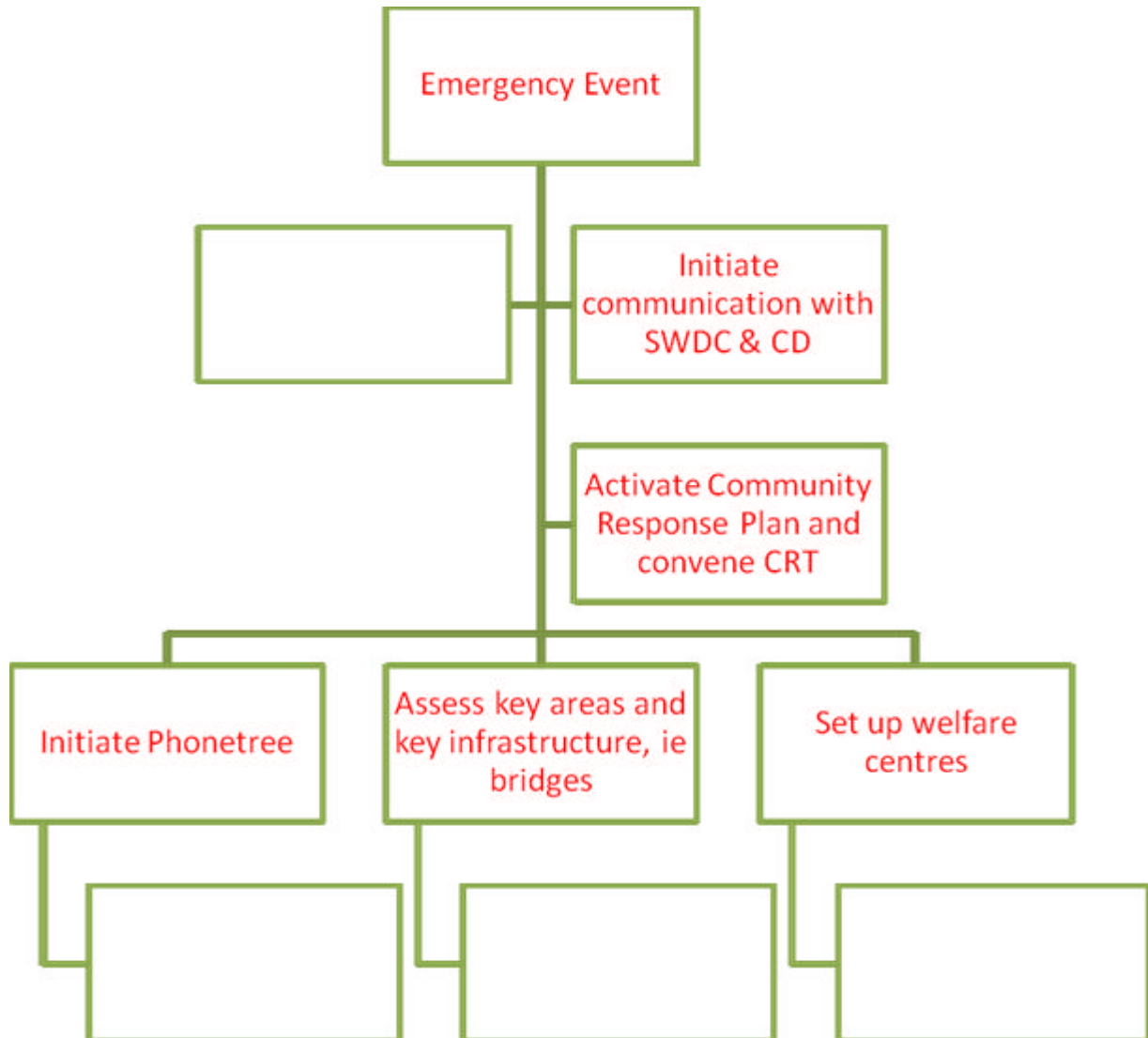
**After an event**

- Assist CD, Council or lead agency with recovery and clean up, and if required other services such as CYF
- Return resources and equipment to owners, identify damage or loss of gear
- Debrief with other agencies involved
- Review Plan in light of event and make changes where identified

**XXX Community Response Team**

Role	Name	Email	Mobile Phone	Home Phone
Leader				
Personnel				
Resource				
Welfare				
Communications				
Members				

**XXX Community Response Protocol – edit as required**



Community Resources – **add/delete rows/categories where necessary**

<b>Welfare and Evacuation Centres</b>		
<b>Name of Site</b>	<b>Address / Location</b>	<b>Amenities</b>
Holey Hall		Kitchen, toilets, heating

<b>Equipment and Resources</b>		
<b>Item</b>	<b>Address / Location</b>	<b>Contact Details</b>
Generator	Hirepool	

<b>Transportation</b>		
<b>Vehicle</b>	<b>Address / Location</b>	<b>Contact Details</b>
4wd	Joe Bloggs	

<b>People with Specialised Skills (ie first aid)</b>		
<b>Name of Person</b>	<b>Skill or Qualification</b>	<b>Contact Details</b>
Jane Bloggs	GP	

<b>Water Supplies</b>		
<b>Type/ Capacity</b>	<b>Address / Location</b>	<b>Contact Details</b>
Swimming Pool 120,000l		

## Emergency and Other Agency Contact Lists

<b>Emergency Services</b>		
<b>Service</b>	<b>Address / Location</b>	<b>Contact Details</b>
Fire		111 or
Ambulance		111 or
Police		111 or

<b>Health &amp; Medical</b>		
Wairarapa DHB		

<b>Wellington Regional Civil Defence</b>		
<b>Service</b>	<b>Address / Location</b>	<b>Contact Details</b>

<b>Council and Government</b>		
<b>Organisation</b>	<b>Address / Location</b>	<b>Contact Details</b>
SWDC		
GWRC		

<b>Water Supplies</b>		
<b>Type/ Capacity</b>	<b>Address / Location</b>	<b>Contact Details</b>
Swimming Pool 120,000l		

<b>Utility Providers</b>		
<b>Company</b>	<b>Service</b>	<b>Contact Details</b>

Mapping??

Show Location of Emergency assets?