



## **GREYTOWN COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 19 February 2020 at 7:00pm.

#### **MEMBERSHIP OF THE COMMUNITY BOARD**

Ann Rainford (Chair), Graeme Gray, Shelley Symes, Cr Alistair Plimmer, Cr Rebecca Fox and Aimee Clouston (youth representative)

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#### **PUBLIC BUSINESS**

**1. EXTRAORDINARY BUSINESS:**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

5.1 Geoffrey Clark – Chorus Phone Boxes

5.2 Lynn Abrahams – Water Restrictions

**6. ACTIONS FROM PUBLIC PARTICIPATION:**

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

**7. COMMUNITY BOARD MINUTES:**

7.1 Minutes for Approval: Greytown Community Board Minutes of 11 December 2019.

***Proposed Resolution:*** *That the minutes of the Greytown Community Board meeting held on 11 December 2019 be confirmed as a true and correct record.*

**8. REPORT FROM COMMITTEES:**

- 8.1 Tree Advisory Group – verbal update

**9. CHIEF EXECUTIVE AND STAFF REPORTS:**

- 9.1 Officers' Report **Pages 8-41**

*Jane Mills to provide a brief summary of civil defence in the Wairarapa from Wellington Region Emergency Management Office (WREMO)*

- 9.2 Moroa Water Race – Euan Stitt (verbal item)

- 9.3 Action Items Report **Pages 42-47**

- 9.4 Income and Expenditure Report **Pages 48-54**

- 9.5 Financial Assistance Report **Pages 55-57**

- 9.6 Naming of New Roads Report **Pages 58-65**

- 9.7 Community Funding Arrangements Proposal Report **Pages 66-70**

- 9.8 Community Board Terms of Reference Report **Pages 71-93**

**10. NOTICES OF MOTION:**

- 10.1 None advised

**11. CHAIRPERSON'S REPORT:**

- 11.1 Chairperson Report **Pages 94-95**

**12. MEMBER REPORTS (INFORMATION):**

- 12.1 WREMO / Civil Defence; Shelley Symes **Pages 96-98**

***Proposed Resolution:*** *That the member report is received.*

**13. CORRESPONDENCE:**

- 13.1 None



- Present:** Ann Rainford (Chair), Graeme Gray, Shelley Symes, Cr Alistair Plimmer and Cr Rebecca Fox.
- In Attendance:** Harry Wilson (Chief Executive) and Mayor Alex Beijen for part only, Aimee Clouston (Youth Representative) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 11 December 2019 between 7:00pm and 8:41pm.
- Also in Attendance:** Helen Mitchell-Shand, Warren Woodgyer and Ian McSherry (Wellington Water).

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

Mrs Rainford advised agenda items 9.4 the Compliance with Drinking Water Standards and Summer Water Demand Report and 9.5 the Officers' Report would be considered directly after agenda item 7.1 the Community Board Minutes as Mr Wilson and Mayor Beijen needed to leave the meeting early.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments and tributes to note.

**5. PUBLIC PARTICIPATION**

Helen Mitchell-Shand – Papawai and Fabians Road Traffic

Ms Mitchell-Shand spoke to matters relating to Papawai and Fabians Roads, including the impacts of the Greater Wellington Regional Council / Fulton Hogan contracted truck and trailer traffic on residents and the environment,

reviewing the current 100km/h speed limit on Papawai Road, and repairing potholes caused by gravel extraction truck and trailer units on Fabians Road.

Warren Woodgyer – Infrastructure

Mr Woodgyer spoke on matters relating to infrastructure, including Greytown's stormwater drainage system, drinking water and roading, and whether ratepayers are getting value for money. Mr Woodgyer also spoke on matters relating to the Old Police house in Kuratawhiti Street. Mr Woodgyer requested an annual income and expenditure account for the Greytown Ward showing rates collected and distributed, and spoke of the Community Board's role in making an Annual Plan submission to Council.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

Helen Mitchell-Shand – Papawai Road Traffic

*GCB NOTED:*

1. Action 260: Contact Greater Wellington Regional Council to investigate the resource consent conditions for the work on Papawai and Fabians Roads and the impact of this activity on the condition of Fabians road, H Wilson.
2. Action 261: Investigate the appropriate speed level for Papawai Road through the guidance provided by the New Zealand Transport Agency's MegaMaps tool, H Wilson.

Warren Woodgyer – Infrastructure

Mrs Rainford advised that the Greytown Community Board will be engaging with residents early next year to inform their Annual Plan submission to Council.

**7. COMMUNITY BOARD MINUTES**

**7.1 Minutes of the first meeting of the triennium – 30 October 2019**

*GCB RESOLVED (GCB 2019/56)* that sections D and H of the minutes of the first meeting of the triennium for Council and community boards held on 30 October 2019 be confirmed as a true and correct record.

*(Moved Symes/Seconded Cr Fox)*

Carried

**8. REPORT FROM COMMITTEES**

**8.1 Tree Advisory Group**

There was no report from the Tree Advisory Group.

## 9. CHIEF EXECUTIVE AND STAFF REPORTS

### 9.1 Adoption of the 2020 Schedule of Ordinary Meetings

*GCB RESOLVED (GCB 2019/57):*

1. To receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.  
*(Moved Gray/Seconded Symes)* Carried
2. To adopt the 2020 schedule of ordinary meetings for Council, community boards and committees.
3. To set a meeting start time for ordinary meetings of 7pm.
4. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.  
*(Moved Cr Plimmer/Seconded Symes)* Carried

### 9.2 Income and Expenditure Report

Members discussed the decision-making framework applied to granting funds and the appropriateness of the Community Board assisting with operational costs of organisations that also receive funding from Council.

*GCB RESOLVED (GCB 2019/58):*

1. To receive the Income and Expenditure Report.
2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.
3. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019.  
*(Moved Cr Fox/Seconded Symes)* Carried
4. To approve funding of \$1,117 for a community board member to attend the 2019 Keep New Zealand Beautiful Conference.  
*(Moved Gray/Seconded Symes)* Carried
5. Action 262: Officers to advise on the appropriateness of the Community Board granting funds to assist with operational costs of organisations that also receive funding from Council, J Mitchell.

### 9.3 Applications for Financial Assistance

*GCB RESOLVED (GCB 2019/59):*

1. To receive the Application for Financial Assistance Report.  
*(Moved Cr Fox/Seconded Gray)* Carried
2. To approve that Royal NZ Plunket Trust repurposes \$20 of their unspent grant funding towards a Plunket South Wairarapa Community Service.

- (Moved Symes/Seconded Cr Plimmer) Carried
3. To decline granting the Wairarapa Citizens Advice Bureau funds of \$350 to assist with the general running and operational costs for the Bureau.  
(Moved Cr Plimmer/Seconded Cr Fox) Carried
4. To grant the Life Education Trust funds of \$500 to assist with the general costs of running the Life Education programme subject to confirming Life Education Trust did not receive grant funding from Council in the most recent funding round.  
(Moved Cr Plimmer/Seconded Cr Fox) Carried
5. To grant Greytown Little Theatre funds of \$500 to assist with the costs of the Fernside Garden Open Days fund-raising event.  
(Moved Gray/Seconded Symes) Carried
6. To grant South Wairarapa Neighbourhood Support funds of \$200 to assist with the costs of funding a replacement promotional flag with its new logo.  
(Moved Cr Plimmer/Seconded Symes) Carried

9.4 **Compliance with Drinking Water Standards and Summer Water Demand Report**

Mr Wilson provided an update on the compliance status of water supplies across the South Wairarapa District and the need to conserve water over the summer. Mr McSherry provided an update of the urgent improvement work currently being undertaken.

*GCB RESOLVED (GCB 2019/60):*

1. To receive the Compliance with Drinking Water Standards and Summer Water Demand Report.  
(Moved Symes/Seconded Cr Plimmer) Carried
2. Note the compliance status of SWDC water supplies for 2018/19 and that Council has agreed to fund \$500,000 for urgent work needed.  
(Moved Cr Plimmer/Seconded Symes) Carried
3. Note the vulnerabilities of the Greytown water supply and the potential impact on summer water demand.
4. Note the Wellington Water microsite for summer water demand information.  
(Moved Cr Fox/Seconded Cr Plimmer) Carried

#### 9.5 **Officers' Report**

Mr Wilson advised the Officers' Reports are dated as the relevant committees have only just had their first meetings this triennium and it wasn't appropriate to distribute the reports before they had been tabled at the relevant committees. Mr Wilson indicated this is particularly true of the information relating to water supply and referred to the update provided under agenda item 9.4.

Members raised matters relating to engagement on the South Wairarapa Spatial Plan and obtaining further information on the Greytown development plan.

*GCB RESOLVED (GCB 2019/61) to receive the Officers' Report.*

*(Moved Gray/Seconded Symes)*

Carried

Action 263: Officers to inform the Greytown Community Board of where they can seek more information on the Greytown development plan, R O'Leary.

#### 9.6 **Establishment of and Appointment to Committees Report**

Mrs Rainford noted that except for appointing a liaison for WREMO and civil defence management, the Board would delay making other appointments until the full community board compliment. Members discussed the Community Safety and Resilience Working Party, the Terms of Reference for WREMO and civil defence management, and the role of a youth representative.

*GCB RESOLVED (GCB 2019/62):*

1. To receive the Establishment of and Appointment to Committees Report.

*(Moved Gray/Seconded Symes)*

Carried

2. To appoint Shelley Symes as the lead community board liaison and Councillor Rebecca Fox as the supporting community board liaison for WREMO and civil defence management.

*(Moved Cr Plimmer/Seconded Gray)*

Carried

3. To appoint Aimee Clouston as a student representative in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.

*(Moved Symes/Seconded Cr Fox)*

Carried

4. That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

5. Action 264: Confirm the status and Terms of Reference of the Community Safety Resilience Working Party and how it relates to the WREMO and civil defence management liaison role, J Mitchell.

## 10. NOTICES OF MOTION

There were no notices of motion.

## 11. CHAIRPERSON REPORT

Mrs Rainford outlined items as detailed in the Chairperson's Report and members discussed how to promote the Kuranui Arts Exhibition more widely in future and establishing a partnership with shop owners for the ongoing barrel maintenance.

Members noted they would have future discussions on outdoor play equipment, potential environmental projects, and appointments to the towns many and diverse committees. Civil defence emergency management and WREMO liaison appointments were made earlier in the meeting under agenda item 9.6.

Members also discussed their intention to attend the upcoming Greytown Christmas Parade on 14 December 2019.

*GCB RESOLVED (GCB 2019/63):*

1. Receive the Chairperson Report  
*(Moved Cr Plimmer/Seconded Symes)* Carried
2. Approve the annual cost of \$200 for the installation and removal of the Christmas decorations in the town centre; cost to come from the Beautification Budget.  
*(Moved Cr Plimmer/Seconded Cr Fox)* Carried
3. Approve the cost of \$120 for the printing and distribution of leaflets for the Kuranui Arts Exhibition, cost to come from the standard budget.  
*(Moved Symes/Seconded Cr Fox)* Carried

## 12. MEMBERS REPORTS (INFORMATION)

There were no members reports.

## 13. CORRESPONDENCE

*GCB RESOLVED (GCB 2019/64)* to receive the inwards correspondence.

*(Moved Symes/Seconded Cr Fox)* Carried



Meeting closed at 8.41pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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AGENDA ITEM 9.1

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**OFFICERS' REPORT**

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**Purpose of Report**

To report to the Community Board on general activities.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

**PLANNING AND ENVIRONMENT GROUP REPORT**

**1. Resource Management**

**1.1 Planning Summary**

**1.1.1. General**

The Planning Team continues to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work.

**1.1.2. South Wairarapa Spatial Plan**

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August, the initial engagement period has been extended and closes on 13 September. 134 submissions received in response to the Spatial Plan Discussion Document. The separate report provides an update and overview on the Spatial Plan project.

**1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant and staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Fieldwork and discussions had regarding stormwater and flooding via consultant. With further stormwater assessment work to be undertaken/compiled. Recent landowner feedback views have been captured and a

possible community meeting is being considered. Separate report provides a background and update on this residential growth project.

#### **1.1.4. District Plan Review**

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with the government/MFE National Planning Standards for future District Plans. WCDP became operative in 2011, required to be reviewed after 10 years. Review of a District Plan can take around 2 years. Recently, have called for expressions of interest, through manager Dave Gittings CDC.

#### **1.1.5. Dark Sky**

A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the proposed Dark Sky Reserve compiled for commitment by the three Wairarapa Council's. A recent visit by IDSS representatives from USA, and changes to outdoor lighting rules via a Council initiated plan change to the WCDP, by Perception Planning. Wairarapa Dark Sky Society are focused on their need to measure existing night light levels, funding, economic plan, preparing for certification.

#### **1.1.6. Review of Notable Trees Register**

Public notification of the updated tree register was extended to 17th May 2019. This was to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report done for independent commissioner hearing. A hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register likely reported to Council in February 2020.

#### **1.1.7. Greytown Development Area**

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved, other appeal awaits trustee signatures on the agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

#### **1.1.8. Greytown Orchards Retirement Village**

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. A hearing was held in Greytown, by independent commissioner on 29-30 August 2019. Commissioner approved the resource consent, and his recommendation on the plan

change for rezoning land from Rural to Residential to provide for the retirement village was reported to Council on 20 November 2019.

### 1.1.9. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings with planning staff on aspects. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Once the further information has been independently peer reviewed, then there will be a decision on potential limited notification to surrounding neighbours in line with RMA practice.

## 1.2 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

## 1.3 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	82%	<b>Total 45/55</b>
		83%	20/24 Land Use applications were completed within statutory timeframes. NCS
		77%	20/26 Subdivision applications were completed within statutory timeframes. NCS
		100%	
		-	5/5 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	57%	13 of 23 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	93%	25 out of 27 s224 certificates were certified. NCS.

## 1.4 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

## 1.5 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	100%	18/ 18 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD	PREVIOUS YTD	PERIOD	PREVIOUS PERIOD
	1 <sup>ST</sup> JULY 2019 TO 31 OCT 2019	1 <sup>ST</sup> JULY 2018 TO 31 OCT 2018	1 <sup>ST</sup> AUG 2019 TO 31 OCT 2019	1 <sup>ST</sup> AUG 2018 TO 31 AUG 2018
Standard LIMs (Processed within 10 working days)	56	105	36	26
Urgent LIMs (Processed within 5 working)	19	13	13	3
<b>Totals</b>	<b>75</b>	<b>118</b>	<b>49</b>	<b>29</b>

## 1.6 Building Summary

### 1.6.1. Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 133 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 196 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (August - October 2019 – 1,430 inspections)

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p><b>BWOF's –</b> Total 169 – average of 3 audits per month required, 1 audit carried out August - October.</p> <p><b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 22 audits carried out in August - October.</p>
Earthquake prone buildings reports received	100%	N/A	<p>Under the new legislation, 248 buildings were identified as potentially Earthquake Prone Buildings (EPB). Of which 203 have now been eliminated as not being EPB.</p> <p>Of the remaining buildings:  <b>11</b> - still being assessed by SWDC  <b>14</b> - identified as EPB  <b>20</b> - require engineer assessment from owners</p>

**1.6.2. Building Consents Processed**

TYPE – AUG - OCT 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	13	\$2,798,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$300,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	138	\$15,156,366
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>153</b>	<b>18,254,366</b>

## 1.7 Environmental Health and Public Protection

### 1.7.1. Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools. Adult education is being organised for at "risk groups" who work out in public spaces such as Council staff/ contractors, meter readers etc.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 45/46 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	12/12

INCIDENTS REPORTED FOR PERIOD 1 AUG 2019 TO 31 OCT 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	3	1
Attack on Person	1	-	2
Attack on Stock	-	-	-
Barking and whining	4	3	2
Lost Dogs	4	-	1
Found Dogs	4	-	1
Rushing Aggressive	1	1	-
Wandering	14	3	6
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

### 1.7.2. Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 8/8
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 15/15

INCIDENTS REPORTED	TOTAL FOR PERIOD 1AUG 2019 TO 31 OCT 2019
Stock	1

### 1.7.3. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 50/50 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
Total	50	75	40	73



#### 1.7.4. Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	31.5% YTD	MAGIQ data. All premises inspected at new or renewal application stage (18/57*). *Number of inspections completed or licences coming up for renewal within the YTD period.  For this reporting period 19 premises are expected to have been completed to align with the 2019/20 target.  We have undertaken 18 out of 19 in this period achieving 94.7% in this period  Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	43.75% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 32 low and medium licenses due for renewal or new inspections in this financial year.  For this reporting period 10 premises are expected to have been completed as at 31 Oct 2019. We have undertaken 14 premises inspection achieving 140% for this period.  Total number of licenses is subject to change month by month as new businesses open and existing premises close. 14/32
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	N/A	No compliance inspections undertaken with the CLEG to date.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 OCT 2019	PREVIOUS YTD 1 JULY 2018 TO 31 OCT 2018	PERIOD 1 AUG 2019 TO 31 OCT 2019	PREVIOUS PERIOD 1 AUG 2018 TO 31 OCT 2018
On Licence	10	6	6	6
Off Licence	13	7	8	7
Club Licence	4	3	1	2
Manager's Certificate	53	30	46	28
Special Licence	30	12	27	10
Temporary Authority	2	4	2	2
<b>Total</b>	<b>112</b>	<b>62</b>	<b>90</b>	<b>55</b>

### 1.8.1. Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 99 NP – 62  The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	2%	FCP verifications – 2/99  There was no incumbent EHO to solely focus on verifications for this period. An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog.  *Total number of premises is subject to change month by month as new businesses open and existing premises close.

### 1.8.2. Bylaws

Between 1 July 2019 and 31 October 2019 there were:

Trees and Hedges:

- 4 notices were sent by council requesting the owner/occupier to remove the obstruction from the public space.

Litter:

- 11 litter incidents were recorded and from this, council sent 12 notices to the identifiable people associated with these incidents.

Abandoned vehicles:

- There were 27 abandoned vehicles located in the SWDC area, of which 17 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

Contact Officer: Russell O'Leary, Group Manager – Planning & Environment

## INFRASTRUCTURE AND SERVICES REPORT

### 2. Wellington Water Highlights

The management of three waters services transferred to Wellington Water on 1 October. The go-live has gone well with operations and maintenance of the networks and treatment plants transferring from CityCare to Wellington Waters Customer Operations Group (COG) on that date also. Our in-house water team members are now employed by Wellington Water and form part of a larger team that means we have access to greater depth of capability.

### 3. Water supply

*SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.*

#### Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		491		
Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: No GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	1.74 per 1000 (7 complaints)	1	7
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.49 per 1000 (2 complaints)	1.25 per 1000 (4 complaints))	2	4
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.24 per 1000 (1 complaints)	1.5 per 1000 (6 complaints)	1	6
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(3/4) 75%	Median Time 7mins	4	12
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(4/4) 100%	Median Time 56mins	4	12
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(21/46) 46%	Median Time 24h 11mins	24	114

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(26/46) 57%	Median Time 41h 50mins	24	114
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		22%		

In October we received a report on our water supplies from Regional Public Health. This report confirms that all water treatment plants were non-compliant with the Drinking Water Standards for New Zealand (DWSNZ) for the 2018/19 financial year. Since taking over the management of water services on 1 October Wellington Water have set up a project team to identify the extent of the issues and develop a plan to bring all treatment plants and supplies up to compliant standard. Once initial investigation work has been completed, we will report to council on the options available.

The Martinborough manganese extraction plant will not be operational before summer. This means that Martinborough will continue to operate with only one bore (Bore 4), which has low enough manganese levels not to discolour the water when treated with chlorine. The manganese extraction plant project has missed the summer delivery window due to a number of factors in our procurement approach, we are now using a local contractor for the construction of the plant; there has been some consequential project delay. In addition, the lease agreement for the private land where the has only recently been finalised and we still require resource consent

Operating with only one bore (instead of three) means that there is only half the usual summer water supply. To continue to deliver clean, clear and safe drinking water for the Martinborough community it is necessary to develop a plan for water conservation. Failure to stay within the supply capabilities of the low manganese bore will result in the other bores being deployed and increase the risk of discoloured water.

Greytown and Featherston will be managed in accordance with supply and demand and will step through the usual graduated process from sprinkler ban to hose pipe ban as required for compliance with resource consent conditions.

#### 4. Waste water

*SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

##### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
Attendance time: from notification to arrival on site	< 1 Hr	4/9 (44%)	Median Time 0h 50min	9	22
Resolution time: from notification to resolution of fault	< 4 Hrs	8/9	Median Time	9	22

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2019/20	COMPLAINTS		INCIDENTS	
		SEP	YTD	SEP	YTD
		(89%)	3h 21min		
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (1 complaint)	0.25 per 1000 (1 complaint)	1	1
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.65 per 1000 (7 complaint)	4.7 per 1000 (20 complaint)	7	20
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	9/9 (100%)	18/22 (82%)	9	22
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

## 4.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling completed to quantify the performance of the treatment plant for pathogens and what treatment may be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation is being prepared for the new season, including re-sowing of the fields to improve the grass stock.

The Greytown plant has had issues with odours, following a trade waste discharge. The discharge has stopped, and mitigation measures are ongoing to restore the ponds back to normal operation. The irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Storm water drainage

*SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.*

### Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		JUL	YTD	JUL	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There were three storm water blockages reported during the period within the Greytown water race sections.

## 6. Land transport

*SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.*

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
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	80%			NRB Survey:	73%
5% of 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				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 7. Roading Maintenance Ruamahanga Roads – Fulton Hogan

### 7.1 Portion A Maintenance

Main items of work completed in October 2019 on the SWDC network

(NB Carterton District and Department of Conservation works are not reported on.)

- 1626 m2 of sealed pavement repairs completed
- 46 sealed potholes filled
- 92km of unsealed roads graded
- 552m3 of aggregate spread on unsealed roads
- 69km of urban kerb and channel mechanical swept
- 196 km of sealed roads inspected
- 74 km of unsealed roads inspected
- 135 culverts were inspected
- 11 bridges were inspected
- 190 hours of dayworks labour was completed along with associated plant and materials on unscheduled works

Street trees were removed on Donald Street Featherston following a trip injury incident, the removal allows for footpath maintenance to be carried out with a long-

term repair and no concerns about tree roots causing the same hazard. 2 trees were also removed in Esther Street Martinborough prior to new footpath construction.

## **7.2 Portion B Sealed Road Resurfacing**

This year's reseal sites have been selected totalling 16.303km in length, down from the annual plan length requirement of 20.5km being 5% of the sealed network due to budget limitations. The reseal designs have been done along with a projected forecast cost. The 16.303km above is inclusive of an extra 1.4km length along Cape Palliser Road because of budget being freed up due to no sealed road rehabilitation identified this financial year.

Fulton Hogan seal designs have been peer reviewed as a Contract requirement.

All Reseal sites were programmed to be completed in October 2019 but only Cape Palliser Road and Campbell Drive sites were completed. Contract completion for this work is 28 February and over the last 5 years all reseals have been completed by the first week in December. Fulton Hogan have not met their programme and will impact on their performance score rating.

## **7.3 Portion C Pavement Rehabilitation**

The AWPT pavement rehabilitation renewal treatments are been designed by Fulton Hogan Pavement Designer Engineers. Depending on the timeframe for these design's construction is expected to start February-March 2020. The selected sites are on White Rock and Lake Ferry Roads, along with a section of seal extension on Ruakokoputuna Road which was committed to through the last Annual Plan process

The approved programme amount for Rehabilitation for this year is \$215,000.00 plus Ruakokoputuna Road costs. The final length or extent of this year's sites will be adjusted when designs are finalised and priced. The treatment lengths can be adjusted to fit within the approved amount if the cost is greater than funding.

## **7.4 Financial Summary**

The draft claim value for October 2019 is \$338,012.50

The table below shows forecast expenditure as at the start of the financial year and does not include additional budget allocation of:

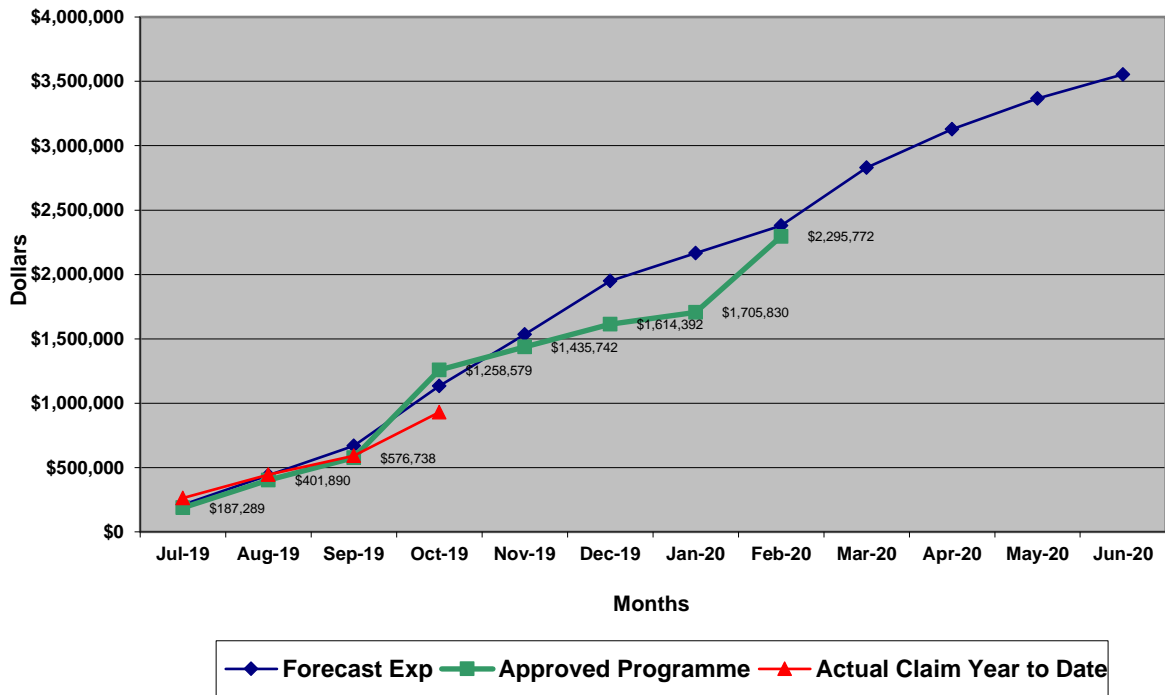
- Ruakokoputuna Road seal extension
- Additional footpath maintenance
- Emergency work funding for Cape Palliser which has been approved by NZTA

The difference between Approved programme to date and Actual claim to date is due to non- delivery of programmed reseals.

Approved Programme shown from December through to February is only a draft rolling programme and is firmed up by the 15th of the month prior.



## SWDC District Maintenance Contract - Cashflow



### 7.5 Delivery Performance

A screen shot from Fulton Hogan’s Archimedes database shows 952 dispatches approved by SWDC and 794 completed by Fulton Hogan.

It is important to note that the number of un-completed dispatches can impact the financial performance if they are of a high value.



## 7.6 Other Projects

### Tora Farm Settlement Bridge

Issues of no resistance being felt when driving the piles has led to additional pile depth of up to 12 metres deeper than anticipated before driving ceased. A concrete pile support pad has been designed to support the piles and approved for installation.

Works are programmed to restart in the near future.



Pile driving Tora farm Settlement bridge.

### White Rock Road - Ushers Hill Stabilisation

In conjunction with the adjoining landowners and Greater Wellington Regional Council Land Management team works carried out recently to stock proof and stabilise the land include.

- Installation of cattle stops and either end
- Completion of boundary fencing
- Planting of tree species as shown below:

Pine	13,700 each
Tasmanian Blackwoods	1,352 each
Eucalypt	3,400 each
Redwoods	400 each
Poplar	300 each

## Welcome to Featherston Sign

Working with NZTA Planning and Safety Departments along with Consultants to come up with a cost-effective method to make this signage safe for all motorists using State Highway 2.

## Fitzherbert/Revans Street Rail Crossings Pedestrian Improvements.

Officers have been involved in early discussions with KiwiRail regarding the pedestrian safety improvements. Plans have been produced in line with new standards giving greater awareness and protection to pedestrians crossing KiwiRail infrastructure.

Officers raised the issue of localised flooding during heavy rain events. KiwiRail requested costing be provided for improvements and maintenance activities allowing this works to be priced into the full project costings for NZTA approval. Costing have been submitted by Officers.

## 7.7 Network Control Deliverables

### Customer Service requests

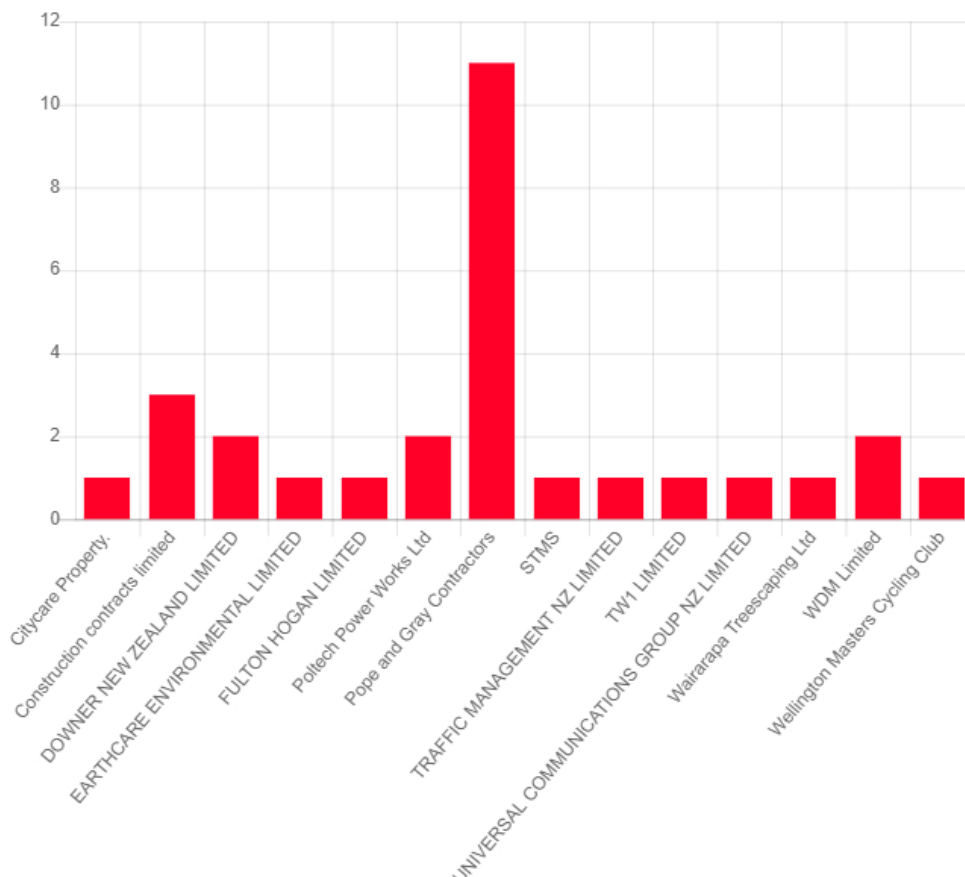
There were 20 service requests logged and issued for roading during October.

### Road Corridor Management

- **Corridor Access Requests**

29 Corridor Access requests were processed through Submitica as shown below

- **Traffic Management Plans**



31 Traffic Management Plans were approved during October for works within the Road corridor. In addition, 16 Generic Traffic Management Plans are monitored. The Generic TMPs are for a maximum duration of 12 months and cover several routine or contract activities.

- **Over Weight Permits**

8 Overweight permits were received and processed for access on the District Roding Network.

22 permits from NZTA Consultants for High Productivity Motor Vehicles (MPMV) routes within the District were approved.

- **Accidents**

Crash Analysis System had 1 recorded crash within the South Wairarapa District including State Highway network for October (to date).

- ❖ 7/10/2019 Revans Street (SH 53) loss control hit parked car 1 minor injury,1 non injury.

The photo below taken 21 October 2019 by Council Officers on Cape Palliser Road reinforces the understanding that many rural crashes go unreported.



## 8. Amenities

The Amenities team is responsible for the management of Council’s parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-two buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

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

### 8.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2018/19	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents’ satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

### 8.2 Parks and reserves

Card Reserve in Featherston is busy with summer sport, which includes athletics, cricket and summer football. Other parks and reserves have been busy with events, and many more events are lined up for over the summer.

### 8.3 Housing for seniors

Wash Rite are soft washing/cleaning the exterior of Cicely Martin flats 5-6 November 2019.

There are two flats, Westhaven and Matthews, that are waiting for contractors to carry out repair work.

Currently quotes to supply and install heat pumps in all flats are being received from two companies to compare prices and options.

#### **8.4 Cemeteries**

Chris Fraser from Bronze Plaques NZ Ltd are the Agents for and the exclusive supplier of Services Memorials to Veterans' Affairs NZ.

Chris is visiting the three SWDC cemeteries on 18 November 2019 to provide Veterans' Affairs NZ with information about the current condition of Services areas and if there are any future requirements

These visits are important and provide an opportunity to meet and discuss any issues, concerning the standard of care provided by the council, the memorials and, also any future development work that is required.

The following work has been completed at the Featherston cemetery:

1. installed two upright back to back inground ashes beams (32 ashes plots in total) in front of ashes walls 2 & 4
2. beam for 10 burial plots in Block 1, Catholic section
3. four extension beams for 12 plots, in Block 1a

*Featherston cemetery ashes beams*



*Featherston cemetery extension beams*



### Purchases of burial plots/niches 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Niche	2	1	1
In-ground ashes Beam			
Burial plot	3	2	
Services area			
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>

### Ashes interments/burials 25 August to 5 November 2019

	Greytown	Featherston	Martinborough
Burial	4	2	
Ashes in-ground	2	3	2
Ashes wall	1		
Services Area		1	
Disinterment			
<b>Total</b>	<b>7</b>	<b>6</b>	<b>2</b>

## 8.5 Events

### **Featherston**

*Completed events:*

**Wairarapa Garden Railway Group** – Indoor Running Day –held 15 September 2019 at the ANZAC hall

**Featherston Expo** – held 29 September 2019 at the ANZAC hall

**Kokomai Festival – The Keys are in the Margarine** –held 14 October 2019 at the ANZAC hall

**Featherston Cup 2019** (cricket) – held 28 September and 6 October 2019

*Future events:*

**Featherston Christmas Parade** – being held 7 December 2019 along Fitzherbert Street, Featherston

**Featherston Festival of Choirs (A Cappella)** – being held 17 November 2019 by the Dibble Sculpture

### **Greytown**

*Completed events:*

**Kokomai Festival – String Bean Puppet Show** – being held 19 October 2019 at the Greytown Town Centre

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday

**The Greytown Country Market** – held every third Sunday of the month starting from 20/10/2019 to 15/03/2020



### ***Martinborough***

*Completed events:*

**The Colour Run & Fireworks** – held 2 November 2019

**Rotary Martinborough Charity Fun Ride** – held 3 November 2019

*Future events:*

**Martinborough Christmas Parade & Carols** – being held 14 December 2019 around the square

**Zagato Cento NZ** - being held 30 November 2019

**Toast Martinborough** – being held 17 November 2019



### **Waihinga Playground**

Progressing well ahead of completion date at this stage and on budget.

## **9. Library Activity Update**

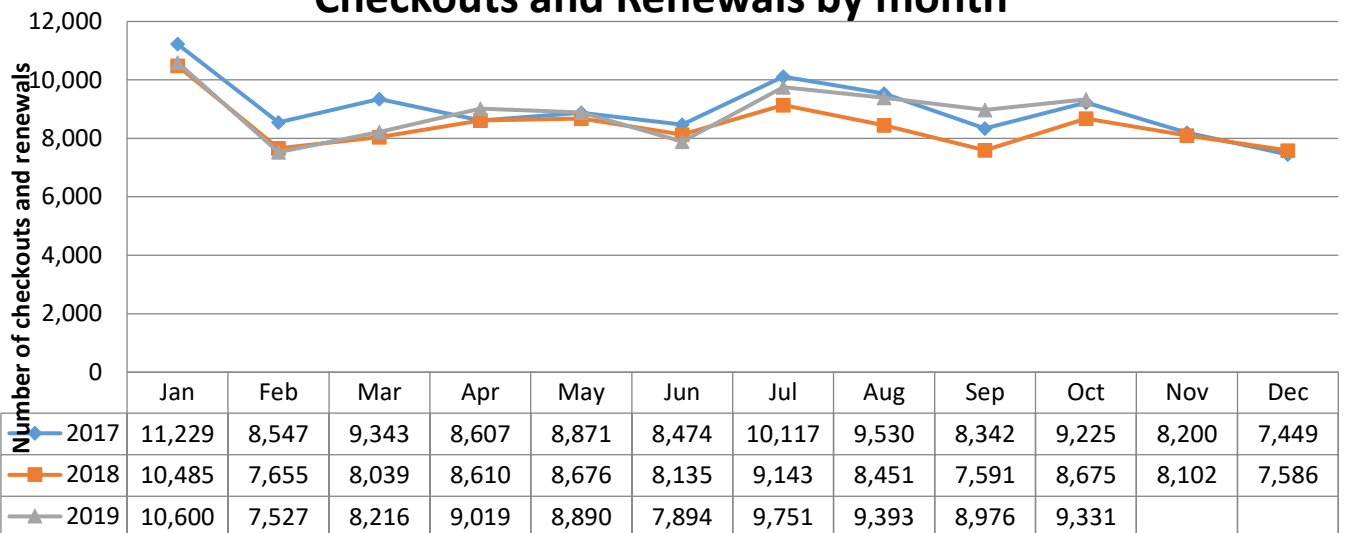
### **9.1 Issues and renewals:**

Physical items

	<b>Featherston</b>	<b>Martinborough</b>	<b>Greytown</b>
<b>Number of issues and renewals for August</b>	2926	3166	3239



## Checkouts and Renewals by month



### 9.2 New Members

New library members for August 2019:

Name of library	Featherston	Martinborough	Greytown
<b>TOTAL</b>	16	24	11

### 9.3 Computer and Wi-Fi access

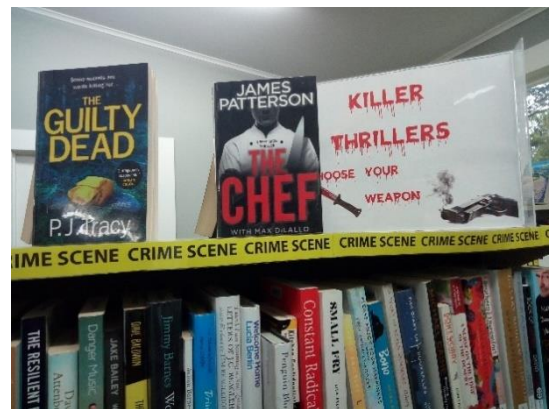
Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	244	227	327

Statistics for the Public Access Wi-Fi are now available again. Please note that these statistics are for September, not October. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	1893	1155	1843

## 9.4 Featherston Events

Data not available at time of report completion.



## 9.5 Martinborough

### Displays

Adult Displays	Teen Displays	Junior Displays
New Books	New books	New Books
Stroke Awareness	Halloween	Halloween

### 10. Events

- Halloween was celebrated with much enthusiasm in the Library – staff, displays and even the book drop was involved.
- The Library received free tickets to the Paper Shaper show at Carterton Events Centre. To make it more challenging, staff hid the “golden tickets” inside a picture book, and mis-shelved it. Jorja and Betty methodically searched through every picture book until they found the tickets.
- The Library assisted with preparations for the Community Museum’s 125<sup>th</sup> anniversary over Labour Weekend.

### 11. Other initiatives

- The Library is beginning to focus on programming for Older Persons and making sure they are represented across all our marketing avenues. We began by highlighting the free Community Law service that is available at the Library once a month.
- The Maths is Fun programme was well-attended and we received a lot of positive feedback from parents and caregivers.

The Library continues to receive positive feedback from our customers. (see attached feedback form)



**Wairarapa Community Law**  
 Martinborough Library—Waihinga Centre  
 4th Tuesday of each month  
 10 am—12 pm

Nau mai, haere mai—we're here to help  
 Pop in for a wide range of free, confidential, impartial information, assistance and support.  
 Phone: 0800 924252





**Greytown**

Adult Displays	Teen Displays	Junior Displays
New Books		New books
Non-fiction		

**Cellfish Production (Kokomai Creative Festival, Wairarapa)**

As a result of being awarded two tickets to this show we created a competition giving our customers the opportunity to find and claim the tickets. We hid a voucher in one of our library’s crime novels, and with the help of Jenni from the Carterton Events Centre, launched the competition with posters in the library and on our Facebook page. The big hint was ‘you will know it by its cover’. A little bit of lateral thinking was needed! The voucher was found by one of our frequent library users, Lesley McRae, who was thrilled. The book chosen was ‘By its cover’ by Donna Leon. (Photo supplied)

**The Paper Shaper (Kokomai Creative Festival, Wairarapa)**

We also received two tickets to this children’s show to be won. A voucher was hidden in one of our many children’s books and was discovered by Miriam Tong and her two boys who are big library users. (Photo supplied)

**String Bean Puppet Show (Kokomai Creative Festival, Wairarapa)**

Three performances of this show were held in the Forum area of the Greytown Town Hall Saturday 19<sup>th</sup> October with the first one being held during library opening hours which was well attended.

**Displays – Non-Fiction and Fiction**

We have had a good variety of non-fiction books on display over the past few weeks much to the delight of our non-fiction readers. A small display of books supporting Recycling Week was set up in the children’s area. Our fiction readers, both adult and junior, are also enjoying the supply of new books that have recently arrived. (Photos supplied)

## Tuesday Late Nights

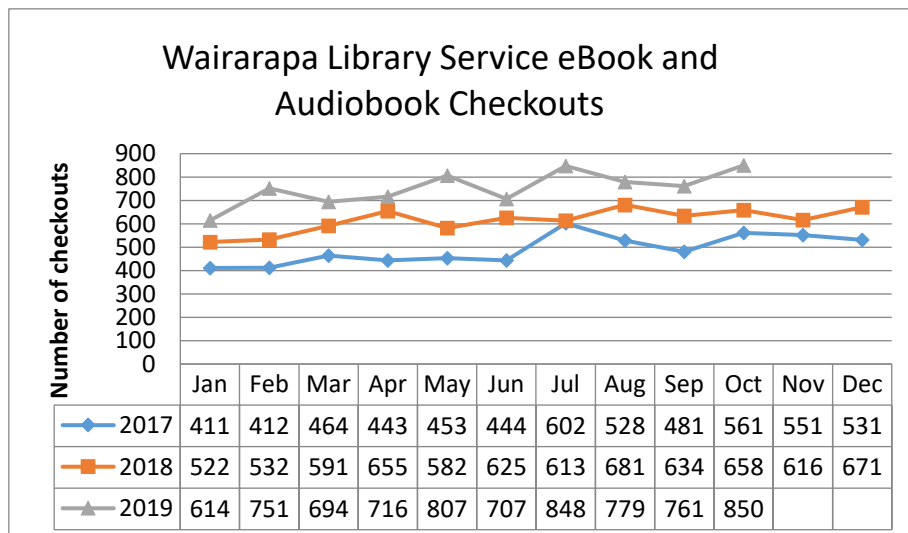
Attendance numbers have been mixed over the month, but more and more customers are discovering we are opening later Tuesday evenings. We are expecting this service to be utilized more with the increasing daylight hours and (hopefully) warmer weather.



### 11.1 Ebooks and Audiobooks:

There were 850 electronic issues (ebooks and e-audiobooks) during October. Please note this is for the entire Wairarapa Library Service (it is not possible to separate the data for each branch).

	October 2019
ebooks	554
Audiobooks	296
<b>TOTAL</b>	<b>850</b>



## **12. Climate Change Advisor Report November 2019**

### **12.1 Greenhouse gas inventory**

The Climate Change Advisor has completed a greenhouse gas inventory for Carterton District Council for 2018 (January to December). This inventory will allow the council to monitor its emissions and reduce them. The greenhouse gas inventory will be updated yearly.

Greater Wellington is also doing a regional greenhouse gas inventory which will follow and update the previous inventory made in 2014:

<https://wellington.govt.nz/~media/services/environment-and-waste/environment/files/greenhouse-gas-inventory-web.pdf>

### **12.2 Climate Change strategy**

The Climate Change Advisor is currently writing a Climate Change Strategy. This strategy aims to reduce the council's greenhouse gas emissions. Targets will be established in order to follow our progress. The targets will be established depending on the 2018 greenhouse gas inventory (baseline).

This strategy will be released in 2020.

### **12.3 Expand the network and meeting stakeholders**

Melanie Barthe, Climate Change Advisor, is still expanding her network.

She works closely to Greater Wellington regional Council (Wellington Regional Climate Change Working Group and Wellington Regional Electric Vehicle Working Group).

She has begun developing relationships with a number of community groups and people such as Resilient Carterton, Wairarapa Dark Sky Association, and Sustainable Energy Association NZ.

### **12.4 Communication – Global Climate Change week**

Between the 14th and the 20th of October we celebrated the Global Climate Change Week. The main goal of this week was to explain:

- What is Climate Change?
- How Climate Change may impact Wairarapa?
- What are Climate Change mitigation and Climate Change adaptation?
- How can I reduce my greenhouse gas emissions?
- How can I increase the carbon reservoirs?

The council's staff received one email a day (Monday to Friday) and the community was able to read one Facebook post a day (Monday to Sunday).

We also ran a competition to know what kind of actions ratepayers are already doing. The winner - Dan Broughton - won plants and a reusable cup. This will be featured in the Midweek.

We also used the Global Climate Change week to release the new 'Sustainability' page on our website. This page contains: Waste management, Recycling, Transfer station, Climate Change, Waste water treatment plant, Water conservation and Carterton IdealCup Cupcycling.

<https://cdc.govt.nz/services/sustainability/>

### **13. Wairarapa Regional Trails and Cycling Coordinator Update**

Erin continues to work with the 5 Towns Trail Network Project Team where she supported the Project Manager with RFQ Consultant brief and funding application to Trust House Foundation. She assisted the team with the evaluation of the consultant quotations and engaged stakeholders for letters of support. A key relationship built with Walking Access Commission has been created through this process.

Greater Welly Bike Festival October – Erin helped engage and promote various community events throughout the region. She has worked closely with Greater Wellington Regional Council, Wairarapa Road Safety Council and Deputy Mayor Vergunst to organise and run Wairarapa's first Bike Rodeo as our main community event. Approximately 100 children joined us at Carterton School for a safe and fun day of learning with bike skills, safety and maintenance being key components. She also engaged support from local Bike shops for prizes and shared with school networks etc.

She has been working with Destination Wairarapa and the NZ Cycle Classic organiser for wrap-around events for the NZ Cycle Classic in January 2020 – currently in the process of engaging a women's cycling group as a feature of the Classic and connecting the organisers to the Bike Rodeo & Road Safety team to create a community event in Masterton.

She has continued to work closely with the Greater Wellington Regional Trails Framework Advisor to complete our trail content to enable more existing trails within the Wairarapa to be promoted and featured on the 'Find Your Wild' website. The Wairarapa trails and locations are consistently shared on the new 'Find Your Wild' Wellington Region Trails Facebook page with huge interest in heading over this side of the hill to explore so it is working well.

She is also currently organising the next Wairarapa Cycling Forum to be held late November – this will be an opportunity to highlight upcoming events, highlight new cycle clubs that have formed, communicate the changes with Huri Huri and continue to build relationships with key stakeholders.

## 14. Te Hōkai Nuku - Positive Ageing Strategy

Emily Clark started as the Regional Positive Ageing Coordinator in September 2019. Emily has been developing the South Wairarapa District Council Implementation Plan which will be endorsed by the Assets and Services Committee.

A cross council working plan has been developed. Priority actions will commence in December 2019, these include:

- Results of the Positive Ageing Strategy shared with the appr managers.
- One-hour workshop at each of the three Wairarapa councils.
- Strong relationships and partnerships between iwi, hapu and whanau and Council.
- Begin to work with MDC – Iwi Governance & Wellbeing Strategy; CDC (form group) and SWDC Maori Standing committee.
- Targeted communication and customer services for older people from councils.
- Includes customer service and communication workshops provided to staff on communicating with older adults; review of council websites.

Other actions of note:

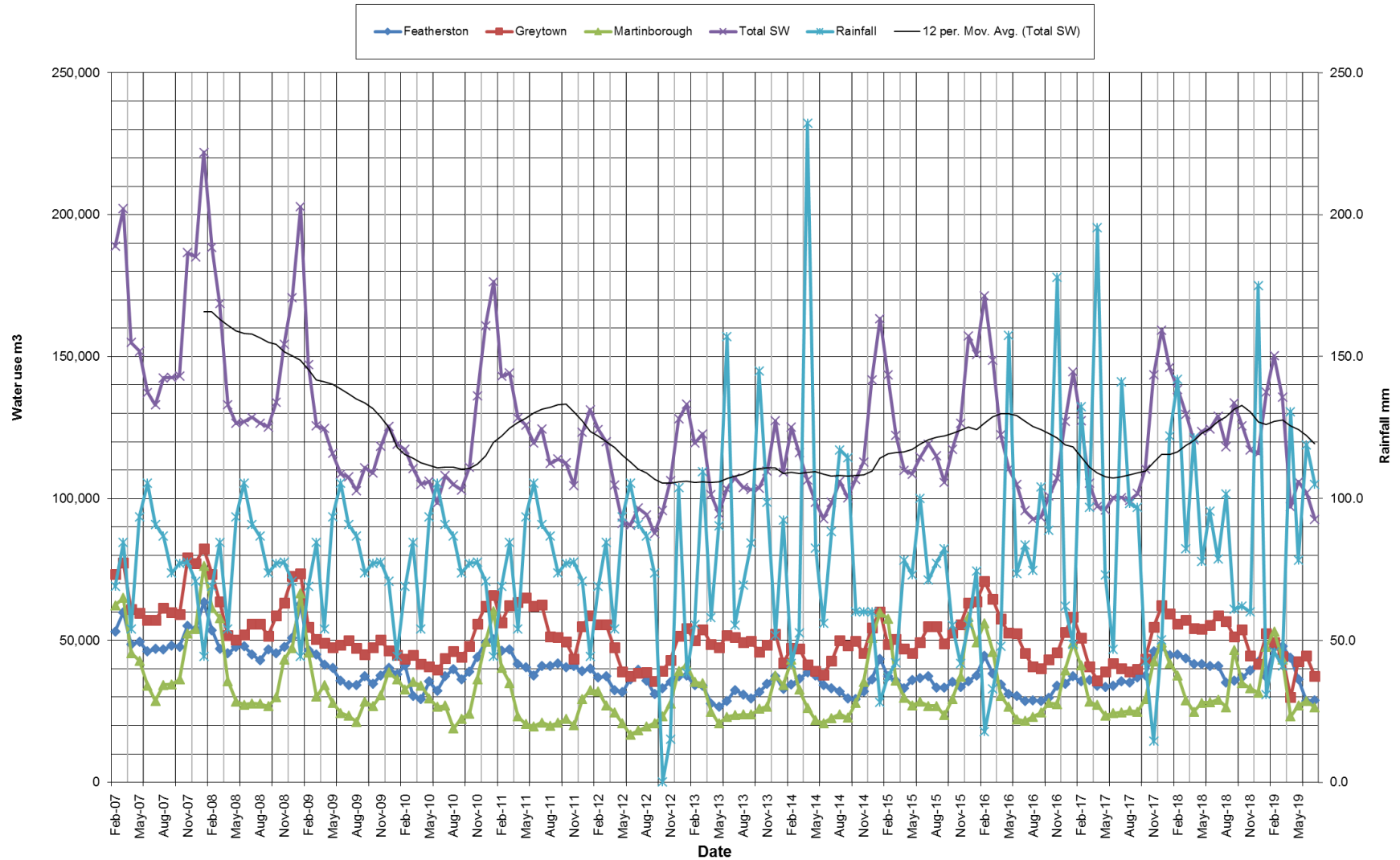
- Applied for \$15,000 funding from Ministry for Seniors to go towards implementing action plan.
- Presentations to Menzshed in Carterton and Rotary in Masterton
- Wellington Free Ambulance meeting and visit to pop-up-store in Masterton.
- Emily attended Better Later Working Lives Workshop at NZ Parliament.
- Next steering group meeting mid-November.

Contact Officer: Harry Wilson, Chief Executive



# Appendix 1 – Monthly water usage

## Water use South Wairarapa District Council

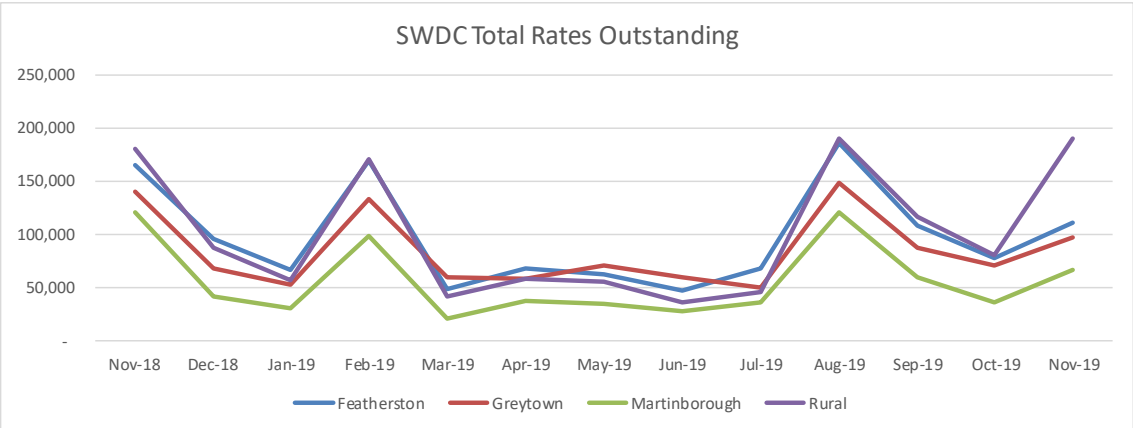
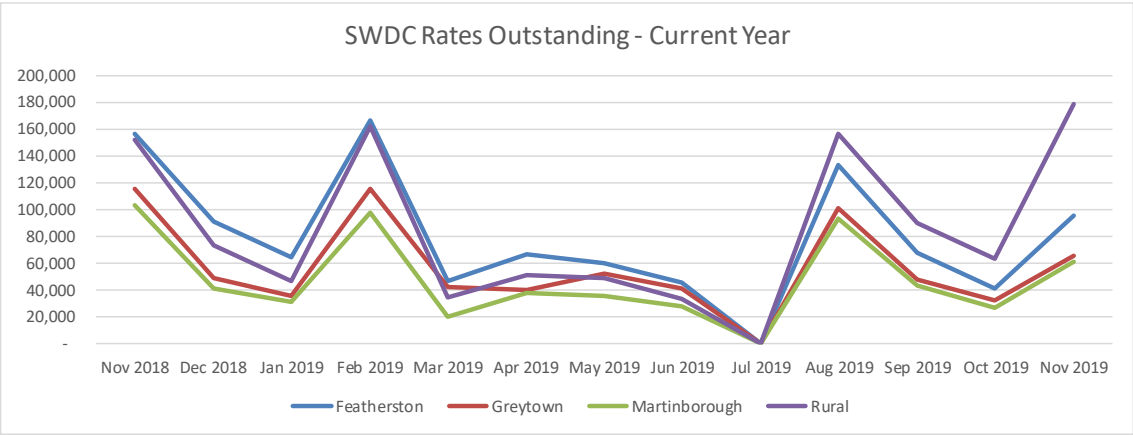
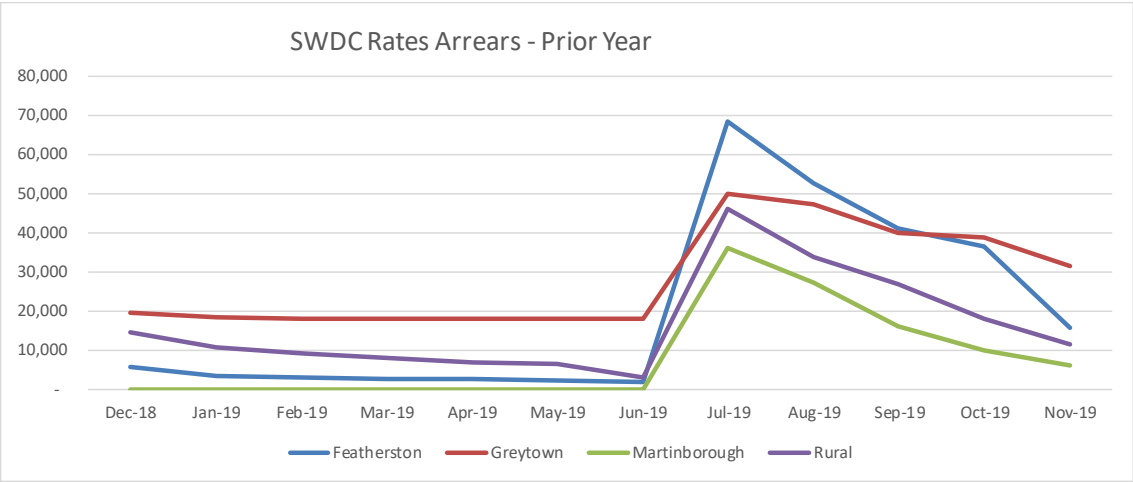


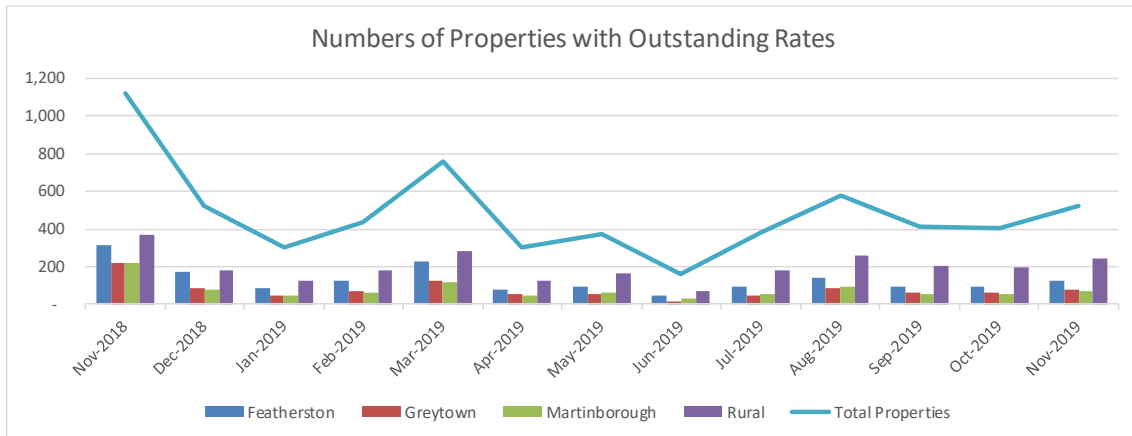
# CORPORATE SERVICES REPORT

## Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.

Please see below the graphs as at 30 November 2019.





At the end of November 2018, the arrears amount was \$80k so this has dropped to \$64K at the end of November 2019 due to the consistent work done by the rates team.

We have commenced the process to recover arrears from those ratepayers who have mortgages through their banks as we are entitled to do through the Rating Act. A total of 59 letters went to ratepayers and their mortgagees to advise them that rates arrears needed to be paid. The total arrears for this group was \$110,000. Three months later we sent final demands to the property owner and the mortgagee for the 18 properties that had not yet paid. The total arrears owing at this stage was \$48,000. Most of these arrears have now been paid.

Where properties do not have a mortgage, we send the rates arrears debt to debt collection. In total 20 properties owing \$22,000 in rates arrears were sent to the debt collectors. By 25 November 6 of these ratepayers still had rates arrears owing of \$8,700.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 1 is on repayment plan, 2 have issues with the title of their property, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 292 rebates processed to date. Last years total was 369 rebates, so we have processed over 78% the likely rebates already.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.

# GREYTOWN COMMUNITY BOARD

19 FEBRUARY 2020

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## AGENDA ITEM 9.3

### ACTION ITEMS REPORT

#### **Purpose of Report**

To present the Community Board with updates on actions and resolutions.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 12 February 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Action Items to 12 February 2020**

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
223	26-Apr-17	Resolution	Harry		GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps. 29/08/18: Ian Farley researched streets and Jellicoe St fits criteria. Council to prepare a road sign for Jellicoe Street, but hold off installing until RSA have been consulted 27/11/18 Christine undertaken research on Jellicoe and it is ready to go to poppy places. Will approach Greytown school and see if they can do some research on other streets. 30/1/19: Gtn School approached and they would like to do project, Christine to followup. 5/6/19: Christine has asked the school again, ongoing. <b>28/8/19:</b> Not moved forward but still a good project for the new Board to progress.
172	14-Mar-18	Action	Euan	Bryce	Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences)	Open	Lachlan had spoken to Maree Patten, Acting Principal, and would follow-up with the arts department and arts students to see what they think and report back. 29/08/18: Students are busy with exams, suggest the project be done for summer 19/20 with students designing the art to a theme and professional artists contracted to paint. GCB to approve designs. Potentially to be placed in the grassy corner area of the pool. 13/3/19: Project information from Lachlan was received 25/6/19: Aimee to pick up on this as the new student representative <b>26/11/19:</b> Under action with pool cover for shade of junior pool, painting of office. Dealing with new GCB
676	10-Oct-18	Action	Euan	Bryce	Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades	Actioned	8/3/19: In discussion with Mike Gray 1/5/19 Costs will be for Annual Plan (MA) 5/6/19: Was discussed as part of AP submissions, still a work in progress. 17/07/19: Projects Officer (Natalie) to pick up this piece of work. There is no water tank at Waihinga Centre (it is not a civil defence building). Power plugs being looked at by Dave Patten (electrician). Natalie to take over for water located at Greytown. 28/8/19: The Amenities Manager to provide a summary of what is possible. <b>26/11/19:</b> not viable as no room, in discussions with NZ Fire on their rebuild of station to add a large water holding tank
678	10-Oct-18	Action	Euan	Tim	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	7/2/19: Work in progress <b>17/07/19:</b> NZTA Traffic Control Devices Manual "Part 5 traffic control devices for general use-between intersection" is in draft form and currently out for Consultation to the industry. This covers :Treatments in the centre of the road, Edge Treatments, Lane lines, Cycle facilities within the carriageway. It will also standardise in terms of ONRC categories within Secondary, Access and Low volume Roads. Once this standard is finalised options in terms of West St treatment will be determined along with costing

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
773	21-Nov-18	Action	Euan	Bryce	Review protocols to determine if a key to the Greytown Town Centre can be given to the chair of the Greytown Community Board	Actioned	20/3/19 Under action week of 1 April upgrading the main entry lock for hall then new cards available. 18/06/19: Whole security and entrance is being changed with new swipe cards. Waiting on Contractor to action was due three weeks ago. 19/8/19: Waiting on contractor for last 6mths. Date been confirmed for 26 August (if not sooner) to update the alarm system and front entrance and provide new access cards. 28/8/19: Still waiting on contractor to complete work. Once complete, the new Chair should have a key. <b>26/11/19:</b> Keys only given to emergency services, can be loaned via library or service centre.
266	2-May-19	Action	Euan	Tim	Review the centre of town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti), to ensure they comply with regulations and to see if a greater line of sight can be made to improve safety	Actioned	19/6/19: When the Safety Co-ordinator looks at the Featherston Street will arrange Greytown to be reviewed also, expect to take place beginning of July. <b>19/08/19</b> NZTA manage the intersections and acknowledge they are all controlled by signage eg Give Way or Stop and sightlines are met. They removal of carparks adjacent to each will improve sight lines
120	28-Aug-19	Action	Harry		To recommend that Council consult with the Greytown Community regarding the renaming of Underhill Road.	Open	
253	11-Dec-19	Resolution	Jennie	Katrina	GCB RESOLVED (GCB 2019/58): 1. To receive the Income and Expenditure Report 2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019. 3. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 October 2019. (Moved Cr Fox/Seconded Symes) Carried 4. To approve funding of \$1,117 for a community board member to attend the 2019 Keep New Zealand Beautiful Conference. (Moved Gray/Seconded Symes) Carried	Actioned	19/12/19 Added to I&E .HM

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
254	11-Dec-19	Resolution	Jennie	Katrina	<p>GCB RESOLVED (GCB 2019/59):</p> <p>1. To receive the Application for Financial Assistance Report. (Moved Cr Fox/Seconded Gray) Carried</p> <p>2. To approve that Royal NZ Plunket Trust repurposes \$20 of their unspent grant funding towards a Plunket South Wairarapa Community Service. (Moved Symes/Seconded Cr Plimmer) Carried</p> <p>3. To decline granting the Wairarapa Citizens Advice Bureau funds of \$350 to assist with the general running and operational costs for the Bureau. (Moved Cr Plimmer/Seconded Cr Fox) Carried</p> <p>4. To grant the Life Education Trust funds of \$500 to assist with the general costs of running the Life Education programme subject to confirming Life Education Trust did not receive grant funding from Council in the most recent funding round. (Moved Cr Plimmer/Seconded Cr Fox) Carried</p> <p>5. To grant Greytown Little Theatre funds of \$500 to assist with the costs of the Fernside Garden Open Days fund-raising event. (Moved Gray/Seconded Symes) Carried</p> <p>6. To grant South Wairarapa Neighbourhood Support funds of \$200 to assist with the costs of funding a replacement promotional flag with its new logo. (Moved Cr Plimmer/Seconded Symes) Carried</p>	Actioned	19/12/19. Items 4,5 &6 added to I&E.HM
257	11-Dec-19	Resolution	Jennie	Katrina	<p>GCB RESOLVED (GCB 2019/62):</p> <p>1. To receive the Establishment of and Appointment to Committees Report. (Moved Gray/Seconded Symes) Carried</p> <p>2. To appoint Shelley Symes as the lead community board liaison and Councillor Rebecca Fox as the supporting community board liaison for WREMO and civil defence management. (Moved Cr Plimmer/Seconded Gray) Carried</p> <p>3. To appoint Aimee Clouston as a student representative in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium. (Moved Symes/Seconded Cr Fox) Carried</p> <p>4. That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative. (Moved Cr Plimmer/Seconded Symes) Carried</p>	Actioned	19/12/19. Commitment 4. added to I&E.HM
258	11-Dec-19	Resolution	Jennie	Katrina	<p>GCB RESOLVED (GCB 2019/63):</p> <p>1. Receive the Chairperson Report (Moved Cr Plimmer/Seconded Symes) Carried</p> <p>2. Approve the annual cost of \$200 for the installation and removal of the Christmas decorations in the town centre; cost to come from the Beautification Budget. (Moved Cr Plimmer/Seconded Cr Fox) Carried</p> <p>3. Approve the cost of \$120 for the printing and distribution of leaflets for the Kuranui Arts Exhibition, cost to come from the standard budget. (Moved Symes/Seconded Cr Fox) Carried</p>	Actioned	19/12/19. Commitment 2 & 3. added to I&E.HM



Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
260	11-Dec-19	Action	Harry		Contact Greater Wellington Regional Council to investigate the resource consent conditions for the work on Papawai and Fabians Road and the impact of this activity on the condition of Fabians road	Open	12/12/19 - H Wilson emailed GRWC with the submission that went to the GCB and requested consent and update on matters raised.
261	11-Dec-19	Action	Harry	Tim	Investigate the appropriate speed level for Papawai Road through the guidance provided by the New Zealand Transport Agency's MegaMaps tool	Actioned	19/12/19 Extracted from NZ Sped management Guide. <b>Function/feature</b> Any ONRC,Not in a Rural town, Sealed Rd. <b>Road Safety Metric.</b> No road safety metric used in assessment. <b>Infrastructure Risk Rating</b> Low to High. <b>Safe and appropriate Speed(km/h) &lt;80</b>
262	11-Dec-19	Action	Jennie	Steph	Officers to advise on the appropriateness of the Community Board granting funds to assist with operational costs of organisations that also receive funding from Council	Actioned	13/12/19 - JM advised is at discretion of CBs and suggested new CBs review grant funding criteria to see if still fit for purpose. SD emailed GCB this information, and other Chairs of CB to suggest a review of criteria.
263	11-Dec-19	Action	Russell		Officers to inform the Greytown Community Board of where they can seek more information on the Greytown development plan	Open	
264	11-Dec-19	Action	Jennie	Steph	Confirm the status and Terms of Reference of the Community Safety Resilience Working Party and how it relates to the WREMO and civil defence management liaison role	Actioned	18/12/19 - CSRWP not reconstituted but functions to be incorporated into new structure. SD emailed GCB to update them and provide TOR from previous CSRWP. Jane Mills of WREMO attending GCB meeting in Feb 2020 to discuss civil defence role.

# GREYTOWN COMMUNITY BOARD

19 FEBRUARY 2020

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## AGENDA ITEM 9.4

### INCOME AND EXPENDITURE REPORT

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019.*

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

The Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2019 – 31 December 2019 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 31 December 2019

Prepared By: Hayley McDonald, Assistant Accountant

Reviewed By: Katrina Neems, Finance Manager

**Appendix 1 - Income and Expenditure  
Statement for  
1 July 2018 – 30 June 2019**

**Greytown Community Board**  
**Income & Expenditure For the Period Ended 30 JUNE 2019**

<b>INCOME</b>		
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>43,689.73</b>
<b>EXPENDITURE</b>		
	Members' Salaries	15,031.30
	Mileage reimbursements	757.44
	<b>Total Personnel Costs</b>	<b>15,788.74</b>
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative L O,Connell/Aimee Clouston	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
14/04/2019	AP The Devon Hotel GTN CB 19 Conference A Rainford	540.60
24/04/2019	AP Lamb-Peters Pri Celebrate Greytown Flyers	293.00
6/05/2019	AP Greytown Early Maintenance of GTN Main St Barrells	510.00
10/05/2019	AP Nirvana Interio Oversized Clock	260.00
27/05/2019	AP Mark's Signs 15 x Pickup after your Pet signs	675.00
28/05/2019	AP He Putiputi Lim Flowers - Margaret Craig	100.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	322.28
5/06/2019	exp x wages MAY CB Conf exp A Rainford	98.00
5/06/2019	GCB coding corxn Satellite Design Flag artwork	198.81
10/06/2019	AP P A Neilson Delivry 1100 Circulars to GTN households	55.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	275.00
31/05/2019	AP Power Services Flag Installation	262.00
2/07/2019	exp x wages JUNE	64.78
26/06/2019	AP Lamb-Peters Pri June Grapevine Advertising GTN Com Board	160.00
	<b>Total General Expenses</b>	<b>8,541.41</b>
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - lluminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
0/01/1900	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
20/05/2019	AP Alzheimers Wair 2019 Community Grant Annual op costs	500.00
16/05/2019	AP Hooper N GCB Grant - May 2019	500.00
12/06/2019	AP Greytown School Grant Bike Track Project	500.00
	AP Maths Wairarapa Running Matharapa Competition	300.00
30/06/2019	AP Greytown Little Grant for running after school classes	500.00
	<b>Total Grants</b>	<b>9,883.78</b>
	<b>TOTAL EXPENDITURE</b>	<b>34,213.93</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>9,475.80</b>
<b>LESS: COMMITMENTS</b>		
	Salaries to 30 June 2019	1,153.70
	Mileage to 30 June 2019	-257.44
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018	Conference accommodation, food, petrol costs up to (overspend-SM)	-61.70
21/11/2018	Advertising for meetings December/January for Public consultations for AP submissions	800.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
2/05/2019	Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019	Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019	Rotary for organising 2019 Greytown Xmas parade	1,500.00
	<b>Total Commitments</b>	<b>6,486.32</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>2,989.48</b>

**Greytown Community Board****Beautification fund For the Period Ended 30 JUNE 2019**

	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	<b>TOTAL INCOME</b>	<b>39,178.62</b>
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018	AP Design Warehouse Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018	AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019	AP Greytown Herita GL jnl correction	3000.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	1208.57
21/05/2019	AP S H Davis GTN Main Street Barrels	120.00
21/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	300.00
7/06/2019	GCB xfr from Amenities for barrels	-2000.00
	GCB coding corxn Satellite Design cemetery signage	310.87
31/05/2019	AP Satellite Desig Greytown Cemetery/ Soldiers Mem Park	150.00
19/06/2019	AP Mr P J Bennett Construct and install new signage	1420.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	83.54
	<b>Total Beautification</b>	<b>8,094.37</b>
	<b>TOTAL EXPENDITURE</b>	<b>8,094.37</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>31,084.25</b>
	<u>LESS: COMMITMENTS</u>	
	Bench Plaque	-21.68
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019	Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
	<b>Total Commitments</b>	<b>14,270.42</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>16,813.83</b>

**Appendix 2 – Income and Expenditure  
Statement for  
1 July 2019 – 31 December 2019**

**Greytown Community Board**  
**Income & Expenditure for the Period Ended 31 DECEMBER 2019**

<b>INCOME</b>		
	Balance 1 July 2019	9,475.80
	Annual Plan 2019/20	28,053.00
	<b>TOTAL INCOME</b>	<b>37,528.80</b>
<b>EXPENDITURE</b>		
	Members' Salaries	5,771.21
	Mileage reimbursements	557.08
	<b>Total Personnel Costs</b>	<b>6,328.29</b>
1/10/2019	Exp from Payroll - Student Member Aimee Clouston	100.00
16/10/2019	AP House of Travel WGN-DND-WGN Ann Rainford	586.08
3/12/2019	exp x payroll NOV REV'd	189.57
5/11/2019	AP OfficeMax New Z 35517 Stationery	7.8
30/11/2019	AP Lamb-Peters Pri A5 Flyer - Kuranui Arts Exhibition	118
7/01/2020	exp x payroll DEC	41.74
	<b>Total General Expenses</b>	<b>1,043.19</b>
2/09/2019	AP Carterton Commu Recycled, denailed Totara Boards	486.96
5/09/2019	AP Greytown Trails Maintenance of Rail Trail	500.00
9/09/2019	AP Friends of Cobb Grant to assist Pioneer Village Day Oct	500.00
20/09/2019	AP Greytown Early GCB Grant for Outdoor Double Slide	500.00
30/09/2019	AP Greytown Rugby GCB Grant - Financial Assistance	500.00
4/10/2019	AP Greytown Bowlin Purchase 2 x lighter weight Bowling Ball	1,500.00
5/09/2019	AP Greytown Trails Maintenance of Rail Trail	1,000.00
	<b>Total Grants</b>	<b>4,986.96</b>
	<b>Total Capital Expenditure - General</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>12,358.44</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>25,170.36</b>
<b>LESS: COMMITMENTS</b>		
	Salaries to 30 June 2020	10,494.79
	Mileage to 30 June 2020	-57.08
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	383.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
28/08/2019	Gtn Trails Trust - maintenance & promotion of Rail Trail	1,000.00
28/08/2019	Produce four Arbor Day Banners	2,000.00
11/12/2019	CB member to keep NZ beautiful conference	530.92
11/12/2019	Life Education Trust	500.00
11/12/2019	Greytown Little Theatre Fernside garden open day	500.00
11/12/2019	Neighbourhood Support- Replacement Flag	200.00
11/12/2019	Honorarium pmt to student rep (Per meeting)	250.00
11/12/2019	Leaflets for Kuranui Arts exbo	2.00
	<b>Total Commitments</b>	<b>18,117.39</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>7,052.97</b>

<b>Greytown Community Board</b>			
<b>Beautification Fund for the Period Ended 31 DECEMBER 2019</b>			
	Balance 1 July 2019		31,084.25
	Annual Plan 2019/20		10,710.00
	<b>TOTAL INCOME</b>		<b>41,794.25</b>
4/07/2019	AP Norfolk Road Nu Plants for Friends of O'Connors Bush GTN		173.04
<b>1/11/2019</b>	AP Farmlands GTN Main St Barrells		107.78
	<b>Total Beautification</b>		<b>280.82</b>
	<b>Total Capital Expenditure - Beautification</b>		<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>		<b>280.82</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>		<b>41,513.43</b>
	<b>LESS: COMMITMENTS</b>		
10/10/2018	Greytown Tennis Club paint for volley board		169.00
21/11/2018	Dog park programme including gates		2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground		139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08		4,633.97
5/06/2019	Trees in the Cemetery (if watering issue resolved)		7,150.00
28/08/2019	design/printing and installation signs at Papawai Marae and Papawai Cemetery		4,000.00
11/12/2019	Installation & removal of Xmas decorations Town centre		200.00
	<b>Total Commitments</b>		<b>18,292.10</b>
	<b>BALANCE TO CARRY FORWARD</b>		<b>23,221.33</b>



AGENDA ITEM 9.5

APPLICATIONS FOR FINANCIAL ASSISTANCE

**Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Steffen Kreft and William Connor for funding of \$500 to support the performance of the object theatre piece "The Quiet Living of Lost Things."*

**1. Executive Summary**

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

Applicant	Amount Requested
Steffen Kreft and William Connor	\$500

**2. Criteria**

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Steffen Kreft and William Connor	No outstanding accountability form

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# GREYTOWN COMMUNITY BOARD

19 FEBRUARY 2020

## AGENDA ITEM 9.6

### NAMING OF NEW ROADS

#### **Purpose of Report**

To request that the Greytown Community Board approve a list of submitted new road names for use in the Greytown ward.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Naming of New Roads Report.*
2. *Approve the Suggested Greytown New Road Names List for new road names in Appendix 1.*
3. *Note that where a new road name is selected from the preapproved list, approval will be deemed to have been given for use of that name in the Greytown ward.*
4. *Note that Māori family names will still need approval from the Māori Standing Committee before use.*

#### **1. Background**

Last triennium Council had discussions on the road naming policy and subsequently agreed to consult the Community Boards and Māori Standing Committee on having a list of pre-approved names. The idea of streamlining the process where a pre-approved name is used will also need to be considered as part of the changes to the current system.

Council has authority to accept or reject names of public roads in the South Wairarapa pursuant to Section 319(1)(j) of the Local Government Act 1974. The pre-approved list will make the process much easier.

#### **2. Discussion**

##### **2.1 Process**

Under the current Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names. In general the names are to be listed in preference order with a brief statement of their significance.

The owner requests are then assessed against the criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), as follows;

- 4.3.1 *There must not be another road with the same name in the South Wairarapa District emergency services area; this includes same road names with a different suffix.*

*However, existing roads with the same names as of the date of adoption of this Policy are allowed.*

- 4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).*
- 4.3.3 The name should have significant local content or meaning.*
- 4.3.4 Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on a map.*
- 4.3.5 The end name for the roadway should be the one that most accurately reflects the type of roadway that it is.*
- 4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".*
- 4.3.7 Where the road is a continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.*

Once staff have assessed the request against these criteria, a report is prepared that first goes to the relevant board for sign-off, then onto Council for formal resolution. The developer is then advised of the outcome.

## **2.2 Reasons for forming a list of preapproved names**

During prior discussions at Council on the adoption of a name for a new road, a suggestion was made to Council to create a list of pre-approved names from which developers/land owners could simply select a name and use. This was seen as a way of helping to ensure names were suitable right from the start as the selected names will hold significance in terms of history and place association.

Officers consider this a more prudent and speedier resolution of road names than the current system, which can delay developers/owners by several weeks. This system could mean approval being exercised under delegation if a pre-approved name was proposed.

## **2.3 Invite to provide pre-approved names**

The community boards and Māori Standing Committee have previously been invited to submit names for use in their wards as road names.

Previously the Greytown Community Board submitted a list provided by Mr Neil Montgomerie on 18 July 2017. Subsequently, Ian Farley submitted a list to the SWDC Planning Manager on 7 August 2018 for use in the Greytown ward. These lists are provided in Appendix 1.

The Greytown Community Board is invited to review these lists and consider formally approving them for use.

Additional road names, along with information on significance, can be added to the list by the Community Board by resolution. Once a name is used it will be marked as used.

If a historical Māori family name is selected for use by a developer, approval for its use will be requested from the Māori Standing Committee.

### **3. Conclusion**

It is recommended that the Greytown Community Board approve the list of suggested road names for new roads. If a name is selected from the list, approval of the name by the Greytown Community Board will be deemed to have been given and the road naming request will go straight to Council for approval.

Should the proposed Community Board Terms of Reference be adopted by Council, the TOR will include the power to make decisions with respect to the naming of roads. This would mean should a name be selected from the list, approval of the name by the Greytown Community Board will be deemed to be given without the need for the road naming request to go to Council for approval.

All other aspects of the road naming policy will still apply. Developers and owners are encouraged to use road names from the proposed list.

### **4. Appendices**

Appendix 1 – Suggested Greytown New Road Names List for Approval

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Godwell Mahowa, Planning Manager

# **Appendix 1 – Suggested Greytown New Road Names List for Approval**

List provided by Neil Montgomerie

Road Names for Approval	Significance	Status
Flax Mill	On the land known as "Riverside" Peirce Cotter established a large flax mill. The old mill now a woolshed still remains in Monty's Lane.	Unused
Flax Cutter	A variation of Flax Mill is Flax Cutter, the flax was cut by hand. The Wellington Independent 2 Oct 1869 – Pierce Cotter advertised for flax cutters for his Riverside Flax Mill	Used
Cotterville	The area around cotter/Pierce/Balfour Streets was known as "Cotterville" as Pierce Cotter built staff cottages in this area. The small cottage near the south eastern end of Cotter Street is believed to be one of those cottages.	Unused
Margaret Brennan	Pierce Cotter's wife was Margaret Brennan. She died at "Riverside" on 13 September 1888. Peirce also died at "Riverside" 28 June 1894 and was survived by daughter Mary Ellen and son John. The couples other children – James, Thomas and Pierce had died earlier but all had married and had children	Unused
Hosford	Pierce's parents were Richard cotter and Mary Ellen Hosford. The Cotter Family held a reunion at Easter weekend in 1991 to celebrate the 150 years since the marriage of Peirce cotter to Margaret Brennan on 17 May 1841. There is a small article about the naming of Cotter Street (chapter 3, page 14 in Gareth Winter's book "Street Wise – How the streets of Carterton, Greytown, Featherston and Martinborough got their names".	Unused
<b>Road Names for Other Greytown Subdivisions</b>		
Road Names for Approval	Significance	Status
Te Whaiti	<a href="https://teara.govt.nz/en/biographies/4t11/te-whaiti-teoti-kerei-te-hioirangi">https://teara.govt.nz/en/biographies/4t11/te-whaiti-teoti-kerei-te-hioirangi</a>	Unused
Te Manihera	Unformed road on some old maps running parallel to Massey Street. <a href="https://teara.govt.nz/en/biographies/1t69/te-rangi-taka-i-waho-te-manihera">https://teara.govt.nz/en/biographies/1t69/te-rangi-taka-i-waho-te-manihera</a>	Unused
Te Tau	<a href="https://teara.govt.nz/en/biographies/3t21/te-tau-taiawhio-tikawenga">https://teara.govt.nz/en/biographies/3t21/te-tau-taiawhio-tikawenga</a>	Unused
Ngatuere	<a href="https://teara.govt.nz/en/biographies/1n12/ngatuere-tawhirimatea-tawhao">https://teara.govt.nz/en/biographies/1n12/ngatuere-tawhirimatea-tawhao</a>	Unused



Pehikatea	Name of an old pa site near present day Greytown refer ( <a href="https://teara.govt.nz/en/biographies/1t33/te-hiko-piata-tama-i-hikoia">https://teara.govt.nz/en/biographies/1t33/te-hiko-piata-tama-i-hikoia</a> )	Unused
William Nation	<a href="https://teara.govt.nz/en/biographies/3n1/nation-william-charles">https://teara.govt.nz/en/biographies/3n1/nation-william-charles</a>	Unused
Caselberg	<a href="https://teara.govt.nz/en/biographies/3c8/caselberg-myer">https://teara.govt.nz/en/biographies/3c8/caselberg-myer</a>	Unused
Bouzaid	<p>In its heyday Bouzaid and Ballaben employed 300 workers, drawing them from Featherston, Martinborough, Greytown and Carterton, being the third-biggest Wairarapa employer behind Waingawa Freezing Works and Masterton Hospital. The firm had bus runs to the outlying towns to pick up workers and, aside from the Greytown factory, had taken over Dave Cooper's former clothing factory mainly as a storeroom and had started a small factory in Martinborough.</p> <p>Bouzaid and Ballaben started in the clothing business in 1944 when Mick Bouzaid and Joe Ballaben joined forces in the rag trade. Previously Mick Bouzaid ran a fish shop in Greytown and Joe Ballaben had a clothing business in Wellington. The two had partnered up as fruiterers and confectioners before branching out into clothing manufacturing. They started with a handful of machinists, one being Shirley Goodin, of Carterton, who joined the staff the day after the factory opened its doors.</p>	Unused
Ballaben	As above	Unused
Any of the former Greytown Borough Council mayors or long serving councillors		

List provided by Ian Farley

Name	Significance	Location	Status
Brough	Reverend Brough (1814-?) – Visitor to Wellington from Melbourne March-June 1854. Accompanied the first Greytown settlers in March 1854. Performed first church service in Greytown.	Possible future development off Moles Street or Kempton’s Line	Unused
Buchanan	Sir Walter Clarke Buchanan (1838-1924) –MHR for Wairarapa South (1881–87), then represented Wairarapa (1887–99, 1902–5, and 1908–14). First chairman of directors of the co-operative dairy company formed at Greytown in 1881. Made numerous charitable donations, including the site for the current Greytown Town Hall in 1907, and, in 1909 for the erection of the Buchanan Home for incurables at Greytown.	Proposed Murphy’s Orchard development	Unused
Hirschberg	Moritz Hirschberg (1818-1876). Early 1854/1855 Greytown settler. Prominent businessman. In use in 1886, renamed Massey Street in 1925.	Proposed Murphy’s Orchard development or reversion of Massey to Hirschberg	Currently unused
Hawkins	Erasmus Hawkins (1852-1941) Came to Greytown 1862 on his own as a 10 year old apprentice carpenter. Constructed a number of Wairarapa buildings. Farmed along Moroa Road (current Bidwill’s Cutting Road). Recognised as a Greytown “character”.	Future development along the current Bidwill’s Cutting Road.	Unused
Nichols	Philip and Anna Nichols from Devon settled in Greytown in 1890. The house they built still stands on 22 Cotter Street. A number of their sons were prominent businessmen in Greytown from 1910s onwards, particularly Fred Nichols former WW1 Royal Flying Corps Warrant Officer who built Nichols’ Garage on Main Street, now part of the Hub.	Cotter Street/Pierce Street area. Possibly one of Tararua Junction roads.	Unused
Oates	Samuel Oates (1814-1892). Brought the first wheeled vehicle (wheelbarrow) direct from Wellington to Wairarapa	Future development in sight of the gum tree at St. Luke’s Church, or off Papawai Road.	Unused

	over the Remutaka Range in 1856. Grand-daughter Annie Oates donated the gates at the entrance of O'Connor's Bush at Greytown Soldiers Memorial Park.		
Powhatu	Powhatu Block bounded by current Papawai Road, Kempton's Line and Fabian's Road. Name in use in 1886. Currently part of Kempton's Line	Reversion of section of Kempton's Line (Right angle turn from Kempton's Line connecting to Fabians Road).	Currently unused
Revans	Samuel Revans (ca. 1807-1888) Publisher, editor and printer of NZ's first newspaper 1840. Member Provincial Council 1853-58 Name in use in 1886 from Main St (SH2) to Kemptons Line.	Original location of Woodside district.	Used 1886 Currently unused
Smith	William Mein Smith (1799-1869) First surveyor general for the N.Z company. Business partner of Samuel Revans. Buried in the Greytown Lawn Cemetery.	Woodside district in conjunction with Revans.	Unused
Stevens	Benjamin Stevens (c.1824-1868) Arrived in Greytown with the first party of settlers in March 1854. Involved in establishing Greytown School, brickmaker.	Future north/south roads connecting to Farley Avenue	Unused

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AGENDA ITEM 9.7

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**COMMUNITY FUNDING ARRANGEMENTS PROPOSAL**

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**Purpose of Report**

To provide the Community Board with information on establishing a funding partnership agreement with community organisations.

**Recommendations**

Officers recommend that the Council:

1. *Receive the 'Community Funding Arrangements Proposal' Report.*
2. *Consider entering into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis.*

**1. Background**

The Greytown Community Board is provided with an annual budget which may be used to support non-profit organisations benefitting the community through the provision of a community board grant.

Currently an organisation needs to apply to the Community Board each time it wants to be considered for funding. Granting an organisation funding involves the following steps:

- A grant application is completed and provided to SWDC no later than 10 days before the next community board meeting
- The grant application is considered at the next community board meeting
- The applicant is advised of the outcome and, if approved, the grant payment is processed
- The applicant submits an accountability form within three months of project completion.

Some organisations have applied to the Greytown Community Board each year for the same purpose, which the Community Board has chosen to support. One of these organisations, Wairarapa Maths Association, has approached SWDC to request the Community Board considers entering into a partnership agreement with organisations that the community board chooses to support on an ongoing basis. Officers are supportive of this idea as it would reduce the administrative overhead involved in

processing grants from the same organisation each year. It would also help give organisations certainty of funding.

## **2. Discussion**

### **2.1 Proposed partnership funding**

A review of the Greytown Community Board grants over the last five years shows there are two organisations that would be strong candidates for a partnership agreement – Greytown Trails Trust and Wairarapa Maths Association.

Greytown Trails Trust has received a grant of \$1,000 year-on-year from 2015 to 2019. This grant has been to assist with the costs of maintaining and promoting the Greytown Rail Trail. We note this amount exceeds the maximum grant of \$500 as specified in the grant criteria, although the current criteria allows for a higher amount where special circumstances are considered to exist.

The Wairarapa Maths Association has also received a grant each year to assist with the annual Wairarapa Maths competition. The value of the grant from 2015 to 2017 was \$200, increasing to \$300 in 2018 and 2019.

The full list of approved Greytown Community Board grants is provided in Appendix 1. While there are other examples of organisations that have received multiple grants from the Greytown Community Board, these have not been consistent each year.

The proposed term for any such agreement is three years which is consistent with the term of the Community Board. This would give the newly the elected board the opportunity to review the arrangement and decide whether the agreement is still fit for purpose.

### **2.2 Establishing a process**

The Community Board would need to agree the process for making payment and whether the current requirement for an accountability form would persist.

It is proposed that the partner organisation would be responsible for providing Council with an invoice each year to allow the payment to be processed if they are GST registered, or an email to accounts payable making the request if they are not GST registered. Should the event not go ahead, the payment would be refunded by the partner organisation as per the current process.

The Community Board could require an accountability form to be completed as per the current process, or it could opt to waive this requirement.

### **2.3 Legal Considerations**

We propose formalising this arrangement through a written Memorandum of Understanding (MoU). We propose the terms of the MoU set out that the relationship between the parties should not be construed as creating a legal relationship or partnership or joint venture.

We would recommend both parties agree this is a long-term relationship for the term of the triennium and any disputes would be worked through in good faith.

#### **2.4 Financial Considerations**

The grant would be funded from the Community Board budget and show as a commitment in the Income and Expenditure Statements.

#### **2.5 Consultation**

The Community Board may wish to consult with the Martinborough and Featherston Community Boards as Wairarapa Maths Association has received a grant from all three boards each year, all to the same value. Community Boards may wish to explore entering into a joint agreement which would reduce the administration costs associated with preparing three separate agreements.

### **3. Conclusion**

Should the Board express interest in proceeding with a community funding partnership arrangement, officers can prepare a Memorandum of Understanding for your consideration and contact Greytown Trails Trust to confirm their willingness to enter into an agreement.

### **4. Appendices**

Appendix 1 – Greytown Community Board Grants

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Greytown Community Board Grants**

Organisation	2015	2016	2017	2018	2019	Notes
Greytown Trails Trust	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	Grant for maintaining and promoting the Greytown Rail Trail
Wairarapa Mathematics Association	\$200	\$200	\$200	\$300	\$300	Grant to assist with the costs of running the annual Wairarapa Maths Competition
Life Education Trust	\$500			\$500	\$500	Grant to assist with the costs of delivering a mobile programme to schools
Greytown Menz Shed	\$500	\$500		\$1849 \$500		Grants vary (connecting electricity/buying consumables, costs of fitting out a container to provide space, purchase of beautification materials, purchase of lathes and associated hardware)
Greytown Little Theatre		\$400	\$500		\$500 \$500	Grants vary (producing / performances, after school drama classes, assisting with costs of running fundraising event)
Greytown Early Years		\$500		\$500	\$500	Grants vary (purchase of toys, slide, and overalls for outdoor play)
Cobblestones Museum			\$500	\$500	\$1,000	Grants vary (Museum shop signage, totara boards for signage, operating costs of Museum)
Friends of Cobblestones Museum		\$200			\$500 \$500	Grants vary (funding community carol concerts and funding Pioneer Family Village Fair to paint Museum Church)
Greytown Scouts		\$500		\$250		Grant to assist with attending jamboree
The Anglican Parish of St Lukes Greytown				\$750 \$2,000		Grant for costs associated with designing a cable bracing system for the St Luke's protected gum tree
Wairarapa Balloon Society	\$500					
Kuranui College	\$200					
ArrowFM	\$500					
Rimutaka Crossing 1915-1918 Memorial Re-enactment Group	\$200					
Victim Support	\$500					
Greytown Cricket Club		\$500				
Greytown Swimming Club		\$500				
Greytown Information Centre			\$300			
Greytown Rotary			\$350			
Snita Ahir-Knight			\$655			
Greytown Netball Club				\$483		
Arbor House				\$500		
Lions Club				\$500		
Wairarapa Citizens Advice Bureau				\$200		
Greytown Petanque and Croquet Club				\$750		
Greytown JAB Rugby Club				\$380		
Greytown Heritage Trust				\$3,000		
Greytown Tennis Club				\$169		
Royal NZ Plunket Trust					\$200	
Wharekaka Trust Board					\$500	
Narida Hooper					\$500	
Greytown School					\$500	
Alzheimer's Wairarapa					\$500	
Greytown Bowling Club					\$500	
South Wairarapa Rotary Club					\$1,500	
South Wairarapa Neighbourhood Support					\$200	
Wairarapa Rape and Sexual Abuse Collective					\$200	



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**COMMUNITY BOARD TERMS OF REFERENCE**

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**Purpose of Report**

For community boards to review the Community Board Terms of Reference (TOR) and recommend to Council its adoption.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To recommend to Council the adoption of the Community Board Terms of Reference.*

**1. Executive Summary**

Mayor Beijen has stated a desire to review community board delegations with a view to enhancing these delegations. Section 32 (6) of the Local Government Act 2002 states that *“a territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.”*

The community board are asked to review the Community Board TOR, particularly the revised delegations, and recommend adoption to Council.

**2. Discussion**

The proposed Community Board TOR are included at Appendix 1. The proposed TOR now include the power to make decisions with respect to the naming of roads; discretionary and beautification funding; and civic awards.

The scope of the power to make recommendations about the beautification or development of urban reserves, amenities and main streets has been expanded. This will enable consideration of new matters outside of existing plans and budgets. The delegation clarifies that consultation with officers is necessary to ensure that statutory requirements and Council policies and plans are considered.

## **2.1 Options**

The Community Board may either adopt the TOR as it is presented or provide feedback and suggestions for further changes.

## **2.2 Legal Implications**

In considering this report Council and community boards are complying with s32(6) of the LGA 2002.

The proposed delegations to the community boards are powers that may be delegated by Council.

## **2.3 Financial Considerations**

It is expected that community boards will meet the cost of the civic awards process, including advertising, printing of awards, and any formal ceremony. To keep costs at a minimum, community boards may consider giving awards as part of their meeting process.

## **2.4 Existing Policy**

The Naming of Public and Private Roads and Rights of Way Policy will need to be amended to reflect the proposed delegations.

The Pain Farm Estate Policy is incorrectly titled 'Pain Farm Trust Lands Income Distribution Policy' and is due for review. The TOR includes the proposed new title of the Policy.

The Civic Awards Working Party TOR (refer Appendix 2) provides a documented process for holding South Wairarapa district awards. Community Boards may want to consider adopting a similar process or amending the process to suit individual requirements e.g. to run an awards ceremony on a more regular basis.

## **2.5 Council Committee TOR Review**

It is expected that Council committee TOR documents will be reviewed after the adoption of a new annual plan document. SWDC committees have recommendation powers only which is appropriate given legacy projects approved by a former Council. Recommendation powers will remain in place until the current Council has adopted a new Annual Plan.

## **3. Conclusion**

Community boards are asked to consider the delegations as proposed, provided feedback and a recommendation to Council to adopt the TOR.

#### **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Appendix 2 – Civic Awards Working Party TOR

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Property Services

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees ~~and working groups~~ as determined by the Mayor or Council.

#### 4. Delegations

South Wairarapa community boards have the following [powers of recommendation](#):  
[delegations](#):

- [To consult with officers and make recommendations to the Assets and Services Committee on All ~~proposed~~ beautification or development projects](#) matters relating to urban reserves, urban amenities and town main streets ~~that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.~~
- ~~Recommendations to Council for naming of public roads, private roads and rights of way.~~
- ~~Discretionary spend on projects and community grants.~~
- ~~Determination of priorities for and expenditure of town beautification fund.~~
- To make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the [Pain Farm Estate Policy](#) (Martinborough Community Board only).

**Commented [SC-CA1]:** The current Policy is titled 'Pain Farm Trust Lands Income Distribution Policy' and needs renaming as Pain Farm is not a Trust. The proposed name would allow the policy to be developed to cover both the farm and the dwellings, governance and income distribution. This work is due to be undertaken, and to avoid rework of this TOR it is recommended that the new Policy title be included here.

- To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

South Wairarapa community boards have the following powers of delegations:

- ~~Recommendations to Council for~~ The delegation to name and to alter the name of any road (including private roads and rights of way) under section 319A of the Local Government Act 1974 and in accordance with Council policy ~~naming of public roads, private roads and rights of way.~~
- The delegation for discretionary spend on projects and community grants.
- The delegation for determination of priorities for town beautification and expenditure of the town beautification fund.
- To run a ward based civic awards application and ceremony process.

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To ensure the appropriate process is followed for approval of projects that fall within those delegations, contact will be through the community board Chairs to ~~Council officers~~ the Chief Executive Officer.

## 5. Responsibilities

A community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

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The Terms of Reference does not prescribe the mechanisms and protocols for the community boards fulfilling their roles and responsibilities. It is up to each community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

### 6.7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.

- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## **7.8. Raising Concerns**

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

## **8.9. Operating Model**

### **8.1.1.9.1 Meetings**

#### **8.1.1.9.1.1. Membership**

- Four ward members elected by the community.
- Two councillors appointed by the [Mayor/Council](#).

#### **8.1.2.9.1.2. Chairperson**

An elected member ~~appointed~~elected by community board members.

#### **8.1.3.9.1.3. Quorum**

Three members will constitute a quorum.

#### **8.1.4.9.1.4. Timing and Frequency**

6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

#### **8.1.5.9.1.5. Meeting Order**

Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **8.1.6.9.1.6. Secretariat**

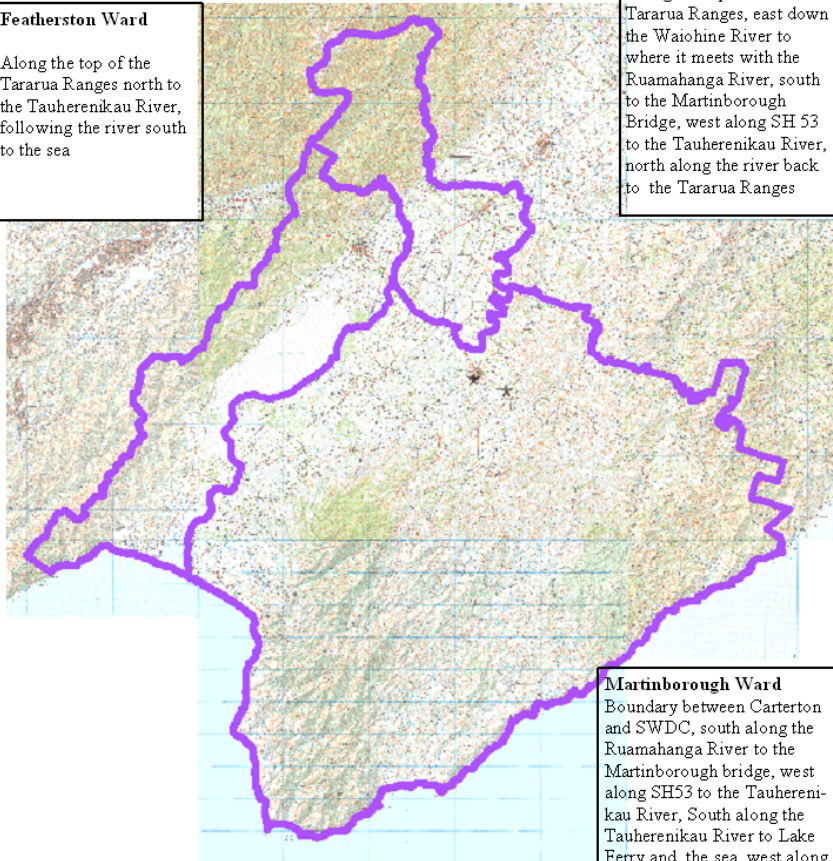
The Chief Executive will provide secretariat services for all formally notified meetings.



## APPENDIX ONE – WARD BOUNDARIES

**Featherston Ward**  
Along the top of the Tararua Ranges north to the Tauherenikau River, following the river south to the sea

**Greytown Ward**  
Along the top of the Tararua Ranges, east down the Waiohine River to where it meets with the Ruamahanga River, south to the Martinborough Bridge, west along SH 53 to the Tauherenikau River, north along the river back to the Tararua Ranges



**Martinborough Ward**  
Boundary between Carterton and SWDC, south along the Ruamahanga River to the Martinborough bridge, west along SH53 to the Tauherenikau River, South along the Tauherenikau River to Lake Ferry and the sea, west along coast line turning north to Carterton boundary

## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The community boards are allocated money each year for discretionary spending. The community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. Any submission made should be approved at a formal meeting of the community board before being submitted. The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## **5. Community Strategic Plans and Town Centre Plans**

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

## **6. Responding to Operational Matters and Identifying Unplanned Works**

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## **7. Civil Defence Emergency Management**

Although there is no formal role for community boards in an emergency event, community board members may have useful knowledge about their community and existing networks, and may also be able to respond as individuals (if available) in the case of a natural disaster. With regards to building resilience and preparedness in the community, community boards may choose to work alongside the Wellington Region Emergency Management Office (WREMO) to assist.

## **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

### **1. Working with Community Groups**

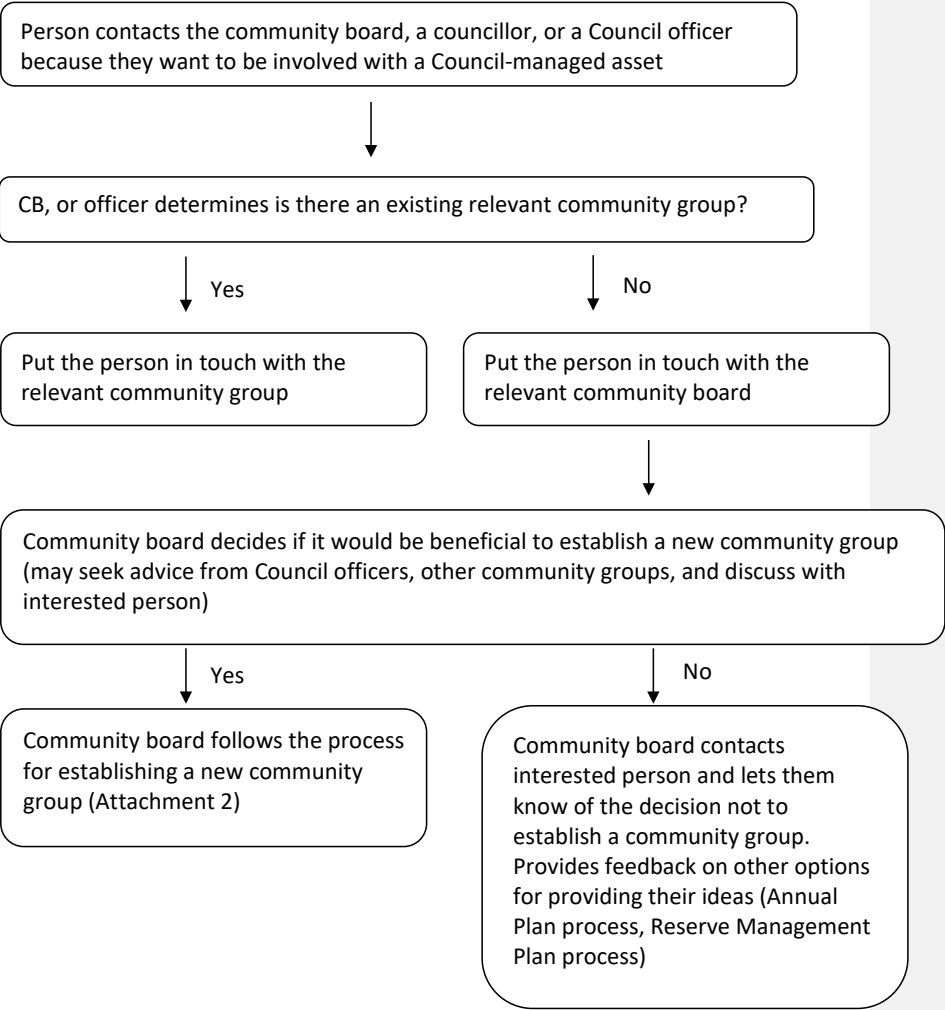
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

**ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET**



## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called “Friends of ....” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the community board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the community board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the community board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]</li> </ul>

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

**ESTABLISHING A NEW COMMUNITY GROUP OR  
CONSOLIDATING EXISTING COMMUNITY GROUPS  
FORM**

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	



# **Appendix 2 – Civic Awards Working Party TOR**



## **SOUTH WAIRARAPA DISTRICT COUNCIL**

### **Civic Awards Working Party – Terms of Reference**

#### **Purpose:**

The South Wairarapa District Council wishes to publicly recognise those individuals or organisations that have made an outstanding contribution benefiting the South Wairarapa and/or its people.

#### **Membership of the Civic Awards Working Party:**

- The Working Party consists of The Mayor plus one Councillor from each ward appointed by the Mayor at the commencement of each triennium
- The current membership is Mayor Viv Napier, Crs Margaret Craig (Chairperson) Pam Colenso and Lee Carter
- The Executive Assistant to the Mayor usually acts as secretary to the Working Party

#### **Meetings of the Working Party:**

As and when the working party decides, but at least biennially, for the purpose of conducting an awards event

#### **Role of the Working Party:**

- To evaluate, recommend and set criteria for community awards to be presented;
- To evaluate and make recommendations on the nomination process;
- To review nominations for awards and select recipients;
- To promote the SWDC Community Awards nominations and event;

#### **Role of the Secretary to the Working Party:**

- Prepare public notices of the awards round and send out nomination papers;
- Provide nominations to the Working Party for review and selection process and organise any meetings required;
- Responsible for the planning and organising of the awards event, and providing regular updates to the Working Party;

## **Appendix 1.**

### **Awards and Criteria:**

(a) **Young Achiever Award**

Any person up to the age of 24 years who has been selected to represent New Zealand in a sport, cultural or academic field or has shown outstanding skill or leadership while representing a school or club at a major regional sports, cultural or academic competition/event.

**OR:**

Any person up to the age of 24 years who has carried out outstanding voluntary service to the South Wairarapa District and its people.

(b) **Services to the Environment Award**

A person, group or an organisation that has led the way in caring for/or enhancing the environment.

(c) **Sport Award**

For a person or a team who have gained a significant success or excelled in terms of sporting achievement bringing credit to the South Wairarapa e.g. represented their country at sport or served the sporting community.

(d) **Arts and Culture Award**

A person, group or organisation with an outstanding achievement in the arts (music, fine art, dance, writing, singing, public speaking, visual arts, etc.).

(e) **Community Service Award**

A volunteer of any age or a voluntary organisation that carries out service or work of a substantial (either length of time or intensity of service) nature benefiting the South Wairarapa and/or its people.

### **1. How are the Awards decided?**

- (a) Nominations must be received by the deadline date stated on the nomination form.
- (b) Nominations can be made by any two members of the public or any two officers of organisations, clubs or businesses.
- (c) All nominations are forwarded to the Selection Panel. This panel comprises a Working Party of four people appointed by Council.

*Note: The Selection Panel relies on the information that accompanies each nomination. Therefore it is in the nominees' best interests that the information provided is of sufficient detail to enable the Selection Panel to consider each nomination fairly.*

## **2. Confidentiality**

- (a) All nominations are confidential.
- (b) It is not necessary to obtain the prior consent of the nominees before submitting a nomination. If the nomination is successful the recipient will be asked whether they wish to accept the Award.
- (c) Nominations that are not successful in any one year may be re-submitted for consideration in subsequent years.
- (d) The decision of the Selection Panel is final and binding.

## **3. Presentation of the Awards**

Her Worship the Mayor will present the Awards to successful recipients at a Mayoral Reception.

All nominees will receive a certificate of commendation.

**Appendix 2.**



South Wairarapa District Council  
**Civic Awards Nomination Form**

*Please read the accompanying Conditions and Guidelines.  
Nominations must be received no later than **[Insert Date]**  
Email completed forms to **[Insert name]**, deliver forms  
to the Greytown or Featherston Library/Service Centres, or post them to:  
South Wairarapa Civic Awards  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741*

**NOMINEE**

*Nominees must be South Wairarapa residents.*

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_

**AWARD CATEGORY**

*Please choose one:*

- Young Achiever
- Services to the Environment
- Sport
- Arts and Culture
- Community Service

**NOMINATOR**

*Nominations must be submitted by **either** an Organisation **or** by Two Individuals. Please complete the relevant section.*

**ORGANISATION**

Name of Organisation \_\_\_\_\_  
Contact Name/position \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (work) \_\_\_\_\_ (mob) \_\_\_\_\_  
Email \_\_\_\_\_

*Names and signatures of two executives from the organisation:*

Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name/position \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_





**AGENDA ITEM 11.1**

**CHAIRPERSON REPORT**

**Recommendations**

The Chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Agree that the Community Board organise a public workshop on Wednesday 26<sup>th</sup> February at 7.00 pm in the Town Centre to discuss what residents see as important in the 2020 Annual Plan. We will also be available on Saturday 29<sup>th</sup> February 10.00am -1.00pm outside the Town Centre for the public to come and discuss any further issues regarding the Plan.*
3. *Agree that the Community Board organise a meeting with students from Kuranui College to establish what they want to see in the 2020 Annual Plan*
4. *Agree that the Community Board organise a fun afternoon in The Memorial Park, Kuratawhiti street directly following the Christmas Parade.*
5. *Recommend that the Community Board begin initial consultations with Papawai Marae and the Heritage Trust to see whether they would like us to provide suitable main road signage regarding Papawai Marae, and if so, what this signage should say.*
6. *Note that with the election of our 4<sup>th</sup> Community Board member we will be able to make appointments to the town's diverse committees.*
7. *Approve that \$50 be granted to the Greytown Information Centre for administration costs.*
8. *Approve the cost of \$80 for flowers sent to Cr Plimmer.*

**1. The 2020 Annual Plan**

In order to obtain maximum participation and input from Greytown residents the Board are recommending two meetings with residents. On Wednesday 26<sup>th</sup> February the meeting will take place in the Town Centre at 7.00pm. This will be followed by a further opportunity to meet with the public on Saturday 29<sup>th</sup> February between 10.00am -1.00pm outside the Town Centre.



## **2. Kuranui College Students**

We will hold a meeting with students from Kuranui College. The Community Board will then include relevant ideas in the Annual Plan submission workshops.

## **3. Christmas festivities following the Christmas parade in 2020**

The Greytown Community Board feel that the present Christmas festivities could be enhanced by the organisation of a fun afternoon in the Memorial Park. The Board are proposing to organise this event.

## **4. Improvements to Greytown Swimming Pool**

The second shade cloth has been placed in the toddler pool at Greytown swimming pool. We are in the process of acquiring new steps which are suitable for both older residents and the disabled to use, financed by the council.

## **5. Main Road Signage for Papawai Marae**

At present there is no signage to show the way to Papawai Marae which is historically a very significant Marae. The Community Board would like to discuss whether the Marae would like this signage to be installed, and if so what the signage should say.

## **6. Greytown's Many and Diverse Committees.**

We look forward to the election of our 4<sup>th</sup> Community Board member. Appointments to the town's many and diverse committees can then be ratified.

Ann Rainford  
Chair  
Greytown Community Board

**MEMBER REPORT**  
for  
**Greytown Community Board Meeting**  
**19 February 2020**

<b>Member Name</b>	Shelley Symes GCB Lead Liaison
<b>Group Name</b>	WREMO/CD Committee
<b>Meeting Date</b>	<b>December 16 2019:</b> with previous Greytown liaison representative <b>Mike Gray</b> and <b>December 17 2019</b> with current WREMO/CD representative <b>Jane Mills</b> .
<b>Objective of Meetings</b>	<p><b>Mike Gray:</b> to provide details of the emergency response framework as it currently exists in Greytown; familiarisation with the Emergency Hub communications equipment; information packs; logistics.</p> <p><b>Jane Mills:</b> to explain WREMO/CD role and to discuss WREMO/CD expectations. Jane provides an excellent WREMO/CD strategic presentation.</p>
<b>Key issues from Meetings</b>	<ul style="list-style-type: none"> <li>• Radio Equipment Testing logs showed that since 23 October 2019 the radio comms testing every 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays monthly between the Hub and Masterton had not been successful. On three consecutive occasions there were no responses from Masterton. <ul style="list-style-type: none"> <li>○ <i>Reported 17 December to Jane Mills, who agreed to find out the reason behind the radio communication failures.</i></li> </ul> </li> <li>• Requirement for key access to the Library for new GCB Committee Liaison <ul style="list-style-type: none"> <li>○ <i>Key provided mid January through SWDC (Bryce Neems)</i></li> </ul> </li> <li>• Mike Gray to effect introductions to Steve Mangan Radio Operator; Greytown Medical Centre contact and Kurunui Principal.</li> <li>• Suggestion to check SWDC generator capacity in</li> </ul>

	<p>case of emergency</p> <ul style="list-style-type: none"> <li>• Need to engage with community organisations: Menzshed, Lions, et al to determine current status; any challenges and unexpected issues relating to local protocols. <ul style="list-style-type: none"> <li>○ <i>Meetings to be set up in February.</i></li> <li>○ <i>January 23 met with Team Greytown Coordinator due to contacts and responsibilities.</i></li> </ul> </li> <li>• Jane Mills confirmed resignation of Jen Bhati former Neighbourhood Support Coordinator. <ul style="list-style-type: none"> <li>○ <i>Recruitment currently underway for replacement. Current contact can be effected through Masterton.</i></li> </ul> </li> <li>• Jane will introduce GCB Liaison to Emergency Ops Team in Masterton</li> <li>• Discussed need for Disaster Response Scenario to be organised for 2020 in Greytown.</li> <li>• Jane introduced me to Snita Knight -Psychological First Aid training coordinator. <ul style="list-style-type: none"> <li>○ <i>Snita will include GCB Liaison in meeting with her group and other volunteers in Feb/March 2020.</i></li> </ul> </li> </ul>
<p><b>Specific item/s for Community Board consideration</b></p>	<p><b>Disaster Response Scenario for 2020.</b> Need to make sure the date and timing is not in competition with events being held elsewhere. 2019 Scenario was constrained by low turn out due to other concurrent entertainment and events.</p> <p><b>Earthquake and Fire response and preparedness.</b> Has any data been collected by WREMO/CD about the efficacy of the national emergency alerts via cellphone? There have been a couple of test alerts but they have not reached everybody. Is this a problem for Greytown residents?</p> <p><b>Supporting our Fire and Emergency people in Greytown:</b> getting the message out there. Fire precautions: awareness of FENZ request:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.stuff.co.nz/national/118903848/how-you-can-help-fire-and-emergency-build-resilient-communities">https://www.stuff.co.nz/national/118903848/how-you-can-help-fire-and-emergency-build-resilient-communities</a></li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• WREMO/CD expect Greytown Community to be self reliant in case of emergency.</li> </ul>

	<ul style="list-style-type: none"><li>• WREMO/CD provides excellent strategy/framework/general advice but our local Community has to “add flesh to the bones”.</li><li>• Local Emergency Hub response relies upon good public awareness and familiarity with the roles and responsibilities.</li><li>• The role of the Neighbourhood Support Coordinator for Greytown is significant. Do the available resources reflect actual needs?</li><li>• Is regularly updated information available in a <b>secure non electronic format</b>, that would be important in context of a local emergency hub based response? E.g. current contact/available resource details from across the changing urban/rural community? (People move, things change!) - <i>Part of Neighbourhood Support role?</i></li><li>• Three Greytown citizens (retired professionals) have indicated interest to become involved in Community based emergency response arrangements as a result of general discussion out and about.</li><li>• There is value in the three Ward Boards liaising occasionally and also meeting with Carterton Council representative to share experiences and perspectives regarding emergency preparedness.</li></ul>
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