



Martinborough Community Board

Minutes 30 April 2012

- Present:** Pam Colenso (Chair), Heather Gibbs, Jo Guscott, Cr Julie Riddell and Cr Max Stevens.
- In attendance:** Mayor Adrienne Staples, Glenn Bunny (Group Manager Planning and Environment) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 30 April 2012 between 7:00pm and 8:00pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2012/20) to receive apologies from Adi McMaster and Dr Jack Dowds.

(Moved Cr Riddell/ Seconded Gibbs)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

There was no public participation.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 12 March 2012

MCB RESOLVED (MCB 2012/21) that the minutes of the Martinborough Community Board meeting held on 12 March 2012 be confirmed as a true and correct record.

(Moved Gibbs/ Seconded Guscott)

Carried

4.2 Matters arising

There were no matters arising.

4.3 Action items from previous meeting

The Community Board reviewed 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

4.4 Income and Expenditure Statement

Mrs Colenso asked officers to include in commitments \$1500 for the Ngawi Ratepayers Association for plantings at Ngawi.

MCB RESOLVED (MCB 2012/22) to receive the tabled Income and Expenditure Statement to 31 March 2012.

(Moved Colenso/ Seconded Guscott)

Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

5.1 Officers' Report to Community Boards

The community board reviewed the report and discussed the Council archives project, the Pain Farm tender and clarified responsibility for reinstating roads should they be opened by private companies.

MCB RESOLVED (MCB 2012/23):

1. To receive the information.

(Moved Gibbs / Seconded Guscott)

Carried

6. COMMUNITY BOARD/COUNCILLORS REPORTS

6.1 Town Centre Committee

Mrs Gibbs reported that the committee had met and were preparing a submission to the Draft Martinborough Square Development and Management Plans.

6.2 Considine Park Committee

Mrs Gibbs reported that Council were in the process of awarding a contract to replace the main fence. Cr Stevens reminded members that the Lions would like to help with development.

6.3 Town Hall Committee

Cr Riddell asked for community board feedback on whether subcommittees should be formed under the Town Hall Committee in order to organise centennial celebrations and fundraise for hall refurbishment.

The community board did not support the creation of subcommittees, but were in favour of the Town Hall Committee recruiting additional members to help with fundraising. The community board elected to support centennial events already being planned. The Group Manager Planning and Environment thought it was unlikely Council would be undertaking strengthening work between mid August and early September 2012 thus making the hall free for use by the community.

6.4 Martinborough Playground

Mrs Guscott reported that new equipment was due to arrive by the end of May.

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6.5 Other

Cr Riddell reported that the Wairarapa Library Service Committee had met and that the librarians would be making a recommendation on which shared network Wairarapa should align with at an upcoming meeting.

Mrs Colenso provided an update from a LGNZ Zone 4 meeting.

MCB NOTED:

1. Action 198: Coordinate and negotiate between council officers, community board members and the Lions what work could be undertaken by the Lions in Centennial Park and when the work could be undertaken; Cr Stevens
2. Action 199: Request maintenance be undertaken on the round-about in Martinborough Playground to free the rotating mechanism; M Allingham
3. Action 200: Arrange for the broken lights in Martinborough Square to be fixed; M Allingham
4. Action 201: Provide an update to the Martinborough Community Board on the footpath plan for the town; M Allingham

7. COMMUNITY GARDENS

Mrs Guscott presented her idea of setting up a community garden and asked for community board feedback. The community board liked the idea but from prior experience with community gardens noted a garden champion would be needed to supervise and run the garden.

8. OXFORD STREET

Cr Stevens reported that he had spoken to council officers regarding the narrowness of Oxford Street and had been advised that due to budget constraints the street was unlikely to be widened as the road met carriageway requirements. Cr Stevens also spoke of drains along Oxford Street which could be a hazard to the public.

MCB NOTED:

1. Action 202: Arrange an onsite visit to Oxford Street with council officers and the community board in order to understand the technical issues relating to redesigning of open drains and widening of the road so this may be included in the MCB submission to the draft LTP 2012/2022; P Colenso

9. CORRESPONDENCE:

9.1 Inwards

From Spreydon Heathcote Ward Community Board to Martinborough Community Board dated 16 March 2012.

DISCLAIMER

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MCB RESOLVED (MCB 2012/24) to receive the inwards correspondence.

(Moved Gibbs/ Seconded Guscott)

Carried

10. FINANCIAL ASSISTANCE:

10.1 Maths Wairarapa

MCB RESOLVED (MCB 2012/25) to approve that \$200 be granted to Maths Wairarapa.

(Moved Guscott/ Seconded Gibbs)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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**Martinborough Community Board
Action Items
From 30 April 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
198	MCB	30-Apr-12	Action	Cr Stevens	Coordinate and negotiate between council officers, community board members and the Lions what work should be undertaken by the Lions in Considine Park and when the work would be undertaken	Open	
199	MCB	30-Apr-12	Action	Mark	Request maintenance be undertaken on the round-about to free the rotating mechanism	Open	25.5.12. Have asked contractor to loosen off the bearings.
200	MCB	30-Apr-12	Action	Mark	Arrange for the lights in the Martinborough Square to be fixed	Open	25.5.12. Cable fault identified and will be repaired by mid June. Lights need to be replaced ext. cost \$8k - budget next F/Y.
201	MCB	30-Apr-12	Action	Mark	Provide an update to the Martinborough Community Board on the footpath plan for the town	Open	25.5.12. Resurface Princess Street footpath. Kitchener to Cologne repair identified dangerously uneven areas. No plan for 2012/13 yet.
202	MCB	30-Apr-12	Action	Pam Colenso	Arrange an onsite visit with council officers and the community board to Oxford Street in order to understand the technical issues relating to redesigning of open drains and widening of the road so this may be included in the MCB submission to the draft LTP 2012/2022	Open	
208	MCB	30-Apr-12	Resolution	Paul	MCB RESOLVED (MCB 2012/25) to approve that \$200 be granted to Maths Wairarapa. (Moved Guscott/ Seconded Gibbs) Carried	Actioned	

Martinborough Community Board											
Income & Expenditure to 30 April 2012											
	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	
INCOME											
Balance 1 July 2011	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78	32,210.78
Annual Plan 2011/12	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00	20,930.00
TOTAL INCOME	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78	53,140.78
EXPENDITURE											
Members' Salaries	673.50	1,366.64	2,049.96	3,243.70	4,093.88	4,944.06	5,794.24	5,466.59	6,149.91	6,833.23	
Members' Expenses	-										
Total Personnel Costs	673.50	1,366.64	2,049.96	3,243.70	4,093.88	4,944.06	5,794.24	5,466.59	6,149.91	6,833.23	
Technology Solutions - Laptop Mba Library		2,064.00	2,064.00	2,064.00	2,064.00	2,064.00	2,064.00	2,064.00	2,064.00	2,064.00	2,064.00
Travel Exps Community Board Conference			613.20	613.20	613.20	613.20	613.20	613.20	613.20	613.20	613.20
Mitre 10 - Plywood				347.83	347.83	347.83	347.83	347.83	347.83	347.83	347.83
Mitre 10 - Mural - yellow,white,blue					35.42	35.42	35.42	35.42	35.42	35.42	35.42
Local Government - Community Board Levy					166.67	166.67	166.67	166.67	166.67	166.67	166.67
Hart Sport - Kickboards						431.30	431.30	431.30	431.30	431.30	431.30
Martinborough Business Asso. - Barrel Race								192.50	192.50	192.50	
Total General Expenses	-	2,064.00	2,677.20	3,025.03	3,227.12	3,658.42	3,658.42	3,850.92	3,850.92	3,850.92	3,850.92
Mba Community Gym			1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Mba Community Patrol				500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Fireworks				188.21	188.21	188.21	188.21	188.21	188.21	188.21	188.21
NZ Council of Victim Support								500.00	500.00	500.00	
Adrienne Macmaster - Fireworks									188.21	188.21	
Total Grants	-	-	1,000.00	1,688.21	1,688.21	1,688.21	1,688.21	2,188.21	2,376.42	2,376.42	2,376.42
TOTAL EXPENDITURE	673.50	3,430.64	5,727.16	7,956.94	9,009.21	10,290.69	11,140.87	11,505.72	12,377.25	13,060.57	
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	52,467.28	49,710.14	47,413.62	45,183.84	44,131.57	42,850.09	41,999.91	41,635.06	40,763.53	40,080.21	
LESS: COMMITMENTS											
Salaries to 30 June 2012	9,890.50	9,197.36	8,514.04	7,320.30	6,470.12	5,619.94	4,769.76	5,097.41	4,414.09	3,730.77	
Funds for walkway plantings at Ngawi			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Commitments	9,890.50	9,197.36	13,514.04	12,320.30	11,470.12	10,619.94	9,769.76	10,097.41	10,914.09	10,230.77	
BALANCE TO CARRY FORWARD	42,576.78	40,512.78	33,899.58	32,863.54	32,661.45	32,230.15	32,230.15	31,537.65	29,849.44	29,849.44	

MARTINBOROUGH COMMUNITY BOARD

11 JUNE 2012

AGENDA ITEM 5.1

OFFICERS' REPORT

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 19th 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:

Description	Duration	Timeframe – no later than
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:

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

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

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

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 20th 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
Income		
Community Contribution	\$444,267.98	
MoH Subsidy(As approved)	\$406,456.02	\$406,456.02
Other	\$0.00	\$0.00
Total income	\$850,724.00	\$406,456.02

	Projected	Subsidy Component
Expenditure		
Milestone 1: Source works	\$16,255.00	\$7,769.25
Seal boreheads 1-3		
Milestone 2: Install fourth bore	\$224,101.00	\$106,961.54
Drill and test Bore # 4		
Milestone 3: Treatment, Building Extension	\$317,126.00	\$249,565.44
UV Treatment, pH correction, Chlorination, Building Extension etc		
Milestone 4: Remote Equipment	\$14,980.00	\$7,159.79
Telemetry Upgrade, O &M Manuals ,Project Management etc		
Milestone 5: Distribution	\$278,262.00	\$35,000.00
Install new Reservoir		
Total expenditure	\$850,724.00	\$406,456.02
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 30th April – 4th 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

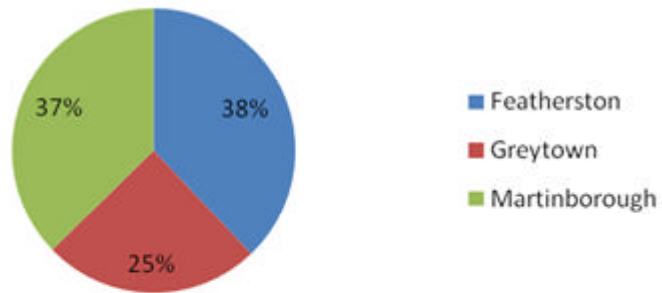
Survey Questions

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.			

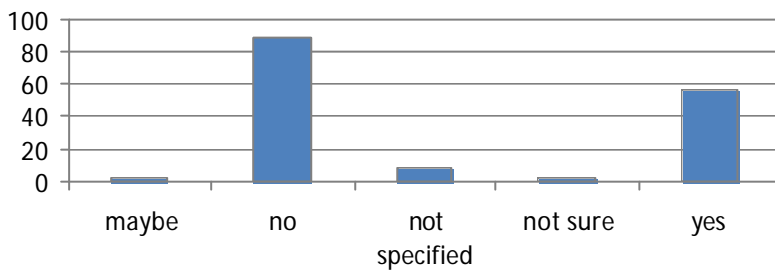
Sample of comments

(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

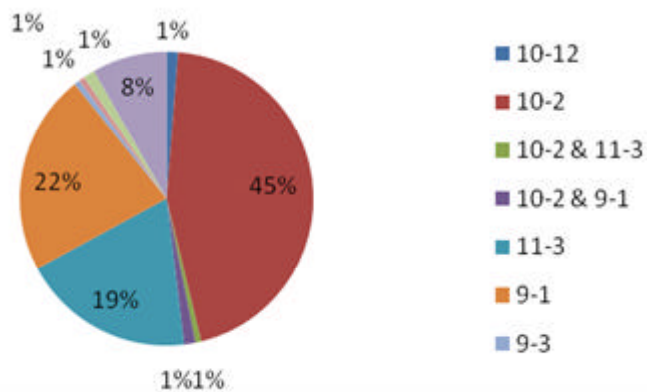
Total of Returned Surveys by Location



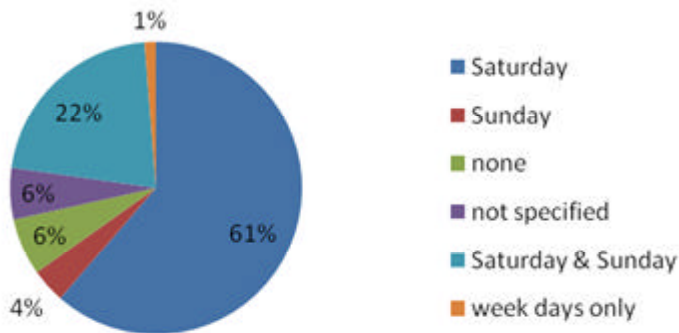
Total of Preferred Late Night Service



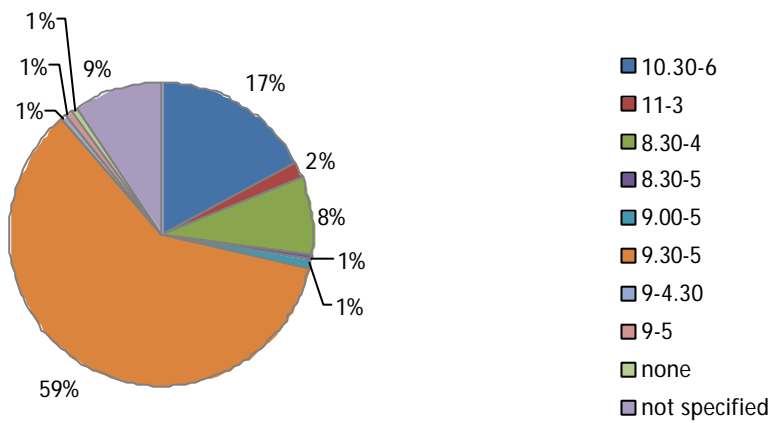
Total Preferred Weekend Hours



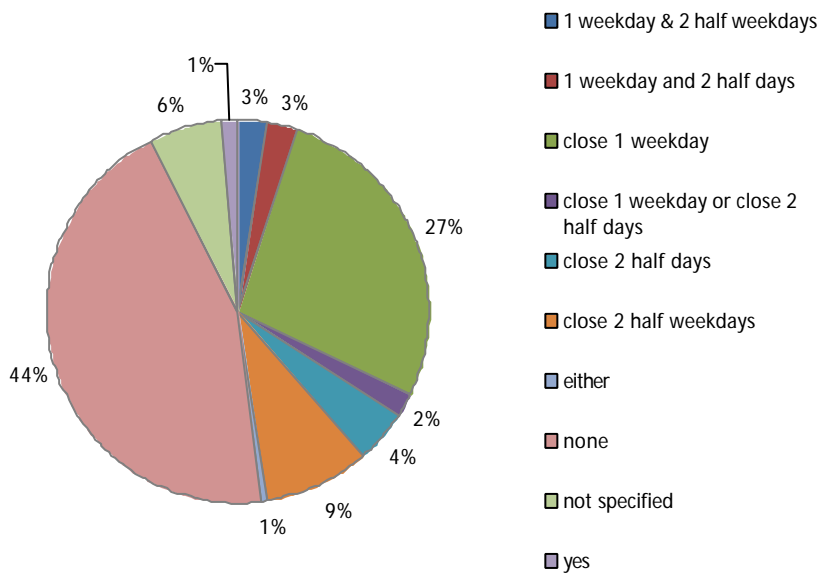
Total Preferred Weekend Library Day



Total Preferred Library Hours During the Week

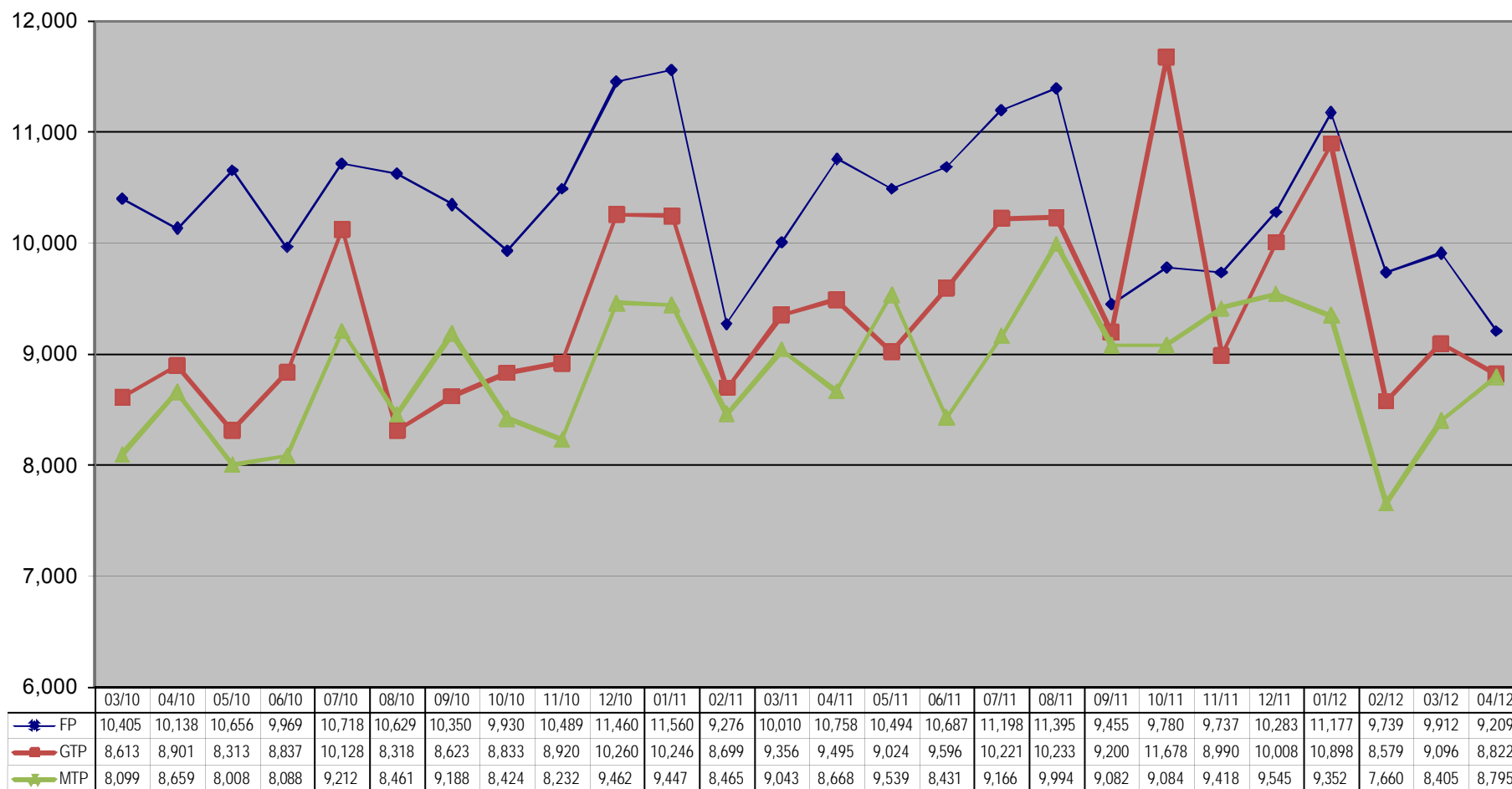


Total of Preferred Hours to 'Give Up'

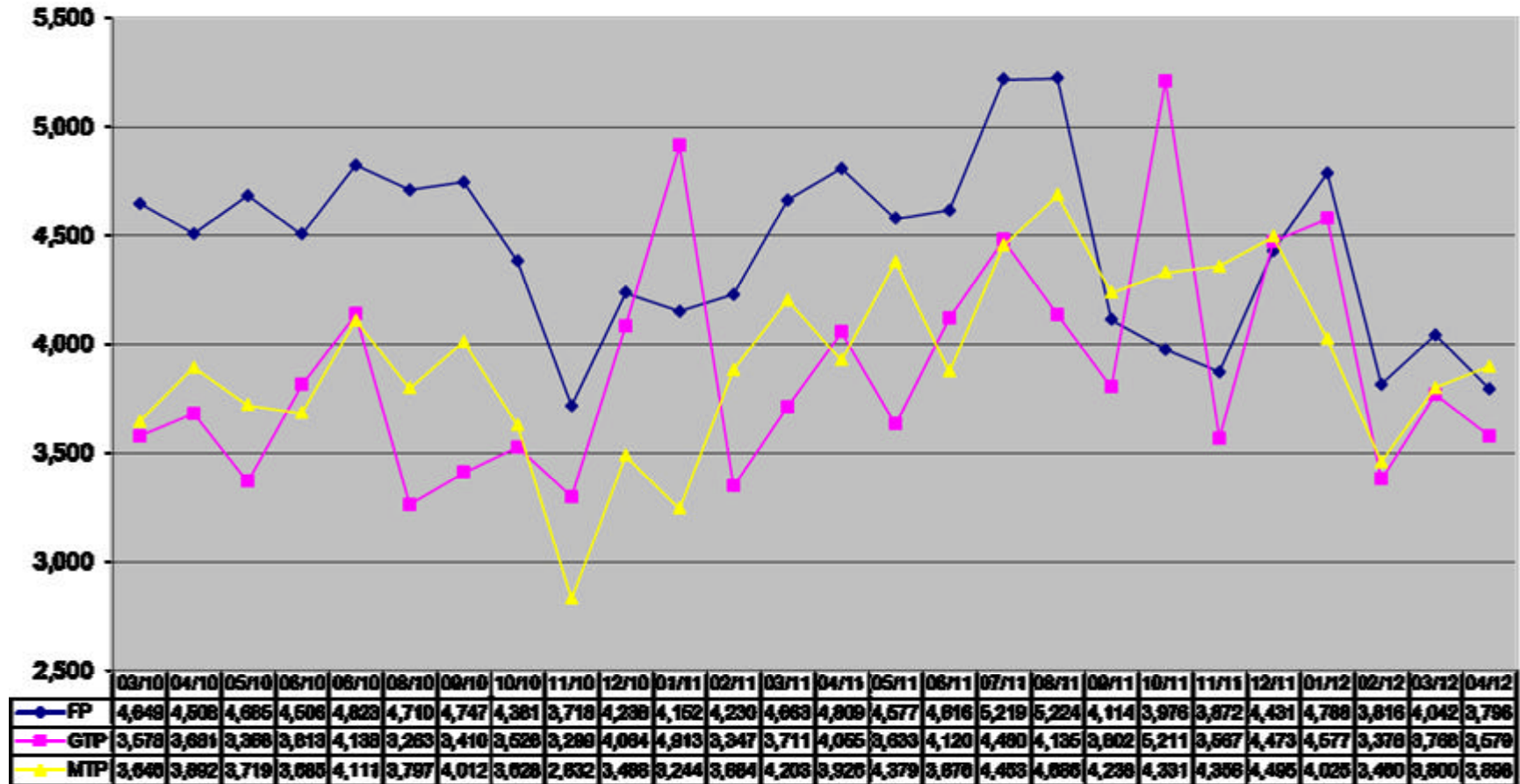


Appendix 2 – Statistics all Libraries

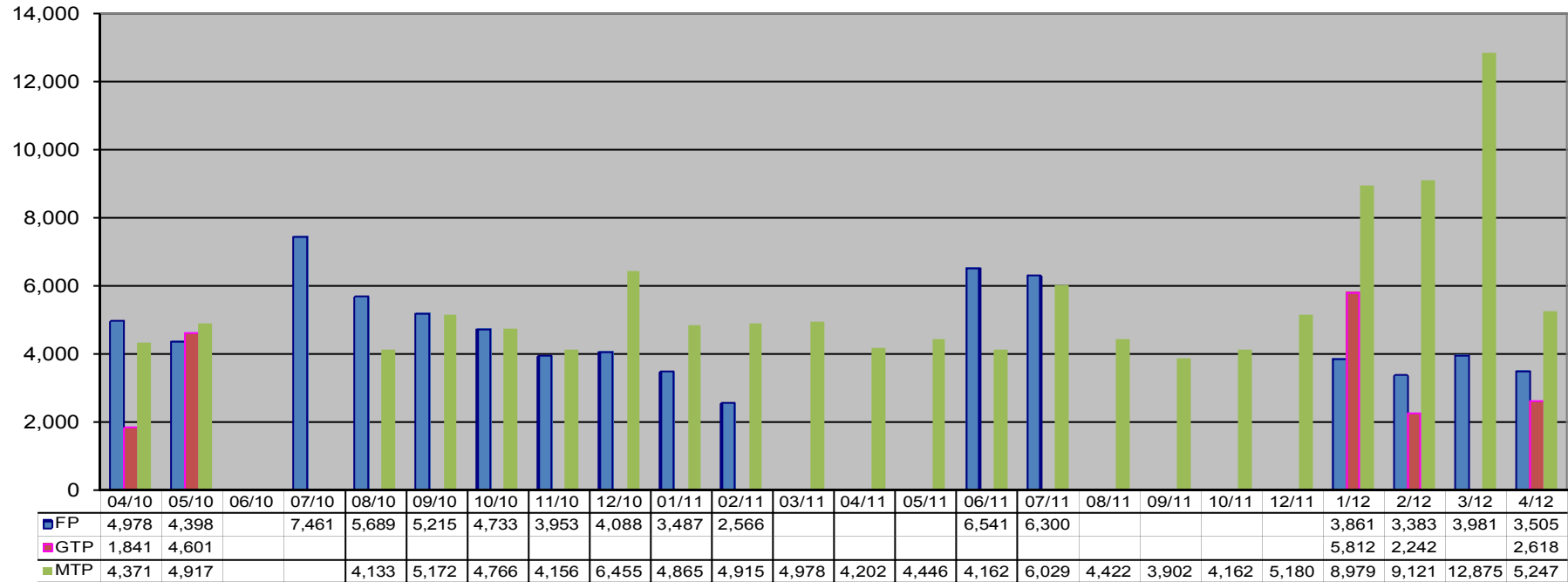
**Transactions (excluding Council functions) for Featherston, Greytown and Martinborough Libraries
2010-2012**



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



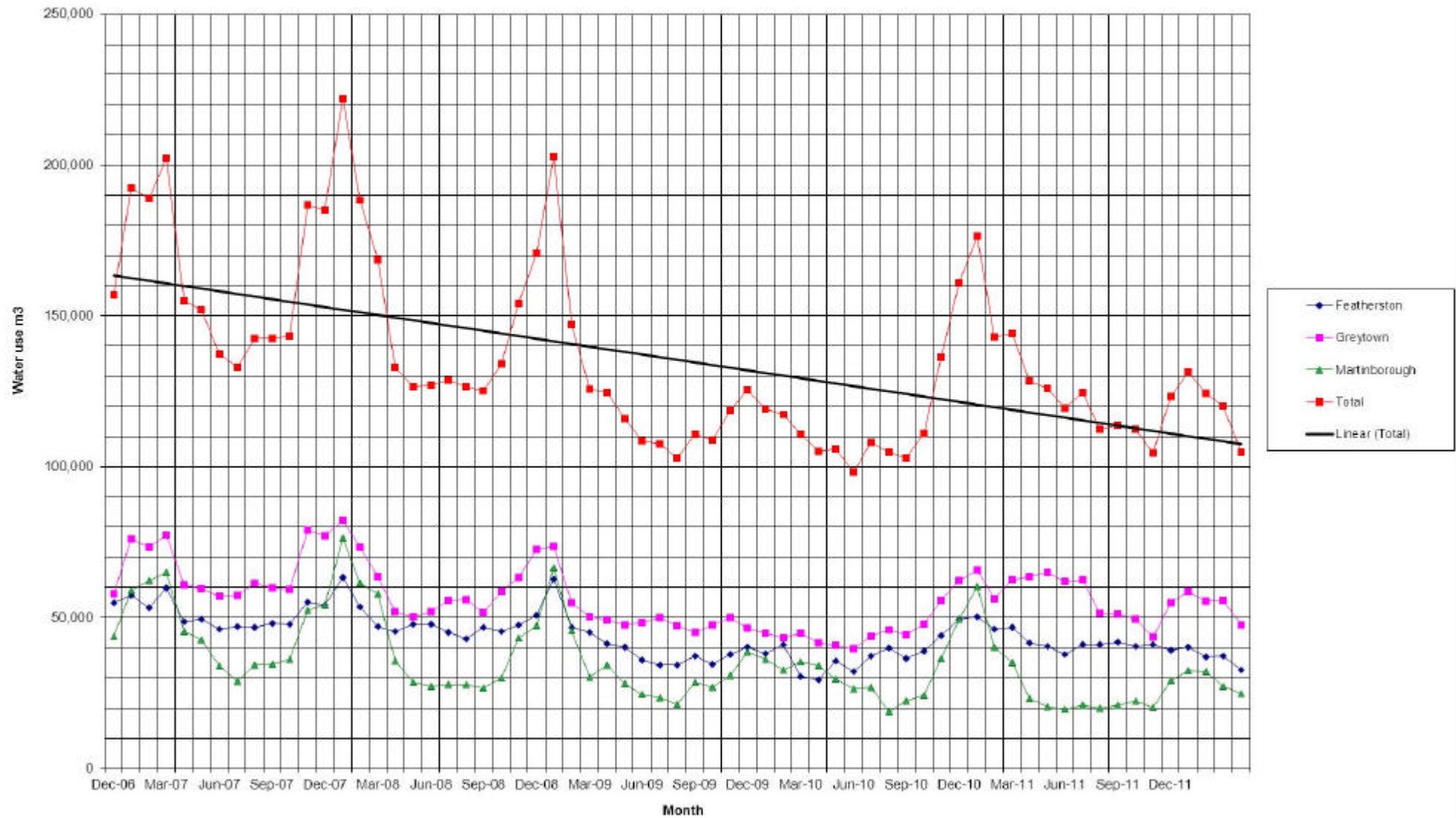
**Door count, Featherston, Greytown, Martinborough libraries
(no count = battery failure or human error)**



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.

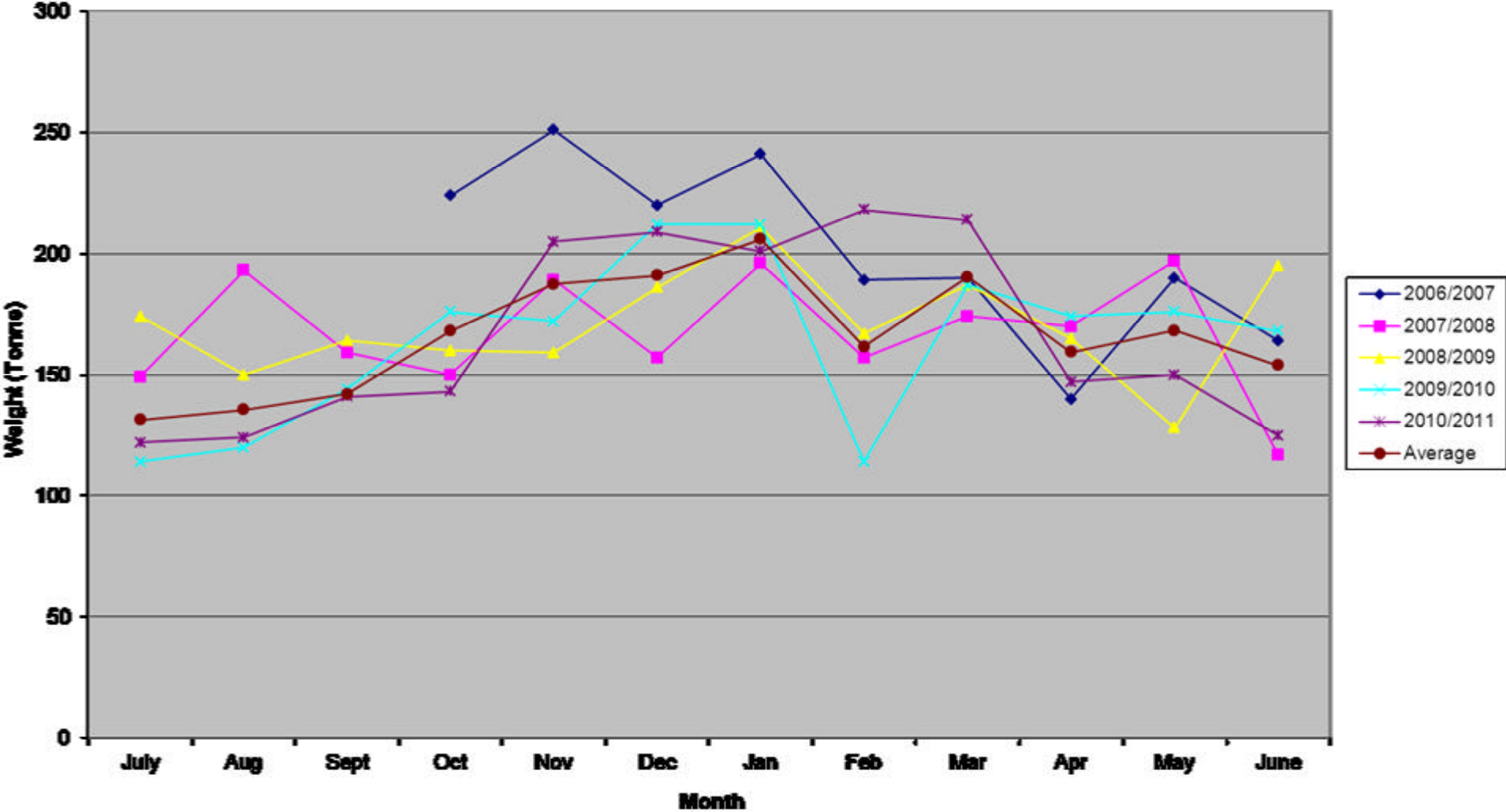
Appendix 3 – Water Usage

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



MARTINBOROUGH COMMUNITY BOARD

11 JUNE 2012

AGENDA ITEM 5.2

PAIN FARM INSPECTION REPORT

Purpose of Report

To update the Martinborough Community Board of the present condition of Pain Farm.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Council has received the Pain Farm Inspection report from John Donald dated 15 May 2012 for the Martinborough Community Board's review. Please refer to Appendix 1.

2. Appendix

Appendix 1 – Pain Farm Inspection Report 1 February – 20 May 2012

Contact Officer: Sandra Barns, Property and Facilities Officer

Reviewed By: Mark Allingham, Works and Services Manager

Appendix 1 – Pain Farm Inspection Report



Pain Farm Report.
1 Feb –20 May 2012

The Board will be aware that there was no report for it's last meeting, so this covers the period 1st Feb to 20 May. It is also written before the successful tendered is known.

The farm is in good heart, but unfortunately a proposed farm tour with Mike Moran has not eventuated due to wet weather and soil conditions when it was arranged. Mike has dealt with any outstanding issues e.g. fencing, gates broken rails etc., and is to be commended in this regard. One item that will be taken up with the new lessee is the abundance of boxthorn in two of the pine shelter belts. There is personal experience of this problem, and it needs eliminating.

New Lease Document

It should be recalled that in the report to the January meeting, recommendations were made, regarding the question of fertiliser applications in particular.

Some anonymous individual has drawn up the new document without any prior opportunity to discuss the above, and to a large extent little has been achieved.

Other clauses of concern

1. Clause 10b Removal of hay or silage. If this restriction covered the whole or a large portion of the property, it is reasonable, but for minor amounts, it is ridiculous. Surely the discretion of the overseer would be of some use.

2. Clause 6a Maintenance of the sheep yards in particular. Mike Moran never ran sheep on the farm, so the yards have deteriorated over the five years or maybe longer through lack of use. The Community Board may have to consider this at some stage.

Finally, the Board would be correct to believe that the undersigned was infuriated over this issue. Feedback from the Board meetings has always been rather limited. Perhaps one should attend the meetings if required, but as far as the above goes "the horse has bolted"

John Donald
15 May 2012

MARTINBOROUGH COMMUNITY BOARD

11 JUNE 2012

AGENDA ITEM 5.3

SWIMMING REPORT

Purpose of Report

To update the Martinborough Community Board regarding a recent assessment of the Martinborough swimming pool.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider making a recommendation to Council regarding next steps.*

1. Executive Summary

Thompsons Fibreglassing has undertaken an assessment of SWDC's three swimming pools and presented a report regarding their findings and recommendations for each pool on 24/04/2012.

Please refer to Appendix 1 for the Martinborough swimming pool report and details regarding their recommendations and associated cost.

2. Appendix

Appendix 1 – Thompsons Fibreglassing Letter dated 20/04/2012 & Martinborough Pool Report

Contact Officer: Sandra Barns, Property and Facilities Officer

Reviewed By: Mark Allingham, Works and Services Manager

Appendix 1 – Martinborough Pool Report



271 High Street Solway MASTERTON
PH: 06 3782223 Fax 06 3782223
Email:michelleandwayne@xtra.co.nz
GST NO 36949880

DATE: 24/4/12

Report

The South Wairarapa District Council
19 Kitchener Street
Martinborough

Attention Wendy
Donnella

Please find enclosed copies of the Featherston , Martinborough , Greytown Public Swimming Pools.

While all of the requirements need doing we are aware that it needs to be done over a period of time that can be met by Council.

So I have listed what should be done first.

1/ The Council needs to upgrade the Filtration on the pools that do not meet the NZ standard. As Public pools are being checked and the Council needs to have a plan for this.

2/ The Greytown Pool needs to have the Skimmer troughs re installed and the pool Fibreglassed to bring the pool up to its NZ standard requirements.

3/ All three main pools need their over flow tanks sealed.

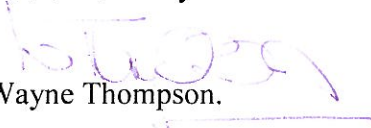
4/ Featherston pool needs the tile work redone and deviding wall fibreglassed to the main pool.

All prices in our report are valid for 60 days

If I can be of any further assistance to you or you need any further information please don't hesitate to contact me.

We look forward to working with you through the upgrade

Yours Faithfully


Wayne Thompson.

Martinborough Pool Report

Report Martinborough Pool

Covers:

The main pool requires new covers.

Duokote Thermal Blanket 2 x 5.5 x 25m \$ 10.292.00

The intermediate pool requires one new Cover and roller. 1 x Duokote Thermal Blanket 4.950 x 9.950m

\$ 2.046.54

Roller and reel

\$ 747.96

Freight

\$ 143.75



Solar System:

The Solar System in Martinborough is fine and works well. There are no leaks and it has a new Sq750 Pump that was supplied and installed 5 months ago.

Chemigems:

The CM100 is due for service now and we are currently servicing the DM51



Filters:

The main pool has four x S9000 Poolrite Filters of which the sand was replaced 3 months ago. The filters are run with 3PM60 pumps. These do not meet the requirement, and do not meet the current standard of filtering required.

The Intermediate is also filtered by 1 x S9000 this also does not meet the standard.

The toddlers pools filter also does not meet the standard.

The following is required to bring up to New Zealand's standard 4441/:2008

3 x 1.6 Fibrec Pool Filters @ 11,932.40	\$ 35,797.20
3 x Valve Systems Monifold's @ 2818.07	\$ 8,454.21
1 x FD131 Pump	\$ 11,208.00
Filter Media Diamond Clean Glass	
3 x 5872.00	\$ 17,616.00
Pipe Work Would be a P/C amount of	\$ 10,000.00
Labour	\$ 3,000.00
Total:	\$ 86,075.41



Main Swimming Pool:

The pool has lost approximately 200mm of water in the last two weeks, from the date of the shut down. This is a large amount of water loss and chemical loss.

The overflow tank requires sealing as the concrete walls have extensive erosion in the cement of the walls.

Cost: P/C Sum \$ 8.570.00

With the loss of water being sum 200mm the council should look at Fiberglassing the pool. This would save on painting every two years etc, and eliminate any leaking at the pool.

Cost: \$ 94.600.00

The pool also needs another 150mm pipe feed into the pool, it currently only has one. The new pipe would have to be feed into the bottom of the pool and by also increasing the number of holes in the barge pipe

Cost: P/C Sum \$ 12.000.00

Intermediate Pool:

This shows no sign of leaking. The filtration system is currently not adequate, at present. The pool has 1 x S9000 filter and 1 pump.

The pool requires 3S9000 filters 2 x SQ600 pumps and needs 80mm of suction pipes and 65mm returns.

The pool currently ha 50 in and 50 out, at present.

No filters would need to be purchased to achieve the above as the filters in the main pool could be used to do this job. Only the pipe work would need replacing.

Cost: \$ 10.000.00

Toddlers Pool:

This pool has just been re-fiberglassed and gel coated, and has had a new filter and pump installed.

The surface of the pool we have been told is very slippery, and we have been asked to recoat the surface with a non-slip texture

Cost: \$ 2.795.80.

The new installed filter and pump does not meet the new Zealand's standard for a toddlers pool. This pool requires 1S9000 filter and 1 x SQ600 pump.

This would meet New Zealand's standards 444/:2008

The water volume must turn over every half hour.

MARTINBOROUGH COMMUNITY BOARD

11 JUNE 2012

AGENDA ITEM 5.4

COMMUNITY RESPONSE PLAN

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

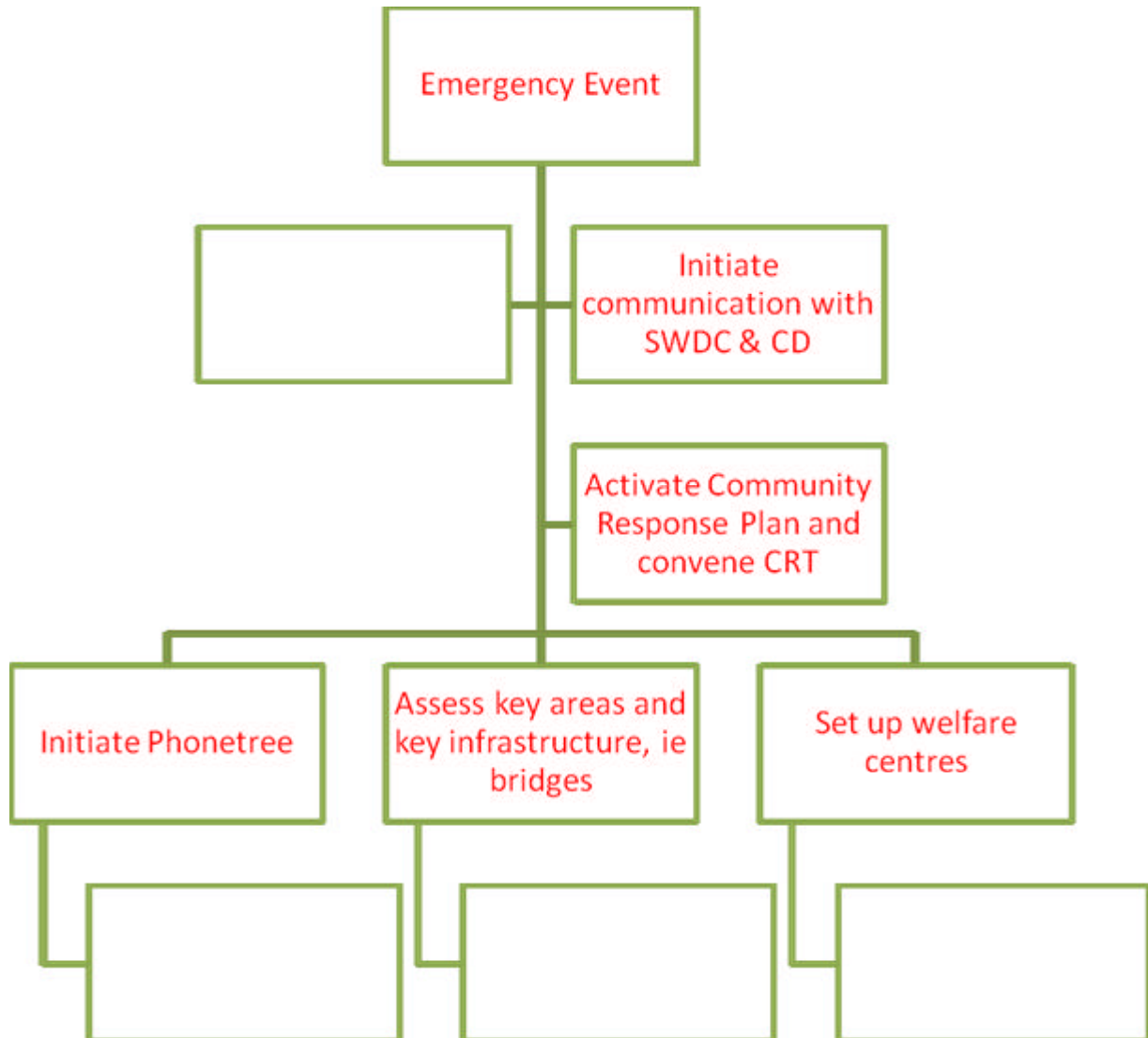
After an event

- 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**

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

Equipment and Resources		
Item	Address / Location	Contact Details
Generator	Hirepool	

Transportation		
Vehicle	Address / Location	Contact Details
4wd	Joe Bloggs	

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

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

Emergency and Other Agency Contact Lists

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

Health & Medical		
Wairarapa DHB		

Wellington Regional Civil Defence		
Service	Address / Location	Contact Details

Council and Government		
Organisation	Address / Location	Contact Details
SWDC		
GWRC		

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

Utility Providers		
Company	Service	Contact Details

Mapping??

Show Location of Emergency assets?

17 May 2012

Suzanne Clark
Committee Secretary
South Wairarapa District Council
PO Box 6
Martinborough



Dear Suzanne

GREYTOWN & MARTINBOROUGH COMMUNITY BOARD GRANTS

Please find our accountability report for the grant of \$500.00 from the Greytown Community Board and \$500.00 from the Martinborough Community Board. I have provided our variance reports and all amounts exclude GST.

The funding has been spent on the following items:

Volunteer recruitment & training	\$ 138.08
Volunteer expenses	\$ 579.63
Office expenses	\$ 290.88
TOTAL	\$1,016.59

Your grant has helped Victim Support provide quality service delivery to victims of crime and trauma in the Greytown and Martinborough communities, while continuing to maintain all operational functions. Our volunteers have supported victims with court support, victim impact statement preparation, financial assistance applications, referrals to counselors and other support agencies, and providing advocacy and information.

Our service is assessed by way of Consumer Evaluations undertaken in May/June each year. Our publication Manaaki Tangata records extracts of feedback from victims and was included with our application.

Victim Support continues to focus on providing an organisational approach, focusing on quality service to our clients ensuring monitored health and safety; the provision of emotional and practical support; provision of information; advocacy for victims' rights, and referral to and liaison with Police, other Emergency Services, and Community agencies.

Thank you again for your support of the work we do.

Yours sincerely

A handwritten signature in black ink, appearing to read "D. Reiri".

Denise Reiri
Regional Administrator/Fundraiser

VARIANCE REPORTING

	February 2012		Year To Date		Last Yr YTD Actual	Full Year Budget	Last Year Actual
	Actual	Budget	Actual YTD	Budget YTD			
		Variance		Variance			
1903-41110	2,375.00	2,375.00	19,000.00	19,000.00	24,666.64	28,500.00	36,999.96
Central Government Funding	2,375.00	2,375.00	19,000.00	19,000.00	24,666.64	28,500.00	36,999.96
1903-43302	0.00	83.00	0.00	664.00	402.20	1,000.00	402.20
1903-43303	0.00	100.00	50.00	800.00	350.00	1,200.00	500.00
1903-44101	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
1903-44201	0.00	0.00	0.00	0.00	0.00	500.00	0.00
1903-44310	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
1903-46100	0.00	0.00	0.00	0.00	0.00	0.00	1,376.81
1903-46200	0.00	0.00	4,701.00	4,000.00	0.00	4,000.00	3,500.00
1903-46300	3,000.00	0.00	3,000.00	1,500.00	0.00	1,500.00	0.00
1903-46900	0.00	0.00	0.00	1,500.00	0.00	3,000.00	0.00
Fundraising	3,000.00	183.00	7,751.00	8,464.00	752.20	14,200.00	5,779.01
1903-49400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INCOME	5,375.00	2,558.00	26,751.00	27,464.00	25,418.84	42,700.00	42,778.97
1903-62111	2,621.00	2,652.00	21,360.46	21,215.00	19,182.15	31,824.00	30,458.25
1903-62112	192.74	27.00	1,052.98	216.00	24.00	318.00	885.60
1903-62150	15.00	15.00	111.83	120.00	(8.17)	181.00	0.00
1903-62203	0.00	0.00	0.00	0.00	1,157.24	0.00	1,157.24
1903-62204	0.00	17.00	0.00	136.00	90.00	200.00	90.00
1903-62301	0.00	42.00	14.35	336.00	233.08	500.00	233.08
1903-62302	21.74	0.00	21.74	0.00	0.00	0.00	0.00
1903-63310	0.00	0.00	0.00	50.00	0.00	50.00	0.00
1903-63320	0.00	8.00	0.00	64.00	0.00	100.00	0.00
1903-64535	0.00	25.00	0.00	200.00	0.00	300.00	27.95
Staff Related Expenses	2,850.48	2,786.00	22,561.36	22,338.00	20,686.47	33,473.00	32,852.12
1903-63101	100.00	34.00	224.84	272.00	116.28	400.00	498.61
1903-63102	0.00	83.00	64.18	664.00	43.21	1,000.00	45.89
1903-63103	70.42	42.00	316.09	336.00	12.43	500.00	31.56
1903-63104	0.00	0.00	0.00	0.00	570.16	0.00	570.16
1903-63105	0.00	50.00	0.00	400.00	12.54	600.00	12.54
1903-63210	330.59	167.00	1,330.62	1,336.00	98.48	2,000.00	870.81
1903-63220	0.00	8.00	0.00	64.00	0.00	100.00	0.00
1903-63401	0.00	0.00	635.91	0.00	0.00	0.00	0.00

VARIANCE REPORTING

	February 2012			Year To Date		Last Yr YTD		Full Year		Last Year Actual
	Actual	Budget	Variance	Actual YTD	Budget YTD	Actual	Variance	Budget	Actual	
1903-63510	501.01	384.00	117.01	2,571.64	3,072.00	853.10	(500.36)	4,600.00	2,029.57	
1903-63520	90.29	83.00	7.29	752.08	664.00	663.65	88.08	1,000.00	1,026.23	
1903-64311	35.65	42.00	(6.35)	285.20	336.00	275.17	(50.80)	500.00	427.28	
	0.00	0.00	0.00	0.00	0.00	35.71	0.00	0.00	35.71	
ICT	125.94	125.00	0.94	1,037.28	1,000.00	974.53	37.28	1,500.00	1,489.22	
1903-64110	0.00	17.00	(17.00)	0.00	136.00	0.00	(136.00)	200.00	0.00	
1903-64120	4.00	50.00	(46.00)	309.17	400.00	249.91	(90.83)	600.00	465.63	
Administration Expenses	4.00	67.00	(63.00)	309.17	536.00	249.91	(226.83)	800.00	465.63	
External Meetings	0.00	8.00	(8.00)	0.00	64.00	85.80	(64.00)	100.00	315.02	
Domestic Travel & Accommodatio	0.00	8.00	(8.00)	0.00	64.00	85.80	(64.00)	100.00	315.02	
Event Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	
General Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	16.51	
AGM/National Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Communications & Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	16.51	
District/Area Meetings	269.14	67.00	202.14	731.61	536.00	478.40	195.61	800.00	826.80	
N Z Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Introductory Training	0.00	0.00	0.00	0.00	375.00	0.00	(375.00)	750.00	0.00	
Training Resources ITP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trainer/Facilitator Fees ITP	0.00	0.00	0.00	38.76	0.00	166.40	38.76	0.00	551.61	
Accomm/Venue Hire ITP	0.00	0.00	0.00	0.00	0.00	88.00	0.00	0.00	88.00	
Meals/Incidentals ITP	0.00	0.00	0.00	42.79	0.00	422.08	42.79	0.00	566.82	
Volunteer Ongoing Training	0.00	0.00	0.00	120.00	0.00	0.00	120.00	0.00	0.00	
Trainer/Facilitator Fees OTP	0.00	0.00	0.00	97.39	0.00	0.00	97.39	0.00	21.74	
Meals/Incidentals OTP	0.00	0.00	0.00	67.48	0.00	37.44	67.48	0.00	98.77	
Mileage OTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.60	
Sexual Violence Training	0.00	0.00	0.00	0.00	100.00	0.00	(100.00)	100.00	0.00	
Homicide Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Domestic Violence Training	0.00	0.00	0.00	0.00	170.00	0.00	(170.00)	170.00	0.00	
Induction Staff Training	0.00	0.00	0.00	0.00	0.00	378.50	0.00	0.00	378.50	
Ongoing Staff Training	639.98	29.00	610.98	731.68	232.00	22.46	499.68	350.00	189.44	
Training	909.12	96.00	813.12	1,829.71	1,413.00	1,593.28	416.71	2,170.00	2,815.28	
EXPENSES	4,390.55	3,466.00	924.55	28,309.16	28,423.00	24,443.09	(113.84)	43,443.00	39,983.35	

VARIANCE REPORTING

	March 2012			Year To Date			Last Yr YTD	Full Year	Last Year
	Actual	Budget	Variance	Actual YTD	Budget YTD	Variance			
Volunteers	724.28	384.00	340.28	3,295.92	3,456.00	(160.08)	1,100.10	4,600.00	2,029.57
Telecommunications/Pagers	95.20	83.00	12.20	847.28	747.00	100.28	763.29	1,000.00	1,026.23
Internet (Xtra)	35.65	42.00	(6.35)	320.85	378.00	(57.15)	310.82	500.00	427.28
Software License & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	35.71	0.00	35.71
ICT	130.85	125.00	5.85	1,168.13	1,125.00	43.13	1,099.82	1,500.00	1,489.22
Office Equipment & Repairs	187.66	17.00	170.66	187.66	153.00	34.66	0.00	200.00	0.00
Office Supplies & Expenses	45.00	50.00	(5.00)	354.17	450.00	(95.83)	306.83	600.00	465.63
Administration Expenses	232.66	67.00	165.66	541.83	603.00	(61.17)	306.83	800.00	465.63
External Meetings	46.80	8.00	38.80	46.80	72.00	(25.20)	85.80	100.00	315.02
Domestic Travel & Accommodatio	46.80	8.00	38.80	46.80	72.00	(25.20)	85.80	100.00	315.02
Event Fundraising	0.00	400.00	(400.00)	0.00	400.00	(400.00)	0.00	400.00	0.00
General Fundraising	0.00	400.00	(400.00)	0.00	400.00	(400.00)	0.00	400.00	16.51
AGM/National Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Communications & Fundraising	0.00	800.00	(800.00)	0.00	800.00	(800.00)	0.00	800.00	16.51
District/Area Meetings	0.00	67.00	(67.00)	731.61	603.00	128.61	565.50	800.00	826.80
N Z Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Introductory Training	0.00	0.00	0.00	0.00	375.00	(375.00)	0.00	750.00	0.00
Training Resources ITP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trainer/Facilitator Fees ITP	0.00	0.00	0.00	38.76	0.00	38.76	166.40	0.00	551.61
Accommi/Venue Hire ITP	0.00	0.00	0.00	0.00	0.00	0.00	88.00	0.00	88.00
Meals/Incidentals ITP	0.00	0.00	0.00	42.79	0.00	42.79	422.08	0.00	566.82
Volunteer Ongoing Training	0.00	0.00	0.00	120.00	0.00	120.00	0.00	0.00	0.00
Trainer/Facilitator Fees OTP	0.00	0.00	0.00	97.39	0.00	97.39	0.00	0.00	21.74
Meals/Incidentals OTP	37.08	0.00	37.08	104.56	0.00	104.56	37.44	0.00	98.77
Mileage OTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.60
Sexual Violence Training	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00	100.00	0.00
Homicide Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Domestic Violence Training	0.00	0.00	0.00	0.00	170.00	(170.00)	0.00	170.00	0.00
Induction Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	378.50	0.00	378.50
Ongoing Staff Training	0.00	29.00	(29.00)	731.68	261.00	470.68	22.46	350.00	189.44
Training	37.08	96.00	(58.92)	1,866.79	1,509.00	357.79	1,680.38	2,170.00	2,815.28
EXPENSES	4,180.46	4,266.00	(85.54)	32,489.62	32,689.00	(199.38)	28,089.60	43,443.00	39,983.35

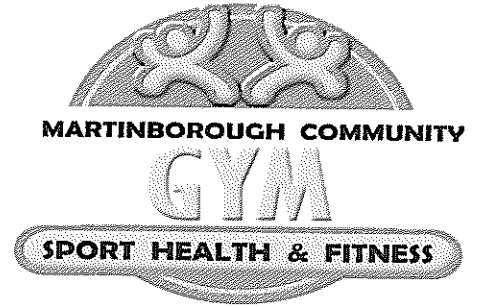
Branches : 1903
March 2012 YTD

Victim Support
Manuaki Tangata

VARIANCE REPORTING

	March 2012			Year To Date		Last Yr YTD Actual	Full Year Budget	Last Year Actual	
	Actual	Budget	Variance	Actual YTD	Budget YTD				Variance
1903-41110	2,375.00	2,375.00	0.00	21,375.00	21,375.00	0.00	28,500.00	36,999.96	
	2,375.00	2,375.00	0.00	21,375.00	21,375.00	0.00	28,500.00	36,999.96	
1903-43302	0.00	83.00	(83.00)	0.00	747.00	(747.00)	1,000.00	402.20	
1903-43303	0.00	100.00	(100.00)	50.00	900.00	(850.00)	1,200.00	500.00	
1903-44101	611.00	2,000.00	(1,389.00)	611.00	2,000.00	(1,389.00)	2,000.00	0.00	
1903-44201	0.00	500.00	(500.00)	0.00	500.00	(500.00)	500.00	0.00	
1903-44310	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	1,000.00	0.00	
1903-46100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,376.81	
1903-46200	0.00	0.00	0.00	4,701.00	4,000.00	701.00	4,000.00	3,500.00	
1903-46300	500.00	0.00	500.00	3,500.00	1,500.00	2,000.00	1,500.00	0.00	
1903-46900	0.00	1,500.00	(1,500.00)	0.00	3,000.00	(3,000.00)	3,000.00	0.00	
	1,111.00	5,183.00	(4,072.00)	8,862.00	13,647.00	(4,785.00)	14,200.00	5,779.01	
1903-49400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	3,486.00	7,558.00	(4,072.00)	30,237.00	35,022.00	(4,785.00)	42,700.00	42,778.97	
INCOME									
1903-62111	2,799.90	2,652.00	147.90	24,160.36	23,868.00	292.36	31,824.00	30,458.25	
1903-62112	193.89	27.00	166.89	1,246.87	243.00	1,003.87	318.00	885.60	
1903-62150	15.00	15.00	0.00	126.83	135.00	(8.17)	181.00	0.00	
1903-62203	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,157.24	
1903-62204	0.00	17.00	(17.00)	0.00	153.00	(153.00)	200.00	90.00	
1903-62301	0.00	42.00	(42.00)	14.35	378.00	(363.65)	500.00	233.08	
1903-62302	0.00	0.00	0.00	21.74	0.00	21.74	0.00	0.00	
1903-63310	0.00	0.00	0.00	0.00	50.00	(50.00)	50.00	0.00	
1903-63320	0.00	8.00	(8.00)	0.00	72.00	(72.00)	100.00	0.00	
1903-64535	0.00	25.00	(25.00)	0.00	225.00	(225.00)	300.00	27.95	
	3,008.79	2,786.00	222.79	25,570.15	25,124.00	446.15	33,473.00	32,852.12	
1903-63101	290.97	34.00	256.97	515.81	306.00	209.81	400.00	498.61	
1903-63102	1,000.00	83.00	917.00	318.87	747.00	(428.13)	1,000.00	45.89	
1903-63103	0.00	42.00	(42.00)	316.09	378.00	(61.91)	500.00	31.56	
1903-63104	0.00	0.00	0.00	0.00	0.00	0.00	0.00	570.16	
1903-63105	0.00	50.00	(50.00)	0.00	450.00	(450.00)	600.00	12.54	
1903-63210	178.62	167.00	11.62	1,509.24	1,503.00	6.24	2,000.00	870.81	
1903-63220	0.00	8.00	(8.00)	0.00	72.00	(72.00)	100.00	0.00	
1903-63401	0.00	0.00	0.00	635.91	0.00	635.91	0.00	0.00	

PO Box 35
Martinborough
Email: mbagym@hotmail.com
Tel: 06 3069 796
Mob: 027 507 4252



15th May 2012

Dear Members of the Community Board,

On behalf the Martinborough Community Gym I would like to thank you for the funding (\$1000.00 +GST) that you contributed in November 2011 towards our new Elliptical Cross Trainer.

The Cross Trainer has been a huge addition to our range of gear and gets used every day.

The Gym Membership is holding steady at around 120 over the last 18 months. Our plan is to start upgrading our equipment as it is required over the next 5 or so years. This will keep the Gym up to date with equipment and help it to stay fresh and attractive to new and existing members. With your help we have started this process.

Attached is a receipt for the Cross Trainer as well as a photo of it

Thank you for supporting the Community Gym.

Yours Sincerely

A handwritten signature in cursive script that reads 'Mel O'Neale'.

Mel O'Neale
Administrator and
Membership Coordinator



FITNESS IMPORTS LIMITED

PO BOX 65-297
 MAIRANGI BAY
 NORTH SHORE 0754
 Phone : 09-415-3486
 Fax : 09-415-3586

Email : sales@fitnessimports.co.nz
 Website : www.fitnessimports.co.nz

Tax Invoice 7671

GST No : 77-445-218

Page No. : 1

Invoice To:

MARTINBOROUGH COMMUNITY GYM
 PO BOX 35 MARTINBOROUGH

Order No : Date : 16/11/2011 Account : 2287 Reference : C111116_01 Location 2 WAREHOUSE

QTY	Description	Supplied	Rate	Total
1.0	MX-E5 MATRIX COMMERCIAL ELLIPTICAL	1.0	3700.00	3700.00
	Warranty: Commercial Special Warranty 0 year(s)			
	1 year parts and labour.			
	5 years frame.			
	No warranty for finish, wear, tear & misuse.			
	Please see attached Fitness Imports General Conditions of Warranty.			
1.0	DELIVERY1 DELIVERY	1.0	300.00	300.00

*Pd 17-11-11
 Mel.*

Goods remain the property of Fitness Imports Limited until receipt of full payment.	Freight	0.00
	Rounding	0.00
	GST Content	521.74
Bank Account Detail : Fitness Imports Limited 06 0103 0114879 00	GST Inclusive	4000.00
Please note that this invoice is due for payment on or before the 07/12/2011		

