



## Martinborough Community Board

**Minutes 11 March 2013**

- Present:** Pam Colenso (Chair), Jo Guscott, Adi McMaster and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Acting Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 11 March 2013 between 6:30 and 7:50pm.
- Public Participation:** Val Ball, SPCA, and Marie Roy (until 6:50pm).

### **PUBLIC BUSINESS**

#### **1. APOLOGIES**

*MCB RESOLVED (MCB 2013/08)* to receive apologies from Heather Gibbs and Cr Julie Riddell.

*(Moved Guscott/Seconded McMaster)*

Carried

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

There were no conflicts of interest.

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

Val Ball, representing the SPCA, with support from Marie Roy of Martinborough, requested Community Board and Council assistance to capture colony cats in Martinborough.

#### **4. ACTIONS FROM PUBLIC PARTICIPATION**

*MCB NOTED:*

1. Action 109: Make contact with Val Ball, SPCA, and provide assistance and advice for trapping colony cats in Martinborough; V Tipoki
2. Action 110: Provide the public with advance notice of cat trapping and a contact name should they wish to report a stray cat problem; V Tipoki

#### **5. COMMUNITY BOARD MINUTES/EXPENDITURE**

5.1 Martinborough Community Board Minutes – 28 January 2013

*MCB RESOLVED (MCB 2013/09)* that the minutes of the Martinborough Community Board meeting held on 28 January 2013 be confirmed as a true and correct record.

*(Moved Colenso/Seconded McMaster)*

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*

- 5.2 Matters arising  
There were no matters arising.
- 5.3 Action items from previous meeting  
The Community Board reviewed the action items and updates were provided. Action 639 and 19 were to be reopened as further clarification was required.
- 5.4 Income and Expenditure Statement  
*MCB RESOLVED (MCB 2013/10):*
1. To receive the Income and Expenditure Statement to 28 February 2013.  
(*Moved Cr Stevens/Seconded McMaster*) Carried
  2. Action 111: Include a commitment in the MCB April I&E Statement for attendance at the LGNZ conference by a board member; P Crimp

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

- 6.1 Officers' Report to Community Boards  
The Community Board reviewed the report and Mr Crimp further explained the change resulting from the enactment of the Better Local Government Amendment Bill 2012 and its impact on financial Community Board decisions.  
*MCB RESOLVED (MCB 2013/11)* to receive the Officer's Report.  
(*Moved Colenso/Seconded Cr Stevens*) Carried
- 6.2 Street Banners and Flags Policy  
*MCB RESOLVED (MCB 2013/12)* to receive the Street Banners and Flags Policy Report.  
(*Moved Colenso/Seconded Guscott*) Carried
- 6.3 Recommendations on Priority Items for the 2013/2014 Annual Plan  
Mrs Colenso tabled a MCB draft submission to the 2013/2014 Annual Plan. The Community Board agreed to prioritise items and provide feedback to officers outside the meeting.  
*MCB NOTED:*
1. Action 112: Provide the Acting Chief Executive Officer with prioritised items for consideration and inclusion within the Council 2013/2014 Annual Plan programme of work; Pam Colenso
- 6.4 Liquor Ban Options Report  
The Community Board considered the report and agreed to hold off any decisions relating to specific liquor control areas until the new legislation was enacted and a Wairarapa wide liquor policy had been established.

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**MCB RESOLVED (MCB 2013/13):**

1. To receive the Liquor Ban Options Report.  
(*Moved Colenso/Seconded McMaster*) Carried
2. Action 113: Investigate methods used by other councils for controlling liquor use in public places; V Tipoki

**6.5 District Swimming Pools Update**

The Community Board noted that the CLM staff at the Martinborough Swimming Pool were helpful and friendly and asked that officers pass on their appreciation to CLM.

**MCB RESOLVED (MCB 2013/14):**

1. To receive the District Swimming Pools Update Report.  
(*Moved Guscott/Seconded Cr Stevens*) Carried
2. Action 114: Obtain quotes for purchase and erection of a shade sail suitable for Martinborough Swimming Pool; M Allingham

**7. COMMUNITY BOARD – COUNCILLORS REPORTS**

**7.1 Town Centre Committee**

Nothing to report.

**7.2 Considine Park Committee**

Cr Stevens advised that the Martinborough Lions would be available to lay bark along the Kitchener Street side of Centennial Park, and other areas as needed to act as ground cover.

**MCB RESOLVED (MCB 2013/15)** that garden bark should be purchased for Centennial Park, funded by the parks and reserves budget if funding permits, or the Martinborough Community Board if Council funds are not available.

(*Moved Cr Stevens/Seconded Guscott*) Carried

**7.3 Martinborough Town Hall Working Group**

Information from the brain storming session had been collated. Minutes from the Working Group meetings would be included in Community Board papers moving forward.

**7.4 Other Reports**

Cr Stevens noted items of maintenance required at Martinborough Swimming Pool.

Mayor Staples provided an update on Wairarapa Local Governance saying that 1200 submissions had been received on the Wairarapa Council's preferred option. Of those submissions, 70% supported the Wairarapa Council's preferred option, 6% supported a super city, and the balance wanted something different. The Working Group had commissioned a report to test the viability of Wairarapa operating as a unitary authority which was now due. Mayor Staples advised that any new model of governance would require a new funding policy and changes were likely.

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*MCB NOTED:*

1. Action 115: Review whether a sign at Martinborough Transfer Station advertising pricing for dumping a car load of rubbish for \$5 was correct – if not remove the sign; M Allingham

**8. CORRESPONDENCE**

8.1 Inwards

From Conor Kershaw, Martinborough Business Association, to Pam Colenso, Martinborough Community Board, dated 3 March 2013.

*MCB RESOLVED (MCB 2013/16):*

1. To receive the tabled inwards correspondence.  
(*Moved Colenso/Seconded Guscott*) Carried
2. Action 116: Review whether a generic road closure and traffic management plan for Martinborough Square could be drafted and made available to organisers of Martinborough community events; M Allingham

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Martinborough Community Board**  
**Action Items**  
**From 11 March 2013**

Ref #	Meeti ng	Date	Action Type	Responsi ble Manager	Action or Task details	Status	Notes
629	MCB	19-Nov-12	Resolution	Mark	<b>Town Centre Committee</b> MCB RESOLVED (MCB 2012/62) to request that council officers seek pricing for four wooden seats for Martinborough Square as per the tabled example. (Moved Guscott/Seconded McMaster) Carried	Open	Need to confirm final design from the Martinborough Development Plan
640	MCB	19-Nov-12	Action	Mark	Prune trees along Piritanga and Huangarua Roads	Open	152 Trees planted under power lines, 77 need to be pruned back or lowered to be safely clear of powerlines. Scott Messer has been contacted to review. Report to Community Board.
19	MCB	28-Jan-13	Action	Mark	Before the Pony Club lease is signed, undertake a walk over Considine Park with the Pony Club to ensure facilities are at an appropriate standard and then benchmark this standard for future inspections	Open	<i>(Remind no grazing at the park Putting equipment away after use each time, keeping arena weed free, keeping shed maintained should be put in terms of lease)</i> Expecting to do the walk-through before end of April.
107	MCB	11-Mar-13	Resolution	Mark	MCB RESOLVED (MCB 2013/15) that garden bark should be purchased for Centennial Park, funded by the parks and reserves budget if funding permits, or the Martinborough Community Board if Council funds are not available. (Moved Cr Stevens/Seconded Guscott) Carried	Open	1. Ian to discuss with Max Stevens 2. Ian to investigate whether fundings available from Parks & Reserves budget
109	MCB	11-Mar-13	Action	Vanessa	Make contact with Val Ball, SPCA, and provide assistance and advice for trapping colony cats in Martinborough	Actioned	Officers have advised Val Ball that while Council could provide assistance by educating the public about the perceived colony cat issue, it does not have the resources to lead any initiative for trapping. Officers have discussed the issue with Greater Wellington staff and it was agreed that the project should be driven and owned by the SPCA.
110	MCB	11-Mar-13	Action	Vanessa	Provide the public with advance notice of cat trapping and a contact name should they wish to report a stray cat problem	Actioned	Officers have advised Val Ball that while Council could provide assistance by educating the public about the perceived colony cat issue, it does not have the resources to lead any initiative for trapping. Officers have discussed the issue with Greater Wellington staff and it was agreed that the project should be driven and owned by the SPCA.

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
111	MCB	11-Mar-13	Action	Paul	Include a commitment in the MCB April I&E Statement for attendance at the LGNZ conference by a board member	Actioned	
113	MCB	11-Mar-13	Action	Vanessa	Investigate methods used by other councils for controlling liquor use in public places	Actioned	MCB emailed with some ideas to consider 19 April 2013.
114	MCB	11-Mar-13	Action	Mark	Obtain quotes for purchase and erection of a shade sail suitable for Martinborough Swimming Pool	Open	Awaiting advice from Cnr Stevens as to location site. Two possible locations identified and awaiting pricing. The size and location of each option means costs will need to include engineer's report and consent.
115	MCB	11-Mar-13	Action	Mark	Review whether a sign at Martinborough Transfer Station advertising pricing for dumping a car load of rubbish for \$5 was correct – if not remove the sign	Open	
116	MCB	11-Mar-13	Action	Mark	Review whether a generic road closure and traffic management plan for Martinborough Square could be drafted and made available to organisers of Martinborough community events	Actioned	Letter issued to Conor Kershaw

<b><i>Martinborough Community Board</i></b>	
<b><i>Income &amp; Expenditure to 31 March 2013</i></b>	
<u>INCOME</u>	
Balance 1 July 2012	38,078.79
Annual Plan 2011/13	19,020.00
Flag Money - Sold by The Mayor	52.17
<b>TOTAL INCOME</b>	<b>57,150.96</b>
<u>EXPENDITURE</u>	
Members' Salaries	6,149.88
<b>Total Personnel Costs</b>	<b>6,149.88</b>
AP RF111 Ngawi Plantings & Irrigation	1,500.00
AP Mr A R Matthews RF323 Materials for Picnic table	1,564.00
AP Local Governmen 2012/13 Annual Community Board Levy	166.68
AP Fairfax Media Barrell race	51.20
AP Ms P J Broom Reimb Fireworks & Portaloos costs	642.26
corr coding Fairfax media road closures corr	89.60
AP A McMaster-Full reg & bbq	682.61
<b>Total General Expenses</b>	<b>4,696.35</b>
Transfer funds to MBA Town Hall donation to MBA Town Hall	1,000.00
AP Martinborough B 1/2 share traffic mgmnt plan	182.50
AP NZ Council of V Grant from Mbo Community Brd	500.00
<b>Total Grants</b>	<b>1,682.50</b>
<b>TOTAL EXPENDITURE</b>	<b>12,528.73</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>44,622.23</b>
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2013	2,255.12
Funds for walkway	5,000.00
Tora Picnic table and concrete	766.00
LGNZ Conference	800.00
<b>Total Commitments</b>	<b>8,021.12</b>

# MARTINBOROUGH COMMUNITY BOARD

29 APRIL 2013

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To update community boards and the Maori Standing Committee on Corporate Support, Infrastructure and Services and Planning and Environment Group activities.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receives the information.*

### CORPORATE SUPPORT GROUP REPORT

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

The 2013/14 Annual Plan has been a key focus. The next workshop is planned for 3 April following the Council meeting with the draft due for adoption Tuesday 17 April.

Governance matters have taken a new importance for the Writer, with a couple of interesting meetings being attended, including reviewing and providing feedback (with the MCD and CDC CE's) on the Martin Jenkins draft report.

John O'Connell has been appointed our new Audit Director, taking over from Leon Pietersie. This follows Audit New Zealand's policy of rotating Directors every six years. John has previously been an Audit Director for SWDC.

Our Bankers (BNZ) presented various topics last week. The Economy seems to be trundling along, however it is the BNZ's view that the economy is still delicate. Confidence is higher than it has been for a while. Also, it would appear that the global economy is recovering from any financial shock quicker than in the past.

A pleasant morning was spent at Sandy Bay discussing issues around the lease. It is intended Sandy Bay be included in the coastal reserves management plan to ensure consistency of approach.



We welcome Brandon Dittmer to the engineering team. Brandon will take over from Simon Leary who is moving on for personal reasons.

Mike Sims, one of our BCO's, has also decided to move on, and we welcome Derek Staines (back) to the building team.

Discussions continue on the utilization of City Care's customer request system for all SWDC customer requests. City Care's system is web based and can be used and managed from any location.

## **2. Discussion**

### **2.1 Rate Arrears**

Efforts continue on rate arrears. The table below outlines the situation as at 11 February 2013, and excludes 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
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664

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

### **2.2 Sandy Bay**

Draft lease conditions have been received from Hiwi trust and these will be reviewed in the next week or so. I spoke to our valuers who indicated the price may have been at the high end of the range but was "reasonable".

### **2.3 Annual Plan**

The next workshop is planned for April 3 (after the Council meeting).

The Draft Annual Plan is due for adoption 17 April, and we are on track to achieve this.

## **2.4 Governance**

I attended my first Governance meeting last week, and have provided feedback to the Martin Jenkins draft report on financial viability. This report is due to be presented to the Governance working party on 26 March.

Contact Officer: Paul Crimp, Group Manager Corporate Support

# PLANNING & ENVIRONMENT GROUP REPORT

## 1. Planning

### 1.1 Resource Consents

#### 1.1.1. *Consent statistics*

Officers processed 12 resource consents since 1 February 2013, 92% of which were completed within the statutory timeframes (one resource consent fell outside the timeframe). Officers now provide detailed fortnightly updates on all consents direct to Councillors, Community Board and Maori Standing Committee members, so consent details are not listed here.

#### 1.1.2. *La De Da 2012/13 festival debrief*

Resource Consent 3932 was issued in 2010 allowing the La De Da New Year's Eve festival to take place at Daisy Bank Farm, Dry River Road, Martinborough, for three consecutive years. After each annual event officers and festival organisers meet to discuss the consent conditions and whether any of them need to be changed. This year's debrief meeting was held on 18 March 2013. Officers agreed that the festival went well on the day but that some minor changes to conditions are required. At the time of the Council meeting a formal review process is underway to make those (yet to be determined) minor changes.

### 1.2 Policy

#### 1.2.1. *Plan Changes*

The submission period has closed for Wairarapa Combined District Plan Changes (the process being administered by the Masterton District Council) which were initially notified on 22 November 2012. Plan Change 8 has had no submissions. Plan Changes 6 and 7 did attract submissions and will therefore be re-notified for further submissions.

## 2. Building

### 2.1 Building consents

Processing statistics for: 1 February 2013 to 28 February 2013

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	29	280	24	N/A
Consent processing performance (within 20wd's)	100%	97.27%	100%	90%
COA processing performance	N/A	N/A	N/A	N/A
CCC processing performance	100%	98.11%	95.83%	100%

COA                      Certificate of Acceptance  
CCC                      Code Compliance Certificate

Consents granted by project: 1 February 2013 to 28 February 2013

Type	No. of consents	Value
Factories - alterations & additions	1	284,000
Swimming Pools & Spa Pools	1	45,000
Marquees	1	850
Implement Shed - farm building	1	8,100
Spa/Swimming Pool	1	40,000
Garage	3	81,000
Motel	1	300,000
Dwelling - unattached	3	335,001
Dwelling - alterations	5	305,002
Relocation - dwelling	1	50,000
Heater	1	5,000
Solid Fuel Heater	1	3,500
	20	1,457,453

Building consent numbers from 1 July 2012 to 21 March 2013 show as 308. For the same period the year before the number was 231.

## 2.2 Enforcement

None to report.

## 2.3 Policy

None to report.

## 2.4 Other matters

The building department continues to be busy with new building consent applications and inspections. As shown above there has been an increase in building consent numbers compared with the previous month last year and an increase in the year to date numbers.

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

The departments new Plumbing and Drainage Inspector has started and has settled in well. Derek has already shown a level headed, polite approach to dealing with queries and issues. Derek is a great asset to the building team.

### 3. Environmental Health

#### 3.1 Liquor Licensing

##### **3.1.1. More FM concert Martinborough:**

Council staff actively monitored the liquor licence conditions imposed. The event operated under a comprehensive alcohol management plan. Overall the event was well run.

##### **3.1.2. Liquor Licencing Numbers**

Ten Liquor Licences were issued in the month of February 2013.

- One Off Licence was issued.
- Two On Licences were issued.
- Six General Manager's Certificates were issued.
- No Temporary Authority's were issued.

##### **3.1.3. Sale and Supply of Alcohol**

#### **POLITICAL DECISION-MAKING**

The following table shows a timeline of decisions that are likely to arise.

March	Identify likely resource implications to implement Act
March-April	Consider District Licencing Committee (DLC) options (based on volume of applications)
April	Ministry of Justice releases new fees regime discussion document
May-June	Start identifying potential DLC members
July-August	Ministry of Justice consultation on draft regulations (except fees)
September	Ministry of Justice consultation on draft fee regulations
September	DLC members identified
October-November	Training for DLCs and inspectors
December 18	New Act goes live

The two major work activities required are:

#### **District Licensing Committee**

The DLC process should be started now. Below are some key steps.

1. Determine the resources and systems required to implement the legislation, and where it is possible and appropriate, include these into the Annual Plan, for example:
  - the resources and business systems necessary for supporting the DLC(s) and inspectors
  - systems necessary to ensure inspectors can operate independently
  - methods for communicating with the public, applicants, and objectors.

2. Determine the number of DLCs that are likely to be required. This will depend on the volume of all applications for the district:

- number of unopposed and opposed applications
- by licence type (i.e. on-licence, off-licence, club and special licences)
- level of objections (by type or location)
- over a period of years (e.g. the last 3 years)
- outcome (was licence issued, withdrawn, declined).

3. Establish the DLC(s) and appoint members. The number of DLC(s) will depend on the likely volume of applications and that the DLC(s) will be considering all applications. You may want to consider:

- whether to have a joint list of community members with another TA
- whether to appoint an elected member as chair or a commissioner
- identifying key people in your community to appoint to your DLC(s).

LGNZ is preparing guidance to assist identifying and appointing appropriate people in the community. LGNZ will also be offering a webinar to help councils with their decision-making on issues relating to DLCs.

LGNZ and the Ministry of Justice will be offering training to all DLC members. This will be available late October – November

4. Appoint and train the inspectors:

- inspectors will need to be re-appointed by the Chief Executive under the new Act
- training is being developed for all enforcement agencies including inspectors
- the first set of training should be available April-May, followed by a second module October-November.

### **Local Alcohol Policies**

The LAP is optional however where it is in place the licensing bodies will have to consider LAP's when deciding licence application.

A LAP is essentially a set of decisions made by each TA about the sale and supply of liquor for its geographical area.

A LAP will be able to:

- Restrict or extend maximum licensing hours
- Limit the location of licences in relation to broad areas or facilities of particular kinds ( e.g. schools or churches)
- Limit the density of licences by specifying whether further licences or type of licences should be issued for a particular area
- Impose conditions on licences e.g. a one way door policy.

Policies relating to density and location will not apply to existing licences.

There are six broad steps to developing a LAP:

1. Develop a draft LAP in consultation with Police, licensing inspectors and Medical officers of Health
2. Consult with the community on the draft policy using the special consultative procedures
3. Prepare a provisional policy based on consultation feedback
4. Give public notice of the provisional policy. This is subject to appeal
5. Adopt the provisional policy- this becomes final 30 days after its publically notified or any appeals are resolved
6. Give public notice of the adoption of the LAP and the dates on which the LAP will come into force- determined by Council resolution.

At this stage Masterton District Council has signalled an interest in developing a LAP with South Wairarapa. A working group is likely to be set up in mid April to begin the preparation work to develop the draft policy.

### **Training**

- Webinars are available for council staff on the alcohol reforms, developed by the Ministry of Justice, Health Promotion Agency, LGNZ and SOLGM (28 February, 19 March and 17 April). Council staff have attended the first two Webinars
- LGNZ is preparing a webinar for elected members on the Act.
- The Ministry of Justice, LGNZ, and the Health Promotion Agency are working together to develop training for DLAs and DLCs.
- A working group has been set up to develop training for enforcement officers (including inspectors).

### **3.2 Food Bill Update**

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

Councils Environmental Health Team Leader has been participating in the Wellington Regional working party. Standardised documentation for food control plan audits process is not almost complete. SWDC are currently trialling the new forms and procedures.

### **3.3 Food Hygiene Regulations**

#### ***3.3.1. Martinborough Fair:***

All participating food operators at Martinborough Fair were inspected as usual during the March Fair. In general terms there was good compliance.

### **3.4 Noise Control**

There were 13 noise control complaints within South Wairarapa throughout February 2013.

Seven noise control complaints in Featherston.

Three noise control complaints in Greytown.

Three noise control complaints in Martinborough.

### 3.5 By-laws and animal control

#### 3.5.1. Dog and stock control

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	0	0	0
Attack on Person	0	2*	0
Barking and whining	1	2	0
Lost Dogs	1	4	1
Found Dogs	0	2	1
Rushing Aggressive	0	1	0
Wandering	2	2	1
Welfare Concerns	0	1	0
Stock	2	2	1
<b>Total Overall</b>	<b>6</b>	<b>16</b>	<b>4</b>

\*(both attacks were relatively minor and did not warrant classification of the dogs as menacing)

#### 3.5.2. Dog Registration:

Dog registrations as at 19<sup>th</sup> March 2013:

Registered 2804    Unregistered 7    Total number of dogs 2811

Total no's of owners 1565

99.8% of dogs are now registered.

Microchipping: Reminder letters have been sent to 54 dog owners that are required to have their dogs micro chipped. To date 36 have complied. The next stage in the process is for infringements notices to be issued.

#### 3.5.3. 1.5.2 Bylaws

##### Long Grass:

Bylaws officers have been actively checking and issuing long grass notices to properties where conditions are likely to cause a hazard

**32** Long grass notices have been issued

**31** have complied with the notice (or had the work done at Councils request)

Council is in the process of actively following up with the owner who has failed to comply.

##### General Complaints:

Three rooster complaints have been dealt with by Council staff.

One litter complaint has been actioned. The culprit was unable to be identified.



### **3.6 Colony Cat issue**

Val Ball of the SPCA attended the Martinborough Community Board meeting held on 11 March 2013 and requested Council assistance with trapping and destroying colony cats in the Martinborough Township.

Council could provide assistance by educating the public about the colony cat issue but we do not have the resources to lead any initiative for trapping. Officers have discussed the issue with Greater Wellington staff and it was agreed that the project should be driven by the SPCA.

Contact Officer: Vanessa Tipoki, Group Manager Planning & Environment  
(Acting)

# **INFRASTRUCTURE AND SERVICES GROUP REPORT**

## **1. Consents**

### **1.1 Wastewater (All sites)**

Consultation with affected parties has taken place during the period by way of a monthly update outlining progress during the period. Work has largely revolved around land suitability investigation at Featherston and Martinborough.

A Combined Steering group meeting is planned for 11 April 2013 to further consult with the group membership.

The timeline for application completion for all sites is 30 June 2013.

### **1.2 Wastewater Strategy Overall**

Efforts continue as above to undertaking more in depth assessment of adjacent land that might be available (Council owned land included) for land treatment in the future for all sites.

In addition, Council has been approached by two separate landowners near the Greytown site on the basis that they are interested in taking treated waste water for irrigation purposes.

Given this interest and to maintain probity within the process, it is intended to publically seek expressions of interest from landowners in the vicinity of the three wastewater treatment plants.

### **1.3 Water**

Nil to report.

### **1.4 Coastal**

Consent applications for coastal works are in process, these include retrospective approvals for past emergency work, rehabilitation of damaged rock structures and for new works required in specific locations.

### **1.5 Gravel Pit Extraction**

Several river gravel extraction consents in the rural areas south and east expire in November 2013 and preparation of renewal processes including consultation and documentation is underway.

### **1.6 Land Fill Consent**

The Martinborough landfill consent application is still in progress.

### **1.7 Wastewater and Water Reticulation**

A contract for wastewater and water pipeline renewal work in Featherston and Greytown has been awarded to Bruce Buchanan Ltd in the sum of \$739,501.41 GST excl.

Two tenders were received with other tenderer being Perkinson Civil Ltd whose comparable tender was \$856,275.75 GST excl.

The contract calls for pipeline renewal work (wastewater and water), wastewater joint testing and remediation and additional condition investigation works in Featherston and Greytown and is expected to take five months to complete.

This contract will deliver two years of budgeted renewal work.

### **1.8 Wastewater Treatment Plants**

Planning and delivery for capital work at the treatment plants will be initiated this when consent certainty and agreed environmental outcomes are available. This is not expected to occur until the 2013/ 14 financial year.

### **1.9 Water Supply**

The Capital Assistance Funding application for the Featherston Water Supply upgrade project has been lodged with the Ministry of Health. A decision is not expected for several months.

Community water usage and rainfall records and trending is attached for Council's information in Appendix 1.

## **2. Operations Utility Assets and Services**

### **2.1 Wastewater Treatment Plants**

Greytown, Martinborough and Featherston Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period with one non-compliance issue.

The breach occurred at the Martinborough Wastewater Treatment Plant. The exceedance of the allowable parameters for discharge to the river was caused by a UV sensor fault combined with low sewage flows through the pond system over the summer period.

City Care Ltd has taken over the routine weekly maintenance at the Lake Ferry Wastewater Treatment plant. Auckland Contractors S3 has completed the six monthly plant checks during this period.

The programming to tidy up each Wastewater Treatment plant site is currently underway by CCL.

### **2.2 Wastewater Reticulation**

2 pipeline blockages were reported and rectified during the period.

### **2.3 Water Treatment Plants**

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period. River levels had triggered Resource Consent low flow and low water level conditions. Public advertising and letter mail outs were done over the period.

Council officers have also been preparing alternative source of supply for the Featherston & Martinborough water supply as a contingency to any further restrictions due to falling river levels.

At present all Water Treatment Plants are drawing the minimum water take from rivers and bores as per the resource consents.

The Pirinoa Water Treatment Plant is now under CCL for the routine maintenance. During this period an additional water tank was installed for the treated water. This installation is to maintain continuation of supply. The pricing of telemetry for external plant monitoring is the next item.

The Boar Bush silt trap and intake structure was repaired to improve the water quality to the main storage pond.

The annual UF filter replacements have arrived from the overseas supplier for the Greytown Water Treatment plant. The filter exchange is programmed late in March for a quarter of the plants filters.

## **2.4 Water Reticulation**

There were 51 water reticulation repairs reported and rectified during the period.

## **2.5 Water Races**

To comply with the water race resource consents low flow and low water level condition the water take from the Tauherenikau and Waiohine Rivers are at the lowest setting. Council did a letter mail out to the Longwood users of the scheme advising continuation of supply may be compromised to comply with the resource content condition.

## **2.6 Waste Management**

Operations continued on a routine basis throughout the period.

Efficient light bulb recycling boxes are in place at the 3 main transfer station sites to manage the disposal of this type of bulb.

Waste export and recycling tonnage data for the period is attached in Appendix 2.

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

Earthcare Environmental Ltd is working through the associated issues with MDC on the e-waste collection to get a programme underway.

# **3. Roding and Reserves**

## **3.1 Roding Maintenance – Oldfield Asphalts**

Grading of unsealed roads has continued despite the dry weather to relieve corrugations and satisfy complaints from residents.

Signs maintenance slipped for approximately two weeks while Oldfield's "sign man" was on leave but is now back to a satisfactory standard.

Recent ordered works include:

- Cleaning 200 culverts on the White Rock Rd.
- Repair of a dropout on the Blue Rock Rd.
- Dig out repairs White Rock Rd.
- Minor maintenance to boulder beaches on the Cape Palliser Rd.

- Drop out repairs on the Hinakura and Hikawera Roads.
- Completion of the resealing contract.

Planned ordered work for the next two months includes:

- Repair of a persistent drop out on the western side of the Whakapuni Hill by a minor realignment of the road.
- Cutting back high vegetation for sight improvements.
- Cleaning of water table drains.
- Dig out repairs to the worst of the pavement failures on Lake Ferry Rd. (Other repairs will have to be delayed until 2013/2014 financial year).
- The replacement of the wooden bridge deck on the Wards Line Bridge.

## 4. Property and Facilities

### 4.1 City Care Contract

Maintenance of parks and reserves is generally satisfactory although there are still some minor issues around what is included as routine work and what is ordered work. In preparing their "maintenance rounds" City Care need to ensure that the specified levels of service are met.

Berm mowing has been limited at times during February due to the high fire risk, and staff have been requested to be extremely cautious when using machinery in dry areas.

The allowance for berm mowing in the initial months of the contract is insufficient to meet the expectations of the residents. City Care has been doing their best to minimize costs but still provide mowing where needed. The budget for berm mowing needs to be reviewed for the 2013/2014 financial year.

### 4.2 Graffiti

**Table 1 – Graffiti strikes February 2013**

Town	No. of strikes	Location
Featherston	7	Rubbish bins outside Kia Ora dairy; lamp-posts
Greytown	0	
Martinborough	16	Barrier arm cnr Watt & Ludlam Sts; M'boro Square tables

**Table 2 – Graffiti strikes October 2012 – February 2013**

Town	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	TOTAL
Featherston	13	0	17	102	9	141
Greytown	0	0	9	0	0	9
Martinborough	5	0	5	0	14	24
<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>31</b>	<b>102</b>	<b>23</b>	<b>174</b>

### **4.3 Playgrounds**

Martinborough – a further attempt has been made to repair the roundabout but this was not successful. This equipment is now recommended for replacement.

Featherston – Community Board has been advised of available budget for additional equipment.

### **4.4 Trees**

Greytown southern entrance – concepts for this have been discussed between City Care, Greytown Community Board and the Tree Advisory Group. Community Board has agreed to proceed with City Care's proposal up to the \$10,300 budget available this year.

Farley's Oak, Greytown – Greytown Community Board has agreed to maintain and monitor the tree, while simultaneously proceeding with the resource consent application process for its removal, when this becomes necessary.

### **4.5 Sports Fields and Facilities**

Soldier's Memorial Park, Greytown – an additional soccer team will be competing this year, and the club has raised a concern that the sports pavilion showers will be inadequate for four teams. Officers are costing a proposal to put showers into the Greytown Swimming Pool changing rooms. Hot water heating would be by gas, with the winter sports codes taking responsibility for refilling the gas bottles. The external door to the women's changing room would be reinstated, and an external door would be added to the men's, to enable access without going into the pool complex.

### **4.6 Events**

#### ***4.6.1. Events completed in February***

- Martinborough Fair, 2 February – turn sprinklers off in Square; additional toilet cleaning and rubbish removal requirements

#### ***4.6.2. Events in March***

- Martinborough Fair, 2 March – turn sprinklers off in Square; additional toilet cleaning and rubbish removal requirements.
- Round the Vines, 17 March – additional toilet cleaning and rubbish removal requirements, Martinborough.

### **4.7 Parks**

O'Connor's Bush, Greytown – following a complaint from a resident on West St backing onto the Bush, pest control specialists were brought in to deal with a wasp problem. Three wasp nests were found close together near the West St boundary – the exterminator noted it was unusual to see nests so close together.

## **5. Libraries**

### **5.1 Statistics all Libraries**

Refer Appendix 3 for statistics:

- Issues
- Transactions

## **6. Civil Defence and Emergency Management**

The teams are continuing to make steady progress with the establishment of their Civil Defence Centres. Paul Walker has supplied them with basics for their kits and expects them to increase as the teams develop. The three community team leaders have met with Paul and discussed operational issues including that of ward boundaries and a flooding scenario affecting two wards. Discussion around training for the teams and at this stage have agreed that it will be kept very simple and relevant.

Paul will continue to monitor and work alongside the three teams.

## **7. Appendices**

Appendix 1 – Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen Including Recycling

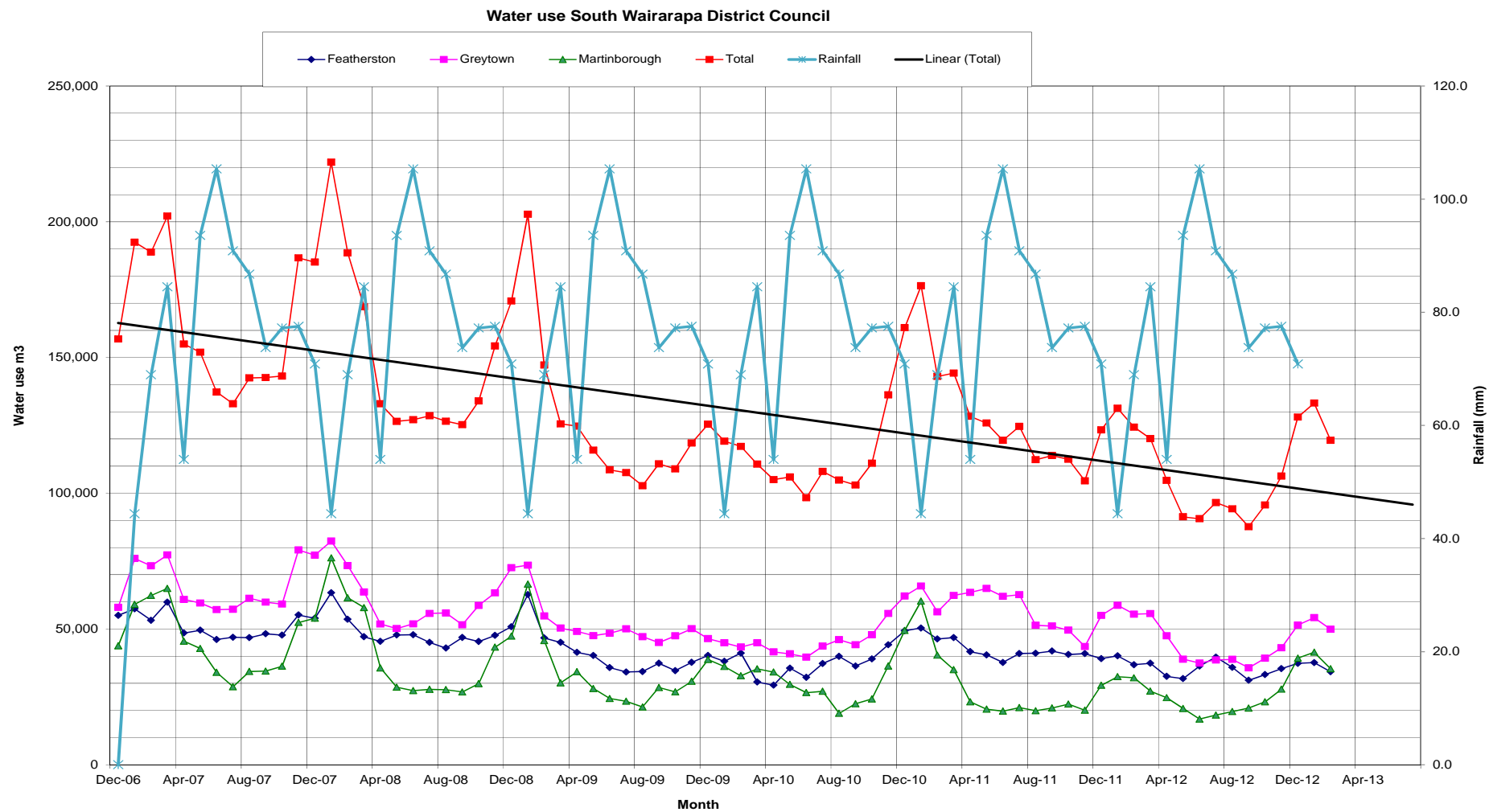
Appendix 3 – Statistics all Libraries

Contact Officer: Mark Allingham, Group Manager Infrastructure & Services

Reviewed By: Paul Crimp, Chief Executive (Acting)

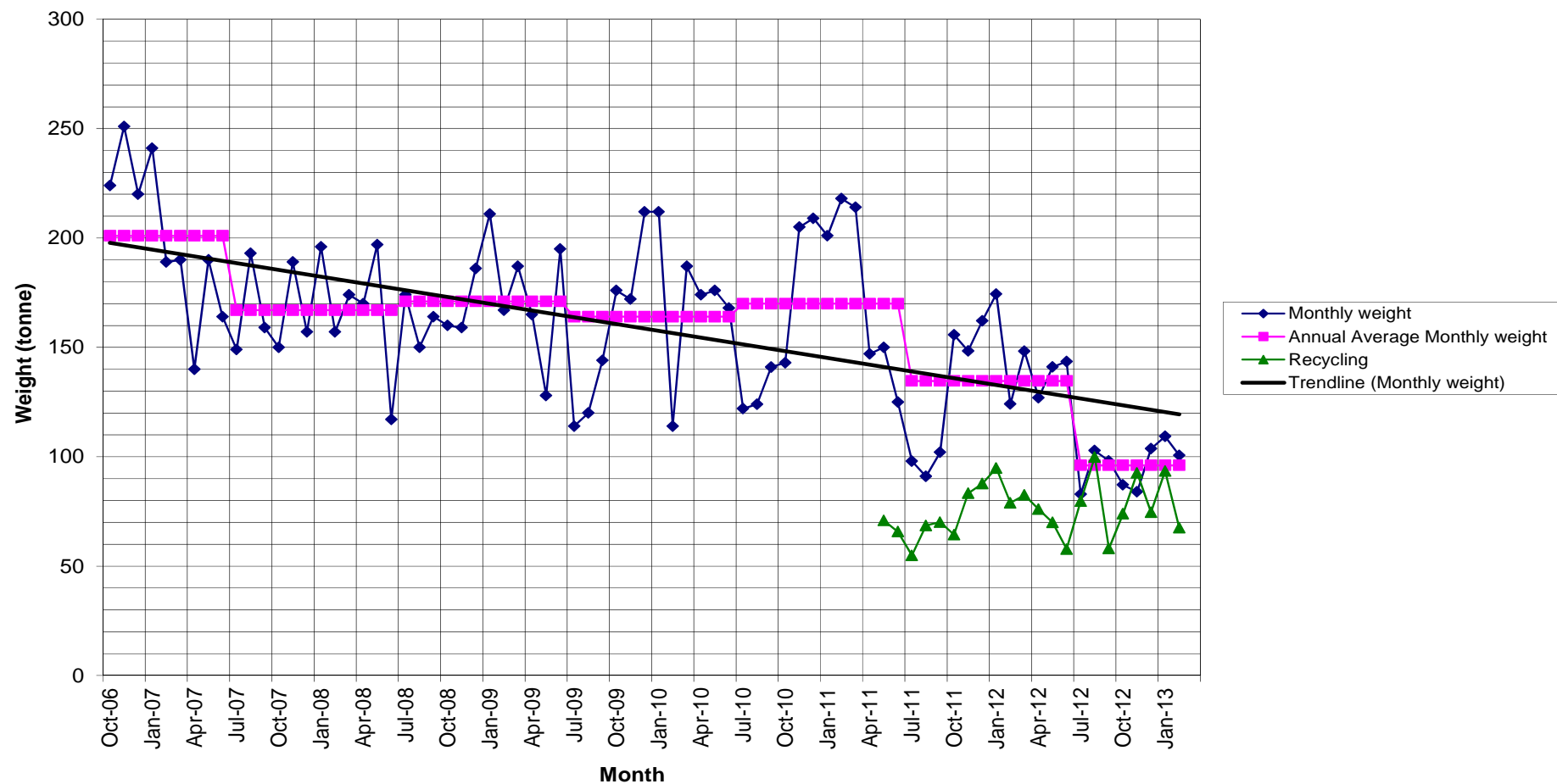
# **Appendix 1 – Monthly Water Usage**





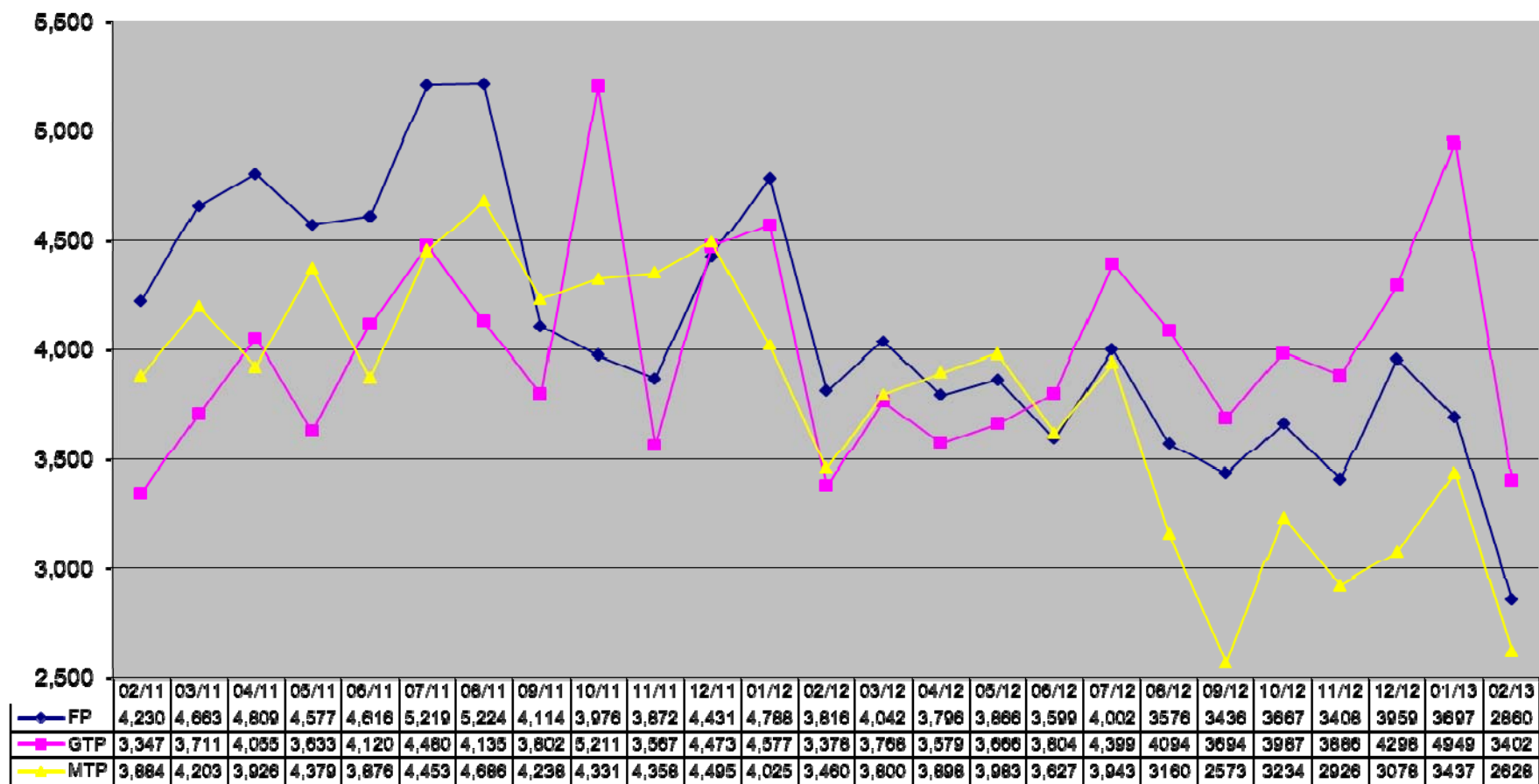
## **Appendix 2 – Waste Exported to Bonny Glenn Including Recycling**

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



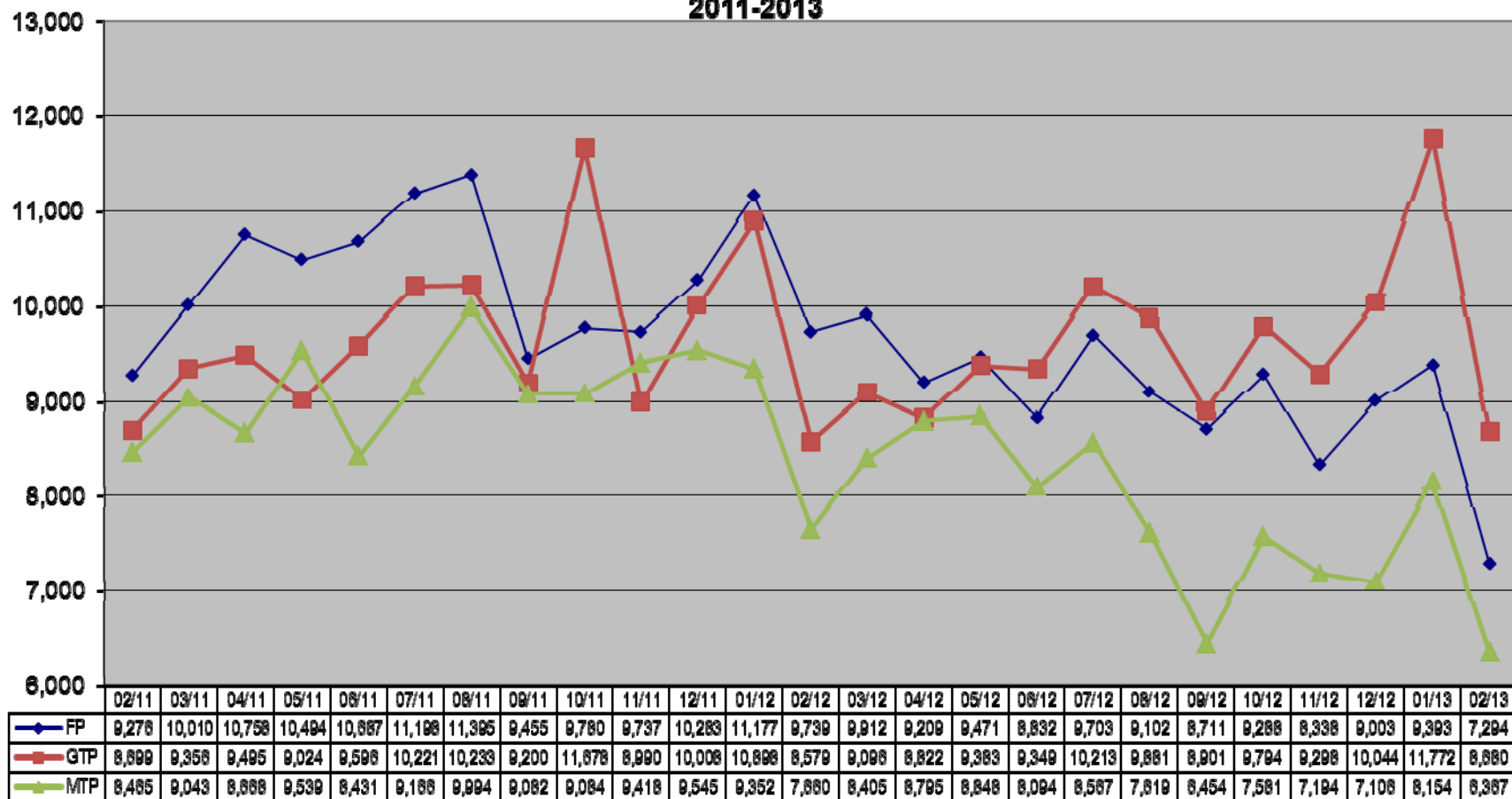
## **Appendix 3 – Statistics all Libraries**

**Issues: Featherston, Greytown and Martinborough Libraries: 2011-2013**



Each library has a similar drop in numbers and the only common denominators are children back to school and the weather.

**Transactions (excluding Council functions) for Featherston, Greytown and Martinborough  
Libraries  
2011-2013**



# MARTINBOROUGH COMMUNITY BOARD

29 APRIL 2013

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## AGENDA ITEM 6.2

### LANDSCAPING PROPOSAL FOR NEW PUBLIC TOILET IN THE SQUARE

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#### **Purpose of Report**

To inform Community Board members of the proposed landscaping for the new Martinborough public toilet in the Square.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information.*
2. *Approves the landscaping proposal, and selects either option A or option B.*

## **1. Executive Summary**

The new Martinborough public toilet has been constructed in a colonial cottage style to match the adjacent Martinborough museum building. Roses from the centre of the Square are intended to be transplanted to part of the toilet site as part of the landscaping. The overall style of the landscaping proposed incorporates formal beds with paths, and is intended to suit the appearance of the building while being efficient to maintain.

## **2. Background**

The Martinborough Square development plan proposes seating and concrete planters around the Boer War Memorial. The three Peace roses currently located there are to be moved to their own dedicated garden. With the decision to locate the new toilet beside the Martinborough Museum, the intention was to place the Peace roses as part of the landscaping for the toilet.

The landscaping around the toilet needs to:

- suit the visual appearance of the Museum and toilet;
- incorporate the three Peace roses;
- be visually interesting at all times of the year; and
- be robust and relatively low maintenance.

### 3. Discussion

#### 3.1 Options

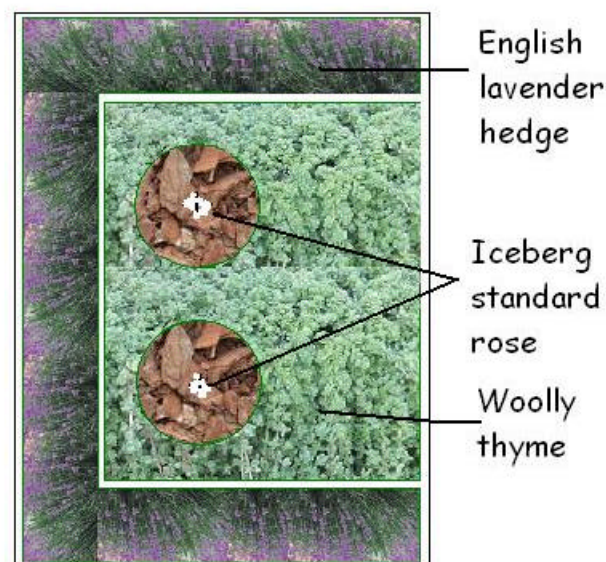
Two options are proposed, both variations on the same theme, but each providing for a different treatment of the Peace roses. The garden would include two formal beds, one on each side of a brick path leading from the footpath to the toilet building. A limestone path would lead from the toilet in the direction of the Museum, to a formal circular flower bed divided into quadrants. The remainder of the ground around the toilet would be grassed, with straight cut grass edges to the gardens.

The existing picket fence would be continued from the Museum to the toilet, and the town map would remain, with a small bed of lavender planted beneath it. Park bench seating would provide somewhere for people to wait, for example, when a tour bus stops at the toilets.

The formal beds in front of the toilet would each contain two standard roses, underplanted with woolly thyme and bordered by an English lavender hedge.

Water-efficient automatic irrigation (water dripper system) for the flower beds would be installed as part of the landscaping work.

**Figure 1 – formal garden bed**

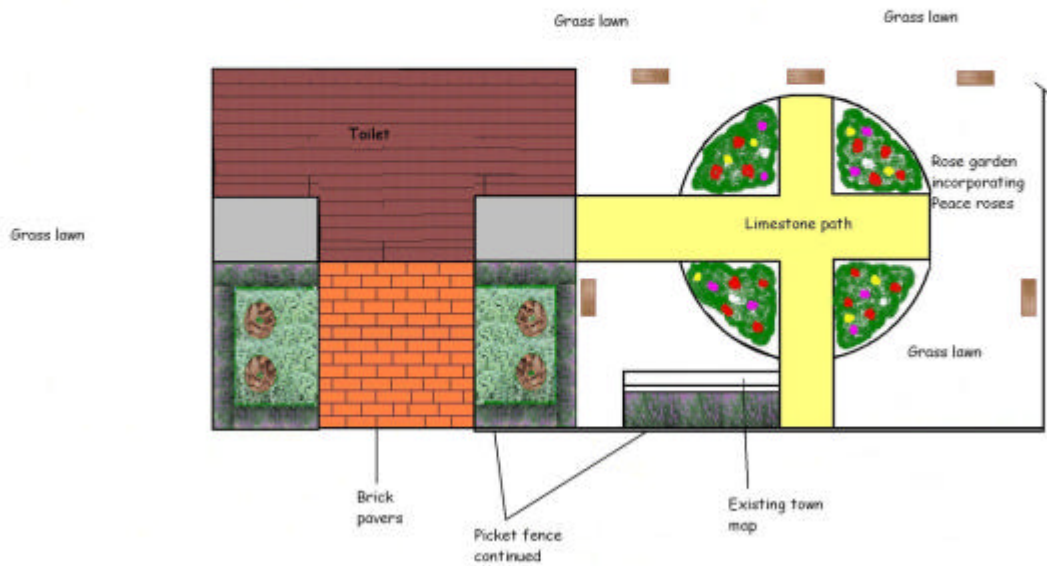




### 3.1.1. Option A

Option A would incorporate the Peace roses as part of the larger proposed rose garden.

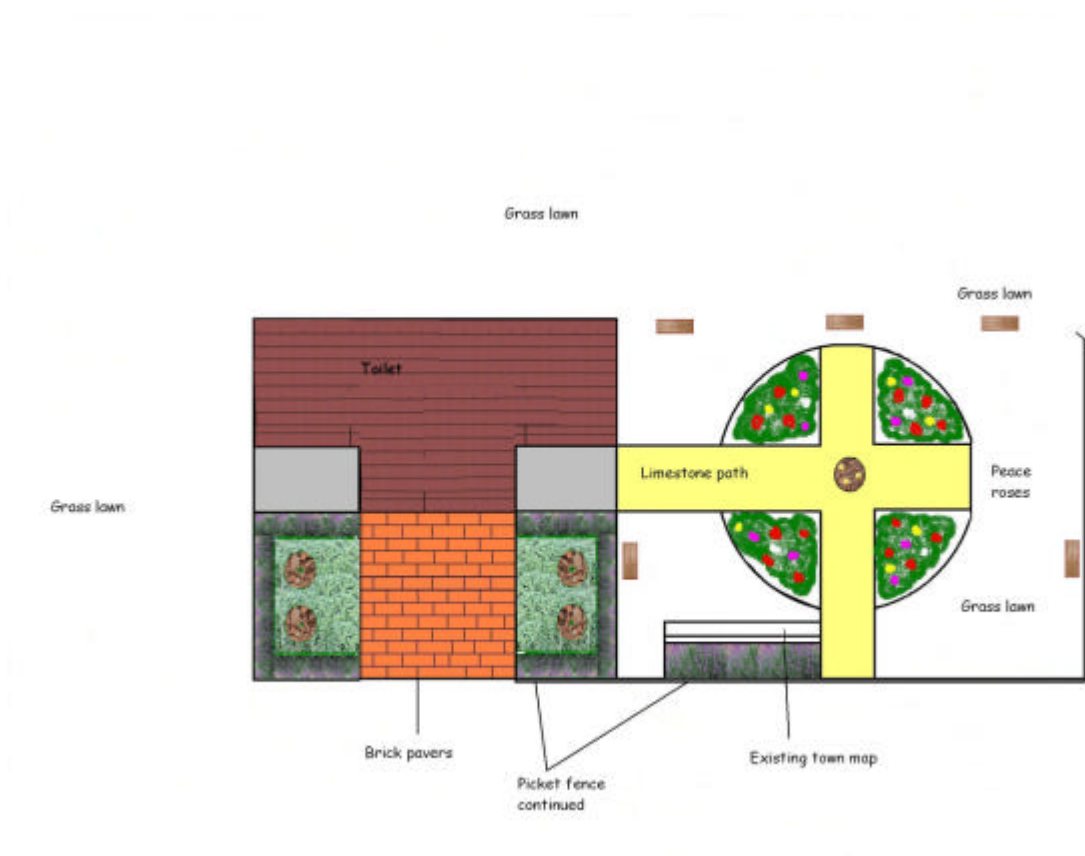
**Figure 1 – Peace roses as part of a larger garden**



### 3.1.2. Option B

Option B would provide a separate bed for the Peace roses.

**Figure 2 – Peace roses in a separate bed**



### 3.2 Financial Considerations

Pricing will be done once the concept has been approved. Funding would come from capital allocated to parks and reserves.

## 4. Conclusion

Officers recommend that the Community Board approves the concept and selects either option A or B.

Contact Officer: Helen McNaught, Facilities and Parks Officer

Reviewed By: Mark Allingham, Group Manager Infrastructure Services



## Martinborough Town Hall Working Group

**Minutes  
20 February 2013**

**Present:** Cr Max Stevens (Chairperson), Ian Cresswell (until 8:15pm), Winifred Bull, Adi McMaster, Pam Colenso, Ro Griffiths, Malcolm Blown and Victoria Read (from 7:00pm).

**In attendance:** Suzanne Clark (Committee Secretary).

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 8:20pm.

### **1. APOLOGIES**

*MTHWG RESOLVED (MTHWG2013/01)* to receive apologies from David Kershaw and Cr Julie Riddell.

*(Moved Cr Stevens/Seconded Colenso)*

*Carried*

### **2. MINUTES/FINANCES**

#### **2.1 MTHWG Minutes for confirmation**

*MTHWG RESOLVED (MTHWG2013/02)* that the minutes of the Martinborough Town Hall Working Group meeting held on the 6 December 2012 be received and confirmed as a true and correct record.

*(Moved Griffiths/Seconded Colenso)*

*Carried*

#### **2.2 Matters Arising**

There were no matters arising.

#### **2.3 Action Items From Previous Meeting**

The Working Group reviewed the action items.

*MTHWG NOTED:*

1. Action 7: Follow-up outstanding MTHWG finance actions; Cr Stevens

## 2.4 Finances

The Working Group discussed funds raised by the community for the Martinborough Town Hall but had not been handed over. The Working Group agreed that until these funds were handed over then available funds were as per the account managed by Council.

## 3. MTHWG TERMS OF REFERENCE

It was noted that once the refurbishment and strengthening of the Town Hall started a committee/community/Council liaison person would be required to oversee and make decisions on issues that arise.

The Working Group discussed the proposed timeline and agreed that timeframes were indicative and that local fundraising could start anytime, however Trusts would require building plans and other information.

Cr Stevens undertook to invite Michelle Grant from Eastern Consulting to the next meeting.

The Working Group agreed that Mary Smith and Leah Hawkins should be invited to join the Working Group.

*MTHWG RESOLVED (MTHWG2013/03)* to adopt the structure diagram and proposed timeline and that these be attached to the TOR and submitted to Council for adoption.

*(Moved Griffiths/Seconded Read)*

*Carried*

## 4. APPOINTMENT OF SUBGROUPS

The Working Group agreed to create the following subgroups. Members were asked to consider which groups they would like to be involved with and members of the community could be invited to join these groups. Subgroups would report to the Working Group.

Subgroup	Working Group Membership (as at 20 Feb 13)	Community Membership (TBC)
Building and Planning	Victoria Read, Malcolm Blown, Adi McMaster Ro Griffiths	Nick Allan
Communication	Winifred Bull	Lisa Cornelissen
Fundraising/Activities	Ian Cresswell	Leah Hawkins
Grant Applications	Pam Colenso, Ro Griffiths, Cr Julie Riddell	

## 5. BRAINSTORMING

Cr Stevens presented the brainstorming session summation.

The Working Group agreed that a project brief for architects be written from the brainstorming summation which invited the submission of concept plans. Victoria Read with assistance from the building and planning subgroup undertook to do this task.

*MTHWG RESOLVED (MTHWG2013/04)* to accept the brainstorming session prioritisation of building functions, implementation steps and the order in which they have been recorded.

*(Moved Cr Stevens/Seconded Blown)*

*Carried*

*MTHWG RESOLVED (MTHWG2013/05)* that the preferred architect would be a lateral thinker with proven ability to modernise large buildings to a budget while still remaining sensitive to heritage features.

*(Moved Griffiths/Seconded Blown)*

*Carried*

*MTHWG RESOLVED (MTHWG2013/06)* that reasonable expenses (including childcare) associated with writing a project brief for potential architects be reimbursed by the Working Group.

*(Moved Cr Stevens/Seconded Griffiths)*

*Carried*

*MTHWG NOTED:*

Action 8: Ascertain interest from potential partners (e.g. Martinborough Plunket, Martinborough Toy Library) for sharing space within a refurbished Town Hall; Cr Stevens

Action 9: Identify preferred architects to be invited to make a concept plan submission; Planning & Building Subgroup

Action 10: Forward contact details for Mary Smith and Leah Hawkins to the Committee Secretary; Cr Stevens



## Martinborough Town Hall Working Group

**Minutes**  
**20 March 2013**

- Present:** Cr Max Stevens (Chairperson), Malcolm Blown, Winifred Bull, Jim Clark, Pam Colenso, Ian Cresswell (until 7:45pm), Ro Griffiths, Adi McMaster, Victoria Read, Cr Julie Riddell and Mary Smith.
- In Attendance:** Michelle Grant, Eastern Consulting Ltd (until 7:20pm) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 8:25pm.

### 1. APOLOGIES

*MTHWG RESOLVED (MTHWG2013/07) to receive apologies from David Kershaw.*

*(Moved Cr Stevens/Seconded Colenso)*

*Carried*

### 2. Q&A WITH MICHELE GRANT, EASTERN CONSULTING LTD

Mrs Grant provided background on the Requirements for the Seismic Improvement of the Martinborough Town Hall Report. The works detailed in the report are intended to strengthen all areas of the Hall to no less than 70% of the New Building Code.

Mrs Grant advised that post-tensioning of the unreinforced masonry walls could be undertaken as a stage one project and the steel frame support work as a stage two project. It was noted that the brick wall behind the stage area was not in good condition, whereas the main hall had received some strengthening work in 1997.

Mrs Grant advised that buildings in Christchurch with strengthening as proposed for the Town Hall performed well, whereas buildings with unreinforced masonry, parapets and facades caused death and injury from debris falling outside of the building.

Mrs Grant advised that any refurbishment that reduced the weight of the bricks, provided an extra place for connecting the post-tensioning system to the walls or reduced inner plane rocking was generally good from a structural point of view.

### 3. MINUTES/FINANCES

#### 3.1 MTHWG Minutes for Confirmation

*MTHWG RESOLVED (MTHWG2013/08) that the minutes of the Martinborough Town Hall Working Group meeting held on the 20 February 2013 be received and confirmed as a true and correct record.*

*(Moved Cresswell/Seconded McMaster)*

*Carried*

### **3.2 Matters Arising**

There were no matters arising.

### **3.3 Action Items From Previous Meeting**

The Working Group reviewed the action items and updates were provided. Cr Stevens undertook to contact the national Plunket office to discuss the possibility of housing Plunket in a multi use Town Hall facility. The Working Group agreed to progress writing of a brief for architects based on shared facility rooms regardless of the final occupants.

### **3.4 Finances**

*MTHWG NOTED:*

1. Action 14: Invite Paul Crimp to the next Working Group meeting to discuss GST and interest on the Town Hall account; Cr Stevens

## **4. SUBGROUPS MEMBERSHIP AND UPDATE**

### **4.1 Building and Planning**

Mrs Read had sourced templates for writing an architects brief and for running a concept plan competition and was now ready to start writing.

A preliminary list of architects had been selected for receiving the written brief and invitation to submit concept plans and cost estimate as part of the concept plan competition.

Mrs Read advised that the role of an architect was to manage a project and that it was unlikely an architect would want to relinquish this role for a large project. The Working Group agreed that a project liaison not a project manager was required in order to liaise with the community, architect, and building contractor.

### **4.2 Communication**

Mrs Bull reported that articles on the Martinborough Town Hall refurbishment had been published in the Martinborough Star and the Wairarapa Times Age. Mrs Bull requested information be made available to her so communications could continue.

### **4.3 Fundraising/Activities**

Mrs Smith advised that she would like to join the fundraising subgroup. Wider promotion of the Hall was discussed as well as rebooking successful concert performances.

*MTHWG NOTED:*

1. Action 15: Ascertain interest from the Wellington Ukulele Orchestra for performing in the Martinborough Town Hall; Ian Cresswell

#### **4.4 Grant Applications**

Mrs Read reported that she had made contact with a professional fundraiser, and outlined the background and type of projects this person had been involved with and the services he would provide if a contract was instigated.

*MTHWG NOTED:*

1. Action 16: Undertake a performance/background reference check of the fundraising professional and arrange a special Working Group meeting to discuss findings; Cr Stevens

#### **5. GENERAL**

*MTHWG RESOLVED (MTHWG2013/09)* to appoint Ro Griffiths as deputy chair of the Martinborough Town Hall Working Group.

*(Moved Read/Seconded Cr Riddell)*

*Carried*



9 April 2013

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

Dear Suzanne

**MARTINBOROUGH COMMUNITY BOARD GRANTS**

Please find our accountability report for the grant of \$500.00 from the Martinborough Community Board. I have provided our March YTD variance report as proof of expenditure; and all amounts exclude GST.

The funding has been spent on the following items:

Volunteer Expenses	\$ 186.62
Administration	\$ 227.20
Training	\$ 99.05
<b>TOTAL</b>	<b>\$ 512.86</b>

Your grant has helped Victim Support provide quality and comprehensive services to victims of crime and trauma in the Martinborough community, 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 we have provided advocacy and information under the Victims Rights Act 2002.

Our service is assessed by way of Consumer Evaluations which are sent to the majority of victims who receive our services. Surveys are generated through our electronic web based database – VIVA (Victim Information, Volunteer Actions). Feedback is documented in our publications and our Annual Report. In our most recent Consumer Evaluation Survey, 98% of respondents stated that they found Victim Support to be helpful or very helpful overall. Volunteers also give us feedback through their debriefing and supervision sessions, so we can continue to improve our services, our training to staff and volunteers, and our working relationships with Police, other community agencies & emergency services.

Victim Support continues to focus on providing an organisational approach, delivering quality services to our clients ensuring monitored health and safety, the provision of psychosocial and practical support, provision of information, advocacy for victims' rights, and referrals to and liaisons with Police, other emergency services, and community agencies.

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

Yours sincerely



Denise Graham  
Regional Administrator/Fundraiser

OFFICE	FUNDER	DATE FUNDING RECEIVED	PURPOSE	APPLIED TO	Variance June 2012	Variance July/Aug 2012	Variance September 2012	Variance October 2012	Variance November 2012	Variance December 2012	Variance January 2013	Variance February 2013	Variance March 2013	Variance April 2013	Variance May 2013	Variance June 2013	RUNNING TOTAL
Wairarapa	5th Wairarapa District Council (Martinborough) 1903SWDC12/13	4.02.13	Staff Expenses										42.11				\$ -
			Volunteer Expenses	200.00								144.50					\$ 186.61
			Administration Expenses	200.00							87.92	139.28					\$ 227.20
			General Travel														\$ -
			Training	100.00							46.20	52.85					\$ 99.05
				\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.12	\$ 396.63	\$ 42.11	\$ -	\$ -	\$ -	\$ 512.86 SPENT

Branches : 1903  
March 2013 YTD

**VARIANCE REPORTING**

	March 2013		Year To Date		Last Yr YTD	Full Year	Last Year
	Actual	Budget	Actual YTD	Budget YTD	Actual	Budget	Actual
1903-41110	2,167.00	2,167.00	19,503.00	19,503.00	21,375.00	26,000.00	30,875.00
Central Government Funding	2,167.00	2,167.00	19,503.00	19,503.00	21,375.00	26,000.00	30,875.00
Local Committee Donation	844.00	0.00	844.00	0.00	0.00	0.00	500.00
General Donations	7.70	0.00	66.40	0.00	0.00	0.00	37.31
Divisions	100.00	0.00	100.00	0.00	50.00	0.00	50.00
Events Fundraising	0.00	0.00	295.20	0.00	611.00	0.00	611.00
General Fundraising	400.80	1,000.00	646.50	2,000.00	0.00	2,000.00	148.00
Street Appeal	0.00	0.00	0.00	0.00	0.00	0.00	212.00
Sponsors	0.00	875.00	0.00	875.00	0.00	875.00	0.00
Lotteries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COGS	0.00	0.00	5,000.00	4,700.00	4,701.00	4,700.00	4,701.00
Council Funding	0.00	0.00	4,000.00	2,500.00	3,500.00	2,500.00	3,500.00
Trusts & Foundations	0.00	0.00	4,807.23	6,000.00	0.00	6,710.00	2,035.54
Fundraising	1,352.50	1,875.00	15,759.33	16,075.00	8,862.00	16,785.00	11,794.85
Sundry	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
<b>INCOME</b>	<b>3,519.50</b>	<b>4,042.00</b>	<b>35,262.33</b>	<b>35,578.00</b>	<b>30,237.00</b>	<b>42,785.00</b>	<b>42,669.85</b>
1903-62111	2,698.92	2,785.00	25,000.20	25,065.00	24,160.36	33,415.20	31,799.30
Salaries	(177.03)	28.00	(9.20)	252.00	1,246.87	334.15	1,682.03
Annual Leave Provision	12.00	12.00	108.00	108.00	126.83	140.34	172.83
ACC Levies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment Costs	0.00	0.00	80.00	240.00	0.00	240.00	0.00
Staff Supervision	0.00	120.00	0.00	180.00	14.35	240.00	14.35
Misc Staff Expenses	0.00	20.00	0.00	25.00	21.74	25.00	21.74
Subscriptions/memberships	0.00	0.00	0.00	50.00	0.00	50.00	0.00
Staff Visits to Victims	0.00	0.00	0.00	300.00	0.00	300.00	122.72
Service Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Related Expenses	2,533.89	2,965.00	25,179.00	26,220.00	25,570.15	34,744.69	33,812.97
Volunteer Equipment & Resource	42.11	0.00	61.84	300.00	515.81	500.00	1,067.82
Volunteer Acknowledgement	51.30	0.00	122.17	350.00	318.87	350.00	512.78
Volunteer Expenses	0.00	0.00	18.77	400.00	316.09	500.00	616.47
Volunteer Recruitment	0.00	0.00	0.00	100.00	0.00	100.00	0.00
Volunteer Supervision	18.35	50.00	173.69	200.00	0.00	300.00	493.86
Volunteer Visits to Victims	53.90	170.00	1,162.05	1,190.00	1,509.24	1,700.00	1,892.74
Volunteer Debriefing	0.00	20.00	0.00	200.00	0.00	270.00	0.00
Resources for Victims	0.00	0.00	551.24	0.00	635.91	0.00	813.48

Branches : 1903  
March 2013 YTD

# VARIANCE REPORTING

	March 2013			Year To Date		Last Yr YTD	Full Year		Last Year
	Actual	Budget	Variance	Actual YTD	Budget YTD		Actual	Budget	
1903-63402	0.00	0.00	0.00	121.74	0.00	0.00	0.00	0.00	0.00
Non VAS Emergency Grants	0.00	0.00	0.00	121.74	0.00	0.00	0.00	0.00	0.00
Volunteers	165.66	240.00	(74.34)	2,211.50	2,740.00	3,295.92	3,720.00	5,397.15	5,397.15
1903-63510	263.30	50.00	213.30	1,030.13	450.00	847.28	600.00	1,110.24	1,110.24
1903-63520	35.65	40.00	(4.35)	320.85	360.00	320.85	500.00	427.80	427.80
1903-64311	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Software License & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICT	298.95	90.00	208.95	1,350.98	810.00	1,168.13	1,100.00	1,538.04	1,538.04
1903-64110	0.00	100.00	(100.00)	78.26	200.00	187.66	200.00	547.66	547.66
1903-64120	0.00	0.00	0.00	224.54	400.00	354.17	600.00	505.48	505.48
Office Equipment & Repairs	0.00	100.00	(100.00)	78.26	200.00	187.66	200.00	547.66	547.66
Office Supplies & Expenses	0.00	0.00	0.00	224.54	400.00	354.17	600.00	505.48	505.48
Administration Expenses	0.00	100.00	(100.00)	302.80	600.00	541.83	800.00	1,053.14	1,053.14
External Meetings	0.00	100.00	(100.00)	0.00	200.00	46.80	200.00	156.91	156.91
Domestic Travel & Accommodation	0.00	100.00	(100.00)	0.00	200.00	46.80	200.00	156.91	156.91
Event Fundraising	0.00	200.00	(200.00)	0.00	400.00	0.00	400.00	0.00	0.00
General Fundraising	28.65	0.00	28.65	28.65	200.00	0.00	400.00	0.00	0.00
Advertising our services	0.00	0.00	0.00	84.86	200.00	0.00	200.00	180.00	180.00
AGM/National Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Communications & Fundraising	28.65	200.00	(171.35)	113.51	800.00	0.00	1,000.00	180.00	180.00
District/Area Meetings	0.00	120.00	(120.00)	455.60	380.00	731.61	500.00	858.16	858.16
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	450.00	0.00	900.00	0.00	0.00
Training Resources ITP	14.37	0.00	14.37	14.37	0.00	0.00	0.00	0.00	0.00
Trainer/Facilitator Fees ITP	47.24	0.00	47.24	47.24	0.00	38.76	0.00	125.86	125.86
Accomm/Venue Hire ITP	23.33	0.00	23.33	23.33	0.00	42.79	0.00	169.00	169.00
Meals/Incidentals ITP	146.66	0.00	146.66	187.02	0.00	0.00	0.00	140.00	140.00
Mileage ITP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00
Volunteer Ongoing Training	0.00	0.00	0.00	0.00	200.00	120.00	200.00	182.60	182.60
Trainer/Facilitator Fees OTP	0.00	0.00	0.00	172.78	0.00	97.39	0.00	281.68	281.68
Meals/Incidentals OTP	46.35	0.00	46.35	158.18	0.00	104.56	0.00	838.76	838.76
Mileage OTP	127.40	0.00	127.40	872.50	0.00	0.00	0.00	120.90	120.90
Training to other Agencies	0.00	0.00	0.00	0.00	80.00	0.00	200.00	0.00	0.00
Sexual Violence Training	0.00	0.00	0.00	0.00	150.00	0.00	150.00	0.00	0.00
Homicide Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Homicide Training Mileage	68.60	0.00	68.60	68.60	0.00	0.00	0.00	0.00	0.00
Domestic Violence Training	0.00	0.00	0.00	0.00	150.00	0.00	150.00	0.00	0.00
Induction Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ongoing Staff Training	0.00	0.00	0.00	0.00	650.00	731.68	650.00	731.68	731.68
Training	473.95	120.00	353.95	1,999.62	2,060.00	1,866.79	2,750.00	3,568.64	3,568.64