



## Martinborough Community Board

### Minutes – 17 February 2014

- Present:** Lisa Cornelissen (Chairperson), Pam Colenso, Adi McMaster, Victoria Read and Cr Julie Riddell.
- In Attendance:** Mayor Adrienne Staples, Mark Allingham (Infrastructure and Services Group Planning Manager), Helen McNaught (Amenities Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 17 February 2014 between 6:35pm and 8:40pm.
- Also in Attendance:** Deborah Davison, Internal Affairs and Johni Rutene (until 7:00pm).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*MCB RESOLVED (MCB 2014/01) to receive apologies from Cr Max Stevens and Paul Crimp.*

*(Moved Cr Riddell/Seconded Cr McMaster)*

Carried

#### 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 3. PUBLIC PARTICIPATION

There was no public participation.

#### 4. PRESENTATION

##### 4.1 Deborah Davidson, Department of Internal Affairs

Deborah Davidson addressed the Community Board on her role as youth services coordinator for the area. Her role was to bring like-minded people together, facilitate, and advise on funds available to support community ideas for youth. Johni Rutene was running a successful youth sports programme in Carterton and had been working with Ms Davidson, Carterton District Council, Huranui-O-Rangi Marae and youth in order to achieve this.

#### 5. ACTIONS FROM PRESENTATION

Mrs McMaster undertook to provide written reports to the Community Board on progress with the Martinborough youth forum as developments happened.

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## 6. COMMUNITY BOARD MINUTES/EXPENDITURE

### 6.1 Martinborough Community Board Minutes – 9 December 2013

*MCB RESOLVED (MCB 2014/02)* that the minutes of the Martinborough Community Board meeting held on 9 December 2013 be received and confirmed as a true and correct record.

*(Moved Cornelissen/Seconded McMaster)*

Carried

### 6.2 Matters Arising

It was noted that an hourly programme with ArrowFM would attract a fee of \$55 per broadcast. Cr Riddell tabled correspondence from the Graffiti Working Party.

*MCB RESOLVED (MCB 2014/03)* to receive the tabled correspondence from the Graffiti Working Party and to support and promote neighbourhood support within Martinborough.

*(Moved Read/Seconded Cornelissen)*

Carried

### 6.3 Action Items From Previous Meeting

The Community Board reviewed the action items and updates were provided. Ms Cornelissen invited members to provide feedback on the Community Board requesting an additional Saturday town centre rubbish clean up via the annual plan process.

*MCB NOTED:*

1. Action 53: Request that the Wairarapa Waste Minimisation Officer investigate placement of recycling bins (eg Love NZ bins) in Martinborough town; M Allingham

### 6.4 Income and Expenditure Statement to 31 December 2013

*MCB RESOLVED (MCB 2014/04):*

1. To receive the Income and Expenditure Statement to 31 December 2013.

*(Moved Cornelissen/Seconded McMaster)*

Carried

2. Action 54: Review the \$5k commitment for a lime track along Puruatanga Road, whether the funds are sufficient for completing the project, and whether the project should be included in the 3-year Community Board plan; L Cornelissen

## 7. OPERATIONAL REPORTS – COUNCIL OFFICERS

### 7.1 Officers' Report to Community Boards

*MCB RESOLVED (MCB 2014/05):*

1. To receive the Officers' Report to Community Boards.

*(Moved Cr Riddell/Seconded McMaster)*

Carried

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2. Action 55: Provide an email to MCB members regarding what expert help has been sought to review and provide advice on the historic heritage precincts guidelines; M Buchanan
3. Action 56: Provide Citycare work request login details to MCB members; M Allingham

## 7.2 Expenditure Approval

*MCB RESOLVED (MCB 2014/06)* to approve the payment of \$37.10 (a third cost) to the Greytown Hotel for refreshments for attendees of the combined Community Board meeting 10/9/13.

*(Moved Cornelissen/Seconded McMaster)*

Carried

## 8. COMMUNITY BOARD/COUNCILLORS REPORTS

### 8.1 Chairperson's Report

*MCB RESOLVED (MCB 2014/07)* to receive the chairperson's report.

*(Moved Read/Seconded Cr Riddell)*

Carried

### 8.2 Martinborough Community Board 3-year Plan

*MCB RESOLVED (MCB 2014/08)* to adopt the Martinborough Community Board 3-year Plan subject to changes as discussed.

*(Moved Cr Riddell/Seconded Read)*

Carried

### 8.3 Financial Assistance Policy Discussion Paper

The Community Board discussed the merits of considering grants on a twice yearly basis, only funding applications that fit within the strategic plan and raising the grant limit amount to ensure a tangible benefit could be achieved.

*MCB RESOLVED (MCB 2014/09)* to further develop the financial assistance policy for discussion and refining at a workshop prior to adoption at a future Community Board meeting.

*(Moved Cr Riddell/Seconded Cornelissen)*

Carried

### 8.4 Youth Representation on Martinborough Community Board

The Community Board discussed ways of accessing youth input on Board decisions, particularly those with a youth element. Mrs Cornelissen undertook to discuss youth representation with Featherston and Greytown Community Boards.

### 8.5 Community Asset Review Discussion

The Community Board discussed Martinborough community assets with officers. Mr Allingham advised that amendments to Considine Park Development and Management Plans would need to be via

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recommendations from either the Considine Park Committee or the Community Board and be made as submissions through the annual plan process.

**MCB NOTED:**

1. Action 57: Ensure Council contractors are inflating the Martinborough Pool slide on all pool open days (unless too windy) and putting the pool cover on at the end of the day; M Allingham
2. Action 58: Provide a copy of the contracted Martinborough mowing schedules to MCB members; M Allingham
3. Action 59: Provide City Care service request system login details to MCB members; M Allingham
4. Action 60: Gather contact details of the Considine Park Committee and arrange a meeting to discuss possible improvements and issues as identified in the community asset review; P Colenso

8.6 Martinborough Town Hall Working Group

**MCB RESOLVED (MCB 2014/10)** to receive the tabled Martinborough Town Hall Working Group Minutes

*(Moved Cornelissen/Seconded Riddell)*

Carried

**9. FINANCIAL ASSISTANCE**

**MCB RESOLVED (MCB 2014/11)** to advise grants applicants that grants are not being considered at this time and upon adoption of a new policy grant applicants will be contacted and supplied with criteria and application forms.

*(Moved Cornelissen/Seconded McMaster)*

Carried

9.1 Craft in a Glass Limited

**MCB RESOLVED (MCB 2014/12)** to decline the grant application from Craft in a Glass Limited as it was a commercial venture.

*(Moved Cornelissen/Seconded McMaster)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Martinborough Community Board**  
**Action Items**  
**From 17 February 2014**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
424	MCB	15-Jul-13	Action	Mark	Provide information on alternative routes at road closure notice sites	Open	Mapping to be completed by our Assets Engineer. 13/1/14 - work in progress. 26/2/14 - Maps will be ready by March meeting
425	MCB	15-Jul-13	Action	Mark	Provide the Community Board with sign placement options, using the blue arrows, to the squash club and the cemetery	Actioned	5/9 - Officer to look at locations of signs then liase with I & S group manager for approval. 14/1/14 work in progress. 10/3/14 - officer checked onsite, signs already in place.
426	MCB	15-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in Pain and Kershaw and the Martinborough Library	Open	Awaiting confirmation from the contact people on the original list that they are the right people to contact. Emailed prior to Christmas
428	MCB	15-Jul-13	Action	Pam Colenso	Obtain quotes for the purchase of flags for Martinborough	Open	
825	MCB	9-Dec-13	Resolution	Kyra	Anglican Parish MCB RESOLVED (MCB 2013/74) to grant the Martinborough Anglican Parish \$433.49 to extend extra-curricular programmes for Martinborough children. (Moved Cr Stevens/Seconded McMaster) Carried	Open	Awaiting invoice
49	MCB	17-Feb-14	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2014/09) to further develop the financial assistance policy for discussion and refining at a workshop prior to adoption at a future Community Board meeting. (Moved Cr Riddell/Seconded Cornelissen) Carried	Open	Lisa to arrange a date.
53	MCB	17-Feb-14	Action	Mark	Request that the Wairarapa Waste Minimisation Officer investigate placement of recycling bins (eg Love NZ bins) in Martinborough town	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
54	MCB	17-Feb-14	Action	Lisa Cornelissen	Review the \$5k commitment for a lime track along Piritanga Road, whether the funds are sufficient for completing the project, and whether the project should be included in the 3-year Community Board plan	Open	
55	MCB	17-Feb-14	Action	Murray	Provide an email to MCB members regarding what expert help has been sought to review and provide advice on the historic heritage precincts guidelines	Actioned	
56	MCB	17-Feb-14	Action	Mark	Provide Citycare work request login details to MCB members	Actioned	
57	MCB	17-Feb-14	Action	Mark	Ensure Council contractors are inflating the Martinborough Pool slide on all pool open days (unless too windy) and putting the pool cover on at the end of the day	Open	
58	MCB	17-Feb-14	Action	Mark	Provide a copy of the contracted Martinborough mowing schedules to MCB members	Open	
59	MCB	17-Feb-14	Action	Mark	Provide City Care service request system login details to MCB members	Open	
60	MCB	17-Feb-14	Action	Pam Colenso	Gather contact details of the Considine Park Committee and arrange a meeting to discuss possible improvements and issues as identified in the community asset review	Open	

## ***Martinborough Community Board***

### ***Income & Expenditure to 28 February 2014***

<b>INCOME</b>		
Balance 1 July 2013	40,695.43	
Annual Plan 2013/14	20,959.00	
<b>TOTAL INCOME</b>	<b>61,654.43</b>	
<b>EXPENDITURE</b>		
Members' Salaries	6,157.96	
<b>Total Personnel Costs</b>	<b>6,157.96</b>	
AP House of Travel McMaster Wn-Dn-Wn 25-27 Sept	344.35	
AP 16 guests 10/9/13 C/Brds	37.10	
Travel and Parking	105.00	
AP A McMaster 25 & 26/9/13	173.91	
AP Martinborough S Grant refurbishing Club kitchen	1,000.00	
AP Mr G Walker Images of Lake Ferry	200.00	
AP Ibis Wellington V Read 31/10/13	124.35	
AP Ibis Wellington L Cornelissen 31/10/13	124.35	
AP SOLGM Desk/Pocket Diaries 2014	31.80	
AP NZ Local Govern Annual Com Brd levies	166.68	
expenses x wages exps x wages Dec	56.50	
Conference A McMaster	565.22	
<b>Total General Expenses</b>	<b>2,929.26</b>	
AP Martinborough M Collections project grant	3,000.00	
AP Wairarapa Mathe Community Board Grant 2013	200.00	
AP Kokomai Creative Festival 2013	500.00	
AP Southern Wairar Grant - WAIGROWN 27/9 Music Festival	500.00	
<b>Total Grants</b>	<b>4,200.00</b>	
<b>TOTAL EXPENDITURE</b>	<b>13,287.22</b>	
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>48,367.21</b>	
<b>LESS: COMMITMENTS</b>		
Salaries to 30 June 2014	3,847.04	
Funds for walkway	5,000.00	
Tora Picnic table and concrete -	766.00	
Martinborough Anglican Parish - Extra curricular Program	433.49	
<b>Total Commitments</b>	<b>9,613.04</b>	
<b>BALANCE TO CARRY FORWARD</b>	<b>38,754.17</b>	

# MARTINBOROUGH COMMUNITY BOARD

31 MARCH 2014

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## AGENDA ITEM 7.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To update the Committee/Community Board on the Council activities.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receives the information.*

#### **Chief Executive Report**

##### **1.1 Staffing**

We are currently recruiting for the role vacated by JP Irwin. There has not been a lot of interest so far and we are exploring all our options to ensure the requirements of this role are covered.

##### **1.2 Occupational Health and Safety**

There were no incidents reported since the last Council meeting.

There has been a change in legislation signaled which will come into effect mid/late this year.

This is a significant change in direction with more liability placed on organisations, and this flows through to contractors working for those organisations.

As more information comes to hand we will brief Council.

##### **1.3 Local Government Commission/Governance Review**

The Local Government Commission (the Commission) continues its background work.

The Commission signalled the preferred option would be announced mid-March in its latest newsletter, and a few days later we were informally advised that the date had been pushed out to late April/early May.

Councillors will be updated as new information comes to hand.



## 1.4 Meetings

The period since the last meeting has been highlighted by the attendance of the SOLGM Retreat at Wanaka, and a couple of weeks "leave".

### 1.4.1. SOLGM Retreat

This was held at Wanaka and was attended by around 30 participants from around the country.

The conference was well worthwhile with a couple of key presentations of relevance.

Bruce Robertson from the OAG gave a presentation on recent audit issues and spoke in some detail about the Mangawhai incident. There were a number of relevant points for us:

- Mangawhai built a flash treatment plant before they had anywhere to **disperse the treated waste. This resulted in a "fire purchase" where** expensive land had to be purchased quite some distance away
- Very long term project with no clear strategy
- Complex financing arrangements which meant debt was not on balance sheet and visible
- Auditors could not really work out how much the project had cost, this resulted from:
  - Poor management
  - Poor recordkeeping
  - Poor management
- Flawed contracting process – Kaipara DC started the process with a PPP approach, legislation changed which meant this was no longer applicable, KDC kept discussions with initial contractor (whose parent company had subsequently gone into liquidation)...

I had a discussion with Bruce Robertson (OAG) and will engage again in due course to discuss our project.

Olympic Rowing champions Hamish Bond and Eric Murray were the motivation speakers and while I thought this would be interesting I **anticipated that it would be the usual "go away feeling really motivated, then wake up in the morning to the real world" BUT there was a real gem in** there and it was that while they think about the next Olympics, they really only concentrate on the next three or four months.

This has real relevance to our big projects, you have to concentrate on and meet the short term requirements (get the consents filed) otherwise you **won't** achieve the endgame.

Johnathan Salter from Simpson Grierson also gave an interesting presentation on current legal issues, as usual the lawyers cannot come up with much concrete stuff because a lot relies on interpretation of individual situations.

All in all a worthwhile conference.

### **1.4.2. TOI Wairarapa**

I attended an initial meeting to ascertain the scope of the review Council agreed to fund.

This review process will be based around the existing charter and will take a couple of months to complete.

The actual mechanics of the review have not been decided as there are still some funding issues to be resolved.

## **1.5 Legislation**

The pace of legislative change continues unabated and while I **won't** comment specifically, one matter I noted from the SOLGM submission on the LGA Amendment Bill No 3 was that a lot of the commentary was on the actual structure and wording of the Bill. The point was that it appears poorly drafted, which means that unless it is changed, when it is enacted, a lot of misinterpretation will result.

Hopefully this will be fully remedied.

## **1.6 Elections**

The Greytown Community Board by-election was successfully completed.

## **1.7 Wastewater Update**

A significant milestone was reached with the lodgement of consents for all three towns.

**In consultation with GW, these have been lodged as “working drafts”** which allows better informal discussions prior to formal lodgement due end March.

The timeline for final issuance is end November 2014, this does depend on the process, however we are confident consents will be issued by that date.

As mentioned this is a significant milestone for SWDC and in particular Mark Allingham and Bill Sloan need to be commended.

## **1.8 Insurance Review**

LGNZ commissioned a review of the Local Government insurance market, the author (Craig Stobo) arrived at three recommendations –summarised:

- Encourage councils to spend more on risk profiling, risk management, and risk mitigation
- Create a Local Authority owned agency, not an insurance provider (like Civic), but to get the best deals in the market
- **Rearrange the 60/40 split between LA's and the Government** – change to self-insurance, commercial insurance, and taxpayer support.

This is a complex issue and I will keep members updated as progress is made.

## 1.9 Financial Statements

Financial Statements for the seven months ended 28 February will be tabled.

## 2. Discussion

### 2.1 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 17 June 2013, and excludes multi ownership Maori land.

Date	Amount \$'000	Number	Days since installment due	SWDC component \$'000  (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836

9 ratepayer accounts have been referred to our lawyers for an initial letter. If there is not response to these initial letters formal legal action will commence. The cost of this formal legal; action is recovered from the ratepayer.

A further 45 demands have been made to organisations who have an interest in properties that are in arrears. This is mainly banking institutions.

### 2.2 Service Performance Measures

The following table updates results year to date for the service performance targets set for the 2013/14 Annual Plan. The "don't know" column is included so readers can ascertain the "non negative" results, e.g. in the first measure below there were 11% of the respondents that felt they could not make contact.

	2013/14 Target	2013/14 Survey result	Don't Know	Source
Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73%	16%	NRB Survey 3 yearly*
Ratepayers and residents feel that the Mayor and councillors give a fair hearing	75%	62%	21%	NRB Survey 3 yearly

	<b>2013/14 Target</b>	<b>2013/14 Survey result</b>	<b>Don't Know</b>	<b>Source</b>
to their views				
Ratepayers and residents are <b>satisfied with Council's</b> decisions and actions	50%	76% (very or fairly satisfied)	8%	NRB Survey 3 yearly
Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (very or fairly satisfied)	14%	NRB Survey 3 yearly
Community Board decision - making reports on local issues	90%			Community Board reports and minutes
% of ratepayers and residents who know how to contact a community board member	65%	65%		NRB Survey 3 yearly
Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49%	31%	NRB Survey 3 yearly
The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications			Maori Standing Committee minutes

## 2.3 LGOIMA Requests

- 14-Jan Vomle Springford, Wairarapa Times Age: re: Noise complaints in 2013, type of noise, street and outcome. The response noted there were 183 complaints during the period with one seizure of equipment.
- 7-Feb **Jordan McCluskey, NZ Taxpayers' Union Re: Mayor's office** costs including staff. A response has not been prepared at the time of this report.
- 7-Feb Jordan McCluskey, NZ Taxpayers' Union Re: Rates and charges levied by Council. A response has not been prepared at the time of this report.
- 18-Feb Katherine Raue asking about the sculpture in Featherston. A response has not been prepared at the time of this report.

Contact Officer: Paul Crimp, Chief Executive

# PLANNING AND ENVIRONMENT GROUP REPORT

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## 1. Group Overview

The Group is responsible for the resource management and public protection (building consents and enforcement, noise control and enforcement, dog and animal control and liquor, health, food licencing) significant activities of Council.

Principally staff are focussed on processing Resource Consents, Building Consents, Food/Liquor/Health Licences, Dog/Animal Control and bylaws enforcement, along with developing plans, policies, strategies and bylaws.

## 2. Resource Management

### 2.1 Resource Management Act Service Level – *all consents will be processed efficiently.*

Annual Plan Target	Period 10/1/14 to 25/2/14	2013-14 Year to date	2012-13	2012-11
100% (no) of Resource Consents completed within statutory time frames (Non - Notified 20wd's; Notified but no hearing 50wd's)	100% (15)	97% (78)	97% (100)	99% (101)
100% (number) of S.223 Certificates issued within 10wd's	100% (5)	100% (30)	100% (24)	97% (39)
100% (number) of S.224 Certificates issued within 15wd's of receiving all required information	100% (7)	96% (25)	100% (18)	91% (48)

Council received 17 (the previous year 10) resource consent applications between 10/1/2014 and 25/2/2014. Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

**2.2 Local Government Service Level - *it is easy to purchase information on my property in the district.***

<b>Annual Plan Target</b>	<b>Period from 10/1/14 to 25/2/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
100% (no) of Land Information Memoranda processed within 10 working days.	100% (22)	100% (73)	100% (204)	98.9% (180)
100% (number) of Land Information Memoranda processed within 4 working days	100% (29)	100% (85)	N/A	N/A
100% of LIMS contain all relevant and accurate information (complaints received)	100%	100%	99.5% (1 query)	N/A

There has been a 36% increase in the number of LIMs this year (year to date 158) compared to this time last year (YTD 116). Between 10 January and 25 February 51 LIMs were processed, for the same period last year, 36 were processed. There has been a 75% increase of LIMs due out within the specified "Urgent" timeline (5 working days) compared to this time last year.

**2.3 Reserves Act Service Level - *Council has a reserve management programme.***

<b>Annual Plan Target</b>	<b>2014-13 Year to date</b>	<b>2013-12</b>	<b>2012-11</b>
One new or reviewed Reserve Management Plan completed and adopted	1 Programme completed for year	1	1

**2.4 Plans, Policies and Strategies Service Levels – *Council has a combined District Plan that provides certainty of land use / environmental outcomes at the local and district levels. The combined District Plan has a monitoring programme that provides information on the outcomes of the District plan at local and district levels. Our environment is being cared for. The Council works with others to protect natural and cultural icons of the district. Accurate, prompt and courteous advice will be delivered to people to help understand the District Plan rules.***

<b>Annual Plan Target</b>	<b>2013-14 NRB Survey</b>	
65 % of ratepayers and residents satisfied with the District as a better place to live.	35%	57% same or unsure

65 % of ratepayers and residents satisfied with the image of the closest town centre	70% very fairly satisfied	1% don't know
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### 3. Public Protection

**3.1 Building Act Service Levels** - *Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

Annual Plan target	Period 15/1/14- 26/2/14	2013 -14 Year to date	Same period last year
Consents received	47	258	40
Consent processing performance (100% within 20wd's)	100%	98.76%	100%
Certificate of Acceptance processing performance (100% within 20wd's)	100%	83.33%	N/A
Code Compliance Certificate processing performance (100% within 20wd's)	100%	99.54%	96.30%
Council maintains processes so that it meets BCA Accreditation every 2 years	Renewed Feb 2014	IANZ review 28/1/2014	N/A
Earthquake prone building reports received to date (60% 13/14 year)	3	127/221 (57.46%)	1

Building consent numbers from 1 July 2013 to 26 February 2014 (Year to Date) total 258 consents. For the same period the year before (2013 – 14) the total was 250.

Type	Number	Value
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	5	\$425,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	5	\$344,095
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	29	\$1,086,830
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	1	\$300,000
<b>Totals</b>	40	\$2,155,925

## **IANZ Accreditation Assessment**

The 2-yearly IANZ (International Accreditation NZ) accreditation assessment was completed on 29, 30, 31 January 2014. The purpose of this audit is to ensure the BCA (Building Consent Authority) at SWDC continues to meet the criteria set out in the accreditation regulations.

The audit is a fact-finding exercise undertaken jointly by the IANZ staff and the assessment team. The objective of the assessment is to confirm that the organization is actually doing what their manuals say they do and that the required outcomes are achieved.

During its on-site visit, the assessment team focused on the technical operations, the management system, the competence of key personnel, and on the methods and procedures used in the consenting and inspection activities.

Information gathering included, but was not limited to, review of records, discussions with management and technical and support personnel and the observation of consenting and inspection activities. The team witnessed inspections and other work relevant to the consenting and inspection processes.

The assessment took three full working days. It began with an entry meeting between the assessment team and the senior building staff to:

- a) Introduce the team members and BCA personnel
- b) Finalise the timetable
- c) Finalise Witnessing arrangements
- d) Resolve any immediate queries that the assessors or staff may have.

The assessment ended with an exit meeting during which a summary of areas of non-compliance found were presented. All findings were fully discussed before the team left and agreement was reached on the actions required to address the non-compliances.

SWDC has now received the written report on the assessment findings. A copy of the assessment report has also been provided to MBIE (Ministry of Business, Innovation and Employment). The report normally places the findings into two categories,

- **Corrective Action Requests** are actions that the organisation must carry out before accreditation can be granted. CARs will relate to non-compliance with The Act, Regulations, the organisation's documented systems or related technical standards, specifications etc.
- **Recommendations** are actions that the organisation is urged to carry out in the interests of good practice, but are not considered CARs. A strong recommendation, if ignored, may lead to corrective action at a subsequent assessment.

The result of the audit for SWDC was excellent in that no CARs were identified.

**This result places SWDC's BCA in an elite few where no CARs were created and is an outstanding result.**

There were however 24 strong recommendations and 23 recommendations.



The strong recommendation will need to be addressed prior to the next IANZ audit in 2016 otherwise these will automatically become CARs. The recommendations do not need any action as these are only observations from the IANZ team to provide improvements to procedures seen within the time they were here.

Work has already started on addressing the strong recommendations.

The audit team were very impressed with SWDC's BCA. Very positive comments were made at the exit meeting by the auditors. Comments were also made in the audit report that stated:

*"Working with the BCA staff was very rewarding as there was a very professional commitment to continuous improvement of all quality systems both technical and non-technical. No corrective action requests were determined. Because the BCA had been very proactive in their implementation of their quality system the assessment team was able to focus on fine tuning the BCA's processes and this resulted in a number of strong recommendations being made".*

## 4. Public Protection

### 4.1 Sale and Supply of Alcohol Act Service Level –The supply of liquor is controlled by promoting responsible drinking.

Annual Plan Target	Target 2013/2014	Period 1/12/13- 21/1/14	2013-14 Year to date
Premises that sell liquor are checked prior to renewal to make sure they comply with the Sale of Liquor Act/Sale and Supply of Alcohol Act	100%	100% (8)	100% (25)
% of premises that fail at first inspection	20%	0%	0%

2 On-Licences and 3 Manager's Certificates were renewed from 1 January to 28 February 2014. 15 new Manager's Certificates were issued.

#### 4.2 **Health Act and Food Hygiene Regulations Service Level – Food services used by the public are safe.**

<b>Annual Plan Target</b>	<b>Period 1/12/13- 21/1/14</b>	<b>2013-14 Year to date</b>	<b>2012-13</b>	<b>2011-12</b>
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	Nil	100% (2)	100%	100%

#### **Food Safety Review**

The Government Inquiry into the Whey Protein Concentrate (WPC) Contamination Incident was finally released in December 2013. The Food Bill has been on hold pending the outcome of this inquiry.

The Inquiry recommends any further work on the Bill be completed promptly and sees no reason to delay the enactment of the Bill. In the interim Council officers are continuing with the voluntary implementation of Food Control Plans with food premises who have agreed to change to the new system.

To date 19 food premises have changed from the Food Hygiene Regulations regime to the new Food Safety Plan. Audits of each FSP are presently completed on an annual basis. The new system currently takes longer to complete than a Food Hygiene inspection.

#### **Safe Food- Martinborough Fair**

All participating food stalls at Martinborough Fair were inspected during the February and March Fairs. In general terms there was good compliance. Officers are intending to have a debrief session with the Fair Convenor with the intention of improving the advice and information for food stall holders and the procedures for collecting information and approvals.

#### 4.3 **Resource Management Act Noise Control Service Level –the Council will respond when I need help with noise control**

<b>Annual Plan targets</b>	<b>2013-14 year to date</b>	<b>2012 -13</b>
% of calls received by Council that have been responded to.	96.4%	100%

There were 27 afterhours noise complaints from 1 January 2014 to 28 February 2014. 16 of these were in Featherston, 3 in Greytown and 8 in Martinborough.

#### 4.4 Dog Control Act Service Levels – *dogs do not wander freely in the street or cause menace to humans or stock.*

Annual Plan Target	2013 -14 year to date	2012 - 13
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	None to date. 1-2 visits planned for Gtn School in May 2014	Did not meet target
Complaints about roaming and nuisance dogs are responded to within 4 hours.	100%	100%

#### 4.5 Stock Control Service Level – stock do not wander on roads, farmers are aware of their responsibilities

Annual Plan Targets	2013 -14 year to date	2012 - 13
Stock causing a traffic hazard is responded to within 1 hour (100%)	100% (31)	100% (56)
Council responds to complaints regarding animals within 40 hours (100%)	100% (2)	100% (8)

#### **Dog Registration**

As at 27 February 2014 there are 2,827 registered dogs with 1,605 owners. There are currently 36 unregistered dogs, with 30 owners who have been or are in the process of being infringed for this offence.

#### **Dog and stock control incidents**

The following table provides a summary snapshot of dog and animal control incidents between 1 December 2013 and 21 January 2014.

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	1	1	0
Attack on Person	0	0	0
Barking and whining	2	1	1
Lost Dogs	0	2	0
Found Dogs	0	0	1
Rushing Aggressive	0	0	1
Wandering	1	6	1
Welfare Concerns	0	0	1
Stock	1	2	4
<b>Total</b>	<b>5</b>	<b>12</b>	<b>9</b>

## **Bylaws**

2 litter complaints were received from 14 January 2014 to 27 February 2014. 22 long grass notices were issued and 7 letters regarding over grown trees and hedges were issued. 3 abandoned vehicles were reported and 2 general complaints were received.

## **Coastal Ranging Activity**

The season (from December 1, 2013 to February 28, 2014) was weather-affected. The campers were generally well behaved, but numbers were lower than what could have been expected.

Sandy Bay boat launch was very well used. An initial problem of some users blocking the boat launching area occurred but was resolved. Camping at Sandy Bay was not a problem, with only 1 eviction during the season.

Ngawi and Te Awaiti were far and above the heaviest used Reserves as shown in the Average Daily Users table below.

<b>Area</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Maximum</b>
<i>Tora</i>	6	2.2	4.2	30
<i>North Tora</i>	4	2	0.6	20
<i>Te Awaiti</i>	14	11	7	80+
<i>Ngawi</i>	23	25	11	100+

Both Earth Care Environmental and City Care performed well with rubbish collections and the new setup with plastic bins worked efficiently. Only on 2 occasions was it necessary for Earth Care Environmental to provide 'next-day' pickups at Ngawi.

Over the season 6 illegal and potentially dangerous fires were extinguished. Vandalism has been limited to 1 signpost, which was repaired, and 2 "No Camping" signs, which were replaced.

People claimed they were unaware that dogs were prohibited. This was a contentious issue at times with campers "ordered off" because they had dogs with them. Officers are looking at options for addressing this problem for the next season through better information.

Even so, SWDC's Coastal Camp sites were greatly appreciated. The vast majority of campers were considerate and took pride in this resource. They were respectful and appreciative of the council's service, and took great pains to keep things tidy and pleasant.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment Group

# INFRASTRUCTURE AND SERVICES GROUP REPORT

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## 1. Consents

### 1.1 Wastewater

The three discharge consent applications (Working Draft Format) for the Council wastewater treatment plants were submitted to Greater Wellington by 31 January 2014 in accordance with the required time frame.

Separately and arising from a meeting with Papawai Residents on 22 January 2014, attended by the Mayor, Councillors and a Council officer were a range of concerns expressed about Councils future intentions for the land **now owned by Council between Tilson's Road and Pah Road, adjacent to the Papawai Marae** and associated existing housing communities.

Subsequently, residents requested the Regional Council to grant Council additional time for full lodgement of the Greytown Wastewater Discharge consent application. This was to provide time for further pre- consultation with the local community and other interests.

Greater Wellington Regional Council have considered this request and on 4 February 2014 granted Council a three month extension of time. This will not impact overall planned timeframes.

Further consultation will take place with the Papawai Residents and Marae interest group in the near future.

This additional consultation will not impact the planned consent issuance of late November 2014, as the issues can be worked through at the same time as the consent is progressed with GW.

In respect of the Martinborough and Featherston consents, the Council team proposes to prepare the working draft applications to final draft status by the middle of March for consideration by the Regional Councils Consent processing team.

It is anticipated the Greytown consent application will be finalised and submitted in April once pre- consultation with the Papawai community has been concluded.

### 1.2 Water

All water take consents are current. Council is advised that a new consent will be required take water from the new bores at Woodside for the Waiohine Water Treatment Plant.

These new bores form part of the improvement programme underway for the Featherston/Greytown water supply upgrade.

### 1.1 1.3 Coastal

Consultation continues to take with place affected parties and nearby landowners as the Site Environmental Management Plan required for the

Whatarangi Foreshore protection works is developed for regulatory approval.

### **1.2 1.4 Gravel Pit Extraction and Other**

Awaiting DoC feedback for the Otakaha Stream mouth extraction rights (new site) so that consent renewal processes can resume.

Separate consent is required for a one off proposal gravel take in the Awhea Catchment. This take is necessary to provide an affordable source of road construction material for proposed road improvement works at Fullers Bridge.

### **1.3 1.5 Water Supply Capital Improvements**

The new production bore at Woodside required for the water supply upgrade has been drilled. Testing, development and yield confirmation is expected to be completed by the end of March 2014.

Following that detailed design for the borehead and transmission pipeline works will get under way.

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

### **2.1 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.

### **2.2 2.2 Wastewater Reticulation**

There were four reported pipeline blockages during the period.

### **2.3 2.3 Water Treatment Plants**

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

River levels have been monitored as trending information shows that the levels have come close to the trigger points, although the levels have remained above the trigger points, and no water restrictions have been imposed.

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

### **2.4 2.4 Water Reticulation**

There were 26 water reticulation repairs reported and rectified during the period.

There was a transgression for E Coli at the Pirinoa water treatment supply that was reported to the Drinking Water Assessor and followed up, as per the Drinking Water Standards. The transgression indicated low-level contamination that was potentially related to the high rainfall in the previous days. The three follow-up samples were taken and were all clear,

this indicated that it was a one-off event. A sanitary survey was completed by CCL and showed that the treatment plant was operating normally and there was nothing out of the ordinary. The school was notified on the transgression and all follow up actions were undertaken under the direction of the Drinking Water Assessor.

## **2.5 2.5 Water Races**

The routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd to maintain satisfactory flows. There were eight reported accounts and requests for blockage clearing and cleaning for the Moroa and Longwood network over the period. Notices to land owners where required for water race cleaning have been sent out.

## **2.6 2.6 Waste Management**

There has been on-going complaints regarding refuse and recycling collection specifically in Featherston and Martinborough, this will be addressed at the next Waste Minimisation Monthly Contract Meeting held 10 March 2014.

The waste minimisation officer will consult with the community looking at alternative location options available for recycling out at Tukurumuri.

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

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

The contractor advises that the free TV take back scheme continues to be successful and that there has only been minimal focus on other e –waste items.

Once the TV take-back scheme is concluded possible as early as the end of this month Council might like to consider what level of subsidy it can offer to encourage the separation of e -waste componentry from the residual waste stream.

Officer will prepare some reporting around this in the future.

# **3. Roding and Reserves**

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

Inspections have taken place on several unsealed roads and road maintenance methods will be discussed with the contractor. While unsealed roads should be treated and driven on as such there are areas that can be improved via changes in methodology and frequency's.

## **3.2 Road remarking's**

The Contractors have just completed the annual road remarking programme region wide, which included centre lines, giveway and stop signs, pedestrian crossings and bus stops. New markings were also completed such as carparks at Kuranui College and on Ohio Street.

### 3.3 Tenders for Contracts

Tenders are now open for both the Bridge Maintenance contract and the Road Maintenance contract; closing dates are 11 March and 31 March respectively. The Road Maintenance contract has been done in conjunction with both Carterton and Masterton District Council, with all three contract's tenders closing and being awarded on the same days.

This contract is still to be let as 3 separate contracts without alternates being considered. Discussions need to take place at the earliest convenience should this wish to be revisited

## 4. Amenities

### 4.1 4.1 Graffiti

**Table 1 – Graffiti strikes January 2014**

<b>Town</b>	<b>Strikes on SWDC property</b>	<b>Strikes – other property</b>	<b>Total strikes</b>	<b>Location</b>
Featherston	6	4	10	Lamp post opposite playground, Cross creek railway station, Otarua Reserve
Greytown	0	0	0	
Martinborough	9		9	Corner of Malcolm and Jellicoe Street on the street sign and side walk

**Table 2 – Graffiti strikes February 2014**

<b>Town</b>	<b>Strikes on SWDC property</b>	<b>Strikes – other property</b>	<b>Total strikes</b>	<b>Location</b>
Featherston	3		3	Cherry tree park, Garden of Remembrance,
Greytown	1	1	1	Greytown town centre, Woodside railway station
Martinborough	0	0	0	



**Table 3 – Graffiti strikes March 2013 – February 2014**

Town	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
Featherston	23	87	101	0	5	1	1	50	44	12	10	3	337
Greytown	1	0	0	1	0	0	1	0	0	0	0	1	4
Martinborough	0	0	13	0	0	0	2	3	0	0	9	0	27
TOTAL	24	87	114	1	5	1	4	53	44	12	19	4	368

**4.2 4.2 Non-graffiti vandalism****Table 4 – Vandalism strikes – January 2014**

Town	Strikes on SWDC property	Location
Featherston	14	9 x public toilets, 2 x playground, 2 x Anzac Hall windows, Information Centre fence
Greytown	2	2 x Arbour Reserve toilet
Martinborough	3	Blister gardens, street bin lids ripped off

**Table 5 – Vandalism strikes – February 2014**

Town	Strikes on SWDC property	Location
Featherston	9	2 x Library back fence, Library courtyard fence, Library shed, Anzac Hall- windows, 2 x swimming pool fence, Dorset Square fence, Info Centre windows
Greytown	0	
Martinborough	0	

**4.3 4.3 Playgrounds**

Two pieces of equipment are currently out of action at Martinborough playground. The rotating platform is beyond repair and requires replacement. The large slide is under repair, but is technically non-compliant with current standards and should be replaced.

**4.4 4.4 Sports fields and facilities**

The timetable and process for transitioning Soldiers' Memorial Park from cricket to football has been agreed with City Care and the sporting bodies. The agreement enables a final fundraising cricket match to be held on the park on 5 April.

**4.5 4.5 Pensioner housing**

One new resident moved into the Cicely Martin Flats in Martinborough in January. There are currently no vacancies at any of the flats. There are 7

people on the waitlist for Martinborough, 5 for Westhaven and 10 for Featherston.

A review of the exteriors and grounds of the flats has been carried out by officers and City Care.

#### **4.5.1 Burling flats, Featherston**

General maintenance has been carried out, with the hedges being trimmed and some gardens directly outside the flats being removed. Soil is being dug out to get the garden level lower as the soil has been touching the wood of the buildings which causes rot. The beds are currently being prepared for winter planting. The entrance to the Burling Flats has been tidied up and a new 'Burling Flats' entrance sign erected. The broken concrete picnic table now has a new wooden top.

#### **4.5.2 Westhaven flats, Greytown**

General maintenance and grounds tidying has also begun at Westhaven, with the bushes at the southern end of flats being trimmed, tidied and raised. A new picnic table has also been installed in the park area, built by the members of the Greytown Menz Shed. Planting on the road frontage garden of the flats where the pencil cypress trees were removed will be carried out late autumn to winter.

General maintenance and grounds maintenance works will be completed at Matthews and Cicely Martin Flats in the coming months.

### **4.6 4.6 Parks and Reserves**

#### **4.6.1 Featherston**

Remedial works to the "Windgrass" sculpture were carried out by the artist, Kon Dimopoulos, assisted by City Care staff. All rods have now been replaced.

### **4.7 4.7 Toilets**

#### **4.7.1 South coast**

Planning is underway for a replacement to the current "long-drop" toilet at the Ngawi surf break.

### **4.8 4.8 Properties**

#### **4.8.1 Featherston**

The carpet in the Featherston Information Centre has now been completely replaced. The carpet had become loose and baggy as a result of rising damp from undrained stormwater beneath the building. A new stormwater system has been put in.

### **4.9 4.9 Cemeteries**

#### **4.9.1 Featherston**

There was one burial and one ashes interment in February. Work will start shortly on the construction of the third ashes wall.

#### **4.9.2 Greytown**

There was one burial in January and one ashes interment in February. Planning has begun for the installation of the first in-ground ashes beam at Greytown Cemetery.

#### **4.9.3 Martinborough**

There was one burial and one ashes interment in January and one burial in February. The services (RSA) ashes wall is showing some cracking, assumed to be from the 21 January Eketahuna earthquake. Planned repair work will involve partial disassembly of the wall to insert reinforcing. This work will not affect any of the occupied niches.

#### **4.10 4.10 Swimming Pools**

This season is still on track to finish on 16 March 2014. School classroom swimming sessions are operational daily at all three pools as well as special events such as the Featherston Community Relay, various school swimming sports and cluster swims. Featherston and Greytown pools also have regular evening use by Featherston and Greytown swimming clubs. January statistics are provided in table 6 below.

**Table 6 – Public opening hours - swimmer numbers for all pools January 2014**

	Greytown	Featherston	Martinborough
January swimmer numbers	1388	601	1240
Concessions as %age of total swimmers	30%	31%	26%
Peak day	15/01/2014 : 172	20/01/2014 : 68	19/01/2014 & 25/01/2014 : 117
Number of unattended days	1	2	1

#### **4.10.1 Wellington Anniversary Day Free Swims**

Greytown and Featherston Pools both hosted very successful free swim days on Wellington Anniversary day, 20 January 2014. Featherston and Greytown Community Boards sponsored these for their respective pools. Featherston Pool had its highest swimmer numbers for the month that day, with 68 swimmers. Greytown pool hosted 88 swimmers which was the fifth highest swimmer number for the month.

#### **4.10.2 Sponsorship of 10-swim tickets**

Featherston Community Board sponsored 30 child 10-swim tickets and Martinborough community board 20, to be given out to local families who might not otherwise be able to afford regular swimming. The tickets were passed on to Child Youth and Family as well as the Safer Communities Council to distribute. Due to privacy requirements, no attempt was made to monitor the uptake and usage of the tickets. However CYF staff said they thought the idea was extra special and very kind giving at Christmas/school holidays and would be greatly received.

#### **4.10.3 Family Swim Nights**

The three pools also hosted free family swim nights thanks to sponsors Earthcare Environmental, City Care and CLM (SWDC pools contractor). The swim nights had a reasonable turn out given that the weather was less than ideal.

#### **4.10.4 Compliments**

There was great feedback received from a parent attending the South Wairarapa Interschool swimming for regional primary schools. During the event one of the children dived into the pool and appeared to lose his goggles. He put his hand up in the air and appeared pretty distressed. The lifeguard on duty reacted very quickly and dived into the pool to assist the child. The parent commented that it was a superb display of reacting to what might have been a real problem, and most parents there were very impressed with the lifeguard.

#### **4.10.5 Martinborough Inflatable Slide**

The new inflatable slide at Martinborough Pool has been operational now since mid-January and is proving very popular with children of all ages. The slide also received a great write up in the *Wairarapa Times-Age*. The slide takes two people to inflate it and two lifeguards must be on-site when it is operational, one to monitor the slide and one the rest of the pool. Although the slide is intended to be available every day, there are days where it cannot be inflated due to staff absences.



#### **4.11 Events**

##### **4.11.1 Featherston**

Annual Commemorative Wreath Laying service at Featherston's Garden of Remembrance, to mark the 71<sup>st</sup> Anniversary of the Featherston Incident.

#### **4.11.2 Martinborough**

February saw the first Martinborough Fair for the year. City Care staff worked extra hard in the week leading up to the Fair to ensure Martinborough was looking great. Their extra efforts were rewarded with a number of compliments saying how great the Square was looking and that the annual beds were looking better than ever.

## **5. Libraries**

### **5.1 Statistics all Libraries**

See Appendix 3 for issues and transactions statistics.

## 6. Department Service Performance Indicators

The following table outlines progress year to date in relation to the service performance measures set in the Annual and Long Term Plan.

<b>Emergency Management</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
Ratepayers and residents prepared for an emergency	65%	74%	
Regional Civil Defence Emergency Plan developed and implemented	<i>Implemented</i>	<i>Work continues with WREMO to complete this suite of plans</i>	
<b>Roading</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%, 5% don't know	
Availability of footpaths on at least one side of the road down the whole street	90%		
<b>Water</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%	Annual result	
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		
Ratepayers and residents satisfied with level of service for water	75%	73%, 22% don't know	
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%		

<b>Solid Waste</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
Number of communities with recycling centres	6	6	
Volume of waste disposed out of district	Decreasing by 2.5%		
% of ratepayers and residents satisfied with the level of service	90%	Recycling 77%, 14% don't know Refuse 73%, 23% don't know	
<b>Wastewater</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	58%, 38% don't know	
% of resource consent conditions complied with to mainly complying or better**	90%	Annual Result	
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		
<b>Stormwater</b>	<b>2013/14 Target</b>	<b>2013/14 Result</b>	<b>Comment</b>
% of ratepayers and residents satisfied with stormwater drains	50%	54%, 18% don't know	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

## **7. Appendices**

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

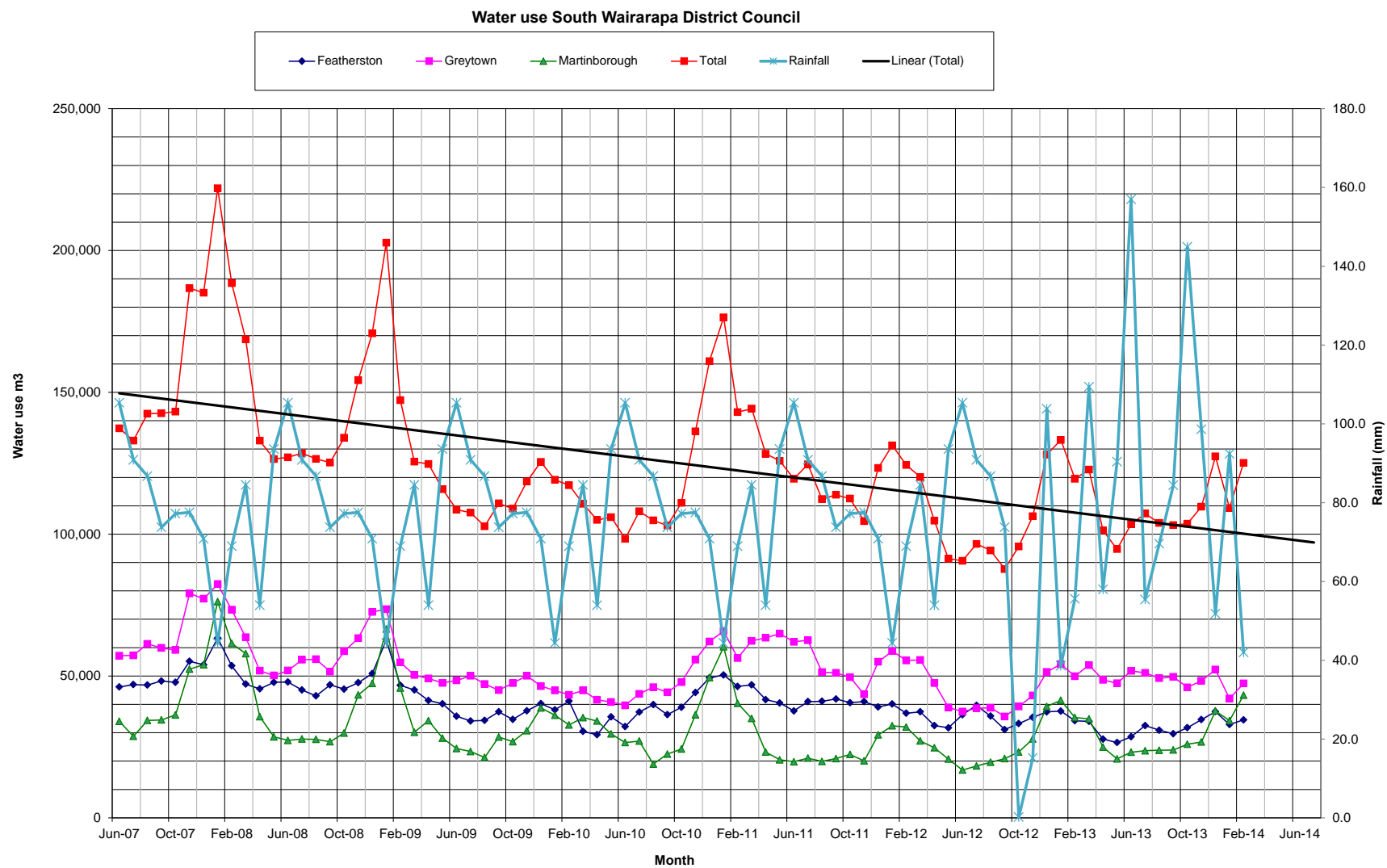
Appendix 3 – Library Statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive

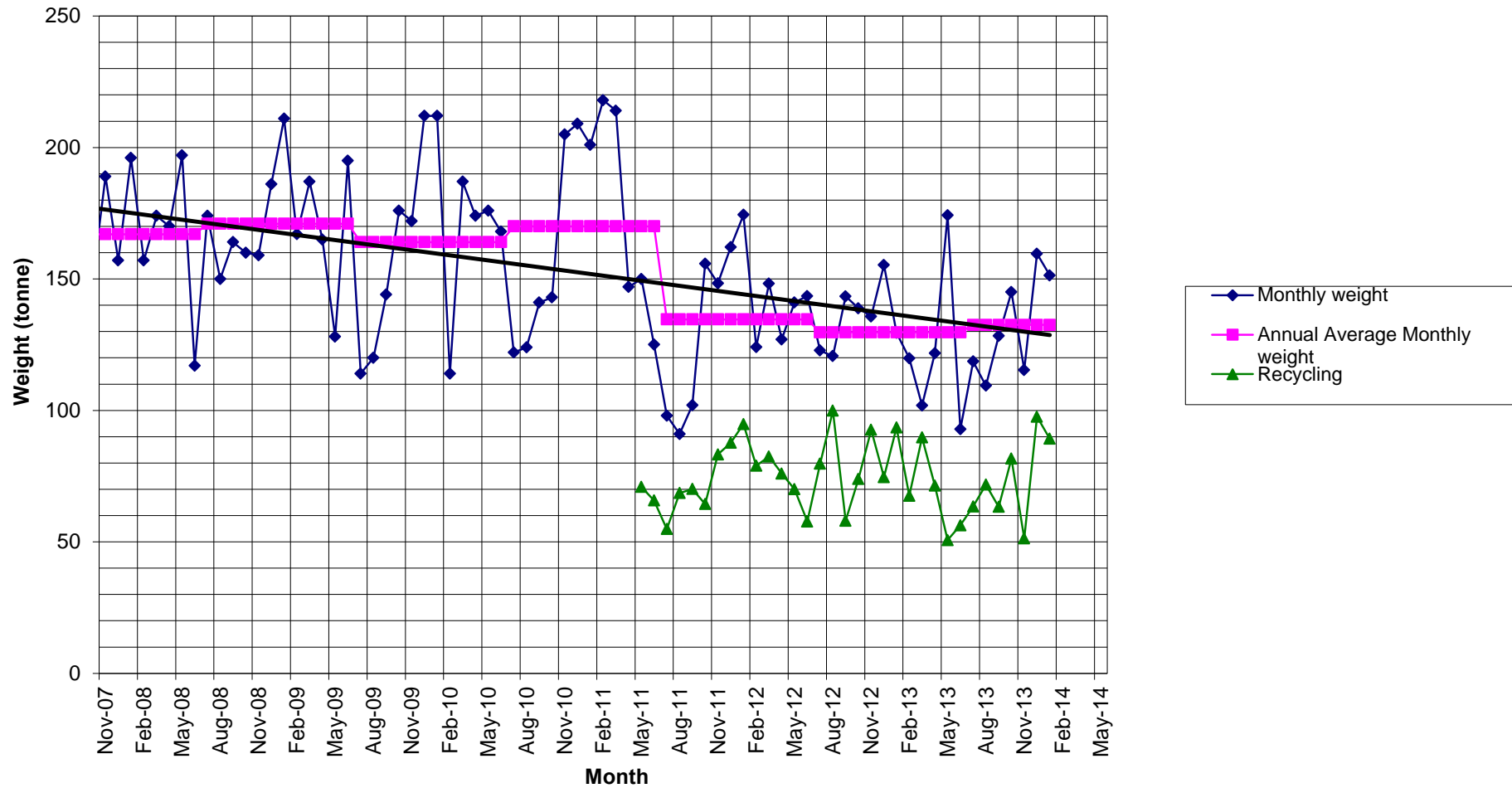


# **Appendix 1 – Monthly Water Usage**



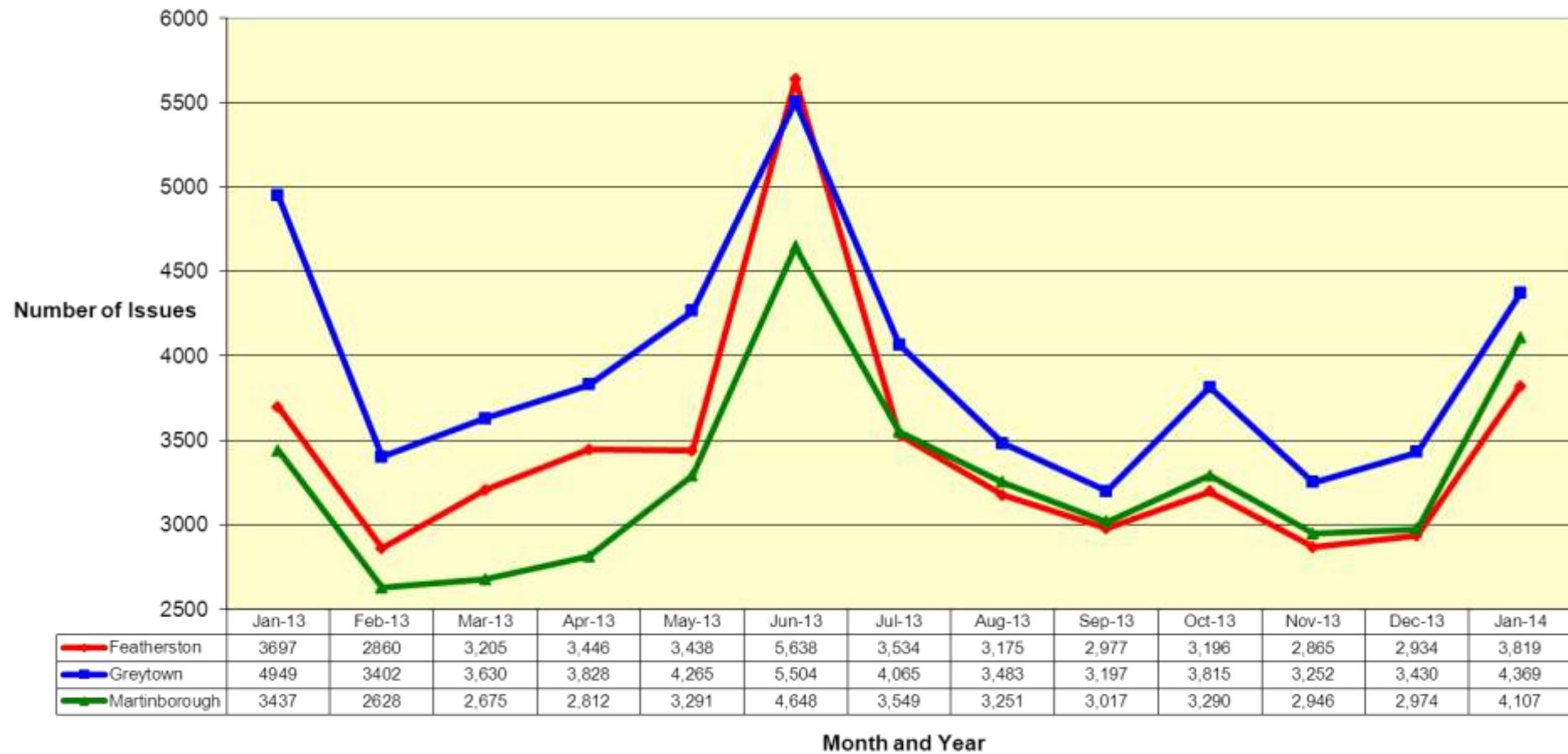
## **Appendix 2 – Waste Exported to Bonny Glenn Including Recycling**

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



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

Issues to January 2014



# MARTINBOROUGH COMMUNITY BOARD

31 MARCH 2014

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## AGENDA ITEM 7.2

### ANNUAL PLAN PROCESS TIMETABLE

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#### **Purpose of Report**

To inform the Committee/Community Board of the 2014/2015 annual plan process for delivering the Council 2014/2015 Annual Plan.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*

## **1. Executive Summary**

**Council's** Annual Plan will outline our intentions for the 2014/2015 period. It will set out what Council intends to achieve in the coming year for each significant activity, the variations between the corresponding year of Councils 2012/22 LTP and what is now proposed, what the planned activities will cost and how they will be funded.

The process for delivering the Annual Plan for the 2014/2015 year is as per Appendix 1.

The Local Government Act 2002 requires every district council to produce, once every three years, a Long Term Council (LTP) which sets out what Council will do for at least the next ten years. An annual plan is required for years that an LTP is not produced.

## **2. Appendices**

Appendix 1 – Annual Plan Timetable

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Annual Plan Timetable**



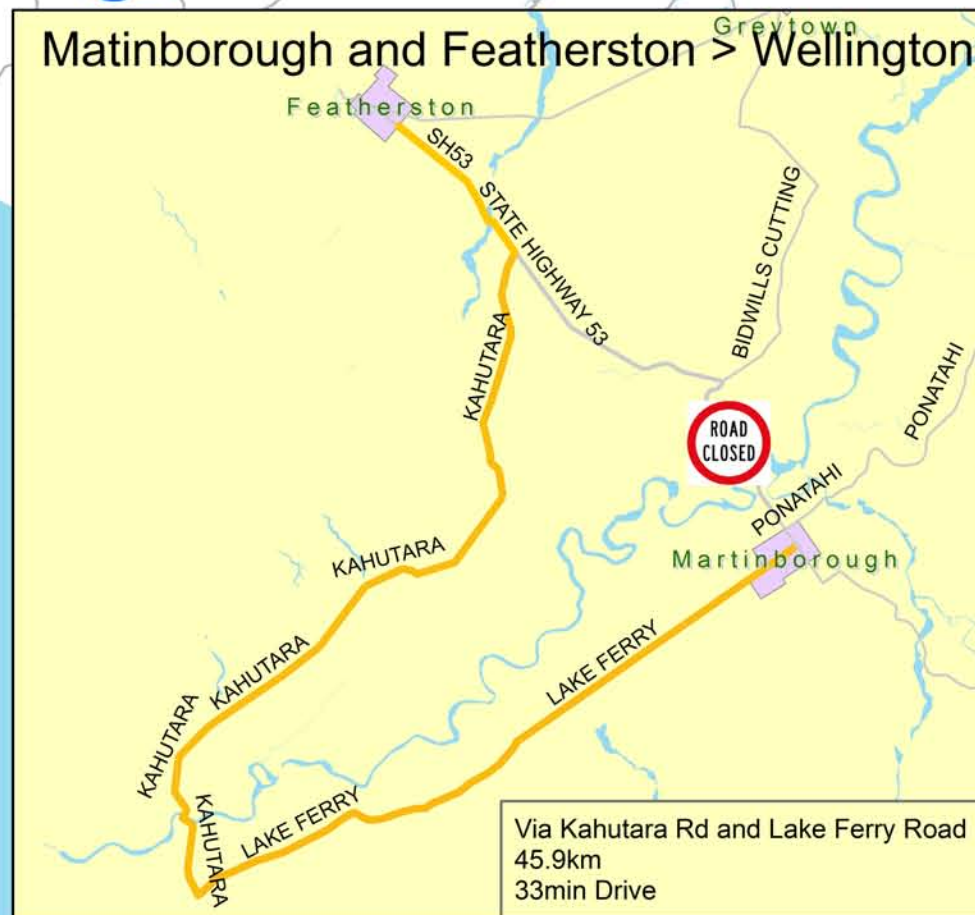
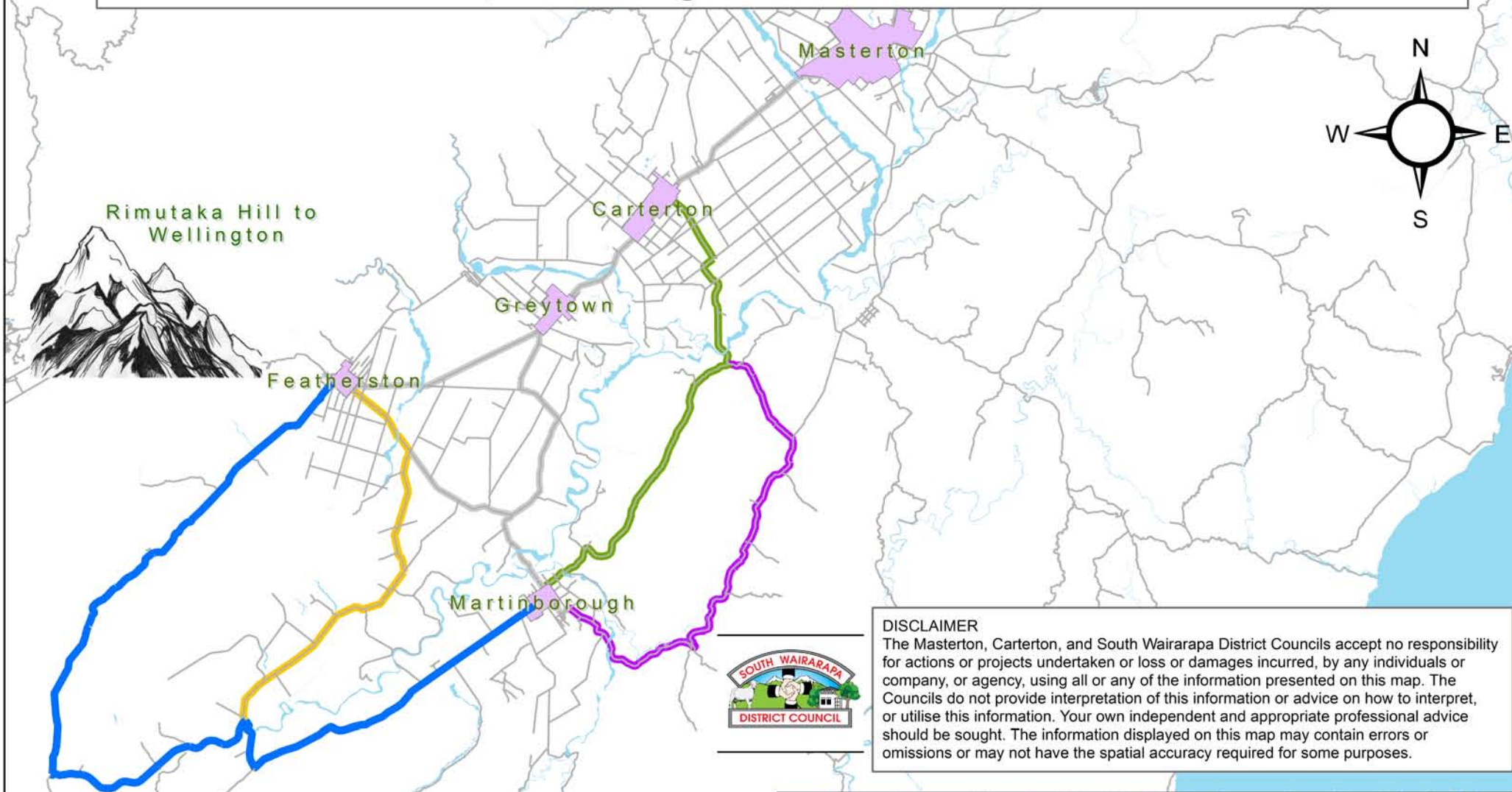
## 2014/2015 Annual Plan Timetable

March	Wed	12	Council / Policy & Finance Meetings
	Wed	12	Draft first cut AP to councillors
	Wed	19	Annual Plan workshop
April	Wed	2	Deliver final Draft Annual Plan to Mayor / councillors
	Wed	2	Draft to Audit for review
	Wed	9	Adopt Draft Annual Plan- Special Meeting
	Fri	18	Good Friday
	Mon	21	Easter Monday
	Tues	22	Draft AP published in Midweek
	Wed	23	Council / Policy & Finance Meetings
	Fri	25	ANZAC Day
May	Tue	6	Public consultation (Featherston)
	Wed	7	Public consultation (Greytown)
	Thurs	8	Public consultation (Martinborough)
	Mon	19	Submissions close
	Fri	30	Submission summary to Mayor / councillors
June	Wed	4	Council / Policy & Finance Meetings
	Mon	9	Hearing of submissions
	Tue	10	Hearing of submissions (reserve day)
	Wed	25	Annual Plan to Audit NZ for legislative review Adopt Annual Plan - Special Meeting



# South Wairarapa Bridge Closure Alternative Routes

Date: 20/03/2014





# MARTINBOROUGH COMMUNITY BOARD

31 MARCH 2014

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## AGENDA ITEM 7.4

### PAIN FARM BEQUEST

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#### **Purpose of Report**

To seek approval in principal for a review of the Pain Farm bequest.

#### **Recommendations**

Officers recommend that the Committee/Community Board:

1. *Receive the information.*
2. *Recommend to Council this bequest be reviewed.*

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

The Supreme Court last considered the bequest made by George Pain in 1966, making an order on 11 February 1966.

There has been some discussion around the relevance of this 1966 order **and it's applicability to the current and future needs of the Martinborough Community.**

This paper seeks support, in the form of a recommendation to South Wairarapa District Council, to examine the relevance of the current order.

Historically any application to the Courts has been funded directly from Pain Farm Funds.

#### **2. Discussion**

The current order is some 48 years old and there has been some discussion as to whether the order meets the needs of a community that has changed significantly since that time.

A review of this nature may (or may not) be more difficult following the finalisation of the current reorganisation process.

Either way, there are a number of initiatives that would benefit from a clear understanding of whether Pain Farm funds would be available to support, e.g. Martinborough Town Hall.

It is anticipated the review group would consist of MCB, SWDC members, with input from the community.

Contact Officer: Paul Crimp, Chief Executive

# MARTINBOROUGH COMMUNITY BOARD

31 MARCH 2014

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## CHAIRPERSON'S REPORT

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### 1. Strategic Planning

The three year plan has been finalised, and distributed by e-mail, incorporating the changes agreed at the MCB meeting on 17 Feb 2014. Printed copies will be distributed at the meeting.

*Recommendation: That Lisa Cornelissen present the 3 year plan at the SWDC meeting on 23<sup>rd</sup> April 2014.*

### 2. Budgeting

#### 2.1 Budgeted expenditure to 30 June 2014 (Appendix 1)

*Recommendations:*

- 1. That the budgeted expenditure to 30 June 2014 be approved subject to any changes resulting from the financial statements received after completion of these papers.*
- 2. That the \$5k commitment for a lime track along Puruatanga road be released.*

#### 2.2 Draft budget for 2014/2015 financial year for discussion (Appendix 2)

*Recommendations:*

- 1. That the draft budget be received.*
- 2. That Lisa Cornelissen presents a final budget for approval at the MCB meeting on 4 August.*

### 3. Communications

#### 3.1 Facebook

We have 133 followers on Facebook. It would be great if MCB members with a Facebook account could invite their Martinborough friends to like the page. Lisa can show you how to do this.

#### 3.2 SWDC website

The SWDC website has a 'Community and Grants' section with 2 pages the 'Martinborough Town Hall Working Group' and 'Grants'.

*Recommendation: That Lisa Cornelissen investigate the addition of a Martinborough Community Board page on the SWDC website and develop content including the MCB 3 year plan and MCB Strategic Grants Policy.*

#### **4. Meeting of South Wairarapa Community Board Chairs**

Lisa Cornelissen met with Lee Carter (Featherston) and Christine Stevenson (Greytown) to discuss matters of mutual interest including:

- **The sharing of each Board's Three Year Plan and an agreement to** look at aligning the formatting and layout in the next Triennium.
- A visit to the Horowhenua Culture and Community Centre in Levin was discussed for May or June.
- Youth representation on Community Boards was discussed. Greytown have a youth representative who is paid a meeting fee of \$50 per meeting.
- **Arrow FM's proposal for a combined Community Board broadcast was** discussed, all 3 Chairs felt that there were higher priorities for our boards at this time.
- Another meeting has been scheduled for the 19<sup>th</sup> May 2014.

# Appendices

## Appendix 1 – Budgeted expenditure to 30 June 2014

### MCB Budget to June 2014

	Budget
INCOME	\$
Balance 1 July 2013	40,695.43
Annual Plan	20,959.00
<b>TOTAL INCOME</b>	<b>61,654.43</b>
<b>EXPENDITURE</b>	
<b>Members Salaries</b>	<b>10,005.00</b>
<b>General Expenses</b>	
New Member Training Travel	105.00
Conferences and Meetings	555.36
Community Board Levies	166.68
Other	31.80
<b>Total General Expenses</b>	<b>858.84</b>
<b>Strategic Objectives</b>	
<b>Martinborough Town Hall &amp; Town Centre Precinct</b>	
Square Lighting	1,000.00
<b>Our Young People</b>	
Youth Forum	250.00
School Holiday Swims	200.00
School Holiday Programme Transport	0.00
<b>Sense of Community</b>	
Martinborough Banners for Jellicoe & Kitchener	2,500.00
<b>Pedestrian &amp; Cycle Friendly</b>	
Vineyard Walkway	0.00
<b>Community Assets</b>	
Parks & Reserves - Considine Park Bench	400.00
Martinborough Pool	0.00
Playground	0.00
Library	0.00
Other	0.00
<b>TOTAL STRATEGIC OBJECTIVES</b>	<b>4,350.00</b>
<b>Financial Assistance</b>	
Martinborough Squash Club	1,000.00
Museum Grant	3,000.00
Matherapa	200.00
Kokomai	500.00
Anglican Parish, extra-curricular programmes	433.49
Bus to Waigrown	500.00
Tora Picnic Table	766.00
Grant applications (close June)	10,000.00
<b>Total Financial Assistance</b>	<b>16,399.49</b>
<b>TOTAL EXPENDITURE</b>	<b>31,613.33</b>
<b>BUDGETTED SURPLUS/(DEFICIT)</b>	<b>30,041.10</b>
<b>Commitments</b>	
Funds for Walkway	0.00
<b>TOTAL COMMITMENTS</b>	<b>0.00</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>30,041.10</b>

## Appendix 2 – Draft budget for the 2014/2015 financial year

### MCB Budget July 2014 to June 2015 - DRAFT

#### INCOME

Carried Forward	30,041.10
Annual Plan	20,959.00
<b>TOTAL INCOME</b>	<b>51,000.10</b>

#### EXPENDITURE

<b>Members Salaries</b>	<b>10,005.00</b>
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#### General Expenses

Conferences and Meetings	3,000.00
Other	500.00
<b>Total General Expenses</b>	<b>3,500.00</b>

#### Strategic Objectives

##### Martinborough Town Hall & Town Centre Precinct

Town Hall Project	0.00
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##### Our Young People

Youth Forum	1,000.00
School Holiday Swims	200.00
School Holiday Programme	1,000.00

##### Sense of Community

Christmas Decorations / Competition	2,000.00
Fireworks	250.00
Other community events	1,000.00

##### Pedestrian & Cycle Friendly

Funds for Vineyard Walkway	0.00
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##### Community Assets

Contingency	1,000.00
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<b>TOTAL STRATEGIC OBJECTIVES</b>	<b>6,450.00</b>
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#### Financial Assistance

Nov grants	7,500.00
May grants	7,500.00
<b>Total Financial Assistance</b>	<b>15,000.00</b>

<b>TOTAL EXPENDITURE</b>	<b>34,955.00</b>
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<b>BUDGETTED SURPLUS/(DEFICIT)</b>	<b>16,045.10</b>
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<b>TOTAL COMMITMENTS</b>	<b>0</b>
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<b>CARRY FORWARD</b>	<b>16,045.10</b>
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## Strategic Grants Policy Discussion Paper

Following a workshop on the 13<sup>th</sup> March 2014 a Strategic Grants Policy has been drafted for discussion at this meeting.

### *Recommendations:*

- 1. That the MCB adopt the Strategic Grants Policy.*
- 2. That Lisa Cornelissen work with the relevant officers to develop the application form which will be uploaded to the SWDC website.*
- 3. That Suzanne Clark write to all outstanding grant applicants to advise them of the new policy, criteria and 30<sup>th</sup> June 2014 application date.*

## MCB Strategic Grants Policy 2014 to 2016

### Background

MCB has developed a strategic plan to 2016 which states the board's vision and outlines key priority areas during this timeframe. This financial assistance discussion paper is intended to ensure that financial assistance is prioritised in line with the overall vision of the MCB.

Martinborough Community Board currently considers applications for Financial Assistance on an ad hoc basis throughout the year. This does not allow for comparison of grant applications to identify those with maximum benefit to the Martinborough Ward.

Preference is given to projects of benefit to the wider community, however the \$500 stated maximum limits the potential benefit of any individual grant.

### Principles for MCB Strategic Grants

Funding should be provided to projects / community groups that further our strategic objectives and provide maximum benefit to the wider Martinborough Ward.

To maximise the community benefit, grant applications will be invited twice a year for larger strategic grants with the maximum grant available being equal to the available grant pool.

### Suggested timetable and budget for strategic grants

Applications Open	Applications Close	MCB meeting date	Grant Pool	Budget Year
1 May 2014	30 June 2014	4 Aug 2014	\$10,000	2013/2014
1 Aug 2014	30 Sept 2014	3 Nov 2014	\$7,500	2014/2015
1 Feb 2015	31 Mar 2015	May	\$7,500	2014/2015
1 Aug 2015	30 Sept 2015	Nov	\$7,500	2015/2016
1 Feb 2016	31 Mar 2016	May	\$7,500	2015/2016

## Criteria for MCB Strategic Grants 2014 to 2016

Applications must be from non-profit organisations for the benefit of the Martinborough Ward Community and will be assessed on the basis of their cost and the likely community benefit.

**Preference will be given to applications that:**

- Provide long-lasting benefit to the wider Martinborough Ward Community
- Support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016" and summarised below.

**Vision for Martinborough and District**

Martinborough is a safe, prosperous, liveable town that is well connected to Wellington and the Wairarapa region.

An involved community that is engaged and family friendly, providing opportunities for all residents.

A district that continues to grow its presence on the world stage through tourism, wine and food, agriculture and fishing.

**Priority Areas**

**Martinborough Town Hall & Town Centre Precinct** - Revitalise the Martinborough Town Centre and develop a modern, community centre that will benefit the Martinborough Ward and beyond.

**Our Young People** - Promote positive youth development and provide appropriate recreational and leisure facilities.

**Sense of Community** - Foster an engaged, involved community that is seen as a major benefit for current and potential future residents.

**A Pedestrian and Cycle friendly district** - Ensure our town and district are safe and appealing for those travelling on foot and by bicycle.

**Community Assets** - Work with SWDC to ensure our community assets are well-maintained and encourage community use and involvement.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant.

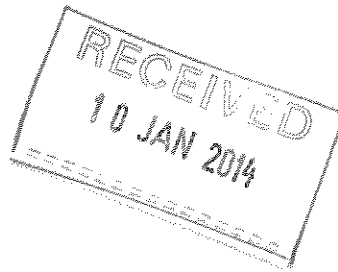
5. Strategic Grant Applications will be considered twice a year. Applications for the first round of strategic grants must reach Council by the 31st March (30 June in 2014 only). Applications for the second round must reach Council by the 30th September. Applications will be considered at the next available MCB meeting.
6. Grant applications may be considered at other times of year at the discretion of the MCB.

### **Suggested changes to current application process and forms**

A Martinborough Community Board Strategic Grant Application form be **developed, based on the existing "Application for Financial Assistance" form**, incorporating the above criteria.

Addition of 2 questions to the current form:

1. How does your application support the Martinborough Community Board Vision and Priority Areas?
2. Please describe the expected benefits to the Martinborough Ward Community over the lifetime of this project.



8 January 2014

Suzanne Clark  
Committee Secretary  
South Wairarapa Community Boards  
PO Box 6  
Martinborough 5741

Dear Suzanne

**Re: Martinborough, Featherston & Greytown Community Board Grants to The Wairarapa Arts Festival Trust**

We would like to take the opportunity of once again expressing our thanks for the combined Community Board Grants totally \$2,500.00 toward expenses for the inaugural Kokomai Creative Festival, Wairarapa 2013.

The 10 day creative festival held between 18<sup>th</sup> and 27<sup>th</sup> October 2013 throughout the entire Wairarapa was a great success; not only providing unique opportunities for inhabitants of South Wairarapa, but also attracting many visitors to the region.

Enclosed, as evidence of expenditure of the Community Board Grants, are invoices totally \$2,531.28 – predominantly for advertising and marketing expenses.

Once again, thank you for your support of Kokomai Creative Festival, Wairarapa 2013.

Yours sincerely

pp. Paora Ammunson  
Trustee

**THE WAIRARAPA ARTS FESTIVAL TRUST**  
**\$2,500 GRANTS - SWDC COMMUNITY BOARDS**

<b>INVOICE ATTACHED</b>	<b>AMOUNT (Excl. GST)</b>	
Lifestyle Magazine - Inv# 2823	\$	475.00
The Sign Factory - Inv# 18441	\$	645.00
The Sign Factory - Inv# 18601	\$	150.00
Radio Network - Inv# WEL75447-1	\$	500.28
The Art Department - Inv# 0041	\$	400.00
Printcraft - Inv# 104232	\$	361.00
<b>Total Invoices Attached</b>	<b>\$</b>	<b>2,531.28</b>



# Lifestyle Magazine

312 WATSONS ROAD, TE ORE ORE, MASTERTON

Phone: 027 308 6071



Kokomai Creative Festival, Wairarapa

*Jonny Gasson*  
40 WYNDHAM ST  
MARTERTON

Tax Invoice 00002823

GST Reg. Number: 93-991-281

SPRING ISSUE #31

1/4 page casual rate

Amount

\$475.00

*"Mktg" - Advertising 1/4x10*

SALE AMOUNT \$475.00

GST: \$71.25

*03 COG B*

*CG #0000040*

Balance Due: \$546.25

Payment due for payment on the 20th September 2014

In the event that this account is not paid BY THE 20TH SEPTEMBER a 10% LATE PENALTY FEE will apply. Wairarapa Lifestyle reserves the right to add all fees and costs to the collection of this account pursuant to the Fair Trading Act 1986.



# THE SIGN FACTORY

P O Box 8  
Masterton  
Ph 06 378 7179

Wairarapa Arts Festival Trust  
P O Box 173  
Carterton

## Tax Invoice

GST Reg. Number: 107-551-123  
DATE 27/09/2013  
Tax Invoice Number: 00018601  
Order No.

DESCRIPTION	QTY.	UNIT COST	AMOUNT (excl GST)
Coreflute sign 2400x1200			\$150.00
<div>'Signage' ✓ Rec. 04.10.13 Chg #000054 Signed PA &amp; JS 16.10.13</div>			
<b>PLEASE NOTE:</b> <i>All signage supplied remains the property of The Sign Factory until fully paid for.</i>		SALE AMT.	\$150.00
Bank A/C 06 0689 0292276 00		GST	\$22.50
		BALANCE DUE	\$172.50



# radionetwork

The Wairarapa Arts Festival Trust  
PO Box 173  
Carton 5743

## GST Tax Invoice

GST Number 66-443-590  
Date 31/10/13  
Debtor ID WAIART\_25514  
Invoice Number WEL75447-1  
Advertiser The Wairarapa Arts Festival T  
Adv Product  
Your Reference  
Booked by  
Our Reference WEL75447-1

Qty	Description	Gross	Amount
44	(1) Coast ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	91.96	91.96
44	(2) NTZB ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	315.92	315.92
44	(3) SPORTWN ZONED 06:00-22:00 Start Date 12/10/13 End Date 25/10/13	92.40	92.40

Totals

500.28

500.28

Terms of payment for standard advertising is strictly 20th month following.

Direct Credit to 03-0291-0181410-26. Account queries pls contact Olivia (A-K) 09-3674732, Christine (L-Z) 09-3035652, Luana (60dy+) 09-3674671

Total spots 132

Gross 500.28  
Less Discounts  
Net 500.28  
Plus GST 75.04  
Total Invoice \$575.32

The Radio Network - Wellington

54 Cook Street  
Private Bag 92198  
Victoria Street West  
Auckland 1142

# INVOICE.

The Art Department

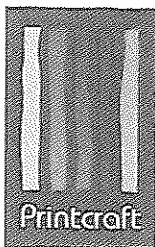
date 1-09-2013  
inv 0041  
client Kokomai Creative Festival  
job Art Direction and design.

Task	Amount
Kokomai adverts designed to size and supplied for papers.	\$400

"Kero - Advertising"  
cg # 000410  
06-11-13

sub total	\$400
gst	\$60
total	\$460

The Art Department and Company Ltd / gst 65-982-617 / bank acc 06-0185-0456337-00 / mob 021 817 284 /  
email brent@theartdepartment.co.nz / web www.theartdepartment.co.nz / Payment due within 30 days.



289 Queen Street  
PO Box 64  
Masterton  
Ph: +64 6 378 2431  
Fax: +64 6 378 6079  
Freephone: 0800-PRINTER  
E-mail: sales@printcraft.co.nz  
Web: www.printcraft.co.nz

## TAX INVOICE

### INVOICE TO

KOKOMAI  
P O BOX 173  
CARTERTON 5743

GST No: 41-785-950  
Invoice No: 104232

Invoice date: 19/11/13  
Customer Order No: JENNY  
Job Number: 79947  
Customer Code: KOKO

Quantity: 1  
Job Title: ARTWORK - TIMES AGE ADVERT  
Details: FILE SEARCH & RETRIEVAL - 0.3 HOURS  
ARTWORK CHANGES REQUIRED - 1.5 HOURS  
NEW ARTWORK/DESIGN - 1.7 HOURS  
FORMATTING FINISHED ARTWORK FOR CLIENT USE - 0.3 HOURS

Advertising  
27 Nov 2013  
cg # 435

Net \$361.00  
G.S.T \$54.15

Bank Account details:- 03-0887-0212615-00

Unpaid accounts will incur late payment fees and collection costs.

\$415.15



Q-BASE

