



GREYTOWN COMMUNITY BOARD

**Agenda
18 April 2018**

Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 18 April 2018 commencing at 7:00pm.

MEMBERSHIP OF THE COMMITTEE

Leigh Hay (Chair), Cr Paora Ammunson, Cr Margaret Craig, Mike Gray, Ann Rainford, Christine Stevenson and Lachlan O'Connell (student representative).

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

3.1 None Advised

4. PRESENTATIONS:

4.1 Katie Abbott and Jeremy Partridge, Tree Advisory Group update

7:00pm

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

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.

6. COMMUNITY BOARD MINUTES:

6.1 Minutes for Approval: Greytown Community Board Minutes of 14 March 2018

Pages 1-6

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 14 March 2018 be confirmed as a true and correct record.*

7. CHIEF EXECUTIVE AND STAFF REPORTS:

7.1 Officers' Report to Community Boards

Pages 7-50

7.2 Action Items Report

Pages 51-56

7.3 Income and Expenditure Statement Report

Pages 57-60

7.4 Applications for Financial Assistance

Pages 61-62

8. NOTICES OF MOTION:

8.1 None advised

9. CHAIRPERSON'S REPORTS:

9.1 Chairperson's Report

Pages 63-64

10. MEMBER REPORTS (INFORMATION):

10.1 Update from Community Board Clinic; Ann Rainford

11. CORRESPONDENCE:

***Proposed Resolution:** That the inwards and outwards correspondence be received and approved.*

11.1 Outwards

To Kuranui College, from Greytown Community Board, dated 23 March 2018

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To Wairarapa Rape and Sexual Abuse Collective, from Greytown Community Board, dated 23 March 2018

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Greytown Community Board

Minutes – 14 March 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Christine Stevenson, Cr Paora Ammunson (from 7:41pm) and Lachlan O’Connell (student representative).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 14 March 2018 between 7:00pm and 8:45pm.
- Also in Attendance:** Graeme Gray, Jill McDonald, Jeff Barber and Jez Partridge.

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2018/11) to receive apologies from Cr Craig and lateness apologies from Cr Ammunson.

(Moved Hay/Seconded Stevenson)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Graeme Gray

Mr Gray considered that the Greytown minimum section size as allowed by District Plan was too large and people wanting to downsize were moving to neighbouring towns. Mr Gray requested that section sizes are reviewed before the required Plan review date of 2021.

3.2 Jill McDonald

Ms McDonald informed the Board of the upcoming Aratoi Art Auction being held on the 13 April 2018, and displayed a promotional poster, copies of which were being hung in key locations around Greytown.

3.3 Jeff Barber

On behalf of Cotter Street residents, Mr Barber requested Council install bollards at the Pierce Street end of Cotter Street to prevent Cotter Street being used as a through route for traffic heading to Governor’s Green

and Tararua Junction. Mr Barber requested Council consultation with residents.

4. PRESENTATIONS

4.1 Jez Partridge, Tree Advisory Group (TAG)

Mr Partridge tendered apologies from Ms Abbott. The Friends of O'Connors' Bush had been removing invasive species from the bush; spraying and clean-up had been undertaken.

M Partridge requested an update from Council on the status of the protected tree review including a revised timeline. Work continued on the St Luke's gum tree and a cable bracing system was now being designed.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

5.1 Graeme Gray

Members encouraged Mr Gray to attend the Long Term Plan public meeting on the 11 April 2018 and discuss concerns with Council officers.

5.2 Jill McDonald

If A4 size posters were made available, members offered to place them around Greytown.

5.3 Jeff Barber

Mrs Hay undertook to discuss a possible delay to the Cotter Street report scheduled to be presented to Council on the 4 April 2018, so residents could meet with Council officers to discuss their preferred solution.

5.4 Tree Advisory Group

GCB NOTED:

1. Action 170: Provide an email update to GCB members and the Tree Advisory Group on the status and timeline for completing the protected trees review; M Buchanan

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 31 January 2018

GCB RESOLVED (GCB 2018/12) that the minutes of the Greytown Community Board meeting held on 31 January 2018 be confirmed as a true and correct record.

(Moved Stevenson/Seconded Rainford)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed swimming pool usage over summer and Council's dog education KPI with Mr Allingham.

Mrs Stevenson undertook to liaise with Greytown School and Lachlan O'Connell undertook to liaise with Kuranui College to ascertain interest in delivery of Council's dog education programme.

GCB RESOLVED (GCB 2018/13) to receive the Officer's Report.

(Moved Hay/Seconded Stevenson) Carried

7.2 Action Items Report

Members discussed outstanding action items.

GCB RESOLVED (GCB 2018/14):

1. To receive the action items report.
(Moved Hay/Seconded Stevenson) Carried
2. Action 171: Write a letter to Kuranui College thanking the students who were at the Greytown Library assisting people complete their census forms; P Crimp

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2018/15):

1. To receive the Income and Expenditure Statement for the period 1 July 2017 – 31 January 2018.
(Moved Hay/Seconded Gray) Carried
2. Action 172: Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences); L O'Connell
3. Action 173: Remove the \$500 commitment for a community event to celebrate best town, move installation of flags and bench plaques to the GCB I&E budget and correct the Welcome to Greytown commitment; J Mitchell

7.4 Naming of a new Road, Hillview Property Investments Limited, Woodside Road, Greytown.

GCB RESOLVED (GCB 2018/16):

1. To receive the Naming of New Road, Hillview Property Investments Limited, Woodside Road, Greytown Report.
(Moved Hay/Seconded Stevenson) Carried
2. To support the use of the name "Flax Cutter Lane".
(Moved Gray/Seconded Rainford) Carried

7.5 Applications for Financial assistance

GCB RESOLVED (GCB 2018/17):

1. To receive the Applications for Financial Assistance Report.
(*Moved Hay/Seconded Rainford*) Carried
2. To grant Greytown Netball Club \$483 to assist with the costs associated with purchasing balls and bibs.
(*Moved Hay/Seconded Rainford*) Carried
3. To grant the Greytown Menz Shed \$1,840 from the Beautification Budget to purchase materials so the West Street frontage of Greytown Menz Shed can be beautified.
(*Moved Hay/Seconded Rainford*) Carried
4. To defer consideration of the application from the Wairarapa Rape and Sexual Abuse Collective until more information was received from the Collective.
(*Moved Hay/Seconded Rainford*) Carried

7.6 Community Board Grants Accountability Report

GCB RESOLVED (GCB 2018/18) to receive the Community Board Grants Accountability Report.

(*Moved Gray/Seconded Rainford*) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Reports

Members discussed dog bag disposal units, Council provision of a footpath condition report so the Board could make priority decisions, and undertaking a more strategic approach to Arbor Day celebrations.

Mrs Hay undertook to put together a report for planting lime trees in Greytown Cemetery.

GCB RESOLVED (GCB 2018/19):

1. To receive the Chairperson's Report.
2. To approve \$572 plus GST for the purchase of two boards to advertise the Greytown Community Board clinic on the first Saturday of every month.
3. To approve \$142.45 plus GST for framing of the certificate for the Most Beautiful Small Town 2017; the certificate will be hung in the Greytown Town Centre.
(*Moved Hay/Seconded Stevenson*) Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 Wairarapa Library Service

Members noted the report as submitted.

GCB RESOLVED (GCB 2018/20) to receive the Wairarapa Library Service Report.

(Moved Hay/Seconded Rainford)

Carried

10.2 Community Board Clinics

Mrs Rainford discussed vehicle speed concerns as raised at a recent clinic with members.

GCB RESOLVED (GCB 2018/21):

1. To receive the Community Board Clinic Report.

(Moved Hay/Seconded Gray)

Carried

2. Action 174: Revisit the possibility of speed activated warning signs at the two entrances to Greytown. The location to be inside the 50km speed limit zones (as opposed to within the 100km zone) as discussed with Mark Owen, NZTA on the 31 January 2018; M Allingham

10.3 Tree Advisory Group

Members noted the report as submitted, and discussed restarting the tree replacement nursery project.

GCB RESOLVED (GCB 2018/22) to receive the Tree Advisory Group Report.

(Moved Hay/Seconded Cr Ammunson)

Carried

10.4 Emergency Management

Members noted the report as submitted, and Mr Gray encouraged attendance at the emergency activation on the 18 March 2018.

GCB RESOLVED (GCB 2018/23) to receive the Emergency Management Report.

(Moved Hay/Seconded Rainford)

Carried

10.5 Greytown After 5 (GA5)

Mrs Stevenson reported that a GA5 event would be held on the 5 April 2018 at Peace of Mind in Greytown.

11. CORRESPONDENCE

11.1 Inwards

From Greytown Trails Trust to South Wairarapa community boards, dated February 2018

From Victim Support to Greytown Community Board, dated 1 March 2018

11.2 Outwards

To Greytown Heritage Trust, from Greytown Community Board, dated 8 February 2018

To Greytown Menz Shed, from Greytown Community Board, dated 8 February 2018

To Greytown Rotary, from Greytown Community Board, dated 8 February 2018

To Friends of Cobblestones, from Greytown Community Board, dated 8 February 2018

GCB RESOLVED (GCB 2018/24) to receive the inwards and approve the outwards correspondence.

(Moved Hay/Seconded Gray)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

GREYTOWN COMMUNITY BOARD

18 APRIL 2018

AGENDA ITEM 7.1

OFFICERS' REPORT

Purpose of Report

To report to Council on general activities.

Recommendations

Officers recommend that the Council:

1. *Receive the Officers' Report.*

CHIEF EXECUTIVE

1. Executive Summary

The adoption of the 2018/28 Long Term Plan Consultation Document signalled the end of a period of quite intensive analysis and thinking by Council and stakeholders.

The adoption also signals the start of the important consultation phase, we usually receive a good number of submissions for consideration.

We continue to progress the Featherston Wastewater Consent. We are hopeful the application will be notified in the next week or so, however this is largely out of our hands.

Another citizenship ceremony was held during the reporting period, as I have mentioned before, these are always interesting and it is inspiring listening to some of the stories of how our new residents have ended up here.

Finally, I would like to thank Murray Buchanan for his excellent contribution to the planning and environment aspects of not only this Council, but also Murray's involvement on issues Wairarapa wide. Murray retired last Thursday, and is looking forward to spending more time at home in Hawkes Bay, and riding his new Moto Guzzi.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS				
			2016/17 TARGET	2016/17 ACTUAL	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem		75%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 16% 2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views		72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions		80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)		79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues		90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)
	% of ratepayers and residents who know how to contact a community board member		68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 14% 2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes		70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 5% 2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications		100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.(Year ended 30 June 2016)

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Agenda items included GWRC presentation on Public Transport, NZTA on regional roading matters, and an update on the regional investment plan (Wairarapa involvement in this is discussed below)

3.1.2. Mayoral Forum

No Mayoral forum was held during the reporting period.

3.1.3. Community Boards

A further round of Community Board meetings were held. An initial meeting with Chairs and officers was held to discuss action items and managing service requests.

3.1.4. WREMO

Prior to the Regional CE forum, WREMO presented to the Chief Executives Group to present their quarterly report.

Two reviews have been undertaken recently.

Firstly the Government undertook a review of civil defence arrangements thru ought the country. The regional CE group met the government review panel to provide input. The CE group will provide feedback, via the Mayoral forum.

The second review was an internal process on the effectiveness of WREMO, this review resulted in the appointment of additional personnel in the training, and communications areas. The total funding requirements were in line with the existing funding levels we had included in our LTP.

3.1.5. Rural & Provincial

Another interesting session, with agenda for day one covering Governments review of Civil Defence; Freedom Camping; Regional Development (Provincial Growth Fund and Tourism Infrastructure fund); climate change and insurance; Privacy (Privacy Commissioner presentation); Members remuneration.

Day two agenda covered Government Policy Statement Land Transport; LGOIMA; Ongoing three waters review by MBIE; and the pitfalls of comparing rates between local authorities.

4. Corporate

4.1 Financial Statement

Financial statements for the seven months ended 31 January 2018 are presented in Appendix 1 for the record, without commentary. These statements were presented and discussed at the January Audit and Risk meeting.

We are not in a position to prepare detailed analysis at this stage due to the Long Term Plan preparation; however there are no areas of concern following a mid-level review, and discussion at Audit and Risk.

4.2 Long Term Plan

The Long Term Plan consultation document, and supporting information, was adopted 21 March.

This signals the commencement of the public consultation period, running from 22 March to 23 April.

Public meetings will be held 10, 11, 12 April.

4.3 Occupational Health and Safety

We continue to make good progress on health and safety matters.

In particular we are focusing on working with volunteers. This has proven somewhat more complex than first thought. We will have working guidance available in due course.

A health and safety report for the period 31 December – 30 March 18 is included in Appendix 3.

4.4 Waihinga Centre/Martinborough Town Hall

The project continues as planned, completion has been recalculated following some minor weather and materials delays as previously advised with a completion date of July. This remains subject to normal construction risks, weather, materials and the like.

Occupancy is planned for mid to late August.

Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

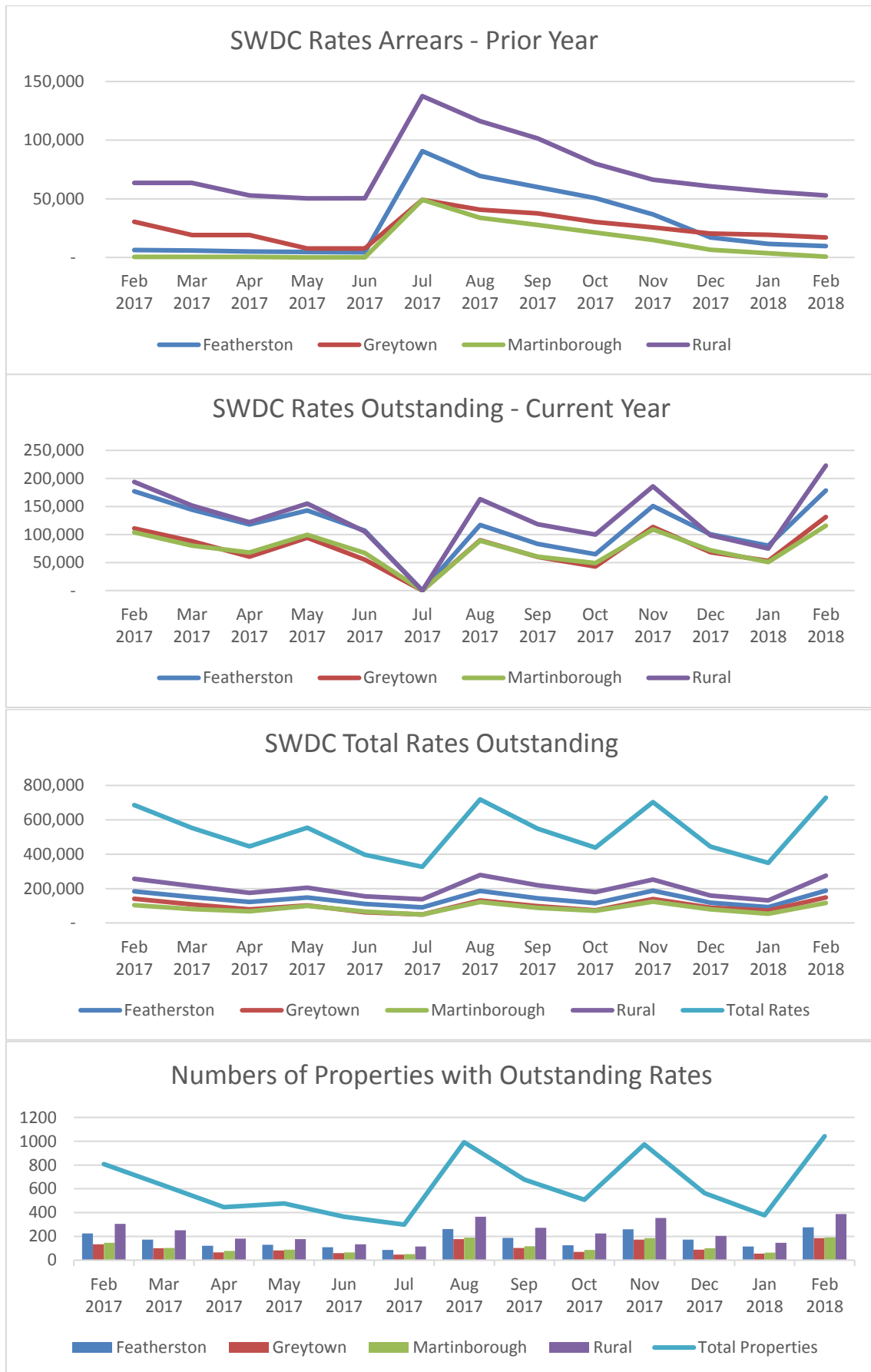
The financial summary, attached as Appendix 2, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

The project is progressing well, and there are no red or even orange flags at this stage.

4.5 Rates Arrears (Incl. GST)

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding are at a similar level to the same period last year.



4.6 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
7 February 18	Copies of Council Actions 459 and 460	Information supplied
12 February 18	Water Usage	SWDC Information provided but requester advised that those parts of response that relate to Greater Wellington Regional Council have been transferred
19 February 18	Supply charges to credit Cards	Council does not use Credit Cards
22 February 18	Ballot order for your mayoral and council ward ballot voting papers from 2016's local body elections	Information supplied
24 February 18	Council's staff list, including role titles and structured by department.	Structure supplies but not individual officers.
24 February 18	Information on stockpiling of tyres	Information supplied.
12 March 18	Affordable homes	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

5. Appendices

Appendix 1 – Waihinga Centre Finances

Appendix 2 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 2 – Waihinga Centre Finances

**SWDC
Waiinga Centre
Project forecast - Actuals to February 2018**

Per Council decision 18.1.2017

\$ 5,132,010

Made up as follows:

	Budget	Invoiced to 28.02.2018	Invoices to come	Forecast spend
Rigg Zschokke Construction Contract	4,223,709	1,533,790	2,689,919	4,223,709
Rigg Zschokke Agreed Variations*		53,995	3,704	57,699
		<u>1,587,785</u>	<u>2,693,623</u>	<u>4,281,408</u>
Professional fees (design team) to Jan-17	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
Other fees to Jan-17 (including SGL, QS)	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
Architect & Engineer construction monitoring	80,000			
Holmes Consulting - Construction Monitoring		47,500	-	
Warren and Mahoney - Site Monitoring		35,733	5,267	
Warren and Mahoney - Variations*		11,578	6,000	
		<u>94,810</u>	<u>11,267</u>	<u>106,078</u>
Development & Design Variations**		78,181	11,151	89,331
QS Services to completion	50,000			
Venture Consulting		20,000	10,000	
Clendon Burns & Park		13,438	3,562	
		<u>33,438</u>	<u>13,562</u>	<u>47,000</u>
Budgeted Core costs	5,132,010			
Plus Contingency	200,000			
Overall budget	\$ 5,332,010	2,572,015	2,729,603	164,608
				\$ 5,296,618

***Construction Variations to date:**

	Invoiced to 28.02.2018	Invoices to come	Forecast spend
Rigg Zschokke			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room	2,000	500	
Temporary structural support	5,500	4,000	
Concrete under existing foundation		1,000	
Supper room framing connection to external wall	500	500	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing	1,000	4,000	
Supper room lintel beams		500	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Holmes Construction issue	6,727	0	
Materials supply savings		(5,000)	
Foundation beam kitchen	3,885		
	<u>53,995</u>	<u>3,704</u>	<u>57,699</u>
Warren and Mahoney			
Alternative cladding product (Rodeca)	10,678		
Additional monitoring costs		6,000	
Revision re additional toilet	900		
	<u>900</u>		<u>17,578</u>

JNL and Other Savings

To be confirmed

****Development & Design Variations:**

SGL	5,500		
Engeo Geotech	13,715		
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	36,554	5,001	
Holmes Consulting - Construction Monitoring	6,422		
	<u>78,181</u>	<u>11,151</u>	<u>89,331</u>

Net cost/(savings) from Variations:

164,608

Appendix 2 – Health and Safety Report

South Wairarapa District Council Health and Safety Report

1 December 2017 – 30 March 2018

HEALTH AND SAFETY STRATEGY

We continue to progress well on implementing our health and safety strategy and work plan.

RESOURCING

There are no health and safety resourcing issues. Julie Wallace, working 1 day a week.

HEALTH AND SAFETY – DRIVING CONTINUOUS IMPROVEMENT (lead indicators)

Training

SWDC are continuing to review health and safety training needs of new and existing staff.

Engaging with our people

Health and Safety at Work Team have recently:

- Begun a review of council hazard register and controls
- Looked at providing information to staff on alternative routes when there is flooding or storms
- Reviewed incidents and hazards and made recommendations on controls.

Links to Health and safety handbook, Health and safety manual and Health and safety emergency procedures, has been put on all staff's desktops to enable easy access to health and safety information and forms.

Staff observations

- Staff member drove through a contractors work site and observed some minor Traffic management failings. Asked the contractor to rectify the situation.

Near Miss reports

Three near miss's reported in the period December 2017 – March 2018.

Wellness

- All staff continue to be offered flu injections.
- All staff offered annual wellness payment of \$200.

Working with our Contractors

Council continue to implement the contractor management system.

- Council staff continue to evaluate contractor's health and safety systems.
- Council staff who engage contractors are undertaking pre-start meetings, inductions and safety audits.
- 11 safety audits undertaken in the period December 2017 to March 2018. 1 site with major improvements shut down until remedial action taken, 6 sites with minor to moderate remedial actions taken, 4 sites met audit requirements.
- Non-injury contractor incident attended by WorkSafe. SWDC issued a WorkSafe improvement notice recommending SWDC implements and maintains effective monitoring and review of risk management systems for work directed or undertaken by Council. Including contractor works auditing and an effective system to ensure all parties involved in work consult, co-ordinate and co-operate to ensure effective risk management.
- Notification from received from WorkSafe on 9th March 2018 advising improvement notice complied with.

HEALTH AND SAFETY ACCIDENT & INCIDENT REPORTING (Lag indicators)

- 1 accident requiring medical assistance reported during the period December 2017 – March 2018.
- 1 non-injury contractor incident reported during the period December 2017 – March 2018.

All accident and near miss reports are referred to the Health and Safety at Work Team and Management, who review and satisfy themselves appropriate actions have been taken and where necessary, appropriate additional controls have been put in place.

RISK MANAGEMENT

Work on hazard registers is ongoing, controls are periodically reviewed by the H&S at Work Team, and staff are encouraged to report new hazards through the monthly newsletter and staff meetings.

We will be providing updates on how we are managing our biggest risks. To give you the assurance that we understand our biggest risks, what controls and reduction measures are required, and actions we are taking.

Here is an update on two key risks we are currently focussing on:

Risk	Description of risk	Controls and reduction measures	Actions
Contractors	<p>Contractors undertake a number of high risk activities for Council. We have little control over Contractors staff and work standards while they are working for Council.</p> <p>We rely on them employing staff who are competent and trained, while observing safe work practices.</p>	<p>Contractors working for Council have robust health and safety systems in place, and understand their obligations. Contractors will be fully briefed, responsibilities assigned, and work will be periodically assessed to ensure agreed controls are being managed.</p>	<p>Contractor management system designed.</p> <p>Contractors asked to provide their H&S systems for checking by Council.</p> <p>Once approved, contractors will be asked to sign a contractor agreement.</p> <p>Contractor pre-start briefings and inductions have been developed and provided to appropriate staff.</p> <p>Site safety audit checklists have been developed and provided to appropriate council staff. Staff who manage contractors have been undertaking safety audits and ensuring remedial actions undertaken where required. Contractor safety audit standards developed to assist managers and staff when undertaking a safety audit.</p> <p>When work is commissioned, a risk assessment is done to inform the frequency and type of safety audits.</p> <p>Contractor post contract safety review developed to assist managers with safety conversations with contractors when work is complete.</p>

Risk	Description of risk	Controls and reduction measures	Actions
Lone / remote workers	It is not always possible for staff to work in teams or even in pairs. Often staff are required to work alone and remotely, where in some cases poor cell phone coverage is an additional factor.	<p>All staff who work remotely or alone will be provided with cell phones. They will be required to sign out before they leave, including their intended location and expected time of return. This will be monitored and action taken in line with an emergency response plan if help is summoned or they fail to return by the expected time. They will be required to sign in when they return. They will be provided with a device to summon assistance which do not require cell phone coverage.</p> <p>Vehicles will be fitted with GPS.</p>	<p>Staff who work remotely or alone to have access to cell phones. Sign out/in systems in place and being used.</p> <p>Monitoring of sign out/in system to be assigned.</p> <p>Remote contact device currently being trialled by Bylaws team. Device meets legislative requirements by providing two way communication in areas out of cellular range. Device also provides GPS functionality, enabling manager to pinpoint location of staff.</p> <p>Consideration being given to roll device out to remainder of staff who work in lone/remote situations.</p> <p>Emergency Action Plans being developed and to be implemented once assistance device available.</p>

1. Resource Management

1.1 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"	75%	87%	NRB 3 Yearly Survey
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.

Consultants have now been contracted to commence work on the residential expansion of Martinborough. A consortium of Kaha Consultants (Hans Van Kregten), Planning Consultant (Honor Clarke) and Hewison Consultants (Mike Hewison) has been formed to do the work. They will be sub-contracting parts of the work (e.g. Traffic Assessment – GHD Hastings, Soils - Esther Dijkstra of EcoAgriLogic Limited).

The work programme will commence in May 2018 and run through to any hearings which should begin about February/March 2019. The first phase of work will be the detailed ground truthing of land identified as potentially suitable for residential development in the Kaha Consultants report of April 2017 and some adjoining areas since requested by residents for inclusion.

The hearings for the Greytown development Area are scheduled for April 16 and 17. The submissions will be heard and determined by an independent hearings commissioner (IHC), Mr Rob van Voorthuysen. Roughly 15 submissions have been made by 10 different parties.

The issues raised included for example, the designation of land (the additional 2m strip) for the new access road from West Street, the secondary roads proposed to access Kuratawhiti Street and Wood Street (the location and effects), the excluding of the "Wilks" property from the development area and rezoning as rural and the relocation of the water race.

None of these matters is a surprise and the issues raised will need careful consideration by the IHC.

1.2 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%	98%	NCS. 92 out of 94 resource consents processed within statutory timeframes.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.223 certificates issued within 10 working days	100%	94%	NCS. 2 of 32 went beyond time as previously reported.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	NCS. 27 s224 certificates processed.

Two resource consent applications approved went over the statutory timeframe. Both were due to workload pressures. This has been partly addressed by employing a contractor to provide 15 hours consultancy work through to the end of June. Council received 11 resource consent applications between 1 February 2018 and 28 February 2018. Detailed information as part of regular updates, subject to data availability, on all consents has been sent direct to Council and Community Board members, so this information is not listed here.

1.3 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.

1.4 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 2017-18
Non-urgent LIMs are processed within 10 days	100%	100%	G:\LIMs\LIMS PROCESSED 2017-18

TYPE	YTD 1 JULY 2017 TO 28 TH FEBRUARY 2018	PREVIOUS YTD 1 JULY 2016 TO 28 TH FEBRUARY 2017	PERIOD 1 ST FEBRUARY 2018 TO 28 TH FEBRUARY 2018	PREVIOUS PERIOD 1 ST FEBRUARY 2017 TO 1 ST FEBRUARY 2017
Standard LIMs (Processed within 10 working days)	126	140	21	23
Urgent LIMs (Processed within 5 working days)	44	52	5	9
Totals	170	192	26	32

2. Public Protection

2.1 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%	98.76%	NCS -238 /241 CCC's issued within 20WD. 3 incidents previously reported on.
Building consent applications are processed within 20 working days	100%	100%	NCS - 302 consents were issued within 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review expected in January 2020. Council was re-accredited in January 2018.
Council inspects new building works to ensure compliance with the BC issued for the work, Council audits BWO's and Swimming Pools	Yes	Yes	Building Consents Council inspections (February 2018 – 318) BWO's – Total 169 – average of 3 audits per month required, 1 audit in February. Swimming Pools – Total 279 – average of 7 audits per month required, 4 audits in February
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed. Under the new legislation, all buildings needed to be re-assessed. Council has now reviewed the potential Earthquake Prone Buildings (EQP) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 69 - identified as no longer EQP 20 - require engineers assessment 11 - still being assessed by LGE Consulting 15 - identified as EQP and have been sent notices to affix to their building.

TYPE FEB 1 – FEB 28 2018	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$155,625.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$00.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	37	\$9,171,233.00
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$00.00
Totals	41	\$9,326,858.00

2.2 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	1	Visit to South Featherston Primary prior to Christmas. Kahutara School visited 20 March 2018.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98.7%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 157/159 Two incidents previously reported
Complaints about dog attacks on persons, pets or stock are responded to within 1 hour	100%	83.3%	15/18 Two incidents previously reported One new incident – notified a day after attack, no imminent danger.

INCIDENTS REPORTED 1 FEBRUARY 2018 TO 28 FEBRUARY 2018	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	1
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	4	2	-
Lost Dogs	-	-	-
Found Dogs	-	-	-
Rushing Aggressive	-	-	1
Wandering	7	5	5
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled	-	-	-

2.3 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 10/10 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement	100%	-	No incidents

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
or prosecution action against the property owner			
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 15/15 incidents

INCIDENTS REPORTED	YTD TOTAL 1 JULY 17 – 28 FEBRUARY 2018
Stock	15

2.4 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	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%	96.9%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls 62/64 attended within timeframe Two incidents in December 2017 previously reported on.

Some delays have been occurring in answering callers on the after-hours response system. Two persons have complained that waits of up to 15 minutes had occurred before a call was answered. While Armourguard (Council's contractor) is in the process of changing over its call system, this is unlikely to have been the cause – although this cannot be entirely excluded.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 28 FEBRUARY 2018	PREVIOUS YTD 1 JULY 2016 TO 28 FEBRUARY 2017	PERIOD 1 FEBRUARY 2018 TO 28 FEBRUARY 2018	PREVIOUS PERIOD 1 FEBRUARY 2017 TO 28 FEBRUARY 2017
Total	64	91	12	18

2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	NCS data. All premises inspected at new or renewal application stage (34).
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	32.3%	There are 31 premises that are high or medium risk. Of these, 10 have been inspected. The premises yet to be inspected have been scheduled to have an unannounced compliance check during the 2017/18 reporting period
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Group agreement.	100%	-	The CLEG has met and compliance inspections are being planned in conjunction with Police and Public Health

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 28 FEBRUARY 2018	PREVIOUS YTD 1 JULY 2016 TO 28 FEBRUARY 2017	PERIOD 1 FEBRUARY 2018 TO 28 FEBRUARY 2018	PREVIOUS PERIOD 1 FEBRUARY 2017 TO 28 FEBRUARY 2017
On Licence	23	17	2	4
Off Licence	7	12	0	2
Club Licence	2	4	0	0
Manager's Certificate	69	82	4	30
Special Licence	46	39	3	1
Temporary Authority	3	0	3	0
Total	150	154	12	37

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENTS 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%	NCS data. 15 premises inspected at new or renewal application stage to date
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data. 44 premises inspected at new or renewal application stage to date

2.7 Bylaws

Between 1 February 2018 and 28 February 2018, six notices were issued relating to trees and hedges and three for litter. Two abandoned vehicle complaints were received.

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

1.1 Highlights coming up

There is a considerable amount of change and opportunities to review and amend council's working systems and contracts in the near future. Over the past 5 years council has progressively aligned all our contracts (except solid waste) to be up for renewal either in June or October 2019.

Also, in doing this, the 17a reviews that will take place will be an apt evaluation of the current forms of delivery and an assessment of future options. With all services being due simultaneously the option to look at cross service contracts or portions of work delivered in-house are all possible.

To further exacerbate the internal workloads, but be integral in the above mentioned contracts, is the implementation of AssetFinda software which can run customer service, works management, asset management and financial management of assets such as revaluations.

Rarely is any council afforded the ability to look at its operating systems and the whole of its delivery options simultaneously, implementing the software management system. This can be complex in nature, however, presents rare opportunities to examine its operations and still retain the status quo or implement change.

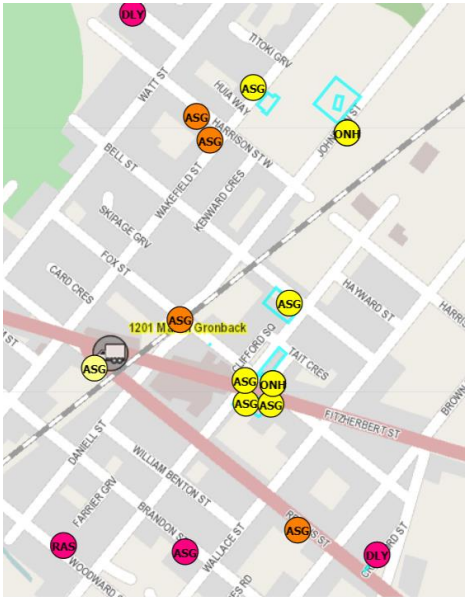
Further reports will follow on the reviews and options evaluated and recommended.

The Transport review is under way with the scoping document complete and consultants being interviewed to provide some support in this area. This review is being done in conjunction with Carterton District Council.

1.2 Community boards and customers

After internal discussions within the department, and then with the Community Board Chairs, some changes to how we attend to issues have been made. This has been communicated to all elected and the access into the Customer Event Manager (CEM) amended for all to use.

As below the sites being worked on and the customer requests are visible along with the vehicles. By clicking onto the request summary details are available and also timelines on the event, photos of the issue and history.



Information ✕

Event: 3276078
Status: RAS
Cust. Ref: 77060534
Created: 21/02/2018
Asset:
Address: 33 Woodward Street
Featherston
Description: Reported water leak at 33 Woodward Street Featherston. Water is bubbling out between the footpath and the driveway.
Assigned To: Reinstatement Masterton/Sth Wai



General	
Title:	Reported water Leak at 33 Woodward Street Featherston. Water is bubbling out between the footpath and the driveway.
Status:	Reinstatement Assigned
Assigned To:	Reinstatement Masterton/Sth Wai
After Hours:	<input type="checkbox"/>
Trade:	-- Select Trade --
Priority:	Urgent
Category:	South Wairarapa

The importance of using the CEM system is that its use will assist in the move to AssetFinda in the future and assist in determining protocols such as making the new system fully public facing.

Also sustained efforts have been applied to have the council actions reduced and issues attended to faster and with better communication to all concerned.

1.3 Other

As seen in the youth painting the fence (in 7.3.1 below), and work being undertaken in waste, there is also more interaction with the stakeholders and community. This will be a focus of the new contracts and systems going forward. The ability to interact seamlessly with the aid of technology will be pivotal going forward.

2. 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.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
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 2000*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: Yes		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: Yes		
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 of flow per 1000 connections	<15	0.25 per 1000 (1 complaint)	2.28 per 1000 (9 complaints)	0	9
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	3.33 per 1000 (14 complaints)	1	14
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.25 per 1000 (1 complaint)	1.52 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	(1/1) 100%	Median Time 52mins	1	33
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	(1/1) 100%	Median Time 3h 31mins	1	33
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	(29/30) 97%	Median Time 17h 26mins	30	273
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	(28/30) 93%	Median Time 25h 26mins	30	273
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%		38.5%		

2.2 Water supply capital improvements

2.2.1 Featherston water supply

The remaining subsidy claim received from the Ministry of Health. Quotes being sought for additional bore.

2.2.2 Water reticulation renewal

The tender for Stage 3 of the trunk main renewal contract from the railway line to the plant was awarded to Higgins and establishment will start upon delivery of the 300 pipes.

2.3 Water treatment plants

The Martinborough plant operated routinely over the period with some replacement of monitoring equipment. The UV plant controller was upgraded (existing is obsolete) 16th March and commissioned 25th March to provide improved treatment and full bacteriological compliance. The Waiohine plant and Greytown Bore have operated routinely.

Pirinoa pipeline replacement has been successful with one internal leak found. The plant has operated normally.

2.4 Water reticulation

There were 30 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 3 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

3. 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.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
Number of blockages per 1000 connections	<10	0.24 per 1000 (1 complaint)	8.54 per1000 (35 complaint)	1	35
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflows)	0.97 per 1000 connections (4 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	1/1 (200%)	Median Time 49min	1	49
Resolution time: from notification to resolution of fault	< 4 Hrs	0/1 (0%)	Median Time 2h 22m	1	49

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MARCH	YTD	MARCH	YTD
% 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
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.5 per 1000 (2 complaint)	0	2
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.24 per1000 (0 complaint)	2.68 per 1000 (11 complaint)	1	11
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.5 per 1000 (0 complaint)	8.05 per1000 (35 complaint)	2	33
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%	1/1 100%	92% (45/49)	1	49

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston Waste Water consent application

The consent application was lodged on 28 February 2017. Greater Wellington Regional Council (GWRC) is waiting on an ecological report prior to public notification, which is expected by April.

Staged improvements at Martinborough and Greytown WWTPs

At Martinborough WWTP irrigation to land has continued to operate well with pond levels managed between land and river during high river flows. 2 cuts of bailage has been taken for 118 bails. Handover to CCL was completed on 9 February.

At the Greytown site, Water Force NZ has established onsite with ground investigation completed. The contractor is being site preparations to raise the ground level for the irrigation/UV building. The contractor is still aiming for a completion date in May 2018.

3.3 Operational

Featherston, Greytown, and Lake Ferry plants operated routinely during the period with no reported issues.

3.2.2. Wastewater reticulation

There was 1 pipeline blockages reported during the period.

4. Storm water drainage

There were no stormwater blockages reported during the period.

5. Solid waste management

5.1 Zero Waste

Event recycling bins utilised at **Wai Fest** with a reasonably good response and utilised with approx. 20% contamination. They do require volunteers to manage them correctly.

Wairarapa hosted the **Regional Waste Forum** meeting in Carterton 16th Feb – Guest presenters included:

- **Wai Waste** food rescue currently they have had a massive growth with rescuing over 1 tonne of food waste from just one supermarket alone. **Jeremy Logan** advised this growth is contributing and they are doing some strategic planning to enable them to maintain and extend their service within the Wairarapa regarding collection, storage and distribution for such large volumes they are collecting.
- **Ideal Cup** a recycling cup initiative from Motueka Café owner Stephanie Fry is spreading the word at cafes around the country to make them disposable cup free by offering an alternative initiative www.idealcup.co.nz

Love Food Hate Waste Organic Wealth contractor will be at Carterton Farmers Market 25th March and Martinborough 1st April promoting LFHW and will have info and giveaways.

Love Food Hate Waste cooking demonstration/workshop in collaboration with **UCOL** and **Wai Waste** on 10th April at the UCOL Queen St, Masterton @ 5.30pm. This event is funded by Ministry of Environment. We will be giving away LFHW reusable bags. The Event is free and info will be posted on the UCOL Facebook page as an event and to be shared Zero Waste Wairarapa fb page and District Council websites.

Gazebo setup kit has been purchased to use at events promoting Waste Minimisation with all 3 Council logos represented. This will enable a pack up a go option anywhere at any event and community groups may be able to utilise this it is bright green and hoping it being a stand out to encourage conversations around minimisation.

Attended **Enviroschools** network hub meeting with educational providers and participants to share information and what's available in the Wairarapa to Enviroschools participants.

Visited **Kuranui College** and met with a student representative and teacher to advise and offer support regarding recycling and waste minimisation options.

Carterton Transfer Station has increased opening hours as of 4th March 2018.

Attended '**The Pure Tour**' 2018 Aotearoa, the Pacific and Plastics (The Plastic Use Resistance Education Tour) Smog of the Sea screening & Korero 18/2 @ Carterton Events Centre. Jo Dean was invited to be a guest on a

panel speaking about her role and waste minimisation in our community. She was also invited by Makoura College to attend the Castlepoint Beach micro plastics survey alongside DOC and researchers resulting in a minimal amount of beach waste located. The survey showed it has been less affected by micro plastics due to being a more isolated beach and currents along the east coast of NZ.

- Attended **Enviroschools** network Hub meeting 21st of February 2018 for providers and participants sharing info and resources.
- Attended **Celebrate Carterton** event 4th of March and presented a talk regarding waste minimisation in our community. Also spoke to food vendors regarding options and obstacles they come across regarding sustainable food packaging. Creating a database to provide to them and samples on the way.

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 2017/18	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	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				

6.2 Roading Maintenance – Fulton Hogan

There was minor damage to the roading network following the 2 cyclones to brush New Zealand.

Upgrade of pedestrian crossing signs and post in the Martinborough Square has been completed.

Sealed road digouts are completed on Lake Ferry and Kahutara, and Bidwills Cutting Roads, and have commenced on Western Lake and Viles Roads.

The wet period over the last month has affected growth on the rural road berms, spraying around signs and markers, and water tables has commenced early to negate the growth, and rural road mowing will be deferred as long as possible.

Ongoing unsealed road maintenance grading and metalling is programmed to meet requirements.

6.3 Other activities

The joint South Wairarapa, Carterton District Council Sealed Pavement Rehabilitation contract commences on 26 March on White Rock Road (3 sections) then Cape Palliser and Shooting Butts Roads.

Fulton Hogan have completed footpath renewals in Featherston and have commenced in Martinborough.

LED street light upgrade is programmed to start in Featherston in April 2018.

7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also 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.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	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%				

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS
Occupancy of pensioner housing	94%		Actual: 99.8%
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%

7.2 Parks and reserves contract – City Care Ltd

There has been another change of personnel on the City Care team, with Stephen Blomfield taking over as Operations Manager. Stephen has a strong background in horticulture and landscaping, and has worked for both contractors and councils in New Zealand, so his experience is a valuable addition to the team.

City Care dayworks jobs 9 February – 20 March 2018		
Job type	Number of jobs logged	Number of jobs completed
Berm mowing	1	1
Cemeteries (interments excluded)	8	6
Compliment	-	1
Events – rubbish, cleaning, toilet stocking etc	3	12
Fly-tipping	2	3
Graffiti	3	4
Pensioner flats – repairs, maintenance	2	2
Parks	14	24
Playgrounds	-	1
Pools	8	36
Property	4	3
Rubbish – street litter bin maintenance and overflows	5	7
Toilets	8	12
Trees	10	14
Vandalism	1	0
TOTAL	69	126

7.3 Parks and reserves

7.3.1. Featherston

Featherston Youth group expect to have completed repainting the picket fence at the library/information centre reserve before Easter. Funds raised from doing this work go towards sending group members to the annual Anglican Easter Camp.



7.3.2. Greytown

The Friends of O'Connor's Bush continue their work of weeding and monitoring. They let us know when City Care are needed to come in and remove the bags of weeds. In February they reported a large tradescantia infestation, which has now been sprayed.

7.3.3. Martinborough

Martinborough Cricket Club is about to start work on the construction of the wicket block in Considine Park for junior cricket. The Considine Park Committee had its first meeting for the year on 13 March, and the cricket development was a topic of discussion along with planning for future development, fund-raising and signage.

7.4 Community housing

The community housing waiting lists have shrunk as work has been done to fill vacancies at Matthews flats in Featherston and Cicely Martin flats in Martinborough. A number of people on the waiting lists were contacted about the vacancies, and many of them either no longer required a flat or were not ready to move and were prepared to be moved to the bottom of the waiting list.

7.5 Cemeteries

The hedges at both Martinborough cemeteries have been booked in for trimming in April.

7.5.1. Purchases of burial plots/niches 10 February to 21 March 2018

	Greytown	Featherston	Martinborough
Niche			1
In-ground ashes Beam	2	1	
Burial plot	2	1	
Total	4	2	1

7.5.2. Ashes interments/burials 10 February to 21 March 2018

	Greytown	Featherston	Martinborough
Burial	1		
Ashes in-ground	1	1	1
Ashes wall		1	
Total	2	2	1

7.6 Swimming pools

The swimming pools remained busy through February and as people enjoyed the hot weather and the free swimming. The pools closed for the season on Sunday 18 March, and winter maintenance is being planned.

7.6.1. Swimmer numbers for all pools February and March

	Greytown	Featherston	Martinborough
February swimmer numbers	1601	1182	1105
Change from February 2017	↑ 33%	↑160%	↑56%
Peak day – number of swimmers	16/02/2018: 153	18/02/18 : 155	18/02/18 : 135
Number of unattended days (no swimmers)	0	1	2

	Greytown	Featherston	Martinborough
March swimmer numbers (1-18/03 only)			
Change from March 2017	↑208%	↑357%	↑344%
Peak day – number of swimmers	23/01/2018: 435	14/01/2018 : 218	20/01/2018 : 325
Number of unattended days (no swimmers)	0	0	0

Daily visitor number charts for December and January are provided as Appendix 4. The charts include NIWA's official daily high temperature taken at Martinborough; similar information is not available for Featherston and Greytown, but the Martinborough figures at least provide an idea of which days were hotter than others.

7.7 Events

7.7.1. Featherston

Completed events:

Featherston 1st Fridays held from 1 December 2017, 5 January (*cancelled due to wet weather*), 2 February 2018 and 2 March 2018

Featherston 1st Fridays: A Fab Feathy Fiesta



The Featherston Junior Triathlon held *Saturday, 24 February 2018*

The Wellington Anglican Diocese Games held Sunday, 25 February 2018

Future events:

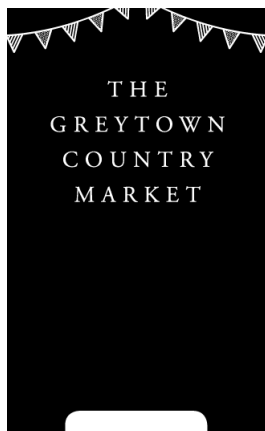
Cross Creek Railway Ride the Rail – Friday Nights, Saturday, Sundays & Public Holidays being held from 22 September 2017 – April 2018



7.7.2. Greytown

Completed events:

The Greytown Country Market being held every third Sunday of the month starting from Sunday, 15 October 2017 through to Sunday, 18 March 2018 – Stella Bull Park, Greytown



Future events:

Park to Paddock Challenge being held on Friday, 30 March 2018



7.7.3. Martinborough

Completed events:

Rotary Martinborough Fair held on Saturday, 3 February & 4 March 2018



Martinborough Round the Vines held on Sunday, 18 March 2018



Future events:

Meander Over Martinborough being held on Sunday, 1 April 2018



7.8 Libraries

South Wairarapa libraries joined Carterton and Masterton in providing assistance for people doing their online census forms. The libraries offer free PCs and wifi use to visitors, and this was supported by a special late night on census night, and hands-on assistance from a team of Kuranui College students.

Martinborough Library has been busy, reporting two to three new members joining every day as people move to Martinborough. The library is now a plastic bag-free zone, with Boomerang Bags being offered to customers for the last six months, and library staff helping to establish the bag programme in Martinborough. Staff do around 100 photocopying jobs for people every day, and between eight and 20 scanning jobs. Once a month the Wairarapa Law Society solicitor is in the library for 2 hours offering free legal advice to people. Like Featherston and Greytown libraries, Martinborough Library has an active and very interactive Facebook page to keep customers up with happenings.

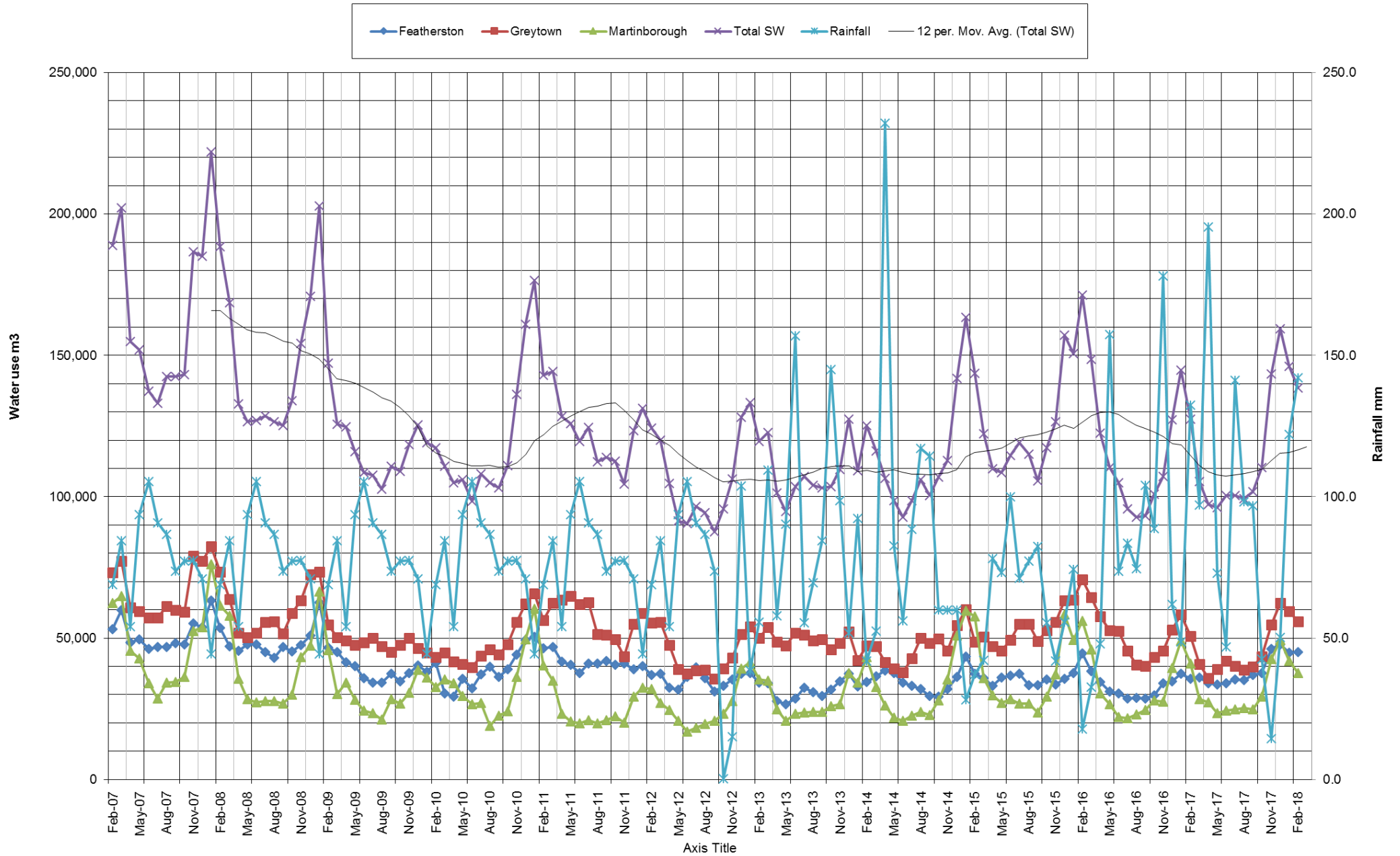
8. Appendices

- Appendix 1 Monthly water usage
- Appendix 2 Waste exported to Bonny Glen
- Appendix 3 Library statistics
- Appendix 4 Daily pool visitor numbers

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

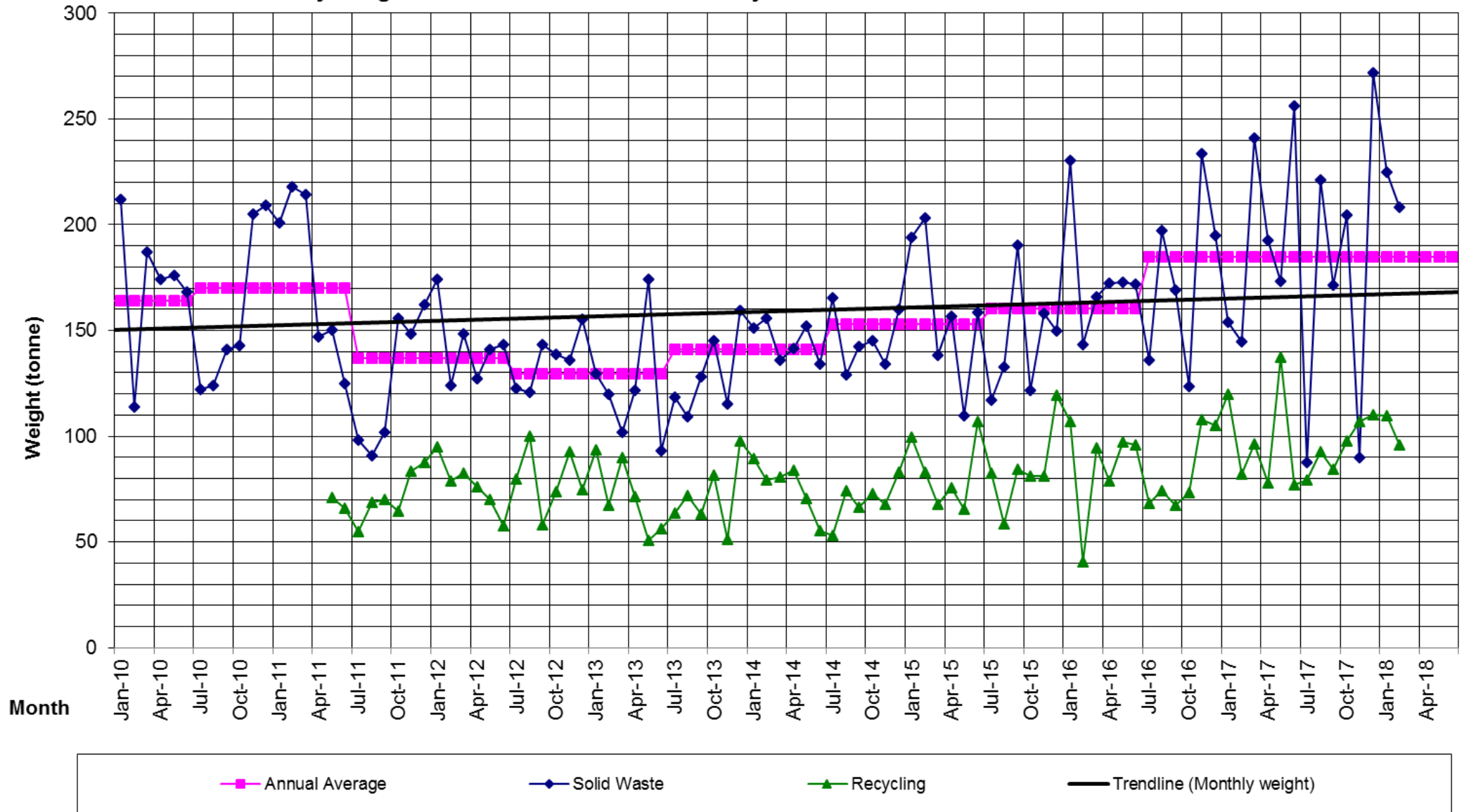
Appendix 1 - Monthly water usage

Water use South Wairarapa District Council



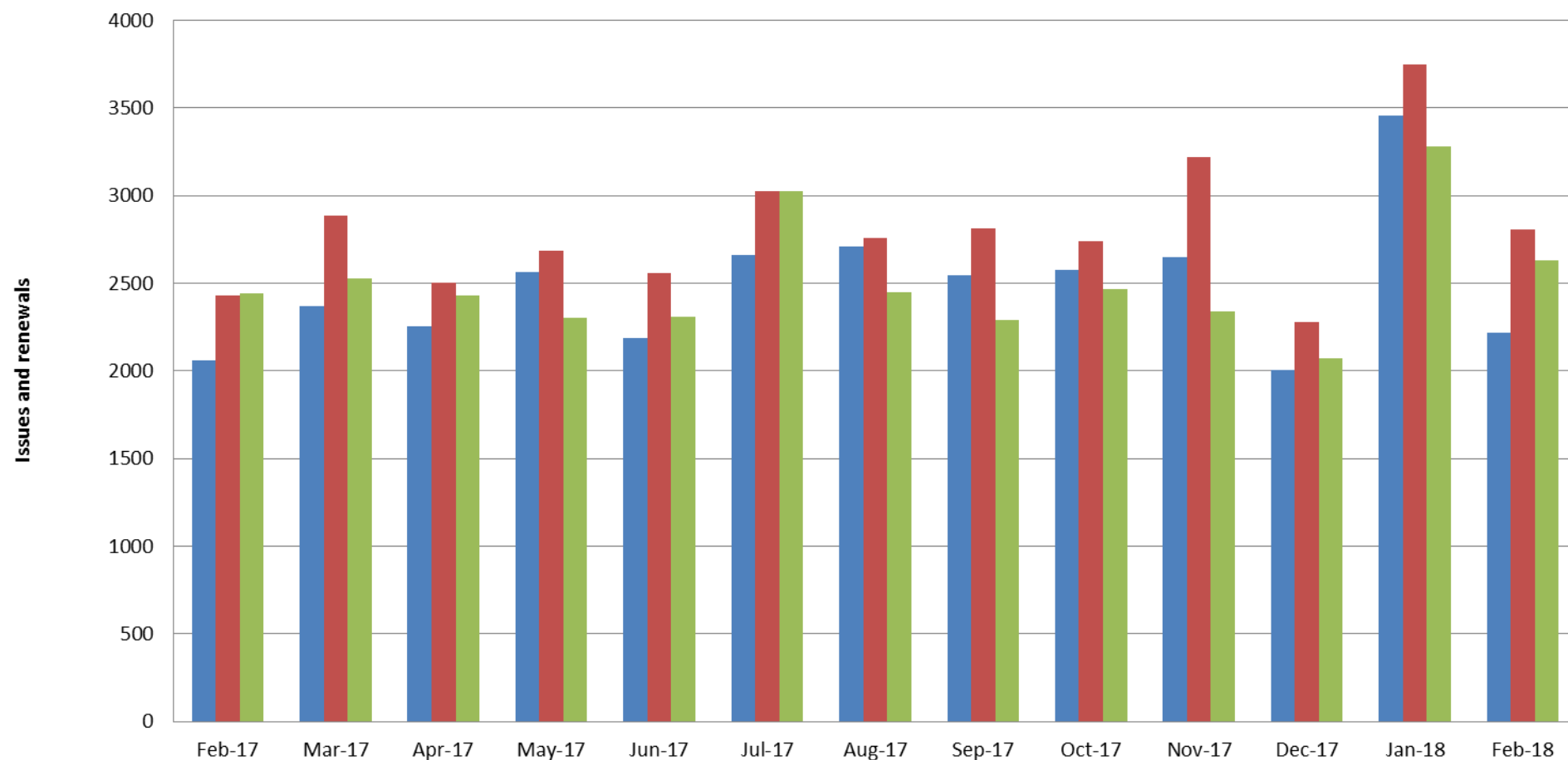
Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



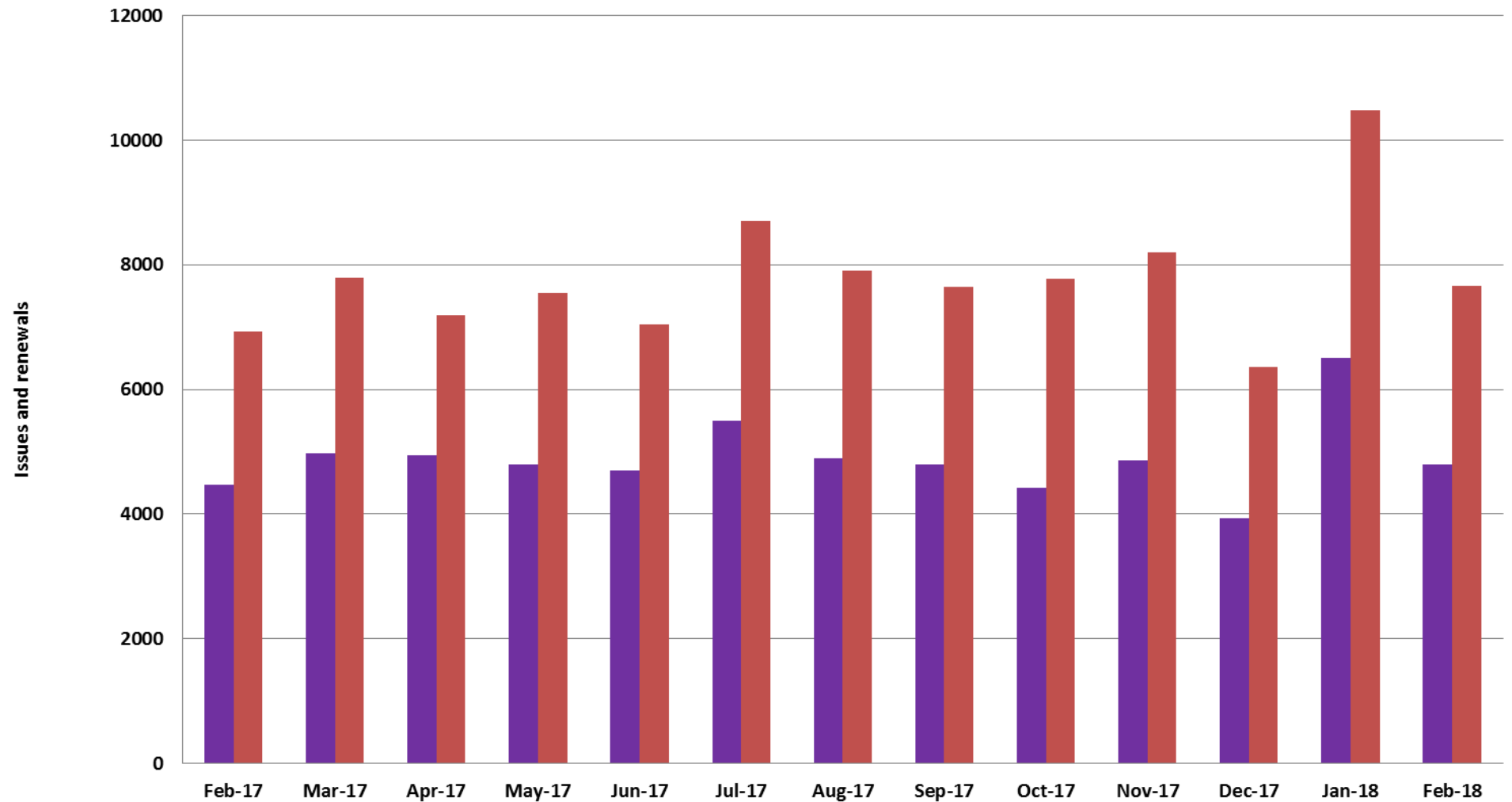
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to February 2018

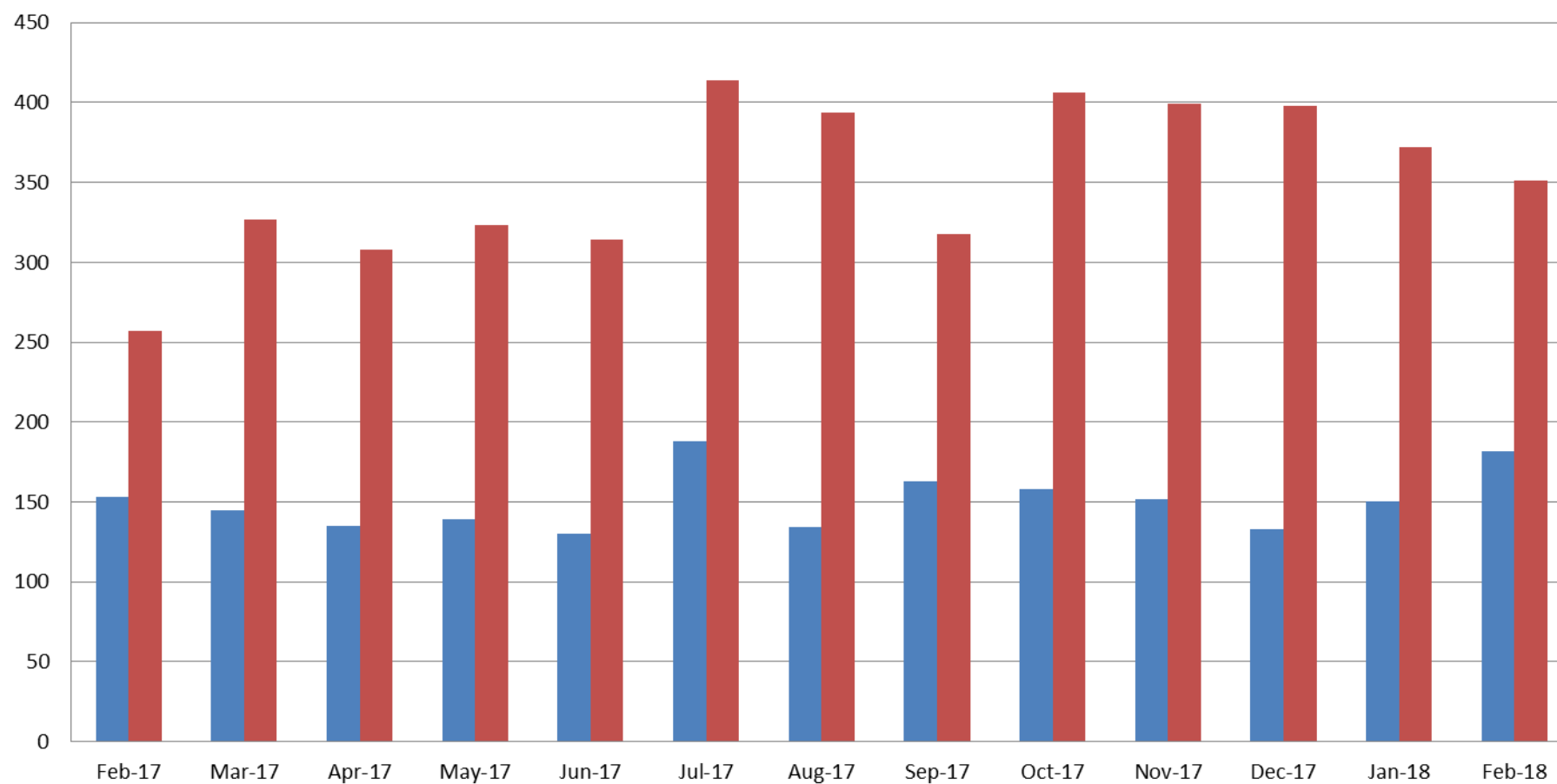


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Featherston	2057	2369	2254	2563	2186	2663	2707	2543	2577	2647	2006	3456	2216
Greytown	2432	2888	2503	2687	2558	3023	2756	2811	2738	3218	2278	3748	2809
Martinborough	2442	2529	2427	2302	2306	3027	2451	2289	2468	2336	2071	3281	2632

Wairarapa Library Service - issues and renewals to February 2018

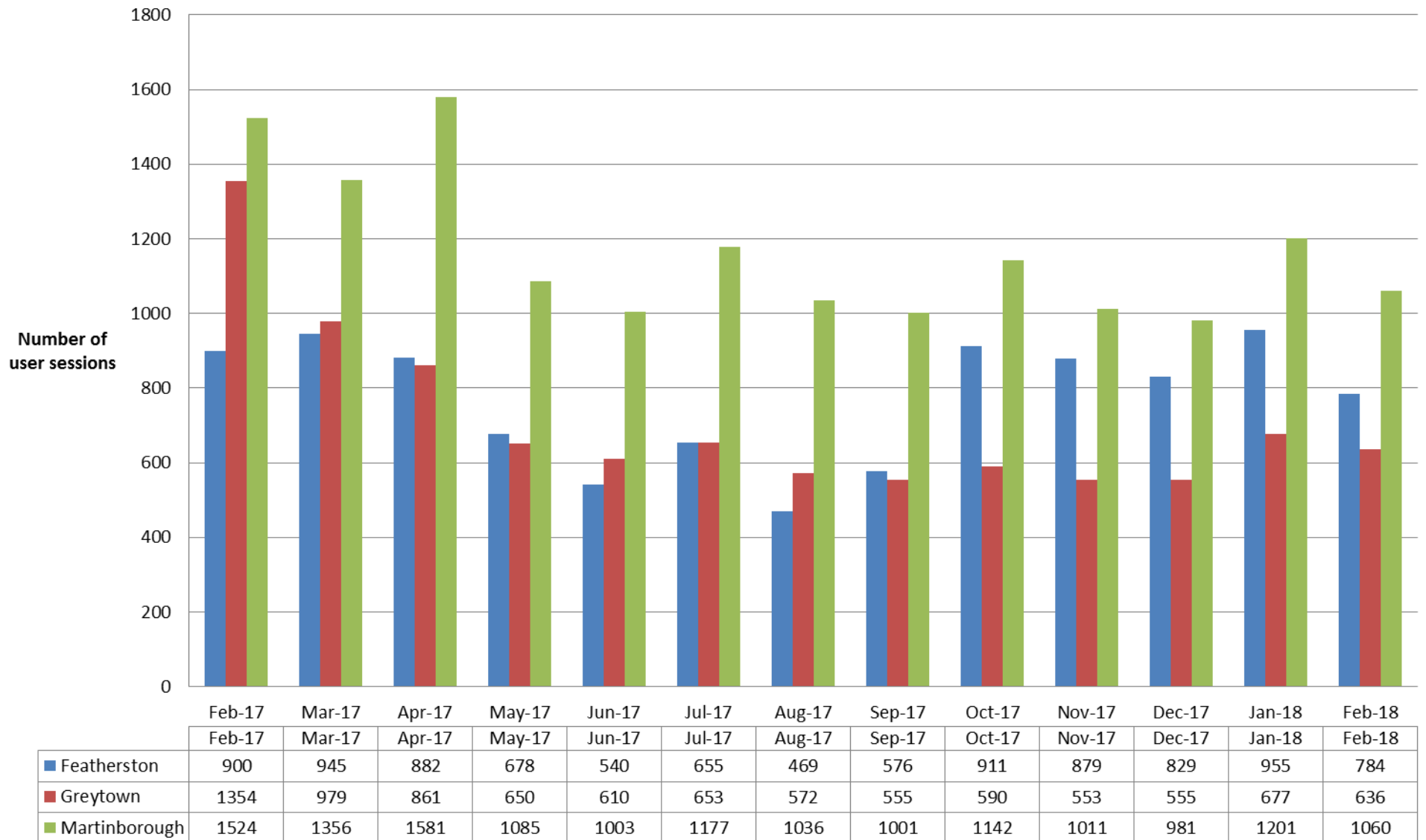


Wairarapa Library Service - audio and e-book issues to February 2018



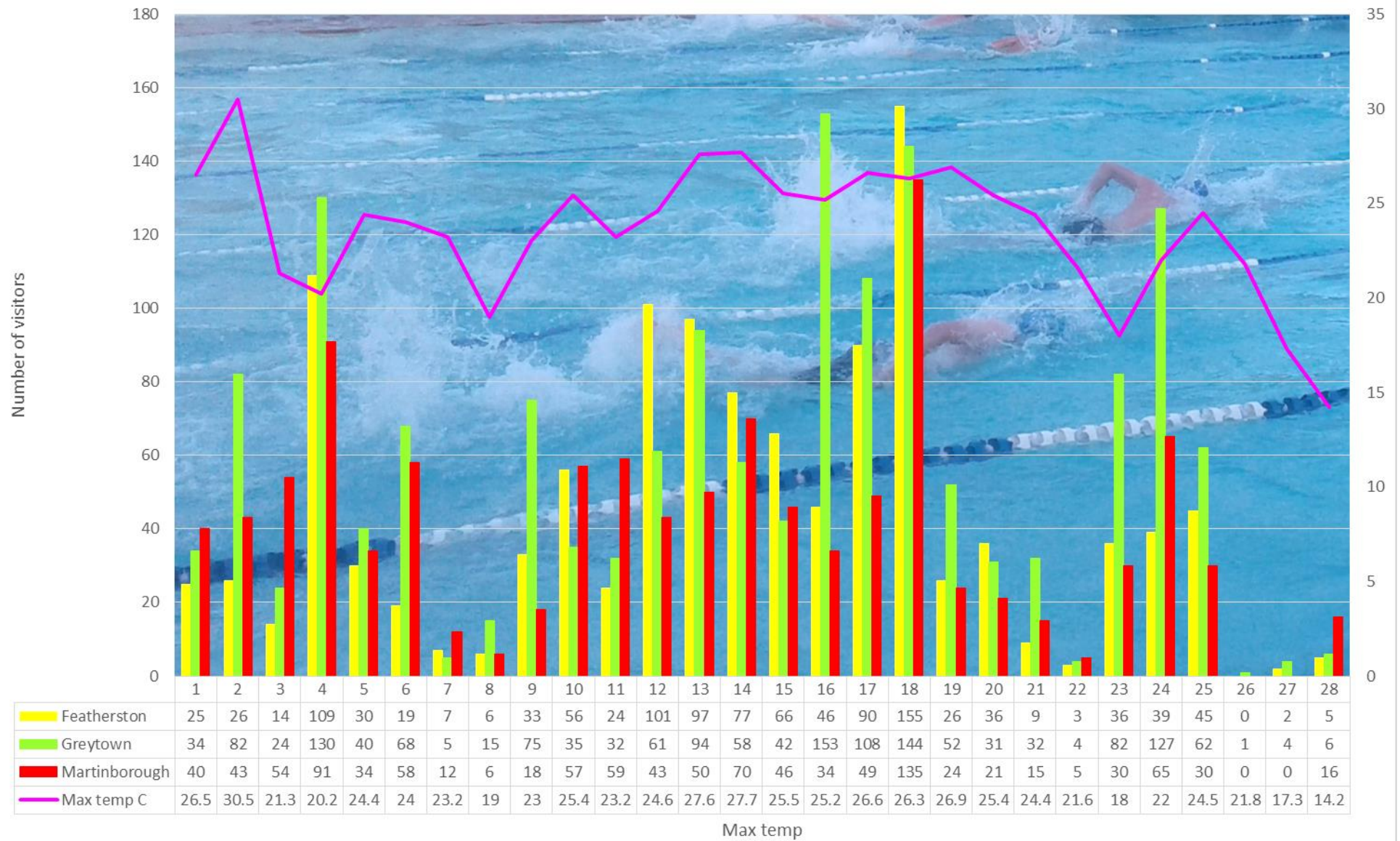
	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Audiobooks	153	145	135	139	130	188	134	163	158	152	133	150	182
E-books	257	327	308	323	314	414	394	318	406	399	398	372	351

APNK Wi-fi user sessions to February 2018

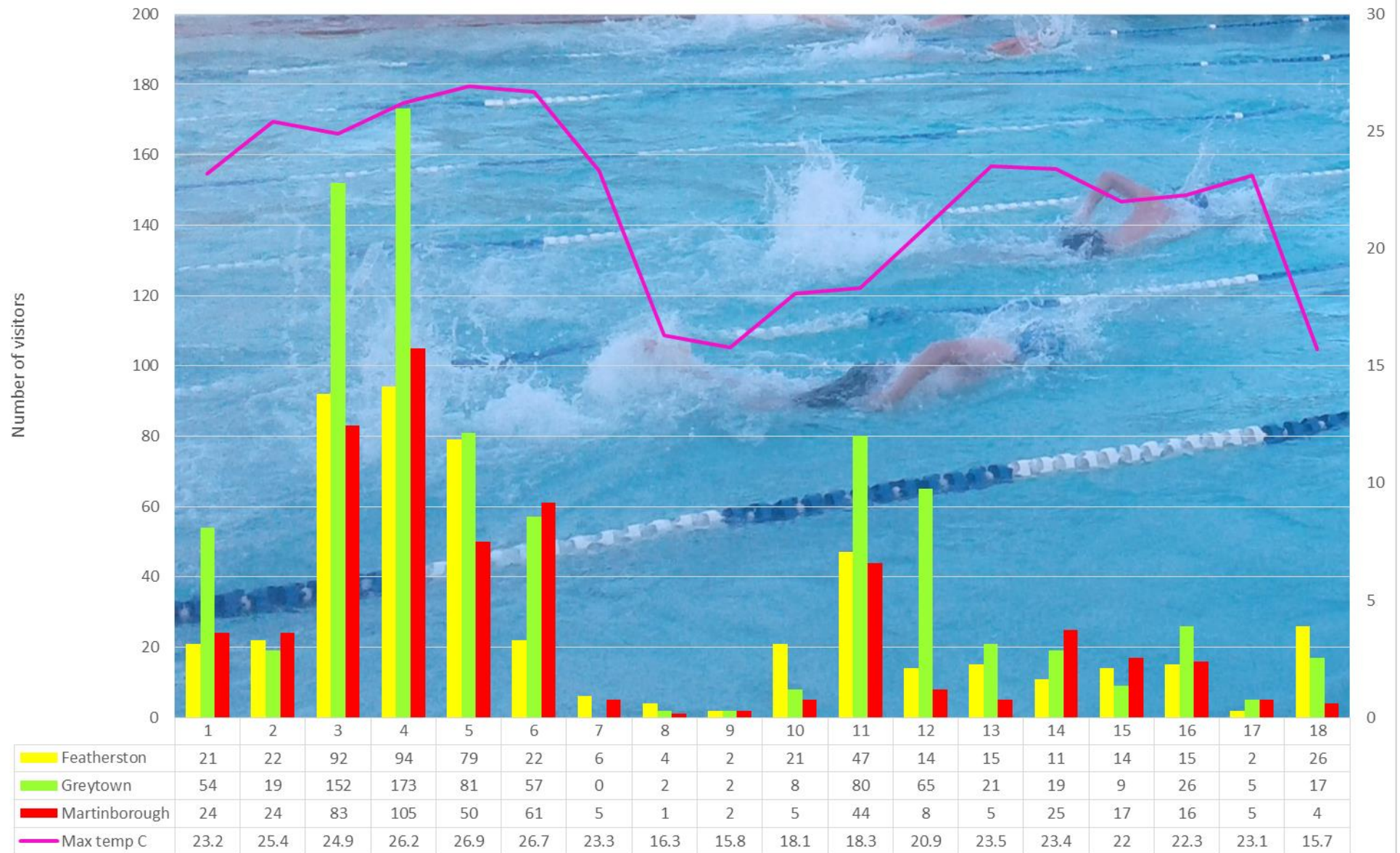


Appendix 4 – Daily pool visitor numbers

Swimming pool numbers February 2018



Swimming pool numbers March 2018



GREYTOWN COMMUNITY BOARD

18 APRIL 2018

AGENDA ITEM 7.2

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 the Chief Executive for comment and all members may ask the Chief Executive 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 remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 18 April 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 18 April 2018

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
240	27-Apr-16	Resolution	Mark	GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached looking for volunteers to work through the update as there is currently no staff capacity. No time-frame for completion but the project has started. 07/06 Genealogists have a team to work on this, preliminary meeting next week 22/07 Genealogists under way with compiling revised list to update sign 7-2-17 Still underway 05/12 Genealogists are almost finished with their work, just waiting on final spreadsheet 03/03/17 Genealogists touched base to say they are about two weeks away from being finished with their work. Trish and Helen to meet with them when they finish, and then plan the updated signage 24/5/17 Geanealogists' material now ready to be turned into signs as soon as Trish and Helen have time to format the text 05/10/2017 Planned for completion by end of October 09/11/17 Delayed - aiming for completion by Christmas 22/11/17: GCB request that the list be up to date at the time it is published. 10/01/18 In progress, not completed before Christmas because of staff workload 26/01 Still in progress, almost complete 12/2 In progress 07/03 Final data checking in progress - printing and installation to be completed by end of March <i>(this action is to remain live until completed)</i>
223	26-Apr-17	Resolution	GCB	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.
507	30-Aug-17	Action	Mark	Review and discuss with Council's Amenities Manager the Stella Bull Park Management Plan alongside the Lions proposal to build a two seater heritage style swing and convey a decision to the Greytown Lions	Open	30/1/18: Advise the Greytown Lions where they are able to locate the swing and what they need to do to meet safety requirements and allow this to happen as part of 75th year Lion's celebrations. 22/1/18: Second letter sent. Lions responded with proposal to change park around. Helen to present paper at next I&S Working Party meeting (4 April).

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						10/4/18: The I&P meeting recommended that the matter be referred back to the GCB with a view to the Council carrying out a review of the management plan of the park, which had not been done since its inception
600	11-Oct-17	Resolution	Paul	GCB RESOLVED (GCB 2017/83): 1. To receive the Notice of Motion submitted by Mike Gray requesting support of the establishment of a Greytown Emergency Preparedness Liaison Group. 2. To defer consideration of the notice of motion until after a Greytown Community Board workshop and subsequent report back to the January 2018 meeting. (Moved Hay/Seconded Rainford) Carried	Open	31/1/18: Activation arranged for March.
601	11-Oct-17	Resolution	Jennie/Helen	GCB RESOLVED (GCB 2017/84): 1. To receive the Chairperson's Report. (Moved Hay/Seconded Gray) Carried 2. To approve \$500 for Leigh Hay's travel costs to attend the award dinner for NZ's most beautiful towns in Hawkes Bay in October 2017. (Moved Rainford/Seconded Gray) Carried 3. To receive the Greytown Early Years report and approve a cost of \$538 plus GST from the beautification budget, for the purchase and transport costs of a bench seat; J Mitchell (Moved Hay/Seconded Rainford) Carried 4. To receive the St John's 3 seater bench report and approve a cost of \$718.10 plus GST from the beautification budget, for the purchase and transport costs of a bench seat; J Mitchell (Moved Hay/Seconded Rainford) Carried 5. To approve a cost of up to \$1,500 for purchase of wine barrels and plants from the beautification budget. (Moved Hay/Seconded Cr Ammunson) Carried	Open	1 to 5 Actioned. 9/11 Have been working on Stella Bull powerbox with Dave Patten as we need to separate the power supply for the park lighting and the sculpture as well as the new outdoor powerbox from the power supply for the Old Library so that the Design Library doesn't end up paying for all the power. Waiting on pricing - hope to get done by Christmas 7/12 Chasing up pricing for power box 29/01 Expected completion date 28 February 2018 07/03 Installation of power box to be completed by end of March 2018 10/4/18: Final electrical connections meant to be done today but postponed until next fine Tuesday (only day that suits onsite retailer)

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				6. To receive the Stella Bull Management Plan report and as per the Management Plan request Council install a powerbox to the rear of the old library for use on market days and festivals. (Moved Hay/Seconded Rainford) Carried		
706	22-Nov-17	Action	Leigh Hay	Liaise with the Menz Shed to see if they are able to build a 'peace seat' for Kowhai Reserve	Open	
52	31-Jan-18	Action	Mark	Write and update Warren Woodgyer on progress for a solution or decision for Cotter Street as per the 17/18 Annual Plan submission and decision	Open	In conjunction with 53 below - report to be tabled at Council Meeting 16/05 as a decision paper.
53	31-Jan-18	Action	Mark	Prepare a report for 4 April 18 Council meeting on Cotter Street options in line with the 17/18 Annual Plan submission and decision following consultation with affected user groups	Open	Report to be tabled at 4 April Council meeting to incorporate details from previous submissions. 3/4/18: Report delayed at request of residents and GCB until 16 May so further consultation can be undertaken
162	14-Mar-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/17): 1. To receive the Applications for Financial Assistance Report. (Moved Hay/Seconded Rainford) Carried 2. To grant Greytown Netball Club \$483 to assist with the costs associated with purchasing balls and bibs. (Moved Hay/Seconded Rainford) Carried 3. To grant the Greytown Menz Shed \$1,840 from the Beautification Budget to purchase materials so the West Street frontage of Greytown Menz Shed can be beautified. (Moved Hay/Seconded Rainford) Carried 4. To defer consideration of the application from the Wairarapa Rape and Sexual Abuse Collective until more information was received from the Collective. (Moved Hay/Seconded Rainford) Carried	Actioned	Shown in commitments for payment

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
164	14-Mar-18	Resolution	Jennie	GCB RESOLVED (GCB 2018/19): 1. To receive the Chairperson's Report. 2. To approve \$572 plus GST for the purchase of two boards to advertise the Greytown Community Board clinic on the first Saturday of every month. 3. To approve \$142.45 plus GST for framing of the certificate for the Most Beautiful Small Town 2017; the certificate will be hung in the Greytown Town Centre. (Moved Hay/Seconded Stevenson) Carried	Actioned	GCB I&E budget
170	14-Mar-18	Action	Murray	Provide an email update to GCB members and the Tree Advisory Group on the status and timeline for completing the protected trees review	Actioned	
171	14-Mar-18	Action	Paul	Write a letter to Kuranui College thanking the students who were at the Greytown Library assisting people complete their census forms	Actioned	
172	14-Mar-18	Action	Lachlan (S Rep)	Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences)	Open	
173	14-Mar-18	Action	Jennie	Remove the \$500 commitment for a community event to celebrate best town, move installation of flags and bench plaques to the GCB I&E budget and correct the Welcome to Greytown commitment	Actioned	
174	14-Mar-18	Action	Mark	Revisit the possibility of speed activated warning signs at the two entrances to Greytown. The location to be inside the 50km speed limit zones (as opposed to within the 100km zone) as discussed with Mark Owen, NZTA on the 31 January 2018	Open	03/04 To be installed before end of financial year. Location currently being determined.

GREYTOWN COMMUNITY BOARD

18 APRIL 2018

AGENDA ITEM 7.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 17/18 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2017 – 31 March 2018.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2017 – 31 March 2018 is attached in Appendix 1. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

2. Appendices

Appendix 1 - Income and Expenditure Statement for the period 1 July 2017 – 31 March 2018

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

**Appendix 1 – Income and
Expenditure Statement for
the period 1 July 2017 – 31
March 2018**

Greytown Community Board		
Income & Expenditure to 31 March 2018		
	<u>INCOME</u>	
	Balance 1 July 2017	12,245.47
	Annual Plan 2017/18	26,868.00
29/09/2017	GREYTOWN TRUST LANDS GTOWN SLI	652.17
2/10/2017	SW ROTARY WATERSLIDE	652.17
	TOTAL INCOME	40,417.81
	<u>EXPENDITURE</u>	
	Members' Salaries	11,785.66
	Mileage reimbursements	1,147.29
	Total Personnel Costs	11,785.66
28/09/2017	Pinter inks - Leigh Hay	154.99
7/09/2017	AP Local Governmen Annual CBD levy 2017/18	216.67
24/10/2017	AP OfficeMax New Z Stationery etc	19.20
6/11/2017	AP OfficeMax New Z Stationery etc	4.34
30/11/2017	Most Beautiful Town - L Hay	292.54
7/12/2017	AP Greytown Early Barrels - Gtn Oct-Dec 2017	510.00
18/12/2017	AP Power Services Erect flags in Greytown main street	252.00
11/01/2018	Credit from City care watering Barrels	-205.76
2/02/2018	AP New Zealand Red Psychological First Aid GCB group x 20	665.22
25/02/2018	AP Lamb-Peters Pri Feb Grapevine advertising	360.00
27/02/2018	purchase inflatable slide from mba com board	2,000.00
29/10/2018	AP Grand Illusions Putting up Xmas Decorations Nov 2017	75.00
	Total General Expenses	4,344.20
31/08/2017	AP Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00
31/08/2017	AP Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00
	Total Grants	1,500.00
	TOTAL EXPENDITURE	17,629.86
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	22,787.95
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	4,128.34
	Remove Old Welcome to Greytown Signs	1,000.00
	Greytown early Years - watering town barrels	1,020.00
	Greytown Rotary - Christmas Parade and Market	350.00
	Installation of Town Hall Christmas decorations and refreshment of ribbons	120.00
	Promotion and support of the hub and civil defence initiatives to promote public awareness	1,000.00
	Cobblestones Museum	500.00
	Bench plaques	288.89
	Installation of flags including traffic management plan	500.00
	Purchase of two boards to advertise the Greytown clinic	572.00
	Framing of the certificate for the Most Beautiful Small Town 2017	142.45
	Greytown Netball Club - Grant	483.00
	Total Commitments	10,104.68
	add back Mileage not budgeted for as decision by remuneration authority not made when AP finalised	1,147.29
	BALANCE TO CARRY FORWARD	13,830.56

	<i>Greytown Beautification budget</i>	
	Budget	
	2013/2014	10,300.00
	2014/2015	10,000.00
	2015/2016	10,220.00
	2016/2017	10,460.00
	2017/2018	10,710.00
	Total Budget	51,690.00
	17/18 expenditure	
12/11/2017	AP Design Warehouse GCB - 2 & 3 seater bench seats (outdoor)	1,207.13
11/11/2017	AP Farmlands Tui potting mix GCB	83.83
13/11/2017	AP Farmlands Tui potting mix GCB	- 41.91
12/11/2017	AP Lansdowne Nurse Herbs-singles	30.00
31/10/2017	AP Leafland Prunus lusitanica x 4	432.00
30/11/2017	AP The Sign Factor Banner PVC, banner mesh & corefluet sign	833.99
30/11/2017	AP Lamb-Peters Pri 2000 DL rack cards-Most Beautiful Town	329.00
30/11/2017	AP Lamb-Peters Pri Window/bus labels - Most Beautiful Town	359.00
30/11/2017	AP Lamb-Peters Pri Posters-Most Beautiful Town	70.00
19/12/2017	AP The Sign Factor Most Beautiful Town sign installation	415.00
2/12/2017	AP The Village Art Frame certificate-Most beautiful place	142.45
31/01/2018	AP Lamb-Peters Pri 'Most Beautiful small town' poster	40.00
	16/17 expenditure	
	Flag makers GTN branded flags	1,498.54
	Leafland plants for wine barrels	1,836.00
	Power services	595.00
	Farmlands	252.00
	Lamb-Peters wine barrel stencils etc.	287.00
	Lansdown nursery - herb plants	105.00
	15/16 expenditure	
	Marks signs	380.00
	14/15 expenditure	
	City care - entrance way project	8,716.72
	City care - entrance way project	1,953.83
	13/14 expenditure	
	City care	1,106.80
	Total Expenditure	20,631.38
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	31,058.62
	<u>LESS: COMMITMENTS</u>	
	C Turvey 3D Designs - options welcome to Greytown signs - balance remaining	1,166.01
	Barrels and plants - balance remaining	238.08
	Promotional material	3,000.00
	The Anglican Parish to assist with the costs with designing a cable bracing system	750.00
	Greytown Menz Shed - West Street frontage	1,840.00
	Total Commitments	6,994.09
	BALANCE TO CARRY FORWARD	24,064.53

GREYTOWN COMMUNITY BOARD

4 APRIL 2018

AGENDA ITEM 7.4

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 Wairarapa Rape and Sexual Abuse Collective against the grant criteria and consider allocating a grant to support their operational requirements.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

Additional information has been received from the Wairarapa Rape and Sexual Abuse Collective and has been provided to members.

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
Wairarapa Rape and Sexual Abuse Collective	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

GREYTOWN COMMUNITY BOARD

9 APRIL 2018

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Recommend to the SWDC Infrastructure Manager to advocate for flashing speed signs on Main St, Greytown with NZTA as detailed below.*

1. Topic 1 –GCB Clinics & Signs

The clinics continue to be well received by the Greytown community as another way to get their ideas and issues heard. Signs promoting the clinics have now being printed and are in use.

2. Topic 2-Ongoing Speeding/traffic issues in Greytown

We continue to have ongoing complaints around speeding in the Main St and other areas in Greytown. We would like council to consult further with NZTA to see how these can be addressed. We would like council to discuss with NZTA the viability of flashing speed lights at the Southern end of town (by Petrol Station/Humphries St/Papawai Rd) and at the Northern End of town (by Nirvana Interiors/ North St).

3. Topic 3- Cotter St

The Greytown Community Board arranged a meeting with Cotter St Residents, 4 April at 5pm to discuss their concerns around traffic/safety in Cotter St. Present, Mayor Viv Napier, Greytown Community Board Chair Leigh Hay, Ann Rainford, Group Manager Infrastructure Services, Mark Allingham, SWDC Roading Manager, Tim Langley, 31 Cotter St Residents (9 apologies).

Viv Napier welcomed and thanked the residents for their attendance. A report will be written that will be presented to the 13 May Council meeting. The report will include various options including the status quo and the bollards. Mark and Tim explained that installing bollards would require the road to be closed. There is a NZTA process that must be followed to close a

road. This can be a lengthy process and does not always have a positive outcome.

4. Topic 4- Community Board Review

A meeting was held with all 3 Chairs of SW Community Boards, Her worship the Mayor and Group Manager Infrastructure Services, Mark Allingham to see how we can progress jobs that have being requested in Greytown ward. It was requested that all standard jobs should be processed through "get it sorted" on the SWDC website and access has been given to us to check on progress. Larger jobs that involve multiple departments should go through as a project to streamline the process.

5. Topic 5- LTP

The community board has been involved in most of the LTP meeting over the past 6 months and these come up for consultation on Wednesday 11th April in Greytown. We have found this to be extremely good to be involved from an early stage which allowed the Community board to have a great impact on the outcomes.

6. Topic 6- Cemetery Planting for Arbour Day 2018

We are in the midst of planning for Arbor Day planting at the cemetery. We want to use funds from the beautification budget and believe this will have a long term benefit to the community and create a lasting memorial as they have done at the Soldiers Memorial Park. We propose to have Lime Trees planted which would mirror the historic planting at the Soldiers Memorial Park and reflects the existing character of Greytown's Trees. Research shows that they do well in windy conditions which is critical.

The nursery recommends that we plant them 5 meters apart to allow for long term growth. The site has been measured and it would require 30 trees. We would get established trees (3.5m) tall to reduce the possibility of trees dying. Currently about a third of the trees planted on the western boundary last Arbor Day have not survived.

This will require a project to be set up to ensure ongoing maintenance and watering is built into the plan.

7. Topic 7- Anzac Day 2018

The Greytown Community Board will again be represented at this year's Anzac Day parade.

Written By: Leigh Hay, Chair Greytown Community Board

Greytown Community Board

Chair: Leigh Hay
8 Wood Street
Greytown 5712
06 304 9876



23 March 2018

Mrs M Patten
Kuranui College
PO Box 121
Greytown 5742

Dear Maree

The Greytown Community Board wish to acknowledge Kuranui's leadership for organising students to help at Greytown Library on Census night.

There were many media reports of the elderly finding the technology challenging as well as reports that not everyone had access to technology to allow them to complete the census at home.

It was very pleasing to see our young people on hand ready to assist those in our community who needed assistance, we are sure this assistance was gratefully accepted. Please pass on the Community Board's thanks to those students involved.

Yours sincerely

Leigh Hay
Greytown Community Board
hay4greytown@gmail.com



Greytown Community Board

Chair: Leigh Hay
8 Wood Street
Greytown 5712
06 304 9876



23 March 2018

Jill Henderson
Wairarapa Rape and Sexual Abuse Collective
PO Box 286
Masterton 5840

Dear Jill

APPLICATION FOR FINANCIAL ASSISTANCE

Your application for financial assistance to the Greytown Community Board was considered at their meeting on the 14 March 2018.

The Community Board has elected to defer consideration of your application and until more information can be provided in support of your application. Members would like to know more about how the Collective fits with the Women's Refuge (i.e. are you a competitor for funding and/or alternate service provider), more information about the services you provide to Greytown, including how many Greytown residents you support, and what funding streams are available to the Collective. Members would also like to understand a bit more about your profile as none of the members were familiar with your services.

The revised information can be provided to me and I will circulate it with your original grant application for a future meeting.

Yours sincerely

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz